

Transport and Telecommunication Institute

REGULATIONS

on Recognition of Learning Outcomes Obtained during Non-formal Education, or Competencies Acquired during Professional Experience and Learning Outcomes Achieved in Previous Education

1. GENERAL PROVISIONS

- 1.1. Regulations, in accordance with Articles 59² and 59³ of the Law on Higher Education and Cabinet Regulation No. 505 of 14 August 2018 „ Regulations on recognition of learning outcomes obtained during non-formal education, or competencies acquired during professional experience and learning outcomes achieved in previous education”, determine the criteria and procedures by which the Transport and Telecommunication Institute (hereinafter - TSI) are evaluated and recognized:
 - learning outcomes obtained during non-formal education, or competencies acquired during professional experience;
 - learning outcomes achieved in previous education.
- 1.2. Evaluation and recognition of study results is a paid service, the amount of the fee is determined by the Rector's order.

2. COMMISSION FOR RECOGNITION OF STUDY RESULTS

- 2.1. Knowledge, skills and competences acquired outside formal education or acquired through professional experience, as well as learning outcomes achieved in prior education are evaluated and recognised by the TSI Commission for Recognition of Learning Outcomes (hereinafter - Commission).
- 2.2. According to the study programmes implemented by TSI, which correspond to the thematic areas of education defined in the Latvian Education Classification, one joint commission is formed at TSI.
- 2.3. The members of the TSI Commission are approved by the Rector's order. The Commission has a quorum if 5 of its members are present.
- 2.4. The Commission includes:
 - 2.4.1. The Vice-Rector for Academic Affairs – Chairman of the Commission;
 - 2.4.2. Head of Study Department – secretary of commission;
 - 2.4.3. The Vice-Rector for Research and Development;
 - 2.4.4. deans - heads of study directions, those concerned with the recognition of learning outcomes achieved in a particular study programme or part thereof are invited for evaluation of the case;
 - 2.4.5. directors of study programmes, those study program directors who are subject to the recognition of learning outcomes achieved in a particular study programme or part thereof are invited for evaluation of the case;

- 2.4.6. heads of departments, those heads of departments who are subject to the recognition of learning outcomes achieved in a particular study programme or part thereof are invited for evaluation of the case.
- 2.5. Rights and obligations of the Commission:
- 2.5.1. The Commission is obliged to examine the applicant's application and to decide on the recognition of the learning outcomes or the refusal to recognise the learning outcomes achieved and inform the applicant in writing of the decision taken within one month of receipt of the application;
- 2.5.2. The Commission is entitled:
- 2.5.2.1. to verify the information and data provided in accordance with the actual situation;
- 2.5.2.2. to request further information if the Commission considers that it does not have sufficient information to decide objectively and comprehensively on the recognition of learning outcomes by extending the decision-making period accordingly;
- 2.5.2.3. to request the opinion of experts of TSI or other institutions regarding the submitted documents, if necessary, to invite experts of the sector to the meetings of the commission;
- 2.5.2.4. **to determine** additional examinations in the respective study courses or study module of the study programme, to recognize the learning outcomes as relevant. **Examinations are obligatory** if a person wishes to have the learning outcomes are recognised in accordance with clause 4.1.6.2.

3. SUBMITTING AN APPLICATION FOR RECOGNITION OF STUDY RESULTS

- 3.1. A person seeking recognition of the knowledge, skills and competences acquired outside formal education or in professional experience and of learning outcomes achieved in prior education, submit an application (Appendix 1) to TSI Student Services, indicating:
- 3.1.1. name, surname and personal identification number;
- 3.1.2. knowledge, skills and competences acquired outside formal education or through professional experience;
- 3.1.3. justification of the correspondence of the study results to the learning outcomes of the study course or module of the respective study programme;
- 3.1.4. aims of recognition of study results;
- 3.1.5. the name of the institution and the educational programme or a part thereof or the type of professional experience and place where the learning outcomes have been achieved;
- 3.1.6. the period during which the learning outcomes have been achieved;
- 3.1.7. the name of the study programme, in which the results of the studies should be recognised;
- 3.1.8. personal contact information - correspondence address to which the commission decision is to be sent, telephone number and e-mail address .
- 3.2. The person attaches to the application:
- 3.2.1. copies of documents certifying the achieved study results, presenting the original of the respective documents at the moment of submission.
- 3.2.2. proof of payment of the recognition.
- 3.3. Upon receipt of the application, the Study Department shall verify its compliance with the requirements of 3.1 and 3.2 and record it.

