



EESTI
ETTEVÕTLUSKÕRGGKOO
MAINOR

**ESTONIAN ENTREPRENEURSHIP UNIVERSITY OF APPLIED SCIENCES
PROCEDURE FOR TAKING PREVIOUS STUDIES AND WORK EXPERIENCE INTO
ACCOUNT (RECOGNITION OF PRIOR LEARNING (RPL))**

APPROVED BY
EUAS Council
regulation no. 2.1.1.-24 of
17 November 2020

I GENERAL PROVISIONS

1. This procedure regulates the rules for recognising previous studies and work experience (hereinafter RPL) when completing a curriculum at the Estonian Entrepreneurship University of Applied Sciences (hereinafter EUAS).
2. EUAS may consider the following as part of completion of the curriculum:
 - 2.1 results of formal education completed at higher schools and other study and educational institutions;
 - 2.2 results of continuing education;
 - 2.3 work experience and learning results acquired during daily activity.
3. When taking into account previous studies and work experience, compliance of the acquired knowledge, skills and attitudes with the level of learning outcomes of the EUAS curriculum, module or subject is assessed. Elective or optional courses applied for recognition must also support the fulfilment of the study objectives of the relevant curriculum.
4. Taking into account previous studies of a different educational level is possible only if the previously acquired knowledge is equal in terms of substance and level to the level of the learning outcomes of the relevant subject or module of the curriculum at EUAS, or if the student also has professional work experience at a relevant level in the subject field that supports achievement of the learning outcomes.
5. A decision concerning the suitability of the value and level of previous studies and work experience is made on a case-by-case basis.
6. The basis of taking into account previous studies and work experience can only be the actual completion of studies, i.e. in order for a course completed in another educational institution registered in RPL to be recognised, its recognition in EUAS must be applied for again.
7. The EUAS council may, upon a proposal by the head of academic affairs, adopt as an annex restrictions and a list of courses that are mandatory to be completed at EUAS and are not subject to the RPL procedure.
8. Restrictions on applying for RPL are set down in Annex 1 to this procedure.

II PRELIMINARY AGREEMENTS BETWEEN SCHOOLS

9. EUAS has the right to make preliminary agreements with partner schools for applying RPL within the framework of certain curricula based on the following principles:
 - 9.1. EUAS compares the relevant EUAS curriculum and courses with the curriculum and courses of the other school.

- 9.2. As a result of such a comparison, an agreement is made with the partner school to take into account at EUAS the courses being completed by students (or former students) who have studied in the respective curriculum. The comparison is a preliminary assessment and does not ensure automatic taking account of the courses when applying for admission.
- 9.3. Each student or alumnus of the partner school applies individually for the recognition of courses in accordance with the preliminary agreement of the schools and the principles and procedure set out in this RPL procedure.
- 9.4. EUAS has the right to impose additional conditions (incl. an exam) when recognising results in RPL.
- 9.5. EUAS has the right to refuse recognition of courses applied to be taken into account based on the preliminary agreement if the applicant fails to follow the agreed procedure or a reasoned suspicion arises concerning the achievement of the learning outcomes by the applicant during the relevant courses.
- 9.6. Based on the preliminary agreement made between the schools, taking into account courses being applied for recognition may be more favourable or free for the student. The size of the fee or no fee is specified in the agreement concluded between the schools.

III CONSULTING

10. EUAS ensures a consulting process for a student (hereinafter applicant) who has applied for RPL. Consulting concerning the administrative questions of RPL is provided by a consultant of the study department or a senior consultant (hereinafter RPL consultant.). In questions concerning the content of RPL of a course requested to be transferred, the consultant is either the head of curriculum or the head of the module.
11. The RPL consultant supports an RPL applicant by:
 - 11.1. explaining to him or her the EUASs RPL regulations, including requirements adopted for applications and certifying materials and the EUASs RPL procedure;
 - 11.2. giving advice on how to fill in the application and put together the package of certifying materials;
 - 11.3. informing the applicant, if necessary, about deadlines, prices and refunding rules concerning RPL.
12. The RPL consultant checks the submitted applications, compliance of data presented therein with the certifying materials and, if they are complaint, sends the applications for assessment. If a submitted application does not meet the requirements set by EUAS, the consultant has the right to return it to the applicant for the introduction of additional amendments.
13. The RPL consultant prepares the tuition fee set-off reports of the assessed and recognised RPL applications.

