

**Jāzeps Vītols Latvian Academy of Music regulations
on the procedure for starting studies in later study phases
in study programmes of the field of study "Arts"**

*Issued in accordance with
State Administration Structure Law
Section 72(1)(2),
Cabinet Regulation No. 932
"Procedure for starting studies in later study phases" and
Paragraph 24 and Paragraph 112 of the JVLAM Constitution*

1. General matters

- 1.1. The Regulations of the Jāzeps Vītols Latvian Academy of Music on the Procedure for starting studies in later study phases in study programmes of the study direction "Arts" (hereinafter - the Regulations) specify the procedure established in *Cabinet Regulation No. 932 "Procedure for Initiation of Studies in later study phases"* regarding matriculation of a person in later study phases of studies in the study programmes of the study direction "Arts" of the Jāzeps Vītols Latvian Academy of Music (hereinafter - JVLAM).
- 1.2. The Regulations shall be approved by the Senate of the JVLAM.
- 1.3. The Vice-Rector for Academic Affairs shall decide on matters related to the commencement of studies in later study phases of studies which are not specified in external regulations and in these Regulations or in other internal regulations.

2. Cases where starting studies in later study phases is allowed

- 2.1. One is allowed to start studies in later study phases in the same or a lower level programme. After the short cycle of vocational higher education, one can continue studies in a higher education study programme leading to a bachelor's degree or a second-level vocational higher education qualification.
- 2.2. In the following cases, studies in later study phases may be started:
 - 2.2.1. transferring from another institution or college study programme to a study programme at the JVLAM;
 - 2.2.2. transferring from a study programme of the JVLAM to another study programme at the JVLAM. *This includes cases where the student returns to a study programme that has been substantially changed or discontinued after a break in studies;*
 - 2.2.3. resuming studies at the JVLAM after matriculation, if the student has fulfilled their academic obligations at least to the extent allowing to increase their workload by no more than 20 CP during the remaining study period. *This includes cases where the student has failed the national examination, the final examination;*
 - 2.2.4. if the person wishes to enrol in a study programme of the JVLAM and has recognised knowledge, skills and competences acquired outside formal education or in professional experience, or study results achieved in previous education, which are relevant to the study programme or part of it implemented by the JVLAM.
- 2.3. The following persons may start studies in later study phases:
 - 2.3.1. students and persons who have completed a higher education study programme or part thereof licensed or accredited in accordance with the

procedure established by the legislation¹ - the student or person has fulfilled academic obligations at least to the extent allowing to increase their load by no more than 20 CP during the remaining study period. Completion of the study programme or part of it is evidenced by a **certificate or diploma supplement issued by a university or college**.

- 2.3.2. persons for whom the knowledge, skills and competences acquired outside formal education or in professional experience and the learning outcomes achieved in previous education² have been recognised and credits awarded in accordance with the provisions on recognition of knowledge, skills and competences acquired outside formal education and in professional experience or the learning outcomes achieved in previous education. Recognition is evidenced by the **decision of the higher education institution or college to recognise knowledge, skills and competences acquired outside formal education and acquired in professional experience, as well as learning outcomes achieved in previous education**. The JVLAM shall consider and recognise knowledge, skills and competences acquired outside formal education and gained in professional experience, as well as study results achieved in previous education in accordance with the procedure established in the internal regulation of the JVLAM "*Jāzeps Vītols Latvian Academy of Music Regulations on recognition of competences acquired or gained in professional experience and study results achieved in previous education*".
- 2.4. The JVLAM has the right to refuse the commencement of studies in later study phases if there are no places available in the relevant study programme (sub-programme, specialisation or profile).
- 2.5. If a student or person has fulfilled academic obligations in some courses of the study programme, but to an insufficient extent (i.e. their load should be increased by more than 20 CP during the remaining study period), the student or person shall enter the JVLAM in the general procedure - the student or person shall be entitled to, during the enrolment period for the 1st study semester and after the conclusion of the contract, to secure alignment of the content of the courses of studies completed in the previous education and the recognition of acquired credits in accordance with the procedure established in the internal regulation of the JVLAM "*Regulations for the alignment of the content of the courses of study completed in previous education and the recognition of credits gained at the Jāzeps Vītols Latvian Academy of Music*".
- 2.6. A person shall have the right to be matriculated for studies at later stages at the expense of the state budget if, in accordance with regulatory enactments, they have the right to study at the expense of the state budget and there are unfilled budget places in the relevant study programme.
- 2.7. If a student returns to a study programme that has been substantially changed or discontinued after a break in studies and, is therefore matriculated for studies at later stages in another study programme, the JVLAM shall retain the student's source of funding for studies as it was before the break in studies, and the JVLAM shall cover the costs of additional credits in accordance with the individual study plan.

