

Regulations on Crediting Study Results and Resuming Studies at Subsequent Study Stages

Issued pursuant to
Law on Higher Education Institutions, Section 4(3)(9),
Section 15.¹(3)(c),
Section 47(1) and (1.¹)
and Cabinet Regulation No 932
of 16 November 2004 “The Procedure for Initiation of
Studies in Later Stages of Studies”

1. General Provisions

1.1. The Regulations on Crediting Study Results and Resuming Studies at Subsequent Study Stages (hereinafter referred to as the Regulations) shall provide:

1.1.1. the general comparing and crediting procedure, in accordance with which the study courses, study modules and parts of the study programmes (hereinafter referred to as the Study Courses) mastered in person’s formal higher education, as well as knowledge, skills and competences acquired by non-formal education or in professional experience and the learning outcomes achieved in previous education (hereinafter referred to as Recognised Learning Outcomes) are compared and credited;

1.1.2. the procedure and criteria of comparing and crediting credit points for students of Rīga Stradiņš University (hereinafter referred to as the University);

1.1.3. the criteria and procedure for the applicants resuming studies at subsequent study stages;

1.1.4. additional conditions of crediting in regulated professions and for education obtained abroad;

1.1.5. the procedure and criteria of crediting of knowledge, skills and competences acquired by non-formal education or in professional experience and the learning outcomes achieved in previous education;

1.1.6. the procedure and criteria of crediting of the results of scientific activity.

1.2. The purpose of crediting of Study Courses, Recognised Learning Outcomes, as well as the results of scientific activities is to increase the availability of education reducing the number of credit points to be obtained, shortening the duration of studies or resuming of the studies at subsequent study stages in the study programmes implemented at the University, preserving the quality of education.

2. General Procedure of Comparison and Crediting

2.1. Comparison and crediting shall be performed in the following cases:

2.1.1. when transferring from other higher education institution to the University;

2.1.2. when transferring within the University from one study programme to another (including, by changing qualification, form, type and language);

- 2.1.3. when resuming studies after a break (after exmatriculation or academic leave), if significant changes have been made to the respective study courses;
- 2.1.4. when resuming studies for obtaining a Bachelor's degree or second-level professional higher education after having acquired the first-level professional higher education;
- 2.1.5. for a University student following the mastering of study courses at the Open University (hereinafter referred to as OU) of the University within another study programme;
- 2.1.6. following the mastering of study courses in non-formal education in another higher education institution.
- 2.2. Crediting in full scope and without comparison shall be made:
 - 2.2.1. when returning from international exchange programmes, mastering of which student previously agreed in writing with the programme director;
 - 2.2.2. in residency in medicine and doctoral study programmes, if study stages are credited;
 - 2.2.3. for a University student following the mastering of study courses at OU within the same study programme (the assessment is transferred from the study course mastered at OU to the Study Course to be credited at the University, without attaching a certification);
 - 2.2.4. if the University Commission for Recognition of Competences Acquired by Non-Formal Education or Professional Experience and Learning Outcomes Achieved in Previous Education (hereinafter referred to as the Recognition Commission) has adopted a decision on Recognised Learning Outcomes;
 - 2.2.5. and in other cases.
- 2.3. The Study Courses previously mastered and the Recognised Learning Outcomes, as well as the results of scientific activity, shall be compared with the content, type of examination and amount in credit points of the study courses included in the study programme plan in force at the time of the assessment.
- 2.4. The programme director or a person appointed by the programme director (hereinafter referred to as the Director of the Study Programme) shall draw up a comparability protocol of study courses, which shall specify which Study Courses are to be fully credited and which are to be partially credited in the study programme, and the individual study plan. Where necessary, the comparability protocol shall be accompanied by an extended comparison and justification. For an international student/applicant, the comparability protocol and the individual study plan shall be drawn up in English.
- 2.5. The Study Courses and Recognised Learning Outcomes, as well as the results of scientific activity acquired in the same or greater amount of credit points and the content, objectives, tasks and learning outcomes of which correspond to the study course, to which it is credited, may be fully credited to the study programme.
- 2.6. For the Study Courses partially credited to the study programme, the comparability protocol shall indicate the additional examinations to be passed.
- 2.7. In study programmes of different types and levels, study courses may be credited on the following conditions:
 - 2.7.1. study courses mastered within the framework of a first-level professional higher education study programme may be credited to the study courses to be mastered during the first years of studies in a Bachelor's or a second-level professional higher education study programme (to be implemented following the acquisition of general or vocational secondary education);

