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Paragraph 9 of the third part of Article 4 of the University Law,
15. Article ¹ paragraph 3, letter c, Article 59. ², Article 59. ³,
Cabinet of Ministers
Regulation No. of August 14, 2018 505 paragraph 4

**Regulations on non-formal education or professional experience competence and the previous one educational achievement study result acknowledgments order
Baltic International Academy**

DEADLINES

Non-formal education - acquired professional experience outside formal education with relevant knowledge skills and competencies.

In the previous one education - the highest of education degree appropriate knowledge, skills and competencies, what obtained in studies Latvian In the Republic, how also in a foreign country.

Credit point – study workload accounting unit according to the European Credit Transfer and Accumulation System (ECTS). One credit point corresponds to no less than 25 academic hours of study work.

Competences – proven ability to use knowledge, skills and personal, social and/or methodological abilities in work and study situations and professional and personal development (analysis, synthesis and evaluation).

Skills – ability apply logical, intuitive and creative thinking, communication, general skills.

Bidder or Listener – Baltic In the international Academy (BIA) student, applicant or other person.

Professional experience - obtained practical ones knowledge, skills and competencies, operating in the Republic of Latvia, as well as abroad; knowledge, skills and competences acquired in the informal in education.

Recognition of study courses – accredited or state-recognized Latvian or foreign higher education inclusion of study courses learned in the institutions in the academic obligations fulfilled by the student, if their content and the volume corresponds to the goals, tasks, content and planned studies of the study program results.

Study results – the previous one in education reached study results.

Knowledge – with a field of work or study to relate fact, principle, theory, practices set and understanding.

1. GENERAL RULES

1.1. The regulations determine the knowledge acquired outside of formal education or acquired in professional experience, procedures for recognizing skills and competencies or study results achieved in previous education BIA.

1.2. The purpose of the recognition of the achieved study results is to obtain a relevant academic degree or professional qualification at the BIA.

- 1.3. 59.2 and 59.3 of the Law on Higher Education Institutions for making decisions, 14.08.2018 Minister cabinet regulations No. 505 "Outside formal of education learned or in the professional in experience obtained competence and the previous one in education to reach study results recognition rules" (hereinafter - MK rules) and those regulating the BIA study process internal regulations.
- 1.4. Study result recognition is fees service. Fees service pricing confirms BIA Senate.

2. ESTABLISHMENT OF THE COMMISSION AND ACTIONS ORDER

- 2.1. BIA, in accordance with the thematic areas of education specified in the Latvian education classification, shall establish one joint recognition commission (hereinafter – the Commission) from representatives of the corresponding thematic areas of study field by BIA.
- 2.2. The purpose of the Commission's activity is to evaluate knowledge acquired outside of formal education or acquired in professional experience, skills and competences or study results achieved in previous education and accept the appropriate one decision for it recognition or refusal to admit
- 2.3. The staff of the Commission, including its Chairman and Vice-Chairman, shall be approved by the rector.
- 2.4. Commissions Chairman responsibilities are:
 - 2.4.1. inform relevant commissions members for commissions sitting in progress the time place and workorder;
 - 2.4.2. conduct commission meetings;
 - 2.4.3. necessities case to invite to commissions sit down experts, introduce them with the question under consideration nature and submitted documents;
 - 2.4.4. organize commissions sitting logging, for sitting protocol officer assigning member of the commission.
- 2.5. Duties of the Vice-Chairman of the Commission:
 - 2.5.1. chair the committee meetings in the absence of the committee chairperson;
 - 2.5.2. receive the person's file from the BIA Admissions Committee or the Study Department and return it after the decision is made;
 - 2.5.3. register the decision made in the Study Department;
 - 2.5.4. organize the notification of the decision to the person.
- 2.6. The Commission has a quorum if more than half of the Commission members participate in the Commission meeting. The presence of the Commission Chairman or his/her deputy is mandatory. Decisions are made by consensus, but in case of disagreement - by a simple majority of votes. In cases where votes are divided, the vote of the chairman of the commission (in his absence, the Vice-Chairman of the Commission) is decisive.
- 2.7. The Commission has the duty to:
 - 2.7.1. examine the person in a timely manner would submit documents;
 - 2.7.2. evaluate what has been achieved study results;
 - 2.7.3. to determine additional tests so that the knowledge, skills and competences acquired through professional experience are recognized as corresponding to the study outcomes to be achieved in a study course or study module of the study programme, which attest to the acquired practical knowledge, or the knowledge, skills and competences acquired outside formal education are recognized as corresponding to the study outcomes to be achieved in a study course or study module of the study programme;
 - 2.7.4. accept the decisions specified in this regulation;
 - 2.7.5. other obligations stipulated in external regulatory acts and internal regulatory acts of the BIA.
- 2.8. The Commission has the right to:
 - 2.8.1. to check in the application provided message compliance for the actual ones circumstances;
 - 2.8.2. if the Commission does not have sufficient information to objectively and comprehensively decide the issue of recognition of the achieved results, request additional information about the study results indicated in the application, respectively extending the recognition of study results for the period until which additional information is received received;