3. Applying for later phases of study

- 3.1. A person who wishes to commence studies in later study phases shall submit an **application** (the form of the application form shall be approved by the Rector by an ordinance) to the JVLAM for registration for a particular study programme during the registration period announced during the admission process in a given academic year, or at another time, but no later than two months before the beginning of the semester.

¹ students and persons who have completed a higher education study programme or part thereof licensed or accredited in accordance with the procedure established by the laws and regulations **as a student** (not as a listener) and the higher education institution has issued an **academic certificate** to this effect.

² The person achieved the learning outcomes as a **listener** (not as a student) in their previous education, and this is not evidenced by an academic certificate or diploma, but by a **certificate of completion of modules or courses of study at the university or college that they attended as a listener**.

- 3.2. If a person is a student of the JVLAM and wishes to change the study programme, their application should be submitted to the Secretary of the Study Department. If the person is not a student of the JVLAM, the application must be submitted to the Rector's Office.
- 3.3. The application may be sent by post or electronically, but in this case the head of the relevant study programme of the JVLAM shall agree with the person on the manner and deadline for the person to present the original documents.
- 3.4. The application shall be accompanied by at least one of the following documents:
 - 3.4.1. a **certificate or diploma supplement** issued by the university or college (a copy must be submitted along with presentation of the original) certifying completion of the study programme or part thereof, if the person wishes to start studies in later study phases in accordance with Paragraph 2.3.1 of the Regulations;
 - 3.4.2. a **decision of** the higher education institution or college (a copy of which must be submitted with presentation of the original) on the recognition of knowledge, skills and competences acquired outside formal education or in professional experience, as well as study results achieved in previous education, if the person wishes to start studies in later study phases in accordance with Paragraph 2.3.2 of the Regulations.
- 3.5. The alignment of the content of a person's previous studies and the recognition of the credits obtained is a paid service, so if the alignment of the content of previous studies and the recognition of the credits obtained is to be carried out at the time of the application, **proof of payment** must be attached to the application. The price of the paid service is determined in accordance with the JVLAM Paid Services Price List.
- 3.6. The head of the relevant study programme of the JVLAM has the right to ask the person to submit additional information, if such is required or if the information submitted by the person is not sufficient for making a decision.

4. Application review and decision

- 4.1. If the applicant is a **person who has completed a higher education study programme or part thereof licensed or accredited** in accordance with the procedure laid down by the regulatory enactments:
 - 4.1.1. The head of the relevant study programme at the JVLAM, in cooperation with the head of the relevant department or lecturer if necessary, shall, within no more than 1 month after receiving the application, compare the previously acquired study courses and their scope with the relevant part of the JVLAM study programme, and shall indicate which study courses from among the previously acquired ones may be credited and which require additional testing. This may include the obligation to take additional tests according to the admission rules of the study programme concerned.
 - 4.1.1.1. Courses of study shall be credited if
 - 4.1.1.1.1. the number of credits in the two programmes of study being compared is the same, or if the number of credits in the subject previously studied is higher;
 - 4.1.1.1.2. the content and scope are in line with the aims, objectives, content and expected outcomes of the study programme;
 - 4.1.1.2. Courses of study shall not be credited if:
 - 4.1.1.2.1. they are not passed (failing in every semester and with an overall grade of at least 4 - "almost satisfactory" or "pass");
 - 4.1.1.2.2. they are included in the national examinations, final examinations or in the "Individual research work and dissertation" part of the study plan.

