

AGREED WITH  
RISEBA Committee for Recognition of Learning  
Outcomes Achieved During Previous Education or  
as a Part of Professional Experience on 16.11.2018

APPROVED  
During RISEBA Senate meeting of 10.10.2012 Minutes No. 12/1.1-07/05  
(as amended on 21.11.2018, Minutes No. 18/1.1-07/08)

## **Regulation on recognition of previous education or professional experience achieved learning outcomes**

### **Definitions:**

**Acquired beyond formal education** – skills, knowledge and competences acquired beyond formal education.

**Formal education** – a system that includes primary education, secondary education and higher education, completion of which is confirmed by a state-recognised education or professional qualification document. Formal education is education that can be completed in vocational, primary and secondary education programmes, as well as study programmes.

**Professional experience** – previous occupation in the respective profession.

**Competence** – a flexible and dynamic totality of skills, knowledge, attitudes, values and emotions required for performance of specific activities.

**Completed during previous education** – study modules or courses in a university or a college completed in the capacity of an attendee.

**Learning outcomes** – the totality of knowledge, skills and competences acquired upon completion of study programmes, modules or courses. If recognised, knowledge, skills and competences acquired beyond the formal education system or as a part of professional experience shall become learning outcomes.

### **1. General terms and conditions**

- 1.1. This document lays down a procedure and criteria for recognition of knowledge, skills and competences acquired beyond the formal education or as a part of professional experience, and of learning outcomes achieved during previous education, at RISEBA University of Business, Arts and Technologies (hereinafter, the RISEBA), and defines conditions for establishing the committee, as well as its rights and obligations.
- 1.2. The procedure was prepared pursuant to Cabinet Regulation No. 505 “*Regulations on recognition of competences acquired beyond formal education or as a part of professional experience and learning outcomes achieved during previous education*” of 14 August 2018.

## 2. Committee for Recognition of Learning Outcomes

- 2.1. The decision about recognition of learning outcomes achieved beyond formal education, as a part of professional experience or during previous education shall be made by a Commission for Recognition of Competences Acquired Beyond Formal Education or As a Part of Professional Experience, as well as Learning Outcomes Achieved during Previous Education (hereinafter, the Commission) established at RISEBA.
- 2.2. The latter shall establish such commissions in those thematic areas of the Latvian classification of education, where study programmes are implemented.
- 2.3. The Commission shall consist of a Chairperson, three members and a Secretary, and its composition shall be approved by a Rector's order.
- 2.4. An assessor with good knowledge of learning outcomes of the respective programme, professional standards (if applicable), and assessment criteria applied during the programme, or an expert in the respective area or industry shall be appointed to the Commission.
- 2.5. Duties and obligations of the Commission:
  - 2.5.1. No later than one month after receipt of a request, review the achieved learning outcomes and make a decision to recognise or to refuse to recognise them.
  - 2.5.2. Abide by external normative acts and internal RISEBA rules and regulations in everything they do.
- 2.6. Rights of the Commission:
  - 2.6.1. Verify the provided information and data.
  - 2.6.2. Decide about tests to assess the achieved learning outcomes.
  - 2.6.3. Request additional information to make an objective decision by postponing the decision deadline.
  - 2.6.4. Request an opinion from RISEBA experts about the submitted documents.
  - 2.6.5. Request and receive information required for efficient operation of the Commission from all structural units of RISEBA.
  - 2.6.6. Invite RISEBA employees to its meetings.
  - 2.6.7. Invite a Programme director and/or any other person to participate in its meetings and to ask questions to make an objective decision.
  - 2.6.8. Decide about tuition fee waivers.

## 3. Recognition of learning outcomes

- 3.1. Recognition of learning outcomes consists of four steps:
  1. Identification
  2. Documentation
  3. Assessment
  4. Issuance of a decision

### *First step: identification of the achieved learning outcomes*

- 3.2. RISEBA is obliged to provide information to all interested parties about a possibility to have learning outcomes recognised and about the recognition procedure on its website [www.riseba.lv](http://www.riseba.lv).
- 3.3. An individual who wishes to have his/her learning outcomes recognised shall approach the director of the respective programme for advice on the assessment procedure, criteria and evidence required for the achieved learning outcomes to be considered compliant with a specific study programme, as well as on writing an application and presentation of the required documents.

