

ISMA University of Applied Sciences

REGULATIONS

on the recognition of non-formal education, competences acquired through professional experience, and study results achieved in previous education.

I. General provisions

- 1.1. ISMA University of Applied Science (hereinafter – ISMA) Regulations on the recognition of non-formal education, competences acquired through professional experience, and study results achieved in previous education determine:
 - 1.1.1. procedure and criteria of the recognition of non-formal education, competences acquired through professional experience;
 - 1.1.2. procedure and criteria of the recognition of the study results achieved in previous education.
- 1.2. Recognition of non-formal education, competences acquired through professional experience, and study results achieved in previous education is a paid service. The fee is applied according to the price list approved by ISMA Senate.

II. Recognition Commission

- 2.1. The decision on the recognition of non-formal education, competences acquired through professional experience, and study results achieved in previous education is made by the Recognition Commission on the recognition of non-formal education, competences acquired through professional experience, and study results achieved in previous education (hereinafter – Commission) established by ISMA.

- 2.2. ISMA establishes one joint commission for all educational thematic areas defined by the Latvian educational classification and in which ISMA study programmes are implemented.
- 2.3. The Commission consists of the Chairperson of the Commission, three members and a secretary, and its composition is approved by the order of ISMA Rector.
- 2.4. Member of the Commission is the selected person who is an evaluator familiar with the study results of the relevant study programme, the Occupational Standard (if applicable), the evaluation criteria of the study programme or is an expert in the relevant field or the specific industry
- 2.5. Duties and rights of the Commission:
 - 2.5.1. to review the copies of the person's application and the documents attached in no longer than one month time after receiving the application;
 - 2.5.2. to evaluate the conformity of the person's knowledge, skills, competences acquired through non-formal education or professional experience and the study results achieved in the previous education to the study results of the study courses of ISMA study programme specified in the person's application;
 - 2.5.3. to request additional information about the study results indicated in the application, accordingly extending the decision-making deadline, if the commission does not have sufficient information to objectively and comprehensively decide on the issue of recognition of the study results;
 - 2.5.4. to set additional tests to assess the knowledge, skills and competences acquired through non-formal education or professional experience, as well as the study results achieved in previous education or in the cases where the submitted documents certifying the achieved results do not provide complete information about the person's acquired knowledge, skills and competences;
 - 2.5.5. to request and receive from ISMA structural units information necessary for the successful operation of the commission;
 - 2.5.6. to make a decision on full recognition, partial recognition or refusal of recognition of the knowledge, skills, competences acquired by a person through non-formal education or professional experience and study results achieved in previous education;
 - 2.5.7. to comply with external regulatory acts and ISMA internal regulations in their activities.
- 2.6. Commission makes a decision if no less than two-thirds of the total number of its members participate in the Commission meeting. The Commission makes a decision in open ballot by the majority of votes. In cases of disputes, the decision of the Chairperson of the Commission is decisive.
- 2.7. The progress of the Commission meeting is recorded by the secretary of the Commission.

III. Procedure of the recognition of study results

3.1. The process of recognizing study results is divided into four stages:

1. Stage 1 – Identification of the achieved study results;
2. Stage 2 – Documentation of the achieved study results;
3. Stage 3 – Evaluation of the achieved study results;
4. Stage 4 – Notification of decisions taken by the Commission.

3.2. Stage 1 – **Identification of the achieved study results:**

3.2.1. On the ISMA website www.isma.lv, all interested parties have access to all the necessary information about the competences acquired through non-formal education or professional experience and the procedure and possibility of recognition of study results achieved in previous education;

3.2.2. a person who wants their achieved study results to be recognised, applies to ISMA Career Centre for advice on the evaluation process, criteria and necessary evidence so that the achieved study results correspond to a specific study programme, as well as receives recommendations for the preparation of the application and necessary documents.

