

CONFIRMED
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REGULATION ON PREPARING A STATEMENT ON COMPARISON OF STUDY COURSES AND AN INDIVIDUAL LEARNING PLAN

1. General matters

- 1.1. This regulation describes a procedure for preparing *Statements on comparison of study courses* and *Individual learning plans* at RISEBA.
- 1.2. The regulation was prepared pursuant to the law of the Republic of Latvia.
- 1.3. The *Statement on comparison of study courses* and an *Individual learning plan* (see Annex 1) is a document that compares study courses completed by an applicant/student in another programme with the study courses of the requested programme, lists courses that are registered as completed, differences that need to be cleared and/or unmet academic obligations (in specific cases), as well as the respective deadlines. The Programme Director shall prepare the document and notify the applicant/student about its content.
- 1.4. The *Statement on comparison of study courses* and an *Individual learning plan* shall be prepared in the following cases:
 - 1.4.1. When an individual transfers from another higher education institution or commences studies after completion of another higher education.
 - 1.4.2. When an individual resumes studies after exmatriculation (deregistration) from RISEBA University.
 - 1.4.3. When a student changes his/her programme, qualification, learning form, type, or language.
 - 1.4.4. When a student resumes his/her studies after a study break.
 - 1.4.5. For students who have completed study courses at an equivalent or a higher level of education.
 - 1.4.6. When a student returns from ERASMUS or double degree programmes.
- 1.5. Difference in study courses entails study courses that are determined by comparing the content of the completed programme with the content of the requested programme.
- 1.6. When an individual transfers from another higher education institution, a difference in study courses may arise after comparison of courses completed in the previous programme with the courses of RISEBA programme.
- 1.7. When an individual resumes studies after an exmatriculation or an academic break, or changes his/her study programme, qualification, form, type, or language, or when he/she returns from ERASMUS/double degree programme, a difference in study courses and/or unmet academic obligations may arise.
- 1.8. Unmet academic obligations include a failure to attempt the course test or examination in due time (according to the study plan) or a failure to pass the said test or examination.
- 1.9. According to the study plan, a student shall deal with differences in study courses and/or settle the unmet academic obligations before he/she can be allowed to start writing a thesis.
- 1.10. Academic obligations shall be settled by the end of the current academic year. No more than three unmet academic obligations can be transferred to the next academic year.
- 1.11. A student shall deal with differences in study courses by the deadline indicated in the *Statement on comparison of study courses* and the *Individual learning plan*, which shall be during the current academic year. However, if it is not possible to offer the respective course during the current academic year, as an exception, this period can be prolonged to two (2) years, but no longer than a decision to allow the student to start writing the thesis.
- 1.12. A student shall deal with differences in study courses by the deadline indicated in the *Statement on comparison of study courses* and the *Individual learning plan* by paying a reduced fee for paid tests and examinations administered at RISEBA (like for the current

- academic year). If it is not possible to offer the respective course during the current academic year, as an exception, the course may be moved to the next year (by applying the reduced fee).
- 1.13. If the *Statement on comparison of study courses* and the *Individual learning plan* include courses taught during the current and/or the next academic period, the student may settle differences in the study courses for the amount of planned CPs without an additional fee.
 - 1.14. The difference in study courses that arose from the student having an academic break may be settled by the deadline indicated in the *Statement on comparison of study courses* and the *Individual learning plan* (during the current academic year) without an additional fee.
 - 1.15. A difference in study courses shall not be considered an unmet academic obligation before the deadline indicated in the *Statement on comparison of study courses* and the *Individual learning plan*. If the difference in study courses is not settled by the deadline indicated in the *Statement on comparison of study courses* and the *Individual learning plan*, the uncompleted study course shall be considered an unmet academic obligation.
 - 1.16. When a Programme director prepares a *Statement on comparison of study courses* and an *Individual learning plan* for a person who transfers from another higher education institution, study courses completed by this person in the previous higher education institution, as well as Part C courses (electives) may be included though they do not match the direction of the programme.
 - 1.17. If CPs are not indicated in education documents issued in other countries (only hours), the Programme director may ask the respective individual/student to provide additional information from the education institution or assume that 1 CP equals 40 academic hours.
 - 1.18. If the mark of a study course in documents submitted by the applicant is a pass (pass or fail), in the *Statement on comparison of study courses* and the *Individual learning plan*, the grade is to be set at 4 points.
 - 1.19. The Programme director shall prepare a Statement on comparison of study courses and an Individual learning plan for:
 - 1.19.1. Residents in the Latvian language, 2 copies: one copy to be placed in the student's file and the second is to be given to the applicant/student.
 - 1.19.2. Non-residents: 1 copy in the Latvian language to be placed in the student's file, and the second copy in non-resident's learning language to be given to the applicant/student.
 - 1.20. Communication about the *Statement on comparison of study courses* and the *Individual learning plan* with a person who wishes to start distance learning or a current distance learning student shall take place only by e-mail.