IV APPLYING PROCEDURE

14. A RPL applicant has a duty to:
 - 14.1. become familiar with the learning objectives and outcomes of the courses and modules within his or her curriculum;
 - 14.2. read thoroughly through the RPL procedure and rules;
 - 14.3. become aware, assess and analyse his or her competences (knowledge, skills, attitudes) acquired previously in relation to the learning outcomes of the courses and modules included in his or her curricula;
 - 14.4. submit a proper application by the deadline along with the required certifying materials;
 - 14.5. follow the status of his or her application in the study information system (SIS) and, if necessary, fulfil any additional conditions by the deadline given by the RPL assessor or RPL consultant. Failing fulfilment of additional conditions, the application can be declared unacceptable.
15. In order for recognition of previous studies and work experience, the applicant fills in an electronic application in the RPL environment of the SIS along with necessary certifying and additional materials (portfolio, description of work experience, creative work, etc.).
16. The following officially attested documents could be the basis for certifying previous studies and work experience:
 - 16.1. in order to take account of the results of formal education (other higher school or vocational educational institution) given outside of EUAS, the applicant shall submit the diploma and diploma supplement or list of grades, an extract of the diploma supplement or of some other document certifying education (compliance of the grading system and level of education completed in a foreign state is approved by the ENIC/NARIC centre in Estonia) with the correct and full name of the relevant higher school or vocational educational institution, the name of the subject previously completed, its volume in credit points, the substance and learning outcomes of the subject, the result, date of completion, and the first and surname of the lecturer indicated;
 - 16.2. in order to take account of continuing education, the applicant shall submit a continuing education certificate, which, similar to a document certifying formal education, must include the course name, its volume (credit points or hours), the first and surname of the person who provided continuing education and the name of the institution that provided continuing education, the time of continuing education, and the description of the substance and learning outcomes of the education undergone;
 - 16.3. in order to take account of professional work experience, the applicant shall submit a statement(s) confirming the place of work and length of employment (for example, an extract from the employment register of the Estonian Taxation and Customs Board) and a portfolio requested by EUAS in the appropriate form (description of working experience or creative work that attests to the achievement of the required learning outcomes).

17. If the original document certifying previous studies and/or work experience is not in the Estonian, Russian or English language, a translation of the original document into the English language must be submitted, the correctness of which having been attested by the issuer of the relevant document or notary.
18. The RPL application for taking account of previously completed formal education or continuing education must comply with the following requirements:
 - 18.1. the application is prepared correctly;
 - 18.2. the data presented in the application are correct and complete;
 - 18.3. the application clearly sets out the applicant's analysis of compliance of his or her knowledge acquired previously or previous work experience with the learning outcomes of the speciality/subject/module he or she is in the process of acquiring;
 - 18.4. the application is submitted along with necessary additional documents that have been uploaded into the electronic environment and enable the assessor to assess the compliance of the knowledge previously acquired or previous work experience with the learning outcomes of the EUAS curriculum or parts thereof;
 - 18.5. the application is submitted by the deadline. The deadline for repeat application has been coordinated with the RPL consultant.
19. The RPL application for taking into account of professional work experience or portfolio must meet the following requirements:
 - 19.1. professional work experience corresponds to the course applied for recognition;
 - 19.2. the work duties are described and analysed based on the learning outcomes of the course or module applied for recognition;
 - 19.3. the portfolio is correctly put together and all required parts have been fulfilled. The text is structured, systemised, substantial, analytical, and clearly and eligibly written.
20. When analysing a RPL application, special attention is paid to the analysis of what the applicant has learned from their experience. The portfolio clearly shows the development of the applicant: what has been learnt through experience, which competences have been acquired, and how they relate to the achievement of the objectives of the curriculum and learning outcomes.
21. A RPL application is submitted by the deadline set out in the academic calendar, ensuring timely processing of the application.
22. Starting from the second semester, recognition of course(s) through the RPL procedure must be applied for no later than by the deadline of RPL applications immediately before the beginning of the relevant semester. Applications for the recognition of course(s) of the first semester are submitted no later than by the first deadline for RPL applications of the same semester.

V ASSESSMENT

23. A RPL application is assessed by the lecturers of the assessed courses or heads of module/heads of curricula. Internships are assessed by the head of curricula. In exceptional cases, the RPL assessment is carried out by the RPL assessment committee.
24. The RPL assessment committee has been approved by an order of the EUAS head of academic affairs. The RPL assessment committee comprises competent lecturers. If necessary, experts outside of the university will be engaged in the assessment process.
25. The EUAS RPL assessors and assessment committee work in compliance with the following assessment principles:
 - 25.1. Learning outcome of experience rather than experience itself is assessed based on the certifying materials submitted by the applicant.
 - 25.2. The compliance of previous studies or work experience with the learning outcomes and objectives of EUAS curricula is assessed.
 - 25.3. The compliance of previous studies or work experience with the level of education being acquired by the applicant is assessed.
 - 25.4. A holistic approach is taken (formal and informal (incl. through work experience) when assessing the results of study, taking into account that one method of learning may partly or completely compensate another method, and the general competences (transferrable) are also taken into account).
 - 25.5. The assessment is conducted impartially and independently (incl. the committee does not assess the applicant more strictly than a regular student).
26. The RPL applications are usually processed within one month from the deadline set out in the academic calendar for the submission of applications.
27. The RPL assessors may impose additional conditions to an applicant: request submission of additional documents, give practical exercises to assess the applicant's previous studies or professional work experience, interview the applicant, or assess his or her competences with some other method. If an applicant has used the same subject that he or she has completed previously in more than one application, the RPL assessors take into account only the first application and the others will be deleted.
28. If applications are submitted outside of the deadline set out in the academic calendar or if additional conditions are imposed during the assessment, the applicant has to expect the assessment period to be longer.
29. The RPL coordinator enters the decision either of recognition or non-recognition of previous studies and/or work experience in the RPL environment of the SIS to the relevant application. The applicant is notified of the final decision electronically through the SIS.
30. In order for internships to be taken into account, the applicant has an obligation to undergo a public defence of internship, usually together with other students who are completing their regular internship.

