

**Regulations on
Procedures for Recognition of Study Outcomes
Achieved in Previous Education or Professional Experience**

1. The Regulations define procedures according to which the Luther Academy (hereinafter referred to as the Academy) evaluates and recognises study outcomes achieved in previous education or professional experience in line with requirements of the Cabinet Regulation No. 36 of 10 January 2012, “Regulations Regarding Recognition of the Study Outcomes Achieved in Previous Education or Professional Experience”.
2. The Academy shall evaluate the study outcomes achieved in previous education (in nationally recognised higher education institutions in Latvia or abroad) or professional experience and determine if the outcomes meet the requirements of the study programmes implemented by the Academy. If the outcomes meet the requirements of the relevant study programmes implemented by the Academy, they are recognised, and relevant credit points are assigned.
3. A person who is not a student at the relevant study programme may be matriculated into the relevant study phase of this programme after recognition of study outcomes, individually determining additional study courses and relevant examinations to undergo, if necessary.
4. A person who wishes to have the study outcomes of their previous education or professional experience recognised shall submit to the Study Department of the Academy an application on recognition of achieved study outcomes.
5. The application should include:
 - 5.1. the person’s name, surname, and personal ID number;
 - 5.2. study outcomes achieved in previous education or professional experience;
 - 5.3. reasoning for compliance of the study outcomes achieved in previous education or professional experience with the requirements of the relevant study programme or its part;
 - 5.4. the purpose of recognising the study outcomes achieved in previous education or professional experience;
 - 5.5. the name of the institution and the educational programme or its part, or type of the professional experience and location where the study outcomes have been achieved;
 - 5.6. the period during which the study outcomes have been achieved;
 - 5.7. the name of the study programme for which the study outcomes achieved in previous education or professional experience should be recognised;
 - 5.8. contact information of the person – the address of residence to which the decision of the Commission should be sent, as well as a phone number and an e-mail address, if any.
6. When presenting the originals, the person shall append to the application the copies of the documents certifying the study outcomes achieved in previous education or professional experience, or the academic statement.
7. In order to recognise the study outcomes achieved in previous education or professional experience, the following criteria should be met:
 - 7.1. the presented documents contain clear, unambiguous, and complete information on achieved study outcomes;
 - 7.2. at least one credit point may be assigned for the achieved study outcomes;

- 7.3. education previously achieved by the person corresponds to the requirements for admission to the relevant study programme;
- 7.4. if necessary, the person shall take examinations in accordance with the decision of the Commission and demonstrate knowledge, skills, and competences corresponding to the requirements of the relevant study programme or its part.
8. Study outcomes achieved in the professional experience may be recognised only:
 - 8.1. in the relevant part of the study programme consisting of internship; moreover, these study outcomes should be achieved in the area of professional activity corresponding to the thematic area of the education of the study programme;
 - 8.2. in the study course of the study programme by completing which practical knowledge, skills, and competences may be acquired.
9. Study outcomes achieved in the professional experience may be recognised in the professional study programmes; moreover, only 30 percent of the credit points of the professional study programme may be granted when recognising study outcomes achieved in the professional experience.
10. Study results achieved in the previous education may be recognised if corresponding to the degree of higher education and have been achieved:
 - 10.1. within the framework of an accredited study programme;
 - 10.2. in a separate study course of a study programme which the person has participated in as an attendee;
 - 10.3. in a part of the study programme.
11. One credit point for the study outcomes achieved in previous education or professional experience may be granted if outcomes have been achieved in an educational process lasting at least one week (40 academic hours).
12. One study course of a study programme may be replaced with several completed study courses and vice versa – several study courses of the Academy may be replaced with one completed study course.
13. When replacing a study course with one or several courses, the total volume of these courses should be equal or exceeding the volume of the study course of the Academy.
14. Study courses shall not be recognised if the content or volume of the courses, or acquired knowledge and learned skills do not correspond to the requirements of the programme.
15. Study outcomes achieved in previous education or professional experience and recognised may not be accepted as the final examination, national examination, or final examination - qualification exam of the relevant study programme.
16. A decision on recognition of study outcomes achieved in previous education and/or professional experience shall be taken by commissions formed by the Academy, the personnel of which are approved by the Rector of the Academy.
17. Commissions for recognition of study outcomes are formed for each study programme, and they decide on recognition of study outcomes related to study courses implemented in the relevant programme, taking into consideration the Latvian education classification.
18. Rights of the Commission:
 - 18.1. the Commission is entitled to request additional information accordingly extending the period for decision-making if it does not have sufficient information at its disposal to make an unbiased and comprehensive decision on the matter of recognition of study outcomes achieved in previous education or professional experience;
 - 18.2. the Commission is entitled to verify correspondence of the provided information and data with the actual circumstances;