***Second step: documentation of the achieved learning outcomes***

- 3.4. After a self-assessment, the applicant shall prepare the following set of documents:
- 3.4.1. A request to recognize learning outcomes (see Annex 1).
  - 3.4.2. Supporting documentation with evidence (see paragraph 2.6).
    - To recognize learning outcomes achieved *beyond the formal education*, the following may serve as evidence: diplomas or certificates awarded by training providers, course certificates, etc.
    - To recognise learning outcomes achieved as a *part of professional experience*, the following may serve as evidence: employment contracts, job descriptions, products developed by the applicant or written assessments or attestations prepared by someone who assessed the applicant in practice, etc.
    - To recognise learning outcomes achieved during *previous education*, certificates of completion of study courses may serve as evidence.
  - 3.4.3. A receipt or a printout of the payment order for recognition of the achieved learning outcomes pursuant to RISEBA pricelist for paid services.
- 3.5. The applicant shall submit the required set of documents to RISEBA Programme director in a paper format or electronically, producing all originals in advance.
- 3.6. The Programme director shall place a note on the applicant's request and give a recommendation on a possible decision to the commission for recognition of learning outcomes achieved beyond formal education or as a part of professional experience, or during previous education.
- 3.7. The Programme director shall forward the set of documents to the Commission Secretary, who shall register the request and together with the Chairperson decide about a date for review of applicant's request. Information about Commission meetings shall be provided by the Secretary no later than one week in advance by sending the members an electronic invitation.

***Third step: assessment of the achieved learning outcomes***

- 3.8. The Commission shall review the request and the enclosed documents pursuant to recognition criteria for learning outcomes (see paragraph 4), and shall make a decision and, if needed, may decide about tests or examinations for assessment of learning outcomes, or request additional information from the applicant.
- 3.9. Minutes of Commission meetings shall be taken. A decision may be made if at least two thirds of all Commission members are present. The decision shall be made by a simple majority.

***Fourth step: issue of a decision about recognition of the achieved learning outcomes***

- 3.10. When the Commission has decided, the Secretary shall prepare a decision indicating the number of credit points awarded for the recognised learning outcomes, and the name of the study course and the programme for which the said credit points were awarded. The decision shall be signed by the Chairperson.
- 3.11. The Secretary of the Commission shall electronically send the decision to the director and administrator of the respective programme to have the decision added to the student's file. The original decision, as well as the supporting documents and respective minutes shall be kept at Rector's Office.
- 3.12. The Programme director shall notify the applicant about the decision.
- 3.13. The applicant shall have a right to appeal the decision of the Commission within one month from its effective date to the Rector of RISEBA. A decision made by the Rector may be appealed in a court of law pursuant to the Administrative Procedure Law.

#### 4. Recognition criteria for learning outcomes

- 4.1. The produced documents should contain clear, unambiguous and complete information about the achieved learning outcomes.
- 4.2. At least one credit point can be awarded for the achieved learning outcomes (one week of learning or professional training that equals 40 academic hours).
- 4.3. Previous education of the applicant complies with admission requirements of the respective programme.
- 4.4. In tests and examinations, if any administered, the applicant has demonstrated knowledge, skills and competences adequate for the respective programme or its courses.
- 4.5. The achieved learning outcomes cannot be recognised as the final examination, state examination or certifying examination – a professional qualification examination or a doctoral thesis.
- 4.6. Learning outcomes achieved as a part of **professional experience** may be recognized only:
  - 4.6.1. For that part of the programme that includes an internship. Furthermore, these learning outcomes should be achieved in a professional area that matches the thematic education area of the study programme.
  - 4.6.2. For the study course or module of the programme where practical knowledge is acquired.
- 4.7. Learning outcomes achieved during **previous education** may be recognised only if they are adequate for the level of higher education and have been achieved:
  - 4.7.1. In a separate programme course, study module or section that the applicant has completed as an attendee.
- 4.8. Learning outcomes achieved **beyond the formal education** may be recognised only if they are adequate for the level of higher education and have been achieved:
  - 4.8.1. In a continuing education programme, professional development and education programme or another informal education programme, where the achievable learning outcomes are in line with learning outcomes of the programme or a part thereof.
  - 4.8.2. By means of other types of informal education (for example, self-study). For study programmes that offer education in regulated professions, learning outcomes achieved by means of such types of education may be recognised only for a study course or a module of the programme that offers only theoretical knowledge.