- 2.7.2. study courses mastered within the framework of a Bachelor's study programme may be credited to the study courses to be mastered during the first years of studies in a second-level professional higher education study programme (to be implemented following the acquisition of general or vocational secondary education);
- 2.7.3. study courses mastered within the framework of a second-level professional higher education study programme may be credited to the study courses to be mastered during the respective years of studies in a Bachelor's or Master's programme.
- 2.8. Study courses shall not be credited if the content, amount or knowledge and skills acquired in these courses do not conform to the requirements of the study programme.
- 2.9. The Study Courses, which were mastered more than 5 (five) years ago, will probably not be credited.
- 2.10. As a result of the comparison, the equivalent Study Courses shall be included in the academic commitments fulfilled by the student, replacing study courses of the compulsory part (A), restricted elective part (B) or free elective part (C) of the study programme.
- 2.11. The examinations completed in the study course to be compared shall be credited in accordance with the following procedure:
- 2.11.1. the examination named "examination" shall be regarded as conforming to the type of examination "examination" or "test" indicated in the existing study course;
- 2.11.2. the examination named "test" shall be regarded as conforming to the type of examination "test". If the specified examination is a "test", but the examination in the existing study course of the University is an "examination", or if there is no examination in the comparable study course, the condition for the crediting of study courses shall be passing of the examination provided for in the existing study course, unless the Director of the Study Programme determines otherwise;
- 2.11.3. the type of final examinations obtained in international exchange programmes shall not be changed;
- 2.11.4. if the type of examination indicated in the comparable study course is appropriate, the assessment obtained by the student in the examination on a 10-point scale or "passed" shall be indicated for the study course to be credited.
- 2.12. The Director of the Study Programme shall submit a comparability protocol and an individual study plan to the employee of the Student Services or support staff of the relevant faculty (department).
- 2.13. If, following crediting of study courses, the applicant does not commence studies in the nearest semester or stops studying at the University, the decision taken shall cease to be valid. The applicant or the University student may resubmit an application with a request to compare and credit study courses before the planned commencement or resuming of studies.
- 2.14. The application shall be accompanied by one of the respective documents (copies, files):
- 2.14.1. an academic transcript or certificate of the University or another higher education institution on the study course that has been mastered;
- 2.14.2. a decision of the Recognition Commission on Recognised Learning Outcomes;
- 2.14.3. a diploma with a diploma supplement;
- 2.14.4. the students returning from studies in higher education institutions within international exchange programmes – a study contract or a placement agreement of a student of an international exchange programme.

3. Procedure and Criteria of Comparing and Crediting of Credit Points for Students of the University

- 3.1. The student who wishes to reduce the amount of credit points to be acquired and to shorten the duration of studies shall submit an electronic application not later than by the end of the first month of the relevant semester. If the application is submitted later, the University may refuse, in whole or in part, the crediting of the respective Study Course in the respective semester.
- 3.2. If the document attached to the application is in a foreign language (except in English), the student shall submit a translation of the document into Latvian or English languages, which is notarised or certified by the issuing authority.
- 3.3. The Director of the Study Programme shall review the application, perform a comparison and crediting not later than two weeks after the submission of all documents to the Student Services.
- 3.4. An individual study plan shall be created in the Student Information System on the basis of the comparability protocol.
- 3.5. The student contact person shall recalculate the tuition fee (in study places funded from the funds of natural and legal persons) and inform the student. Upon entering into an agreement on amendments the duration of studies shall be shortened or the amount of credit points to be acquired shall be reduced for the student of the University if the comparison of study courses has been commenced not later than within one month from the beginning of the semester. The tuition fee for the part of the study course already acquired shall not be reimbursed.

