



MANAGEMENT COLLEGE

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APPROVED

28.08.2017.

by the Regulation of the Director Nr.1.-8./03
with amendments at 30.10.2018.
At the meeting of the Council

Protocol Nr.5

Procedure for Recognition of Erasmus Mobility Study Courses/Internships

1. Explanation of terms

1.1. Credit of the European Credit Transfer System (ECTS) is a unit for the recording of the student's work. 1 Latvian credit point corresponds to 1.5 ECTS credit points.

1.2. Recognition of study courses is the inclusion of study courses in academic commitments performed by the student in accredited or recognized Latvian or foreign higher education institutions, if the content and volume thereof conforms to the objectives, tasks, contents and planned study results of the study program.

2. Common regulations

2.1. Academic recognition is an accredited, state-recognized higher education institution and/or study program in Latvia and abroad (also in the framework of a transnational and cross-school agreement) completed evaluation of the content and extent of the study course/practice following the requirements of the Management College (hereinafter - College) study program and study course/practice.

2.2. The college shall fully recognize study courses acquired in study programs or international exchange education programs specified in intergovernmental or inter-

university agreements and on the acquisition of which the student has previously agreed in writing with the College Representative.

2.3. One college course may be replaced by several studied study courses; also several college courses may be replaced by one studied course.

2.4. Documents of academic recognition - the diploma of higher education and its annex, academic statement, extracts of performance, certified copies of educational documents/certificates, the "Protocol of Intent to Academic Recognition" and the "Protocol on the Academic Recognition of Mobility".

2.5. Arrangements drawn up in accordance with the following Articles 45 and 84 of the Law on Higher Education, LR 16.11.2004. Cabinet Regulation No. 932 "Procedures for the Opening of Studies at Latest stages", the College Erasmus Charter and the "Study Regulations".

3. Procedures for Recognition of Studies Courses/Practice in the Foreign States

3.1. Before commencing studies at a foreign higher education institution the student shall prepare:

3.1.1. Tables A and B of the Mobility Study Agreement or Internship Mobility Agreement, including study courses/placements and their volumes (ECTS) to be acquired at a foreign higher education institution/company; A Letter of Intent on Academic Recognition, indicating the volume of study courses and credit equivalent in the relevant College syllabus and agreed with the College Representative.

3.1.2. Individual study plan, if during the relevant period all the study courses provided for in the study program are not included in the Academic Recognition Letter of Intent College Representative.

3.2. If it is not possible to study at the foreign educational institution, the courses specified in the Mobility Study Agreement shall be replaced by other courses and within one month from the commencement of studies the "Exceptional changes" section of the Mobility, Study Agreement shall be prepared.

3.3. During study/internship mobility, the pre-mobility status is retained. Student status is retained until the end of the semester following return from study abroad. During this period the student has to take the courses specified in the Individual Study Plan.

3.4. For a student studying for personal finance, their financial obligations to the College shall not be terminated.

3.5 Upon returning to the College from study/practice abroad, the student shall submit a transcript or proof of placement to the supervisor.

3.6. About study courses acquired abroad, the supervisor prepares the "Academic Mobility Recognition Protocol" and submits a copy of the documents/certificates\ to the College Director for approval.

3.7. Study courses planned within the framework of mobility but not justified are included in the 'Individual Study Plan'. For unjustifiable reasons, the student shall take courses for a fee.

3.8. If a student does not agree with the decision reflected in the Mobility Academic Recognition Protocol, he/she shall have the right to appeal to the Director of the College to the Director within 2 business days from that time results of the academic recognition.

3.9. Certified copies of the Mobility Academic Recognition Protocol and the educational certificate/document shall be attached to the student's file.

4. Entries in the Diploma Supplement

4.1. The Diploma Supplement shall indicate:

4.1.1. The name of the State and higher education institution in which the course has been completed;

4.1.2. The number of titles and credit points of the recognized courses, including ECTS credit points, indicating the assessment "recognized";

4.1.3. The part of the college curriculum in which the course was credited.

Director

L. Sprūde

Riga, October, 30, 2018