

Approved by a resolution of the Senate
of the Senate of the University of Trade and Services
No. 02/09/2020
dated 30.09.2020.

REGULATIONS

**validation of learning outcomes
organised or not organised institutionally
outside a system of study**

§1

General provisions

1. The Regulations specify the principles for the confirmation of learning outcomes, including the procedure for the appointment of the Commission for the Confirmation of Learning Outcomes and the Appeal Commission for the Confirmation of Learning Outcomes, as well as the procedures for the confirmation of learning outcomes.
2. The provisions of the Regulations apply to individuals applying for the confirmation of learning outcomes.
3. The provisions of the Regulations apply to the confirmation of learning outcomes for first- and second-cycle programmes.
4. The University, for the proceedings associated with the confirmation of learning outcomes, charges the applicant fees in an amount determined by the Chancellor's Order on charging fees.

§2

Terms used in the regulations shall mean:

1. Learning outcomes - the body of knowledge, skills and social competences acquired in the process of learning outside the system of studies;
2. Confirmation of learning outcomes - confirmation of the relevant learning outcomes contained in the educational programme for a particular field, level and profile through the completion of courses, internships and camps that meet these learning outcomes (on the basis of knowledge, competences and skills acquired through organised and non-organised institutional learning);
3. ECTS credits - credits defined in the European Credit Transfer and Accumulation System as a measure of the average student workload required to achieve the expected learning outcomes;
4. Curriculum - a description of coherent educational results defined by the institution, in accordance with the Polish Qualification Framework for Higher Education, and a description of the educational process leading to the achievement of these results, together with the ECTS points allocated to the individual modules of this process;

5. Institutionally organised learning - organised learning resulting from planned activities in terms of learning purpose and time, in particular, courses and workplace training, foreign language learning and learning with the use of open educational resources
6. Non-institutionally organised learning - learning not organised in terms of purpose and time, resulting from work-, family- or leisure-related activities, in particular the acquisition of vocational and social skills;
7. Applicant - candidate or student seeking confirmation of the effects of learning organised or unorganised institutionally outside the study system.

§ 3

Rules:

1. The learning outcomes can be validated by:
 - 1) a person possessing a secondary school leaving certificate and at least five years of professional experience - in case of applying for admission to first cycle studies;
 - 2) a person who holds a Bachelor's degree or an equivalent degree and has at least three years of professional experience after the completion of first-cycle studies - in the case of applying for admission to a second-cycle programme;
 - 3) a person who has a master's degree or an equivalent degree and at least two years of professional experience after the completion of a second-cycle programme - in the case of applying for admission to another first-cycle or second-cycle programme.
2. As a result of the confirmation of learning outcomes, a student may be credited with no more than 50% of the ECTS credits allocated for a given study programme of a particular field, level and profile of education.
3. The University does not create "shortened" curricula for those accepted as a result of the confirmation of learning outcomes, nor does it create separate groups of students educated according to separate curricula. Persons accepted for studies as a result of the confirmation of learning outcomes are included in the regular course of study.

§4

Bodies conducting proceedings for the confirmation of learning outcomes:

1. Decisions on the confirmation of learning outcomes are taken by the Rector.
2. The Rector's advisory body is the Commission for the Confirmation of Learning Outcomes, which is appointed by the Rector, immediately after the receipt of an *Application for the confirmation of learning outcomes acquired in the organized or unorganized institutional system outside the study system.*
3. The Chair of the Committee for the Confirmation of Learning Outcomes is the Vice-Chancellor for Academic Affairs.
4. The substantive assessment of learning outcomes is carried out by working groups for the validation of learning outcomes.
5. Working groups for the confirmation of learning outcomes may be established for subjects or groups of subjects by the Rector upon the proposal of the chairperson of the Committee for the Confirmation of Learning Outcomes.
6. The working groups for the validation of learning outcomes may include the academic staff conducting the course for which the applicant is applying.
7. The tasks of the Committee for the Confirmation of Learning Outcomes include:
 - presenting the results of the working groups to the Rector;
 - monitoring the process of validation of learning outcomes;
 - overseeing the work of the working groups for the validation of learning outcomes;
 - to assess the quality of the work of the working groups for the validation of learning outcomes.
8. The Appeals Board for the Reconfirmation of Learning Outcomes, chaired by the Rector, is the appeal body against the decision of the Vice-Rector. The members of the Appeals Committee for the Confirmation of Learning Outcomes are appointed by the Rector from among the academic staff.