31. Applications are not assessed during the winter and summer holiday period.
32. The RPL assessors are responsible for the assessment quality.

VI RECOGNITION

33. When formal education (official education) is taken into account, the date, name of the lecturer and the grade received in the subject in the previous educational institution are entered into the students electronic record book. If the grading systems of the schools are different, the student has to first submit the grading system applied at the respective school at the time of his or her studies (incl. when study results received at schools of foreign states are taken account), according to which the conformity of the grade with the EUAS grading system is ensured. Failure to submit a description of the grading system is only justified if the specific school does not have a description of their grading system. In such a case, the assessment result is entered as a pass grade into the students electronic record book.
34. When taking into account continuing education, the previous grade (if continuing education was completed ending with an exam or a test; in other cases, the grade is marked pass), the date the certificate attesting the passing of the course was issued and the name of the lecturer is entered into the students electronic record book. Twenty-six hours of continuing education is deemed equal to 1 ECTS credit point, if the volume is not indicated in ECTS credit points on the certificate.
35. When taking into account professional work experience, the assessor marks the course as passed without a grade. The result pass and the date of the assessment decision and the name of the assessor are entered into the student.s electronic record book. When applying for recognition of internships based on work experience, a public defence of the internship must be passed (see clause 30).
36. If there is a wish for a previous course to be partly recognised as part of the EUAS course, it is possible with an agreement between the applicant and the lecturer of the respective course and no RPL application has to be submitted.
37. Non-recognition of previous studies and work experience may be based on the fact that due to the specifics of the relevant subject it may become obsolete quickly or noncompliance with the objectives of the module and the learning outcomes.
38. If the applicant does not agree with the decision, he or she has the right within one week of the announcement of the decision to submit a written appeal to the study centre addressed to the name of the head of academic affairs. Appealing decisions made in connection with RPL are subject to the procedure set down in the EUAS regulation on the organisation of studies and the Administrative Procedure Act.

VII FEE FOR REVIEWING OF APPLICATION

39. A fee for submitting, assessing and recognising a RPL application is approved by the management board of AS EEK in their .Tuition fee and study service fees, document.

40. A fee for submitting, assessing and recognising a RPL application is calculated after the decision on recognition/non-recognition of RPL has been entered in the RPL environment of the SIS to the relevant application.

VIII QUALITY INSURANCE

41. EUAS ensures to an RPL applicant the availability of necessary information and consulting services, consistent implementation of the RPL procedure, and the competence and independence of the persons conducting the assessment.
42. The RPL coordinator is responsible for the overall coordination of RPL, and if necessary the head of academic affairs makes suggestions for amending the terms and conditions and the RPL procedure.

IX IMPLEMENTING PROVISIONS

43. The previous versions of the Estonian Entrepreneurship University of Applied Sciences Procedure for Taking into Account Previous Studies and Work Experience (RPL), is repealed.

Annex 1. RPL restrictions at EUAS

Appropriateness of the knowledge and skills previously acquired

1. The knowledge acquired previously is valid and appropriate in the current time. When recognising prior learning, the validity and appropriateness of prior learning is specifically observed in relation to subjects which have contents that are rapidly changing and becoming obsolete in a short time:
 - 1.1. If a student has gained professional work experience in the respective subject field, usually the previous course is considered suitable in the context of the current course or module in terms of the learning outcomes. Work experience must be proven in accordance with Chapter III of this document.
 - 1.2. If a student does not have any professional work experience in the respective subject field, the committee has the right to check whether the applicant has maintained the level of knowledge and skills by way of an interview, test or some other task.

Volume appropriateness of previous studies

2. Assessment of previous studies is based on the correspondence of learning outcomes.
 - 2.1 If the volume of the course previously studied or the volume of continuing education is larger than the volume prescribed by the course included in the EUAS curriculum, it can be used to replace several courses of smaller volume or recognise the excessive ECTS credit points as elective or optional courses.
3. If the volume of the course, continuing education or work experience is smaller than the volume of the course prescribed in the EUAS curriculum or the required learning outcomes have not been achieved, the RPL assessor may issue a precept to the applicant listing the written papers, exams or courses and their volumes that he or she has to complete additionally for the fulfilment of the curriculum. The reduction in the volume of credit points when recognising courses must be compensated with elective courses in the appropriate volume.
4. The total volume in credit points of applications submitted in one academic year must not exceed the volume of the curriculum for one nominal year of study (60 ECTS).

Other restrictions

5. Previous studies and work experience are not recognised in the case of an EUAS final paper, a master's thesis or similar summative final projects.
6. It is only possible to recognise previous studies as elective courses to the extent prescribed by the curriculum.
7. Professional work experience is not recognised as an elective or optional course.