



## **REGULATION ON THE RECOGNITION OF COMPETENCES ACQUIRED OUTSIDE THE FORMAL EDUCATION AND THROUGH PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES ACHIEVED IN PRIOR LEARNING BY DAUGAVPILS UNIVERSITY**

### **1. GENERAL PROVISIONS**

- 1.1. The Regulation on the Recognition of Competences Acquired Outside Formal Education and through Professional Experience and the Learning Outcomes Achieved in Prior Learning (hereinafter the Regulation) by Daugavpils University (hereinafter DU) has been elaborated in accordance with Section 59<sup>2</sup> (5), Section 59<sup>3</sup> (2) of the Law on Higher Education Institutions and Regulation on Recognition of Competences Acquired Outside Formal Education and through Professional Experience and the Learning Outcomes Achieved in Prior Learning (Regulation of the Cabinet of Ministers No 505, of 14.08.2018, issued in accordance with Section 59<sup>2</sup> (5), Section 59<sup>3</sup> (2) of the Law on Higher Education Institutions).
- 1.2. The Regulation determines DU procedure and criteria for the recognition of knowledge, skills and competences acquired outside formal education or through professional experience, as well as the learning outcomes achieved in prior learning, the terms of the recognition procedure, as well as the terms of the establishment of commissions, their rights and obligations.
- 1.3. Recognition of knowledge, skills, competences acquired outside formal education and/or through professional experience, and/or a learner's learning outcomes achieved in prior learning is a paid service. The fee is applied according to the price list approved by DU Senate.
- 1.4. Competences acquired outside formal education or through professional experience and learning outcomes achieved in prior learning in this Regulation shall mean knowledge, skills and competences acquired outside the study programmes or through professional experience, or in prior learning.

### **2. PERSON'S APPLICATION FOR THE RECOGNITION PROCEDURE**

- 2.1. A person wishing his/her knowledge, skills and competences acquired outside formal education and/or through professional experience, and/or learning outcomes achieved in prior learning, including in the status of a listener, to be recognized (hereinafter Person) is to contact the staff of DU Department of Studies (*contact number: 65421198, e-mail: studijudala@du.lv*) and receive contact details of the DU Director of the study programmes (which shall recognize knowledge, skills, competences acquired outside

formal education and/or through professional experience, and/or learning outcomes achieved in the prior learning in the status of a listener) who will consult and cooperate with the Person while preparing the application.

2.2. A person wishing his/her ***knowledge, skills and competences acquired outside formal education and/or through professional experience*** to be recognized, in cooperation with the director of DU study programme shall submit DU an application for recognition of knowledge, skills and competences. The application (*Appendix 1*) shall include:

2.2.1. name, surname and personal identity number of the Person;

2.2.2. contact details of the Person - the address of the residence place or the official electronic address (if the Person has the official electronic address account activated) to which the decision of the commission shall be sent, as well as the telephone number and e-mail address if there is such;

2.2.3. the title of the study programme, which shall recognize the knowledge, skills and competences acquired outside formal education and/or through professional experience;

2.2.4. the purpose of recognizing knowledge, skills and competences acquired outside formal education and/or through professional experience;

2.2.5. knowledge, skills and competences acquired outside formal education and/or through professional experience;

2.2.6. justification of the correspondence between the knowledge, skills and competences acquired outside formal education and/or through professional experience and the learning outcomes to be achieved in the relevant study course or module of DU study programme;

2.2.7. the name of the educational institution and the educational programme or a part thereof and/or the type of the professional experience and the place where the knowledge, skills and competences have been acquired;

2.2.8. the period during which the knowledge, skills and competences were acquired or achieved.

