

APPROVED WITH
Decision No.4 of the NDAL Senate Minutes
No.6/2018 of 11.12.2018
In force with Order No.117
of the NDAL Rector of 12.12.2018

**Regulations of the National Defence Academy (NDAL)
On the recognition of competencies acquired outside formal education or
professional experience and study results achieved in previous education**

I. General rules

1. The Regulations, in accordance with Section 59.3 of the Law on Higher Education Institutions and Cabinet of Ministers Regulations No. 505 as of 14 August 2018 “Regulations on the Recognition of Competences Acquired Outside Formal Education or Professional Experience and Study Results Achieved in Previous Education”, determine the procedure by which the Latvian National Defence Academy (hereinafter - NDAL), upon application of a student or a person who is not an NDAL student (hereinafter - the applicant), shall carry out evaluation and recognition of competencies acquired outside formal education or acquired in professional experience and study results achieved in previous education, as well as sets the criteria for recognition.

**II. Committee for the Evaluation and Recognition of Competences
Acquired Outside Formal Education or Professional Experience and Study
Outcomes Achieved in Previous Education**

2. Competences acquired outside formal education or acquired in professional experience and study results achieved in previous education shall be evaluated and recognised by the Committee for the Recognition of Study Results (hereinafter — Committee), the composition of which is approved by the Rector of the NDAL.

3. The Committee shall examine and evaluate competencies acquired outside formal education or professional experience and study results achieved in previous education in those educational thematic areas where the NDAL implements training in the accredited study programmes and direction of study.

4. Rights and obligations of the Committee:

4.1. The Committee is obliged to examine the application of the applicant and take a decision on the recognition of the study results or on refusal to recognize the achieved study results and inform the applicant in writing about the decision taken within one month after the receipt of the application;

4.2. The Committee shall be entitled to:

4.2.1. Check the conformity of the information and information provided with the actual circumstances;

4.2.2. Request additional information if the Committee considers that it does not have sufficient information to decide objectively and comprehensively the issue of recognition of study results by extending the time limit for taking a decision accordingly;

4.2.3. Request the opinions of experts and experts of the NDAL or other institutions on the submitted documents, if necessary to invite sectoral experts to the meetings of the Committee;

4.2.4. If necessary, prescribe tests to evaluate the results of studies.

4.3. Decision of the Committee:

4.3.1. If the Committee has decided to recognise the results of studies, then the decision shall indicate the amount of recognised study results in credit points, as well as the title of the study programme, study course or study module, in which credits of recognised study results may be transferred;

4.3.2. If the Committee has decided on the necessity of an examination for verification of the results of previously acquired studies, or in order for knowledge, skills and competences acquired in professional experience or outside formal education to be recognised as appropriate in the study programme study course or study module for the results of studies to be achieved, and the person takes the tests specified in the relevant study course or study module, then the decision of the Committee shall indicate the title of the NDAL study module or study course in which the test is to be taken. The applicant's knowledge, skill and competence in the examination shall be assessed in the amount of the requirements for obtaining credits or part of the requirements set out in the relevant course description. The decision shall be accompanied by a description (s) of the relevant course (s) of study;

4.4. The decision of the Committee on recognition of competences acquired outside formal education or acquired in professional experience and study results achieved in previous education shall be recorded and the documents submitted by the person shall be stored in the records of the NDAL in accordance with the procedures laid down in regulatory enactments.

4.5. The applicant may contest the decision of the Committee by submitting an application to the rector and appeal the decision of the rector in accordance with the procedures laid down in the Administrative Procedure Law.

III. Criteria for assessing and recognising competencies acquired outside formal education or professional experience and study results achieved in previous education

5. Competences acquired outside formal education or professional experience and the results of studies achieved in previous education shall be recognised if the following criteria are met:

5.1. The presented documents contain clear, unambiguous and complete information on the results of the studies achieved;

5.2. At least one credit point may be granted for recognised knowledge, skills and competences acquired;

5.3. The formal education previously acquired by the person complies with the requirements for admission to the relevant study programme;

5.4 In the examinations referred to in clause 2.4.2 of this Regulation, the person has demonstrated knowledge, skills and competence corresponding to the requirements of the relevant study programme or part thereof;

5.5. Knowledge, skills and competences acquired in professional experience may only be recognised:

5.5.1. in the part of the study programme which consists of the internship;

5.5.2. in relation to results of studies to be achieved in the study course or module of such a study programme, which demonstrate the acquired practical knowledge;

5.5.3. Knowledge, skills and competences acquired outside formal education may be recognised if they correspond to higher education and have been achieved:

5.5.3.1. in further education programme, vocational development education programme or other educational programme (except primary, secondary education and higher education), in which the acquired knowledge, skills and competences correspond to the study course of the study programme or the study results to be achieved in the study module;

5.5.3.2. other forms outside formal education (e.g. self-education). Knowledge, skills and competences acquired in these types of education may be recognised in the study programmes which train specialists in regulated professions only as the results achieved in the study course or module of the study programme, which certify the acquired theoretical knowledge.

5.6. One credit point for knowledge, skills and competences acquired outside formal education or professional experience may be granted if it has been achieved through an educational or professional process during at least one week (40 academic hours).

5.7. Knowledge, skills and competences acquired outside formal education or acquired in professional experience cannot be considered as the final test of the relevant study programme, State Examination or final examination — professional qualification examination or doctoral thesis.

IV. Imatriculation

6. A person who is not a student of the relevant study programme may, after recognition of the results, be imatriculated at the relevant stage of the study programme, if necessary, individually determining the amount of study courses or study modules to be studied and the relevant tests.

