

**Jazeps Vitols Latvian Academy of Music**  
**Regulation**  
**on recognition of competences acquired outside the formal learning**  
**or obtained in professional experience and learning outcomes achieved in**  
**prior learning**

*Issued in compliance with Article 4 of the Cabinet Regulation No. 505 of 14 August 2018  
“Regulation on recognition of competences acquired outside the formal learning or obtained  
in professional experience and learning outcomes achieved in prior learning”.*

1. The regulation outlines a procedure and criteria according to which Jazeps Vitols Latvian Academy of Music (hereinafter referred to as — JVLMA) assesses and recognises:
  - 1.1. knowledge, skills and competences acquired outside the formal learning or obtained in professional experience;
  - 1.2. learning outcomes attained in prior learning.
2. A person seeking recognition of his or her knowledge, skills and competences acquired outside the formal learning or obtained in professional experience, shall submit to JVLMA an application on recognition of knowledge, skills and competences. The application must include:
  - 2.1. person's name, surname and personal ID code;
  - 2.2. person's contact information — residence address or official electronic address (if the person has activated the official electronic address account) for sending the commission's decision, and also telephone number and e-mail, if applicable;
  - 2.3. purposes of recognition of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience;
  - 2.4. name of the study programme where recognition of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience is sought;
  - 2.5. knowledge, skills and competences acquired outside the formal learning or obtained in professional experience (in a table);
    - 2.5.1. documentary evidence (name of the document) of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience that substantiates the learning outcomes achieved in relevant study programme's study course or study module;
    - 2.5.2. name and study programme of an educational institution or a part thereof or a type and place of obtaining the professional experience where knowledge, skills and competences were obtained;
    - 2.5.3. period in which knowledge, skills and competences were acquired or obtained.
  - 2.6. The person shall enclose the documents to the application stated in Clause 2. of this regulation confirming knowledge, skills and competences acquired outside the formal learning or obtained in professional experience. If copies of documents are enclosed to the application, the person shall produce the original copies of said documents. The documents must be numbered according to serial numbers of table rows stated in Clause 2.5.1.

3. The person seeking recognition of his or her learning outcomes of prior learning shall submit the application on their recognition to JVLMA. The application must include information stated in Clauses 2.1 and 2.2 of this regulation as well as name of study programme where the study modules or study courses that the person acquired as a listener should be recognised. Certificates received for study modules or study courses acquired in the university in a capacity of a listener must be enclosed to the application. If copies of the certificates are enclosed to the application, the person shall produce the original copies of said certificates.
4. The person submitting the application stated in Clauses 2 and 3 of this regulation and documents attached thereto can submit them in hard or soft copy at the Rector's Office of JVLMA. Office administrator shall transfer the person's application with a resolution of the rector of JVLMA and documents attached thereto to the Head of Study Programme of JVLMA, who shall assess formal compliance of the documents with certain study programme, provide his opinion, reproduce documents and deliver them to the commission for assessment.
5. A decision on recognition of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience is adopted by JVLMA-based Commission for recognition of competences acquired outside the formal learning or obtained in professional experience and learning outcomes achieved in prior learning.
6. According to the study programmes implemented by JVLMA qualifying for education's topical areas "Arts" and "Teacher Education and Education Science", JVLMA sets up a single Commission for recognition of competences acquired outside the formal learning or obtained in professional experience and learning outcomes achieved in prior learning (hereinafter referred to as — Commission).
7. JVLMA Commission's staff is endorsed by the rector's decree.
  - 7.1. Commission's composition consists of:
    - 7.1.1. Vice-rector for Academic Work — Chairman of the Commission;
    - 7.1.2. Vice-rector for Scientific and Creative Work — Vice-chairman of the Commission;
    - 7.1.3. Head of Study Programme — Commission Secretary;
    - 7.1.4. heads of study programmes from study programmes involved in the assessment of the case and their duty is to engage in recognition of learning outcomes of certain study programme or a part thereof;
    - 7.1.5. heads of departments from departments involved in the assessment of the case and their duty is to engage in recognition of learning outcomes of certain study programme or a part thereof.
8. Obligations and rights of the Commission.
  - 8.1. The Commission performs its obligations in accordance with the Guidelines of JVLMA. The Guidelines are elaborated on the basis of the European Centre for the Development of Vocational Training (CEDEFOP) document *GUIDELINES FOR ASSESSMENT OF NON-FORMAL and INFORMAL LEARNING*. The Guidelines are approved by the Chairman of the Commission for recognition of competences acquired outside the formal learning or obtained in professional experience and learning outcomes achieved in prior learning.
  - 8.2. The Commission must examine the person's documents and adopt a decision on:
    - 8.2.1. knowledge, skills and competences acquired outside the formal learning or obtained in professional experience;