3.3. Stage 2 – **Documentation of the achieved study results:**

3.3.1. a person prepares a portfolio of documents when performing a self-assessment:

3.3.1.1. application for recognition of study results (see Annex 1);

3.3.1.2. a copy of an identity document (passport or identity card (eiD)), presenting the original of the relevant document at the time of submission;

3.3.1.3. copies of documents certifying the knowledge, skills, competences acquired through non-formal education or professional experience and study results achieved in previous education, presenting the originals of the relevant documents at the time of submission;

3.3.1.4. copies of documents confirming previous education (corresponding to the level of the study programme in which the achieved study results should be recognized), presenting the originals of the relevant documents at the time of submission;

3.3.1.5. a copy of the document confirming the payment of the fee according to the price list of ISMA paid services, presenting the original of the relevant document at the time of submission;

3.3.1.6. if the submitted documents are with a different last name (first name), then the original of the relevant document must be presented at the time of

submission of a document confirming their change, for example, a marriage certificate, a document of change of surname or first name.

3.3.2. Person submits the application and the portfolio of documents attached to it to ISMA Career Centre in paper form or in the form of an electronic document, sent to isma@isma.lv by e-mail, in accordance with the requirements of regulatory acts on the preparation of electronic documents.

3.3.3. Head of ISMA Career Centre makes a resolution on person's application and hands it along with the portfolio of documents prepared by the person to the secretary of the Commission, who registers the application and, together with the Chairperson of the Commission, sets a date for evaluating the applicant's application. Commission meetings are announced by the Commission secretary no later than in one week time in advance by sending an electronic invitation to the Commission members.

3.4. **Stage 3 – Evaluation of the achieved study results:**

3.4.1. In order to recognize the knowledge, skills and competences acquired in professional experience as corresponding to the study results achievable in the study course or study module of the study programme, or as stated in p. 3.4.3.6 of this regulation - the knowledge, skills and competences acquired in non-formal education to be recognized as relevant to the study results to be achieved in the study course or study module of the study programme, the person takes the tests specified in the relevant study course or study module.

3.4.2. If necessary, in addition to 3.4.1 of this regulation, in the cases mentioned in paragraph 1, when tests are mandatory, the Commission can set tests to assess the knowledge, skills and competences acquired through non-formal education or professional experience, as well as the study results achieved in previous education.

3.4.3. In order to recognize the knowledge, skills and competences acquired through non-formal education or professional experience, the following criteria must be met:

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

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

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

3.4.3.4. person has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study programme or part of it in the tests specified in p. 3.4.1. and 3.4.2. of these Regulations;

3.4.3.5. knowledge, skills and competences acquired in professional experience can only be recognized:

3.4.3.5.1. in the part of the study programme which is formed by traineeship, moreover, the acquired knowledge, skills and competence must be achieved in the field of professional activity that corresponds to the educational thematic area of the study programme;

3.4.3.5.2. for the study results to be achieved in the study course or study module of the study programme, which confirm the acquired practical knowledge;

3.4.3.6. knowledge, skills and competences acquired in non- formal education can be recognized if they correspond to the level of higher education and have been achieved:

3.4.3.6.1. in a continuing education programme, a professional development educational programme or another educational programme (except for the educational programme of primary education, secondary education and higher education), in which the acquired knowledge, skills and competences correspond to the study results achievable in the study course or study module of the study programme;

3.4.3.6.2. in other ways outside of formal education (e.g. self-education). The knowledge, skills and competences acquired in these types of education in the study programmes which prepare specialists in regulated professions can only be recognized as the study results achieved in the study course or study module of the study programme which confirm the acquired theoretical knowledge.

3.4.4. One credit point for knowledge, skills and competences acquired through non-formal education 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).

3.4.5. The recognized knowledge, skills and competences acquired through non-formal education or professional experience cannot be considered as the final examination of the relevant study programme, state examination or final examination - professional qualification examination or doctoral thesis.