2. Procedure for an individual transferring from another higher education institution or commencing studies after completion of another higher education

- 2.1. The student shall complete a *Request on comparison of study courses* (Annex 2) addressed to the director of the respective programme. Electronic version of the request to compare study courses is available on university's homepage or from its Information Centre (hard copy).
- 2.2. The following shall be submitted together with a request to compare study courses: original academic statement or a copy thereof (in this case, the original should be produced; however, when the study agreement is signed, the original should be handed over to the university) confirming study courses completed in the previous higher education institution (if the submission is made electronically, the original academic statement shall be submitted to the university when a study application is completed), or a copy of a diploma and its supplement issued by a higher education institution, and a receipt or a printout of an online payment order for the *Statement on comparison of study courses* and the *Individual learning plan* pursuant to RISEBA pricelist for additional paid services.
- 2.3. A request on comparison of study courses and the enclosed documents shall be e-mailed to riseba@riseba.lv or submitted at RISEBA Information Centre (at 3 Meža street).

- 2.4. Having received the request to compare study courses and the enclosed documents, the respective employee of the Information Centre shall forward the said request to the respective employee of the Academic Department.
- 2.5. Within two (2) business days the employee of the Academic Department shall review the request to compare study courses and the enclosed documents. The employee of the Academic Department shall transfer the request to compare study courses and the enclosed documents to the director of the respective programme.
- 2.6. Within five (5) business days, the Programme Director shall review the request on comparison of study courses and the enclosed documents, and shall prepare a *Statement on comparison of study courses* and an *Individual learning plan*, if at least one study course is considered comparable, and shall contact the respective student to invite him/her to a meeting or to discuss the following on the phone:
 - 2.6.2. Inform to which year of the programme the respective individual may be admitted.
 - 2.6.3. Inform which study courses were found to be completed according to information indicated in the academic statement or diploma supplement.
 - 2.6.4. Inform about a difference in study courses (if any).
 - 2.6.5. Inform about the registration fee, tuition, additional fees pursuant to RISEBA pricelist for additional paid services.
 - 2.6.6. Inform about deadlines for clearing differences in study courses.
 - 2.6.7. Provide or electronically send one copy of a *Statement on comparison of study courses* and an *Individual learning plan* to the respective individual.
- 2.7. During preparation of the *Statement on comparison of study courses* and the *Individual learning plan* to resume studies during a later stage, the Programme Director shall evaluate study courses completed under the previous programme, as well as their scope and compare them with the current RISEBA programme of the student, and shall indicate which courses can be registered as completed and which still need to be attempted considering the Cabinet Regulation No 36 of 10 January 2012:
 - 2.7.2. The completed share of the programme is at least 40 CPs or two semesters.
 - 2.7.3. The study course shall be considered completed if the number of CPs in both programmes is the same, or if the number of CPs awarded for the completed course is larger.
 - 2.7.4. The total value of additional study courses to be completed may not exceed 20 CPs.
 - 2.7.5. The total number of CPs to be awarded during an academic year may not exceed 40 CPs.
- 2.8. If after the meeting or telephone conversation with the Programme director the applicant agrees to start studies, within one (1) business day the Programme director shall forward the request on comparison of study courses and the *Statement on comparison of study courses* and the *Individual learning plan* signed by the student to an employee of the Academic Department. This employee shall inform the applicant about the schedule of his/her lectures and lectures of other student groups, if the applicant has to settle differences in study courses, and shall also prepare contact details of the respective faculty, if needed.
- 2.9. At the Information Centre, the applicant shall complete a study application, submit the original academic statement (if the request to compare study courses was sent electronically or if the copy of the academic statement was submitted), a copy of the passport or eID (by producing the original), a copy of education documents (producing the original), 4 photos and a receipt or a payment order confirming payment of the registration fee. Enter into a learning agreement.
- 2.10. Having received information (from the Accounting Department) about the first payment of the applicant pursuant to the study agreement, within three (3) business days the employee of the Academic Department shall prepare an order on matriculation, attaching the *Statement on comparison of study courses* and the *Individual learning plan* to the said order pursuant to Cabinet Regulation No. 932 of 16 November 2004.

- 2.11. The employee of the Academic Department shall enter data for the current academic year from the *Statement on comparison of study courses* and the *Individual learning plan* in the system.

3. Procedure for an exmatriculated (deregistered) student resuming studies

- 3.1. The student shall complete a *Request on comparison of study courses upon resumption of studies after exmatriculation* (Annex 3) addressed to the director of the respective programme. Electronic version of the request to compare study courses upon resumption of studies after exmatriculation is available on university's homepage or from its Information Centre (hard copy).
- 3.2. In the request to compare study courses upon resumption of studies after exmatriculation, the applicant shall indicate that he/she was exmatriculated (deregistered) from RISEBA, provide the name of the respective study programme, previous study form and type, and the exmatriculation (deregistration) year. If an exact year cannot be provided, an interval may be indicated. The request to compare study courses upon resumption of studies after exmatriculation shall be accompanied by a receipt or a printout of an online payment order for the *Statement on comparison of study courses* and the *Individual learning plan* pursuant to RISEBA pricelist for additional paid services, as well as copies of education documents (originals shall also be produced).
- 3.3. A request on comparison of study courses upon resumption of studies after exmatriculation and the enclosed documents shall be e-mailed to riseba@riseba.lv or submitted in person at RISEBA Information Centre (at 3 Meža street).
- 3.4. Having received the request to compare study courses upon resumption of studies after exmatriculation and the enclosed documents, the respective employee of the Information Centre shall forward them to the respective employee of the Academic Department.
- 3.5. Within two (2) business days, the said employee shall review the request to compare study courses upon resumption of studies after exmatriculation and the enclosed documents and ask for archived information, if needed. The request on comparison of study courses upon resumption of studies after exmatriculation shall be forwarded to an employee of the Accounting Department, who shall make a note about financial liabilities of the student on the request within two (2) business days.
- 3.6. The employee of the Accounting Department shall return the noted request to the employee of the Academic Department, who shall forward it to the director of the respective programme.
- 3.7. Within five (5) business days, the Programme Director shall review the request on comparison of study courses upon resumption of studies after exmatriculation and the enclosed documents, and shall prepare a *Statement on comparison of study courses* and an *Individual learning plan* (if possible) and contact the respective student to invite him/her to a meeting or discuss the following on the phone:
- 3.7.2. Inform to which year of the programme the respective individual may be admitted.
- 3.7.3. Inform about study courses that are registered as completed on the basis of information available in the academic card of the exmatriculated student.
- 3.7.4. Inform about the registration fee, tuition, additional fees pursuant to RISEBA pricelist for additional paid services.
- 3.7.5. Inform about any differences between study courses and/or unmet academic obligations (if any).
- 3.7.6. Inform about deadlines for clearing differences between study courses and/or settling the unmet obligations.
- 3.7.7. Provide or send one electronic copy of a *Statement on comparison of study courses* and an *Individual learning plan*.
- 3.8. During preparation of the *Statement on comparison of study courses* and the *Individual learning plan*, the Programme Director shall evaluate study courses completed under the previous programme, as well as their scope and compare them with the current RISEBA

- programme of the student, and shall indicate which courses can be registered as completed and which still need to be attempted considering the following:
- 3.8.2. The completed share of the programme is at least 40 CPs or two semesters, if the student is admitted during a later stage of studies.
 - 3.8.3. The study course shall be considered completed if the number of CPs in both programmes is the same, or if the number of CPs awarded for the completed course is larger.
 - 3.8.4. The total value of additional study courses to be completed may not exceed 20 CPs.
 - 3.8.5. The total number of CPs awarded during an academic year may not exceed 40 CPs.
- 3.9. If after the meeting or telephone conversation with the Programme director the applicant agrees to start studies, within one (1) business day the Programme director shall forward the request and the statement on comparison of study courses signed by the student to an employee of the Academic Department. This employee shall inform the applicant about the schedule of his/her lectures and lectures of other student groups, if the applicant has to settle differences in study courses and/or unmet academic obligations, and shall also prepare contact details of the respective faculty, if needed.
 - 3.10. At the Information Centre, the applicant shall complete a study application, submit a copy of the passport or eID (by producing the original), a copy of education documents (producing the original), 4 photos and a receipt or a payment order confirming payment of the registration fee. Enter into a learning agreement.
 - 3.11. Having received information (from the Accounting Department) about the first payment of the applicant pursuant to the study agreement, within three (3) business days the employee of the Academic Department shall prepare an order on matriculation, attaching a copy of the *Statement on comparison of study courses* and the *Individual learning plan* to the said order pursuant to Cabinet Regulation No. 932 of 16 November 2004.
 - 3.12. The employee of the Academic Department shall enter data from the *Statement on comparison of study courses* and the *Individual learning plan* in the system.

