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POLICY ON THE RECOGNITION OF PRIOR LEARNING

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

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<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

CONTENT

INTRODUCTION	4
1. GENERAL PROVISIONS	4
2. KEY TERMS	5
3. SCOPE OF APPLICATION AND LIMITATIONS OF RECOGNITION OF PRIOR LEARNING	7
4. PRINCIPLES OF THE POLICY ON RECOGNITION OF PRIOR LEARNING	8
5. ROLES AND RESPONSIBILITIES IN THE RPL PROCESS	10
6. PROCEDURE FOR RECOGNITION OF PRIOR LEARNING	11
7. APPEALS AND REVIEW OF RPL DECISIONS	15
8. FEES FOR SUBMISSION OF APPLICATIONS AND APPEALS	17
9. MONITORING, EVALUATION AND REVIEW OF THE POLICY ON RECOGNITION OF PRIOR LEARNING	17
10. TRAINING ON RECOGNITION OF PRIOR LEARNING	19
11. FINAL PROVISIONS	19
 ANNEXES	
Annex 1. KEY STAGES OF THE RECOGNITION PROCEDURE	20
Annex 2. KEY STAGES OF THE APPEALS PROCEDURE	21
Annex 3. INDICATIVE LIST OF REQUIRED DOCUMENTS FOR CONFIRMING LEARNING OUTCOMES	22

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

INTRODUCTION

The purpose of the Policy on the Recognition of Prior Learning (hereinafter – the Policy) is to ensure the effective recognition of learning outcomes previously acquired (hereinafter – RPL) at the International European University (hereinafter – the University) by implementing fair, transparent, and accessible procedures that meet academic standards and contribute to improving the quality of education. These procedures are designed to be fair and transparent, providing reassurance and confidence to all involved.

The Policy aims to establish a reflective and inclusive environment that promotes the achievement of the key objectives of RPL. These objectives include ensuring continuity of education, facilitating mobility, promoting personal and professional development, expanding opportunities for self-directed learning, ensuring equal access to education, and maintaining educational quality.

- Ensuring continuity of education. RPL provides opportunities for learners to continue their education by recognizing the results obtained through various types of learning.

- Facilitating mobility. RPL supports academic mobility, making it easier for learners to transfer between higher education institutions both nationally and internationally.

- Promoting personal and professional development. RPL is not just about recognizing past learning, but also about empowering learners to develop personally and professionally. It provides opportunities to formally validate and use prior learning outcomes for further study or employment, thereby motivating and empowering individuals to continue their educational journey.

- Expanding opportunities for self-directed learning and meeting individual learning needs. RPL is aimed at implementing the principles of lifelong learning by creating conditions for the individualization of educational trajectories

- Ensuring equal access to education. RPL is a tool that aims to create equal opportunities for all learners, regardless of how their knowledge, skills, and abilities were acquired – through formal, non-formal, or informal learning. This emphasis on inclusivity and equal access ensures that every learner feels valued and included in the educational process.

- Maintaining educational quality. RPL must be based on clear standards and procedures that guarantee recognized outcomes correspond to the National Qualifications Framework of Ukraine (NQF), higher education standards, and programme requirements.

1. GENERAL PROVISIONS

1.1. This Policy establishes the general requirements for procedures of recognition and transfer of prior learning outcomes (educational components, parts of educational components, and European Credit Transfer and Accumulation

POLICY <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

System – ECTS – credits) within the relevant educational programmes (hereinafter – Programmes), acquired through formal, non-formal, or informal learning.

1.2. The Policy has been developed in line with the legal and regulatory framework governing higher education in Ukraine and the European Union, in particular: the provisions of the *Convention on the Recognition of Qualifications concerning Higher Education in the European Region*; the recommendations of the *European Area of Recognition (EAR) Manual (ENIC-NARIC)*¹; the *European Recognition Manual for Higher Education Institutions*²; the Laws of Ukraine “On Education” and “On Higher Education”; the Guidelines of the Ministry of Education and Science of Ukraine on the implementation of ECTS and its key documents in higher education institutions; other national and international legal instruments in the field of higher education, as well as internal University regulations in the field of educational activities.

1.3. When drafting this Policy, the University also relied on information from open electronic resources, including legislative acts of Ukrainian and foreign higher education institutions, materials of international associations, as well as educational and scientific literature.

1.4. This Policy serves as a foundational document defining the overall requirements for the development of a regulatory framework in the area of recognition of prior learning. Such normative acts elaborate the provisions of this Policy, define specific conditions, procedures, and requirements for recognition processes, and must not contradict the principles laid down herein.