4. Criteria and Procedure for the Applicants Resuming Studies at Subsequent Study Stages

- 4.1. An applicant may qualify for enrolment to subsequent study stages if:
 - 4.1.1. the previously obtained education corresponds to the admission requirements of the study programme;
 - 4.1.2. at least 20 credit points or 30 credit points of the European Credit Transfer and Accumulation System or one full semester of studies may be credited in accordance with the study programme curriculum;
 - 4.1.3. in study programmes with sequential mastering of study courses – the credit points credited apply to at least one full study semester in accordance with the study programme curriculum;
 - 4.1.4. there is a free place in the study programme.
- 4.2. The applicant who wishes to commence studies at subsequent study stages and participates in the admission competition shall submit an electronic application during the admission competition.
- 4.3. If the document attached to the application is in a foreign language (except in English), the applicant shall submit a translation of the document into Latvian or English languages, which is notarised or certified by the issuing authority.
- 4.4. If the content and amount of study courses to be credited for the applicant do not comply with the minimum requirements laid down in this section, the applicant shall continue to participate in the admission competition, and the content and amount of the study courses to be compared and credited shall be taken into account when drawing up an individual study plan for the conclusion of a study contract as a result of the admission competition.

4.5. If at least one sequential semester has been credited for the applicant, the Director of the Study Programme may decide to credit the remaining study courses at once.

4.6. If the formal education previously acquired by the applicant was acquired abroad and does not comply with the requirements for admission to the study programme, the missing assessment in the subject may be replaced:

4.6.1. by an appropriate study course assessment from another formal higher education attested by a diploma supplement or an academic transcript;

4.6.2. by an appropriate assessment of a study course acquired in non-formal education, attested by a certificate issued by a higher education institution.

For local applicants:

4.7. The applicant qualifying for studies at subsequent study stages in study programmes in Latvian:

4.7.1. shall register electronically in the e-Enrolment system of the University (<https://uznemsana.rsu.lv>);

4.7.2. shall submit the necessary documents provided for in the admission regulations.

4.8. The Director of the Study Programme shall perform the comparison and crediting during the admission competition.

4.9. Based on the comparability protocol and the individual study plan, the employee of the Student Services shall inform the applicant on the decision taken, shall, if necessary, calculate the tuition fee, prepare a study contract, and after the commitments defined in the contract are fulfilled (after the first portion of the tuition fee is paid) the applicant is enrolled for studies at subsequent study stages.

For international applicants:

4.10. The applicant qualifying for studies and at subsequent study stages in study programmes in English:

4.10.1. shall register electronically in the e-Enrolment system of the University (<https://admission.rsu.lv/en>);

4.10.2. shall upload to the e-Enrolment System of the University the documents necessary according to the admission procedure in study programmes in English;

4.10.3. shall complete subsection “*Application for credit transfer*” of section “*Terms and Conditions*” in the e-Enrolment System of the University on comparable Study Courses and the amount of credit points.

4.11. The commission approved by the Rector’s decree (according to the field of science of the study programme) shall perform comparison and crediting after the International Admissions Office has performed a pre-verification of the formal correspondence of comparison and crediting of study courses mastered abroad (the presentation of the application, documents attached, etc.), but not later than two weeks after the submission of all documents in the e-Enrolment System of the University.

4.12. On the basis of the comparability protocol and the individual study plan, a specialist of the International Admissions Office shall inform the applicant of the study programme in English of the decision taken by sending this applicant the comparability protocol and the individual study plan in English. If the applicant agrees with the comparability protocol and the individual study plan, the International Admissions Office of the University shall calculate the

tuition fee, prepare a study contract, as well as organise the conclusion of the study contract, immigration procedures and enrolment.