4. Procedure for a student changing his/her programme, qualification, or the learning form, type, or language

- 4.1. The student shall complete a *Request on change of programme, qualification, or the learning language, form or type* (Annex 4) and shall submit it to an employee of the Academic Department.
- 4.2. If a student changes his/her programme, qualification, or the learning form, type, or language the first time, it can be done free of charge. Upon submission of the second *Request on change of programme, qualification, or the learning language, form or type*, the student shall enclose a payment receipt or a printout of an online payment order confirming payment for the *Statement on comparison of study courses* and the *Individual learning plan* pursuant to RISEBA pricelist for additional paid services.
- 4.3. Within two (2) business days, the employee of the Academic Department shall verify information included in the *Request on change of programme, qualification, or the learning language, form or type*, enclose the respective academic card, and shall forward the request to an employee of the Accounting Department who shall have two (2) business days to make a note about financial liabilities of the student on the request.
- 4.4. The employee of the Accounting Department shall return the noted request to the employee of the Academic Department, who shall forward it to the director of the respective programme.
- 4.5. During preparation of the *Statement on comparison of study courses* and the *Individual learning plan*, the Programme Director shall evaluate study courses completed under the previous programme, as well as their scope and compare them with the current programme of the student, and shall indicate which courses can be registered as completed and which still be attempted considering the following:

- 4.5.2. The completed share of the programme is at least 40 CPs or two semesters, if the students changes the academic programme during a later stage of his/her studies.
- 4.5.3. The study course shall be considered completed if the number of CPs in both programmes is the same, or if the number of CPs awarded for the completed course is larger.
- 4.5.4. The total value of additional study courses to be completed may not exceed 20 CPs.
- 4.5.5. The total number of CPs awarded during an academic year may not exceed 40 CPs.
- 4.6. Within five (5) business days after receipt of the Request on change of programme, qualification, or the learning language, form or type, the Programme Director shall review the request and shall prepare a *Statement on comparison of study courses* and an *Individual learning plan* and contact the respective student to invite him/her to a meeting or to discuss the following on the phone:
- 4.6.2. Inform about study courses that are registered as completed on the basis of information available in the academic card.
- 4.6.3. Inform about tuition, and additional fees pursuant to RISEBA pricelist for additional paid services.
- 4.6.4. Inform about any differences between study courses and/or unmet academic obligations (if any).
- 4.6.5. Inform about deadlines for clearing differences between study courses and/or settling the unmet obligations.
- 4.6.6. Provide or send one electronic copy of a *Statement on comparison of study courses* and an *Individual learning plan*.
- 4.7. If the student agrees, within five (5) business days after receipt of the request the Programme Director shall submit the prepared *Statement on comparison of study courses* and the *Individual learning plan* signed by the student to an employee of the Academic Department.
- 4.8. Within three (3) business days, the employee of the Academic Department shall prepare an order on changes in the body of students. If the study programme is changed, this employee shall also enclose a copy of the *Statement on comparison of study courses* and the *Individual learning plan* pursuant to Cabinet Regulation No. 932 of 16 November 2004.
- 4.9. The employee of the Academic Department shall enter data for the current year from the *Statement on comparison of study courses* and the *Individual learning plan* in the system.
- 4.10. If the student changes his/her decision or withdraws his/her request to change the study programme, qualification, learning language, form or type, the Programme Director shall make a respective note on the request for such change and shall forward it to an employee of the Academic Department within one (1) business day.

5. Procedure for students resuming studies after a study break

- 5.1. The student shall complete a *Request on resumption of studies after a study break* (Annex 5) and shall submit it to an employee of the Academic Department.
- 5.2. Within two (2) business days, the employee of the Academic Department shall verify information in the said request and shall include the academic card of the student. The Request on resumption of studies after a study break shall be forwarded to an employee of the Accounting Department, who shall make a note about financial liabilities of the student on the request within two (2) business days.
- 5.3. The employee of the Accounting Department shall return the request to the employee of the Academic Department, who shall forward it to the director of the respective programme.
- 5.4. Within five (5) business days after the receipt of the Request on resumption of studies after a study break and the academic card of the student, the Programme Director shall review it and prepare a *Statement on comparison of study courses* and an *Individual learning plan*, and evaluate completed study courses and their respective CPs and compare them with the academic plan of the current programme, and shall indicate which courses can be registered as