- 4.1.2. The head of the relevant study programme of the JVLAM shall determine the amount of additional study courses to be taken, which may not exceed 20 credit points.
- 4.1.3. The director of the study programme shall forward the comparison of the study plan, together with the person's application and the attached documents and the draft decision to the Secretary of the Study Department, who shall register the received documents and forward them to the Vice-Rector for Academic Affairs for approval.
- 4.2. If the applicant is a **person whose knowledge, skills and competences acquired outside formal education and acquired through professional experience or study results achieved in previous education have been recognised and credits have been awarded**, no repeat comparison shall be carried out, since the recognition process has already assessed and recognised the amount of credits acquired in the study programme concerned for knowledge, skills and competences acquired outside formal education and acquired through professional experience. In such a case, the director of the study programme shall, within no more than 1 month of receipt of the application, determine the semester in which the person may be matriculated and indicate the amount of additional study courses to be taken, which shall not exceed 20 credit points and, together with the additional subjects to be taken, the number of credit points acquired during the academic year shall not exceed 40 credit points. This may include the obligation to take additional tests according to the admission rules of the study programme concerned.
 - 4.2.1. the draft decision, together with the person's application and the attached documents, shall be handed over by the director of the study programme to the Secretary of the Study Department, who shall register the received documents and hand them over to the Vice-Rector for Academic Affairs for approval.
- 4.3. The decision to conclude a study agreement with a person who wishes to commence studies at a later stage shall be taken by the Rector on the basis of the recommendation of the programme director and the approval of the Vice-Rector for Academic Affairs. The following shall be indicated in the decision:
 - 4.3.1. the semester for which the student may be matriculated for later stages of studies, or the refusal and the reasons for it;
 - 4.3.2. a record of the comparison or a decision on the recognition of knowledge, skills and competences acquired outside formal education or in professional experience, as well as learning outcomes achieved in previous education;
 - 4.3.3. an individual study plan with additional requirements (subjects to be studied, deadlines for taking tests);
 - 4.3.4. possible sources of funding for studies.
- 4.4. The director of the study programme shall ensure that the person is informed of the decision and shall invite the person to conclude a study agreement for the commencement of studies in later study phases.
- 4.5. A person who is a student of the JVLAM may appeal the Rector's decision to the JVLAM Academic Arbitration Court.
- 4.6. A person who is not a student of the JVLAM may appeal against the Rector's decision to the court in accordance with the procedure established by the Administrative Procedure Law.

5. Starting studies in later study phases

- 5.1. After the conclusion of a study agreement, the JVLAM shall issue an order on matriculation in a given semester, accompanied by a reconciliation protocol or a decision on the recognition of knowledge, skills and competences acquired outside formal education or in professional experience, as well as study results achieved in previous education and an individual study plan with additional requirements (subjects to be studied, examination deadlines), taking into account that the number of credits

acquired in a study year together with the additional subjects to be studied does not exceed 40 credits.

- 5.1.1. A staff member of the Directorate of Study Programmes shall acquaint the person, the head of the relevant department, the staff of the Directorate of Study Programmes and, if the student is matriculated for studies at their own expense, the Finance Department, with the content of the Rector's order.
- 5.2. A person who needs or wishes to also acquire certain additional study courses (before or after matriculation in the respective study programme) shall apply to the Continuing Education Department of the JVLAM and acquire the study courses as a listener, paying the costs thereof in accordance with the listener's tuition fee estimate and the agreement (regardless of whether the student studies for personal or state budget funding, without prejudice to Paragraph 2.6 of the Regulations). After acquiring a course of study as a listener, the person receives a certificate from the Continuing Education Department of the JVLAM with the name of the course of study, the number of credits completed and the grade, on the basis of which the Director of Study Programmes makes an entry in the student's study card.
- 5.3. The implementation of the individual study plan shall be monitored by the director of the relevant study programme.
- 5.4. All documents related to the matriculation of a student and the course of individual studies shall be kept in the student's personal file.
- 5.5. A person who is matriculated for later stages of studies has the same rights and obligations as other students - they are subject to the procedure of cyclical evaluation of the quality of studies (rotation), have the right to apply for scholarships, etc.

Chairperson of the Senate

professor Ilona Meija