

Basic version	Approved by	No. of Minutes/Decision	Date (YYYY/MM/DD)	Effective from (YYYY/MM/DD)
		Council	10/19	2019.12.17
Amendments	The "Regulations on the Acknowledgement of Study Results Acquired in Previous Education and Beyond Formal Education or in Professional Experience" in the edition of 19.06.2012 are hereby acknowledged to have become invalid.			



## **Regulations on the Acknowledgement of Study Results Acquired in Previous Education and Beyond Formal Education or in Professional Experience**

Developed in compliance with Cabinet Regulations No. 505 of 14.08.2018 and Sections 59<sup>2</sup> and 59<sup>3</sup> of the Law on Higher Education Institutions

### **I General provisions**

- 1.1. The Regulations govern the procedure by which Alberta College (hereinafter referred to as the AC) assesses the compliance of the study results achieved in previous education and beyond formal education or in professional experience with the contents and requirements of study programs implemented at the AC, as well as acknowledges them and assigns credit points.

### **II Application for the acknowledgement of study results achieved in previous education and beyond formal education or in professional experience**

- 2.1. The person who wishes to have their study results achieved in previous education and beyond formal education acknowledged shall submit an application regarding the acknowledgement of study results (Annex 1) to the College Director, stating:
- a) the person's name, surname and personal identity number;
  - b) the person's contact information – phone number and e-mail address;
  - c) the name of the study program in which the study results acquired in previous education are to be acknowledged;
  - d) the name of the previous educational institution and educational program or part thereof;
  - e) grounds for compliance of knowledge, skills and competencies acquired beyond formal education with the study results achievable within the respective study course or study module of the study program;
  - f) the time period in which the knowledge, skills and competencies have been acquired.
- 2.2. The person who wishes to have their study results achieved in professional experience acknowledged shall submit an application regarding the acknowledgement of achieved study results (Annex 2) to the College Director, stating:
- a) the person's name, surname and personal identity number;
  - b) the person's contact information – phone number and e-mail address;
  - c) the name of the study program in which the study results acquired in professional experience are to be acknowledged;
  - d) goals for acknowledging knowledge, skills and competencies acquired in professional experience;

- e) grounds for compliance of knowledge, skills and competencies acquired in professional experience with the study results achievable within the respective study course or study module of the study program;
  - f) the time period in which the knowledge, skills and competencies have been acquired.
- 2.3. The person shall annex photocopies of documents to the application which confirm the knowledge, skills and competencies acquired in previous education and beyond formal education or in professional experience. The person is obligated to present the original copies of such documents.
- 2.4. The application and documents annexed thereto shall be submitted in printed form or as a digital document in compliance with laws and regulations on the execution of digital documents.

### **III Composition of the Commission for acknowledging study results achieved in previous education and beyond formal education or in professional experience, and the approval procedure thereof**

- 3.1. The College Director shall form the Commission (Commissions) for acknowledging study results achieved in previous education and beyond formal education or in professional experience, in the following fields according to study directions:
- a) business, finance, accounting and administration;
  - b) communications;
  - c) information technologies;
  - d) law;
  - e) tourism.
- 3.2. The Commission shall be composed of at least two members, with the mandatory inclusion of:
- a) the head of the study direction of the respective field at the AC, or a study program director;
  - b) a study course teacher in the field (only in the Commission for acknowledging accomplishments in professional experience);
  - c) methodologist of the Study Department (only in the Commission for acknowledging study results achieved in previous education and beyond formal education);

### **IV Decision-making**

- 4.1. The acknowledgement procedure shall be commenced on the basis of the documents submitted by the person, stated in Articles 2.1 and 2.2 of these Regulations.
- 4.2. The Commission shall be entitled to inspect the compliance of the information and data provided with facts.
- 4.3. If insufficient data is at the Commission's disposal to objectively and comprehensively decide on the results achieved by the person, the Commission shall be entitled to request additional information, extending the decision-making term accordingly.
- 4.4. Upon receiving an application, the Commission shall review it and make a decision:
- a) within one month about the acknowledgement (or rejection) of study results achieved in previous education and beyond formal education;
  - b) within four months about the acknowledgement (or rejection) of study results achieved in professional experience.
- 4.5. In their decision on acknowledging the achieved results, the Commission shall indicate the name of the study module or study course and the amount of credit points assigned. The

decision shall be entered into a registration journal and into the personal file along with substantiating documents. The decision shall be sent to the applicant via e-mail.

