

On Procedures for the Recognition of the Courses Completed at other Universities and RTU Study Programs

To stipulate that the recognition of the courses completed at other universities and RTU study programs is performed in accordance with the attached Regulation.

Vice-Rector for Academic Affairs U. Sukovskis

REGULATION ON THE RECOGNITION OF THE COURSES COMPLETED AT OTHER UNIVERSITIES AND RTU STUDY PROGRAMS

1. Basic Concepts

- 1.1. Recognition of a course (study course) is a process where a course successfully completed by an RTU student or entrant at another university or another RTU study program is compared with a specific RTU study program course, as a result of which the course is recognized fully, partially or not recognized at all. When performing the recognition procedure, a decision is taken which parts of the course are recognized to be passed and what is to be done to fully recognize the specific study program course. Partial recognition usually takes place when volumes of courses do not match or the curriculum of the completed course does not encompass the entire curriculum of the RTU program course and the achievable learning outcomes.
- 1.2. The procedure of recognizing knowledge, skills and competences obtained beyond the study programs is stipulated by the Regulation “Procedures of Recognition of Learning Outcomes Achieved during Prior Education or as a Result of Professional Experience at Riga Technical University”.
- 1.3. If a study course is completed at a foreign university within the framework of study mobility, for example “Erasmus+”, course recognition takes place in accordance with the RTU procedure of recognizing courses completed within the framework of the student exchange programs. In this case, comparison of the learning outcomes of the course with the RTU course is performed prior to sending a student to a foreign university.
- 1.4. The recognition process is based on comparison of the learning outcomes achievable at the course to be recognized and the specific RTU study program course. It is possible to combine several courses by recognizing one completed course as several courses, as well as several completed courses as one course.
- 1.5. RTU accepts for recognition the following courses which are in conformity with the European Qualifications Framework Levels 5, 6, 7 and 8:
 - 1.5.1. the study courses completed within the accredited study programs of higher education institutions accredited in Latvia;

- 1.5.2. the courses completed within the study programs of foreign universities, when the Academic Information Centre of Latvia has provided a statement about such universities that they are recognized in their country;
- 1.5.3. the study courses of foreign universities with which RTU has signed agreements that anticipate mutual recognition of such courses.
- 1.6. A course can be recognized if it is completed in study program of the same or higher cycle. The first level professional higher education courses are recognized within RTU professional Bachelor study programs and professional Bachelor program courses are recognized within professional Master programs from the lower cycle studies, when this is required for providing professional qualification.
- 1.7. When the recognized course is completed at a Latvian university, the obtained evaluation of the recognized course is used, when it is expressed in conformity with the certain evaluation scale of learning outcome assessment stipulated by the Latvian laws and regulations and obtained at the same or higher level study program. If the course is obtained at the lower level study program, the obtained evaluation is not used, and “recognized” is put instead of the evaluation. Grades for the courses completed at foreign universities are not transformed into the RTU evaluation scale and “recognized” is put instead of evaluation, unless there is a table of conformity of evaluation scales determined by the regulatory enactments or an agreement between RTU and a foreign university.

2. Process of Recognition of the Completed Study Courses

- 2.1. When a student or entrant completes one or several courses beyond RTU (at a Latvian or foreign university), the course recognition procedure is as follows:
 - 2.1.1. a student or entrant addresses an application to the study program Director (students of RTU affiliations address their applications to the head of the affiliation, foreign students – to the Director of the Foreign Students Department, who issues a study course recognition sheet and sends it to the study program Director) with a request to recognize courses completed elsewhere as passed within the framework of the undertaken program, attaching description of the completed course and documents confirming its successful completion;
 - 2.1.2. the study program Director organizes the course recognition process by using the Study Course Recognition Sheet (Appendix 1). The program Director performs the recognition himself/herself or with the relevant resolution on the application of a student or entrant can ask a responsible lecturer to perform the conformity evaluation of the learning outcomes of the course;
 - 2.1.3. having considered the received documents, the program Director or the responsible instructor enters a resolution in the Study Course Recognition Sheet (“not recognized”, “recognized fully”, “recognized partially in the volume of ___ CP, additional requirements”) and confirms it with a signature. If the course is recognized fully, the date of taking a decision on the course recognition (hereinafter – the recognition date) is registered as the final evaluation date and the obtained evaluation is used in accordance with Clause 1.5.3;

