



**IAEM**

INTERNATIONAL ACADEMY OF  
ECOLOGY AND MEDICINE

# RPL POLICY



**KYIV 2024**

## CONTENT

<b>1</b>	<b>General conditions .....</b>	Ошибка! Закладка не определена.
<b>2</b>	<b>Terms.....</b>	Ошибка! Закладка не определена.
<b>3</b>	<b>Organizational Support for the Implementation of RPL Policy</b>	Ошибка! Закладка не определена.
<b>4</b>	<b>Access to RPL .....</b>	<b>4</b>
<b>5</b>	<b>Initial Review of the Application for RPL .....</b>	Ошибка! Закладка не определена.
<b>6</b>	<b>Assessment in the RPL Process.....</b>	Ошибка! Закладка не определена.
<b>7</b>	<b>Completion of the Assessment Stage .....</b>	<b>7</b>
<b>8</b>	<b>Appeal Process for RPL Results .....</b>	Ошибка! Закладка не определена.
<b>9</b>	<b>Specific Features of RPL in the Admission Process.....</b>	<b>10</b>
<b>10</b>	<b>Specific Features of RPL in Reinstatement and Transfer Processes .....</b>	Ошибка! Закладка не определена.
<b>11</b>	<b>Fees for Submitting an RPL Application and Appeal</b>	Ошибка! Закладка не определена.
<b>12</b>	<b>Monitoring and Review of the RPL Process.....</b>	Ошибка! Закладка не определена.
<b>13</b>	<b>Training on RPL .....</b>	Ошибка! Закладка не определена.
<b>14</b>	<b>Final Provisions .....</b>	Ошибка! Закладка не определена.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

## 1. GENERAL PROVISIONS

1.1 The Policy and Procedure for the Recognition of Prior Learning Results at the International Academy of Ecology and Medicine (hereinafter referred to as the Policy) has been developed in accordance with the regulatory documents on higher education in Ukraine and the EU. It is based on the provisions of:

- The Convention on the Recognition of Qualifications concerning Higher Education in the European Region (<https://rm.coe.int/168007f2c7>),
  - The European Commission's European Area of Recognition Manual (EAR Manual) (<http://ear.enic-naric.net/emanual/>),
  - The European Recognition Manual for Higher Education Institutions (EAR HEI Manual) (<https://www.enic-naric.net/page-EAR-HEI-manual>),
  - The Laws of Ukraine "On Education," "On Higher Education,"
  - The Regulation on the Procedure for Exercising the Right to Academic Mobility (Resolution of the Cabinet of Ministers of Ukraine dated 12.08.2015 No. 579, as amended on 13.05.2022 No. 599),
  - The Procedure for Recognizing Learning Outcomes Obtained through Non-Formal and/or Informal Education in Higher and Professional Pre-Higher Education (Order of the Ministry of Education and Science of Ukraine dated 08.02.2022 No. 130 as amended),
  - The Regulation on the Procedure for Expulsion, Interruption of Studies, Reinstatement, and Transfer of Students in Higher Education Institutions, and Granting Them Academic Leave (Order of the Ministry of Education and Science of Ukraine dated 07.02.2024 No. 134),
  - The Methodological Recommendations of the Ministry of Education and Science of Ukraine on the Implementation of ECTS and Its Key Documents in Higher Education Institutions (letter dated 26.02.2010 No. 1/9-119),
- and other regulatory documents on higher education, as well as the Academy's internal regulations in the field of educational activities.

1.2 The Policy defines the general requirements for procedures for the recognition and accreditation of learning outcomes (educational components, ECTS credits) at the International Academy of Ecology and Medicine (hereinafter referred to as the Academy) under a specific educational program (hereinafter referred to as EP), obtained by an individual through formal, non-formal, and/or informal education for students (hereinafter referred to as learners) of all educational levels and forms of study who:

- enroll in the first year of study in EPs with shortened terms of education;
- enroll in a different or related specialty based on a previously obtained bachelor's, master's, PhD, or specialist qualification level;
- change their EP, form of study, or higher education institution (transfer);
- are reinstated to the ranks of learners at the Academy;
- wish to study simultaneously in several EPs, joint diploma programs, or in several higher education institutions;
- resume their studies after an academic leave or are re-enrolled for repeated study;
- participate in internal or international academic mobility programs;
- have obtained learning outcomes through non-formal and informal education.

