

Procedure for Recognition of Competencies Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education at Riga Technical University

1. This Regulation complies with Section 59², Paragraph five and Section 59³ paragraph two of the Law on Higher Education Institutions and Cabinet Regulation No 505 adopted on 14 August 2018 “Regulations on Recognition of Competencies Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education”.
2. Within the framework of this Regulation, the competencies developed outside formal education or from professional experience and the learning outcomes achieved in previous education are recognized to be the knowledge, skills and competencies relevant to the learning outcomes achievable at the specific study programs, study courses or modules, which are acquired outside the study programs or from professional experience, or in the course of previous education.
3. This Regulation sets the procedure for assessment of the competencies developed outside formal education or from professional experience and the learning outcomes achieved in previous education, the conditions of the recognition procedure, as well as sets the conditions for establishment, rights and duties of the commission for recognition of learning outcomes.
4. The competencies developed outside formal education or from professional experience and learning outcomes achieved in previous education are assessed and recognized by the commission for recognition of learning outcomes relevant for the study program of the respective thematic field of education (hereinafter – the Commission), which includes minimum three members of the Commission in the respective RTU field of studies, relevant for the study program, and heads of the organizational units responsible for the study program implementation. The composition of the Commission offered by the head of the respective field of studies is approved by the RTU Rector.
5. The Commission is entitled to:
 - 5.1. check the conformity of the data provided in the application to the actual circumstances;
 - 5.2. require additional data on the achieved learning outcomes, respectively extending the decision taking deadline;
 - 5.3. take decisions on applications for recognition of competencies developed outside formal education or from professional experience and achieved learning outcomes in previous education.
6. The procedure of recognition of the competencies developed outside formal education or from professional experience is started based on a person’s application addressed to the Vice-Rector for Academic Affairs, where the following is provided:
 - 6.1. the given name, surname and personal identity number of the person;
 - 6.2. contact information of the person – the address of residence or the official electronic address (if the person has an official electronic address account activated) for sending the Commission decision, as well as the phone number and e-mail address, when available;

- 6.3. the name of the educational institution and of the educational program or part thereof, or the type of acquisition of professional experience and the place where knowledge, skills and competences have been acquired or developed;
 - 6.4. the period during which knowledge, skills and competences have been acquired or developed;
 - 6.5. the name of the study program within which the knowledge, skills and competences developed outside formal education or acquired from professional experience are recognized;
 - 6.6. the purpose of recognizing knowledge, skills and competences developed outside formal education or received from professional experience;
 - 6.7. substantiation of the conformity of knowledge, skills and competences developed outside formal education or from professional experience to the learning outcomes of the study course or module of the respective study program;
 - 6.8. knowledge, skills and competences developed outside formal education or received from professional experience.
7. The procedure of recognition of the learning outcomes achieved in previous education is started based on a person's application addressed to the Vice-Rector for Academic Affairs, where the following is provided:
 - 7.1. the given name, surname and personal identity number of the person;
 - 7.2. contact information of the person – the address of residence or the official electronic address (if the person has an official electronic address account activated) for sending the Commission decision, as well as the phone number and e-mail address, when available;
 - 7.3. the name of the study program within which the study modules or courses acquired by the person at a higher education establishment as an attendee are to be recognized.
 8. A person shall attach documents to the application confirming the knowledge, skills and competences developed outside formal education or received from professional experience or the awarded certificates on the study modules or courses acquired by the person at a higher education establishment as an attendee. If copies of documents or certificates are attached to the application, their originals must be presented when submitting the application. The application with the attached documents is submitted in the paper or electronic form in accordance with the requirements of the respective regulatory enactments on drawing up electronic documents.
 9. In order to recognize the knowledge, skills and competences acquired from professional experience as relevant to the learning outcomes of the study course or module of the study program that confirm the received practical knowledge or to recognize the knowledge, skills and competences developed outside formal education in the way stipulated by Clause 12.2 as relevant to the learning outcomes of the study course or module of the respective study program, a person passes the examinations set for the respective study course or module.
 10. For the knowledge, skills and competences developed outside formal education or from professional experience to be recognized,
 - 10.1. the presented documents shall contain a clear, unequivocal and full information on the acquired or developed knowledge, skills and competences;
 - 10.2. it must be possible to award at least one credit point for the acquired or developed knowledge, skills and competences;

- 10.3. the previously acquired formal education of the person must be in compliance with the admission requirements of the respective study program;
- 10.4. a person must demonstrate the knowledge, skills and competences which are relevant for the requirements of the respective study program or its part at the examinations stipulated by Clause 13;
11. The learning outcomes achieved from professional experience may be recognized only:
 - 11.1. in the internship part of the respective program, moreover, the learning outcomes must be achieved in the field of professional activity that corresponds to the thematic field of education of the study program;
 - 11.2. for the learning outcomes of the study course or module of the respective study program that confirm the developed practical knowledge.
12. The knowledge, skills and competences developed outside formal education can be recognized, if they correspond to a higher education degree and have been achieved:
 - 12.1. at a further education program, a professional advancement program or another educational program (except for primary education, secondary education and higher educational degree education programs), within which the developed knowledge, skills and competences correspond to learning outcomes achievable at the study course or module of the respective study program;
 - 12.2. from other forms of education outside formal (for example, self-education). The knowledge, skills and competences developed in these forms of education at study programs that train specialists in the regulated professions may only be recognized as learning outcomes achievable at the study course or module that certify the theoretical knowledge acquired.
13. When required, in addition to the cases referred to in Clause 9, when passing the examinations is mandatory, the Commission may prescribe tests for evaluation of the knowledge, skills and competences developed outside formal education, as well as the learning outcomes achieved in previous education.
14. One credit point may be granted for the knowledge, skills and competences developed outside formal education or from professional experience if such have been achieved during at least one week (40 academic hours) of education or professional activity.
15. Knowledge, skills and competences developed and recognized outside formal education or from professional experience cannot be considered as a final examination (within a course) of the relevant study program, a state examination or a final examination – a professional qualification examination or a Doctoral Thesis.
16. The results of studies achieved from professional experience may be recognized for a maximum of one-third of the amount of credit points of a professional or academic study program.
17. The Commission takes a decision within four months after receipt of an application regarding the recognition of knowledge, skills and competences developed outside the formal education or from professional experience or within the time period specified in the Administrative Procedure Law after receipt of an application regarding recognition of the learning outcomes achieved in previous education. The decision shall indicate the volume of the recognized learning outcomes in credit points, as well as the name of the study course, module or part of the program within which the recognized learning outcomes are credited. The Commission decision is sent to the applicant in accordance with the procedures specified in the Law on Notification.
18. The Commission decision may be contested by submitting an application to the RTU Rector. The decision taken by the Rector may be appealed to the court in accordance with the procedures specified by the Administrative Procedure Law.

19. A person who is not a student of the relevant study program may be matriculated after the recognition of the learning outcomes, at the appropriate stage of studies of this study program and, when required, by individually determining the volume of study courses or modules to be studied additionally and the relevant examinations.
20. The Commission decision on the recognition of the learning outcomes achieved in previous education or from professional experience is registered in RTU Study Management System and the documents submitted by the person are stored in the records of the RTU in accordance with the procedures specified by regulatory enactments.
21. The assessment and recognition of competencies developed outside formal education or from professional experience and of learning outcomes achieved in previous education is a paid service. The fee is set in accordance with the price list approved by RTU Vice-Rector for Finance.