5. Additional Conditions of Crediting in Regulated Professions and for Education Obtained Abroad

5.1. In order to ensure the conformity of the professional qualification to be granted with the requirements specified in the legislation in the study programmes which correspond to the regulated professions defined in Latvia, the Study Courses and the Recognised Learning Outcomes may be credited if the following additional requirements are fulfilled:

5.1.1. the study course has been mastered in the territory of the European Union, the European Economic Area or the Swiss Confederation. Study Courses and Recognised Learning Outcomes may also be credited if the study course has been mastered in other territories and if there is no doubt from the available documentation regarding the conformity of the educational content to the Study Courses of the University (for example, a statement of the Academic Information Centre (hereinafter referred to as AIC) on conformity has been received);

5.1.2. in the foreign country where the study course has been mastered, the profession or speciality concerned is also recognised as the regulated profession (speciality). If the profession concerned is recognised as a regulated profession, but the speciality is not, the decision regarding the crediting of the study course shall be taken after evaluating the content of the study courses learned, the competencies recognised and the learning outcomes achieved;

5.1.3. the study course has been mastered in an institution which conforms to the requirements of external regulatory enactments of Latvia or European Community in the relevant regulated profession;

5.1.4. other restrictions or additional requirements specified in the special regulatory enactments governing the regulated profession have been complied with.

5.2. If the study course has been mastered outside the territory of the European Union, the European Economic Area or the Swiss Confederation, the total amount of study courses in a regulated profession in such places mastered in all ways shall in any case be less than 50 per cent of the total amount of the study programme¹.

5.3. In the study programmes which do not correspond to the regulated professions defined in Latvia, the study courses mastered abroad may be credited if the following additional requirements are fulfilled:

5.3.1. an assessment has been received in the study course. If there is none, the applicant shall pass the examination provided for in the study course;

5.3.2. in study programmes of the study direction "Law" – in the compulsory (A) and compulsory elective (B) part study courses can be recognised, if they have been mastered in the country with the legal system integrated in the legal system of continental Europe (Romano-Germanic). This restriction shall not apply to special study courses regarding the legal system of the respective country or the range of other laws, or to the study courses of the elective part (C).

¹ In accordance with Article 3(1)(c) of Directive 2005/36/EC of the European Parliament and of the Council of 7 September 2005 on the recognition of professional qualifications (Text with EEA relevance).

6. Procedure and Criteria of Crediting of Knowledge, Skills and Competences Acquired by Non-Formal Education or in Professional Experience and the Learning Outcomes Achieved in Previous Education

6.1. The procedures and criteria, in accordance with which the Recognition Commission shall examine the application of a person and take a decision regarding the learning outcomes to be recognised, shall be specified in a separate internal regulatory enactment of the University.

6.2. If, in an application to the Recognition Commission of the University regarding the learning outcomes to be recognised, an applicant or a University student indicates the commencement of studies at subsequent study stages or the shortening of the period of study in the nearest semester as the purpose of the recognition, it shall be equivalent to a simultaneous request for the Director of the Study Programme to credit the Recognised Learning Outcomes. The Director of the Study Programme shall take a decision regarding the crediting after the decision of the Recognition Commission.

6.3. If the decision of the University Recognition Commission regarding the Recognised Learning Outcomes is wholly or partly favourable, the Director of the Study Programme shall credit the recognised study courses and shall draw up an individual study plan for the applicant or the University student in the coming semester for the commencement of studies or for the shortening of the period of studies in accordance with the general procedure specified in the Regulations.