- 4.6. A decision of the Commission may be appealed within 10 business days since the day of receiving the decision by application to the College Director, and it may only be appealed pursuant to the provisions of the Administrative Procedure Law.
- 4.7. In order for the study results achieved in previous education and beyond formal education or in professional experience to be acknowledged, the following criteria must be met:
  - 4.7.1. general criteria:
    - a) the presented documents contain clear, explicit and full information on the acquired or obtained knowledge, skills and competencies;
    - b) at least one credit point may be assigned for acknowledged acquired or obtained knowledge, skills and competencies;
    - c) the previously acquired formal education of the person meets admission requirements of the respective study program;
    - d) the person has presented knowledge, skills and competencies meeting the requirements of the respective study program or a part thereof in the additional tests indicated by the decision of the Commission;
    - e) study results achieved in previous education and beyond formal education or in professional experience shall not be credited as the final examination and qualification paper of the respective study program.
  - 4.7.2. study results achieved in professional experience may only be acknowledged:
    - a) in the internship portion of the study program;
    - b) in the event that the professional experience has been at least six months long;
    - c) for such study results achievable within a study course or study module of a study program that confirm the obtained practical knowledge.
  - 4.7.3. knowledge, skills and competencies acquired beyond formal education may be acknowledged if they match the level of higher education and have been acquired:
    - a) in a further education program, professional advancement education program or another educational program (except primary education, secondary education and higher education-level educational programs) providing knowledge, skills and competencies that match the study results achievable in the study course or study module of a study program;
    - b) other ways beyond formal education (for example, self-learning). Knowledge, skills and competencies acquired in such forms of education may be acknowledged in study programs that prepare specialists in regulated professions only for such study results achievable in a study course or study module of a study program that confirm the acquired theoretical knowledge.
- 4.8. The Commission may indicate additional tests (for example, a presentation of internship assignments) for assessing study results in the following events:
  - a) the submitted documents do not give sufficient grounds for assessing whether the applicant has achieved the necessary study results;
  - b) the applicant wishes for their study results acquired in professional experience to be acknowledged as appropriate for the study course or study module, in the acquisition of which they would obtain practical knowledge, skills and competencies.
- 4.9. One credit point may be assigned for knowledge, skills and competencies acquired beyond formal education or in professional experience, if they have been acquired in an educational process of at least one week (40 academic hours).

- 4.10. The acknowledgement of study results achieved in previous education and beyond formal education or in professional experience is a paid service, and the fee is stipulated by the "Regulation on Tuition Fees and Other Charges at Alberta College".

## **V Other provisions**

- 5.1. The *"Regulations on the Acknowledgement of Study Results Acquired in Previous Education and Beyond Formal Education or in Professional Experience"* in the edition of 12.06.2012 are hereby acknowledged to have become invalid.

To the Study Department of Alberta College  
To the Commission on acknowledging study results  
achieved in previous education

## APPLICATION

for the acknowledgement of study results achieved in previous education

I hereby ask to acknowledge study results achieved in previous higher education.

### 1. Applicant information

1.1.	Name, surname	
1.2.	Personal identity number	
1.3.	Mobile phone No.	
1.4.	E-mail address	
1.5.	Study program and specialization at Alberta College	

### 2. Information on results achieved in previous education

2.1.	Name of the educational document (diploma, academic statement, etc.)	
2.2.	Name of the educational institution	
2.3.	Study program	
2.4.	Level of education (first level higher education, bachelor, master)	
2.5.	Qualification obtained (if any)	

### 3. Information on results achieved in previous education

3.1.	Name of the educational document (diploma, academic statement, etc.)	
3.2.	Name of the educational institution	
3.3.	Study program	
3.4.	Level of education (first level higher education, bachelor, master)	
3.5.	Qualification obtained (if any)	

*The fee for acknowledging study results achieved in previous education is 30 EUR pursuant to the Regulation on Tuition Fees and Other Charges at Alberta College.*

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, Surname)

**Filled in by the Director**

To the Director of  
ALBERTA COLLEGE  
**V. Stíže-Škuškovníka**

- Approve
- Reject
- Issue an order
- Approve upon fulfilling conditions
- Pay financial debt
- Settle academic debt
- Send credit changes
- Enter changes into the base
- Inform the student

\_\_\_\_\_ from  
\_\_\_\_\_ year

\_\_\_\_\_  
(study program)

\_\_\_\_\_  
(group code)

Director

V. Stíže-Škuškovníka

student \_\_\_\_\_  
(name, surname)

Personal identity  
number \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone \_\_\_\_\_

**Application**

I hereby ask to credit the study internship due to the fact that my duties carried out at the workplace match the internship assignments.

Annexed: statement from the workplace and job description

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name, Surname)

APPROVED BY

College internship supervisor

Date