#### 5. Types of verification of achieved learning outcomes

5.1. See table 5.1 for a summary of types of verification of achieved learning outcomes:

Table 5.1.

Verification type	Professional experience		Previous education	Beyond formal education	
		Internship	Course with practical knowledge	Attendee	Informal education – a continuing education programme, professional development and education programme

<b>Recognised automatically (after documentary review of learning outcomes)</b>	x		x	x	
<b>If needed, a test with the committee (tests, practical problem questions)</b>	x	x	x	x	x
<b>Tests and examinations in the respective study course (tests, examinations)</b>		x			x

5.2. If the committee decides that tests other than standard tests or examinations administered during a study course are needed, customised assessment methods for recognition of learning outcomes are recommended for each applicant and may include:

- *Debates*
- *Declarative methods* (a submission from the applicant describing the type of work he/she has done in relation to the acquired competences)
- *Interviews*
- *Observation* (a third-party written assessment of the applicant in action)
- *Portfolio method* (a structured set of materials that demonstrates and proves experience-based knowledge, skills and competences in a specific area)
- *Presentations*
- *Simulations and work-based evidence* (assessment of applicant's performance in a structured situation that is based on the real life)
- *Traditional assessment methods* (examinations, tests, etc.)

## **6. Adoption of the regulation and its amendments**

6.1. The regulation shall take force on the day of its adoption.

6.2. The regulation shall be approved and may be amended by RISEBA Senate.

*Sources:*

*Recommendations of the Ministry of Education and Science on assessment and recognition of learning outcomes achieved beyond formal education or as a part of professional experience*

**REQUEST  
 TO RECOGNISE ACQUIRED KNOWLEDGE, SKILLS AND COMPETENCES AND/OR  
 ACHIEVED LEARNING OUTCOMES**

<i>Information about the applicant</i>	
Name, surname	
Personal ID number:	
Declared residence:	
Telephone:	
E-mail:	

**PLEASE RECOGNISE:**

*Knowledge, skills and competences acquired beyond formal education or as a part of professional experience*  
 from ..... to .....

<i>Information about informal education or professional experience (informal education courses or professional experience)</i>	
Name of education establishment or place where professional experience was acquired:	
Education programme or a part thereof, or a type of professional learning:	
Knowledge, skills and competences acquired beyond formal education or as a part of professional experience:	
Objective of recognition of knowledge, skills and competences acquired beyond formal education or as a part of professional experience:	
Evidence of compliance of the knowledge, skills and competences acquired beyond formal education or as a part of professional experience with the learning outcomes of the respective study course or module of a study programme:	

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Recognitions of learning outcomes achieved during previous education in the period of time from  
to .

<i>Information about previous education (as an attendee)</i>	
Name of education institution:	
Education level ( <i>college, undergraduate, master, doctoral</i> ):	
Study modules or courses completed at a university or a college as an attendee, number of credit points (CP):	
Course title, CP:	

I WISH TO HAVE THE ACQUIRED KNOWLEDGE, SKILLS AND COMPETENCES/LEARNING OUTCOMES RECOGNISED:

Level of RISEBA programme:	<input type="checkbox"/> Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Doctoral
Name of RISEBA programme:	

NAME OF RISEBA INTERNSHIP, STUDY COURSE/MODULE:

Course / internship (CP):	

THE FOLLOWING COPIES OF DOCUMENTS ARE ENCLOSED:

Issue date:	Title:	Document confirms:

