

**EUROACADEMY
PROCEDURE FOR RECOGNITION OF
PRIOR LEARNING AND WORK EXPERIENCE (RPLWE)**

I GENERAL PROVISIONS

1. The procedure of RPLWE forms a part of the study organisation of EuroAcademy, regulating the accrediting of earlier studies and work experience of the students proceeding from § 14 (3) 41) of Universities Act, § 9 (4) (51) of Professional Higher Education Act and § 12 (3) of the Standard of Higher Education.
2. Proceeding from the regulations referred to in Clause 1 EuroAcademy can take the following into account while completing curricula:
learning outcomes of formal educational completed in other higher educational establishments, educational institutions (2) learning outcomes of non-formal education (in-service training), (3) outcomes of informal education (within the framework of leisure-time, recreational and daily activities) and results obtained through work experience.
3. RPLWE enables assessment of the conformity of the knowledge, work experience and skills obtained earlier to the study objectives of the subjects of curricula applied for in EuroAcademy.
4. The RPLWE procedure prescribes that a decision regarding the compliance of prior studies and work experience is passed on the basis of each individual personal application.
5. The RPLWE procedure of EuroAcademy does not take into account learning outcomes transferred in other educational institutions on the basis of RPLWE.
6. RPLWE procedure is not be applied for the transfer of the students having participated in the student mobility process when studies or practical training abroad has taken place during the completion of the specific curriculum and has been established by the study agreement approved by EuroAcademy.
7. The Senate of EuroAcademy may, by way of an exception, prescribe terms for proceeding the application for the application of RPLWE that differ from academic calendar.
8. The Senate of EuroAcademy may establish additional conditions for the applicant for the additional performance of the subjects of the curriculum selected upon the suggestion of the faculty council.

II PROCEEDING OF RPLWE

9. The RPLWE proceeding is initiated upon the application of the student. The student can file the application either upon the entry or during the study period, but not during the last study term. The application must be filed with the Office of Academic Affairs by the established term - by 15 October during the Autumn term and by 15 February during the Spring term at the latest.
10. The basis for the RPLWE proceeding is the formal application with the annexes (annexes 1-

4 to this procedure) and appended necessary documents: a diploma and diploma supplement attesting to the completion of a formal education in another establishment of higher education or an attested excerpt of a student's credit card, which specifies the title of the subject completed earlier, the volume of the subject (in ECTSs or hours) the result (a grade or a note on the positive performance), the date of performance and the name of the lecturer. The in-service is attested on the basis of the respective certificate that contains notifications regarding the subject, volume or duration, the performer of the studies (an institution or a person), the confirmation regarding the right to conduct studies and programme and description of the content of the studies.

Work experience is attested on the basis of the certificate, copy of the employment contract or the decree regarding the appointment or description of the nature of the job or creative work issued by the workplace to the applicant.

While attesting work experience, the application shall be accompanied by the description of the professional work experience, self-assessment and the analysis of the experience obtained in order to demonstrate its connection to the learning outcomes applied for.

11. Any translation of an original document issued in another language (also in a country) must be notarised and it must be approved by ENIC/NARIC as being in compliance with the educational system valid in the Republic of Estonia.

12. The materials submitted for attesting earlier work experience (folder, portfolio) must include:

(1) an explanation regarding the relation of the work experience to the specialty acquired, (2) an explanation regarding the appropriateness of the work experience to the objectives and learning outcomes of the selected curriculum, (3) the portfolio submitted for the in the artistic specialties (interior architecture, fashion design) shall describe the nature of the work, data and the projects, photos and other graphic materials illustrating the results of the work (participation in the exhibitions, competitions, references to catalogues or models etc.).

13. Application and additional materials required for proceeding RPLWE shall be submitted to the Office of Academic Affairs for registration.

The Office of Academic Affairs transfers these materials to the respective faculty.

The faculty assesses the compliance of these materials to the requirements and compiles the student's folder (portfolio), that is submitted to the RPLWE Committee for review and approving.

III RPLWE PROCEDURAL ACTS

14. The RPLWE Committee established upon the decree of the Rector includes the representatives of the faculties who proceed from the rules of procedure approved by the Committee.

RPLWE Committee sessions take place in the periods 01 – 10 November and 01 10 March.

15. The RPLWE Committee of EuroAcademy (additional expert opinions are used if necessary) assesses the appropriateness of the materials submitted by the applicant and their suitability for the objectives and learning outcomes of the specialty acquired and decides on the satisfaction of the application.

