

APPROVED
by decision of the Senate on 29.04.2014 (protocol No. No. 01-7/8),
with amendments approved by decision of the Senate on 17.09.2019 (protocol No. 01-7/ 1),
with amendments approved by decision of the Senate on 15.12.2020 (protocol No. 01-7/4),
with amendments approved by decision of the Senate on 19.12.2023 (protocol No. 01-7/4)

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 RULES

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:

1.1.1. knowledge, skills and competences acquired outside of formal education or acquired in professional experience;

1.1.2. study results 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. The knowledge, skills and competences acquired outside of formal education or acquired in professional experience, as well as the study results achieved in previous education, are evaluated and recognized by the Study Results Recognition Commission established by TSI (hereinafter referred to as the Commission).

2.2. In accordance with the study programmes implemented by TSI, which correspond to the thematic areas of education defined in the Latvian education classification, one joint Commission is established at TSI.

2.3. The personnel composition of the TSI commission is approved by the rector's order. The Commission has decision-making power if at least 3 members of the Commission participate in its meeting.

2.4. The composition of the commission includes:

2.4.1. Vice-Rector for Academic & Research- chairman of the commission; *(in the version of TSI Senate decision No. 01-7/4 of 15.12.2020)*

- 2.4.2. Head of the Student Experience and Retention Department – secretary of the commission;
- 2.4.3. Heads of study directions, whose members are invited for the evaluation of the case, to whom the recognition of the achieved study results of the specific study programme or part of it applies;
- 2.4.4. study programme directors, whose composition includes those study programme directors who are subject to the recognition of the study results achieved by the specific study programme or part thereof, are invited to evaluate the case;
- 2.4.5. leading teaching staff of the specific field may be invited to work as experts in the Commission. *(in the version of TSI Senate decision No. 01-7/4 of 15.12.2020)*

2.5. Rights and obligations of the Commission:

- 2.5.1. The Commission is obliged to review the applicant's application and make a decision on the recognition of the study results or on the refusal to recognize the achieved study results and inform the applicant in writing about the decision made within a month after receiving the application;
- 2.5.2. The Commission is entitled to:
 - 2.5.2.1. check the conformity of the provided information and news with the actual conditions;
 - 2.5.2.2. to request additional information if the Commission believes that it does not have sufficient information to objectively and comprehensively decide the issue of recognition of study results by extending the decision-making deadline accordingly;
 - 2.5.2.3. request expert opinions of TSI or other institutions on the submitted documents, if necessary, invite industry experts to Commission meetings;
 - 2.5.2.4. set additional tests in the relevant study courses or study module of the study program in order to recognize the study results as appropriate. Examinations are mandatory if the applicant wants the study results to be recognized, according to paragraph 4.1.6.2 of the Regulations.

3. SUBMISSION OF APPLICATION FOR RECOGNITION OF STUDY RESULTS

(in the version of TSI Senate decision No. 01-7/4 of 19.12.2023)

- 3.1. The Student Experience and Retention Department advises the applicant on the actions to be taken and the documents to be submitted in order to recognize the competencies acquired outside of formal education or professional experience and the study results achieved in previous education, and future study opportunities.
 - 3.2. The applicant submits an electronically completed application to the Student Experience and Retention Department of TSI:
 - 3.2.1. on recognition of knowledge, skills and competences acquired in professional experience;
 - 3.2.2. on the recognition of knowledge skills and competences acquired outside of formal education;
 - 3.2.3. on the recognition of study results obtained in previous education.
- Submission forms are available: [Official documents](#) - Application forms.

- 3.3. The application is prepared only for one specific study course or study module (except for the case provided for in point 3.2.3), in accordance with the information and instructions requested in the application form.
- 3.4. Students and applicants of foreign or double diploma programmes fill out the application in English.
- 3.5. Applicants and students of double degree study programmes must specify the name of the UWE programme, the name and code of the UWE study module in the application.
- 3.6. Before filling out the electronic application form, the person requests a description of the study course or module of the TSI study programme chosen for the Study part, in which professional experience or study results are recognized, specifying the study course/module code. The study department sends a description of the study course/module to the e-mail address specified by the person within 2 (two) days.
- 3.7. The applicant adds to the application:
- 3.7.1. copies of documents certifying the study results achieved outside of formal education or knowledge acquired through professional experience, presenting the original of the relevant documents at the time of submission;
 - 3.7.2. Copies of the received certificates for the study modules or study courses studied at the university or college, which the person studied as a student, must be attached to the application specified in point 3.2.3, presenting the originals of the relevant documents at the time of submission.
 - 3.7.3. proof of payment document for recognition.
- 3.8. The applicant signed application together with the documents mentioned in paragraph 3.6 submits to the Student Experience and Retention Department.
- 3.9. Upon receiving the application, the Student Experience and Retention Department checks its compliance with paragraphs 3.2, 3.3, 3.4, 3.8 and register it.