4. CONDITIONS FOR RECOGNITION OF STUDY RESULTS

- 4.1. Knowledge, skills and competences acquired outside formal education or through professional experience may be recognized if the following criteria are met:
 - 4.1.1. the documents submitted by the person contain clear, unambiguous and complete information on the knowledge, skills and competences acquired;
 - 4.1.2. if at least one credit point can be awarded for the knowledge, skills and competences acquired;
 - 4.1.3. the person's previous education meets the requirements for admission to the relevant study programme;
 - 4.1.4. the person has successfully passed an additional examination nominated by the commission;
 - 4.1.5. knowledge, skills and competences acquired through professional experience can only be recognised:
 - 4.1.5.1. in the part of the relevant study program consisting of internships. ***In this case the applicant submits and defends the internship report in accordance with the practice programme;***
 - 4.1.6. for the achieved learning outcomes of a training course or training module that confirm the acquired practical knowledge.
 - 4.1.7. knowledge, skills and competences acquired outside formal education can be recognized if they correspond to the level of higher education and have been achieved:
 - 4.1.7.1. continuing education programme, professional development education programme, or other education programme (with the exception of primary, secondary and higher education), where the acquired knowledge, skills and competences correspond to the learning outcomes to be achieved in the study course or module of the study programme;
 - 4.1.7.2. in other ways outside formal education (for example, self-education, courses, seminars, etc.). Knowledge, skills and competences acquired through these types of education in study programmes, where prepare professionals in the regulated professions, can be recognized only as learning outcomes achieved in the study course or module of the study program, which confirms the theoretical knowledge acquired.
- 4.2. The commission may award 1 (one) credit point for a person's stated learning outcomes if they have been achieved through at least one week (40 academic hours) of education or professional activity.
- 4.3. The commission ***is not entitled*** to recognise the study results indicated by the person as ***the final examination of the respective study programme, state examination or final examination*** - professional qualification examination or promotion work.
- 4.4. The Commission decides on:
 - 4.4.1. the recognition of knowledge, skills and competences acquired outside formal education or the recognition of knowledge, skills and competences acquired through professional experience, could be recognised if all criteria set out in clauses are provided 4.1, 4.2 and 4.2 of this Regulation have been met,
 - 4.4.2. the recognition of the learning outcomes achieved in the previous education, if the learning outcomes achieved in the modules or courses correspond to the learning outcomes achieved in the study modules or courses of the TTI study programme.

5. DECISION-MAKING

- 5.1. The Commission takes a decision on the recognition or refusal to recognise the knowledge, skills and competences acquired outside the formal education or professional experience within 4 (four) months of receipt of the application, but the decision on the recognition or refusal to recognise the learning outcomes achieved in the previous education is made within one month from the date of receipt of the application.
- 5.2. The decision on the recognition of study results shall be drawn up in accordance with Annex 3 to these Regulations.
- 5.3. The decision of the Commission may be disputed by submitting an application to the Rector of TSI and may be appealed in accordance with the procedure specified in the Administrative Procedure Law.
- 5.4. The decisions of the Commission on the recognition of knowledge, skills and competence acquired outside formal education or on professional experience, as well as on the recognition of learning outcomes achieved in prior education, are recorded in accordance with the TSI Nomenclature of record keeping.

6. CLOSING PROVISIONS

- 6.1. If the person requesting the recognition of the study results in accordance with these Regulations is a TSI student, the positive application of the commission, the person's application and the commission's decision is placed in the student's file.
- 6.2. A person who is not a student of the respective study programme, after recognition of the results, may be matriculated in the corresponding study period of this study programme, if necessary, individually defining the scope of additional study courses or study modules and respective examinations.

Transport and Telecommunication Institute
Application for Evaluation and Recognition of Study Results

FILL IN IN CAPITAL LETTERS

Name, Surname:	
Personal code:	
Phone number:	
E-mail:	
Declared place of residence (Street, house, apartment, village, town/city, zip code)	_____ _____

PLEASE ACKNOWLEDGE (fill in what is required)

1. KNOWLEDGE, SKILLS AND COMPETENCES ACQUIRED OUTSIDE FORMAL EDUCATION
Name of the institution and educational program (courses, seminars) or part thereof (if knowledge, skills and competence were acquired through self-education, indicated by "Self-education"):
Knowledge, skills and competences acquired (formulate them):
Extraction time period (from - to)
2. KNOWLEDGE, SKILLS AND COMPETENCES OBTAINED BY PROFESSIONAL EXPERIENCE
Type and place of acquisition of knowledge, skills and competences:
Acquired knowledge, skills and competences (formulate them):
Extraction time period (from - to)
3. STUDY RESULTS ACHIEVED IN PREVIOUS EDUCATION

I WANT TO RECOGNIZE THE RESULTS ACHIEVED:

Title of the TSI study programme					
Type of study programme		First level professional	<input type="checkbox"/>	Master Academic	<input type="checkbox"/>
		Bachelor Academic	<input type="checkbox"/>	Master Professional	<input type="checkbox"/>
		Bachelor Professional	<input type="checkbox"/>	Doctoral (PhD)	<input type="checkbox"/>
		Second level professional	<input type="checkbox"/>		
<i>STUDY COURSES</i>					
Code	Title	Justification of the conformity of the achieved results with the requirements of the relevant study programme or its part			

ATTACHED COPIES OF THE FOLLOWING DOCUMENTS:

Date of issue	Title of the document	The document certifies

I certify the truthfulness of the provided information:

Signature Name, Surname Date

The documents were accepted and examined by:

Signature Name, Surname Date

Transport and Telecommunication Institute

Evaluation and Recognition Commissions of Competences Acquired Outside Formal Education or Through Professional Experience and Learning Outcomes Achieved in Previous Education

Protocol of Meeting No.____

Place and Date of Meeting: Riga, _____. 2019

Present at the Meeting: the Chairperson of the Commission _____

Deputy of the Chairperson of the Commission _____

Secretary _____

Members of the Commission _____

Non-commissioned Experts with Advisory Voting Rights: _____

Records: _____

Agenda: _____ evaluation and recognition

/ the applicant's name, surname, personal identification number/

of competences acquired outside formal education or through professional experience and learning outcomes achieved in previous education

Institution and educational programme (self-education) in which education was obtained:

Institution where professional experience was obtained: _____

TSI study programme, in which learning outcomes should be recognized: _____

In accordance with criteria of the Cabinet of Ministers Regulations No. 505 of 14.08.2018 and “Regulations on Recognition of Learning Outcomes Obtained during Non-formal Education, or Competencies Acquired during Professional Experience and Learning Outcomes Achieved in Previous Education” the commission decides:

1. Recognise the following learning outcomes:

Competences acquired outside formal education or acquired through professional experience and learning outcomes achieved in previous education			Study course of TSI study programme	
ON	Title of education programme (course, self-education) or type and duration of professional experience	Amount (CP)	Course code and title	Amount (CP)
1.				
2.				
3.				

2. Not to recognise such learning outcomes:

Competences acquired outside formal education or acquired through professional experience and learning outcomes achieved in previous education			Reason
ON	Title of education programme (course, self-education) or type and duration of professional experience	Amount (CP)	
1.			
2.			
3.			

3. Require the applicant to take the following additional examination (exam, test, study paper):

ON	Courses in the TSI study program where the tests are to be taken		
	Course code and title	Amount (CP)	Type of Examination
1.			
2.			
3.			

4. Request the following additional documents:

The Chairperson of the Commission _____
 / Signature / _____ / Name, Surname /

Secretary _____
 / Signature / _____ / Name, Surname /

Transport and Telecommunication Institute

Riga ____ . _____ 20__ No. ____

DECISION

on the recognition of competences acquired outside formal education or of professional experience and of learning outcomes achieved in prior education

The Commission has assessed *Name, Surname, p.c.* _____ - _____ application for non-formal education _____ or professional experience *(institution and educational programme (self-education))*

_____ or previous education
(the institution where the professional experience was gained)

_____ recognition of the learning outcomes achieved
(educational institution)

_____ TSI study programme, having examined
(title of the study programme)

the documents submitted, in accordance with the Cabinet of Ministers Regulations No. 505 of 14.08.2018 and “Regulations on Recognition of Learning Outcomes Obtained during Non-formal Education, or Competencies Acquired during Professional Experience and Learning Outcomes Achieved in Previous Education”, **DECIDE:**

1. Recognise the following learning outcomes:

Competences acquired outside formal education or acquired through professional experience and learning outcomes achieved in previous education			Study course of TSI study programme	
ON	Title of education program (course, self-education) or type and duration of professional experience	Amount (CP)	Course code and title	Amount (CP)
1.				
2.				
3.				

2. Not to recognise such learning outcomes:

Competences acquired outside formal education or acquired through professional experience and learning outcomes achieved in previous education			Reason
ON	Title of education program (course, self-education) or type and duration of professional experience	Amount (CP)	
1.			
2.			
3.			

3. Require the applicant to take the following additional examination (exam, test, study paper):

ON	Courses in the TSI study program where the tests are to be taken		
	Course code and title	Amount (CP)	Type of Examination
1.			
2.			
3.			

The decision of the Commission may be appealed against to the Rector of TTI within one month from the date of notification of the decision

The Chairperson of the Commission _____
/ Signature /

/ Name, Surname /

Secretary _____
/ Signature /

/ Name, Surname /