



CONFIRMED
College of Accountancy and Finance
December 13, 2012 the Council meeting,
Minutes No.6/12
Amendments dated 1 November 2019
Council meeting, Minutes No. 1-17/03

**Regulations
of the procedure for recognition of learning outcomes obtained in prior
education outside the study program or professional experience**

*Developed in accordance with the Law on Higher Education Institutions,
CM LR Regulations No. 932 of 16 November 2004, Regulations for Commencement of Studies on Later Stages” and CM LR Regulations of No. 505 of August 14, 2018, “Regulations for Recognition of Competences and learning outcomes acquired outside Formal Education or in Professional Experience”*

Accepted terminology

Prior education - knowledge, skills and competences corresponding to the level of higher education acquired as a result of studies in Latvia and / or abroad.

Professional experience - practical knowledge, skills and competences, acquired as a result of practical work in Latvia and / or abroad; knowledge, skills and competences acquired as a result of non-formal education.

1. General provisions

- 1.1. Regulations determine the procedure by which the College of Accountancy and Finance (hereinafter – College), upon application of the College student or a person who is not the College student (hereinafter - Applicant), shall evaluate the learning outcomes achieved in prior education outside the academic programs or through professional experience (hereinafter - learning outcomes) and the criteria of recognition.
- 1.2. The College evaluates the learning outcomes achieved in prior education outside the academic program or in professional experience, determines their correspondence to the requirements of the study programs realized by the College, and in case of adequacy may recognize them and award the appropriate number of credit points and evaluations.
- 1.3. The process of recognition of learning outcomes is a paid service

2. Committee for recognition of learning outcomes: goal, tasks and rights

- 2.1. The decision on the recognition of learning outcomes achieved in prior education outside the College curriculum and / or professional experience shall be taken by the Committee for the Recognition of Learning Outcomes established by the College (hereinafter - the Committee) and approved by the College Director.
- 2.2. The goal of the Committee is to take a decision and either to recognize or to refuse to recognize the learning outcomes achieved by the Applicant in their prior education outside the College curriculum or through professional experience.
- 2.3. The Committee consists of the Chairperson, Chairperson Deputy, Secretary and the academic program Directors. The Committee shall decide on the recognition of learning outcomes relevant to the particular study program under

- consideration, taking into regard the Latvian Education Classification.
- 2.4. If a member of the Committee terminates his / her employment with the College, he / she shall be substituted according to Clause 2.1 by another staff member in accordance with the accepted procedure.
 - 2.5. By decision of the College Council, the functions of the Committee may be delegated to the Methodological Council.
 - 2.6. The scope of activities of the Committee:
 - 2.6.1. to consider within one month the Applicant's application for recognition of study results;
 - 2.6.2. if necessary, verify that the provided information and data correspond to the actual circumstances;
 - 2.6.3. if necessary, to request additional information, by extending the deadline for making a decision correspondingly;
 - 2.6.4. if necessary, to impose additional examinations to evaluate the outcomes achieved in previous education or professional experience;
 - 2.6.4. if the Committee has decided to appoint additional examinations in order to evaluate the learning outcomes achieved in prior education or professional experience, the decision shall specify the name of the College study module or study course in which the exam is to be taken and the requirements of the exam. The knowledge, skills and competence of the Applicant in the examination shall be assessed in accordance with the requirements for the acquisition of credit points or the amount thereof in the study course description. The decision shall be accompanied by the description(s) of the study course(s), as appropriate.
 - 2.7. The rights of the Committee:
 - 2.7.1. the Committee is entitled to request additional information, extending the decision period accordingly, if it does not have sufficient information to decide objectively and comprehensively on the recognition of learning outcomes achieved through prior education or professional experience;
 - 2.7.2. the Committee is entitled to determine additional examinations for the evaluation of learning outcomes in the following situations:
 - if the documents submitted do not make it possible to assess with sufficient certainty whether the applicant has achieved the required learning outcomes;
 - if the applicant wishes to obtain recognition of the learning outcomes achieved in his / her professional experience as relevant to the study course or module leading to the acquisition of practical knowledge, skills and competence;
 - if the Applicant wishes to obtain recognition of the learning outcomes obtained in other forms of non-formal education, excluding study programs corresponding to the regulated professions;
 - the Committee may invite experts from the respective study field, study course or module.
 - 2.8. The Committee shall take its decision by a majority of the members present in open vote. In the case of an equal number of votes, the vote of the Chairperson or Deputy Chairperson of the Committee (if the Chairperson is not present) shall prevail.
 - 2.9. The decision shall be sent to the applicant by post or received personally.
 - 2.10. The decisions of the Committee are recorded in the Committee Decision Register, indicating the Applicant's name, personal identification number and the Decision number. This document shall be kept in the Student's personal file; the copy shall be kept by the Secretary of the Committee for one year. At the beginning of the following year, after the end of the record year, the Secretary shall transfer the document to the College Archive.
- 3. Procedure for recognition of learning outcomes**
- 3.1. The Applicant, wishing the learning outcomes achieved in their prior education or professional experience to be recognized, shall submit an application

(Appendix 1) to the College Admission Committee or to the coordinator of the College branch or study program director.

- 3.2. The Application shall include:
 - 3.2.1. the Applicant's name, surname, personal identification code;
 - 3.2.2. the description of learning outcomes achieved in prior education or professional experience
 - 3.2.3. justification of the conformity of the learning outcomes achieved in prior education or professional experience with the requirements of the relevant study program or a part thereof;
 - 3.2.4. the goals of the recognition of learning outcomes achieved through prior education or professional experience;
 - 3.2.5. the name of the institution and of the educational programme or a part thereof or the type of professional experience and the place where the learning outcomes were achieved;
 - 3.2.6. the period of time during which the learning outcomes were acquired;
 - 3.2.7. the title of the study programme in which the learning outcomes achieved in prior education or professional experience will be credited;
 - 3.2.8. the Applicant's contact information - the address of the place of residence to which the decision of the Committee is to be sent, the telephone number and the e-mail address. The Applicant shall enclose the documents certifying the achieved learning outcomes, certified copies, the originals of the relevant documents, or notarized copies.
 - 3.3. The Applicant shall enclose to the Application a receipt for payment for the services in accordance with the College document "Charges for Paid Services.
 - 3.4. The inspector of the College Study Department shall accept and register the Application and the enclosed documents, make up the Applicant's file and submit it to the Committee. If the Applicant is the College student or will be matriculated after the recognition of the learning outcomes, the Applicant's file shall be added to the Student's personal file. The Admission Committee and the College branches shall send the applications and enclosed certified copies by mail or electronically to: gfk@koledza.lv (within 3 working days).
 - 3.5. The Committee shall examine the application and take a decision within one month of receipt of the Application or within 30 days of receipt of the requested additional information and documents, provided that they are sufficient for the decision being taken. The decision is taken according to the criteria specified in LR CM Regulation No. 505 of 14 August 2018, "*Regulations for recognition of competences obtained outside formal education or in professional experience and of learning outcomes attained in prior education*". The decision shall state the amount of recognized learning outcomes in credit points and the title of the study course, module, programme or a part thereof where the recognized learning outcomes are to be credited.
 - 3.6. The outcomes obtained in professional experience may be recognized only within the amount specified in Article 59.2 Part 5 of the *Law on Higher Education Institutions* and in the vocational study programme implemented by GFK.
 - 3.7. The Applicant, who is not a student of the respective College study programme, after recognition of previously attained learning outcomes may be matriculated in the corresponding study period of the respective study programme, if necessary, after acquisition of individually determined amount of additional study courses or study modules and passing the respective examinations according to *LR Law on Higher education institutions* and LR CM Regulations No. 932 "*Procedure for Commencing Studies at Later Study Stages*"
4. **The recognition criteria of previously attained learning outcomes**
 - 4.1. In order to have the learning outcomes achieved through prior education or

professional experience recognized the following criteria shall be met:

- 4.1.1. the presented documents should contain clear, unambiguous and complete information on the previously attained learning outcomes;
 - 4.1.2. the previously achieved learning outcomes may be awarded by at least one credit point;
 - 4.1.3. the Applicant's prior education should meet the admission requirements to the relevant College study programme;
 - 4.1.4. according to the decision of the Committee the applicant should undergo examination and demonstrate knowledge, skills and competence corresponding to the requirements of the respective study programme or a part thereof.
- 4.2. The learning outcomes attained through professional experience may be recognized only:
- 4.2.1. in the part of the relevant College study program which consists of practice, and if the learning outcomes subjected to recognition were attained in the field of professional activity corresponding to the thematic area of education in the chosen study programme;
 - 4.2.2. in the study course or study module of the chosen study programme which provides acquisition of practical knowledge, skills and competence.
- 4.3. The learning outcomes obtained by way of professional experience may be recognized in vocational study programmes, but only 30 percent of the vocational study program credit points may be awarded for the learning outcomes attained in professional experience.
- 4.4. The learning outcomes achieved in prior education may be recognized only if they correspond to the level of higher education and were achieved:
- 4.4.1. in the continuing vocational education program, which gives the possibility to obtain the fourth or fifth level of professional qualification;
 - 4.4.2. in a separate study programme or module of the study programme, which the Applicant acquired as a listener;
 - 4.4.3. in a part of the chosen study programme;
 - 4.4.4. in other forms of non-formal education (excluding study programmes which correspond to regulated professions). In this case the Applicant needs to pass the examinations specified in the respective study course or study module. The learning outcomes achieved in this way may not be recognized in the study programmes corresponding to the regulated professions.
- 4.5. One credit point for learning outcomes achieved through prior education or professional experience may be awarded if they were achieved through a study process not less than 40 academic hours long (at least one week duration).
- 4.6. Recognized learning outcomes achieved in prior education or professional experience shall not substitute the state final examination in the relevant study program - qualification exam and / or qualification paper.

5. Taking a decision

- 5.1. The decision on the recognition of learning outcomes shall state:
- 5.1.1. the amount of recognized learning outcomes achieved in terms of credit points;
 - 5.1.2. the title of the study programme, module or study course where to the credit points of the recognized learning outcomes are to be credited;
 - 5.1.3. evaluation of the study programme, study module or study course according to the evaluation scores accepted in Latvia and in the approved study plan of the respective study program of the College.
- 5.2. All decisions on the recognition of previously acquired learning outcomes shall be registered according to the accepted procedure stated in Clause 2.10 of this Regulation.
- 5.3. The decision and all supporting documents shall be enclosed to the personal data file of the Applicant or Student.

- 5.4. The decision of the Committee may be challenged within one month of its adoption by submitting a written application to the Director of the College, but the decision of the Director may be appealed in accordance with the procedure of the *Administrative Procedure Law*.

6. Payment for the service

The Applicant is charged a fee for the recognition of his / her learning outcomes in accordance with the College document “Charges for paid services” for the academic year in question.

COLLEGE OF ACCOUNTANCY AND FINANCE
for recognition of learning outcomes obtained in prior education or through professional experience

*Learning outcomes achieved and recognized
 in study programmes or through
 professional experience*

Registration No. _____

date month year

To be filled in by the Applicant

SURNAME _____

NAME _____

PERSONAL IDENTIFICATION NUMBER _____

Phone No. _____

Mobile ph. No. _____

E-mail
 address _____

ADDRESS OF DECLARED PLACE OF RESIDENCE:

Post code _____

State _____

City _____

Village _____

Street _____

House No. _____ Apartment No. _____

REQUEST TO RECOGNIZE

The educational program or part thereof completed within the period from _____ to

_____.

✓ Place and name of the institution where the program was acquired, title of the program

✓ Learning outcomes achieved in prior

education _____

Educational program type

- Bachelor
- Professional bachelor
- 1st level professional
- 2nd level professional
- Master
- Vocational master
- Other

Learning outcomes achieved through professional experience in the period

from _____ ***to*** _____.

✓ Place and name of the institution where the learning outcomes were achieved

✓ Outcomes achieved through professional experience

✓ Goals of recognition of learning outcomes achieved through prior education or professional experience

✓ Justification of the correspondence of the achieved learning outcomes to the requirements of the respective study program or a part thereof:

I request to recognize the achieved learning outcomes:

Name of study program: _____

- Bachelor
- Vocational bachelor
- 1st level professional
- 2nd level professional
- Other

Names of study courses:

1. _____
2. _____
3. _____
4. _____
5. _____

I enclose the copies of the following documents:

1. _____
2. _____
3. _____
4. _____
5. _____

6. _____

7. _____

***I certify that I have familiarized myself with the College Regulations “On the Recognition of Learning Outcomes in Prior Education outside the Study Program or in Professional Experience”
I certify the authenticity of all provided information***

Applicant’s signature

date, month, year