V. Final questions

7. To considered null and void “Regulations on the Evaluation and Recognition of Study Results in Previous Education or Professional Experience at the NDAL” (approved by the decision of the NDAL Senate meeting of 17.04.2018 Protocol No 1/2018 No. 10, in force with the NDAL Rector's order No.52 of 17.04.2018

National Defence Academy of Latvia

Application for evaluation and recognition of competences acquired outside formal education or professional experience and study results achieved in previous education

COMPLETED IN BLOCK LETTERS AND CLEARLY LEGIBLE WRITING

Name, surname:	
Personal code:	
Contact phone:	
E-mail:	
Declared place of residence (street, house, apartment, parish, village, city, postcode)	_____ _____

PLEASE ACKNOWLEDGE

Acquired the educational programme or part thereof from ____ . ____ . ____ till ____ .
 ____ . ____
 month year date month year date

Place and name of institution where the programme is acquired, title of the programme:

Type of educational programme:

- 1st level professional
- 2nd level professional
- Academic bachelor's study programme
- Professional bachelor's study programme
- Academic master's study programme
- Professional master's study programme
- Doctoral studies
- Other

Study results achieved in previous education or outside formal education:

Purpose of the recognition of study results achieved in previous education or outside formal education

The results achieved in professional experience in the period from ____ . ____ . ____ (date month year) till ____ . ____ . ____ (date month year)

Place and name of institution where results have been achieved:

Results achieved in professional experience:

Purpose of the recognition of study results achieved in previous professional experience:

I HEREBY APPLY TO RECOGNIZE THE STUDY RESULTS:

Title of the study programme	
Type of the study programme	Professional bachelor's study programme <input type="checkbox"/> Higher professional education programme <input type="checkbox"/> Professional master's programme <input type="checkbox"/>
Study subjects:	<hr/> <hr/> <hr/> <hr/>

Justification of compliance of the results achieved with the requirements of the relevant study programme or part thereof:	

ATTACHED COPIES OF THE FOLLOWING DOCUMENTS:

Date of issue	Document title	Document confirms

I certify the veracity of the information provided: _____

Signature of the person Name, surname Date

Documents have been accepted and verified: _____

Signature Name, surname, position

Date

Latvian National Defence Academy

**Application to the Committee for the Evaluation and Recognition of Competencies
Acquired Outside Formal Education or Professional Experience and Study Results
Achieved in Previous Education**

Minutes of the meeting No. ____

Place of the meeting: Riga, _____ 2018

Participants of the meeting: Chairman _____
Secretary _____
Members of the Committee _____

Experts with advisory voting rights other than members of the Committee:

Minutes taken by:

Agenda: evaluation of competencies acquired outside formal education or acquired in professional experience and study results achieved in previous education.

I

First name, surname, personal code, evaluation of competencies acquired outside formal education or acquired in professional experience and study results achieved in previous education.

Institution where education was obtained:

Institution where professional experience was acquired:

NDAL study programme in which the recognition of the results of studies is required:

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In accordance with the provisions of the Cabinet of Ministers Regulation No. 505 of 14.08.2018 and the Regulations on Evaluation and Recognition of competences acquired outside formal education or professional experience and study results achieved in previous education, the Committee decides:

1. To recognize the following results of the competences acquired in professional experience and previous education:

Competences acquired outside formal education or professional experience and study results achieved in previous education			NDAL Study programme course	
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	Course title	Volume (CP)
1.				
2.				
3.				

2. To refuse to recognize the following study results achieved in previous education:

Results of competences acquired outside formal education or professional experience and studies achieved in previous education			Justification
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	
1.			
2.			
3.			

3. When examining competences acquired outside formal education or professional experience, the following tests shall be taken:

Results of competencies acquired outside formal education or acquired in professional experience			Study course of the NDAL study programme in which the test is to be taken	
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	Course title	Volume (CP)
1.				
2.				
3.				

4. The following additional documents are required:

Chairman of the Committee _____

Secretary _____

Latvian National Defence Academy

Competences acquired outside formal education or professional experience and study results achieved in previous education

DECISION

Riga, _____ 2018, No. ____

On the evaluation of competences acquired outside formal education or professional experience and study results achieved in previous education

The Committee evaluated the application of the *first name, surname, personal code* _____, _____ - _____ on the recognition on previous education in

_____ and outside formal education or

(*educational institution*)

the professional experience performing the duties of _____

(*institution with non-formal education or professional experience*)

in the _____ study programme,
(*title of study programme*)

Having familiarized itself with the submitted documents in accordance with the Cabinet of Ministers Regulations (Regulations No. 505 as of 14.08.2018) and the Regulations on evaluation and recognition of competencies acquired outside formal education or professional experience and study results achieved in previous education at the NDAL (approved by _____ Rector's order No. __)

THE COMMITTEE DECIDES:

1. Recognize the following results of the competences acquired in professional experience and previous education:

Competences acquired outside formal education or professional experience and study results achieved in previous education			NDAL Study Programme Course	
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	Course title	Volume (CP)
1.				
2.				
3.				

2. The following study results achieved in previous education are not recognized:

Results of competences acquired outside formal education or professional experience and studies achieved in previous education			Justification
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	
1.			
2.			
3.			

3. When examining competences acquired outside formal education or professional experience, the following tests shall be taken:

Results of competencies acquired outside formal education or acquired in professional experience			NDAL programme course of study in which the test is to be taken	
Order no.	Title of the course or type and duration of professional experience	Volume (CP)	Course title	Volume (CP)
1.				
2.				
3.				

The Committee's decision may be challenged and the person may appeal against it to the rector of the NDAL within one month of notification of the decision.

Chairman of the Committee _____

Secretary _____