2.3. A person wishing his/her ***learning outcomes achieved in the prior learning, including learning outcomes achieved in the status of a listener*** to be recognized, in cooperation with the director of DU study programme shall submit DU an application for recognition of learning outcomes. The application (*Appendix 1*) shall include:

2.3.1. name, surname and personal identity number of the Person;

2.3.2. contact details of the Person - the address of the residence place or the official electronic address (if the person has the official electronic address account activated) to which the decision of the commission shall be sent, as well as the telephone number and e-mail address if there is such;

2.3.3. the title of the study programme, which shall recognize learning outcomes achieved in the prior learning, and/or learning outcomes achieved in the status of a listener;

2.3.4. the purpose of recognizing learning outcomes achieved in the prior learning, and/or learning outcomes achieved in the status of a listener;

- 2.3.5. the learning outcomes achieved in the prior learning, and/or learning outcomes achieved in the status of a listener;
  - 2.3.6. justification of the correspondence between the learning outcomes achieved in the prior learning, and/or learning outcomes achieved in the status of a listener with the learning outcomes to be achieved in the relevant study course or module of the DU study programme;
  - 2.3.7. the name of the educational institution and the educational programme or a part thereof where the learning outcomes have been achieved;
  - 2.3.8. the period during which the learning outcomes were achieved.
- 2.4. For the applications mentioned in Sections 2.2 and 2.3 of this Regulation, the Person shall attach the following:
- 2.4.1. a copy of the identity document (passport or identity card (eiD)), presenting the original of the relevant document at the time of submission;
  - 2.4.2. copies of documents attesting the knowledge, skills and competence acquired outside formal education and/or through professional experience and/or learning outcomes achieved in prior learning, and/or in the status of a listener, presenting the originals of the relevant documents at the time of submission;
  - 2.4.3. copies of documents certifying prior learning (in accordance with the level of the study programme, in which the achieved learning outcomes shall be recognized), presenting the originals of the relevant documents at the time of submission;
  - 2.4.4. a copy of the proof of payment, showing the original of the relevant document at the time of submission;
  - 2.4.5. if the documents submitted are under a different surname (name), the document certifying their change, such as a certificate of marriage, a change of a name or a surname, presenting the original of the document at the time of submission.
- 2.5. The application and the attached documents shall be submitted by the Person to the Dean's office of the respective DU study programme in paper or electronic form sending it to e-mail [du@du.lv](mailto:du@du.lv), in accordance with the requirements of normative acts regarding the registration of electronic documents. The application shall be registered in the *"Registry of Applications"*.
- 2.6. The responsible person of the Faculty prepares and concludes with the Person the Agreement on Assessment and Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education or through Professional Experience, and/or the Learning Outcomes Achieved in Prior learning (Appendix 3) which after signing shall be registered in the Department of Studies in the *"Registry of Agreements on the Recording and Recognition of Knowledge, Skills and Competences Acquired outside Formal Education and through Professional Experience, as well as the Learning Outcomes Achieved in the Prior learning"*.
- 2.7. Upon receipt of the person's application and in accordance with Section 2.2 of this Regulation, and/or after verifying the documents in accordance with terms and conditions mentioned in Sections 2.3, 2.4, the responsible person of the faculty within 3 (three) working days shall communicate to the Commission on the assessment and

examination of knowledge, skills and competences acquired outside formal education or through professional experience (hereinafter - DU Assessment and Examination Commission) on initiating the process of recognition of knowledge, skills, competences acquired outside the formal education and/or through professional experience and/or learning outcomes achieved in the prior learning including in the status of a listener, by submitting the application and the attached documents to DU Assessment and Examination Commission.