1.3 The purpose of recognizing prior learning outcomes:

- **Ensuring continuity of education.** The process of recognizing prior learning outcomes (hereinafter referred to as RPL) is aimed at enabling learners to continue their education by recognizing learning outcomes obtained in previous periods of formal, non-formal, or informal education.
- **Promoting learner mobility.** The RPL procedure supports academic mobility of learners, facilitating transitions between different higher education institutions both nationally and internationally.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

- **Supporting personal and professional development.** Recognition of prior learning outcomes encourages learners to pursue personal and professional growth by officially validating and utilizing previously acquired learning outcomes for further education or employment.
- **Ensuring equal access to education.** RPL aims to create equal opportunities for learners, regardless of how they acquired their knowledge, skills, and competencies – in formal, non-formal, or informal settings.
- **Ensuring the quality of education.** The RPL process should be based on clear standards and procedures that guarantee that recognized learning outcomes comply with the requirements of the Academy's EPs and higher education standards.

## 2. KEY TERMS

**Academic mobility** – the opportunity for participants in the educational process to study, teach, intern, or conduct scientific activities at another higher education institution (or research institution) within Ukraine or abroad.

**Academic difference** – a list of educational components of the educational program (EP) into which a person is enrolling, being reinstated, or transferring, that cannot be credited from previous periods of study (components that the person has not studied before, studied in insufficient volume, or for which they have not achieved the relevant learning outcomes).

**Recognition of learning outcomes** – a set of procedures that establish the correspondence of learning outcomes to those defined in the respective educational program (learning outcomes of specific educational components or programmatic learning outcomes) or to a certain level of higher education, based on which a decision is made about the possibility of crediting certain educational components (or parts of educational components) of the respective educational program (including its elective component).

**Informal education (self-education)** – education involving self-organized acquisition of specific competencies by an individual, often during everyday activities related to professional, social, or other activities, family life, or leisure.

**Non-formal education** – education typically acquired through educational programs that do not result in the awarding of state-recognized educational qualifications by education levels but may culminate in professional and/or partial educational qualifications.

**Reinstatement to studies** – restoring the status of a learner after expulsion, with the acquisition of the rights and responsibilities of a higher education student.

**Formal education** – education obtained through educational programs that comply with legally defined levels of education, fields of knowledge, and specializations (professions), ensuring the achievement of learning outcomes of the respective level of education as defined by education standards and the acquisition of qualifications recognized by the state.

## 3. ORGANIZATIONAL SUPPORT FOR RPL

**3.1** The bodies involved in the RPL (Recognition of Prior Learning) process include the RPL Committee and the Appeals Committee.

**3.2** The main objective of the RPL Committee is to review applicants' RPL applications and accompanying documents to assess the level of knowledge, skills, and competencies acquired by the applicant. The Committee evaluates the learning outcomes to determine the possibility of their recognition and crediting to the EP.

**3.3** The RPL Committee consists of the following members:

- Rector of the Academy;
- Head of the Quality Assurance Department;

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

- Expert in the subject area related to the RPL application;

- Representative of the Administrative Department.

**3.4 Organization of the RPL Committee's work:**

**3.4.1** Once the RPL Committee is convened, the Head of the Quality Assurance Department provides information to the Committee members regarding the number, nature, and content of current RPL applications.

**3.4.2** During the organizational briefing stage, information is provided on the RPL procedure, prior experiences in reviewing applications, and specific cases that occurred previously.

**3.4.3** If new members are added to the RPL Committee, the Academy provides additional training or an introductory briefing to ensure proper awareness and consistency in the Committee's work.

**3.5** All members of the RPL Committee must undergo additional training on RPL processes every three years. This training is also available to other Academy staff who may be involved in RPL procedures.

**3.6** All members of the RPL Committee are required to sign a Non-Disclosure Agreement. Once signed, they gain access to data on prior RPL processes for analysis and to ensure consistency in decisions.

**3.7** The use of data from prior RPL processes is intended to ensure internal consistency in the Committee's decisions and to identify potential needs for updating RPL policies and procedures.

**3.7.1** The role of the Appeals Committee is to review the entire process, including the initial RPL application and accompanying documents, any interviews/tests conducted with the applicant, and the final report of the RPL Committee, along with any additional correspondence conducted during the final review of the RPL process. The Head of the institution, along with the Head/Manager of Quality, is responsible for ensuring the availability of all documentation, reports, and correspondence to the Appeals Committee to guarantee a thorough, fair, and transparent appeals process. The Appeals Committee has the authority to summon the applicant for additional evaluation of the appeal and the RPL application. If necessary, the RPL process will be conducted in accordance with the Policy requirements.