- 18.3. the Commission is entitled to define additional examinations for evaluation of the study outcomes in the following cases:
- 18.4. if the submitted documents do not provide reasonable assurance to evaluate whether the applicant has achieved the necessary study outcomes;
- 18.5. if the applicant wishes for the study outcomes achieved in the professional experience to be recognised as appropriate to the study course the completion of which provides practical knowledge, skills, and competences;
- 18.6. the Commission has quorum if at least half of its members participate in the meeting;
- 18.7. the Commission shall take a decision by open ballot with a simple majority vote.
19. The Commission shall be obliged to review and take a decision within a month after receiving an application at the Academy on recognition of study outcomes achieved in previous education and/or professional experience, or on refusal to recognise the study outcomes. The decision should be sent to the applicant.
20. The decision on recognition of study outcomes should state:
 - 20.1. the volume of recognised achieved study outcomes in credit points;
 - 20.2. the name of the study programme or study course for which credit points of the recognised study outcomes are included.
 - 20.3. Decisions on recognition of study outcomes shall be registered according to the procedures stipulated by the Academy.
 - 20.4. The decision and its supporting documents shall be enclosed in the personal file.
 - 20.5. The decision of the Commission may be appealed by submitting an application to the Rector of the Academy and contested according to the procedures stipulated by the Administrative Procedure Law.

Chairman of the Senate

Hans Martin Jönsson

Riga, 01 November 2017.



LUTHER ACADEMY

Foundation "Luther Academy", registration No. 40008121887,
registered office: Alksnāja iela 3, Riga LV-1050, e-mail: academy@latnet.lv

APPROVED:

Rector _____/J.Vanags/

Riga, _____ 2017

ACADEMIC BACHELOR STUDY PROGRAMME "THEOLOGY"

COMPARISON MINUTES

Date

No. 4.-4.6./ ____

Name, surname, personal identity number _____

*Name of the higher education institution; Date when the academic statement was issued;
the Academic Statement No.* ____

Study subject	CP	Type of control	Assessment	Notes
A – MANDATORY STUDY COURSES				
Introduction to the Old Testament	3	exam		
Introduction to the New Testament	3	exam		
Introduction to Dogmatics	2	exam		
Lutheran Creeds – I	2	exam		
Lutheran Creeds – II	2	exam		

Marriage and Family Counselling	2	exam		
Dogmatics I	3	exam		
Dogmatics II	3	exam		
Dogmatics III	3	exam		
Liturgical Studies – I	1	exam		
Liturgical Studies – II	1	exam		
Mission and Evangelism	2	exam		
History of Church in Latvia	2	exam		
History of Early Church	3	exam		
History of Medieval Church	2	exam		
Church History: Age of Reformation and Confessionalism	3	exam		
Contemporary Church History	3	exam		
Church Administration	1	exam		
Philosophy for Theologians	2	exam		
Fundamentals of Christian Management	2	exam		
New Testament Greek – I	3	exam		
New Testament Greek – II	3	exam		
New Testament Greek – III	3	exam		
New Testament Greek – IV	3	exam		
Christian Pedagogy	2	exam		
B – MANDATORY ELECTIVE STUDY COURSES				
Genesis and Exodus Exegesis	3	exam		
Major Prophets, Isaiah	3	exam		
Paul’s Texts	2	exam		
Exegesis of the Gospel of Matthew	3	exam		
Roman History Exegesis	3	exam		
Fundamentals of Pastoral Spiritual Care	2	exam		

Pastoral Counselling	3	exam		
The Letter to Hebrews	2	exam		
Liturgical Studies – III	1	exam		
Liturgical Studies – IV	1	exam		
C – ELECTIVE STUDY COURSES				
Exegesis of Leviticus, Numbers, Deuteronomy	2	exam		
Minor Prophets	2	exam		
Fundamentals of Biblical Hebrew	2	exam		
Church and Office	2	exam		
Pastoral Theology I	2	exam		
Luther’s Writings	2	exam		
Pastoral Theology II	2	exam		
Speech Skills	1	exam		
Homiletics – I	2	exam		
Homiletics – II	2	exam		
Traditional Denominations	2	exam		
Exegesis of I Cor.	2	exam		
Theological English – I	3	exam		
Theological English – II	3	exam		
Theological English – III	3	exam		
Theological English – IV	3	exam		
World Religions	3	exam		
Art in Christianity	2	exam		
History of Church Music	2	exam		
Liturgical Singing	1	exam		
Ethics	2	exam		
D – Development of Bachelor Paper	33	defence		

In accordance with the “Regulations on Recognition of Study Outcomes Achieved in Previous Education or Professional Experience”, the Commission **suggests: to transfer name, surname, personal identity number:**

study subjects marked in the comparison minutes (**a total of CP**);

we recommend for studies in ____ semester.