- 2.8. A person who is a DU student and wishes to have recognized his/her ***DU study courses acquired previously*** which have not been acquired in the status of a listener and whose volume is expressed in credit points, shall submit an application for recognition, a copy of the proof of payment, to the Dean's office of the relevant DU study programme presenting the original of the document at the time of submission. The application (*Appendix 2*) shall include:
  - 2.8.1. name, surname and personal identity number of the person;
  - 2.8.2. contact details of the person - the address of the residence place or the official electronic address (if the person has the official electronic address account activated), the telephone number and e-mail address if there is such;
  - 2.8.3. the title of the study programme, in which the study courses were acquired at DU in the previous periods;
- 2.9. The person mentioned in Section 2.8. of this Regulation, shall not be obliged to submit copies of documents certifying the study courses acquired at DU during the previous study periods, if the information about the study courses acquired in the previous study periods is available in the DU information system (hereinafter - DUIS). If DUIS does not have the required information, the person may request it from DU Archive by submitting an application to DU Student Service Center or DU Administrative Unit in accordance with the procedure specified by DU normative acts.
- 2.10. The person mentioned in Section 2.8. of this Regulation shall not be obliged to conclude an agreement for the assessment and recognition of knowledge, skills and competences acquired outside the formal education or through professional experience, as well as the learning outcomes achieved in the prior learning.
- 2.11. Upon the receipt of the application and verification of the relevant documents as mentioned in Section 2.8. of this Regulation, the responsible person of the Faculty within 3 (three) working days shall notify the Director of the respective study programme about initiation of the recognition process of the study courses acquired during the previous study periods by submitting the application and relevant documents to the Director of the respective DU study programme for the elaboration of the comparison (*Appendix 4*).
- 2.12. Within 10 (ten) calendar days of receipt of the information on the necessity to make comparisons, the Director of the study programme shall make a comparison of the study courses acquired (*Appendix 4*), comparing the learning outcomes and the volume achieved in previous study periods with the respective study programmes and their volume, indicating in the comparison which study courses from the previous study period at DU can be recognized by recording both the assessment and the date of the examination to be taken, and dates of any additional examinations, indicating the study

courses to be acquired, their credit points and term of examination. After the comparison has been approved by the Department of Studies, it is submitted to the Dean's office of the Faculty.

- 2.13. The comparison is prepared in 3 (three) copies (one is received by the Person, the other is stored in the student's personal file, the third is stored in the Dean's office). The Faculty secretary within 3 (three) working days shall submit the comparison approved by the Department of Studies with the signature of the Programme Director and the Dean of the Faculty for approval to the Head of the Department of Studies and Vice-Rector for Studies.
- 2.14. Upon receipt of the approved comparison, the Director of the programme and/or Faculty secretary introduces it to the Person. If a Person's studies are funded by a natural or legal person, he/she shall be informed of changes in the amount of the tuition fee. The applicant confirms his/her consent by signing the comparison and, if the Person's studies are funded by a natural or legal person, the appendix to the Learning agreement and/or the agreement on the terms of the payment of tuition fee, additional fee for the study course examinations up to the matriculation term, according to the comparison (*Appendix 4*).

### **3. CONDITIONS FOR ESTABLISHING COMMISSIONS, THEIR RIGHTS AND OBLIGATION**

- 3.1. DU establishes at least one commission for the assessment and examination of knowledge, skills and competences acquired outside formal education or through professional experience, in the thematic field of the education defined by the Classification of the Latvian Education and implemented by DU, if an application is received by a study programme in at least one thematic field of education.
- 3.2. DU Assessment and Examination Commission, upon the proposal of the Dean of the Faculty, shall be approved by DU Rector's ordinance, and shall include the Chairman, Vice Chairman, Secretary, and at least three members of the Commission. It is advisable to include the following members in DU Assessment and Examination Commission:
  - 3.2.1. head of the study direction;
  - 3.2.2. director(s) of the study programme in the relevant thematic field of education;
  - 3.2.3. lecturer(s) delivering study courses in the relevant thematic fields;
  - 3.2.4. head(s) of departments/units, director(s)/head(s) of study programmes in other thematic fields of education.
- 3.3. DU Assessment and Examination Commission has the following obligations:
  - 3.3.1. to verify a Person's application and the copies of the documents attached;
  - 3.3.2. to assess the correspondence between the knowledge, skills and competences acquired by the Person outside formal education and/or through professional experience and the learning outcomes achieved in the prior learning incl. in the status of a listener, with the learning outcomes to be achieved in DU study programme courses indicated in the Person's application;
  - 3.3.3. to schedule and organize additional examinations;

