



RIGA MANAGEMENT COLLEGE

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Rules for recognition of competences acquired outside of formal education or professional experience and study results achieved in previous education at the Riga Management College

Riga

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1. General terms

1.1. The rules for recognizing competences acquired outside of formal education or professional experience and study results achieved in previous education at the Riga Management College (hereinafter – the Rules) determine:

- 1.1.2. procedures and criteria for recognition of knowledge, skills and competences acquired outside of formal education or acquired in professional experience at the Riga Management College (hereinafter – the College);
- 1.1.3. procedures and criteria for recognition of study results achieved in previous education at the college.

2. Submission of applications for recognition of knowledge, skills and competences acquired outside of formal education or acquired in professional experience, and procedures and criteria for recognition of study results achieved in previous education at the college

2.1. A person who wishes to have the knowledge, skills and competences acquired outside of formal education or acquired in professional experience be recognized, submits an application for the recognition of knowledge, skills and competences to the college. The submission states:

- 2.1.1. person's name, surname and personal identification number;
- 2.1.2. knowledge, skills and competences acquired outside of formal education or acquired in professional experience;
- 2.1.3. justification of the relevance of the knowledge, skills and competences acquired outside of formal education or acquired in professional experience to the study results of the study course or study module of the relevant study program;
- 2.1.4. the goals of recognition of knowledge, skills and competences acquired outside of

- formal education or acquired in professional experience;
- 2.1.5. the name of the educational institution and the educational program or part thereof or the type and place of obtaining professional experience, where knowledge, skills and competences were acquired or acquired;
- 2.1.6. the period in which knowledge, skills and competences were learned or acquired;
- 2.1.7. the name of the study program, which should recognize the knowledge, skills and competences acquired outside of formal education or acquired in professional experience;
- 2.1.8. the person's contact information – residential address or official electronic address (if the person has an activated official electronic address account), to which the commission's decision should be sent, as well as phone number and e-mail address, if any.
- 2.2. The person shall attach documents to the application referred to in Clause 2.1 of these Regulations, which certify the knowledge, skills and competences acquired outside of formal education or acquired through professional experience. If copies of documents are attached to the application, the person is obliged to present the originals of the said documents.
- 2.3. A person can submit the application mentioned in Clause 2.1 of these Regulations and the documents attached to it in the form of a paper or electronic document.

3. Study results recognition commission, its rights and obligations

- 3.1. The decision 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, is made by the study results recognition commission (hereinafter referred to as the commission) established by order of the college director.
- 3.2. The commission includes the head of the study department, directors of study programs, study methodologist, who is also the recorder of the meeting.
- 3.3. Commission meetings are chaired by the head of the study department.
- 3.4. The commission has the right to decide if all members of the commission participate in it. If necessary, the commission can operate in remote mode, the study methodologist provides technical access to all meeting participants.
- 3.5. The Commission has the following rights:
- 3.5.1. verify the correspondence of the information provided in the application with the actual circumstances;
 - 3.5.2. to request additional information, accordingly extending the decision-making deadline, if the commission does not have sufficient information to decide on the issue of knowledge, skills and competences acquired outside of formal education or professional experience, or on the recognition of study results achieved in previous education;
 - 3.5.3. to invite other representatives of the college staff to the commission meeting for the successful decision of the issue.

4. Procedure for recognition of knowledge, skills and competences acquired outside of formal education or acquired in professional experience

- 4.1. The commission evaluates the conformity of the knowledge, skills and competences acquired by a person outside of formal education or acquired in professional experience with the knowledge, skills and competences to be acquired in the part of the college study program (study course, module or

practice part).

4.2. In order to recognize the knowledge, skills and competences acquired in the professional experience as corresponding to the study results achieved in the study course or study module of the study program, which confirm the acquired practical knowledge, or to recognize the knowledge, skills and competences acquired outside of formal education in the manner mentioned in subsection 2.2 of these regulations for appropriate study results to be achieved in the study course or study module of the study program, the person takes the tests specified in the relevant study course or study module.