**3.8** The Appeals Committee consists of the following members:

- 1 Rector of the Academy;
- 2 Expert in the subject area related to the RPL application;
- 3 Representative of the Administrative Department;
- 4 One member of the RPL Committee who participated in the initial evaluation of the

application.

**4. ACCESS TO RPL**

**4.1** Applicants wishing to submit an RPL (Recognition of Prior Learning) application can access the application form via the official website of the Academy. The application can also be sent directly through one of the official communication channels. Upon request, the application form may be emailed to the applicant.

**4.2** Any applicant expressing interest in submitting an RPL application will receive support from a representative of the Dean's Office and/or the Academy's Admissions Committee (hereinafter referred to as the Administrative Department) throughout all stages of the procedure. This includes providing consultations on how to demonstrate acquired learning outcomes, compile the required documents, submit appeals, and more.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

**4.3** The list of required documents for RPL is determined individually for each applicant, depending on whether the applicant intends to:

- Be reinstated to their studies,
- Transfer from another higher education institution or within the Academy,
- Use RPL to shorten the study duration upon admission,
- Recognize results for crediting them to an educational program (EP), etc.

In each specific case, the Administrative Department or other authorized persons of the Academy provide consultations on the necessary documents to confirm the alignment of the learning outcomes with the EP requirements.

The required document package must include:

- A duly completed RPL application form;
- A copy of an official identification document.

Documents confirming learning outcomes obtained through formal education may include, but are not limited to:

- Copies of diplomas and diploma supplements (European supplement or an equivalent containing a list of educational components, learning outcomes, and the number of ECTS credits) – in the case of admission;
- Copies of academic transcripts – in the case of reinstatement or transfer;
- Copies of the student’s academic record for the entire study period up to the point of transfer – in the case of internal transfers within the Academy;
- Certificates listing the studied disciplines, results, credit hours, and grading system details – in the case of academic mobility;
- Certificates of additional courses or programs completed within formal education (if available).

Documents confirming learning outcomes obtained through non-formal or informal education may include, but are not limited to:

- **Résumé or individual statement of competencies** (paper and/or online form). The applicant may create a résumé reflecting their education, achievements, skills, experience, and other competencies acquired during prior learning or professional activities. These documents help explain how their knowledge and skills meet the EP requirements.
- **Reports or third-party recommendations** (from employers, instructors, colleagues, clients, mentors, or other professional individuals) that confirm the applicant’s achievements and support their RPL application.
- **Video or audio materials** showcasing the applicant’s work, serving as proof of their professional or social skills. These materials help assessors better understand the applicant's level of knowledge, abilities, and skills.
- **Certificates and other documents** issued by professional organizations to confirm the applicant's knowledge, skills, and abilities in a specific field or profession.
- **Samples of completed work** (material samples, meeting protocols with descriptions of work/tasks, memos, reports, plans, procedures, handouts, marketing plans, etc.) to demonstrate practical skills and the ability to apply knowledge in real-life situations.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

- **Letters of recommendation** from employers or professional mentors confirming the applicant’s knowledge, abilities, and skills acquired during employment (if available).
- **Certificates for professional development courses, training, or seminars** (if available).
- **Diplomas or certificates for completing advanced training or specialized programs** (if available).
- **Certificates for completing online courses** (Coursera, edX, Udemy, etc.).
- **Portfolios** (electronic or paper-based), comprising all available evidence demonstrating the applicant’s prior experience in formal, non-formal, and informal contexts related to the learning outcomes of a specific educational component or qualification at a particular level of the National Qualifications Framework.

4.4 Applicants must submit documents in compliance with the following requirements:

- **Completeness and clarity:** Documents must contain all necessary details about the applicant's education, achievements, experience, and competencies.
- **Date verification:** Documents must include dates confirming the time of the applicant's education or experience.
- **Signatures and seals:** Documents must be authenticated with signatures and seals of relevant organizations.
- **Relevance to qualification or competencies:** Documents must directly confirm the acquired learning outcomes that the applicant wishes to have recognized.
- **Currency:** Applicants must provide evidence that meets current EP and higher education standards.
- **Sufficiency:** Documents must provide adequate proof of the claimed learning outcomes to facilitate an objective evaluation.