2.8.3. The Commission is entitled to obtain additional information [in the Law on Administrative Procedure](#) in the prescribed manner:

- from the person submitting the application;
- from third parties (employers, etc.), including the authenticity of the information provided by the person or the documents submitted;
- from the BIA, its structural units or experts and/or experts of other institutions;

2.8.4. require the relevant directors of the study program and other structural units to perform the activities specified in these regulations;

2.8.5. to invite BIA employees to Commission meetings;

2.8.6. determine additional tests, to would appreciate achieved study results or in cases where documents submitted by individuals, what confirms would be achieved results, does not provide complete information for obtained knowledge skills and competence;

2.8.7. other rights determined in external regulatory acts and internal regulatory acts of the BIA.

2.9. The study results achieved in previous education are considered by the Commission only in cases where the study programs course mastered listener status, if for learned study course there isn't received rating at parties, if mastered study course, which volume there isn't expressed in credits.

3. SUBMISSION SUBMISSIONS ORDER

3.1. The procedure for the recognition of study results is initiated on the basis of the BIA to the director of the relevant study program would address persons submission (*Appendix No. 1*), by filling in the relevant section on the study results of previously acquired education or knowledge, skills and competences acquired outside of formal education or professional experience or professional or work experience, which provides a basis for recognition of study results.

3.2. The application is submitted to the BIA Admission Commission in paper form or in the form of an electronic document by sending it to the e-mail address: uk@BIA.edu.lv.

3.3. If the submitted documents are with a different name (surname), then a document confirming their change.

3.4. Relevant documents and a document confirming payment are attached to the submission.

3.5. The BIA Admissions Commission makes sure that copies of documents are attached to the application confirms would be achieved study results, checks submitted document a copy compliance for originals and make sure that all necessary documents are attached to the application.

3.6. BIA Admissions commission ambiguity case provides consultations application for filling.

3.7. The submission and attached documents in the form of a paper or electronic document are accepted, registered by the Admissions Committee and kept by the Department of Studies. Individuals are arranged for each person thing.

3.8. The BIA Admissions Committee will transfer within two working days application to the director of the relevant study program.

3.9. If copies of documents are attached to the application, the person must present the originals of the documents at the commission's request.

4. REQUIREMENTS FOR ASSESSING ACQUIRED COMPETENCIES AND STUDY RESULTS AND FOR RECOGNITION

4.1. The commission recognizes the achieved study results if the general recognition criteria specified in the Law on Higher Education Institutions, the regulations of the Cabinet of Ministers of August 14, 2018 No. 505 and the regulations of the Cabinet of Ministers of November 16, 2004 No. 932 have been met.

4.2. The commission recognizes the achieved study results in study programs that correspond to professions regulated in Latvia, if in addition to the general criteria, special recognition criteria are

met, in accordance with the Law "On Regulated Professions and Recognition of Professional Qualifications" or other special regulatory enactments that determine the requirements for regulated professions.

