

APPROVED
With the Latvian Academy of Culture
Senate sitting No. 9 Decision No. 4
17 December 2012
Amendments by Decision No. 8 of the Latvian Culture Academy's Senate sitting No. 1
21 January 2019
Amendments by Decision No. 5 of the Latvian Culture Academy's Senate sitting No. 9
13 November 2023

Regulations on the academic recognition of study courses at the Latvian Academy of Culture

General Provisions

1. For the students studying at the Latvian Academy of Culture (hereinafter: LAC) and applicants who wish to start studies in later stages of studies may be recognized as having successfully completed in accredited or state-recognized Latvian or foreign higher education institutions:
 - 1.1.study courses (incl. internships, term papers and other forms of studies, except for the final examinations of the study program);
 - 1.2.courses of continuing education programs, if credit points have been credited for the acquisition thereof (Latvian higher education credit points or European Credit Transfer Systems (hereinafter: ECTS) system).
2. The LAC fully recognizes study courses acquired in study programs specified in intergovernmental or inter-university agreements or in international exchange education programs, the acquisition of which has been previously agreed in writing by the student with the Head of the Communication and International Cooperation Department of the LAC.
3. Study courses may be recognized in the same or lower level study program.
4. Study courses acquired in the first level professional higher education (college) study programs may be recognized in other undergraduate (bachelor or second level professional higher education) programs.
5. Study courses are credited, if their amount in credit points in both comparable study programs is equal or the number of credit points in the respective study program previously acquired is higher.
6. Study courses previously acquired at the LAC, which differ from the current approved study program, shall be recognized as equivalent if their proportion does not prevent the acquisition of the necessary knowledge, skills and abilities of the program/sub-program/specialization.
7. One study course of the LAC study program can be replaced with several acquired study courses and vice versa - several study courses of the LAC study program can be replaced with one acquired study course. When replacing the LAC study course or courses with one or more courses, the total amount of these courses must be equal to or greater than the amount of the LAC study course.
8. Study courses are not recognized if:
 - 8.1.the content, scope or acquired knowledge and skills of the course do not comply with the requirements of the program and cannot be defined as a necessary component of the degree (set of knowledge) to be obtained as a result of the acquisition of the study program at the LAC;
 - 8.2. the student has already passed an examination in a similar or identical study course at the LAC;
 - 8.3. the study course does not correspond to the level of education classification;
 - 8.4. the study course has exceeded the limitation period set by the LAC (if such has been determined) or it is established that the content of the study course does not correspond to the latest achievements of the relevant field of science.
9. Recognized study courses are included in the academic obligations fulfilled by the student:
 - 9.1. replacing the study courses of the compulsory (A) part of the study program in content and scope;
 - 9.2.replacing the study courses of the compulsory elective (B) part of the study program in content and scope;

- 9.3. including in the free choice part (C) of the study program.
10. Also the evaluation of the study courses acquired in LAC can be recognized. The content of the study courses acquired at the LAC before 2001 is evaluated in the context of the current LAC study programs and sub-programs, their amount is adjusted to the valid credit point system.

Procedure for recognition of study courses

11. Recognition of study courses takes place upon receipt of the student's/applicant's application.
12. **Applicants who wish to start studies at later stages of studies** must submit the documents referred to in Clause 7 of the Regulations on the Procedure for Starting Studies at Later Periods at the LAC to the Study Department during the working hours of the admission commission or the current week of semester registration.
13. The secretary of the Study Program Council examines the applicant's application and, using the valid study program and sub-program plan, prepares a draft decision (appendix no. 4) on the academic recognition of study courses and submits them to the Study Program Council for approval.
14. **Students returning from studies or internships in foreign higher education institutions or institutions** within the framework of international exchange programs shall submit the following documents to the Head of the Department of Communication and International Cooperation:
- 14.1. exchange student application (Annex No. 1);
- 14.2. an extract of certificates and grades signed by the higher education institution visited, stating the reason and period of stay, the courses taken, the credits obtained and the assessment (a student who has completed an internship under the ERASMUS+ program submits only an individual report - EUROPASS mobility document). Certificates can be completed in all languages taught in the LAC bachelor's program. Documents completed in languages not officially taught at the Academy must be submitted in a notarized translation into English or Latvian.
15. Head of the Communication and International Cooperation Department examines the applicant's application and prepares a draft decision on the recognition of courses acquired within the framework of international exchange programs and submits it to the Head of the Study Program Council for approval.
16. The number of ECTS obtained in international exchange programs is compared with the number of credit points in the corresponding study semester at the LAC and additional study courses are determined for the student. If a student has obtained a larger number of ECTS in international exchange programs than provided for in the corresponding semester of the LAC study program, reserve ECTS may be credited as Part C courses.
17. **Students who wish to equate study courses acquired outside the LAC** with the study courses of the LAC academic education program shall submit the following documents to the secretary of the Study Program Council:
- 17.1. application (Annex no. 2.) with a request to recognize the acquired study courses;
- 17.2. a copy of a document approved by the higher education institution (presenting the original), which confirms the acquisition of study courses;
- 17.3. description of each recognized study course in Latvian and English approved by the higher education institution.
18. The secretary of the study program council examines the student's application and, using the valid study program/subprogram/specialization study plan and in consultation with the program director / course lecturers, prepares a draft decision on the academic recognition of study courses and submits it to the Head of the Study Program Council. In some cases, applications are submitted to the Study Program Council for approval. The Study Program Council may determine additional examinations to test the applicant's knowledge in the relevant course or courses.