## 5. INITIAL REVIEW OF THE RPL APPLICATION

5.1 Upon receiving a duly completed RPL (Recognition of Prior Learning) application and supporting documents, the Administrative Department conducts an initial review to ensure the completeness and compliance of the submitted materials with established requirements, taking into account the specifics of the application in the following areas:

1. **Verification of document completeness.**
2. **Validation of submitted documents:**
  - Checking signatures and seals for authenticity, including the presence of an apostille/consular legalization, if required.
  - Verifying the status of the educational institution, service provider, or organization issuing the documents.
  - Sending additional inquiries to relevant institutions or organizations to verify the validity and authenticity of the documents, if needed.
3. **Validation of qualifications:**
  - Ensuring the claimed qualifications align with applicable qualification frameworks, educational standards, and requirements.
  - Verifying documentary evidence characterizing the skills, knowledge, and abilities listed in the documents.
4. **Comparative analysis:**

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

- Comparing the claimed qualifications and documents with qualification frameworks, professional standards, or higher education standards for which recognition is sought.
- Reviewing the details of the learning process, such as EP content, academic workload, and assessment systems.

**5.2** If the application successfully passes the initial review, the applicant will receive an email confirming the initiation of the RPL application review process. The email will also include an invoice for payment of applicable fees (if required under the Academy's Paid Services Policy).

**5.3** If the submitted documents are incomplete or do not meet the requirements, the applicant will receive a notification detailing the deficiencies via email or other communication channels. The applicant will be given the opportunity to submit additional or corrected documents to proceed with the application review process.

**5.4** Grounds for rejecting an RPL application at this stage include:

- Submission of false information or forged documents.
- Submission of documents that fail to meet the requirements established by the Academy for recognition.
- Submission of documents lacking sufficient or appropriate evidence of prior learning or qualifications.
- Insufficiency or incompatibility of learning outcomes with the requirements or standards of the respective EP.
- Non-compliance with the main criteria set for the EP based on educational or professional standards.

**5.5** Upon completion of the initial review and confirmation of document completeness, the Administrative Department forwards the materials to the Rector of the Academy. The Rector consolidates the received applications and initiates the convening of the RPL Committee for further review and decision-making.

## **6. ASSESSMENT IN THE RPL PROCESS**

**6.1** Upon receiving the complete set of documents, the RPL Committee conducts a thorough analysis of each piece of evidence submitted. The assessment aims to determine the alignment of the applicant's acquired learning outcomes with the EP and/or its educational components or their parts. The assessment process is guided by the learning outcomes listed in the EP and in the working programs/syllabi of its educational components.

**6.2** Principles of assessment in the RPL context:

1. **Fairness:** The assessment process must ensure equal opportunities for all applicants. Assessments should be impartial, free from discrimination, and consider various contexts of prior learning. Every applicant should have equal opportunities to present their knowledge, skills, and competencies, along with equal access to relevant resources during the assessment.
2. **Transparency:** Policies, criteria, and the assessment process must be clear, transparent, and communicated to applicants and other stakeholders. Applicants must understand the expectations, evidence requirements, and assessment criteria used to evaluate their prior learning outcomes.
3. **Validity:** Assessments must align with the intended learning outcomes and qualifications sought by the applicant. The assessment must measure relevant knowledge, skills, and abilities necessary

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

for the qualification or credit transfer, ensuring appropriate recognition of prior learning without reference to specific learning activities or workload.

**4. Reliability:**

- Assessments must yield reliable and accurate results, ensuring consistency in the measurement of knowledge, skills, and abilities.
- Assessment methods must align with the purpose of the assessment.
- Assessment conditions must be consistent.
- Evidence provided by the applicant must be dependable.

**5. Authenticity:** The assessment process must rely on real and authentic evidence of the applicant's achievements, considering diverse types of evidence and prior learning experiences. It should accommodate various learning pathways, allowing applicants to present their knowledge in formats such as portfolios, interviews, or testing.

**6. Feedback and improvement:** Applicants must receive timely and constructive feedback on assessment outcomes. Feedback should promote continuous learning and provide recommendations for further development.

**6.3** If there are reasonable doubts about the alignment of acquired learning outcomes with the EP, educational component, or its part, additional assessment may be conducted. However, to avoid creating unnecessary barriers, additional assessments are not required when submitted documents clearly confirm the necessary learning outcomes. Priority is given to evaluations based on submitted documents and portfolios.

