

HOTEL SCHOOL



HOTEL MANAGEMENT COLLEGE

"HOTEL SCHOOL" Hotel Management College
Educational Institution Reg. No: 3347802926, Address: Smilšu Street 3, Riga, LV-1050
Tel: (+ 371) 67213037, e-mail: info@hotelschool.lv, <http://www.hotelschool.lv>

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"HOTEL SCHOOL" HOTEL MANAGEMENT COLLEGE REGULATIONS ON THE RECOGNITION OF COMPETENCES ACQUIRED OUTSIDE FORMAL EDUCATION OR IN PROFESSIONAL EXPERIENCE AND LEARNING OUTCOMES ACHIEVED IN PRIOR EDUCATION

Issued under the Regulations of the Cabinet of Ministers
Regulations No 505 on 14.08.2018
"Rules for the recognition of competences
acquired outside formal education
or in professional experience
and of learning outcomes achieved in prior education'.

1. General provisions

1.1. Regulations on the recognition of competences acquired outside formal education or in professional experience and learning outcomes achieved in prior education (hereinafter - Regulations) lays down the procedure on how the "HOTEL SCHOOL" Hotel Management College (hereinafter – College) upon a request from a student or a person other than the College student (hereinafter - Applicant), carries out the assessment and recognition of competences acquired outside formal education or in professional experience and of learning outcomes achieved in prior education.

1.2. Within the framework of these Regulations, the learning outcomes achieved in previous education or professional experience are considered the planned study results of a certain study program course or module, that are compatible with the knowledge, skills and competences acquired outside a particular study program, outside formal education, professional experience or previous education.

2. The Commission of Assessment and Recognition of learning outcomes achieved in previous education or professional experience

2.1. The College establishes the Commission for assessment and recognition of learning outcomes achieved in previous education or professional experience (hereinafter - Commission), which decides on the recognition of the

knowledge gained outside formal education or in professional experience, skills and competences as well as learning outcomes achieved in previous education.

2.2. The Commission consists of a President, a Deputy and a Secretary.

2.3. The members of the Commission, including the President and the Deputy of the Commission are approved by the Director of the College.

2.4. If any of the members of the Commission terminates the employment relationship with the College, then his/her place is confirmed by another representative in line with the procedures.

2.5. Rights of the Commission:

2.5.1. Verify the compliance of the provided information with the actual circumstances;

2.5.2. Request additional information, thus prolonging the decision-making deadline, in case the Commission does not have sufficient knowledge to provide an objective and comprehensive opinion on the recognition of the results achieved in previous education or professional experience;

2.5.3. If necessary, apply exams in order to assess the learning outcome obtained outside the formal education or in professional experience, as well as in previous education;

2.5.4. Request College or other institution experts' opinion on the submitted documents;

2.5.5. Request and receive information that is necessary for successful operations of the Commission from the College departments;

2.5.6. Invite the academic and general staff members of the College to participate in the Commission meeting if it is necessary when dealing with specific issues of the agenda.

2.6. Responsibilities of the Commission:

2.6.1. Examine the Applicant's application within the period of one month and decide whether or not to recognize the obtained learning outcomes and to inform the Applicant of the decision in writing;

2.6.2. Comply with the external and internal normative documents binding on the College.

2.7. Work organization and decision-making process of the Commission:

2.7.1. The President of the Commission shall notify about the upcoming Commission meeting not later than a week before the meeting;

2.7.2. The President of the Commission may invite persons who are not members of the Commission;

2.7.3. Commission meetings shall be chaired by the President;

2.7.4. Minutes are taken in all Commission meetings. The preparation and circulation of documents is organized by the President of the Commission in accordance with the provisions of the external legislation and the procedures of the internal normative documents of the College.

2.8. The Commission is competent if at least three of its members are present: The President of the Commission, the Deputy, the Secretary. If less than three members of the Commission are present, the President of the Commission shall convene a repeated meeting within five working days;

2.9. Decisions of the Commission shall be taken by a majority vote;

2.10. If the Commission has decided to recognize the study results, the decision shall state the amount of the recognized study credits and the name of the study program and the study course to which the credits of the recognized study results can be transferred;

2.11. If the Commission has decided to apply examination to verify the previously obtained learning, the Commission's decision shall state the name of the College course or study module in which the exam is to be carried

out, as well as the requirements of the exam. The Applicant's knowledge, ability and competences shall be assessed according to the requirements of the necessary number of the credit points as per the course descriptions.

2.12. If the Commission has requested additional information from the Applicant, the decision-making deadline may be extended. The Commission shall take a decision within one month of the receipt of the additional information;

2.13. The decisions on the recognition of the learning outcomes in previous education or professional experience are recorded in a special College register.

3. The procedure for recognizing competences acquired outside formal education or in professional experience

3.1. The recognition procedure is initiated based on Applicant's application addressed to the Director of the College.

3.2. An applicant who wishes that his/her knowledge, skills and competencies acquired outside formal education are recognized, shall submit an application on knowledge, skill and competence recognition to the College Director. The application shall specify:

3.2.1. The Applicant's name, surname and Personal Identification Number;

3.2.2. Knowledge, skills and competences acquired outside formal education or in professional experience;

3.2.3. The compliance of the knowledge, skills and competences acquired outside formal education or in professional experience with the intended study results of the corresponding study program, course or study module;

3.2.4. The purpose of recognizing the knowledge, skills and competences acquired outside formal education or in professional experience;

3.2.5. The name of the educational establishment and the educational program or part of it or the place and form of the professional experience, where knowledge, skills and competences were acquired;

3.2.6. The period of time in which knowledge, skills and competences were acquired;

3.2.7. The name of the study program that is compatible with the knowledge, skills and competences acquired outside formal education or in professional experience;

3.2.8. Applicant's contact details: residential address or official electronic address (if the Applicant has got the official electronic address account) to which the decision made by the Commission will be sent, as well as the telephone number and e-mail address, if any.

