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THE TERMS AND PROCEDURE OF THE ACCREDITATION OF PRIOR AND EXPERIENTIAL LEARNING

I. GENERAL PROVISIONS

1. This document coordinates the terms and conditions for submitting applications for and evaluating the accreditation of prior and experiential learning (hereinafter APEL) upon fulfilling the Master level, professional higher education, vocational level and continuing education curricula at the Estonian Academy of Security Sciences (hereinafter the Academy).
2. Upon implementing the APEL, the aims and principles stated in the professional higher education standard and vocational education standard are taken into consideration.
3. The Academy may recognise prior degree studies or continuing education courses completed at different educational or training institutions and the matters learnt individually through one's work experience, everyday and free time activities.
4. A graduation thesis and a final examination shall not be recognised as prior and experiential learning. Elective modules and subjects of elective modules that cannot be recognised in the framework of APEL shall be confirmed with the directive of the Vice Rector for Academic Affairs.
5. Recognising prior and experiential learning cannot be based on what already has been recognised in the APEL framework.
6. If the subjects or modules transferred in the framework of APEL were originally of smaller volume, the learner must take additional elective courses or modules to fulfil the volume of the curriculum.
7. Reviewing and evaluating the application is free of charge for the applicant. No tuition fee is taken for the subjects transferred in the framework of APEL.
8. Statistics related to the application and recognition of APEL, as well as keeping the respective records, is in the responsibility of the Department of Academic Affairs. They also develop the process continuously and monitor its compatibility with this document.
9. APEL applications, decisions and annexes are maintained in the study information system.
10. Guidelines for applying for and evaluating APEL are available on the Academy's website.

II. APPLICATION

11. Submitting the application is voluntary and it relies on the learner's will. It is possible to submit an APEL application during an academic leave, but the recognised credit points shall be transferred to the learner's academic performance record only after they come back from the academic leave and continue their studies.

12. The APEL application must be submitted electronically in the study information system within the period stated in the academic calendar. It is possible to apply for the recognition of these subjects, modules or internships that are not to be declared for the oncoming semester.

13. With their application, the applicant encloses materials that prove their competencies. These materials may be different documents certifying their prior learning or work experience. Upon applying for the recognition of prior work experience or individually learned matters, the learner also needs to submit an analysis of the previously learned matters.

14. The applicant submits and properly confirms the completed application within the application period in the study information system. The applicant is responsible for the validity and completeness of the data and documents submitted. The learner is responsible for providing evidence for their prior and experiential learning. If the application has not been filled in correctly, a term for eliminating the deficiencies shall be stated. Should the deficiencies remain, the application shall not be reviewed.

15. It is not needed to apply for the APEL if the learner wishes to transfer the modules and subjects they took as a visiting student to another educational institution the Academy has previously approved, or if the learner is re-matriculated.

16. APEL-related requirements and deadlines shall be announced and application-related advice is provided by the academic assistant. The applicant has a right to address their curriculum and/or area-specific APEL-related questions to the lecturer of the respective subject, to the head of curriculum or to a member of the APEL Committee. In order to obtain general APEL-related information or solve related problems, the learner turns to the Department of Academic Affairs.

III. EVALUATION AND THE FORMALISATION OF A DECISION

17. The APEL application is evaluated in the study information system by the Committee of the Accreditation of Prior and Experiential Learning (hereinafter the APEL Committee) established by the Director of the College or the Head of the Institute. The Committee is of representatives of the academic personnel, non-academic personnel, if needed, and a representative of the Department of Academic Affairs. The APEL Committee is chaired by the head of the College or curriculum. Dependent on the submitted applications, members of the Committee have a right to involve experts into the work of the APEL Committee.

18. A member of the APEL Committee participates in the committee processing a certain application only if the application includes topics, subjects, modules or internships that are connected with their area of teaching. The APEL Committee constitutes a decision-making body if the evaluation is carried out by the chairman of the committee, an employee of the Department of Academic Affairs and the person responsible for teaching the topic, module, internship or subject applied for.

19. Upon evaluating the prior learning, a combination of evaluation methods is used: interview, demonstration, observation etc. Upon implementing the APEL, learning outcomes do not have to be reassessed and the regular exam or credit test of this specific topic does not have to be taken.

20. The APEL Committee makes their decision and indicates whether the application proved to be successful or unsuccessful in the study information system within 30 days after the end of the application period. The Committee has a right to ask the applicant for additional documents proving they have acquired the respective competencies. In the case referred to, the Committee may extend the period of reviewing the application by 30 additional days.

21. To recognise the topic, subject, module or internship in the framework of APEL, all its learning outcomes must be acquired. If the learner has acquired the learning outcomes of the subject, topic, module or internship only partially, it is possible to implement APEL partially, too. In such case, the decision shall precisely establish which learning outcomes have been acquired and what the learner must do in addition to acquire all the learning outcomes.

22. The previous learning activities / acquired competencies shall be evaluated as a whole, independent from how they were acquired. Insignificant differences in the volume and content of the previous learning activities, also differences in assessment, components of the learning or the checking of the learning outcomes shall not be crucial upon making a positive decision. In justified cases, the time of learning may be considered upon evaluation.

23. Evaluation shall be based on the compatibility of the applicant's competencies with the learning outcomes or assessment criteria of the module, internship or subject.

24. Upon recognising one's prior learning, the assessment results shall not be modified. If in the course of the previous learning the learning outcomes were not assessed distinctively, non-distinctive assessment shall be implemented. Non-distinctive assessment shall also be implemented if the assessment has been carried out in an incomparable assessment system. In the case of partial APEL, the assessment result shall be marked similarly with the regular conduct of studies.

25. The decision about partial acceptance or non-acceptance must be motivated.

IV. SIMPLIFIED APPLICATION PROCEDURE

26. The simplified APEL constitutes the repetitive cases the APEL Committee has agreed on after comparing the learning outcomes and making the decision. These cases may involve studies conducted on a different level of education, work-related continuing education training sessions and acquired professional qualifications.

27. In the case of the simplified APEL procedure, the learner submits their request in free form and the evidence material required by the APEL Committee.

V. CHALLENGING

28. Challenging the APEL decisions shall be conducted similarly with the challenging of other study organisation related decisions. A more specific procedure of it is brought in the "Study Regulations" of the Estonian Academy of Security Sciences.