2. KEY TERMS

- Academic mobility, a key concept in the Policy, refers to the opportunity for participants in the educational process to study, teach, undertake internships, or conduct research in another higher education institution (or research institution) in Ukraine or abroad.
- Academic difference – a list of educational components within the Programme into which a person is admitted, reinstated, or transferred, which cannot be credited from previous study periods (because they were not studied at all, studied insufficiently, or the expected learning outcomes were not achieved).
- Recognition of learning outcomes – a set of procedures that establish the correspondence between acquired learning outcomes and those envisaged by a Programme (specific educational components or programme learning outcomes), or a certain level of higher education. The result of the procedure is a decision on whether specific educational components (or their parts) of a Programme can be credited, including elective components.

¹ *European Area of Recognition Manual (EAR Manual)*. 2nd ed. ENIC-NARIC Network. 2012. URL: <https://ear.enic-naric.net/emanual>

² *European Recognition Manual for Higher Education Institutions*. 3rd ed. ENIC-NARIC Network, 2020. URL: <https://www.enic-naric.net/page-EAR-HEI-manual>

<p><i>POLICY</i> <i>on the Recognition of Prior Learning</i></p>	<p><i>REGULATION</i></p>
	<p><i>Quality Management System</i> <i>ISO 9001:2015</i></p>

- Refusal of recognition – a decision stating that acquired learning outcomes do not meet the requirements of the Programme and recognition criteria.
- Individual educational trajectory – a learner’s personalized pathway to realize their potential, based on their choice of Programme, institutions implementing it, forms and duration of study, and educational components. In higher education, this trajectory includes the sequence of qualifications, academic mobility, and recognition of learning outcomes acquired through non-formal and informal learning.
 - Informal learning (self-learning) – self-organized acquisition of specific competencies by an individual, often in the course of everyday activities related to work, civic engagement, family, or leisure.
 - Non-formal learning – learning that usually takes place under an educational programme but does not lead to state-recognized educational qualifications; however, it may result in the award of professional or partial educational qualifications.
 - Full recognition – recognition of all learning outcomes, which exempts the learner from specific Programme components or provides access to further study.
 - Reinstatement – restoration of a learner’s status after withdrawal, granting back all rights and obligations of a higher education student.
 - Portfolio – a document that demonstrates a learner’s education acquired through work, workshops, courses, or life experience. It includes a written presentation and supporting evidence, such as samples of work, reflective essays, references, etc.
 - Learning outcomes – knowledge, skills, competences, modes of thinking, values, and other personal attributes that can be identified, planned, assessed, and measured, and that an individual can demonstrate after completing a Programme (programme learning outcomes) or separate educational components.
 - Substantial differences – justified and documented discrepancies in the level, scope, content, or achieved learning outcomes that are so significant as to prevent successful continuation of study in a Programme without compensatory measures. Examples include cases where prior learning covers a significantly smaller volume of content, or the acquired outcomes do not reach the required complexity or academic depth, or fail to cover the minimum programme learning outcomes. Non-substantial differences (e.g., different course titles with similar content, variations in teaching or assessment methods, minor discrepancies in ECTS credits, or semester structures) are not grounds for refusal of recognition.
 - Formal learning – learning that takes place under an educational programme, aligned with legally defined levels, fields of study, and specialties, leading to learning outcomes established by academic standards and to qualifications officially recognized by the state.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

- Partial recognition – recognition of only certain learning outcomes, which can be credited towards specific educational components (or parts of components).

3. SCOPE OF APPLICATION AND LIMITATIONS OF RECOGNITION OF PRIOR LEARNING

3.1. The University recognizes learning outcomes acquired through formal, non-formal, and informal education for all learners, regardless of the level or mode of study, unless otherwise restricted by current legal requirements. Recognition may be applied either in whole or in part (specific courses, modules, or credits) and may be transferred into the relevant university programs.

3.2. The University also recognizes study periods completed at other higher education institutions, provided there is no substantiated evidence of substantial differences between the learning outcomes subject to recognition and the educational components of the Programme. The responsibility for proving such substantial differences rests with the University, not the learner.

3.3. Learners may apply this Policy for the following purposes:

- Admission to a shortened Programme – for applicants whose prior learning outcomes allow for a reduction in the overall duration of study.
- Change of educational pathway – for applicants wishing to transfer to another or related specialty based on a previously obtained degree; or in cases of transfer between institutions, change of study mode, or Programme.
- Reinstatement and continuation of studies – for learners returning after withdrawal or academic leave.
- Simultaneous studies and joint degree programmes – for learners enrolled in multiple Programmes at once, or in double/joint diploma projects, including study at more than one institution.
- Academic mobility – for learners participating in national or international academic mobility programmes.
- Exemption from specific Programme components – where prior learning demonstrates the acquisition of required outcomes, learners may be exempted from studying particular educational components (or parts thereof).
- Recognition of non-formal and informal learning outcomes – the policy allows for the consideration of results obtained through professional courses, online learning, training, certifications, as well as through practical experience, volunteering, or self-directed learning, if they confirm the competencies acquired and correspond to the learning outcomes within the educational programme.

