

KROK UNIVERSITY
REGULATIONS ON THE PROCEDURE FOR RECOGNIZING LEARNING
OUTCOMES OBTAINED IN NON-FORMAL AND INFORMAL
EDUCATION

*Translated into English from the official version
and approved by the Rector of KROK University on March 28, 2024*

I. General Provisions

- 1.1. This Regulation defines the procedure for the recognition of learning outcomes acquired through non-formal education.
- 1.2. The terms used in this Regulation are defined in accordance with the Laws of Ukraine "On Education", "On Higher Education", and "On Professional Pre-Higher Education", namely:

Non-formal education is education usually acquired through educational programs and does not involve the awarding of state-recognized educational qualifications by education levels, but may result in the awarding of professional and/or partial educational qualifications.

Informal education (self-education) is education that involves self-organized acquisition of certain competencies by an individual, including during everyday activities related to professional, civic, or other activities, family life, or leisure.

Learning outcomes are knowledge, skills, abilities, ways of thinking, attitudes, values, and other personal qualities acquired in the process of learning, upbringing, and development, which can be identified, planned, assessed, and measured, and which an individual is able to demonstrate upon completion of an educational program or its components.

Qualification is a standardized set of competencies (learning outcomes) acquired by an individual, recognized by an authorized entity, and certified by an appropriate document.

Other terms are also used in the meanings defined by the Laws of Ukraine "On Education", "On Higher Education", and "On Professional Pre-Higher Education".

II. Procedure for the Recognition of Learning Outcomes Acquired in Non-Formal and Informal Education

- 2.1. The right to recognition of learning outcomes acquired in non-formal or informal education applies to learners of all levels of higher and professional pre-higher education.
- 2.2. Recognition of learning outcomes acquired in non-formal or informal education is allowed for educational components that begin in the second semester. Recognition is carried out in the semester preceding the one in which, according to the curriculum of a specific educational program (EP) or educational-professional program (EPP), the educational component is scheduled to be studied. The learning outcomes acquired in non-formal and informal education may be recognized and re-credited as a grade for the corresponding educational component or its substantive part (module, section).
- 2.3. Recognition of learning outcomes acquired in non-formal and informal education applies only to mandatory educational components of the educational program, as elective disciplines can be independently chosen by the learner from a wide list, allowing them to study what is more relevant and desirable for them and to shape their individual educational trajectory.

- 2.4. The procedure for recognition of learning outcomes acquired in non-formal or informal education must include the following mandatory stages:
 - 2.4.1. The learner submits a substantiated application (Appendix 1) to the Student Office/College Dean's Office requesting recognition of learning outcomes acquired in non-formal or informal education. The application must be accompanied by documents (certificates, diplomas, educational programs, syllabi, etc.) confirming the learning outcomes acquired.
 - 2.4.2. To recognize the learning outcomes acquired in non-formal or informal education, a commission is appointed by order. The commission includes: the head of the graduating department (cycle commission) responsible for the educational component, leading instructors teaching the relevant component, and the guarantor of the educational program in which the learner is enrolled.
 - 2.4.3. The commission reviews the submitted documents, conducts an interview with the learner, and either re-credits the learning outcomes or assigns an assessment.
 - 2.4.4. If the commission deems it necessary to conduct an assessment, the learner is provided with the course syllabus and a list of questions for final evaluation. The learner is given 10 working days to prepare. The commission assigns a final grade according to the ECTS scale. If the learner scores less than 50 points, the learning outcomes acquired in non-formal or informal education are not recognized.
 - 2.4.5. Based on the commission's work, a protocol is prepared containing the conclusion on recognition or non-recognition of learning outcomes acquired in non-formal or informal education and the grade to be re-credited for the corresponding educational component or module.
 - 2.4.6. Upon re-crediting the educational component based on the commission's decision, the following are entered into the learner's individual curriculum: the name of the educational component, total number of hours/credits, grade, and the basis (protocol number). The learner is exempt from studying the re-credited component in the following semester.
 - 2.5. In case of a negative conclusion by the commission, appeals are not accepted, and the learner studies the discipline according to their individual curriculum.
- If the learner holds a certificate in a foreign language at level B2 or higher according to the Common European Framework of Reference for Languages or equivalent tests, the discipline "Foreign Language" in the curricula of all bachelor-level higher education programs and educational-professional programs of junior bachelor level in professional pre-higher education is re-credited with a final grade of "excellent" without additional procedures by the commission.

Appendix 1 to the Regulation

To the Rector of KROK University

From a higher education / professional pre-higher education student

Year I (II, III, IV)

Educational-professional degree: Junior Professional Bachelor

Professional College of KROK University

Educational degree: Bachelor / Master

Department: _____

Institute of Information and Communication Technologies

Institute of Security Management

Specialty: _____

Educational Program: _____

Form of Study: _____

Full Name: _____

Phone: _____

E-mail: _____

Application

I kindly request the re-crediting of learning outcomes acquired by me through non-formal (informal) education as a grade for the educational component (name). The learning outcomes were acquired during the completion of (online or in-person course, including foreign language course; internship; participation in a non-academic exchange program; participation in a conference, competition, Olympiad, training, seminar, workshop, business school, etc.). Attached to this application are copies of documents confirming the results of participation in non-formal education activities (certificate, diploma, award, etc.).

date

personal signature