§5

Procedure for the validation of learning outcomes:

- 1 . An applicant submits a request for the confirmation of learning outcomes in accordance with the form attached as Annex 1 to these Regulations.
- 2 . The applicant shall attach to the application documents which make it possible to assess the applicant's knowledge, skills and social competences acquired in systems of organised or non-organised learning, such as:
 - matriculation certificate for first degree candidates;
 - a bachelor's degree with a supplement for candidates for the second cycle of studies;
 - a master's degree with a supplement for candidates pursuing a further course of study;
 - professional certificate;
 - other evidence of structured or unstructured institutional learning.
3. The application for the confirmation of the learning outcomes, together with the required attachments, is submitted by the applicant to the Rector's Office by 30 April each year.
4. By 10 May each year, the Rector appoints, on the proposal of the Chair of the Commission for the Confirmation of Learning Outcomes, working groups for the confirmation of learning outcomes.
5. If the Committee for the Confirmation of Learning Outcomes considers an application for the confirmation of learning outcomes to be incomplete, the applicant is obliged, at the request of the Committee, to supplement the application immediately, under the pain of leaving the application unprocessed.
6. After an analysis of the submitted documents, the chairperson of the Committee for the Confirmation of Learning Outcomes orders the conduct of examinations for the courses for which the applicant is applying for credit.
7. The examinations referred to in para. 6 are conducted by the academic teachers teaching the course the applicant is applying for credit for, or by another academic teacher appointed by the Vice-Rector for Academic Affairs. The thematic scope of individual examinations is determined by an examiner taking into consideration the curriculum for a given course within a given field of study.
8. The result of individual examinations is determined as positive or negative. A positive result means confirmation of the relevant learning outcomes through

passing the classes which realize these effects. A negative result of the examination or not taking the examination results in negative consideration of the application.

9. The Committee for the Confirmation of the Learning Outcomes recommends to the Rector the confirmation or non-confirmation of the learning outcomes on the basis of the analysis of the documents submitted by the applicant and the result of the examination.
10. In the cases referred to in paragraphs 5 and 6, the deadline for processing the application may be extended to 14 days.
11. By 30 May each year, the Rector makes a decision on the basis of the recommendation of the Committee for the Confirmation of Learning Outcomes to confirm or not to confirm the learning outcomes.

§6

Appeals:

- 1 . The Rector's decision may be appealed to the Appeals Board for the Confirmation of Learning Outcomes within 7 days of the delivery of the decision.
- 2 . The Appeals Board for the Confirmation of Learning Outcomes shall reach a decision within 21 days of the appeal being lodged.
- 3 . In case of reasonable doubt, the Appeals Committee for the Confirmation of Learning Outcomes shall refer the request for reconsideration to the Appeals Committee for the Confirmation of Learning Outcomes.

§7

Documentation of learning outcomes by the applicant:

An applicant may apply for validation of learning outcomes organised institutionally outside the study system if:

1. Presented certificates, diplomas or other attestations documenting participation in courses and trainings in which the workload incurred by the applicant is similar to the workload necessary to achieve the expected learning outcomes of the course for which the applicant is applying for credit, and, moreover, there is convergence of the course and training programme with

the programme of the courses and training courses corresponds to the thematic range indicated in the description of the course for which the applicant is applying for credit;

2. Applies for credit for a foreign language course and has presented a language certificate proving language proficiency at B2 level;
3. Requests credit for a foreign language class and has not presented a language certificate but has:

a document confirming the completion of higher education studies or postgraduate studies conducted in the territory of the Republic of Poland or abroad, if the language of instruction was only a foreign language

a document certifying the completion of higher education studies or post-graduate studies conducted in the territory of the Republic of Poland or abroad, if the language of instruction was only a foreign language - the language of instruction shall be recognized.