4.3. The commission recognizes the achieved study results if the person's previously acquired formal education and professional qualification certificate (certificate) meet the requirements of the current BIA Admission Regulations in the relevant study program according to the Fourth Part of Article 59 of the Law on Higher Education Institutions^{and} MK Regulation No. 505 of subsection 12.3.

4.4. The Commission has the right to recognize the achieved study results, if fulfilled the following criteria:

4.4.1. documents submitted by a person contain clear, unambiguous and complete information about learned or acquired knowledge skills and competencies;

4.4.2. for recognized learned or acquired knowledge, skills and competences possible to assign at least one credit score. Commission assigns one credit score for outside formal of education learned or in the professional in experience obtained knowledge, skills and competences, if they have been achieved for at least one-week education or professional actions in process;

4.4.3. persons in advance obtained formal education meets the requirements of the current BIA Admission Rules in the relevant study programme;

4.4.4. the person has successfully passed the additional tests determined by the Commission, if any determined, and has shown compliance with the requirements of the relevant study program or its parts knowledge, skills and competencies.

4.5. **the study results achieved in the previous education in study programs** that correspond to professions or academic degrees regulated in Latvia, if the following criteria are met:

4.5.1. previous education has been obtained within the last 10 (ten) years in Latvia, European Union (EU) countries, as well as in other countries, if the Commission has no doubts about the possibility of conducting an evaluation from the documents submitted by the person;

4.5.2. previous education that corresponds to the mandatory and limited optional part of the study program or that is directly related to the regulated professional activity was obtained in an educational institution or another institution that meets the requirements of Latvian regulatory acts in the relevant regulated profession;

4.5.3. the profession also has the status of a regulated profession in the country where the previous education was obtained;

4.5.4. the level of the previous education program corresponds to the level of the framework structure of Latvia intended for the study programme, in which qualification acquisition in the regulated profession takes place.

4.6. **Knowledge, skills and competences acquired outside of formal education** in study programs that correspond to professions regulated in Latvia are recognized by the Commission if the following criteria are met:

4.6.1. continuing education program, professional development education program or other education program (except for primary education, secondary education and higher education level education program) (hereinafter - education program) learned during the last 10 (ten) years in Latvia, European Union (EU) countries, as well as in other countries, if the documents submitted by the person to the Commission do not raise any doubts about the possibility of conducting an evaluation;

4.6.2. the profession also has the status of a regulated profession in the country where the educational program was studied;

4.6.3. the educational program is intended for specialists of the relevant profession or specialty;

4.6.4. the framework structure of Latvia intended for the relevant study programme, with the acquisition of a qualification in the regulated profession;

4.6.5. competences acquired after obtaining the previous education necessary for admission to the relevant study program. If the competences to be recognized do not have to be directly related to regulated professional activity, the criterion is considered fulfilled if the competences were acquired after obtaining an appropriate level of previous education.

4.7. **knowledge, skills and competences acquired in professional experience in study**

programs that correspond to professions regulated in Latvia, if the following criteria are met:

- 4.7.1. professional experience gained in that study programs in the part of which forms practice;
- 4.7.2. about the studies to be achieved in the study course or study module of such a study program results, which confirms obtained practical ones knowledge;
- 4.7.3. professional experience gained during the last 10 (ten) years in Latvia, the countries of the European Union (EU), as well as in other countries, if the Commission has no doubts about the possibility of an evaluation from the documents submitted by the person;
- 4.7.4. the profession also has the status of a regulated profession in the country where the professional experience was gained;
- 4.7.5. professional experience gained under the supervision or guidance of a trained (certified) relevant specialty (basic, sub, or additional specialty) practicing specialist;
- 4.7.6. professional experience gained in employment legal relations or in another legal way, as defined in the external regulatory acts of Latvia or the relevant foreign country;
- 4.7.7. professional experience gained after obtaining the previous education required for admission to the relevant study program. If the competences to be recognized do not have to be directly related to regulated professional activity, the criterion is considered to be met if the professional experience was gained after obtaining an appropriate level of previous education.
- 4.8. The Commission does not have the right to recognize the study results as relevant study programs end the test country the test or conclusion the test – professional qualifications exam or promotions work.

5. DECISION ACCEPTANCE ORDER

5.1. The director of the study program evaluates the compliance of the study results achieved by the person with the content of the study courses or parts of the study program included in the valid study program plan (hereinafter referred to as study courses together in this chapter), within 3 (three) working days gives an opinion on the recognition of the study results, preparing the Comparison Protocol (*Appendix No. 2*) and submits it to the Commission for decision-making.

5.2. The commission examines a person's application for the recognition of the achieved study results together with the comparison report within 1 (one) month from the day of its receipt and adopts one of the regulations 4.3. in point for the specified decisions or refusal.

5.3. **states** as the purpose of recognition the start of studies in later study stages during the next semester or the shortening of study time, then this is equated to a simultaneous request to the relevant director of the study program to include the recognized study results in accordance with Regulations on starting studies in later stages of studies BIA. The Commission passes a fully or partially favorable decision to the director of the study program, who further acts in accordance with the aforementioned BIA Regulations.

5.4. **does not indicate** in the application as the purpose of recognition the start of studies at later study stages during the next semester or the shortening of the study period, or the person does not actually start or interrupts the studies during the next semester, the person, before the planned start or resumption of studies, finds out and agrees with the director of the study program about the existence of amendments in the relevant study module or in the study course:

- 5.4.1. if the amendments have not been made or they are not essential - submit a submission addressed to the director of the study program for crediting the study results recognized by the Commission in accordance with the Regulation on starting studies in later study stages of the BIA;
- 5.4.2. if amendments have been made - submit a new application in accordance with these regulations.

5.5. The Commission makes a decision:

5.5.1. **on the recognition of study results achieved in previous education**, if in study modules whether the study results achieved in the study courses correspond to the studies of the BIA study program in modules or study the study results to be achieved in the courses and fulfilled the criteria

of clauses 4.1-4.4 and 4.5 of this regulation;

5.5.2. **for outside formal of education learned knowledge skills and competence recognition** if fulfilled the criteria of clauses 4.1-4.4 and 4.6 of this regulation;

5.5.3. **on the recognition of knowledge, skills and competences acquired in professional experience**, if fulfilled the criteria of clauses 4.1-4.4 and 4.7. of this regulation;

5.5.4. for an additional test to would appreciate achieved study results or in cases where documents submitted by individuals, what confirms would be achieved results, does not provide complete information for obtained knowledge skills and competence or for the recognition of the achieved study results, a mandatory test is defined in the regulatory acts;

5.5.5. for refusal to admit study results, if is not fulfilled someone from of this regulation to the criteria specified in point 5.

5.6. The Commission makes a decision, also evaluating the fulfillment of the criteria set out in the regulatory acts and this regulation, and credits full credit points, rounding down incomplete credit points.

5.7. If a mandatory test for the recognition of the achieved study results is defined in the regulatory acts or if it has been determined by the Commission, the person pays additionally for taking the test. The examination is organized by the relevant study program. If a person passes or fails the test or does not come to the test at the specified time, the payment will not be refunded.

5.8. If the Commission makes a decision on the recognition of study results, it is handed over to the director of the study program for the relevant transfer in accordance with the procedures established by the BIA, as well as to the Admissions Commission, if the person is an applicant with whom a study contract is concluded.

5.9. The Commission prepares a decision on Study result recognition and register it in accordance with the BIA record keeping order one so copy 5 (five) of work day during from of the decision acceptance announce respecting the applicant [Law on Notifications](#) the established procedure.

5.10. Commissions decision can dispute submitting application BIA for the rector 1 (monthly) during from the moment the decision comes into force, but the rector's decision can appeal to the court [Administrative process law](#) determined in order.

6. CONCLUSION RULES

6.1. If a person begins studies at the BIA, the personal file is transferred to the Studies Department for storage.

6.2. Amendments to the Regulations enter into force after their approval at the BIA Senate meeting.

1.appendix

For the regulation for outside formal
of education or in professional experience
acquired competences and
in previous education
procedure for recognizing the achieved study results BIA

BIA study programs

_____ name

Director's name, surname

SUBMISSION

IN THE PREVIOUS EDUCATIONAL ACHIEVEMENTS STUDY RESULTS / OUTSIDE FORMAL EDUCATION / PROFESSIONAL EXPERIENCE OBTAINED COMPETENCE FOR RECOGNITION

Name, surname	
Personal code (date of birth)	
e-mail	
Address	
Contact phone number	

1. PLEASE ACKNOWLEDGE (check the one that applies to the person):

- Study results achieved in previous education
- Study results achieved as a listener
- Knowledge, skills and competences acquired outside of formal education
- Knowledge, skills and competences acquired in professional experience

2. OBJECTIVE OF RECOGNITION (mark the one most relevant to the person):

- Studies at the Baltic International Academy (BIA)
- Starting studies at later stages of studies
- Reduction of the study load (*applicable to the student in the study program*)
- Reduction of the duration of studies (*applicable to the student in the study program*)
- Other: _____

3. BIA STUDY PROGRAM NAME, which should recognize the previous one in education achieved study results or acquired outside of formal education or in the professional in experience obtained knowledge, skills and competences:

4. In the previous one in education achieved study results and mining type: (mark or fill in one of the appropriate ones):

4.1. In the previous one in education achieved study result compliance justification :

• programs name:			
• awarded academic degree and/or professional qualification :			
• volume in credits		• volume during contact hours	
• of education institution:			
• of time stage:			

4.2. Studies listener in status:

• programs name:			
• course / module name:			
• volume in credits		• volume during contact hours	
• of education institution:			
• of time stage:			

4.3. Studies professional further education in the program:

• program name:			
• course/module name:			
• volume in credits		• volume during contact hours	
• of education institution:			
• of time stage:			

4.4. Studies informal of education in the program:

• program name:			
• course/module name:			
• volume in credits		• volume during contact hours	
• of education institution:			
• of time stage:			

5. Acquired outside of formal education or vocational in experience acquired knowledge, skills and competences (to be filled in, if applicable) :

5.1. professional actions field

5.2. obtained prof. experiences description

5.3. institutions name

5.4. of time stage

5.5. COPIES OF DOCUMENTS IN THE ATTACHMENT: (for example, diploma with attachment, certificate, certificate, academic certificate, employment contract, job description, employer's certificate, CV, etc.):

1.	
2.	
3.	
4.	
5.	

- I CONSENT TO THE PROCESSING OF MY PERSONAL DATA for the provision and administration of the BIA study results recognition process, for statistical purposes and for the creation of an archive fund, as well as in other cases specified in regulatory acts.
- I DECLARE THAT I AM FAMILIAR (-USIES) with the BIA Regulation on the competences acquired outside of formal education or professional experience and the procedure for recognizing study results achieved in previous education at the BIA.
- I CERTIFY THE TRUENESS OF THE MESSAGES PROVIDED.

Date _____ Signature _____

2. appendix

For the regulation for outside formal
of education or in professional experience
acquired competences and
in previous education
procedure for recognizing the achieved study results BIA

Baltic International Academy

COMPARISON PROTOCOL No.

Transferable KP:
Transferable ECTS:

Data on the applicant (student):

Name , Surname	
Personal code , stud.apl.No.	
Study programs name	
Course (as per for transfer)	
Semester (accordingly for transfer)	
Full name of the document, no. and the date of issue on the basis of which the transfer of studied courses	
Department (day/evening)	
Full/part-time studies	
Duration of studies	
Language	
Study place	
The basis	

course, semester¹

No.	BIA study course name	CP	incl. CP	incl. ECTS	Type of test	Rating	The document on which the transfer is based and the sequence number of the line	Notes (transferable / uncountable)
1.								
2.								
3.								
	Total:							

The date

Study program director: signature, name and surname

¹The semester of each course must be completed, according to the study plan