

APPROVED

By the Council of the ENDC on 04 March 2010

By the Commandant of the ENDC Order No. 44 of 24 March 2010

Amended

By the Council of the ENDC on 29 September 2010

By the Commandant of the ENDC Order No. 216 of 08 October 2010

Amended

By the Council of the ENDC on 15 December 2011

By the Commandant of the ENDC Order No. 135 of 22 December 2011

ACCREDITATION OF PRIOR AND EXPERIENTIAL LEARNING REGULATIONS IN THE ESTONIAN NATIONAL DEFENCE COLLEGE

1. Approved on the basis of 9(4) 5') and 12¹(2) of "Institutions of Applied Higher Education Act", §§ 11–13 of the Government of the Republic Regulation No 178 of 18 December 2008 „Higher Education Standard“, and 10(10)10) and 19(2) of the Minister of Defence Regulation No 38 of 23 December 2008 “Statutes of the Estonian National Defence College“.

I General Provisions

2. The accreditation of prior and experiential learning (hereinafter: the regulations) set forth the general principles of accreditation of prior and experiential learning (hereinafter: APEL), assuring APEL quality, reviewing, assessing and accrediting applications received (hereinafter: applications) and regulations of remuneration in the Estonian National Defence College (hereinafter: the ENDC).
3. APEL is implemented in regards of the ENDC student candidates, students and external students as follows:
 - 3.1 to fulfil the admission criteria set for the curricula of professional higher education or Master level studies;
 - 3.2 to fulfil the admission criteria set for the curricula of in-service training or for completing the curricula approved by the Council of the ENDC;
 - 3.3 to transfer previously acquired credit points in order to fulfill the curricula of vocational training, professional higher education and Master's education;
 - 3.4 to convert prior studies or work experience into credit points.
4. The ENDC shall not implement APEL for continuing education, for final examinations and final papers of vocational education, professional higher education or Master's education.
5. The ENDC shall have the right to determine the subjects in curricula which cannot be transferred using APEL. The volume of such subjects cannot exceed 1/3 of the total volume of any curriculum and these subjects are listed in the general part of the curriculum.
6. Upon implementing APEL the ENDC follows the principle of integrity of volumes of academic levels in accrediting higher education curricula: the total volume of the first two levels of higher education should be at least 300 European Credit Points (hereinafter: ECP).
7. Studies and the work experience are compared with the subjects, modules or learning outcomes of the curriculum irrespective of the way, time and location of prior studies or work experience. Degree studies or in-service trainings and work experience acquired in other institutions of higher education and other educational and training institutions, as well as

learning through everyday activities and in one's free time can be accredited partially or as a whole.

8. Prior and experiential learning is accredited by the APEL committee (hereinafter: the committee) consisting of at least three members. The Commandant of the ENDC appoints the chairman of the committee and approves the work procedures of the committee. The committee has the right in its activities to include experts outside the committee to assess the compatibility of learning outcomes and to compile the APEL assessment. Contractual experts can be included with the permission of the Commandant of the ENDC.
9. The committee takes guidance from these regulations, the work procedures of the committee determined by the Commandant of the ENDC order and general quality and evaluation criteria of implementing APEL as stipulated in educational legislation.
10. The ENDC assures APEL counselling for every applicant. Advisors are appointed by the Commandant of the ENDC.

II Quality Assurance

11. In assuring the quality of APEL, among other things the following is kept in mind:
 - 11.1 Principles, assessment criteria and procedures of APEL are public, clear and just and they are implemented persistently;
 - 11.2 People applying for APEL (hereinafter: applicant), advisors and committee receive clear and accessible information;
 - 11.3 Tasks of applicants, advisors and the committee are clearly formulated;
 - 11.4 All applicants receive counselling when necessary;
 - 11.5 Principles and procedures of APEL are regularly reviewed and their implementation is supervised.
12. The committee compiles a report once a year as to the adherence to the principles listed in subsection 11 of these regulations and presents it to the Council of the ENDC.

III Application

13. Prior learning and work experience are accredited based on the applicant's application that has been compiled as required. The application for the transfer of the subject using APEL shall be submitted at least three weeks prior to the commencement of the subject.
14. The applicant is obliged to submit necessary documents according to subsection 28 of these regulations. Documents and additional materials are submitted both on paper and electronically and the applicant is responsible for their accuracy.
15. The committee shall have the right to ask the applicant for additional documents (e.g. a portfolio, professional certificate, job description, employer's recommendation or assessment, evaluation results, service records etc). The applicant shall be responsible for the translation of the documents into Estonian (except the documents in English).
16. In the event of prior studies conducted abroad the applicant should submit a document certifying the completion of the curriculum to the Academic Recognition Information Centre in Estonia (ENIC/NARIC Centre). The centre then evaluates the qualification obtained abroad, its compatibility with the educational system in the Republic of Estonia.
17. There is no need to apply for accreditation of prior learning when:
 - 17.1 The student candidate of Master's studies in the ENDC wishes to consider the previous academic level as completion of entry criteria and has fully completed the

- curriculum on the ENDC or some other institution of higher education, that corresponds in its essence and volume to the curricula that are the prerequisite of Master's level studies;
- 17.2 The student wishes to transfer subjects taken as a visiting student in some other institution of higher education when the prior agreement to do so had been previously achieved with the head of the chair or centre responsible for teaching the respective subjects and that has been approved by the chief of the education department of the ENDC;
- 17.3 accreditation of learning has been agreed upon in the cooperation contract between the ENDC and the other institution of higher education;
- 17.4 the student is readmitted.

