



**TRANSPORTA
UN SAKARU
INSTITŪTS**

RULES OF PROCEDURE FOR STARTING STUDIES AT LATER STAGES

Issued in accordance with the Cabinet of Ministers
Regulation No. 932 “Rules of procedure
for starting studies at later stages” of 16.11.2004.

*APPROVED by
Decision of the Senate of 31 October 2019
(protocol 01-7/3)*

Riga, 2019

1. Studies at the Institute of Transport and Telecommunication may be commenced at a later stage in the same or a lower degree programme:
 - 1.1. transferring from another higher education institution;
 - 1.2. transferring to another TTI study program;
 - 1.3. resuming studies after exmatriculation;
 - 1.4. continuing higher education programmes to obtain a bachelor's degree or second level vocational education after first level professional higher education;
 - 1.5. after the recognition and award of credit for the acquisition of knowledge, skills and competences acquired outside the formal education and professional experience, or the learning outcomes achieved in previous education.
2. Studies can start at a later stage:
 - 2.1. persons who have acquired a higher education study programme or part thereof licensed or accredited in accordance with regulatory enactments. Acquisition of the said study programme or part thereof shall be certified by an academic certificate issued by the relevant higher education institution;
 - 2.2. persons who, in accordance with the rules for the recognition of competences acquired outside formal education or training and professional experience and learning outcomes acquired in prior education, have acquired knowledge, skills and competences acquired outside formal education and gained through professional experience, or have achieved learning outcomes achieved in previous education and awarded credit points. Recognition is confirmed by the decision of the higher education institution regarding the recognition of knowledge, skills and competences acquired outside formal education and acquired in professional experience, as well as the learning outcomes achieved in previous education (according to the Regulation of the Transport and Telecommunication Institute of 29.04.2014 „ Regulation on the Recognition of Competences Obtained Outside Formal Education or of Professional Experience and of Learning Outcomes of Previous Education”).
3. The procedure for commencement of studies at a later stage of studies is set out in the Annex to these Regulations.
4. Study courses is credited if the amount of credit points in the two comparable study programmes is equal or the number of credit points in the respective subject previously acquired is higher.
5. The responsible staff member of the Study Department compares the previously acquired courses and their amount with the respective study programme, indicates which courses from the previously acquired courses can be taken and where additional examinations are to be taken.
6. The total amount of additional subjects have not to exceed 20 credit points in the study year in which the person is matriculated, taking into account that the total number of credits obtained in this study year would not exceed 40 credit points.
7. The comparison is recorded in writing in the comparison protocol.
8. Comparison is not made when training begins at a later stage after the recognition of knowledge, skills and competencies acquired outside formal education or professional experience, as well as learning outcomes achieved in previous education.
9. The responsible employee of the Study Department draws up an individual study plan, specifying the courses to be acquired, their amount in credit points and the term of the examinations. The individual study plan must be agreed with the applicant and the study programme director.
10. The head of the study department prepares a draft of rector's order on the student's matriculation based on the comparison protocol and the individual study plan.

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