- 2.1.4. if the program Director or the responsible instructor decides that only a part of the course shall be recognized, the student is issued a written explanation regarding what should be done additionally to consider the corresponding course of the relevant study program as successfully passed and an instructor is appointed to assess the remaining part of the course to be passed (an entrant can do it after the matriculation). If examination is an additional requirement (done in accordance with the Senate resolution on the tuition fee and academic arrear settlement fees), the assessment obtained at the examination is used and the recognition date is considered to be the date of the examination, in other cases, following settling of additional requirements, the course is evaluated as “recognized”;
- 2.1.5. the study program Director can initiate introduction of individual changes in the study program, including the compulsory (A) part of the program, excluding a part of the program course and introducing other courses into the program;
- 2.1.6. at RTU affiliations, course recognition process is organized by the head of the affiliation. The instructor implementing the course participates in the course evaluation, if required, consulting with the responsible instructor.
- 2.2. If a student or entrant completes one or several courses of the RTU study program, the course recognition procedure is the same as described in Clause 2.1, admitting exceptions;
 - 2.2.1. if the course is completed during the first and second year of undergraduate studies at RTU, its recognition can be performed not only by the program Director or the responsible instructor, but also by the Faculty Deputy Dean for Academic Affairs;
 - 2.2.2. if a study course is completed during the last 5 years and the name and volume of the completed and recognized course coincide, as well as the organizational unit implementing it and the form of assessment, course recognition can be also performed by a records manager without completion of the Study Course Recognition Sheet.
- 2.3. Students, who study on the funds of natural or legal persons, or an entrant can be eligible for a study payment discount for the recognized courses in accordance with the Senate resolution on the tuition fee and academic arrear settlement fees for the specific study year. For an entrant, the study payment discount is calculated and the payable amount for the first semester is provided on the application for admittance to RTU studies by an authorized signatory of the organizational unit, and for students the tuition fee is recalculated at the organizational unit.

3. Recognition of the First Level Professional Higher Education Courses, Entering RTU Professional Bachelor Study Programs

- 3.1. When developing new professional Bachelor study programs or restructuring the current ones, recognition of the completed courses of the first level professional higher education programs is performed during the program development or restructuring period by drawing a conformity list, which is signed by the study program Director and the heads of the organizational units administering the courses. The Conformity List (Appendix 2) is kept together with the study program at the

Study Department. If study courses are recognized in accordance with the conformity list, a student's application and the Study Course Recognition Sheet are not mandatory.

- 3.2. In cases when recognition of the courses is not performed in accordance with the procedure stipulated by Clause 3.1, recognition of the completed courses of the first level professional higher education study programs is performed in accordance with the requirements of Clause 2. In this case, the recognition procedure is initiated by the study program Director, who, pursuant to data provided in the Study Course Recognition Sheet, draws up a statement for the admission commission on the conditions for enrollment of the applicant in the corresponding program.

4. Amendment of an Individual Study Plan and Entering of Recognized Courses in the RTU Information System

- 4.1. If a course is recognized in full, the recognition date is registered in the Study Management System as the course passing date:
 - 4.1.1. the signature date in the Study Course Recognition Sheet;
 - 4.1.2. the date when a records manager has performed recognition, if the Study Course Conformity List if the ground for recognition or the recognition is performed in accordance with Paragraph 2.2.2;
 - 4.1.3. the academic statement date, when the recognition is performed for the mobility period.
- 4.2. If it is required to introduce individual changes in the study program by including a new course, a study program Director (for the foreign students – Foreign Students Department) prepares an RTU draft order on amendments to a study program for the specific student, providing the titles of the study courses included in the study program in Latvian and English, and submits it to Vice-Rector for Academic Affairs.
- 4.3. To award evaluation for the recognized course, the evaluation “recognized” is entered in a student's individual plan for the relevant course, providing the recognition date, or a grade in conformity with the requirements of Clause 1.5.3. In addition, the records manager provides the educational institution whose course is recognized. This way information is collected for a diploma supplement and academic performance record, where the fact of recognizing the courses completed beyond RTU is reflected.
- 4.4. If the obtained and recognized forms of course evaluation differ (within one course the final evaluation is a credit test on a pass/fail basis, but within the other it is a grade) or several completed courses are recognized as one program course, “recognized” is put instead of a grade.
- 4.5. In the diploma supplement, courses completed at other universities and recognized by RTU are listed in a separate section with a headline “Courses Completed Beyond RTU”.

Recognition of the Courses Completed at other Universities and RTU Study Programs
Study Course Recognition Sheet

Student or entrant: _____ Stud. Card No. _____

Study level: 1st prof., 2nd prof., acad. Bachelor, prof. Bachelor, acad. Master, prof. Master, Doctoral (underline the required)

Study program: _____ Code _____

Study course to be acquired (title, volume)	Completed study course (title, volume, place)	Course conformity evaluator (first name, surname, structural unit)	Decision	Signature, date

Possible formulations for the conformity evaluation decision: “not recognized”, “recognized fully”, “recognized partially in the volume of ___CP, additional requirements,”, as well as provide the name of the instructor who will supervise the settlement of additional requirements, if necessary.

Study Program Director: _____ Date: _____

(Head of RTU Affiliation / Deputy Dean for Academic Affairs)

Recognition of the Courses Completed at other Universities and RTU Study Programs
Study Course Conformity List

Professional Bachelor Study Program: _____ Code _____

Completed First Level Professional Study Program: _____ Code _____

Bachelor study program course (title, volume)	First level study program course (title, volume, place)	Course conformity evaluator (first name, surname, structural unit)	Decision	Signature	Date

Study Program Director: _____ Date: _____