16. The basis for the assessment is an integrated approach to the competencies acquired in the course of different study forms (formal, non-formal and informal) and their efficiency

regarding attainment of learning outcomes.

17. The RPLWE Committee is entitled to apply additional assessment methods – to give the applicant practical tasks, to arrange an interview or assess their knowledge in some other way (E.g. study folder, test work, inspection, test in justified cases).

18. The RPLWE Committee passes a decision (the form is available in Annex 5 to this Procedure) regarding the applications submitted within a month after the deadline for submitting the applications specified in Clause 14 while applicant may be requested to produce additional documents or explanations, incl. regarding the grading system used in the other establishment of higher education which is the basis for bringing the grade into compliance with the grading system applied in EuroAcademy.

In case the description of the grading system is missing or it cannot be adapted, the notification „passed“ is entered into the student’s credit card.

19. The decision passed by the RPLWE Committee is signed by the chairman of the Committee and confirmed by the applicant by signing the document.

The decision is forwarded to the Office of Academic Affairs for preparing the draft Rector’s decree. The Rector’s decree is transferred to the Accounting Department and Office of Academic Affairs. The decision of the RPLWE Committee and the copy of the Rector’s decree is kept in the student’s file.

IV RECOGNISING RPLWE OUTCOMES

20. When recognizing the formal studies (on the basis of the decision of the RPLWE Committee) the title of the subject performed in the other educational establishment, date of performance, the outcome and the name of the lecturer is entered in the student’s credit book.

21. When accounting for the outcomes of non-formal studies, the grade received or "passed" is entered into the student’s credit book, the date of issue of the document that serves as the basis for the outcome, the name of the person providing the training.

22. While accounting for the earlier work experience and other informal learning, the outcome "passed" is entered into and the date of passing the decision and the name of the assessor.

23. In case the applicant does not agree with the decision of the RPLWE Committee, he or she is entitled to file an appeal in the Rector’s name within the period of one working week.

24. The contestation of the decisions related to RPLWE takes place according to the procedure established in the Regulations of Organization of Studies of EuroAcademy and in accordance with the Administrative Procedure Act.

V LIMITATIONS OF RPLWE

24. The relevance of the knowledge and skills acquired earlier

The knowledge acquired earlier is valid and relevant.

The period of time between the earlier completion of the subject and submitting the application to take the results into account should not in general exceed two nominal periods of the curriculum.

25. The suitability of the scope of the earlier studies

The scope of the knowledge acquired earlier is suitable.

The volume of the subject completed earlier must be larger or equal to the volume of the subject in the curriculum of EA.

26. Other limitations

A graduation thesis, a master's thesis defended at another educational institution or in general practical training in the specialty cannot be recognised as prior learning in the framework of RPLWE in case the objectives of the completed practical training are incompatible with the objectives of the curriculum applied for.

Earlier studies can be taken into account as special, elective or optional subjects only within the volume set for in the curriculum.

Professional work experience is not taken into account as elective or optional subjects.

VI FEE FOR CONDUCTING RPLWE PROCEEDING

27. The fee for the review, assessment and recognition of grades given earlier, in accordance with RPLWE procedure is approved and amended by the Board of NPA Eesti Euroinfo Ühing.

VII QUALITY ASSURANCE OF RPLWE PROCEEDING

28 The applicants requesting recognition of prior learning outcomes and work experience under the RPLWE procedure are granted general counselling, presence at the procedural acts if necessary. If necessary, EuroAcademy supports application for additional information and provides legal aid free of charge.

29. The coordination of RPLWE is within the competence of the Office of Academic Affairs in cooperation with the faculties and heads of curricula.

30. The supervision of the performance of the RPLWE procedure and making proposals for amendments to the procedure if necessary is the competence of the Academic Vice-Rector.

31. The RPLWE Committee is formed of the representatives of faculties and experts.

The Head of the Office of Academic Affairs acts as the secretary of RPLWE Committee.

VIII IMPLEMENTING PROVISIONS

This RPLWE procedure is a supplement to the EuroAcademy's Study Regulations, Chapter 6 and replaces it as a separate document.

EUROACADEMY RULES OF PROCEDURE OF THE COMMITTEE FOR RECOGNIZING PRIOR STUDIES (RPLWE)

1. The RPLWE Committee of EuroAcademy (hereinafter the Committee) is established for the assessment of the learning outcomes and work experience and other informal education of the students entering EuroAcademy, having been acquired in other educational and training institutions and other informal education and transforming thereof into the study volume of the curriculum of the acquired specialty.
2. The RPLWE Committee of the EuroAcademy is established upon the decree (order) of the Rector.
3. The Committee includes two representatives of the major specialty recommended by the council of each faculty. If necessary, the Committee may engage experts from EuroAcademy or outside the Academy.