**6.4** For additional assessments, the RPL Committee may request the applicant to:

- Participate in testing using standardized tests to assess knowledge, skills, and competencies relevant to the EP requirements.
- Attend an interview with standardized questions to evaluate learning outcomes in the context of the respective EP.

**6.5** The RPL Committee independently determines the form of additional assessment to be applied (interview and/or testing).

**6.6** Results of additional assessments must be evaluated by the RPL Committee based on clear criteria aligned with the EP. Assessments must be transparent, objective, and supported by relevant evidence.

**6.7** If additional assessment is required, the applicant will receive an email notification including:

- A detailed explanation of the expected outcomes of the additional assessment and the criteria to be used for evaluation.
- Comprehensive information about the assessment format (interview, testing, or both), mode (in-person or remote), and dates.
- Instructions on the assessment procedure.

**6.8** Applicants are given a minimum of seven working days to prepare for the additional assessment.

**6.9** The applicant is required to attend the scheduled assessment at the designated time.

**6.10** Applicants have the right to access the results of the additional assessment, including a detailed explanation of the criteria used to make decisions regarding the recognition of their learning outcomes.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

## 7. COMPLETION OF THE ASSESSMENT STAGE

7.1 Previously acquired learning outcomes are recognized by the Academy if the following criteria are met:

- The submitted documents contain clear, unambiguous, and complete information about the acquired learning outcomes.
- The applicant meets the admission requirements for the respective EP (if applicable).
- The applicant demonstrated, during additional assessment (if conducted), learning outcomes that meet the requirements of the respective EP, educational component, or its part.
- No significant and documented differences were found between the acquired learning outcomes and the learning outcomes required by the EP, educational component, or its part. The responsibility for proving such differences lies with the Academy, not the applicant.
- The acquired learning outcomes can be awarded at least one ECTS credit.

7.2 Adoption of a preliminary decision by the RPL Committee.

7.2.1 After completing the assessment of the submitted documents and, if necessary, conducting additional assessment, the RPL Committee makes a decision regarding the recognition of prior learning outcomes and prepares a report for each applicant. This report includes an evaluation and comparison of the acquired learning outcomes with the requirements and standards of the respective EP and the decision on:

- **Full recognition:** Recognition of all acquired learning outcomes, allowing the applicant to fully exempt themselves from studying certain components of the EP or gain access to the program. Full recognition indicates complete alignment of the acquired learning outcomes with the EP requirements.
- **Partial recognition:** Recognition of certain prior learning outcomes, allowing them to be credited for specific components or parts of the educational program. Partial recognition may include recommendations for eliminating academic debts, additional learning activities, etc.
- **Denial of recognition** due to non-compliance with the recognition criteria outlined in clause 7.1 of the policy.

7.2.2 The RPL Committee's report must contain a detailed justification of the decision, including references to evidence provided by the applicant to confirm their learning outcomes. In the case of denial, the applicant is informed of the reasons for the decision. Detailed explanations are provided regarding why certain learning outcomes were not recognized, along with information on the knowledge, skills, and abilities still required. Applicants are given the opportunity to undergo the RPL process again.

7.3 Final verification of RPL results for compliance with the Academy's quality standards is conducted by the Head of the Quality Assurance Department. The Head must:

- Evaluate the RPL Committee's report to ensure compliance with the Academy's internal quality assurance policies.
- Resolve any issues that may arise directly with the RPL Committee members, involving the Rector of the Academy if necessary.
- Sign and stamp the RPL Committee's final reports after the review, confirming compliance with established requirements, and forward them to the institution's head.

7.4 Final notification of the applicant about the RPL results.

7.4.1 Upon completing the RPL process, the Administrative Department receives the final results and the

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

RPL Committee's report. The department must notify the applicant of the results via email within 10 working days of the final review.

**7.4.2** The notification must include:

- The nature, level, and number of ECTS credits awarded (if applicable).
- The grounds and procedure for filing an appeal.
- Support provided by the Academy in case the applicant decides to appeal.
- Possible outcomes of the appeals process.

This notification provides the applicant with detailed information about the RPL process, enabling them to fully understand the rationale for the decision and informing them of available alternatives for the future.

## **8. PROCESS OF APPEALING RPL RESULTS**

**8.1** Applicants have the right to appeal the decision if they believe the assessment was unfair or incorrect, or if there were significant errors or violations during the recognition process.

