

APPROVED

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Regulation on the recognition of study results achieved in previous education or the competences acquired outside formal education or through professional experience at the EKA University of Applied Sciences

Developed in compliance with
the Cabinet of Ministers Regulations No 505 of 14.08.2018., Section 59 of the Law On
Institutions of Higher Education

1. General provisions

1.1. This Regulation stipulates the procedure how the University of Economics and Culture (hereinafter – the UEC) evaluates the compliance of the study results achieved in previous education or the competences acquired outside formal education or through professional experience with the curriculum and criteria of the study programmes provided by the UEC, recognises them and grants credit points.

2. Commission for the recognition of study results

- 2.1. At the UEC, the decision on the recognition of the study results achieved in previous education or professional experience are adopted by the Commission for the recognition of study results (hereinafter – the Commission).
- 2.2. The following Commissions act at the UEC in compliance with the thematic fields of its study programmes:
 - 2.2.1. Commission for the recognition of study results in Arts;
 - 2.2.2. Commission for the recognition of study results in Humanities;
 - 2.2.3. Commission for the recognition of study results in Economics and Management Sciences;
- 2.3. The composition of the Commission:
 - 2.3.1. The Commission for the recognition of study results in Arts consists of the Vice Rector of the UEC (Chairperson of the Commission), the programme director of the relevant study programme and 3 experts in the relevant field – representatives of the UEC academic staff. Upon necessity, the teachers of the study courses envisaged to be recognised may be included in the Commission without the right to vote.
 - 2.3.2. The Commission for the recognition of study results in Humanities consists of the Vice Rector of the UEC (Chairperson of the Commission), the programme director of the relevant study programme and 3 experts in the relevant field – representatives of the UEC academic staff. Upon necessity, the teachers of the study courses envisaged to be recognised may be included in the Commission without the right to vote.
 - 2.3.3. The Commission for the recognition of study results in Economics and Management Sciences consists of the Vice Rector of the UEC (Chairperson of the Commission), the programme directors of the relevant study programmes, 2 experts in the field of economics and 2 experts in the field of management sciences – representatives of the UEC academic staff. Upon necessity, the teachers of the study courses envisaged to be recognised may be included in the Commission without the right to vote.
 - 2.3.4. The composition of the Commission shall be approved by the Rector of the UEC with an instruction prior to the beginning of each academic year.

3. Application for the recognition of the competences acquired outside formal education or through professional experience

- 3.1. A person willing to have his/ her study results achieved in previous education or professional experience recognised, shall submit an application to the Rector for the recognition of the achieved study results.
- 3.2. The application shall contain the following:
 - a) person's name, surname and personal number;

- b) study results achieved in previous education or professional experience;
- c) justification of the compliance of the study results achieved in previous education or professional experience with the requirements of the relevant study programme or its part;
- d) aim of the recognition of study results achieved in previous education or professional experience
- e) name of the institution and title of the study programme or its part, or the way and place of the acquisition of professional experience, where the study results have been achieved;
- f) time period during which the study results have been achieved;
- g) title of the study programme where the study results achieved in previous education or professional experience should be recognised;
- i) personal contact details – private address where the Commission’s decision has to be addressed to, as well as the phone number and e-mail address, if any.

3.3. Copies of the documents proving the study results achieved in previous education or professional experience shall be attached to the application. The applicant is obliged to present the originals of these documents.

3.4. The application and supporting documents shall be submitted in paper or electronically in compliance with the legislative acts on electronic documents.

4. Decision making

4.1. The Commission meetings are organized upon necessity. The Commission shall be entitled to pass a decision if more than half of the Commission’s members are present at the meeting.

4.2. The Commission shall adopt its decision by open voting with a simple majority of votes.

4.3. The Commission shall examine the application within one month after it has been received and pass a decision on the recognition of the study results achieved in previous education or the competences acquired outside formal education or through professional experience or a refusal to recognise them. The decision shall be sent to the applicant’s email provided in the application.

4.4. The Commission shall be entitled to verify the compliance of the submitted information and facts with the actual circumstances.

4.5. In case the Commission does not have sufficient information at its disposal to make an objective and comprehensive decision on the recognition of the study results achieved in previous education or the competences acquired outside formal education or through

professional experience, the Commission shall be entitled to request additional information, extending the decision making deadline respectively.

4.6. While reviewing the application on the recognition of the knowledge, skills and competences acquired outside formal education or through professional experience, the Commission shall set a mandatory examination in the relevant course.

4.7. While reviewing the application on the recognition of the study results achieved in previous education, the Commission may require taking additional examinations to verify the submitted study results, if it becomes impossible to determine with due conviction the authenticity of the achieved study results submitted by the applicant.

4.8. The following criteria shall be met in order to have the study results achieved in previous education or the skills and competences acquired outside formal education or through professional experience recognised:

4.8.1. General criteria:

- a) the submitted documents contain clear, indisputable and complete information about the acquired knowledge, skills and competences and the achieved study results;
- b) at least one credit point can be granted for the acquired knowledge, skills and competences and the achieved study results;
- c) the previous education of the applicant meets the entry requirements of the relevant study programme;
- d) the applicant has demonstrated knowledge, skills and competences corresponding to the requirements of the relevant study programme or its component in the examinations set by the Commission;
- e) the recognised study results achieved in the previous education or the knowledge, skills and competences acquired outside formal education or through professional experience shall not replace the state examination, final examinations or the final paper of the relevant study programme.

4.8.2. Knowledge, skills and competences acquired outside formal education may be recognised, if they conform to a level of higher education and are achieved either in a continuing education programme, vocational training programme or any other programme (except in primary, secondary or higher education level programme), in which the acquired knowledge, skills and competences conform to the expected study results in the study course of the study programme or study module.

4.8.3. Knowledge, skills and competences acquired through professional experience may be recognised only:

- a) as the internship component of the relevant study programme; besides, such knowledge, skills and competences have to be acquired within the branch of professional activity which corresponds to the thematic field of the relevant study programme;
- b) as a study course or study module of the study programme, the acquisition of which develops practical knowledge, skills and competence.

4.8.4. The study results achieved in previous education may be recognised, if they correspond to the level of higher education and have been achieved:

- a) in a professional development programme, the completion of which provides the possibility to confer level 4 or level 5 professional qualification;
- b) in a separate course or module of a study programme, which the applicant has attended as an external student;
- c) while acquiring a part of a study programme;
- d) in other forms of education and training outside the formal education, except the study programmes of regulated professions.

4.9. One credit point for the study results achieved in previous education or for the knowledge, skills and competences acquired outside formal education or through professional experience may be granted, if such results have been achieved during the education process of the duration of at least one week (40 academic hours).

4.10. The decision on the recognition of the study results achieved in previous education or the knowledge, skills and competences acquired outside formal education or through professional experience shall contain:

- a) the title of the study programme, study module or course, where credit points are counted for the recognised study results;
- b) the scope of the recognised study results expressed in the number of credit points.

4.11. The decisions shall be recorded in the registration log and inserted in the personal file together with the supporting documents.

4.12. The decision may be appealed against within 10 working days from the date of receiving the decision by submitting an application to the Rector, and by appealing in line with the Administrative procedure law.

4.13. The recognition of the study results achieved in previous education or the knowledge, skills and competences acquired outside formal education or through professional experience is a paid service, the fee is set by the "Regulation on the tuition fees and other charges at the University of Economics and Culture".