3.4. Recognition of prior learning is subject to the following limitations:

3.4.1. Legal requirements:

- RPL must comply with the Laws of Ukraine “On Education” and “On Higher Education”, and other relevant legal acts.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

- RPL is carried out in accordance with the National Qualifications Framework of Ukraine, higher education standards, and professional standards. In cases where discrepancies are identified, the University ensures the maximum possible recognition of prior learning outcomes (partial recognition or through compensatory measures). A complete refusal of recognition is permitted only when, even after applying these mechanisms, it is impossible to ensure the achievement of mandatory learning outcomes.

3.4.2. Accredited or certified Programmes:

- Programmes accredited or certified by professional or state bodies (e.g., sectoral associations) may impose restrictions on exemptions from specific components.

3.4.3. Programme-specific requirements:

- Certain components may be excluded from recognition where explicitly required by accreditation conditions, higher education standards, or professional standards.

- All exceptions must be specified in the Programme and approved by authorized bodies in line with the University’s regulatory framework.

- Learners must be informed of such requirements in advance through official University resources, including Programme descriptions and course syllabi.

3.5. For international applicants, the procedure of recognition of foreign educational documents is applied in line with Ukrainian law, if such recognition is a prerequisite for admission. Recognition of prior learning (formal, non-formal, informal) may be conducted independently of the recognition of the document itself, if the purpose is credit transfer or exemption from components, and provided this is allowed by legislation and Programme conditions. Recognition of foreign educational documents is regulated by the Procedure for recognition of academic qualifications awarded by foreign higher education institutions.

4. PRINCIPLES OF THE POLICY ON RECOGNITION OF PRIOR LEARNING

4.1. Learner-centered approach

- The recognition process is based on the individual needs of learners, providing them with access to counseling, information support, and diverse assessment methods. Participation is voluntary, and conditions are fair and non-discriminatory.

4.2. Presumption of recognition

- Prior learning outcomes are recognized unless the University proves the existence of substantial differences. Any doubts are interpreted in favor of the applicant.

4.3. Principle of maximum recognition of prior learning outcomes obtained in higher education institutions in Ukraine and abroad

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

- If no substantial differences are demonstrated between prior learning outcomes and the University’s Programme, such outcomes are recognized in full.
- If differences exist but are not substantial, outcomes are recognized to the maximum possible extent (while safeguarding the integrity of the Programme and compliance with higher education standards).
- Refusal of recognition is possible only where the University substantiates the presence of substantial differences that prevent full or partial recognition.

4.4. Transparency

- The policy, procedures, and criteria for RPL are clear, transparent, and communicated to learners and all other stakeholders through the University’s official website and information events (consultations, webinars). The applicant receives feedback regarding the decision taken and is granted the opportunity to appeal it.

4.5. Consistency

- The University applies uniform procedures across all units, ensuring a consistent approach to assessment regardless of the type of prior learning, form of study, duration, or previous experience.

4.6. Justification

- Credits are awarded exclusively for learning outcomes that align with the National Qualifications Framework of Ukraine, higher education standards, and Programme requirements.

- Assessment is based on evidence demonstrating achievement of learning outcomes.

- Evidence submitted by learners must be reliable, sufficient, and compliant with academic standards.

4.7. Timeliness

- The recognition process is completed within established timeframes, and learners are informed in advance of deadlines and requirements for each stage.

4.8. Flexibility and adaptability

- Procedures take into account the diverse experiences of learners and allow for adaptation of educational pathways to their needs, interests, and previous achievements.

4.9. Quality assurance

- All stages of recognition are carried out in line with national and international standards of quality assurance in higher education.

- The University regularly reviews its policies and procedures to improve recognition processes.

4.10. Documentation

- All stages of recognition are documented in reports that provide justifications for decisions made.

- Records are stored in accordance with University policies on documentation and personal data protection.

POLICY <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

- Access to records is restricted to authorized personnel to ensure confidentiality.