4. The Academic Vice-Rector acts as the chairman of the Committee, the Head of the Office of Academic Affairs acts as the secretary.
5. The Committee adheres to the RPLWE procedure established in the EuroAcademy in its activities.
6. The working procedure of the Committee is a working meeting. The decisions passed by the working meeting are recorded. The original copies of the minutes are kept in the Office of Academic Affairs, and the copies in the faculties.
7. The documents of the working meeting of the Committee are prepared in cooperation of the Office of Academic Affairs and the particular faculty on the basis of a personal application of each particular student.
8. RPLWE Committee sessions take place in the periods 01 – 10 November and 01 – 10 March. The Senate of EuroAcademy may, by way of an exception, prescribe different terms for proceeding applications while implementing RPLWE.
9. The application of a student for recognition of learning outcomes and work experience together with the required additional materials is submitted to the Office of Academic Affairs, then to the faculty and RPLWE Committee.
10. The Committee passes the decision within the period of one month after the deadline for submitting the applications specified in Clause 8 of these work rules, as a rule.
11. The working rules of the Committee are approved, and amended if necessary, by the Rector of EuroAcademy.

Annex 1. APPLICATION for recognising prior studies and work experience for the completion of the curriculum

Reg. No.

**EuroAcademy
APPLICATION**

for recognising prior studies and work experience for the completion of the curriculum

APPLICANT'S PERSONAL DATA

Given name <i>(in block letters)</i>	
Surname <i>(in block letters)</i>	
Personal Identification Code	
Address <i>street, house, flat/ farm name, parish, village postal code, city/ county</i>	
Contact telephone(s)	
E-mail address	
Study level	Professional higher education Master's study
Student's credit card No:	Year of admission:
Title and code of the curriculum:	Secondary specialty:

GENERAL DATA OF APPLICATION

I am applying for the recognition of subjects for completing the curriculum					
On the basis of prior studies in the volume of:	ECTS				
On the basis of the work experience:	ECTS				
on the basis of in-service training in the volume of:	ECTS				
Total volume:	ECTS				
<i>(leave the unsuitable variant blank)</i>	<i>(volume in numbers)</i>				
Pursuant to annex(es): <i>(please select suitable)</i>	<table border="1"> <tr> <td>Annex 1 (recognition of subjects)</td> <td>Annex 2 (recognition of work experience)</td> </tr> <tr> <td>Annex 3 (recognition of in-service training)</td> <td></td> </tr> </table>	Annex 1 (recognition of subjects)	Annex 2 (recognition of work experience)	Annex 3 (recognition of in-service training)	
Annex 1 (recognition of subjects)	Annex 2 (recognition of work experience)				
Annex 3 (recognition of in-service training)					
Documents appended					
<i>(name e.g. diploma supplement, certificate, results report, subject syllabus, curriculum, job description, self-analysis, portfolio, creative work etc.)</i>					

I hereby certify the correctness of the data provided.

Date:.....

Applicant's signature:.....

(Completed by the person accepting the documents)

Notes:

Person accepting the

documents:

(name, signature, date)

Decision transferred: **Applicant's signature:**.....

(signature, date)

Annex 2. Recognition of subjects

EuroAcademy

Annex 1 (recognition of subjects) to the application No.....

RECOGNITION OF SUBJECTS							DECISION <i>(to be completed by the RPLWE Committee)</i>				
Subject/module in the curriculum	Subject/module completed Subject applied for, code, volume, module/						Decision	Subject recognised, code, module	Volume (ECTS)	Grade	
Subject applied for, code, volume, module/ module, volume	Title of subject/module in Estonian and in English	Code	Volume	Grade	Date	Educational institution in Estonian and English/ Lecturer					
							<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Justification (completed by the Faculty Dean):							Assessor (name, signature):				
							<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Justification (completed by the Faculty Dean):							Assessor (name, signature):				

								<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Justification (completed by the Faculty Dean):							Assessor (name, signature):					
								<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Justification (completed by the Faculty Dean):							Assessor (name, signature):					
								<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Justification (completed by the Faculty Dean):							Assessor (name, signature):					

Documents attesting to the completion of studies: (please list, e.g. results report, diploma supplement, diploma, certificate, subject syllabus, curriculum, etc.) _____

I hereby certify the correctness of the data provided.

Date: _____	Applicant's signature: _____
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CONFIRMATION OF THE DECISION: Date: _____ Chairman of RPLWE Committee _____
(name, signat.)

Annex 3. Recognition of independent studies

EuroAcademy

Annex 2 Recognition of work experience/ independent studies to the application No. _____

Student _____

Faculty _____

I APPLY FOR THE ACCREDITATION OF A SUBJECT/ MODULE ON THE BASIS OF WORK EXPERIENCE/ INDEPENDENT STUDIES:

DATA REGARDING THE SUBJECT/MODULE APPLIED FOR

Subject applied for/ module applied for	Code	Volume	Module	Decision <i>(to be completed by the RPLWE Committee)</i>

				Volume ECTS	Decision
					<input type="checkbox"/> recognised <input type="checkbox"/> not recognised
Justification (completed by the Faculty Dean)				Assessor (name, signature):	

DATA REGARDING WORK/ INDEPENDENT STUDIES

Name and contact data of the enterprise:	
Beginning and end of employment relationship: <i>(Date and year)</i>	
Job/ role:	
Tasks: <i>(please describe your tasks and obligations that you performed for the particular position)</i>	
Skills and competencies acquired from work	

<p>experience/ independently: <i>(Please describe the experiences and/or roles that are relevant regarding the learning outcomes or competencies of the subject/module, all outcomes/competencies).</i></p>	
<p>Analysis of the knowledge and skills gained from experience <i>(Please analyse what you have learned from experience and the relevance thereof in regard of the curriculum)</i></p>	

Extend the cells and add pages, if necessary, provide all data regarding each enterprise or organisation while describing several jobs or non-profit organisations.

Compulsory documents appended attesting the experience:

- 1.
- 2.
- 3.
- 4.

(please list, e.g. self-analysis, portfolio, job description, creative work, letter of reference, an excerpt from the job register, certificate etc.)

I hereby certify the correctness of the data provided.

Date:

Applicant's signature:

CONFIRMATION OF THE DECISION

Date:	Chairman of RPLWE Committee _____ <i>(name, signature):</i>
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Annex 4. Recognising in-service training

EuroAcademy

Annex 3 (recognition of in-service training) to application No.....

RECOGNITION OF IN-SERVICE TRAINING							Decision <i>(to be completed by the RPLWE Committee)</i>				
Subject/module in the curriculum	In-service training completed						Decision	Recognised subject, code, module	Volume (ECTS)	Grade	
Subject applied for, code, volume, module/module, volume	Title of in-service training in Estonian and in English	Code	Volume	Grade	Date	Institution issuing the certificate in Estonian and in English/					
							<input type="checkbox"/> Recog. <input type="checkbox"/> Not recog.				
Skills and competencies acquired in in-service training <i>(Please describe and analyse what you have learned in in-service training and the relevance thereof in regard of the curriculum)</i>											
Justification <i>(completed by the faculty dean):</i>							Assessor (name, signature):				

Extend the cells, if necessary, provide all data regarding each training while describing several in-service trainings.

Documents appended: _____

(Please list, e.g. results report, certificate, subject syllabus, self-analysis etc.)

I hereby certify the correctness of the data provided.

Date:	Applicant's signature:
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CONFIRMATION OF THE DECISION

Date:	Chairman of RPLWE Committee (<i>name, signature</i>):
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Annex 5. Decision of the RPLWEWE Committee

EuroAcademy

Committee of Recognition of Prior Learning and Work Experience

Decision No.

In response to the application No..... the Committee
(given name and surname of the applicant)

Annex No.	Decides to recognise for the completion of the curriculum:	To recognise:	Not to recognise:	
1.	Based on prior studies in the volume:			ECTS
	Incl. abroad			ECTS
2.	Based on work experience in the volume:			ECTS
	Incl. abroad			ECTS
3.	Based on in-service training in the volume:			ECTS
4.	To recognise in combination*:			ECTS

	TOTAL:			
	<i>(delete or cross out the unsuitable)</i>	<i>(volume in numbers)</i>	<i>(volume in numbers)</i>	

**recognition in combination – a combination of prior learning and/or work experience and/or in-service training serves as the basis for recognising one subject.*

Justification of decision:

Recommendations to the applicant:

Date: Chairman of RPLWEWE committee:

(name and signature)

The decision has been delivered to the applicant: Applicant's signature

(date)