4. CONDITIONS FOR RECOGNITION OF STUDY RESULTS

- 4.1. Knowledge, skills and competences acquired outside of formal education or acquired through professional experience may be recognized if the following criteria are met:
- 4.1.1. the documents submitted by the applicant contain clear, unambiguous and complete information about acquired knowledge, skills and competences;
 - 4.1.2. if it is possible to assign at least one credit point for the recognized acquired knowledge, skills and competences (1.5 ECTS); (*in the version of TSI Senate decision No. 01-7/4 of 19.12.2023*)
 - 4.1.3. the applicant's previously acquired education meets the admission requirements in the relevant study programme;
 - 4.1.4. the applicant has successfully passed the additional test appointed by the Commission;
 - 4.1.5. knowledge, skills and competences acquired in professional experience can only be recognized:

- 4.1.5.1. in the part of the relevant study programme that consists of internships. In this case, the applicant submits an internship report and defends it according to the internship programme;
- 4.1.5.2. about the study results to be achieved in the study course or study module of the study programme, which confirm the acquired practical knowledge;
- 4.1.6. Knowledge, skills and competences acquired outside of formal education can be recognized if they correspond to the level of higher education and have been achieved:
- 4.1.6.1. in a further education programme, professional development education programme or another education programme (except for the education programme of primary education, secondary education and higher education), in which the acquired knowledge, skills and competences correspond to the study results achievable in the study course or study module of the study programme;
- 4.1.6.2. in other ways outside of formal education (e.g. self-education, courses, seminars, etc.). The knowledge, skills and competences acquired in these types of education in study programs that prepare specialists in regulated professions can only be recognized as the study results achieved in the study course or study module of the study programme, which confirm the acquired theoretical knowledge.
- 4.2. can award 1 credit point (1.5 ECTS) for the study results indicated by the applicant, if they were achieved in the course of at least one week (40 academic hours) of education or professional activity. *(in the version of TSI Senate decision No. 01-7/4 of 19.12.2023)*
- 4.3. The commission is not entitled to recognize the study results indicated by the applicant as the final exam of the relevant study programme, state exam or final exam - professional qualification exam or doctoral thesis.
- 4.4. The Commission makes a decision on:
- 4.4.1. recognition of knowledge, skills and competences acquired outside of formal education or recognition of knowledge, skills and competences acquired in professional experience, if all criteria mentioned in paragraphs 4.1, 4.2 of this Regulation have been fulfilled.
- 4.4.2. recognition of the study results achieved in previous education, if the study results achieved in the study modules or study courses correspond to the study results achieved in the study modules or study courses of the TSI study programme.

5. MAKING A DECISION

- 5.1. The Commission takes a decision on the recognition or refusal to recognize knowledge, skills and competences acquired outside of formal education or professional experience within 4 (four) months after receiving the application. The decision on the recognition or refusal to recognize study results achieved in previous education is taken within 1 (one) month from the date of receiving of the application.
- 5.2. The decision on the recognition of study results is drawn up in accordance with the Annex 1 of this Regulation.

5.3. The Commission's decision can be contested by submitting an application to the rector of TSI, and appealed in accordance with the procedures set out in the Law on Administrative Procedure.

5.4. The Commission's decisions on the recognition of knowledge, skills and competences acquired outside of formal education or professional experience, as well as on the recognition of study results achieved in previous education, are recorded in accordance with the procedures specified in the TSI Nomenclature of Cases and added to the student's personal file.

6. CLOSING QUESTIONS

6.1. If the applicant is a TSI student, then in the case of a positive Commission decision, the applicant's application and the Commission's decision are placed in the student's file.

6.2. An applicant who is not a student of the relevant study programme may, after recognition of the results, be matriculated in the corresponding study phase of this study programme, if necessary, by individually determining the amount of additional study courses or study modules to be taken and the relevant examinations.