5. ROLES AND RESPONSIBILITIES IN THE RPL PROCESS

5.1. Applicants (learners or prospective learners) applying for RPL are required to:

- review the admission requirements for the relevant Programme, published on the University's website (if this is the purpose of recognition);
- familiarize themselves with the Programme description, course outlines/syllabi of educational components, to ensure that their prior learning outcomes correspond to Programme requirements;
- provide complete, accurate, and verifiable information about prior learning, including supporting documents (certificates, diplomas, portfolios, etc.). The applicant must submit authentic papers, but is not obliged to prove the correspondence of prior learning outcomes to Programme requirements.
- apply within the deadlines established by the University's regulatory framework, depending on the type of education and the purpose of RPL;
- comply with all instructions provided by RPL Coordinators and Subcommittees throughout the recognition process.

5.2. Within its obligations to implement RPL, the University is responsible for:

5.2.1 Organization and management of recognition processes at the level of educational and scientific institutes:

- RPL Subcommittees review applications and conduct assessments, ensuring that declared learning outcomes correspond to Programme requirements;
- The RPL Committee provides overall oversight, approves the decisions of Subcommittees, and considers applications in complex or disputed cases.

5.2.2 Establishing limitations:

- clearly specifying which educational components cannot be subject to RPL due to the specific nature of their content or the requirements of regulatory frameworks, accreditation/certification bodies, etc.;
- informing learners about such restrictions through official University information resources.

5.2.3 Facilitating application submission:

- RPL Coordinators must provide counselling to learners regarding requirements, deadlines, and application procedures;
- ensure that learners are allowed to demonstrate their acquired learning outcomes using various methods (portfolio preparation, interviews, etc.).

5.2.4 Ensuring transparency:

- All RPL procedures must be fair, transparent, and publicly available to learners, prospective learners, and other stakeholders.

5.2.5 Reporting and documentation:

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

- all decisions must be documented with explanations of the reasons for recognition or refusal;
- the RPL Committee and Subcommittees must ensure regular submission of reports on RPL results to the University’s relevant administrative bodies;
- The Department for Quality Assurance prepares annual consolidated reports for evaluating the effectiveness of RPL procedures and their improvement.

5.3. Interaction between University bodies:

- The RPL Committee: provides overall leadership, monitoring, and approval of Subcommittee decisions;
- RPL Subcommittees at the level of educational and scientific institutes: conduct preliminary assessment of applications and provide reports to the RPL Committee;
- RPL Coordinators: provide support to learners and facilitate communication among all participants of the recognition process;
- The Appeals Committee: reviews disputed cases and ensures objectivity and impartiality of the recognition process.

6. PROCEDURE FOR RECOGNITION OF PRIOR LEARNING

6.1. Information

6.1.1 Applicants are provided with access to detailed information about the recognition procedure through the University’s official website, the catalogue of study programmes, as well as information materials available at the Admissions Office and at the Directorate of the relevant Educational and Scientific Institute.

6.1.2 The applicant receives:

- a list of required documents for applying, depending on the type of prior learning and the purpose of recognition;
- instructions for completing the application;
- contact details of the RPL Coordinator for further consultation.

6.2. Identification

6.2.1. The applicant analyses their prior education (formal, non-formal, or informal) and compares it with the requirements of the chosen study programme or educational component.

6.2.2. It is recommended that the applicant:

- compare acquired prior learning outcomes with the learning outcomes of the respective programme or educational component;
- identify which educational components may be subject to recognition.

6.3. Documentation

6.3.1 The applicant compiles a package of documents required for submission, which includes:

- an application for recognition of prior learning;
- a copy of an identity document;
- evidence of prior learning outcomes (diplomas, certificates, portfolio, recommendations, etc.), the requirements for which are defined by the University’s

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

regulatory framework, depending on the type of education and the purposes of recognition.

6.3.2 Requirements for documents:

- Completeness and clarity. Documents must contain all essential details of the applicant’s studies, achievements, experience, and competencies.
- Dates. Documents must include dates confirming the period of study, work, or other activities referred to in the application.
- Authenticity. Documents may be submitted in paper or electronic form (including digital certificates, electronic diploma supplements, or records in national or international registries). The University has the right to verify their authenticity by sending requests to the issuing institutions, checking official registries, or using electronic signatures, QR codes, or other authentication tools..
- Relevance. Documents must relate directly to the qualification or learning outcomes the applicant seeks to have recognized.
- Currency. Evidence provided must correspond to the current requirements of the programme and higher education standards.
- Sufficiency. Evidence must be adequate to confirm the declared learning outcomes and enable an objective assessment.

6.4. Initial verification of the application

6.4.1. Upon receipt of the duly completed application and document package, the RPL Coordinator conducts an initial check to ensure compliance with established requirements. This verification typically includes:

- checking completeness of the submitted documents;
- verification of authenticity: confirming signatures and seals, the presence of apostilles/consular legalization, and the status of the educational institution or provider issuing the documents. Additional inquiries to institutions or organizations may be initiated to verify the validity of documents, if necessary.
- validation of qualifications: checking that declared qualifications correspond to the National Qualifications Framework of Ukraine, higher education standards, and other requirements, and that there is documentary evidence of the skills, abilities, and knowledge indicated in the documents.

