

## **THE PROCEDURE FOR COMMENCING STUDIES IN LATER 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 No. 932 *“Procedure for commencing studies in later study stages”*.
2. The Procedure regulates the commencement of studies in later study stages in study programmes of Daugavpils University (hereinafter - DU).
3. Studies in later study stages at DU may be commenced in the following cases:
  - 3.1. when transferring from another university or college;
  - 3.2. when transferring to another study programme of DU;
  - 3.3. when recommencing studies at DU after a pause;
  - 3.4. when knowledge, skills and competences acquired in non-formal education or professional experience, or learning outcomes achieved in previous education have been recognized in accordance with the procedure established by DU.
4. Studies at DU in later study stages may be commenced in a study programme of the same or a lower level. After completing first level (short-cycle) professional higher education, studies may be continued in a Bachelor's study programme or in a second level (first-cycle) professional higher education programme.
5. Studies in later study stages may be commenced by:
  - 5.1. students and persons who have completed, in accordance with the procedures laid down in regulatory enactments, a licensed or accredited higher education study programme or part thereof. Completion of the respective study programme or part thereof shall be certified by a certificate issued by the higher education institution or college;
  - 5.2. persons whose knowledge, skills and competences acquired in non-formal education or professional experience, or learning outcomes achieved in previous education have been recognized and awarded credit points in accordance with the regulations governing the recognition of prior learning. Such recognition shall be certified by a decision of the higher education institution or college regarding the recognition of knowledge, skills and competences acquired in non-formal education and

professional experience, as well as the recognition of learning outcomes achieved in previous education.

6. A person who wishes to commence studies in later study stages at DU shall submit copies of documents, presenting the originals of the relevant documents in person, or electronically by sending the following documents to the e-mail address [ssc@du.lv](mailto:ssc@du.lv):
  - 6.1. an application for registration to study in a specific study programme (Annex 1);
  - 6.2. copies of certificates in Latvian and English issued by the higher education institution or college certifying completion of the study programme or part thereof, if the person wishes to commence studies in later study stages in accordance with Paragraph 5.1 of this Procedure;
  - 6.3. a copy of the decision on the recognition of knowledge, skills and competences acquired in non-formal education or professional experience, as well as learning outcomes achieved in previous education, if the person wishes to commence studies in later study stages in accordance with point 5.2 of this Procedure;
  - 6.4. copies of documents certifying previous education (in accordance with the level of the study programme in which the studies are commenced);
  - 6.5. a copy of an identity document (passport or personal identity card ID card (eiD));
  - 6.6. 1 (one) photograph (3x4 cm);
  - 6.7. if the documents submitted bear a different surname (or given name), a document certifying the change, such as a marriage certificate or a name-change certificate;
  - 6.8. a copy of the payment confirmation document;
  - 6.9. and any other documents specified in the Admission Regulations of the respective DU study programme.
7. The documents referred to in Paragraphs 6.2 and 6.3 of this Procedure may not be attached to the application if the applicant wishes to commence studies in later study stages at DU and information on the applicant's academic performance is available in the DU Information System (hereinafter - DUIS). If the necessary information is not available in DUIS, the person may request it from the DU Archives by submitting an application to the DU Student Services Centre or the DU Administrative Department in accordance with DU procedures.
8. In accordance with Section 5, Paragraph 3 of the Law on Applications, the application shall be reviewed within a reasonable period of time, but no later than within one month from the date of its receipt.
9. Upon receipt of the applicant's submission and verification of the documents referred to in Paragraph 6 of this Procedure, the responsible person of the Student Service Centre shall register the submission in the "Submission Registration Log" and within 3 (three) working

days, upload the submission and the attached documents into the document management system "NAMEJS" (hereinafter - Namejs), forwarding the task "Review" to the responsible person of the Study Department and the task "Execute" to the Director of the respective study programme for preparing the comparison of study courses (Hereinafter - Comparison).

10. Within 10 (ten) calendar days, the Programme Director shall prepare the Comparison (Annex 2), in which the previously completed study courses and their scope are compared with the corresponding part of the study programme of the respective university or college and indicate which previously completed study courses may be credited and which study courses require additional examinations, specifying the deadline for their completion. Study courses shall be credited if the number of credit points in both comparable study programmes is equal or if the number of credit points in the relevant previously completed course is higher. The total amount of additional study courses to be completed must not exceed the limit set in Paragraph 8 of the Cabinet of Ministers Regulation No. 932 *"Procedure for Commencing Studies in Later Study Stages"* and together with the study courses to be acquired during the academic year, the total number of credit points must not exceed the limit set in Paragraph 9 of the Cabinet of Ministers Regulation No. 932 *"Procedure for Commencing Studies in Later Study Stages"*.
11. A comparison shall not be carried out if studies at later study stages are commenced after the recognition of knowledge, skills and competences acquired in non-formal education or professional experience, as well as learning outcomes achieved in previous education, provided that the intended learning outcomes of the study programme have not changed.
12. The Programme Director shall upload the completed Comparison to the section "Task related files" in Namejs and press the button "Complete execution".
13. After verifying the Comparison, the responsible person of the Study Department shall submit the Comparison in Namejs for signing with a secure electronic signature. The Comparison shall be signed by the Director of the respective programme, the Head of the Study Department, the Vice-Rector for Studies. After the Comparison has been signed, the responsible person of the Study Department shall delegate the task "Execute" to the responsible person of the Student Service Centre.
14. The decision on concluding a study agreement with a person who wishes to commence studies at a later study stages shall be taken by the Rector or an authorised official based on the recommendation of the study programme Director.
15. The responsible person of the Student Service Centre shall inform the applicant about the possibility to commence studies at later study at DU in the specified semester, the type of

funding (state budget funding or funding by natural or legal persons) and shall invite the applicant to conclude a study agreement with DU.

16. If the applicant resumes studies at DU after an interruption, the responsible person of the Finance and Accounting Department shall verify the applicant's fulfillment financial obligations during the previous study period and approve the applicant's submission. In case the tuition fees for the previous study period are not paid, matriculation shall take place only after the applicant has settled the outstanding payment.
17. If a person commences studies in later study stages on the basis of funding by natural or legal persons, the tuition fee shall be calculated in accordance with the credit point amount specified in the Comparison, starting from the semester in which the person is reinstated by preparing an Annex to the DU Study Agreement. In addition, an Agreement on the Terms of Payment of tuition fees and/or additional fees for completing study courses (Annex 3) may be drawn up for those study courses which according to the Comparison have not been completed by the matriculation semester (the semester for which the person was reinstated).
18. The completion of additional study courses is a paid service in accordance with the DU price list for paid services.
19. After the applicant has signed the DU Study Agreement (together with its annex, if the studies are commenced on the basis of funding by natural or legal persons) and/or the Agreement on the tuition fee payment deadline and/or the agreement on additional fees for completing study courses, the responsible person of the Student Service Centre shall prepare in DUIS a draft of the Rector's Order on matriculation for the specified semester within 3 (three) working days.
20. If no state-funded places are available in the study programme, commencement of studies in later study stages is possible only on a self-funded basis or on the basis of funding by legal entities.
21. DU may refuse the commencement of studies in later stages if there are no available places in the respective study programme. In accordance with Section 5, Paragraph 3 of the Law on Submissions, the Student Service Centre responsible person shall inform the applicant within a reasonable time period, but no later than within one month from the date of receipt of the submission.
22. When transferring to DU from another higher education institution or college, state budget funding for studies is not retained.
23. The acquisition of the study programme in accordance with the Comparison shall be monitored by the director of the respective DU study programme, who is responsible for the implementation of the relevant programme.

24. DU shall store all documents related to the student's matriculation and individual study progress in the student's personal file, which shall be prepared in accordance with the procedure stipulated Article 46 Paragraph 7 of the Higher Education Law, Cabinet of Ministers Regulation No.203 *"Procedure for Preparing and Updating a Student's Personal File"* and DU Rector's Order *"On the Procedure for Creating, Maintaining and Storing Documents Certifying Students' Study progress at Daugavpils University"*.
25. The applicant may contest the decision within one month from the date of its entry into force by submitting a written application to the Rector of DU. The decision of the Rector of DU may be appealed in accordance with the procedure laid down in the Administrative Procedure Law.