

CONDITIONS AND PROCEDURES FOR RECOGNITION OF PREVIOUS STUDY RESULTS AND PROFESSIONAL WORK EXPERIENCE AT THE ESTONIAN ACADEMY OF MUSIC AND THEATRE

I General provisions

1. This regulation sets forth the procedures for reviewing, assessing and recognizing applications for recognition of previous study results and work experience (hereinafter APEL), as well as for payment of the related fees, at the Estonian Academy of Music and Theatre (hereinafter the Academy) in determining a candidate's conformity to admission requirements and in fulfilling a curriculum.
2. This regulation is established on the basis of the Universities Act, Higher Educational Standard, the Academy's Regulation of Studies. [21.04.2010]
3. The objective of APEL is:
 - to increase the academic and professional mobility of persons, including persons with special needs, and to broaden opportunities for lifelong learning;
 - to enable results achieved through studying in the educational system consisting of levels of education (formal education), other organized forms of studies (non-formal education) and professional work experience as well as studies in the framework of everyday activity and leisure time (informal education) to be considered equivalent to fulfilment of admission criteria or to academic results achieved in fulfilling a curriculum;
 - to flexibly respond to changes taking place on the labour market as well as to changes in demand for workforce.
4. APEL may be implemented:
 - in fulfilling admissions criteria established by the Academy;
 - to an unlimited extent in fulfilling curricula, with the exception of the taking of bachelor's and master's degree examinations and defences of master's theses and doctoral dissertations.
5. No new assessment of study outputs shall be required for the implementation of APEL (no new graded or pass-fail examination). Optional subjects shall be recognized as a component of fulfilling a curriculum up to the maximum amount specified in the given curriculum.
6. APEL enables the following to be recognized:
 - studies completed at the Academy before admission to the curriculum or in other educational institutions;
 - in-service training, master's courses and non-formal forms of education;
 - knowledge and skills gained from professional work experience.

II The application process

7. APEL may be applied for by the following persons:
 - Academy students;
 - candidates for admission to the Academy who desire to enter the bachelor's,

- master's or PhD studies;
 - a person who desires to defend a degree at the Academy as an external student.
8. Persons applying for APEL (hereinafter applicants) for recognition as meeting the admissions criteria shall submit an application to the Admissions Committee. Students of EAMT shall submit an application via Study Information System at term indicated in the academic calendar. *[14.01.2015]*
 9. Previous academic results shall be certified with a corresponding diploma, certificate or other document certifying education or successful completion of a subject. Studies previously successfully completed at the Academy do not need to be certified by the applicant if the relevant data are on file in the Academy's academic information system or archive.
 10. Studies that took place through professional work experience and in the framework of the everyday activity and leisure time (informal education) shall be certified by a reference to the completed work and presentation thereof, a portfolio of samples, audio and video recordings, professional certificates, copy of an employment contract or directive on appointment to office or other documentary evidence. If the applicant is certifying work experience, a description of the professional work experience and self-evaluation shall be appended to the application.
 11. The applicant shall be responsible for the authenticity of the documents submitted.
 12. The applicant shall be entitled to receive from the Academy consultation in the field of APEL. In matters specific to a speciality, the applicant may address the head of the academic unit administering the relevant curriculum or the Vice Rector for Academic Affairs and Research. Assistance in filling out the application, as well as general information on APEL, shall be distributed by the APEL adviser.

III Assessment

13. Results of previous studies and professional work experience shall be assessed together integrally, based on whether the knowledge and skills acquired through previous studies or work experience or independently conform to the objectives of the subject(s), module(s) and curriculum. An insignificant difference in the extent of the study results and components of the material acquired or in the form of assessment of the study outputs shall not be grounds for refusal to recognize (a) subject(s).
14. As a rule, previous study results and/or professional work experience shall be assessed by a committee formed by the rector for the purpose of reviewing a particular application (APEL committee) headed by the Vice Rector for Academic Affairs and Research. During the admissions period, the admissions committee shall fulfil the functions of the APEL committee.
15. In lieu of the APEL committee, the teacher of a relevant subject (subject field) at the Academy or the head of the academic unit administering the subject field (APEL assessor) may assess up to 10 credit points (15 European credit points) worth of previous study results in one and the same subject field.

