



## **Regulation on the Procedure for Recognition of Competences Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education**

APPROVED: at the Council meeting of the College of Law of 2 February 2018, Minutes No. 3-01/50,  
amendments to the Council meeting of the College of Law of 18 October 2018, Minutes No. 3-01/53

**Issued in accordance with**  
Section 59<sup>3</sup> of the Law on Higher Education Institutions  
and Section III of the Study Regulation of the College of Law

### **1. General Terms and Conditions**

- 1.1. The Regulation determines the procedure of the College of Law (hereinafter referred to as the CL) for assessment and recognition of learning outcomes achieved outside formal education, in previous education or professional experience (hereinafter referred to as learning outcomes) in compliance with the requirements of Cabinet Regulation No. 505 “Regulations on Recognition of Competences Developed Outside Formal Education or from Professional Experience and Learning Outcomes Achieved in Previous Education” as of 14 August 2018.
- 1.2. The CL assesses the learning outcomes achieved outside formal education, in previous education or professional experience and determines their relevance to the study programmes implemented by the CL; if they meet the relevant requirements of the study programmes implemented by the CL, they shall be recognised and the relevant credit points shall be awarded.
- 1.3. A person who is not a student of the respective study programme, after the recognition of the learning outcomes, may be matriculated in the respective study period of the study programme, if necessary, individually determining the volume of additional study courses or study modules to be acquired and respective examinations to be taken.
- 1.4. Matriculation of a person in the respective study period of the study programme may take place in compliance with the requirements of Cabinet Regulation No. 932 “Procedure for the Commencement of Studies at Later Stages of Studies” as of 16 November 2004.
- 1.5. A person is charged a fee for the recognition of his/her learning outcomes in compliance with the Tuition Fee Regulation of the CL.

### **2. Application**

- 2.1. Any person who is willing to receive the recognition of knowledge, skills and competences developed outside formal education, in previous education or professional experience shall submit an application for the recognition of his/her learning outcomes achieved to the CL Study Department.
- 2.2. The application shall specify:
  - 2.2.1. the name, surname and personal identity number of the person;

- 2.2.2. knowledge, skills and competences developed outside formal education, in previous education or professional experience;
  - 2.2.3. justification of the conformity of the knowledge, skills and competences developed outside formal education, in previous education or professional experience with the requirements of the relevant study programme or part thereof;
  - 2.2.4. the goal of the recognition of learning outcomes achieved outside formal education, in previous education or professional experience;
  - 2.2.5. the name of the educational establishment and of the educational programme or part thereof, the type of the professional experience acquired and the place where the knowledge, skills and competences were developed;
  - 2.2.6. the period during which the knowledge, skills and competences were developed or obtained;
  - 2.2.7. the name of the study programme, which recognises the knowledge, skills and competences developed outside formal education, in previous education or professional experience;
  - 2.2.8. personal contact information – the address of the place of residence to which the decision of the committee is to be sent, as well as the telephone number and e-mail address, if any.
- 2.3. Presenting the originals, a person encloses with the application copies of documents attesting knowledge, skills and competences developed outside formal education, in previous education or professional experience.