- 8.2.2. recognition of learning outcomes achieved in prior learning;
- 8.2.3. In order to recognise knowledge, skills and competences acquired in professional experience as corresponding the learning outcomes achievable in study programme's study course or study module confirming the obtained practical skills, or in order to recognise knowledge, skills and competences acquired outside the formal learning as corresponding the learning outcomes achievable in study programme's study course or study module, the person shall pass exams envisaged in relevant study course or study module.
- 8.2.4. If necessary, the Commission, in addition to the cases stated in Clause 8.2.3 of this regulation and where the exams are mandatory, may require taking exams to assess knowledge, skills and competences acquired outside the formal learning or obtained in professional experience, as well as learning outcomes achieved in prior learning.
- 8.2.5. In order to decide on recognition of knowledge, skills and competences acquired outside the formal learning or in professional experience and learning outcomes obtained in prior learning impartially and comprehensively, the Commission shall obtain the necessary information according to the procedure laid down in the Administrative Procedure Law.
- 8.3. For knowledge, skills and competences acquired outside the formal learning or obtained in professional experience to be recognised, the following criteria must be fulfilled:
  - 8.3.1. the presented documents contain clear, unambiguous and complete information about knowledge, skills and competences acquired or obtained;
  - 8.3.2. at least one credit can be granted for the recognised acquired or obtained knowledge, skills and competences;
  - 8.3.3. previous the formal learning acquired by person earlier corresponds to the admission requirements of relevant study programme;
  - 8.3.4. the person has demonstrated knowledge, skills and competence fulfilling the criteria of relevant study programme or a part thereof in exams stated in Clauses 8.2.3 or 8.2.4.
- 8.4. Knowledge, skills and competences obtained in professional experience can be recognised only:
  - 8.4.1. in a part of study programme comprised of Traineeship / Practice;
  - 8.4.2. regarding a study programme in the study course or study module for attainable learning outcomes that confirm the obtained practical knowledge.
- 8.5. Knowledge, skills and competences acquired outside the formal learning may be recognised if they correspond to the higher education level and are attained:
  - 8.5.1. in a further education programme, professional upgrade programme or other study programme (except for study programme of elementary education, secondary education and higher education level) where the obtained knowledge, skills and competences correspond to learning outcomes attained in study programme's study course or study module;
  - 8.5.2. in other ways outside the formal learning (for example, self-learning). Knowledge, skills and competences acquired in these types of learning in study programmes that prepare specialists for regulated professions can be recognised only for learning outcomes attainable in study programme's study course or study module that confirm the acquired theoretical skills.