16. [canceled 15.01.2014]

17. In assessing previous study results, the following shall be considered:

- accreditation of the curriculum, of which the subject taken was one component;
- compatibility of the previous study result with the curriculum to be fulfilled at the academy.

18. In assessing professional work experience and previous informal education, the compatibility of the material in the course of such experience to the curriculum shall be considered. Work experience may be assessed during the time that subjects are being taken or professional placement is active, if this does not hinder the organization of academic work in the respective subject.

19. If necessary, the following may be requested of applicants:

- submission of additional documents (such as a document certifying accreditation of a previous curriculum, ENIC/NARIC issued letter of recommendation etc);
- completion of a practical assignment;
- interview.

IV Recognition

20. The APEL assessor or APEL committee shall review the application and prepare a written decision within one month of receiving the application. During the admissions period, conformity to entrance requirements shall be assessed within the terms set forth in the admissions rules.

21. In the cases set forth in clause 19, the term for preparing a decision shall be extended by one month starting with the fulfilment of the condition of an additional requirement.

22. The APEL assessor or the APEL committee's decision shall indicate which component of the curriculum (subject or group of subjects, compulsory, elective or optional subjects) shall be recognized, as well as in what extent (number of credit points) and which results are recognized. If an application has been rejected in full or in part, the decision shall also give the reason for the refusal.

23. If previous study results or work experience is recognized as meeting the admissions criteria, the APEL committee decision must contain a notation that the applicant is entitled to stand as a candidate for entrance to the relevant curriculum at the Academy without taking entrance examinations.

24. If the previous study results and/or work experience is recognized as a component of the studies, the subjects recognized shall be entered into the academic information system in the Registry and Student Affairs Department on the basis of the decision of APEL committee or the assessor.

25. In-service training may be recognized as a component of meeting admissions criteria and fulfilling the curriculum, similarly to previous studies, if the in-service training culminated in assessment of the outcome of studies (graded or pass-fail examination). If the in-service training did not culminate in an assessment of the outcome of studies, the in-service training

may be recognized similarly to work experience.

26. The applicant shall be entitled to challenge the decision of the APEL assessor or committee within 5 working days of the announcement of the decision, by submitting a written appeal addressed to the rector. The processing of the appeal shall take place in accordance to procedure set forth in the Regulation of Studies.

V Fee for review of application

27. The applicant shall pay a fee for processing of application and assessment of previous study results and professional work experience pursuant to the levels established by the rector.

28. The accounting department shall issue the invoice for application processing and review on the basis of a proposal from the Registry and Student Affairs Department within three days of receiving the proposal.

29. Processing of APEL applications shall be free of charge if the application is for assessment of (a) subject(s) previously taken in the academy.

30. No academic service fee shall be charged for subjects transferred through assessment of previous study results and work experience.

VI Quality assurance

31. APEL quality shall be ensured in the framework of ensuring general academic quality at the Academy, including in consideration of the following criteria:

- the procedure and process for APEL are public, clear and fair and shall be implemented in a consistent manner;
- the information given to applicants, consultants and APEL committees shall be clear and available;
- the unified standards for the APEL procedure shall be ensured for all applicants;
- the procedure and rules of procedure for APEL shall be reviewed regularly and compliance monitored.

32. To ensure adherence of the principles specified in clause 23, an APEL-related discussion shall take place in the academic committee at least once an academic year. In the course of the discussion:

- decisions made by the APEL committee in the previous academic year shall be analyzed selectively in order to ensure a consistent level in implementation of APEL;
- proposals shall be made if necessary on the basis of the analysis for supplementing or standardizing the APEL procedures.

33. *[canceled 15.01.2014]*

VII Implementing provisions

34. *[canceled 15.01.2014]*