### **3. Provision for Recognition of the Learning Outcomes Achieved**

- 3.1. The following criteria shall be met for the learning outcomes achieved outside formal education, in previous education or professional experience to be recognised:
- 3.1.1. the documents presented contain clear, unambiguous and complete information on the learning outcomes achieved;
  - 3.1.2. at least one credit point can be awarded for the learning outcomes achieved;
  - 3.1.3. the person's previous education meets the requirements for admission to the relevant study programme;
  - 3.1.4. the person passes examinations in compliance with the decision of the committee and demonstrates knowledge, skills and competences corresponding to the requirements of the relevant study programme or part thereof.
- 3.2. Knowledge, skills and competences developed from professional experience may only be recognised:
- 3.2.1. in the part of the relevant study programme, which consists of internship; in addition, these learning outcomes must be achieved in the professional field corresponding to the thematic area of the study programme;
  - 3.2.2. in the study course or study module of the study programme, upon completion of which practical knowledge, skills and competences are acquired;
  - 3.2.3. for the recognition of knowledge, skills and competences developed from professional experience, an examination shall be taken in order to assess the acquired knowledge, skills and competences in accordance with the aim, tasks and learning outcomes of the relevant study field.
- 3.3. Recognising the learning outcomes achieved in professional experience, only 20 percent (up to 16 credit points) of the credit points of the professional study programme may be awarded.
- 3.4. Knowledge, skills and competences developed outside formal education and in previous education may be recognised if they correspond to the level of higher education and have been attained:
- 3.4.1. within the accredited study programme;
  - 3.4.2. at the vocational continuing education programme, professional development programme or other educational programme (except for basic education, secondary education), where

- the acquired knowledge, skills and competences correspond to the learning outcomes achieved in the study course or study module of the study programme;
- 3.4.3. in a separate study course or study module of the study programme, which the person has acquired as an external student;
  - 3.4.4. in the part of the study programme;
  - 3.4.5. in other forms outside formal education (except for study programmes corresponding to regulated professions).
- 3.5. One credit point for knowledge, skills and competences developed outside formal education, in previous education or professional experience may be awarded if they have been obtained through at least one week (40 academic hours) of education or professional activity;
  - 3.6. For the recognition of learning outcomes achieved outside formal education and in previous education (except for higher education), an additional examination shall be taken if the required number of credit points is obtained.
  - 3.7. Knowledge, skills and competences acquired and recognised outside formal education, in previous education or professional experience may not be counted as the final examination, state examination, and graduation examination – qualification examination of the relevant study programme.

#### **4. Committee on Recognition of Learning Outcomes**

- 4.1. The decision on the recognition of knowledge, skills and competences developed outside formal education, in previous education and/or professional experience is taken by the Study Course Revision Committee set up by the CL and approved by the Director of the CL.
- 4.2. The rights of the Committee:
  - 4.2.1. the Committee is entitled to request additional information, extending the decision period accordingly, if it does not have sufficient information to decide objectively and comprehensively on the recognition of learning outcomes achieved in previous education or professional experience;
  - 4.2.2. the Committee is entitled to verify the information provided to the actual circumstances;
  - 4.2.3. the Committee is entitled to impose additional examinations for the evaluation of learning outcomes in the following cases:
    - 4.2.3.1. if the documents submitted do not make it possible to assess with sufficient certainty whether the applicant has achieved the required learning outcomes;
    - 4.2.3.2. if the applicant is willing that the learning outcomes achieved in his/her professional experience shall be recognised as appropriate for the study course or study module, upon completion of which practical knowledge, skills and competences are acquired;
  - 4.2.4. the Committee is entitled to vote if at least half of its members are present at the meeting;
  - 4.2.5. the Committee shall take its decision by open ballot with a majority of the votes.
- 4.3. Obligation of the Committee is to review an application and make decision within one month after receipt of an application to the CL for the recognition or the refusal of recognition of knowledge, skills and competences developed outside formal education/previous education and/or professional experience. The decision is available at the CL.
- 4.4. The decisions made by Committees on Recognition of Learning Outcomes are registered in the register of the decisions of Committees on Recognition of Learning Outcomes.

#### **5. Decision Making**

- 5.1. The decision on the recognition of learning outcomes shall state:
  - 5.1.1. the number of recognised learning outcomes achieved in terms of credit points;
  - 5.1.2. the name of the study programme, module or study course, for which the credit points of the recognised learning outcomes are counted.

- 5.2. Decisions on the recognition of learning outcomes are recorded in compliance with the procedure laid down by the CL.
- 5.3. The decision and the supporting documents shall be enclosed with the person's file.
- 5.4. The decision of the Committee may be challenged by submitting an application to the Director of the CL and may be appealed in compliance with the procedure laid down in the Administrative Procedure Act.