6.4.2. Notification of results of the initial check:

In the event of a positive outcome, the applicant receives an electronic notification confirming the initiation of the recognition procedure. The notification is accompanied by an invoice for payment of services (if provided for by the University’s regulations).

6.4.3. Handling Incomplete Applications

If the application contains deficiencies or the documents are incomplete, the applicant is notified of specific shortcomings and allowed to correct them or supplement the package.

6.4.4. Grounds for Refusal of the Application

Grounds for rejection at this stage include:

- submission of false information or forged documents;

POLICY <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

- submission of documents that do not meet established requirements;
- submission of documents that provide insufficient or inadequate evidence of prior learning or qualifications;
- discovery of substantial differences, duly proven by the University, between the applicant’s prior learning outcomes and the requirements of the respective programme;
- non-compliance with the main criteria defined for a specific programme by educational and/or professional standards.

6.4.5. In cases where substantial differences are identified between the declared learning outcomes and the requirements of the academic program, the University does not apply an automatic refusal of recognition. Such differences may serve as grounds for:

- Partial recognition of prior learning outcomes (credit transfer of individual modules, courses, or academic components);
- Compensatory measures (completion of additional modules, examinations, courses, or internships), which allow students to avoid a complete denial of recognition.

6.4.6. Timeframe for initial verification

The period for reviewing an application and making a decision regarding the possibility or impossibility of proceeding with recognition based on the information provided by the applicant shall not exceed 10 working days, unless otherwise stipulated by current regulations. Suppose it becomes necessary to liaise with institutions or organizations to verify the declared learning outcomes based on the submitted documents. In that case, this period may be extended, and the applicant will be officially informed. Any extension of the review period caused by the actions of third parties or delays in responses from external organizations shall not constitute grounds for refusal of recognition. The University guarantees that the procedure will be completed within a “reasonable timeframe,” which in any case shall not exceed three months from the date of submission of the complete set of documents.

6.4.7. Transfer of materials for further consideration:

After successful completion of the initial check, the RPL Coordinator forwards the materials to the relevant Subcommittee on RPL.

6.5. Assessment

6.5.1. Document analysis

Upon receipt of the materials, the Subcommittee analyses and evaluates each piece of evidence provided to determine the extent to which the applicant’s prior learning outcomes correspond to the programme and its components. The assessment is based on the learning outcomes specified in the programme and course syllabi.

6.5.2. Determining the need for additional assessment

If reasonable doubts arise regarding the correspondence of prior learning outcomes to programme requirements, additional assessment may be assigned.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

Where documents clearly confirm equivalence, additional assessment is not applied, and priority is given to documentary evidence.

6.5.3. Organization of additional assessment

The Subcommittee independently selects assessment methods based on the nature of the declared learning outcomes, their complexity, and program requirements. Assessment may include:

- testing using standardized questions;
- interviews based on standardized questions;
- a combination of both.

6.5.4. Notification of additional assessment

If additional assessment is required, the applicant receives an electronic notification that includes:

- a detailed explanation of the expected learning outcomes to be assessed;
- the criteria against which the assessment will be conducted;
- complete information on the assessment method (interview, test, or combination), the mode (in-person or online), and the date;
- instructions regarding the assessment procedure.

6.5.5. Timeframes:

The review of documents and the decision on the need for additional assessment must be made within 10 working days of receiving the application, unless otherwise established by regulations.

If additional assessment is required:

- It must be scheduled within 7 working days after the decision is taken.
- The applicant must be given at least 7 working days to prepare.
- The Subcommittee must review the results of the additional assessment within 5 working days after its completion.

6.6. Decision-making

6.6.1. Criteria for recognition:

- documents provide clear, unambiguous, and comprehensive information about prior learning outcomes;
- no substantiated and documented substantial differences are identified between the applicant's prior learning outcomes and the programme or its components (the burden of proof rests with the University). If the University fails to prove substantial differences, the presumption of recognition applies, and a favorable decision (full or partial recognition to the maximum possible extent) is adopted.

- the applicant meets admission requirements for the respective programme (if applicable);
- the applicant successfully demonstrates, during additional assessment (if required), learning outcomes corresponding to programme requirements;
- At least one ECTS credit can be awarded for the recognized prior learning outcomes.

