



LATVIJAS REPUBLIKAS IZGLĪTĪBAS UN ZINĀTNES MINISTRIJA  
**RĪGAS TEHNISKĀ KOLEDŽA**

Reģistrācijas Nr. 90000022223, Braslas iela 16, Rīga, LV-1084, tālrunis 67081400, e-pasts: brasla@kcertk.lv

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## **Internal regulations**

### **Recognition of previously completed study courses**

Rīga

20.12.2023. No. 1.1.-2/32

Issued in accordance with State Administration Structure Law,  
section 72, part one, paragraph 2  
and section 73, part one, part one, paragraph 4

#### **I. General provisions**

1. The Regulations establish the procedure for the assessment and equivalence of study courses completed by students at other higher education institutions at Riga Technical College (hereinafter - the College).
2. The following terms are used in the Regulations:
  - 2.1. European Credit Transfer System (ECTS) credit - a unit for recording a student's work. One Latvian credit point is equivalent to 1.5 ECTS credits;
  - 2.2. Recognition of study courses - inclusion of study courses completed at accredited or state-recognized Latvian or foreign higher education institutions in the student's fulfilled academic obligations, if their content and scope correspond to the aims, objectives, content, and planned study outcomes of the study program;
  - 2.3. Full-time studies - a type of study corresponding to 60 credits/ECTS per academic year;
  - 2.4. Study course - a system of knowledge, skills, and competencies, organized at a certain level and scope, which is relevant to the study program and for the achievement of which study outcomes are defined and credits are awarded;
  - 2.5. Study module - a component of a study program established by combining study courses or parts of study courses that have a common aim and study outcomes to be achieved;
  - 2.6. Study stage - any part of a program of study that has been assessed and documented and includes the acquisition of knowledge, skills, and competencies, but is not a full program of study;
  - 2.7. Learning outcomes - the body of knowledge, skills, and competencies to be acquired at the end of a study program, study module, or study course.
3. Short-cycle vocational higher education and a level 5 professional qualification corresponding to level 5 of the Latvian Qualifications Framework (hereinafter - the Framework) shall be obtained by studying a short-cycle vocational higher education program (hereinafter - short-cycle vocational higher education study program).
4. A short-cycle vocational higher education study program shall have a total duration of 120 to 180 credit points, including the following minimum duration (number of credit points) for the main parts of the study program and study courses:

- 4.1. study courses - a total of not less than 84 credit points, but not exceeding 75% of the total study program, including study courses for the acquisition of general knowledge - not less than 30 credit points and field study courses - not less than 54 credit points;
- 4.2. internship – not less than 24 credit points;
- 4.3. qualification work – not less than 12 credit points, but not more than 10% of the total volume of the study program;
5. At least 30% of the study courses shall be practical. The tasks of independent work and the ways of controlling their performance shall be defined in the program course descriptions.

## **II. Procedures for the recognition of study courses**

6. The following courses completed at accredited or state-recognized Latvian or foreign higher education institutions may be recognized in study programs:
  - 6.1. study courses, except for final examinations;
  - 6.2. continuing education program courses, if the course has been credited (in the Latvian higher education credit system or ECTS);
  - 6.3. the College fully recognizes study courses taken in study programs established by intergovernmental or inter-university agreements or in international education programs, which the student has agreed in writing in advance with the study program director.
7. Recognised courses count towards the student's fulfilled academic obligations:
  - 7.1. replacing courses in the compulsory (A) or restricted elective (B) part of the study program;
  - 7.2. as part of a restricted option (B) or free option (C).
8. The College also accepts a grade for previously studied courses if it is in the 10-point system.
9. The recognition of study courses shall be carried out by the study program director. In case of uncertainty, the decision on the recognition of the course of study shall be made by the head of the department.
10. For applicants starting studies at later stages, the recognition procedure shall be carried out before matriculation.
11. Courses of study shall not be recognized if their content or scope, or the knowledge and skills acquired, do not meet the requirements of the program.
12. A single college course may be substituted by several previously taken courses, and vice versa - several college courses may be substituted by one previously taken course.
13. When replacing a college course with one or more courses, the total amount of these courses must be equal to or greater than the amount of the college course.