3.3. The Applicant shall attach documents proving the knowledge, skills and competences acquired outside the formal education or in professional experience to the application form as per paragraph 3.1 of these Regulations. If the application is supported by the document copies, the Applicant's responsibility is to present also the originals.

3.4. The Applicant wishing to recognize the study results achieved in previous education, shall submit an application for recognition to the College. The application shall specify the information given in the paragraphs 3.2.1 and 3.2.8 of these Regulations and the name of the study program, which should include the study modules or courses acquired at university or college which the Applicant has frequented as a listener. The application shall be accompanied by the certificates of the study modules or study courses that were acquired at university or college, which the Applicant has frequented as a listener. If the application is supported by the certificate copies, the Applicant's responsibility is to present also the originals.

3.5. The applications and supporting documents shall be submitted in paper or electronic form in accordance with the regulatory requirements for electronic documents.

3.6. The College Secretary submits the Applicant's application to the Commission Secretary.

3.7. Within one month from the date of the application the Commission shall examine the Applicant's application and the supporting documents and take a decision on the recognition or non-recognition of the study results in previous education or in professional experience, and the necessity to apply examination for the study result assessment. The decision shall be forwarded to the Applicant in accordance with the previously agreed notification method.

3.8. The Applicant should take the examination to assess the acquired learning outcomes in following cases:

3.8.1. To recognize the suitability of the knowledge, skills and competences acquired in professional experience to those study results that need to be achieved in the relevant study programs of the course or study module attesting to the gained practical knowledge;

3.8.2. To recognize knowledge, skills and competences acquired outside formal education which are compatible with the degree of higher education but have not been achieved in a further education program, in a professional development education program or in another educational program, but have been acquired in other ways outside formal education (e.g. self-education);

3.8.3. If the Commission decides that the documents that confirm the acquired study results submitted by the Applicant do not provide complete information on the applicant's knowledge, skills and competence.

3.9. The Applicant's knowledge and skills during the examination shall be assessed by the academic staff of the corresponding study course or by a competent staff member who is appointed by the Director (hereinafter referred to as the Examiner).

3.10. The Academic Director shall inform the Applicant about the requirements, place and time of the examination.

3.11. The examination shall assess whether the knowledge, skills and competencies presented by the Applicant correspond to the planned study results of the corresponding study program or part of it.

3.12. The Examiner shall provide a written opinion on the suitability of the Applicant's knowledge, skills and competence to the planned results of the course. The Commission shall examine the opinion and decide on the recognition or non-recognition of the study results.

3.13. The Commission shall take a decision on the evaluation and recognition of the competences obtained outside formal education or in professional experience and the study results of the previous education, provided that the criteria set out in paragraph 4 of these Regulations are fulfilled.

3.14. Within one month from the date of receipt of the Commission's decision, the Applicant may appeal the decision by submitting an appeal request to the College Director.

4. Criteria on the recognition of competences outside formal education or in professional experience and learning outcomes achieved in prior education.

4.1. The knowledge, skills and competences acquired outside formal education or in professional experience are recognized, if the following criteria are met:

4.1.1. The presented documents contain clear, unambiguous and complete information on the acquired knowledge, skills and competences;

4.1.2. At least one credit point may be allocated to the recognized acquired knowledge, skills and competences;

4.1.3. Applicant's previously obtained formal education meets the admission requirements of the corresponding course;

4.1.4. During the examination the Applicant has presented the knowledge, skills and competences that comply with the requirements of the study program or part of it as per paragraph 2.5.3 of these Regulations;

- 4.2. The knowledge, skills and competences acquired in professional experience can only be recognized:
- 4.2.1. In the part of the study program that includes internship;
- 4.2.2. The study results achieved by the end of the study program of the course or study modules demonstrate the practical knowledge;
- 4.3. The knowledge, skills and competences acquired outside the formal education may be recognized if they are in accordance with the degree of higher education and are achieved in:
- 4.3.1. A further education program, a professional development education program or any other educational program (except for primary education, secondary education and higher education), where the acquired knowledge, skills and competencies correspond to the intended study results of the study program course or study module;
- 4.3.2. In other ways outside formal education (e.g. self-education). The knowledge, skills and competences acquired under these educational forms in the study programs that prepare professionals in specific professions can only be recognized as study results that confirm the acquired theoretical knowledge of the study program course or study module.
- 4.4. The knowledge, skills and competences acquired and recognized outside formal education cannot be considered for the final examination of the study program, the state exam or the graduation exam.
- 4.5. One credit point for the knowledge, skills and competencies acquired outside formal education may be granted if it has been achieved in a training or professional activity that lasts at least one week (40 academic hours).

5. Financing

- 5.1. The assessment of the study results achieved in the previous study period or professional experience and the examination of the prior learning is a paid service. The fee is charged according to the approved price list as per the "Regulations on tuition fee and other service payment procedure at "HOTEL SCHOOL" Hotel Management College"

6. Concluding questions

- 6.1. The Regulation No 4-6/12 of 3 July 2016 "Regulations on recognition of learning outcomes achieved in previous education or professional experience" to be considered null and void.

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*"HOTEL SCHOOL" Hotel Management College
Director V. Ponciusă*