- 8.6. One credit for knowledge, skills and competences acquired outside the formal learning or obtained in professional experience can be awarded if they have been attained in at least one week's learning or professional activity (40 academic hours).
- 8.7. The recognised knowledge, skills and competences acquired outside the formal learning or obtained in professional experience cannot be deemed as the final exam of relevant study programme, state exam or final exam — professional diploma exam or doctoral thesis.
- 8.8. The Commission shall adopt a decision on:
  - 8.8.1. recognition of knowledge, skills and competences acquired in the formal learning or obtained in professional experience if all criteria under Clauses 8.3, 8.4, 8.5 and 8.6 of this regulation as well as conditions of Clauses 8.2.3 and 8.2.4 are fulfilled.
  - 8.8.2. recognition of learning outcomes attained in prior learning, if learning outcomes attained in study modules or study courses comply with learning outcomes attainable in JVLMA study programme's study modules or study courses.
- 8.9. The Commission's decision on recognition or refusal to recognise knowledge, skills and competences acquired outside the formal learning or obtained in professional experience is adopted within four months of the day of receiving a person's application, but a decision on recognition or refusal to recognise learning outcomes achieved in prior learning is adopted within one month of the day of receiving of person's application. The decision is communicated to the applicant according to the procedure laid down in the Notification Law.
9. The Commission's decision can be contested by submitting an application to JVLMA rector and appealed according to the procedure laid down in the Administrative Procedure Law.
10. Decisions on recognition of knowledge, skills and competences acquired outside the formal learning or obtained in professional experience, as well as learning outcomes achieved in prior learning are registered according to the procedure stated in JVLMA File classification.
11. Assessment and recognition of knowledge, skills and competences acquired outside the formal learning or in professional experience, as well as learning outcomes achieved in prior learning is paid service. Fee amount is determined by the JVLMA Financial Collegiate Management Commission.
12. A person is entitled to register with the Further Education Department of JVLMA to attend individual study courses or a course:
  - 12.1. if the person registered in JVLMA Further Education Department is a listener for the purpose of individual study courses of JVLMA. Listeners of the Further Education Department obtain education for a fee.
  - 12.2. after acquiring the course, the listeners of study courses of JVLMA Further Education Department are granted a reference with information provided about its recipient, name of the university, name of study course and its volume in credits, name, surname and position of study course lecturer, scope of work performed, assessment of learning outcomes. Copies of study course competence assessment protocols are enclosed to the reference. The Further Education Department manages the register of submitted references.
13. The listener is entitled to accumulate the volume of study work evidenced with references and, if he or she has a corresponding prior learning, to request JVLMA to assess compliance of the work volume with the study programme or its stages by awarding relevant number of credits for it.

14. A person who is not a student of relevant study programme, can be enrolled for the relevant study phase of this study programme once the learning outcomes are recognised, if necessary, by individually determining the volume of study courses to be acquired additionally and relevant exams.

Chairman of the Senate

Docent Jānis Balčiņš

**JAZEPS VITOLS LATVIAN ACADEMY OF MUSIC**

\_\_\_\_\_  
(name, surname)

\_\_\_\_\_  
(personal ID code)

person's contact information:

telephone number \_\_\_\_\_

e-mail address \_\_\_\_\_

residence address for sending the Commission's decision \_\_\_\_\_

**APPLICATION**

Please assess the learning outcomes acquired in ..... and provide  
(name activities stated in Clauses 1.1 or 1.2 of the regulation)  
a decision on recognition of learning outcomes.

I will pay the result assessment fee within three business days of receiving an invoice from JVLMA.

1. Goal of recognition of acquired learning outcomes:

\_\_\_\_\_  
write as applicable

- 1) to register with JVLMA for acquiring individual study courses or programme;
- 2) to assess compliance of the work volume with the study programme or its part (for name and level of study programme refer to JVLMA website section Studies) by awarding relevant credits for it;
- 3) to obtain rights to pass state / final exams or defend doctoral thesis;
- 4) to accumulate documentary approval of awarded credits.

2. Data on prior learning (previously obtained education must qualify for admission requirements in relevant study programme), documents confirming education enclosed.

Place of acquiring of education \_\_\_\_\_  
(name, address of educational institution)

Admission date (day, month, year):

Date of issue of education document (day, month, year):

Name, series, No. of education document \_\_\_\_\_

3. Substantiation of compliance of learning outcomes achieved in prior learning and professional experience with the requirements of study programme or a part thereof:

\_\_\_\_\_  
(name of study programme where learning outcomes achieved in prior learning or in professional experience should be recognised)

Name, location of the institution <i>(place of acquiring of education or professional experience)</i>	Type of activity for obtaining knowledge and experience where the learning outcomes have been achieved <i>(studies, professional upgrade, creative work, teaching work, performing activity, administrative (management) work etc.)</i>	Period in which the learning outcomes have been achieved	Name of a document confirming the learning outcomes achieved in prior learning or in professional experience	Document No. enclosed

Person's signature  
date \_\_\_\_\_

*(day, month, year)*