

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

Approved at the JVLAM Senate meeting
27 October 2021, Minutes No. 9

1. General provisions

1.1. These Regulations establish the procedure for equating the content of study courses successfully completed in previous education and recognising the credits acquired at Jāzeps Vītols Latvian Academy of Music (hereinafter abbreviated - JVLAM).

1.2. These Regulations for the alignment of the content of the courses of study completed in previous education and recognition of acquired credits shall apply to a person who: has been enrolled in the first semester of a study programme at the JVLAM; has concluded a Study Agreement with the JVLAM; before commencing studies at the JVLAM, has completed the first semester of the study programme of the JVLAM; has successfully completed a full study course of an accredited field of study or a licensed study programme of the same or higher level, if credits have been credited for completion of the course; and has expressed a wish to equate the study course completed in previous education with the study course of the corresponding study programme at the JVLAM.

2. Applying for course content alignment
and the recognition of credits gained

2.1. A person who wishes to equate a study course acquired in their previous education with a study course of the corresponding study programme at the JVLAM shall submit an application to the Secretary of the Study Department of the JVLAM by the beginning of the 1st semester *) of studies (see *the application form on the JVLAM website: www.jvlma.lv, section Documents, sub-section Forms*) with a request to equate the study course acquired in previous education with the study course of the corresponding study programme at the JVLAM and to recognise the acquired credit points.

**) The planning of studies, including the commencement of studies with the title of the Study Work Form "Studies", at the JVLAM is regulated by the Study Plan Implementation Calendar for each academic year. The Academic Calendar is available on the JVLAM website: www.jvlma.lv, Documents section.*

The application shall be accompanied by:

2.1.1. for a person who has completed their previous education at another higher education institution or college - an Academic Certificate issued by the educational institution.

The content of the academic certificate shall comply with the requirements set out in Paragraphs 12 and 13 of Cabinet Regulation No.203 of 27 March 2007 *on the Procedure for Establishing and Updating the Student's Personal File*;

2.1.2. for a person whose previous education was completed at the JVLAM - a copy of the Academic Record Sheet(s) issued by the JVLAM or, in exceptional cases, a copy of the Study Card if the Academic Record Sheets are not available in the person's file.

2.2. The alignment of the content of a person's previous studies and the recognition of the acquired credits, in accordance with JVLAM regulations, is a paid service.

2.3. Documents submitted by a person are registered by the Secretary of the Study Department in accordance with the JVLAM record-keeping requirements.

3. Course alignment and credit recognition

3.1. The alignment of study courses and the recognition of credits acquired from higher education institutions in previous education shall be carried out by the director of the relevant study programme within 10 working days from the registration of the application of the person, taking into account the requirements formulated in Sub-paragraph 2.1 of these Regulations, in cooperation

with the heads of the departments which are responsible for the implementation of the relevant study course.

3.2. Study courses acquired in previous education may be aligned and the acquired credit points may be recognised only if they have been fully acquired *) in comparison with the study courses of the study programme of the JVLAM if the assessment of their content acquisition in each semester and as a whole is at least "4 points - almost satisfactory" and, if the amount of content in credit points in both compared study courses is equal or the number of credit points in the previously acquired relevant study course is higher, the content and amount of which correspond to the goals, objectives, content and planned study outcomes of the study programme and which are included in Parts A - compulsory, B - limited elective, Practice, and C - free elective of the Study Plan.

The acquired study courses may be aligned and credit points may be recognised also for those study courses of the study programme of the JVLAM whose titles differ but the acquired content corresponds to the content of the study course to be aligned.

Study courses included in the Qualification Work Part of the Study Plan (first-level professional higher education study programmes), State Examination Part (second-level professional higher education study programmes), final examinations of academic study programmes and dissertation study courses are not aligned.

**) Study courses which have been fully or partially completed in the study programmes of the JVLAM in previous education and the content of which meets the requirements set out in the Study Course Description, shall be aligned and recognised also within each semester.*

3.3. The results of the course alignment and credit recognition shall be recorded by the programme director in the document "Curriculum Comparison" approved by the Vice-Rector for Academic Affairs.

(See Annex 1 for a sample of a study plan comparison).

3.4. The Director of the study programme shall forward the comparison of the study plan together with the person's application and the attached documents 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.

3.5. The Secretary of the Study Department receives the approved Study Plan Comparison, notifying:

3.5.1. the person who has submitted the application, giving them the original of the Study Plan Comparison, obtaining the person's signature on receipt of the document, and verifying the payment of the Study Plan Comparison fee;

3.5.2. the study programme director, the study planner and the registrar of the relevant study programme, sending them a copy of the study plan comparison;

3.5.2.1. The Director of the study programme monitors the implementation of the study plan comparison in the course of a person's studies;

3.5.2.2. The Study Planner shall update the composition of the course group by removing from the lists persons who have been recognised as having completed the course;

3.5.2.3. The programme registrar shall enter the comparison of the study plan in the person's Study Card and the results of the recognised courses in the person's Study Card.

4. Appeal procedure

4.1. A person who has justified complaints about the results of the study plan comparison shall have the right to submit a motivated written application addressed to the Vice-Rector for Academic Affairs of the JVLAM within one working day after receiving the study plan comparison to review the results of the study plan comparison.

4.2. The Vice-Rector for Academic Affairs shall assess the situation described in the application and instruct the Director of the relevant study programme, in cooperation with the Head of the relevant Department, to assess the arguments raised in the application and provide justified clarifications within two working days. The statement is signed by all the parties involved in the appeal.

4.3. The Vice-Rector for Academic Affairs of the JVLAM, having assessed the situation described in the application and the explanation provided by the study programme director (jointly with the

head of the relevant department), shall make a decision on leaving the approved study plan comparison unchanged or revising it and shall formalize it as a resolution on the person's application and forward it to the Secretary of the Study Department.

4.4. The Secretary of the Study Department shall, within two working days, forward to the person concerned the resolution of the Vice-Rector for Academic Affairs, together with the explanation provided by the Director of the Study Programme and the Head of Department.

Chair of the Senate

Professor Normunds Vīksne

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Sample study plan comparison

APPROVED BY:
JVLAM Vice-Rector for Academic Affairs

(name, surname)

(date)

Jāzeps Vītols Latvian Academy of Music

(name of the study programme)

Comparison of study plan with

(name, surname, personal identification number)

submission _____: a copy of Academic Certificate No 100 issued by

(document name)

Jāzeps Vītols Latvian Academy of Music (JVLAM)

30.09.2021.

Sample text:

Study courses that have been completed in the *Instrumental Music* sub-programme of the JVLAM professional bachelor study programme *Keyboard Instrument Playing*, specialisation *Piano Playing* and recognised in the *Music, Theatre Arts, Dance, Visual Arts Teacher* sub-programme at the JVLAM professional bachelor study programme *Teacher in Music and Cultural Studies*, specialisation *Music Teacher/Piano Teacher in Vocational Education*

JVLAM Courses	Study courses completed at JVLAM name	ECTS CPs	Semesters, type of test/credits (ECTS CP)							
			1.	2.	3.	4.	5.	6.	7.	8.
Part A (compulsory part)										
A Part I - General Studies										
1.1. Module Culture in society										
Study courses:										
Latvian Language Culture	Latvian Language Culture	1.5	Pass/fail, 1.5							
History of Literature	History of Literature	1.5	Pass/fail, 1.5							

etc. - according to the course titles of the specific part of the study plan.

*At the end of the document, the person responsible for the study plan comparison is indicated:
For example:*

The study courses were collated and credits approved by JVLAM

(name of study programme, name of study programme director)