The documents presented must be up-to-date, issued within the last 10 years.

§ 8

An applicant may apply for validation of learning outcomes acquired in a non-institutionally organised system and for credit for courses if:

1. Submitted documents indicating the achievement of learning outcomes as a result of life and work experiences that are consistent with the learning outcomes indicated in the description of the course for which the applicant is applying;
2. Presented documents indicating the achievement of learning outcomes as a result of experiences gained through voluntary work and activity in social organisations which are consistent with the learning outcomes indicated in the description of the course for which the applicant is applying for credit;
3. Has participated in research, project or organisational work and has obtained the consent of the academic staff supervising this work, and if the participation in this work ensures the achievement of learning outcomes consistent with the learning outcomes indicated in the description of the course for which the applicant is applying

for credit;

4. Presented other documented learning outcomes consistent with the learning outcomes indicated in the description of the course for which the applicant is seeking credit.

§ 9

Effects of the confirmation of learning outcomes:

1. The Rector documents the confirmation of learning outcomes by taking a decision, the specimen of which is annexed to these regulations as annex 2;
2. The applicant, after successfully passing the admission procedure and obtaining the status of student, benefits from the confirmed learning outcomes;
3. The Vice-Rector for full-time studies or the Vice-Rector for part-time studies grants the applicant the right to study according to an individual study plan and curriculum (ISP) taking into account the confirmed learning outcomes;
4. If the credit relates to courses completed in accordance with the educational programme, the grade shall be entered as "confirmed" in the documentation of the course of study;
5. The applicant receives the number of ECTS credits allocated to the courses he/she has passed as a result of the certification of learning outcomes;
6. The grade point average for a course of study does not include courses taken following confirmation of learning outcomes.
7. The Committee for the Recognition of Learning Outcomes keeps records of the courses passed as a result of the recognition of learning outcomes. These records include: name and surname of the applicant, album number, degree and year, subject, number of ECTS credits, basis for the recognition.

§ 10

The Regulations shall enter into force on the date of their promulgation and shall apply to activities related to the course of study starting from the academic year 2015/2016.

Appendix No. 1 to the Resolution of the Scientific and Didactic Board No. ofr.

Application No.....

(is conferred by the university)

.....

(town and date)

Rector

of the University of Trade and Services in
Poznań

.....

**Application
of request for confirmation of learning outcomes achieved in an organised system
or institutionally unorganised outside the study system**

Name and surname.....

Email address.....

Address for correspondence.....

Contact phone.....

1. Please recognise the subject(s).....

.....

.....

.....

number of ECTS credits.....

pursued during the studies degree of the faculty

2. I undertake to pay a fee for the proceedings connected with the confirmation of learning outcomes within 7 days of submitting my application.

Yours sincerely

.....

(Applicant's signature)

Annex:

1.

2.

3.

4.

5.....

Appendix No. 2 to the Resolution of the Senate No.nr of r.

.....

(stamp of the University)

DECISION No

Rector
of the University of Trade and Services in Poznan
of

On the basis of the procedure carried out for the confirmation of learning outcomes based on the application submitted by you on application number..... after the opinion of the Commission for the Confirmation of the Learning Effects, the Rector of the Academy of Hotel Management and Catering Industry in Poznan

The Rector of the Academy of Hotel Management and Catering Industry in Poznan confirms the learning outcomes achieved in the organized or unorganized institutional system outside the system of studies in the amount of ECTS points, which enable the student to undertake studies degree in educational profile

You are entitled to take up studies after successfully passing the admission process from the academic year

Please find attached a list of subjects with ECTS credits.

Rector of WSHiU

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(name, signature)