- 3.3.4. to recommend the DU Commission on recognition of knowledge, skills and competences acquired outside formal education or through professional experience, (hereinafter DU Commission on Recognition) to recognize fully, partially or refuse to recognize Person's knowledge, skills and competences acquired outside formal education and/or through the professional experience, and/or learning outcomes achieved in the prior learning.
- 3.4. The decision on the recognition of knowledge, skills and competences acquired outside formal education or through professional experience and the learning outcomes achieved in prior learning is made by DU Commission on Recognition.
- 3.5. DU Commission on Recognition shall be approved by DU Rector's ordinance, and shall be staffed by the Vice Rector for Studies, the Head of the Department of Studies, the Deans of DU faculties and/or the Directors of the institutes/departments/centres.
- 3.6. The sittings of the commissions shall be recorded in the minutes. The Commissions shall have the right to take decisions if at least half of its members are present. Decisions are taken by open vote. The decision shall be taken if the majority of the members present vote in the affirmative.
- 3.7. The Commissions have the following rights:
  - 3.7.1. to verify the information provided in the application against the actual situation;
  - 3.7.2. to request additional information on the learning outcomes indicated in the application, extending the terms of decision-making accordingly, if the commission does not possess sufficient information to take an objective and comprehensive decision on the recognition of learning outcomes;
  - 3.7.3. to require additional examinations in order to assess knowledge, skills and competences acquired outside formal education or through professional experience, as well as learning outcomes achieved in prior learning, or in case the documents attesting to the achieved learning outcomes submitted by a Person do not provide complete information on the knowledge, skills and competences acquired;
  - 3.7.4. to engage other competent individuals having experience in the recognition of learning outcomes and/or who relate to the recognition of learning outcomes achieved in a particular study program or a part thereof.
- 3.8. In order to make an objective and comprehensive decision regarding the recognition of knowledge, skills and competences acquired outside formal education and/or through professional experience and/or learning outcomes achieved in the prior learning including those in the status of a listener, the Commission obtains the information required for decision-making in accordance with the procedure specified by the *Administrative Procedure Law*.

#### **4. CONDITIONS FOR RECOGNITION OF LEARNING OUTCOMES**

- 4.1. In order to recognize the knowledge, skills and competences acquired through the professional experience as corresponding to the learning outcomes to be achieved in the study course or module of the study programme, which attest to the acquired practical

knowledge, or in order to recognize mentioned in Section 4.3.6.2. of this Regulation knowledge, skills and competences acquired outside the formal education as corresponding to the learning outcomes to be achieved in the study programme or module, a Person shall take the exams specified in the respective study course or module.

- 4.2. If necessary, in addition to the cases mentioned in Section 4.1 of this Regulation, when the examinations are compulsory, the Commission may require examinations to assess knowledge, skills and competences acquired outside formal education or through professional experience, as well as the learning outcomes achieved in prior learning.
- 4.3. The following criteria must be met in order for the knowledge, skills and competences acquired outside formal education or through professional experience to be recognized:
  - 4.3.1. the documents presented contain clear, unambiguous and complete information on the knowledge, skills and competences acquired;
  - 4.3.2. at least one credit point can be granted for the recognized knowledge, skills and competences acquired;
  - 4.3.3. the Person's previously obtained formal education meets the requirements for admission to the relevant study programme;
  - 4.3.4. the Person has demonstrated knowledge, skills and competence in accordance with the requirements of the study programme or a part thereof in the examinations mentioned in Sections 4.1. and 4.2. of this Regulation;
  - 4.3.5. knowledge, skills and competence acquired through professional experience can only be recognized in:
    - 4.3.5.1. the part of the study programme which consists of practice, moreover, the knowledge, skills and competence must be acquired in the field of professional activity corresponding to the thematic field of the study programme;
    - 4.3.5.2. such learning outcomes achieved in a study programme or module of a study programme which attest to the acquired practical knowledge.
  - 4.3.6. knowledge, skills and competences acquired outside formal education can be recognized if they correspond to the level of higher education and have been achieved:
    - 4.3.6.1. in the programme of continuing education, professional development education or other education programme (except for the basic education, secondary education and higher education programmes), where the knowledge, skills and competence acquired correspond to the learning outcomes achieved in the study course or study module of the study programme,
    - 4.3.6.2. in other ways, outside formal education (e.g. self-education). Knowledge, skills and competences acquired through these forms of education in the study programmes preparing specialists in the regulated professions, may be only recognized as learning outcomes to be achieved in the course or

module of the study programme which confirm the theoretical knowledge acquired.