6.6.2. Preliminary decision of the Subcommittee

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

Following the analysis of documents and, where applicable, additional assessment, the Subcommittee adopts a preliminary decision on the possibility of recognition and prepares a report that includes:

- analysis of the applicant’s prior learning outcomes compared with programme requirements;
- conclusions regarding full, partial recognition, or refusal, with justification;
- recommendations for further actions, if necessary.

6.6.3. Approval by the RPL Committee

The RPL Committee reviews the Subcommittee’s report, checks compliance with internal University quality standards, and approves the final decision. Where necessary, the Committee may request clarifications or revisions. The final decision is recorded in the minutes and signed by the committee chair.

6.7. Notification of the decision

The Committee’s decision must be communicated to the applicant within 5 working days by official letter (email or other method). The notification includes:

- a description of the assessment results;
- justification of the decision;
- recommendations for further actions (if applicable).

In the event of refusal, the University is obligated to provide the applicant with a written explanation that includes specific evidence of substantial differences. If the University fails to provide proper justification for its refusal, a favorable decision on full or partial recognition will be adopted.

6.8. Integration of results into the applicant’s individual study plan

If the decision is favorable, within 5 working days, the RPL Coordinator organizes amendments to the applicant’s individual study plan.

7. APPEALS AND REVIEW OF RPL DECISIONS

7.1 Right to Appeal

7.1.1. A learner has the right to appeal a decision if they believe that:

- there were significant procedural errors or violations during the consideration of their application;
- there was bias or a conflict of interest on the part of those who made the decision;
- The submitted evidence was not duly taken into account, or the University failed to provide sufficient justification for the existence of “substantial differences.”

7.1.2. An appeal may not be based solely on the applicant’s subjective disagreement with the decision, without presenting additional substantiated facts or arguments.

7.2 Submission of an Appeal

The learner initiates the appeals process by submitting a written or electronic

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

request to the Directorate of the relevant Educational and Scientific Institute within 10 working days of receiving the RPL results. The request must include:

- a detailed description of the circumstances forming the grounds for appeal;
- documents supporting the stated facts;
- the learner's contact information.

7.3 Initial Review of the Appeal

7.3.1 The appeal request is considered by the University leadership, which conducts a preliminary analysis of the grounds for appeal. If the leadership thinks the grounds are substantiated and sufficient, the Appeals Committee is convened.

7.3.2 If the appeal is rejected at this stage, the applicant receives a written explanation of the reasons for refusal.

7.3.3 If the appeal is accepted for review, the learner receives an official notification and an invoice for payment of the administrative fee for the appeal procedure. After payment, the learner gets a receipt, and all relevant documentation regarding the RPL process is forwarded to the Appeals Committee for review.

7.4 Composition and Independence of the Appeals Committee

7.4.1. The Appeals Committee is a body that reviews appeal submissions from applicants. Its main task is to ensure the fairness and impartiality of the RPL process by considering complaints and making objective decisions.

7.4.2. The Appeals Committee shall consist of:

- the Rector of the University;
- experts in the subject area relevant to the RPL application;
- a representative of the administrative department.

7.4.3. Persons who participated in the previous review of the application or in the adoption of the initial decision on RPL may not be members of the Appeals Committee.

Members of the Appeals Committee are obliged to declare the absence of conflicts of interest and bias with respect to the specific case.

7.5. After completing its review, the Appeals Committee prepares a report that sets out the final decision and its justification. Possible outcomes of the appeal include:

- full confirmation of the initial result;
- partial modification of the result;
- a full review with annulment of the previous decision and adoption of a new conclusion.

7.6. The Directorate of the Educational and Scientific Institute sends the learner an official notification of the results of the appeal review, including detailed information on the Appeals Committee's decision, by email.

7.7. The overall duration of the appeal procedure usually ranges from 15 to 20 working days. The total period for consideration of the appeal and adoption of a final decision may not exceed three months from the date of submission of the complete set of documents.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

8. FEES FOR SUBMISSION OF APPLICATIONS AND APPEALS

8.1. The University may establish fees exclusively for certain administrative services related to the recognition of prior learning outcomes, such as copying or additional verification of documents, as well as the engagement of external experts. The amount of such fees must be reasonable, must not exceed the actual costs incurred, and must not create obstacles or limitations for applicants.

8.2. The cases in which fees are charged for submitting applications for recognition of prior learning outcomes, as well as the amount of such fees, are determined in the List of Paid Services approved by an order of the Rector.

8.3. Information on paid services related to the recognition of prior learning outcomes is published on the official website of the University and is subject to regular updating.

8.4. Socially vulnerable categories of learners may be fully or partially exempted from payment for services related to the recognition of prior learning outcomes. The cases in which such exemptions apply, as well as their scope, are determined by an order of the Rector.

