

APPROVED

At the Baltic International Academy
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REGULATIONS ON THE PROCEDURES FOR RECOGNITION OF COMPETENCIES ACQUIRED OUTSIDE FORMAL EDUCATION OR OBTAINED BY PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES ACHIEVED IN PREVIOUS EDUCATION AT THE BALTIC INTERNATIONAL ACADEMY

Developed by Sections 59.², 59.³ of the Law on Higher Education Institutions and Cabinet regulations from August 14, 2018 Nr.505 “Regulations for Recognition of Competences Acquired Outside Formal Education or Obtained in Professional Experience and Learning Outcomes Achieved in Previous Education”

TERMS

European Credit Transfer and Accumulation System (ECTS) credit point – a unit for recording student work. 1 (one) Latvian credit point corresponds to 1.5 (one point five) ECTS credit points.

Previous education – knowledge, skills and competencies corresponding to the higher education level, which have been acquired in studies in the Republic of Latvia as well as abroad.

Competences – proven ability to use knowledge, skills and personal, social and/or methodological abilities in work and training situations and professional and personal development (analysis, synthesis and evaluation).

Skills – ability to apply logical, intuitive and creative thinking, communication, and general skills.

Candidate – a student at the Baltic International Academy or a person who is not a student at the Baltic International Academy.

Professional experience - acquired practical knowledge, skills and competencies when operating in the Republic of Latvia, as well as in a foreign state; knowledge, skills and competencies acquired in non-formal education.

Recognition of study courses – inclusion of study courses acquired in accredited or State recognized higher education institutions in Latvia or abroad in academic commitments performed by a student if the content and amount thereof conform to the objectives, tasks, content and planned study results of the study programme.

Learning outcomes – study results acquired in previous education.

Knowledge – the totality and understanding of facts, principles, theories, and practices relating to the field of work or study.

1. GENERAL REGULATIONS

- 1.1. The by-laws prescribe the establishment, rights and duties of the commissions for the recognition of knowledge, skills and competencies acquired outside formal education or obtained in professional experience and learning outcomes achieved in previous education, the procedures for taking decisions at the Baltic International Academy (hereinafter – the BIA).
- 1.2. A decision on recognition of knowledge, skills and competencies acquired outside formal education or obtained in professional experience, or learning outcomes achieved in

previous education (hereinafter - learning outcomes) shall be taken by recognition commissions established by the BIA (hereinafter - Commission).

- 1.3. The provisions of Sections 59.2 and 59.3 of the Law on Institutions of Higher Education, Cabinet Regulation No. 505 of 14.08.2018 “Regulations Regarding Recognition of Competences Acquired Outside Formal Education or Obtained in Professional Experience and Learning Outcomes Achieved in Previous Education” (hereinafter - Cabinet Regulations) and documents regulating the study process of the BIA shall be binding on the Commission for taking decisions.
- 1.4. The recognition of competencies acquired outside formal education or obtained in professional experience and learning outcomes achieved in previous education shall be a paid service. The price of services shall be approved by the BIA Senate.