Head of Commission (signature) signature in print

Members of Commission (signature) signature in print

Annex 2



LUTHER ACADEMY

Foundation “Luther Academy”, registration No. 40008121887,
registered office: Alksnāja iela 3, Riga LV-1050, e-mail: academy@latnet.lv

APPROVED:

Rector _____/J.Vanags/

Riga, _____ 2017

**PROFESSIONAL BACHELOR STUDY PROGRAMME
“CHURCH MUSIC”**

COMPARISON MINUTES

Date **No. 3.-3.12./_**

Name, surname, personal identity number _____

Name of the higher education institution; Date when the academic statement was issued; the Academic Statement No. _____

Study subject	CP	Type of control	Assessment	Notes
A- MANDATORY STUDY COURSES Comprehensive study courses				
Liturgical Studies for Church Musicians I	1	exam		
Liturgical Studies for Church Musicians II	1	exam		

Liturgical Studies for Church Musicians III	1	exam		
Liturgical Studies for Church Musicians IV	1	exam		
Introduction to Church Music I	1	exam		
Introduction to Church Music II	1	exam		
History of Church Music I	2	exam		
History of Church Music II	2	exam		
History of Church Music III	2	exam		
History of Church Music IV	2	exam		
History of Church Music V	2	exam		
Methodology in Teaching Music I	2	exam		
Methodology in Teaching Music II	2	exam		
History of Medieval Church	2	exam		
Church History of Reformation and Confessionalism Age	2	exam		
The Letter to Hebrews	1	exam		
1. Letter of Peter	1	exam		
Introduction to the Old Testament	2	exam		
Lutheran Creeds I	2	exam		
Introduction to Dogmatics	1	exam		
<i>Basic courses of the field</i>				
Liturgical Organ Playing I	1	exam		
Liturgical Organ Playing II	1	exam		
Liturgical Organ Playing III	1	exam		
Liturgical Organ Playing IV	1	exam		
Liturgical Organ Playing V	1	exam		
Liturgical Organ Playing VI	1	exam		
Liturgical Organ Playing VII	2	exam		
Liturgical Organ Playing VIII	2	exam		
Organ Literature Playing I	1	exam		
Organ Literature Playing II	1	exam		
Organ Literature Playing III	1	exam		
Organ Literature Playing IV	1	exam		
Organ Literature Playing V	1	exam		
Organ Literature Playing VI	1	exam		
Organ Literature Playing VII	2	exam		
Organ Literature Playing VIII	2	exam		

Choir Management I	1	exam		
Choir Management II	1	exam		
Choir Management III	1	exam		
Choir Management IV	1	exam		
Choir Management V	1	exam		
Choir Management VI	1	exam		
Choir Management VII	1	exam		
Choir Management VIII	1	exam		
B – MANDATORY ELECTIVE STUDY COURSES				
Fundamentals of Harmony I	1	exam		
Fundamentals of Harmony II	1	exam		
Fundamentals of Harmony III	1	exam		
Fundamentals of Harmony IV	1	exam		
Studies of Harmony I	1	exam		
Studies of Harmony II	1	exam		
Solfeggio I	1	exam		
Solfeggio II	1	exam		
Fundamentals in Voice Modulation I	1	exam		
Fundamentals in Voice Modulation II	1	exam		
Singing I	1	exam		
Singing II	1	exam		
Singing III	1	exam		
Singing IV	1	exam		
Choir I	1	exam		
Choir II	1	exam		
Choir III	1	exam		
Choir IV	1	exam		

Choir V	1	exam		
Choir VI	1	exam		
Choir VII	1	exam		
Choir VIII	1	exam		
Hymnology	1	exam		
Liturgical Singing	1	exam		
Construction and Care of Organs I	1	exam		
Construction and Care of Organs II	1	exam		
Fundamentals of Wind Instrument Playing I	1	exam		
Fundamentals of Wind Instrument Playing II	1	exam		
Fundamentals of Wind Instrument Playing III	1	exam		
Fundamentals of Wind Instrument Playing IV	1	exam		
Fundamentals of Piano Playing I	1	exam		
Fundamentals of Piano Playing II	1	exam		
Fundamentals of Piano Playing III	1	exam		
Fundamentals of Piano Playing IV	1	exam		
Psychology for Theologians	1	exam		
C – ELECTIVE STUDY COURSES				
Christian Pedagogy	2	exam		
Theological German I	2	exam		
Theological German II	2	exam		
Theological English I	3	exam		
Theological English II	3	exam		
Art in Christianity	2	exam		
Ethics	2	exam		

D – INTERNSHIP				
Internship in Church Service I	4	defence		
Internship in Church Service II	4	defence		
Internship in Church Service III	4	defence		
Internship in Church Service IV	4	defence		
Internship in Church Service v	4	defence		
Internship in Church Service VI	4	defence		
Internship in Church Service VII	4	defence		
Internship in Church Service VIII	4	defence		
E – Development of a Diploma Paper	18	defence		

In accordance with the “Regulations on Recognition of Study Outcomes Achieved in Previous Education or Professional Experience”, the Commission **suggests: to transfer**

name, surname, personal identity number:

study subjects marked in the comparison minutes (**a total of CP**);

we recommend for studies in ____ semester.

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