



**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.

**Riga, 2023**

## **RULES OF PROCEDURE FOR STARTING STUDIES AT LATER STAGES**

1. Studies at the Transport and Telecommunication Institute (TSI) 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 TSI study programme;
  - 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. A person who wants to start studies in later study stages submits an application to TSI for registration for studies in a certain study program. Attached to the application(*in the version of TSI Senate decision No. 01-7/9 of 20.06.2023*):
  - 3.1. Application with a request to recognize previous education (Annex 2);
  - 3.2. an academic transcript issued by a university or college, which confirms the completion of the study programs mentioned in paragraph 2, or a decision on the recognition of knowledge, skills and competences acquired outside of formal education, as well as the results of studies achieved in previous education.
4. The documents referred to in paragraph 3.2 of these rules may not be attached to the application if the person wishes to start studies at a later stage by transferring to another study programme or resuming studies after exmatriculation from TSI, as well as if a decision to recognize knowledge, skills and competences acquired outside of formal education or acquired in professional experience was taken by TSI. (*in the version of TSI Senate decision No. 01-7/9 of 20.06.2023*)
5. The procedure for starting studies in later study stages is specified in Annex 1 of these rules.

6. 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.
7. The responsible staff member of the Student Experience and Retention 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.
8. 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.
9. The comparison is recorded in writing in the comparison protocol. The comparison protocol is drawn up in accordance with the *Regulation on Procedure for the Preparation of the Study Course Comparison Protocol and Individual Study Plans* (approved by the Senate's decision of 28 September 2021, protocol No. 01-7/1) (in the version of TSI Senate decision No. 01-7/9 of 20.06.2023)
10. 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.
11. The responsible employee of the Student Experience and Retention Department draws up an individual study plan, specifying the courses to be acquired, their amount in credit points and the term of the examinations in accordance with the *Regulation on Procedure for the Preparation of the Study Course Comparison Protocol and Individual Study Plans*. The individual study plan must be agreed with the applicant and the study programme director. (in the version of TSI Senate decision No. 01-7/9 of 20.06.2023)
12. The head of the Student Experience and Retention Department prepares a draft of rector's order on the student's matriculation based on the comparison protocol and the individual study plan.
13. TSI keeps all documents related to the student's matriculation and individual study plan in the student's personal file. (in the version of TSI Senate decision No. 01-7/9 of 20.06.2023)

**PROCEDURE FOR STARTING STUDIES IN LATER STAGES OF STUDIES****The order of processing admission documents**