- 4.4. One credit point may be granted for knowledge, skills and competences acquired outside formal education or through professional experience if they have been acquired within at least one week (40 academic hours) of education or professional activity.
- 4.5. Knowledge, skills and competences acquired outside the formal education or through professional experience cannot be considered as the final examination, state examination or final examination of the relevant study programme - professional qualification examination or a Doctoral thesis.
- 4.6. Learning outcomes achieved through professional experience may be recognized in professional or academic study programmes, in the volume of up to a maximum of 30% of credit points of the professional or academic study programme.

## 5. MAKING A DECISION

5.1. The Commission shall decide on:

- 5.1.1. the recognition of knowledge, skills and competences acquired outside formal education, provided that all the requirements mentioned in Sections 4.3.1, 4.3.2, 4.3.3 of this Regulation have been met; and the criteria mentioned in Section 4.3.6. and referred to in Section 4.3.4. of this Regulation, if, in accordance with Sections 4.1. or 4.2. of this Regulation, the relevant exams have been scheduled;
  - 5.1.2. the recognition of knowledge, skills and competences acquired through the professional experience, provided that all the requirements mentioned in Sections 4.3.1, 4.3.2, 4.3.3 and 4.3.5. of this Regulation have been met along with the criteria referred to in Section 4.3.4., if, in accordance with Sections 4.1. or 4.2. of this Regulation the relevant exams have been passed;
  - 5.1.3. the recognition of the learning outcomes achieved in prior learning, if the learning outcomes achieved in the study modules or courses correspond to the learning outcomes to be achieved in the respective study modules or courses of the DU study programme and if in the examination referred to in Section 4.2. of this Regulation the Person has demonstrated the learning outcomes to be achieved in the respective module or study course.
- 5.2. The Commission shall take a decision on the recognition or refusing the recognition of knowledge, skills and competences acquired outside formal education and/or through professional experience within the time limit set by the *Law on Higher Education Institutions*, i.e. within four months from the date of receipt of the Person's application, but the decision regarding the recognition or refusing the recognition of the learning outcomes achieved in the prior learning - within the time period specified in the *Administrative Procedure Law*. The decision shall be notified to the applicant in accordance with the procedures specified in the *Law on Notification*.
- 5.3. The decision on the recognition of knowledge, skills and competences acquired outside formal education and/or through professional experience and/or learning outcomes achieved in prior learning shall state the name of the study module or course and the credit points granted.



- 5.4. A person who is not a DU student, after recognition of knowledge, skills and competences acquired outside formal education and/or through professional experience and/or learning outcomes achieved in prior learning, may be matriculated at an appropriate stage of this study programme, and if necessary, the scope of additional study courses or study modules and relevant examinations are determined individually.
- 5.5. Decisions on the recognition of knowledge, skills and competences acquired outside formal education or through professional experience, as well as on learning outcomes achieved in prior learning are registered in the Department of Studies *“Registry of Commission’s Decisions on Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education and through Professional Experience, as well as the Learning Outcomes Achieved in the Prior learning”*. One copy of the decision of DU Commission on Recognition shall be issued to the Person and the other copy, together with the Person’s application and copies of the documents, shall be attached to the Student’s personal record file and stored in accordance with the procedure specified in DU normative acts. For a person who is not a DU student, the decision of the DU Commission on Recognition is stored in the Department of Studies *“Registry of Commission’s Decisions on Recognition of Knowledge, Skills and Competences Acquired Outside Formal Education and through Professional Experience, as well as the Learning Outcomes Achieved in the Prior learning”* in accordance with the procedure specified in DU normative acts.
- 5.6. The decision of the Commission may be appealed by submitting an application to the DU Rector. The decision of DU Rector may be appealed in accordance with the procedure specified by the Administrative Procedure Law.