

APPROVED  
By Latvian Academy of Culture  
Senate Meeting No. 3 decision No. 7  
on 16 March 2020

Amendments by Decision No. 4 of the Latvian Culture Academy's Senate sitting No. 9  
13 November 2023

**REGULATION FOR RECOGNITION OF COMPETENCES  
ACQUIRED OUTSIDE FORMAL EDUCATION  
OR OBTAINED IN PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES  
ACHIEVED IN PRIOR LEARNING  
IN THE LATVIAN ACADEMY OF CULTURE**

1. The regulation outlines a procedure and criteria according to which Latvian Academy of Culture (hereinafter referred to as - LAC) assesses and recognises knowledge, skills and competences acquired outside the formal education or obtained in professional experience, as well as determines the conditions, rights and obligations of the Commission for recognition of learning outcomes (hereinafter referred to as – Commission) in LAC.
2. Within the framework of this regulation, the learning outcomes acquired outside formal education or obtained in professional experience and prior education shall be understood as specific knowledge, skills and competences which are comparable to the results of studies to be achieved by a study programme, study course or module and which are acquired outside study programmes or obtained in professional experience, or in prior education.
3. A decision on recognition of competences acquired outside the formal education or obtained in professional experience and learning outcomes achieved in prior education shall be adopted by the Commission.
  - 3.1. The composition of Commission on the proposal of LAC Vice-rector for the Academic work is confirmed by LAC Rector's decree.
  - 3.2. The Commission's composition consists of:
    - 3.2.1. Vice-rector for Academic Work - Chairman of the Commission;
    - 3.2.2. Head of the Study Department – Vice-chairman of the Commission;
    - 3.2.3. Heads of all Departments;
    - 3.2.4. Heads of Bachelor, Master and Doctoral study programmes appointed by Departments;
    - 3.2.5. Secretary of the Commission;
    - 3.2.6. if necessary, the Chairman of the Commission may invite other members of LAC academic staff as experts in the meeting.
  - 3.3. Rights and obligations of the Commission:
    - 3.3.1. to verify if the provided information and data comply with the actual facts;
    - 3.3.2. to request additional information by proportionally extending the term of decision-making;
    - 3.3.3. to make a decision regarding applications for recognition of learning outcomes acquired outside the formal learning or obtained in professional experience and learning outcomes achieved in prior learning.
  - 3.4. The Commission has an authority to adopt decisions if at least half of their members are present. The Commission adopts its decisions by majority of votes of present members. In case of equal number of votes, a vote of the Chairman or Vice-chairman (if the Chairman is absent from the sitting) is decisive.
4. The procedure for recognition of knowledge, skills and competences acquired outside formal education or obtained in professional experience shall be initiated based on an application

(Appendix No.1) addressed to Vice-rector for Academic work, in which the following is indicated:

- 4.1. person's name, surname and personal ID code;
  - 4.2. person's contact information - address of residency or official electronic address (if the person has activated the official electronic address account) for sending the commission's decision, and also telephone number and e-mail, if applicable;
  - 4.3. name of the educational institution and of the study programme or part thereof, or the type of acquisition of the professional experience and the place where knowledge, skills and competences were obtained;
  - 4.4. period in which knowledge, skills and competences were acquired or obtained;
  - 4.5. name of the study programme where recognition of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience are recognized;
  - 4.6. purpose of recognizing knowledge, skills and competences acquired outside the formal learning or obtained in professional experience;
  - 4.7. documentary evidence of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience that substantiates the learning outcomes achieved in relevant study programme's study course or study module;
  - 4.8. knowledge, skills and competences acquired outside the formal learning or obtained in professional experience.
5. The procedure of recognition of learning outcomes achieved in prior learning is initiated on the basis of a person's application addressed to Vice-rector for Academic work, in which the following shall be indicated:
- 5.1. person's name, surname and personal ID code;
  - 5.2. person's contact information – address of residence or official electronic address (if the person has activated the official electronic address account) for sending the commission's decision, as well as the telephone number and e-mail, if applicable;
  - 5.3. name of study programme where the study modules or study courses that the person acquired as a listener should be recognised.
6. In order to recognise the knowledge, skills and competences acquired from professional experience as corresponding to the learning outcomes achievable in study programme's study course that confirm the obtained practical skills, or in order to recognise knowledge, skills and competences acquired outside the formal learning as corresponding to the learning outcomes achievable in study programme's study course as stated in Clause 9.3. of this Regulation, the person shall pass exams envisaged in relevant study course.
- 6.1. The applicant's academic and/or professional knowledge, skills and competence in examination shall be evaluated by the commission of the examination established for this purpose and confirmed by a Vice-rector for Academic work.
7. If necessary, the Commission, in addition to the cases stated in Clause 6 of this Regulation and where the exams are mandatory, may require taking exams to assess knowledge, skills and competences acquired outside the formal learning or obtained in professional experience, as well as learning outcomes achieved in prior learning.
8. For knowledge, skills and competences acquired outside the formal learning or obtained in professional experience to be recognised, the following criteria must be fulfilled:
- 8.1. the presented documents contain clear, unambiguous and complete information about knowledge, skills and competences acquired or obtained;
  - 8.2. it must be possible to grant at least one credit point for the acquired or obtained knowledge, skills and competences;
  - 8.3. previously acquired formal education of the person must correspond to the admission requirements of the respective study programme;
  - 8.4. the person must demonstrate knowledge, skills and competence fulfilling the criteria of relevant study programme or a part thereof in exams stated in Clause 6 of this Regulation.
9. Knowledge, skills and competences obtained in professional experience can be recognised only:

- 9.1. in a part of the study programme comprised of Practice, in addition, these study results must be achieved in the field of professional activity corresponding to the education's thematic area of the study programme;
- 9.2. regarding a study programme in the study course or study module for attainable learning outcomes that confirm the obtained practical knowledge.
10. Knowledge, skills and competences acquired outside the formal learning may be recognised if they correspond to the higher education level and are attained:
  - 10.1. in a further education programme, professional advancement programme or other study programme (except for study programmes of primary education, secondary education and higher educational degree education levels) where the obtained knowledge, skills and competences correspond to learning outcomes attained in study programme's study course or study module;
  - 10.2. in other forms of education outside the formal learning (for example, self-learning). The knowledge, skills and competences acquired in these types of learning at study programmes that prepare specialists in regulated professions can be recognised only for learning outcomes attainable in study programme's study course or study module that confirm the acquired theoretical skills.
11. One credit point for knowledge, skills and competences acquired outside the formal learning or obtained in professional experience may be awarded if they such has been achieved in at least one week's learning or professional activity (40 academic hours).
12. The recognised knowledge, skills and competences acquired outside the formal learning or obtained in professional experience cannot be deemed as the final exam of relevant study programme, state exam or final exam - professional diploma exam or Doctoral Thesis.
13. The Commission's decision on recognition or refusal to recognise knowledge, skills and competences acquired outside the formal learning or obtained in professional experience is adopted within four months of the day of receiving a person's application, or adopted within four months of the day of receiving a person's application, or within the time period specified in the Notification Law after receiving the application for the recognition of the results of studies achieved in prior education.
14. The decision of Commission indicates the recognised amount of knowledge, skills and competences acquired outside formal education, and the results achieved in prior education in credit points as well as the name of the study course in which the recognised learning outcomes are credited.
  - 14.1. The decision of the Commission regarding recognition of the results achieved in prior education or professional experience is recorded in LAIS-system and the documents submitted by the person shall be stored according to the procedure stated in LAC File classification.
  - 14.2. Secretary of the Commission sends the decision to the applicant.
15. The applicant may appeal the Commission's decision by submitting an application to LAC Rector and according to the procedure laid down in the Administrative Procedure Law.
16. A person who is not a student of relevant study programme, can be enrolled for the relevant study phase of this study programme once the learning outcomes are recognised, if necessary, by individually determining the volume of study courses to be acquired and relevant exams to be passed additionally.
17. Assessment and recognition of knowledge, skills and competences acquired outside the formal learning or in professional experience, as well as learning outcomes achieved in prior learning is paid service. Fee amount is determined by LAC Senate decision "On payments during the study process".
  - 17.1. In exceptional cases and with a rector's decree the service may be subject to a discount.

**To the Vice-rector for the  
Academic work  
Latvian Academy of Culture**

\_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(personal ID code)

person's contact information:

telephone number \_\_\_\_\_

e-mail address \_\_\_\_\_

address of residence for sending the Commission's decision \_\_\_\_\_

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## APPLICATION

Please assess the learning outcomes acquired outside the formal learning and in professional experience and take a decision on recognizing the learning outcomes.

1. Goal of the recognition of learning outcomes acquired in prior learning or in professional experience:

\_\_\_\_\_  
*write as applicable*

- 1) *to register for acquiring individual LAC study course or (sub)programme (specify particular course of lectures or (sub)programme);*
- 2) *to assess compliance of the scope of work with LAC study Programme and sub-programme or a part thereof, by awarding relevant credits;*
- 3) *to obtain rights to pass final exams or defend Doctoral Thesis;*
- 4) *to accumulate documentary approval of awarded credits.*

2. Data on prior learning (previously obtained education must qualify for admission requirements in relevant study programme and sub-programme), documents confirming education enclosed.

Place of acquired education

\_\_\_\_\_  
(name, address of educational institution or other institution)

Admission date (day month year):

Date of issue for education document (day, month, year):

Name, series, No. of education document \_\_\_\_\_

3. Substantiation of compliance of learning outcomes acquired in prior learning and professional experience with the requirements of study programme and sub-programme or a part thereof:

\_\_\_\_\_  
*name of study programme and sub-programme where learning outcomes acquired in prior learning or in professional experience should be recognised;*

Name, location of the institution <i>(place of acquired education or professional experience, if applicable)</i>	The kind of and description of acquired knowledge and experience where learning outcomes were achieved <i>(studies, professional upgrade, creative work, pedagogical work, performing artist activity, administrative (executive) work, self-directed learning etc.)</i>	Description of knowledge, skills, competences acquired in the determined OFLPE process	Period in which the learning outcomes have been acquired	Name and number of documents supporting learning outcomes acquired in prior learning or professional experience

Person's signature

date \_\_\_\_\_ *(day, month, signature)*

Opinion of the Head of LAC Study Department *(accept / do not accept)* \_\_\_\_\_ date \_\_\_\_\_ signature \_\_\_\_\_