

REGULATION
ON PROCEDURE FOR THE PREPARATION OF THE STUDY COURSE
COMPARISON PROTOCOL AND INDIVIDUAL STUDY PLANS

1. General Questions

1.1. The procedure for the preparation of the Study Course Comparison Protocol and Individual Study Plans (hereinafter referred to as the Procedure) determines the individual training planning process for the students of the Transport and Telecommunications Institute (hereinafter referred to as TSI) and the enrollment of Enrollee at TSI in cases where it is not possible to provide studies in accordance with the current standard study plan, for the following reasons:

- 1.1.1. Reinstatement after academic leave;
- 1.1.2. Transfer to another study program;
- 1.1.3. Transfer to another study flow (in the case of a change in study language or study form, including distance learning study form);
- 1.1.4. Returning after studies within the ERASMUS+ program;
- 1.1.5. Reinstatement after exmatriculation;
- 1.1.6. Repeated studies;
- 1.1.7. Recognition of the results of previously acquired or incomplete higher education;
- 1.1.8. Transfer from another University;
- 1.1.9. In the case of recognition of previous professional experience, in compliance with the regulations on the recognition of competences acquired outside of formal education or professional experience and study results achieved in previous education.

1.2. This Procedure determines the execution of the following actions:

- 1.2.1. Preparation and approval of the comparison protocol;
- 1.2.2. Acceptance and registration of the student's (enrollee) application and documents for drawing up the individual study plan;
- 1.2.3. Compilation of the individual study plan, its coordination and approval;
- 1.2.4. Implementation of the individual study plan

1.3. The comparison protocol and the individual study plan, if necessary, are drawn up on the basis of the following regulatory documents:

- 1.3.1. Study regulations;
- 1.3.2. Study procedure regulations;
- 1.3.3. Regulations on recognition of learning outcomes obtained during non-formal education, or competencies acquired during professional experience and learning outcomes achieved in previous education;
- 1.3.4. Rules of procedure for starting studies at later stages;
- 1.3.5. Admission rules;
- 1.3.6. Description of the study program and study courses;
- 1.3.7. Current standard study plans.

2. Student/Enrollee Application Procedure

2.1. In the case of the need to draw up a comparison protocol and/or individual study plan, in the presence of 1.1. under the conditions specified in paragraph 1., the student (enrollee) must submit a form specified in the Student Experience and Retention Department with attached documents, which are specified in the following table:

The reason for planning individual training	Documents and data to be submitted	Application procedure
Reinstatement after academic leave	Application	According to the rules of record keeping
Transfer to another study program	Application	According to the rules of record keeping
Transfer to another study flow (in another study language or study form)	Application	According to the rules of record keeping
Returning after studies within the framework of the ERASMUS+ program	Academic transcript/certificate	Original / electronic document
Reinstatement after exmatriculation	Application	According to the rules of record keeping
Repeated studies	Application	According to the rules of record keeping
Recognition of the results of previously obtained or incomplete higher education	Application, diploma for higher education or academic reference (if the education was obtained outside the Republic of Latvia, the AIC certificate must also be submitted)	Copy or original approved in the Student Experience and Retention Department.
Transfer from another University	Academic reference	Original
Recognition of previous professional experience	Diplomas, references, certificates*	Diplomas, certificates - a copy approved by the Studies Department, certificates - original

* In compliance with the conditions of the 1.3.3. *Regulations on recognition of learning outcomes obtained during non-formal education, or competencies acquired during professional experience and learning outcomes achieved in previous education*

2.2. The Applicant or the Applicant's authorized person must submit the application and the attached documents to the Student Experience and Retention Department in person, by mail, or by e-mail (with document confirmation details).

3. Registration of the Application and Attached Documents

3.1. An employee of the Student Experience and Retention Department accepts an Application on the comparison of a completed study course and/or the creation of an individual study plan.

3.2. Applications regarding the comparison of the completed study course and/or the creation of the individual study plan are accepted and registered in the Student Experience and Retention Department in accordance with the application acceptance and review procedure.

3.3. At the time of receiving the application, the employee of the Student Experience and Retention Department informs the Applicant about the procedure for preparing the

Comparison Protocol and the fee, determined in accordance with the rector's order *On paid services*, about the procedure for creating and implementing the individual study plan.

- 3.4. Registered application and attached documents (copies) are stored in the Applicant's personal file.
- 3.5. At the time of registration of the application, the Student Experience and Retention Department informs the Applicant about the maximum consideration period for this type of application - 10 (ten) working days. The application review period may be extended in case it is necessary to request additional information from the applicant or external institutions. The Student Experience and Retention Department informs the Applicant separately about the extension of the deadline.
- 3.6. Upon receipt of the application, the employee of the Student Experience and Retention Department (Customer Service Specialist) coordinates the communication channel (e-mail, phone) with the Applicant.

