

Approved by DU Rector's Order No.4-4/193

of 12 December 2018

THE PROCEDURE FOR THE INITIATION OF STUDIES IN SUBSEQUENT STUDY STAGES AT DAUGAVPILS UNIVERSITY

1. The Procedure is developed in compliance with Section 47 of the Law on Institutions of Higher Education and with regulations of the Cabinet of Ministers of the Republic of Latvia (hereinafter – CM) *Initiation of Studies in Subsequent Study Stages* (No. 932, issued on November 16, 2004 in compliance with the third part of Section 47 of the Law on Institutions of Higher Education).

2. Studies at Daugavpils University (hereinafter – DU) in subsequent study stages in the same or lower-level study program can be started:

2.1. when transferring from another institution of higher education;

2.2. when transferring to another study program of DU or transferring to another study program from another institution of higher education;

2.3. when recommencing studies at DU after a pause.

3. After acquisition of a first level vocational higher education studies may be continued in a higher education study programme for the acquisition of a bachelor's degree or second level vocational higher education

4. The initiation of studies in subsequent study stages shall be possible for

4.1. persons who have previously mastered a higher education study program or part thereof licensed or accredited in accordance with the provisions of the regulatory enactments of the Republic of Latvia. Acquisition of the study program or a part thereof shall be confirmed by an academic transcript issued by the relevant higher education institution (extract from the study card, certificate);

4.2. DU students and persons who have previously acquired a DU higher education study program or a part thereof licensed or accredited in accordance with the procedures specified in the regulatory enactments of the Republic of Latvia;

4.3. persons for whom, in accordance with the regulations regarding the recognition of competencies acquired outside formal education or professional experience and learning outcomes achieved in previous education, the knowledge and skills acquired outside

formal education and professional experience or learning outcomes achieved in previous education are recognized and awarded credit points. Recognition is confirmed by the decision of the relevant higher education institution on the recognition of knowledge, skills and competences acquired outside formal education and professional experience, as well as learning outcomes achieved in previous education.

5. Study courses are recognized if their amount in credit points in both comparable study programs is equal or the number of credit points (hereinafter - CP) in the respective previously acquired course is higher. If the study course was passed with the grade "passed", it does not need to be redone.

6. The total credit load of the subjects to be acquired additionally shall not exceed 20 credit points in the year when person is matriculated, so that the amount of CP for acquirable study courses during a study year would not exceed 40 CP.

7. The Applicant shall submit to the Dean's Office the following documents in order to start studies in subsequent study stages:

7.1. Application (Appendix I);

7.2. Academic transcript (extract from the study card, certificate), which confirms the acquisition of the study program or its part in Latvian and English, if the studies are started in accordance with 4.1. point of this Procedure;

7.3. Decision of the relevant higher education institution regarding the recognition of knowledge, skills and competences acquired outside formal education or acquired in professional experience, as well as study results achieved in previous education in Latvian and English, if studies are started in accordance with 4.3. point of this Procedure;

7.4. Copies of documents certifying previous education (according to the level of the study program at which studies are started), which are certified by a representative of faculty authorized by the Rector;

7.5. If the previous education was obtained abroad, it must be examined by the Academic Information Centre in Latvia, the owner of the document covering the expenses related to this procedure. If the previous education documents are not in English, German or Russian, then notarized translations into Latvian must be attached;

7.6. a copy of identity document (eID) or passport and original proof of identity documents;

7.7. 2 photos (size 3x4);

7.8. If the submitted documents have a different surname (name), then a copy of the document certifying their change, for example, a copy of a marriage certificate, surname or a name change certificate, shall be submitted;

7.9. Medical certificate on the state of health with the conclusion of a family doctor for

applicants who have chosen the professional bachelor study program “Teacher” (teacher of sports and social sciences) (program code 42141, D139B);

7.10. MoI IC certificate on (non) criminal record for applicants who have chosen the first level professional study program “Civil Security and Defence” (program code 41861, D1261). The statement can be obtained in person at the Information Centre of the Ministry of the Interior (72 Bruņinieku Street, Riga, LV-1009, tel. 67208218, 67208216) or by ordering electronically (www.ic.iem.gov.lv, www.latvija.lv);

7.11. Completed student registration form (Appendix 2);

7.12. Receipt for payment of registration fee.

8. The documents referred to in this Procedure’s paragraphs 7.2. and 7.3. may not be attached if the person starts studies in subsequent stages of studies in accordance with Clause 4.2 of this Procedure. after the acquisition of the DU study program or its part or if the DU has made a decision on the recognition of knowledge, skills and competences acquired outside formal education or professional experience, as well as the study results achieved in previous education, provided that the information is available in the DU information system (DUIS). If DUIS does not have the required information, then the person can request it from the DU archive by submitting an application to the DU Student Service Centre or the DU Administrative Department in accordance with the procedures specified by DU.