IV General Principles of Assessment

18. The committee evaluates the correspondence of learning outcomes described in the application to the learning outcomes of the subject(s), module(s) or curriculum that are requested to be accredited. The result of studies and work experience is evaluated irrespective of the ways of achieving the result.
19. The learning outcomes and competences acquired in vocational education or higher education, through other organised learning activities and professional work experience and everyday activities and learning in one's free time and their compatibility with the learning outcomes of the curricula of the ENDC are evaluated as a whole.
20. Assessment takes into account the relevance of studies with regard to criteria that are up-to-date.
21. Insignificant discrepancies in the volume of prior studies and the constituents of the studies or the ways the learning outcomes are assessed are not a sufficient reason for not accrediting the subject(s) or module(s). Insignificant discrepancies shall be up to $\frac{1}{4}$ of the volume of the subject to be transferred, considering the principle of evaluation as a whole.
22. The committee shall establish additional conditions for evaluation when:
- 22.1 the volume of prior studies is smaller than the studies accredited;
- 22.2 the learning objectives and content of prior studies do not correspond with the current curriculum of the ENDC.
23. The committee can implement additional assessment methods in evaluation and as for the performance of the knowledge or skills acquired (the applicant is given additional tasks and the committee evaluates the accurateness of the solutions or observes the solution process etc.).
24. For the completion of additional tasks the committee determines a deadline that is agreed upon with the applicant if possible. The committee has a right to include experts of respective fields in the evaluation on learning outcomes and work experience and implementing additional assessment tasks.
- 24.1 Experts forward their evaluations to the committee within five working days after the documents were submitted for their expert opinion.
25. In the event that the achievement of learning outcomes has already been assessed during prior studies, the evaluation result of learning outcomes is not altered nor is the applicant required to take another examination or pass/fail evaluation.

26. In the event that the achievement of learning outcomes has not been assessed during prior studies, non-differentiated assessment (pass/fail evaluation) is used.
27. Transforming the grades of another institution's assessment system the assessment system accredited is compared to the one in the ENDC. In case the assessment systems are incomparable, non-differentiated assessment is used in transferring the grades.
28. Accreditation is based on documents that are valid in the eyes of the accreditors. Such documents include above all:
 - 28.1 in case of prior studies the document certifying the completion of the curriculum together with the academic transcript or results report that describe the learning outcomes and the way they were assessed;
 - 28.2 in case of prior studies the document certifying the completion of a subject or module together with a syllabus or a training programme that describes learning outcomes and the ways these were assessed;
 - 28.3 in case of work experience the excerpt of the service record that supports the accreditation of the subject applied for, description of competences acquired through assignments or job description and work experience and self-evaluation.
29. In accrediting prior learning experience the following is taken into account:
 - 29.1 the way the learning outcomes of prior studies or the content of experiential learning suits with the subjects, modules or learning outcomes in the curriculum of the ENDC;
 - 29.2 in experiential learning adequacy of the applicant's self-analysis and its correlation with the learning outcomes of the curriculum.
30. In case of completion of the subjects of the curriculum not accredited or studies in an educational institution not accredited (incl. institutions abroad) only the acquired competences are evaluated.
31. As part of completion of the institution's vocational education, higher education or in-service training curricula or fulfilling the admission criteria of the curricula, the following may be considered:
 - 31.1 matters learned in the educational system consisting of different levels of education (formal education);
 - 31.2 other organised study activities (non-formal education);
 - 31.3 results of experiential and independent learning (informal education).
32. The institution takes into account the work experience in case it is in accordance with the goals specified in the curriculum. Work experience is taken into account:
 - 32.1 in fulfilling the admission criteria;
 - 32.2 in field training;
 - 32.3 within subjects that have to do with acquiring practical skills.
33. In evaluating the work experience the results are assessed on the non-differentiated scale (*pass or fail*).

V Accreditation

34. The committee reviews submitted applications (except applications to fulfil the admission criteria) within 30 days after their submission. The committee notifies the applicant via letter, e-mail or fax of its well-founded decision, including the need of submitting additional provisions and requirements within 30 days after the sitting.
35. When the applicant has fulfilled all additional provisions and requirements, the committee reaches its final decision within 30 days and notifies the applicant of the latter via letter, e-mail or fax.

- 35.¹ The committee notifies the applicant of any delays in hearing the application.
36. The decision of the committee contains the name (names) of the curriculum and accredited subject(s) and/or modules, their volume, grade (grades) or result on a non-differentiated scale, also the type of the subject in the curriculum and/or module (compulsory or elective subject, practical placement etc).
37. APEL is based on the original performance, thus it cannot be based on a part of a curriculum that has previously been accredited within APEL. Academic records record the original performance.
38. When prior and/or experiential learning is accredited as part of completion of the curriculum, the subject(s) or module(s) accredited are recorded in the study information system of the ENDC based on the decision of the committee.
39. Application from a student applying for vocational or higher education studies and in-service training with fixed curricula to accredit the correspondence of admission criteria can be submitted to the committee only until the deadline fixed in the admission regulations.
40. When prior and/or experiential learning is accredited in fulfilling the admission criteria, the committee issues a decision to the applicant confirming his/her right to apply. The applicant submits the decision to the admission committee of the ENDC.

VI Contestation

41. The final decision of the committee can be appealed in accordance with the regulations determined in the Study Regulations of the ENDC.