19. **Students who have renewed their studies at the LAC or have transferred to another program/sub-program/specialization** and wish to include the study courses acquired in the previous study period at the LAC in the fulfilled academic obligations, submit an application to the secretary of the Study Program Council (Annex No. 2.) with a request to recognize the acquired study courses.
20. The secretary of the Study Program Council examines the applicant's application, prepares a draft decision on the academic recognition of study courses and submits it to the Head of the Study Program Council for approval.
21. The secretary of the Study Program Council notifies the student/applicant, as well as the lecturer of the respective LAC course, of all approved decisions on the recognition of study courses, and registers the results of the recognition of study courses in the LAC information system by entering:
 - 21.1. the name of the higher education institution in Latvian and English in which the recognized study course has been acquired;
 - 21.2. the name of the recognized study course in Latvian and English and the amount in credit points;
 - 21.3. The part of the LAC study program (Part A, B or C) in which the study course is credited;
 - 21.4. the date of recognition of the study course (for study courses acquired in other higher education institutions) or the date of passing the examination (for study courses previously acquired at the LAC);
 - 21.5 The study course of the LAC program, which is replaced by the recognized study course;
 - 21.6 For the study courses previously acquired at the LAC, also the name, surname and academic title of the lecturer, as well as the obtained evaluation, if it is recognized.
22. If the information for the evaluation of documents and/or recognition of courses is insufficient, the secretary of the Study Program Council requests the necessary information from the higher education institution where the LAC student/applicant has acquired the study course or part of the study program.
23. The documentation of the recognition of study courses (a student's application, a copy of a document approved by the higher education institution, which confirms the acquisition of study courses, as well as the approved descriptions of study courses, if any) shall be attached to the student's file.
24. The duration of the procedure for recognition of study courses may not exceed 1 month after receipt of the documents. For applicants who start studies in later stages of studies, the recognition of study courses is performed before matriculation.

Entries in the diploma supplement

25. The diploma supplement shall indicate:
 - 25.1. for study courses acquired at another higher education institution:
 - 25.1.1. the name of the country and higher education institution where the study course has been acquired.
 - 25.1.2. the name of the recognized courses and the amount of credit points, incl. ECTS credits, indicating the grade "recognized";
 - 25.1.3 The part of the LAC study program in which the course is credited;
 - 25.2. For study courses acquired at the LAC:
 - 25.2.1. the name of the recognized courses and the amount of credit points, incl. ECTS credits;
 - 25.2.2. indicating the evaluation of the courses as "recognized".

Latvian Academy of Culture
Study programme council

Name: _____ Surname: _____

Student ID No.: _____ Course, semester: _____

Subprogram of the Bachelor's/Master's study program: _____

Phone: _____ E-mail address: _____

**an application for the recognition of study courses acquired within the framework of
international exchange programs**

Please acknowledge the study courses acquired in the ERASMUS+ study program

(name of the educational institution/country)

_____ for which _____ ECTS have been received

and to equate them with the study courses of the spring/autumn semester of the 20_/ 20_ study year of the LAC academic Bachelor's/Master's higher education program "Arts" _____ sub-program or with the study courses of other semesters of the LAC academic Bachelor's/Master's higher education program "Arts".

I attach documents:

Signature of the student: _____/transcript/ Date: ____/____/____

LATVIAN ACADEMY OF CULTURE Study programme council

Student

Name: _____ Surname: _____

Student ID No.: _____ Course, semester: _____

Study programme: _____

Phone: _____ E-mail address: _____

APPLICATION

Please acknowledge the study course (title): _____

which was acquired at (name of the educational institution/country): _____

with the evaluation: _____ number of credit points: _____

and equate it to the LAC Study Course _____

I attach documents:

Signature of the Student: _____ Date: ____/____/____