9. The time for reviewing the Applicant's application shall not exceed 30 calendar days, unless otherwise provided by the regulatory enactments of the Republic of Latvia. The circulation of the application is fixed in accordance with the requirements of internal regulatory enactments in accordance with the DU document processing scheme in the process of recognition of study courses (Appendix 5), by filling out the DU document processing form in the process of recognition of study courses (Appendix 6).

10. After receiving the Applicant's application and checking the compliance of documents with the requirements, the responsible person of the faculty enters information about the applicant and the list of all attached documents in DUIS within 3 (three) working days, notifies the director of the relevant program regarding the commencement of the process of recognition of study courses by organizing the transfer of copies of the documents necessary for comparison to the director of the study program.

11. Within 10 calendar days from the receipt of the information on the need to make recognition (Appendix 3), the program director shall make the recognition of the acquired study courses (compare the previously acquired study courses and their volume with the respective study program, indicate which courses can be recognized, writing in the evaluation and the date of taking the examination, and in which additional examinations are to be taken,

indicating the study courses to be acquired, their amount in credit points, the term for taking the examinations). After coordination of the recognition in the Study Department, it is submitted to the Dean's Office of the Faculty. The dean of the faculty, in accordance with the tuition fees approved by the Senate, determines the amount of tuition fees and payment terms.

12. The recognition document is prepared in 3 (three) copies (one is received by the applicant, the other is kept in the student's personal file, the third – in the Dean's Office of the faculty). The secretary of the faculty submits for approval within 3 (three) working days the recognition document confirmed with the signature of the program director and the Dean of the faculty to the Head of the Study Department and the Vice-rector for studies.

13. If the applicant resumes studies at DU after a pause, the person in charge of the Finance and Accounting Department checks the fulfilment of the Applicant's financial obligations during the previous studies and approves the Applicant's application. In case the tuition fee for the previous study period has not been paid, matriculation takes place only when the applicant has paid the debt.

14. After receiving the approved recognition, the director of the program and/or the secretary of the faculty introduces it to the Applicant, informs about the terms of payment of tuition fees, warning about the consequences of non-observance of the terms. The Applicant confirms his/her consent by signing the recognition, the Study Agreement (together with its appendix, if the studies are started at the expense of natural or legal persons) and/or the agreement on tuition fee payment and/or additional tuition fee for study courses until the matriculation semester in accordance with recognition (Appendix 4).

15. If there are no free no available state paid study places in the study program, then the start of studies in the subsequent stages of studies is at the expense of the student or legal entities.

16. If a person starts or resumes studies after a pause at the expense of natural or legal persons, the tuition fee is calculated in accordance with the amount of CP indicated in the recognition starting from the semester in which the person matriculated, creating an appendix to the Study Agreement. In addition, an agreement may be concluded on the term for payment of tuition fees and/or additional fees for arranging study courses until the matriculation semester in accordance with the recognition.

17. DU may refuse for the person to start studies at subsequent stages of studies if there are no vacancies in the respective study program. The secretary of the faculty informs the Applicant about it in written form within 7 working days (*Law on Applications*, Section 4).

18. After signing of the recognition and the Agreement on Studies (with its appendix, if the studies are started at the expense of natural or legal persons) and/or additional agreement by the Applicant, within 3 (three) working days the responsible person of the faculty prepares in

DUIS a draft order of the Rector on matriculation of the Applicant in a certain semester and submits the documents referred to in Paragraph 7 of this Procedure together with the recognition and the Study Agreement (with its appendix, if the studies are started at the expense of natural or legal persons) and/or an agreement in the Administrative Department.

19. Upon receipt of the draft order and the applicant's documents from the Dean's Office, the person in charge of the Administrative Department shall create a student file within 3 (three) working days, which shall be drawn up in accordance with Daugavpils University instructions for procedure of students' personal file's content and creation and to which the file number is assigned in accordance with the procedure specified by DU.

20. A student's personal file may be continued if

20.1. the student resumes studies at DU within 2 years of exmatriculation and in this time there have been no changes in personal data;

20.2. if the student transfers to another study program, continuing studies at DU.

21. DU shall keep all documents related to the matriculation of a student and the course of individual studies in the student's personal file.