2. PROCEDURES FOR THE ESTABLISHMENT AND OPERATION OF THE COMMISSION

- 2.1. In accordance with the thematic education fields specified in the Latvian Education Classification, the following learning outcomes recognition commissions may be established in the BIA: Economics, Psychology, Sociology, Politology and Anthropology, Law Science, Art, Social Welfare, Management, Administration and Real Estate Management, Hotel and Restaurant Services, Tourism and Leisure Organisations, Translation.
- 2.2. The purpose of the activities of the Commission is to evaluate the achieved study result and take appropriate decisions regarding the recognition of learning outcomes or refusal to recognise learning outcomes.
- 2.3. The Commission shall be composed of five representatives of the academic staff from the relevant thematic area sectors. The staff shall be nominated by the faculties, and study direction Board. The staff of the Commissions shall be approved by the Rector.
- 2.4. The Head and Deputy Head of the Commission shall be elected by the Commission members at its first meeting from among the members of the Commission.
- 2.5. The obligations of the Head of the Commission:
 - 2.5.1. inform the members of the relevant Commission regarding the time, place, and agenda of the meeting of the Commission;
 - 2.5.2. if necessary, invite experts to the meeting of the Commission, present the experts with the substance of the issues to be examined and the documents submitted;
 - 2.5.3. to organise the keeping of minutes of the Commission meetings by appointing a member of the Commission as the recorder of the meeting.
- 2.6. The obligations of the Deputy Head of the Commission:
 - 2.6.1. chair meetings of the Commission in the absence of the Head of the Commission;
 - 2.6.2. receive a personal file from the BIA Admission Commission or the Study Department and return it after taking a decision;
 - 2.6.3. register the decision taken in the Study Department;
 - 2.6.4. organise the announcement of the decision to the person.
- 2.7. The Commission shall be entitled to act if at least three members of the Commission participate in the meeting of the Commission. Decisions shall be taken by a simple majority. In cases where votes are divided, the vote of the Head of the Commission shall prevail.
- 2.8. The Commission has obligations:
 - 2.8.1. to review documents submitted by persons;
 - 2.8.2. to evaluate the knowledge, skills and competencies acquired outside formal education or obtained in professional experience, as well as the learning outcomes achieved in previous education;
 - 2.8.3. to determine additional examinations to recognise the knowledge, skills and competencies obtained in professional experience as conforming to the learning outcomes to be achieved in the study course or study module of the study programme, which certify the acquired practical knowledge, or to recognise the

- knowledge, skills and competences acquired outside formal education as conforming to the learning outcomes to be achieved in the study course or study module of the study programme;
- 2.8.4. to decide on the recognition of learning outcomes or refusal to recognise learning outcomes.
- 2.9. The Commission has the right:
- 2.9.1. to check the conformity of the information provided in the application with the actual circumstances;
- 2.9.2. to request additional information regarding the learning outcomes indicated in the application, accordingly extending the recognition of learning outcomes for the period by which additional information is received. The Commission is entitled to obtain additional information by the procedures laid down in the Administrative Procedure Law, i.e., from the person applying, from other institutions with the assistance of experts, documents or other types of evidence. If the information necessary for the Commission is at the disposal of another institution, the Commission shall obtain it by itself;
- 2.9.3. to lay down additional tests to assess the knowledge, skills and competencies acquired outside formal education or obtained in professional experience, as well as the learning outcomes achieved in previous education, or in cases where documents submitted by persons certifying the results achieved do not provide complete information regarding the knowledge, skills and competence acquired.
- 2.10. The Commission shall examine the results of studies achieved in previous education only in cases, if the course of the study programme has been acquired as a listener, if evaluation in grades has not been received for the study course acquired, if the study course, the amount of which has not been expressed in credit points, has been acquired.

3. PROCEDURES FOR ACCEPTANCE OF AN APPLICATION

- 3.1. The procedure for recognition of knowledge, skills and competencies acquired outside formal education or obtained in professional experience shall be commenced based on an application of a person addressed to the head of the study direction of the BIA (Annex 1) in which the following information is indicated:
- 3.1.1. name, surname and personal ID of a person;
- 3.1.2. knowledge, skills and competencies acquired outside formal education or obtained in professional experience;
- 3.1.3. justification for the conformity of knowledge, skills and competencies acquired outside formal education or obtained in professional experience with the learning outcomes to be achieved in the study course or study module of the relevant study programme;
- 3.1.4. the objective of recognition of knowledge, skills and competencies acquired outside formal education or obtained in professional experience;
- 3.1.5. name of the educational institution and educational programme or part thereof or type of acquisition of professional experience and place where knowledge, skills and competencies have been acquired or obtained;
- 3.1.6. the period of the acquisition or obtaining of the knowledge, skills and competences;
- 3.1.7. the name of the study programme in which knowledge, skills and competencies acquired outside formal education or obtained in professional experience should be recognised;
- 3.1.8. contact details of the person – address of the place of residence or official electronic address (if the official electronic address account is activated for the person) to which the Commission decision is to be sent, as well as telephone number and e-mail address, if any.
- 3.2. The procedure for recognition of learning outcomes achieved in previous education shall be commenced based on an application (form) of a person addressed to the head of the study direction of the BIA, in which the following information is indicated:

- 3.2.1. name, surname and personal ID of a person;
 - 3.2.2. name of the study programme in which study modules or study courses acquired at the higher education institution, which the person has acquired as a listener, should be recognised;
 - 3.2.3. contact details of the person – address of the place of residence or official electronic address (if the official electronic address account is activated for the person) to which the Commission decision is to be sent, as well as telephone number and e-mail address, if any.
- 3.3. The Admission Commission of the BIA shall ascertain whether copies of documents, certifying the achieved learning outcomes, are attached to the application, verify the conformity of copies of the submitted documents with the originals, and ascertain that appropriate payment has been made, attaching a copy of the document certifying payment to the application.
 - 3.4. The BIA Admission Commission advises on filling up the application in case of uncertainties.
 - 3.5. The application and the attached documents in the paper or electronic document form shall be accepted and registered by the Admission Commission and stored in the Study Department. The personal file shall be arranged for each person.
 - 3.6. The BIA Admission Commission shall inform the head of the relevant Commission within two working days of receipt of the application.

4. DECISION-MAKING PROCESS

- 4.1. The Commission shall examine an application of a person regarding recognition of knowledge, skills and competencies acquired outside formal education or obtained in professional experience within four months from the day of receipt thereof and shall take one of the decisions or refusal referred to in Paragraph 4.3 of the by-laws.
- 4.2. The Commission shall examine an application of a person regarding recognition of learning outcomes achieved in previous education within one month from the day of receipt thereof and take one of the decisions or refusal referred to in Paragraph 4.3 of the by-laws.
- 4.3. The Commission shall adopt:
 - 4.3.1. a decision on recognition of knowledge, skills and competencies acquired outside formal education if the criteria referred to in points 5.1.1., 5.1.2., 5.1.3., 5.1.4. and 5.3. of the Regulations are met;
 - 4.3.2. a decision on recognition of knowledge, skills and competencies obtained in professional experience, if the criteria referred to in paragraphs 5.1.1, 5.1.2, 5.1.3, 5.1.4 and 5.2 of the Regulation are met;
 - 4.3.3. a decision regarding recognition of learning outcomes achieved in previous education, if the learning outcomes achieved in study modules or study courses conform to the learning outcomes to be achieved in study modules or study courses of the BIA study programme and the provisions of Sub-paragraph 5.1.4 have been fulfilled;
 - 4.3.4. refusal to recognise learning outcomes if one of the criteria of paragraphs 5.1, 5.2 or 5.3 of the Regulations is not met.
- 4.4. The Commission shall prepare a decision regarding the recognition of learning outcomes.
- 4.5. The Commission shall prepare the decision in two copies and register it by the procedures laid down in the BIA record keeping, one copy thereof shall be notified to the applicant within five working days from the taking of the decision by the procedures laid down in [the Law on Notification](#).
- 4.6. The decision of the Commission may be contested by applying the rector of the BIA within one month from the coming into force of the decision, but the decision of the rector may be appealed to the court by the procedures laid down in the [Administrative Procedure Law](#).