**8.2** Filing an appeal.

**8.2.1** The applicant initiates the appeals process by submitting an email to the Administrative Department of the Academy. The email must include a detailed description of the initial RPL results and provide well-founded grounds for the appeal.

**8.2.2** The appeal must be submitted within 10 working days of receiving the official RPL results notification.

**8.3** Initial review of the appeal.

**8.3.1** The appeal is reviewed by the Head of the Academy, who conducts a preliminary analysis of the grounds for the appeal. If the grounds are deemed justified and sufficient, the Appeals Committee is convened.

**8.3.2** The applicant receives an official notification regarding the acceptance of the appeal for review and an invoice for the appeal fee. Once payment is confirmed, the applicant is issued a receipt, and all relevant documentation regarding the RPL process is forwarded to the Appeals Committee.

**8.4** Upon completion of the appeal review, the Appeals Committee prepares a report outlining the final decision and its justification. The results of the appeal may include:

- Full confirmation of the initial decision.
- Partial modification of the decision.

**8.5** The Administrative Department sends the applicant an official notification of the appeal results, including detailed information about the Appeals Committee's decision, via email.

**8.6** The total duration of the appeals process typically ranges from 15 to 20 working days.

## **9. SPECIFICS OF RPL DURING ADMISSION**

**9.1** Submission of documents for admission to the second (advanced) year(s), the first year with a shortened study duration, or for parallel studies in the Academy's educational programs is carried out by the Admissions Committee in accordance with the Admission Rules of the International Academy of Ecology and Medicine.

**9.2** The Academy reserves the right to recognize and transfer ECTS credits, with the maximum volume

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

defined by the higher education standard for a specific specialty (if no standard is available, the volume must not exceed 60 ECTS credits).

**9.3** Recognition and transfer of ECTS credits for individuals entering the Academy are carried out by the RPL Committee.

**9.4** The Admissions Committee Secretary provides the RPL Committee Chair with the following documents:

- Printed electronic application from the Unified State Electronic Database on Education (EDEBO) and scanned copies of the diploma supplements for the acquired professional pre-higher, educational degree (educational qualification level) of higher education/academic transcript.
- Photocopies of the paper application submitted by the applicant and the diploma supplements for the acquired professional pre-higher, educational degree (educational qualification level) of higher education/academic transcript.

**9.5** The RPL Committee reviews the submitted documents within three working days from the date of application registration in EDEBO but no later than the beginning of entrance examinations.

**9.6** RPL is conducted based on:

- Previously acquired learning outcomes that can be credited as mandatory educational components of the EP.
- A positive evaluation of the applicant's ability to meet the requirements of the EP for which reinstatement or transfer is sought.

**9.7** Recognition of mandatory educational components (individual research work plan) or their parts is carried out if, during prior periods of study, the applicant acquired the learning outcomes provided by the EP or equivalent learning outcomes. Elective components of prior learning that cannot be credited as mandatory may be credited as electives upon the applicant's request.

**9.8** The determination of the list of educational components for study (academic differences) is based on the educational program to form the appropriate components, their logical sequence, and the number of ECTS credits necessary to achieve the program's learning outcomes (mastery of competencies) required for the respective educational degree and for completing the program.

**9.9** Based on the submitted documents, the RPL Committee may decide to:

- Recognize and transfer ECTS credits.
- Recognize and transfer ECTS credits with subsequent elimination of academic differences (up to a maximum of 20 ECTS credits).
- Refuse recognition and transfer of prior learning outcomes from the previous educational program due to the inability to establish qualitative equivalence necessary for the applicant to be admitted to entrance examinations.

**9.10** The RPL Committee prepares a session protocol containing a conclusion on the recognition and transfer of ECTS credits or a refusal of recognition and transfer (template), which is then submitted to the Admissions Committee Secretary.

**9.11** Within three working days after the issuance of an order for the applicant's enrollment, the Admissions Committee Secretary provides a copy of the protocol on recognition and transfer of ECTS

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

credits to the RPL Committee in the Dean's Office of the faculty offering the respective educational program.

**9.12** To eliminate academic differences, the Dean's Office must include in the applicant's individual learning plan the mandatory components of the educational program from prior periods of study and/or the required volume of elective components necessary for the applicant to eliminate academic differences.

**9.13** Applicants with academic differences must eliminate them within six months after enrollment, following a schedule approved by the Dean's Office.