4.3. In the case of determining the test, the commission delegates the relevant study course lecturer to perform and evaluate the test.

4.4. In order to recognize the knowledge, skills and competences acquired in the professional experience in the practice part of the study program, the committee involves the practice evaluation committee established by the director's order to evaluate the results of these studies.

4.5. In order for knowledge, skills and competences acquired outside of formal education or acquired through professional experience to be recognized, the following criteria must be met:

4.5.1. the presented documents contain clear, unambiguous and complete information about the acquired or acquired knowledge, skills and competences;

4.5.2. it is possible to award at least one credit point for the recognized acquired or acquired knowledge, skills and competences;

4.5.3. the person's previously acquired formal education meets the admission requirements in the relevant study program;

4.5.4. in the tests referred to in clause 4.2 of these regulations, the person has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study program or its part;

4.6. Knowledge, skills and competences acquired in professional experience can only be recognized:

4.6.1. in the part of the study program that consists of practice;

4.6.2. about the study results to be achieved in the study course or study module of the study program, which confirm the acquired practical knowledge;

4.7. 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:

4.7.1. in a continuing education program, a professional development education program or another education program (except for basic education and secondary education programs), in which the acquired knowledge, skills and competences correspond to the study results achievable in the study course or study module of the study program;

4.7.2. in other ways outside of formal education (eg self-education). 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 achievable in the study course or study module of the study program, which confirm the acquired theoretical knowledge.

4.8. One credit point for knowledge, skills and competences acquired outside of formal education or acquired in professional experience can be awarded if they were achieved in the process of education or professional activity lasting at least one week (40 academic hours).

4.9. The knowledge, skills and competences acquired and recognized outside of formal education or professional experience cannot be considered as the final exam of the relevant study program, state exam or final exam – professional qualification exam or doctoral thesis.

4.10. The Commission makes a decision on:

4.10.1. recognition of knowledge, skills and competences acquired outside of formal

education, if all the criteria mentioned in these regulations have been met, as well as if relevant tests were determined in accordance with clause 4.2 of these regulations;

4.10.2. the recognition of knowledge, skills and competences acquired in professional experience, if all the criteria mentioned in these regulations have been met, as well as if the respective tests were conducted in accordance with clause 4.2 of these regulations.

4.11. The Commission shall make a decision on the recognition or refusal to recognize knowledge, skills and competences acquired outside of formal education or professional experience within four months from the date of receipt of the person's application. The decision is notified to the applicant to the e-mail address provided by the applicant, unless the applicant has specified another method of notification.

4.12. In the decision on the recognition of knowledge, skills and competences acquired outside of formal education or acquired in professional experience, the name of the study module or study course and the credited points shall be indicated.

5. The procedure for recognizing study results achieved in previous education

5.1. The commission evaluates the correspondence of the study results achieved in the previous education to the study results of the respective study program module or study courses.

5.2. If necessary, in order to evaluate the study results achieved in the previous education, the commission can determine tests, the implementation of which involves the persons mentioned in clause 3.5.3 of the regulations.

5.3. The Commission makes a decision on the 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 college study program and the person has performed in the test referred to in Clause 4.2 of these regulations within the relevant study module or study course achievable study results.

5.4. The commission makes a decision on recognition of study results achieved in previous education or refusal to recognize them within a month from the date of receipt of the person's application. The decision is notified to the applicant to the e-mail address provided by the applicant, unless the applicant has specified another method of notification.

5.5. In the decision on the recognition of the study results achieved in the previous education, the name of the study module or study course and the credited points are indicated.

6. Closing questions

6.1. Decisions on the knowledge, skills and competences acquired outside of formal education or acquired in professional experience, as well as on the recognition of study results achieved in previous education, are registered in the college's information system.

6.2. The decision of the commission can be contested by submitting an application to the director of the college. The decision of the college director can be appealed to the court in accordance with the procedure specified in the Law on Administrative Procedure.

Deputy director

J.Mahmudova