8.5. Applicants are informed at the stage of applying of the necessity of payment (if applicable), the exact amount, and the procedure for making such payments.

8.6. To initiate the appeal procedure, a minimal administrative fee is charged for reconsideration of the case, in accordance with the Regulations on Paid Services of the University. If, as a result of the appeal, the decision on recognition of prior learning outcomes is changed in favor of the learner (granting full or partial recognition), the amount paid for the appeal shall be refunded to the applicant within one month from the date of the Appeals Committee's decision.

9. MONITORING, EVALUATION, AND REVIEW OF THE POLICY ON RECOGNITION OF PRIOR LEARNING

9.1. The Policy and procedures for recognition of prior learning are subject to regular review, taking into account:

- changes in Ukrainian legislation in the field of education and updates to national and international RPL standards;
- national and international recommendations and best practices in the field of recognition of prior learning;
- feedback from learners, academic staff, and administrative personnel;
- results of monitoring, audits, and analysis of the effectiveness of the applied procedures.

9.2. The overall responsibility for monitoring the RPL process rests with the Director of the Department for Quality Assurance in Education, who:

- ensures compliance of recognition procedures with the current Policy and the University's regulatory framework;

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

- monitors adherence to RPL standards and procedures through systematic analysis of results and feedback from participants in the process.

9.3. Quality enhancement and control of the recognition process are ensured through:

- regular reporting – the RPL Committee and Subcommittees submit reports on the results of the procedure, which are analysed by the Department for Quality Assurance in Education;

- feedback from participants – learners who have undergone the RPL process provide feedback to assess the effectiveness and transparency of the procedures;

- analysis of key performance indicators – including the duration of consideration of applications, the number of applications successfully recognized, the satisfaction level of participants, and the number of appeals submitted.

9.4. Documentation and storage of data

9.4.1. The Director of the Department for Quality Assurance in Education documents:

- elements of best practices (examples of actions or processes that demonstrate high quality);

- aspects requiring further monitoring (areas needing additional attention and control);

- recommendations for improvement (directions for developing RPL procedures and the Policy itself).

9.4.2. All reports and observations prepared by the Director are stored in accordance with the University’s internal documentation and personal data protection policies. These reports are used for ongoing monitoring, continuous improvement of the recognition system, and as a basis for staff training and professional development in the field of RPL.

9.5. Responding to identified shortcomings:

9.5.1. If monitoring reveals issues requiring urgent attention (e.g., cases where actions or processes do not comply with the provisions of the Policy), the Director of the Department for Quality Assurance in Education may involve participants of the RPL process in conducting additional review or providing clarifications.

9.5.2. If non-compliance is confirmed, the decision on the respective RPL application may be subject to reconsideration. Possible measures include:

- re-assessment of the application by a newly composed RPL Committee;
- replacement of individual members of the RPL Committee who were involved in the review of the application, in cases where doubts have arisen regarding adherence to the procedure.

9.5.3. Reports of the Director of the Department for Quality Assurance in Education are used for:

- staff training on RPL procedures;
- capacity building of RPL Committee members;

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

- improving the Policy and procedures for recognition of prior learning;
- organizing training sessions to ensure consistency and transparency of practice at all levels.

10. TRAINING ON RECOGNITION OF PRIOR LEARNING

10.1. The University ensures regular specialized training for all staff members who are directly or indirectly involved in the RPL process. This training is mandatory and conducted annually according to a set schedule.

10.2. Training sessions are aimed at the continuous improvement of RPL procedures, based on previous experience, feedback received, and taking into account changes in national and international standards in the field of higher education.

10.3. Responsibility for the preparation and delivery of training rests with the Director of the Department for Quality Assurance in Education in cooperation with the Rector of the University.

10.4. Records of participation in RPL training sessions are maintained in the personal files of the staff members who undergo such training. The storage of these records is carried out in accordance with the University's internal quality assurance policy and applicable regulatory requirements.

11. FINAL PROVISIONS

11.1. This Policy shall enter into force from the date of its approval by the Academic Council of the International European University and enactment by the Rector's order.