## **III. Records of recognition of study courses**

14. Recognition of courses of study shall be based on the student's application. Applicants wishing to start studies at later stages must submit their application by the first day of the registration week.
15. The student (hereinafter referred to as the applicant) shall submit the following documents to the director of the study program:
  - 15.1. an application addressed to the director of the study program, requesting recognition of the completed study courses (Appendix 1);

- 15.2. a copy of a document (original) certified by the higher education institution certifying completion of the course of study and its English translation;
- 15.3. a description of each recognized course of study in Latvian or English, approved by the higher education institution, if they are not available in full on the university's website. Course descriptions may also be accepted in another language with the approval of the program director;
- 15.4. applicants returning after studying at higher education institutions abroad in the framework of international programs submit, instead of the above documents, the original of the corresponding contract (ECTS study contract or Erasmus student placement contract) signed by the coordinator of the higher education institution abroad.
16. The director of the study program shall decide on the academic recognition of the courses of study (Appendix 2) using the current study program plan.
17. The validation of study courses shall take place at least once a semester. For applicants wishing to start studies at a later stage, the decision must be made by the last day of the registration week.
18. The documentation of the recognition of the study course(s) (student's application or ECTS study contract, a copy of the document approved by the higher education institution certifying the completion of the study courses, as well as the approved course descriptions, if any) shall be attached to the student's file.

#### **IV. Additional requirements for the diploma supplement**

19. The diploma supplement shall include:
  - 19.1. the titles and credit amounts of recognized study courses taken at another higher education institution, incl. in ECTS credits, with a mark of “passed”;
  - 19.2. the titles, amount of credits, and grades of the study courses taken at the college in the previous study periods, if in the 10-point system, or “pass” if in the pass/fail system, or “pass” if in the 5-point system;
  - 19.3. the name of the higher education institution where the course was taken.
20. Section 6 of the diploma supplement shall include:
  - 20.1. the period of study at another higher education institution;
  - 20.2. study courses covered by international agreements and international education programs which the student has taken in addition to the agreed study courses and which are not recognized as part of the study program.

#### **V. Closing provisions**

21. As of the academic year 2024/2025, all study programs are subject to the European Credit Transfer and Accumulation System (ECTS), in accordance with Paragraph 93 of the Transitional Provisions of the Law on Higher Education Institutions.

Appendices:

Appendix No.1 Sample student application form.

Appendix No. 2 Study course recognition form.

Agreed with the acting director K.Rūtiņa \_\_\_\_\_

Deputy director \_\_\_\_\_ J. Nipers

Nipers 67081400

**Student application form**

Riga Technical College

\_\_\_\_\_ program  
(title of the study program)

director \_\_\_\_\_  
(academic position, name, surname)

applicant \_\_\_\_\_  
(name, surname,

\_\_\_\_\_  
student ID number – for students)

APPLICATION

Please recognize \_\_\_\_\_  
(name of the higher education institution)

courses completed from \_\_\_\_\_ until \_\_\_\_\_.

Appendices:

1. Copy of \_\_\_\_\_  
(name of the document) (document number, date of issue)

issued by \_\_\_\_\_ ;  
(name of the higher education institution)

2. Study course descriptions on \_\_\_\_\_ pages<sup>1</sup>

\_\_\_\_\_  
(date)

Signature

/transcript/

<sup>1</sup> If study course descriptions are not available online

**Study course recognition form**  
Riga Technical College

(Title of the study program) program student/applicant \_\_\_\_\_  
(name, surname)

\_\_\_\_\_ completed study courses  
(name of the higher education institution)

comparison with RTC \_\_\_\_\_ study program's courses  
(title of the study program)

| Study course of the RTC study program |                     |                                    |                  | Course of study completed at another higher education institution or in previous periods of study at RTC |                  |             | Study program Director's decision |
|---------------------------------------|---------------------|------------------------------------|------------------|--|------------------|-------------|-----------------------------------|
| No.                                   | Part of the program | Course code and title <sup>2</sup> | Amount (credits) | Course title   | Amount (credits) | Amount ECTS |                                   |
| 1.                                    |                     |                                    |                  |  |                  |             |                                   |
| 2.                                    |                     |                                    |                  |  |                  |             |                                   |
| 3                                     |                     |                                    |                  |  |                  |             |                                   |
| 4.                                    |                     |                                    |                  |  |                  |             |                                   |

Program's director \_\_\_\_\_/transcript/ \_\_\_\_\_. 202\_\_.

I have read the decision of the study program's director:

Student's signature: \_\_\_\_\_/transcript/

\_\_\_\_\_