6.4. If the decision of the Recognition Commission of the University on the Recognised Learning Outcomes is wholly or partly favourable, but the applicant or the University student:

6.4.1. does not commence or resume studies in the nearest semester, – the Director of the Study Programme shall not credit the Recognised Learning Outcomes or, in the case of crediting, the individual study plan shall cease to be valid. In such case, the applicant or the University student shall re-submit to the Director of the Study Programme a separate application regarding the crediting of the Learning Outcomes Recognised by the Recognition Commission of the University in accordance with the general procedure specified in the Regulations before the planned commencement or resuming of studies;

6.4.2. disputes the decision of the Recognition Commission of the University – the Director of the Study Programme shall not credit the learning outcomes not recognised in the contested part of the decision or, in the case of crediting, the individual study plan shall cease to be valid.

6.5. If the applicant or the University student submits a separate application regarding the crediting of the Learning Outcomes Recognised by the Recognition Commission of the University and:

6.5.1. if no significant changes have been made to the respective study course since the decision was taken, the Director of the Study Programme shall credit the Recognised Learning Outcomes without comparison and shall prepare an individual study plan for the commencement of studies in the nearest semester or for resuming studies in accordance with the general procedure specified in the Regulations;

6.5.2. if significant changes have been made to the respective study course since the decision was taken, the Director of the Study Programme shall not credit the Recognised Learning Outcomes. In such case, the person may re-submit to the Recognition Commission of the University an application regarding the learning outcomes to be recognised in accordance with the new content of the study course.

6.6. The deadlines specified in the Regulations for the examination of the application of a person, an applicant or a University student for crediting shall not be binding on the Recognition Commission of the University in the adoption of a decision regarding Recognised Learning Outcomes. The person, the applicant and the University student shall be responsible for the timely submission of an application to the Recognition Commission of the University, if the purpose of recognition is to resume studies at subsequent study stages, to credit credit points or to shorten the duration of studies in the nearest semester.

7. Procedure and Criteria of Crediting of the Results of Scientific Activity

7.1. The Department of Doctoral Studies shall consult individually interested parties regarding the recommended procedure – comparing and crediting of scientific activity for studies at subsequent study stages in doctoral study programmes or regarding the equivalence of academic activities to the requirements of the doctoral study programme in accordance with the regulatory enactments regarding promotion.

7.2. If an applicant intends to be admitted at subsequent study stages in a doctoral study programme and wishes the results of scientific activity to be credited, the application shall indicate the subject of the intended doctoral thesis and the supervisor of the doctoral thesis in accordance with the requirements of the Academic Regulations III – Academic Regulations for Doctoral Studies, as well as attach an abstract in conformity with the requirements of admission regulations in the doctoral study programmes and documents, attesting the results of scientific activity on the subject of doctoral thesis. It is preferable to accompany the application by a permit of the respective ethics committee, consent or authorisation for the processing of personal data and other permits, if applicable.

7.3. The comparison and crediting of the results of scientific activity at the relevant study stage shall be carried out by the Research Activity Evaluation Committee of not less than 3 (three) members, which shall be approved by a decree of the Vice-Rector for Science of the University. The Research Activity Evaluation Committee shall include the dean of the Department of Doctoral Studies, the programme director, experts of the field or sub-field, according to the subject of the doctoral thesis.

7.4. When comparing the results of scientific activities, the Research Activity Evaluation Committee shall take into account the scientific activity indicators in accordance with the requirements of the Academic Regulations III – Academic Regulations for Doctoral Studies, the stage of development of the planned doctoral thesis. Upon agreement with the applicant, the Research Activity Evaluation Committee may clarify the subject of the planned doctoral thesis.

7.5. The results of scientific activity may be credited for the applicant for individual Study Courses or for a study stage. In addition, the decision regarding the crediting of the results of scientific activity shall indicate the planned subject of the doctoral thesis and the supervisor of the doctoral thesis.

8. Final provisions

8.1. The Regulations shall apply to the extent they are not contrary to external and University's internal regulatory enactments (admission regulations).

8.2. The comparison and crediting in joint study programmes shall be performed in accordance with the Regulation, unless the agreement on the development and implementation of the joint study programme provides otherwise.

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APPROVED

Rīga Stradiņš University

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