11.2. Amendments and additions to this Policy shall be introduced in accordance with the procedure established at the University, considering changes in legislation, standards, and other regulatory requirements.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

ANNEXES

Annex 1

KEY STAGES OF THE RECOGNITION PROCEDURE

Process Stage	Deadline	Notes
1. Initial verification of the application	Within 10 business days	May be extended if additional verification with institutions is required
2. Transfer of materials to the RPL Subcommittee	Immediately after completion of the initial verification	Performed by the RPL Coordinator
3. Review of documents by the Subcommittee	Within 10 business days	From the date the Subcommittee receives the documents from the Coordinator
4. Appointment of additional assessment (if required)	No later than 7 business days	After the Subcommittee decides on the need for additional assessment
5. Preparation time for the applicant	At least 7 business days	Time for the applicant to prepare for testing, interviews, or other forms of assessment
6. Conducting additional assessment	As agreed with the applicant	May be conducted in person or remotely; the Subcommittee determines the date.
7. Review of additional assessment results	Within 5 business days	The Subcommittee analyses the results of the additional assessment and prepares its conclusions.
8. Approval of the decision by the RPL Committee	Within 5 business days	After receiving the report from the RPL Subcommittee
9. Informing the applicant of the decision	Within 5 business days	The notification includes a detailed report and recommendations (if applicable)
10. Integration of recognition results	Within 5 business days	The RPL Coordinator updates the student's individual study plan accordingly.

POLICY <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System ISO 9001:2015</i>

Annex 2

KEY STAGES OF THE APPEALS PROCEDURE

Process Stage	Deadline	Notes
1. Submission of the appeal request	Within 10 working days from the date of receiving the RPL results..	The learner submits a written or electronic request. The request must include a description of the grounds, supporting documents, and contact information.
2. Initial review of the appeal	Within 5 working days from the date of receipt of the request.	The University leadership conducts a preliminary analysis of the grounds for appeal. If the request is substantiated, the Appeals Committee is convened.
3. Refusal to consider the appeal	Within 5 working days from the completion of the review.	If the appeal is unsubstantiated, the learner receives a written explanation of the reasons for refusal.
4. Acceptance of the appeal for consideration	Within 5 working days from the completion of the initial review and confirmation of payment.	The learner receives an official notification of acceptance of the appeal, along with an invoice for payment and a receipt after payment is made.
5. Consideration of the appeal by the Appeals Committee	10–15 working days , depending on the complexity of the case.	The Appeals Committee reviews the submitted materials, examines the request, and makes a decision (full confirmation or partial modification of the result).
6. Notification of the decision	Within 5 working days after the completion of the Appeals Committee’s review.	The Department of Organizational and Administrative Work sends the learner an official notification of the appeal results with a detailed explanation of the decision.

<i>POLICY</i> <i>on the Recognition of Prior Learning</i>	<i>REGULATION</i>
	<i>Quality Management System</i> <i>ISO 9001:2015</i>

Annex 3

INDICATIVE LIST OF REQUIRED DOCUMENTS FOR CONFIRMING LEARNING OUTCOMES

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

- Copy of the diploma and diploma supplement (European Diploma Supplement or another equivalent document containing a list of educational components, learning outcomes, and the number of ECTS credits) – in case of admission to a programme;
- Copy of an academic transcript – in case of readmission or transfer;
- Copy of the learner’s academic record card for the entire period of study up to the moment of transfer, in case of transfer within the University;
- Certificate with a list and results of completed educational components, including the number of credits and information on the grading system – in case of academic mobility; • Certificates of completion of additional courses or certificate programmes within the framework of formal education.

Documents confirming learning outcomes acquired through non-formal and informal education may include, but are not limited to, the following:

- Curriculum vitae (CV) or personal statement of competencies (paper and/or online form). The learner may prepare a CV reflecting their education, achievements, skills, experience, and other competencies acquired through prior learning or professional activities. These documents help explain how the learner’s knowledge and skills correspond to the requirements of the study programme.
- Reports or references from third parties (employers, teachers, colleagues, clients, mentors, other professionals, etc.) confirming the applicant’s achievements and supporting their RPL application.
- Video or audio materials demonstrating the applicant’s work, which may serve as evidence of professional or social skills. Such materials can help assessors better understand the applicant’s level of knowledge, abilities, and competencies.
- Certificates and other documents issued by relevant professional organizations, which may serve as proof of the applicant’s knowledge, skills, and competencies in a specific field or profession.
- Samples of completed work (physical samples, meeting minutes describing work/tasks, memos, reports, plans, procedures and forms, handouts, marketing plans, etc.) that can help the applicant demonstrate practical skills and the ability to apply knowledge in real situations.
- Recommendation letters from employers or professional mentors confirming knowledge, abilities, and skills acquired through professional activity.
- Certificates of completion of professional development courses, trainings, or seminars. • Diplomas or certificates of completion of advanced training or specialized programmes. • Certificates of completion of massive open online courses (MOOCs) such as Coursera, edX, Udemy, etc.
- Portfolio (including e-portfolio) – a collection of documents in paper or electronic form containing all available evidence of the applicant’s prior experience in formal, non-formal, and informal contexts, linked to the learning outcomes of a specific educational component or qualification at a particular level of the National Qualifications Framework of Ukraine.