**9.14** The results of eliminating academic differences are recorded in the gradebook and the applicant's academic record. All results are also documented in the respective journals of the educational process.

**9.15** During the transfer of educational components, the previously obtained positive grades for the applicant's academic achievements are preserved. If the educational component was evaluated based on multiple components (tests, exams, etc.), the applicant is awarded a weighted average grade calculated according to the number of ECTS credits for that component.

**9.16** The applicant's academic record includes entries about the transfer of results from tests and exams, confirmed by the Dean's signature. Grades are assigned according to the Academy's current grading scale.

**9.17** The application and accompanying documents (academic transcript, copy of the diploma and its supplement or equivalent document), RPL Committee protocol, and documents confirming the elimination of academic differences for individuals entering the Academy in the second (advanced) year(s) of the normative study period, the first year with a shortened study duration, or for parallel (simultaneous) studies are stored in the Dean's Office.

## **10. SPECIFICS OF RPL DURING REINSTATEMENT AND TRANSFER**

**10.1** Submission of the applicant's documents for reinstatement or transfer is carried out by the Admissions Committee of the Academy.

**10.2** The applicant submits a reinstatement/transfer application according to the established template, to which an academic transcript must be attached. For transfers between Academy institutes, the application must also include a certified copy of the applicant's academic record for the entire period of study up to the point of transfer (issued by the Dean's Office of the institute where the applicant is studying).

**10.3** RPL is conducted based on:

- Previously acquired learning outcomes that can be credited as mandatory educational components of the EP.
- A positive evaluation of the applicant's ability to meet the requirements of the EP for which reinstatement or transfer is sought.

**10.4** Recognition of mandatory educational components (individual research work plan) or their parts is carried out if, during prior periods of study, the applicant acquired the learning outcomes provided by the EP or equivalent learning outcomes. Elective components of prior learning that cannot be credited as mandatory may be credited as electives upon the applicant's request.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

**10.5** The determination of the list of educational components for study (academic differences) is based on the educational program to form the appropriate components, their logical sequence, and the number of ECTS credits necessary to achieve the program's learning outcomes (mastery of competencies) required for the respective educational degree and for completing the program.

**10.6** Based on the evaluation of submitted documents, the RPL Committee may decide to:

- Recognize and transfer ECTS credits.
- Recognize and transfer ECTS credits with subsequent elimination of academic differences (up to a maximum of 20 ECTS credits).
- Refuse recognition and transfer of prior learning outcomes from the previous educational program due to the inability to establish qualitative equivalence necessary for the applicant to complete the EP.

**10.7** The RPL Committee prepares a session protocol containing a conclusion on the recognition and transfer of ECTS credits or a refusal of recognition and transfer (template).

**10.8** The Administrative Department sends the applicant a written notification (including via email) regarding the timelines, procedures, and conditions for transfer/reinstatement or the reason for refusal.

**10.9** Within three working days after the issuance of an order for the applicant's reinstatement/transfer to the Academy, the Admissions Committee staff transfers a copy of the protocol on recognition and transfer of ECTS credits to the RPL Committee in the Dean's Office of the faculty offering the respective educational program.

**10.10** To eliminate academic differences, the Dean's Office must include in the applicant's individual learning plan the mandatory components of the educational program from prior periods of study and/or the required volume of elective components necessary for the applicant to eliminate academic differences.

**10.11** The applicant must complete or eliminate the uncredited educational components of prior study periods (eliminate academic differences) either in advance or within six months of transfer.

**10.12** The results of eliminating academic differences are recorded in the gradebook and the applicant's academic record. All results are also documented in the respective journals of the educational process.

**10.13** During the transfer of educational components, the previously obtained positive grades for the applicant's academic achievements are preserved. If the educational component was evaluated based on multiple components (tests, exams, etc.), the applicant is awarded a weighted average grade calculated according to the number of ECTS credits for that component.

**10.14** The applicant's academic record includes entries about the transfer of results from tests and exams, confirmed by the Dean's signature. Grades are assigned according to the Academy's current grading scale.

**10.15** The application and accompanying documents (academic transcript, copy of the diploma and its supplement or equivalent document), RPL Committee protocol, and documents confirming the elimination of academic differences are stored in the Dean's Office.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

## **11. FEES FOR SUBMITTING RPL APPLICATIONS AND APPEALS**

**11.1** Information regarding fees for services related to the RPL process is published on the Academy's official website and is regularly updated.

