

CONFIRMED BY  
Rector

\_\_\_\_\_ A.Melnis /A. Melnis/

\_\_\_\_\_ 2015

CONFIRMED BY  
Chairman of the Convent

\_\_\_\_\_ M.Karols /M. Karoļs/

\_\_\_\_\_ 2015

**STATUTES**  
**on the assessment and recognition of learning outcomes in prior learning or**  
**professional experience at Riga Aeronautical Institute**

Confirmed in accordance with part 5 of article  
59<sup>2</sup> of the Law “On Institutions of Higher  
Education”

and the Cabinet of Ministers Regulations No.  
36 of January 10, 2012

“Rules of Procedure for Recognition of  
Learning outcomes in Prior Learning or  
Professional Experience”

1. The Regulation determines the procedure on the basis of which Riga Aeronautical Institute (hereinafter - RAI), according to the student's or non-RAI student's (hereinafter - applicant) application performs the assessment and recognition of learning outcomes in prior learning or professional experience, as well as recognition criteria.
2. The applicant wishing to receive recognition of his learning outcomes in prior learning or professional experience must submit an application to the Rector of RAI every year from September, 01 to May, 31.
3. The application shall include:
  - 3.1. the applicant's first name, last name and personal identity code;
  - 3.2. learning outcomes in prior learning or professional experience;
  - 3.3. justification of compliance of learning outcomes in prior learning or professional experience with the requirements of the relevant study program or part thereof;
  - 3.4. purpose of recognition of learning outcomes in prior learning or professional experience;
  - 3.5. the name of the institution and the curriculum or part thereof, or the type, place and period of professional experience in which the learning outcomes have been achieved;
  - 3.6. the title of the study program, which would recognize the learning outcomes achieved in prior learning or professional experience;
  - 3.7. the applicant's contact information – place of residence, phone number, e-mail address.
4. The applicant should attach the following to the application:
  - 4.1. a statement of the learning outcomes in prior learning indicating the name of the institution where the training took place, training duration, field or topic of the training, and a short description of the knowledge and the skills acquired in each training activity;
  - 4.2. a statement of the outcomes achieved in the professional experience, indicating the name of the institution where the professional activity took place, the positions held and

- the time spent on the job, as well as the main job responsibilities;
- 4.3. documents confirming the outcomes of the prior learning or professional experience indicated in the statements - licenses, certificates, etc.
  5. Assessment and recognition of learning outcomes in prior learning or professional experience are conducted by the Learning outcomes assessment and recognition Commission (hereinafter - Commission). The Commission acts in accordance with this Statutes approved by the Senate meeting.
  6. The Commission, composed of three people, one of whom is the President of the Commission and one Secretary of the Commission, is approved by the order of RAI following the procedure specified. The candidates of the Commission staff, at least two of whom are recognized professionals in the relevant industry and at least one from another relevant industry organization, are nominated by the Senate.
  7. The Commission is obliged to examine the applicants' applications and to decide within a month on the recognition of the learning outcomes or on the refusal to recognize the learning outcomes and to inform the applicant in writing about the decision made.
  8. The Commission has the following rights:
    - 8.1. to check the compliance of the provided information and facts with the actual circumstances;
    - 8.2. to request further information if the Commission consider that they do not have sufficient information to decide objectively and comprehensively on the recognition of learning outcomes;
    - 8.3. if necessary, to provide examinations for learning outcomes evaluation.
  9. The Commission is valid if at least two members of the Commission participate in the meeting. If fewer than two members of the Commission participate in the meeting, the Chairman of the Commission arranges a repeated meeting within three days to consider the matter. The Commission meetings are open.
  10. Decisions of the Commission are made by a majority of the members attendees. In the case of an equal number of votes, the vote of the Chairman of the Commission is prevailing.
  11. If the Commission have decided to recognize the learning outcomes, the decision indicates the number of the recognized credit points, as well as the title of the study program, study course or study module, in which credit points of the recognized learning outcomes may be credited.
  12. If the Commission have decided on the need for an examination to verify the prior learning outcomes, the Commission decision specifies the title of RAI study module or study course in which the examination is to be conducted, as well as the examination requirements. The applicant's knowledge, skills and competence in the examination are assessed as a number of credit points determined by the requirements of the corresponding course description or a part thereof. Descriptions of the corresponding study courses are attached to the decision.
  13. If the Commission have requested additional information from the applicant, the deadline for making a decision may be extended. The Commission make a decision within one month of the receipt of additional information.
  14. Minutes of the meetings of the Commission are taken. The minutes are kept by the Secretary of the Commission for one year. At the beginning of next year, after the end of the record-

keeping year, the Secretary of the Commission sends the minutes to the archive of RAI.

15. The decision of the Commission may be appealed by the applicant by submitting an application to the Rector, and the Rector's decision may be appealed in accordance with the procedures specified in the Administrative Procedure Law.
16. Learning outcomes in prior learning or professional experience are recognized if the following criteria are met:
  - 16.1. the documents presented contain clear, unambiguous and complete information on the learning outcomes achieved;
  - 16.2. at least one credit point can be awarded for the achieved learning outcomes;
  - 16.3. the applicant's prior education corresponds to the admission requirements of the relevant study program;
  - 16.4. in the examinations determined by the Commission, the applicant has demonstrated the knowledge, skills and competence appropriate to the requirements of the relevant study program or part thereof.
17. The achieved and recognized learning outcomes in prior learning or professional experience cannot be counted as the final examination of the relevant study program or a doctoral thesis.
18. The learning outcomes in prior education are recognized if they correspond to a higher education degree and if they are achieved:
  - 18.1. within a professional further education program, the acquisition of which gives the opportunity to acquire level 4 or 5 of professional qualification;
  - 18.2. in a separate study course of a study program or a study module which a person has acquired as a participant;
  - 18.3. in a part of a study program;
  - 18.4. in other forms than those acquired through formal education, with the exception of study programs which comply with the regulated professions.
19. The learning outcomes achieved in the professional experience are recognized at a maximum of 30 percent of the volume of the professional or academic study program.
20. The learning outcomes achieved in the professional experience are recognized:
  - 20.1. in the part of the relevant study program which is formed by practice, and these learning outcomes have been achieved in the field of the professional activity corresponding to the thematic area of the education of the study program;
  - 20.2. in the study course or study module of the study program acquiring which practical knowledge, skills and competence are acquired.
21. If the Commission decide that the documents submitted by the applicant confirming the achieved learning outcomes do not provide complete information on the knowledge, skills and competence acquired by the applicant, the applicant must take an examination.
22. The applicant's knowledge and skills in the examination are assessed by the teaching staff approved by the Rector on the basis of the initiative of the Senate.
23. The examination assesses whether the knowledge, skills and competence presented by the applicant correspond or do not correspond to the planned learning outcomes of the respective study program or part thereof.
24. The Commission make a decision on the recognition of the learning outcomes achieved in

prior education or professional experience as corresponding to the study course or study module of the study program if all the criteria referred to in Paragraph 15 and respectively Paragraphs 17 or 19 of this Statute are fulfilled.

Approved by the Senate meeting on September 24, 2015, protocol No. \_\_

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