5. REQUIREMENTS FOR EVALUATION AND RECOGNITION OF ACQUIRED COMPETENCIES AND LEARNING OUTCOMES

- 5.1. The Commission shall have the right to recognise the knowledge, skills and competencies acquired outside formal education or obtained in professional experience, or the results of studies achieved in previous education if the following criteria are met:
 - 5.1.1. documents submitted by a person shall contain clear, unambiguous and complete information on knowledge, skills and competence acquired or obtained;
 - 5.1.2. at least one credit point may be granted for knowledge, skills and competencies acquired or obtained. The Commission shall grant one credit for the knowledge, skills and competencies acquired outside formal education or obtained in professional experience if they have been achieved during a period of at least one week (40 academic hours) of education or professional activity;
 - 5.1.3. formal education acquired previously by a person conforms to the admission requirements in the relevant study programme;
 - 5.1.4. the person has successfully passed the additional tests specified by the Commission, if any, and has demonstrated the knowledge, skills and competencies appropriate to the requirements of the relevant study programme or part thereof.
- 5.2. The Commission shall be entitled to recognise knowledge, skills and competencies obtained in professional experience only:
 - 5.2.1. in that part of the study programme consisting of the practice;
 - 5.2.2. on the results of studies to be achieved in the study course or study module of such study programme, which certifies the acquired practical knowledge.
- 5.3. The Commission is entitled to recognise knowledge, skills and competencies acquired outside formal education if they conform to the level of higher education and have been attained:
 - 5.3.1. life-long learning programme, professional improvement education programme or other educational programmes (except basic education, secondary education and higher education level education programme) in which the acquired knowledge, skills and competencies conform to the learning outcomes to be achieved in the study course or study module of the study programme;
 - 5.3.2. in other ways outside formal education (e.g. self-education). Knowledge, skills and competencies acquired in these types of education in study programmes, in which specialists in regulated professions are prepared, may be recognised only as such learning outcomes to be achieved in the study course or study module of the study programme, which certify the theoretical knowledge acquired.
- 5.4. The Commission does not have the right to recognise knowledge, skills and competencies acquired outside formal education or obtained in professional experience as the final examination, State examination or final examination of the relevant study programme - professional qualification examination or doctoral thesis.

6. FINAL PROVISIONS

- 6.1. If a person starts studying in the BIA, the personal file shall be transferred for storage in the Study Department.
- 6.2. Declare invalid the “Regulations on the Procedures for Recognition of Learning Outcomes Achieved in Previous Education Outside Study Programmes or in Professional Experience” approved on November 6, 2012.

President of the Senate

(signature)

S.Buka

Regulations on the procedures for recognition of competences
acquired outside formal education
or obtained by professional experience
and learning outcomes achieved in previous education
at the Baltic International Academy

BIA study direction _____
name

name, surname of the head of the direction

**APPLICATION
FOR THE RECOGNITION OF COMPETENCES
ACQUIRED OUTSIDE FORMAL EDUCATION OR OBTAINED PROFESSIONAL EXPERIENCE
AND LEARNING OUTCOMES ACHIEVED IN PREVIOUS EDUCATION**

1. Name, surname _____

2. Personal ID _____

3. The aim of the recognition of learning outcomes

4. The name of the study programme in which knowledge, skills and competences acquired outside formal education or obtained in professional experience or learning outcomes acquired in previous education should be recognised

5. Previously acquired education (by the admission requirements in the relevant study programme)

6. Learning outcomes acquired in previous education and acquisition mode:

6.1. studies as a listener

- the name of the programme:			
- the name of the course/ module:			
- credit points		- contact hours	
- education institution:			
- period:			

6.2. studies in the professional life-long learning programme

- the name of the programme:			
- the name of the course/ module:			
- credit points		- contact hours	
- education institution:			
- period:			

6.3. studies in the non-formal programme

- the name of the programme:			
- the name of the course/ module:			
- credit points		- contact hours	
- education institution:			

- period:

6.4. Justification for conformity of learning outcomes acquired in previous education
(in the Annex the copies of the documents – a diploma, a certificate, a transcript of records, etc. – presenting originals)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

7. The results obtained in professional experience:

7.1. scope of professional activity

7.2. description of professional experience obtained

7.3. name of the institution

7.4. period

7.5. the list of duties performed approved by the institutions – in the Annex the copy of a document (for example, labour contract, job description, employer's certificate, CV, etc.)
_____ on _____ pages.

8. Contact information of the applicant:

Phone Nr. _____ email: _____

Address _____

I certify the veracity of the information provided.

Date _____ Signature _____