- completed and which should still be attempted, and shall contact the student to invite him/her to a meeting or to discuss the following on the phone:
- 5.4.2. Inform about study courses that are registered as completed on the basis of information available in the academic card of the student.
 - 5.4.3. Inform about tuition, and additional fees pursuant to RISEBA pricelist for additional paid services.
 - 5.4.4. Inform about any differences in study courses and/or unmet academic obligations (if any).
 - 5.4.5. Inform about deadlines for clearing differences between study courses and/or settlement of academic obligations.
 - 5.4.6. Provide or send one electronic copy of a *Statement on comparison of study courses* and an *Individual learning plan*.
- 5.5. The Programme Director shall prepare a *Statement on comparison of study courses* and an *Individual learning plan*, and the student shall place his/her signature to confirm that he/she has read the decision.
 - 5.6. The Programme Director shall forward the *Statement on comparison of study courses* and the *Individual learning plan* to an employee of the Academic Department.
 - 5.7. Within three (3) business days after receipt of the above documents, the employee of the Academic Department shall prepare an order on changes in the body of students.
 - 5.8. The employee of the Academic Department shall enter data from the *Statement on comparison of study courses* and the *Individual learning plan* in the system.

6. Procedure for RISEBA students who have completed study courses at an equivalent or a higher level of education

- 6.1. The student shall complete a *Request on comparison of study courses* (Annex 2) addressed to the director of the respective programme and shall submit it to an employee of the Academic Department.
- 6.2. This request shall be accompanied by the original academic statement on completion of study courses under a programme in another higher education institution or a copy of the diploma and its supplement issued by a higher education institution (by presenting the original).
- 6.3. Within two (2) business days the employee of the Academic Department shall review the request to compare study courses and the enclosed documents. The employee of the Academic Department shall transfer the request to compare study courses and the enclosed documents to the director of the respective programme.
- 6.4. Within five (5) business days, the Programme Director shall review the request on comparison of study courses and the enclosed documents, and shall prepare a *Statement on comparison of study courses* and an *Individual learning plan* (if possible).
- 6.5. During this process, the Programme Director shall evaluate study courses completed under the previous programme, as well as their scope and compare them with the current programme of the student, and shall indicate which courses can be registered as completed, in the latter case considering the following:
 - 6.5.2. The study course shall be considered completed if the number of CPs in both programmes is the same, or if the number of CPs awarded for the completed course is larger.
- 6.6. Within five (5) business days, the Programme Director shall provide or send electronically one copy of the *Statement on comparison of study courses* and the *Individual learning plan*, and transfer the second copy to an employee of the Academic Department.
- 6.7. The employee of the Academic Department shall enter data from the *Statement on comparison of study courses* and the *Individual learning plan* in the system.

7. Procedure for a student returning from an ERASMUS/double degree programme

- 7.1. The university selected by the student (RISEBA partner body) shall prepare a document on completed study courses and shall transfer it to RISEBA.
- 7.2. Upon receipt of this document, ERASMUS coordinator of the External Relations Department shall forward it to an employee of the Academic Department.
- 7.3. The employee of the Academic Department shall transfer the said document to respective Programme Director for the purposes of preparing a *Statement on comparison of study courses* and an *Individual learning plan*.
- 7.4. Within five (5) business days the Programme Director shall review any documents received by the employee of the Academic Department and shall prepare a *Statement on comparison of study courses* and an *Individual learning plan*, shall contact the respective student to invite him/her to a meeting or to discuss the following on the phone:
 - 7.4.2. Inform about study courses that are registered as completed on the basis of information available in the document prepared by the partner body.
 - 7.4.3. Inform about any differences in study courses and/or unmet academic obligations (if any).
 - 7.4.4. Inform about tuition, and additional fees pursuant to RISEBA pricelist for additional paid services (if needed).
 - 7.4.5. Inform about deadlines for clearing differences between study courses and/or settlement of academic obligations.
 - 7.4.6. Provide or send one electronic copy of a *Statement on comparison of study courses* and an *Individual learning plan*.
- 7.5. The Programme Director shall prepare a *Statement on comparison of study courses* and an *Individual learning plan*, and the student shall place his/her signature to confirm that he/she has read the decision.
- 7.6. The Programme Director shall forward the *Statement on comparison of study courses* and the *Individual learning plan* to an employee of the Academic Department who shall enter the provided information in the system.
- 7.7. The ERASMUS/double degree process at the university is regulated by Regulation on implementation of student and faculty exchange programmes at RISEBA (NL 0017).

Enclosed:

1. Annex. Statement on comparison of study courses and the Individual learning plan (2 pages).
2. Annex. Request to compare study courses (1 page).
3. Annex. Request to compare study courses after an exmatriculation (1 page).
4. Annex. Request to change the study programme, qualification, or learning language, form, or type (1 page).
5. Annex. Request to resume studies after an academic break (1 page).

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