3.5. **Stage 4 – Notification of the decision taken by the Commission:**

3.5.3. The Commission takes a decision on the recognition or refusal to recognize knowledge, skills and competences acquired through non-formal education or professional experience within four months from the date of receipt of the person's application, but a decision on the recognition of study results achieved in previous

education or refusal to recognize them - within the deadline specified in the Administrative Procedure Law.

- 3.5.4. After the Commission's decision is adopted, the secretary of the Commission prepares the text of the decision in two copies. In the decision on the recognition of knowledge, skills and competences acquired through non-formal education or professional experience, as well as on the recognition of study results achieved in previous education, the name of the study module or study course and the amount of credit points are indicated. The decision is signed by the Chairperson of the Commission.
- 3.5.5. The secretary of the Commission submits the decision signed by the Chairperson of the Commission (both copies) to the Head of ISMA Career Centre.
- 3.5.6. The Head of ISMA Career Centre issues one copy of the Commission's decision to the person in accordance with the procedures specified in the Law on Notification, while the second copy, together with the person's application and copies of documents, is added to the student's file, which is stored in ISMA Personnel Department.
- 3.5.7. The Commission's decision can be contested by submitting an appeal to the Rector of ISMA. The decision of ISMA Rector can be appealed in accordance with the procedure specified in the Administrative Procedure Law.

4. Concluding provisions

4.1. The following ISMA internal regulation shall be recognized as invalid: “Nolikums par iepriekšējā izglītībā vai profesionālajā pieredzē sasniegtu studiju rezultātu atzīšanas kārtību” (Regulations on the recognition of study results achieved in previous education or acquired through professional experience) approved by ISMA Senate meeting on September 27, 2018, Protocol. No. 5-18.

4.2. The Regulations enter into force upon its approval by ISMA Senate.

ISMA UNIVERSITY OF APPLIED SCIENCES

ISMA Recognition Commission
on the recognition of non-formal education,
competences acquired through professional experience,
and study results achieved in previous education.

Information about the applicant	
Name, Surname	
ID number	
declared residential address	
factual residential address	
e-mail address	
phone number	

APPLICATION

1. Please recognize the knowledge, skills and competences acquired in **non-formal education** as relevant to ISMA

- Short-cycle professional higher education
 First-cycle higher education (Bachelor)
 Second-cycle higher education (Master)

Study programme “ _____ ”
/name of the study programme/

to the achieved learning outcomes of the following study courses:

Study course	CP	Information about the knowledge, skills and competences acquired in non-formal education				Justification of the compliance of knowledge, skills and competences acquired in non-formal education with the requirements of the relevant study programme or part of it
		Document No. attached	Name of the institution, type of acquisition and place where the knowledge, skills and competences were acquired	Time period, amount in CP, hours	Knowledge, skills and competences acquired in non-formal education	

1. Please recognize the knowledge, skills and competences acquired through **professional experience** as relevant to ISMA

- Short-cycle professional higher education
- First-cycle higher education (Bachelor)
- Second-cycle higher education (Master)

Study programme “ _____ ”
/name of the study programme/

to the achieved learning outcomes of the following study courses:

Study course	CP	Information about the knowledge, skills and competences acquired through professional experience				Justification of the compliance of knowledge, skills and competences acquired through professional experience with the requirements of the relevant study programme or part of it
		Document No. attached	Name of the institution, type of acquisition and place where the knowledge, skills and competences were acquired	Time period, amount in CP, hours	Knowledge, skills and competences acquired through professional experience	

1. Please recognize the **study results achieved in previous education** as relevant to ISMA

- Short-cycle professional higher education
- First-cycle higher education (Bachelor)
- Second-cycle higher education (Master)

Study programme “ _____ ”
/name of the study programme/

to the achieved learning outcomes of the following study courses:

Study course	CP	Information about the study results achieved in previous education				Justification of the compliance of the study results achieved in previous education with the requirements of the relevant study programme or part of it
		Document No. attached	Name of the institution, type of acquisition and place where the knowledge, skills and competences were acquired	Time period, amount in CP, hours	Study results achieved in previous education	