**11.2** A fee may be required for submitting an RPL application, in accordance with the Academy's Procedure for Providing Paid Services.

**11.3** The cases where an RPL application fee applies and the fee amount are determined by the list of paid services approved by the Rector's order.

**11.4** Applicants are informed about the necessity, amount, and payment procedure when submitting an RPL application.

**11.5** To initiate the appeals process, applicants must pay an additional fee, as specified in the Academy's Procedure for Providing Paid Services. If the appeal results in partial modification of the RPL outcomes, the applicant will receive a refund of the paid fee within one month of the final appeal decision.

## **12. MONITORING AND REVIEW OF THE RPL PROCESS**

**12.1** The overall responsibility for monitoring the RPL process rests with the Head of the Quality Assurance Department of the Academy. The Head ensures that the RPL process complies with the current RPL policy and the Academy's Internal Quality Assurance Policy at every stage of implementation.

**12.2** During the final review of each RPL process, the Head ensures that all stages were carried out according to approved standards. Completion of this review is confirmed by the Head's signature and the official stamp on the RPL Committee's final report.

**12.3** Documentation and storage of observations.

**12.3.1** The Head of the Quality Assurance Department documents observations for each RPL process, noting:

- **Best practices:** Actions or processes characterized by high-quality standards.
- **Areas for further monitoring:** Aspects requiring special attention during the RPL application review process.
- **Improvement opportunities:** Suggestions for enhancing the RPL process.

**12.3.2** All reports and observations prepared by the Head of the Quality Assurance Department are stored in accordance with the Academy's documentation policies, as outlined in the Internal Quality Assurance Policy. These reports are used for continuous monitoring, process improvement, and as a basis for training staff involved in the RPL process.

**12.4** Actions in case of violations or non-compliance.

**12.4.1** If monitoring identifies areas requiring immediate attention (e.g., actions or processes potentially non-compliant with the RPL policy), the Head of the Quality Assurance Department may involve RPL process participants for further investigation and clarification.

**12.4.2** If non-compliance is confirmed, decisions regarding the respective RPL application are reviewed. Possible actions include:

- Reassessment of the application by a new RPL Committee.
- Replacement of individual members of the RPL Committee involved in reviewing the application in question.

**12.5** Reports prepared by the Head of the Quality Assurance Department serve as a basis for:

- Staff training on the specifics of the RPL process.

<i>RPL POLICY</i>	<i>POLICY</i>
<i>International Academy of Ecology and Medicine</i>	<i>Quality Management System ISO 9001:2015</i>

- Increasing awareness and qualifications of RPL Committee members.
- Improving the internal RPL procedures and policies within the Academy.
- Conducting internal training to ensure consistency and coherence of the RPL process at all levels.

### 13. TRAINING ON RPL

**13.1** The Academy is committed to providing specialized training for all staff directly or indirectly involved in the RPL process. This training is mandatory and conducted annually before the start of the official admissions process.

**13.2** Training sessions on RPL aim to continuously improve the process based on past experiences and received feedback.

**13.3** The responsibility for preparing and conducting training lies with the Head of the Quality Assurance Department in collaboration with the Rector of the Academy.

**13.4** Key elements of the training program include:

- **Introduction to RPL:** Definition and purpose; benefits for higher education applicants and the Academy.
- **Types of recognized learning:** Formal, non-formal, and informal learning; examples of each type.
- **RPL process and methodology in the Academy:** Stages of the RPL process; assessment methods; tools for collecting evidence.
- **Documentation and evidence:** Types of required evidence; creating an effective portfolio.
- **Roles and responsibilities:** Roles of assessors and applicants; available support and resources.
- **Quality assurance in RPL:** Ensuring fairness and consistency; addressing challenges.
- **Case studies and best practices:** Examples of previous RPL activities; key lessons and best practices.
- **Interactive activities:** Group discussions or role-playing on RPL assessment; workshops on portfolio creation.
- **Q&A and feedback:** Open session for questions; collecting participant feedback.

**13.5** Records of attendance at RPL training sessions are kept in the personnel files of staff members who participate. These records are maintained in accordance with the Academy's Internal Quality Assurance Policy and applicable regulatory requirements.

### 14. FINAL PROVISIONS

**14.1** The RPL Policy and Procedure of the Academy take effect upon approval by the Rector's order.

**14.2** Changes and additions to this Policy, approval of its new edition, or cancellation of the Policy are made by the Rector's order following the decision of the Academy's Academic Council.