4. Compilation of the Comparison Protocol

- 4.1. The employee of the Student Experience and Retention Department, who registered the application, immediately informs the Senior Study Process Organization Specialist about the received application, after which he prepares an invoice for the service provided and submits the submitted documents for further consideration and decision-making.
- 4.2. The senior study process organization specialist, after checking the payment of the service, in accordance with the received application and the attached documents, starts drawing up the Comparison Protocol, including determining the need for additional data requests, as well as determining the responsible officials (the director of the relevant study program, in his absence - the dean of the relevant faculty) , which must be involved in drawing up the comparison protocol (Comparison protocol form in Appendix No. 1).
- 4.3. The Comparison Protocol is drawn up in two copies. It is coordinated by the director of the relevant study program (in his absence - the dean of the relevant faculty) and signed by the head of the Student Experience and Retention Department, as well as the Applicant makes a note of familiarization with the Comparison Protocol.
- 4.4. The approved Comparison Protocol is kept in the Applicant's personal file.
- 4.5. The Applicant has the right to contest the decision, which is indicated in the Comparison Protocol, by submitting an appropriate application to the Student Experience and Retention Department within 14 (fourteen) working days after getting acquainted with the Comparison Protocol.

5. Preparation and Approval of the Individual Study Plan

- 5.1. The head of the Student Experience and Retention Department makes a decision on drawing up the individual study plan based on the application for individual study planning, the approved Comparison Protocol and based on the current standard study plan, as well as the list of study groups (individual study plan form in Appendix No. 2).
- 5.2. The project of the individual study plan is drawn up in two copies, coordinated with the director of the relevant study program and approved by the head of the Student Experience and Retention Department, in electronic or in paper form, in accordance with TSI's current record keeping regulations. After which, the Applicant is introduced to the individual study plan.
- 5.3. The Applicant has the right to dispute the individual study plan prepared for him by submitting an appropriate application to the Student Experience and Retention Department within 14 (fourteen) working days after familiarizing himself with the individual study plan.
- 5.4. One copy of the approved individual study plan is kept in the Applicant's personal file, the other is issued to the Applicant.

- 5.5. The Student Experience and Retention Department employee (Senior study process organization specialist) registers the individual study plan in the student database within 2 (two) working days from the moment of approval.
- 5.6. The approved individual study plan serves as a basis for calculating the amount of individual payment for the study semester, in accordance with the Regulations on the procedure for paying study fees at the Transport and Telecommunications Institute.

6. Implementation of the Individual Study Plan

- 6.1. The employee of the Student Experience and Retention Department determines and informs the student who is studying according to the Individual Study Plan about study groups, which he will study as a member, as well as take study course tests.
- 6.2. Data on the student who studies according to the Individual Study Plan, his attendance and achievements are prepared and registered in the TSI student database in accordance with the general rules of the organization of the study process.
- 6.3. Tests and examinations for a student who studies according to the Individual Study Plan are completed in a uniform manner, based on the Individual Study Plan.
- 6.4. Study courses, which, according to the Individual Study Plan, were not scheduled for the current semester, but have remained from previous semesters as academic debts, must be completed by the Applicant within one calendar year from the moment of approval of the Individual Study Plan. The total amount of study courses included in the Individual Study Plan may not exceed the amount of credits specified in the study program.
- 6.5. Study courses that have not been completed within the specified time are taken by the student for the fee specified in the rector's order On paid services.

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Comparison protocol no. 000-00

Name, surname, personal code: Name Surname PK 000000-00000 (postal code 00000)

Study program, program code: " ... " (00000)

Full-time/Part-time/Part-time distance learning studies

No.	Title of discipline	Semester	Number of credits (in the study plan)	Comparable (recognized) study course	Volume (hours/KP)	Difference	Notes
Transferred together:							

The document on the basis of which study courses were transferred:

Higher education institution (name) Academic certificate Reg. No. 0000, 00.00.0000.

Name Surname PK 000000-00000 to be matriculated in the 0th course in the 0th semester

Study program director: _____ /Name, surname/

Head of the Student Experience and Retention Department: _____ /Name, surname/

I have been introduced to the Comparison Protocol: _____ /Name, surname/

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Individual Study Plan No. 000-00

Name, surname, personal code: Name Surname PK 000000-00000 (postal code 00000)

Study program, program code: "... " (00000)

Full-time/Part-time/Part-time distance learning studies

No.	Program' s Part (A,B,C)	Title of Discipline	Semester	Number of Credit Points(in the study plan)	Evaluation Form	Notes (study group, deadlines)
Transferred in 0th semester in total						
Program difference in the 0th semester in total						
Transferred in 0th semester in total						
Transferred in total						

Study program director: _____ / Name Surname/

Head of the Student Experience and

Retention Department: _____ / Name Surname/

I received the individual study plan: _____ /Name Surname/