

**APPROVED**  
by the Rector of  
Lviv Polytechnic National University  
\_\_\_\_\_ Yurii Bobalo  
dated \_\_\_\_\_, 2020

**Regulations on Recognition of Learning Outcomes  
Acquired in Non-formal Education and Informal Learning at Lviv Polytechnic  
National University**

The Regulations for recognition of learning outcomes acquired in non-formal education and informal learning (hereinafter referred to as the Regulations) are developed in accordance with the Law of Ukraine *On Higher Education*, the Law of Ukraine *On Education*, the Order of the Ministry of Education and Science of July 11, 2019 No 977 *On Approval of the Regulations on Accreditation of Education Programmes in Higher Education*.

**1. GENERAL PROVISIONS**

1.1. Formal education is education that is institutionalized, intentional and received through education programmes in accordance with the statutory levels of education, fields of education, and subject areas (trades), and also provides applicants with learning outcomes predetermined by educational standards of the appropriate education level and acquisition of qualifications recognized by the state.

1.2. Non-formal education is education that is usually received through education programmes and does not provide awarding of state-recognized educational qualifications by levels of education, but may result in awarding of professional and / or partial educational qualifications.

1.3. Informal learning (self-study) is defined as forms of learning that are intentional or deliberate but are not institutionalized. It is education that involves the self-organized acquisition of certain competencies by an individual, and may include learning activities that occur in the family, workplace, local community and daily life, on a self-directed or socially-directed basis.

1.4. An educational qualification is the official confirmation, usually in the form of a document on education certifying learning outcomes (competencies) predetermined by educational standards acquired by an individual that is recognized by an educational institution or other authorized entities of educational activities.

1.5. The learning outcomes and competences required for awarding of educational and / or professional qualifications can be acquired and received in formal, non-formal or informal education.

## **2. THE PROCEDURE FOR RECOGNITION**

2.1. The right to recognition of learning outcomes in non-formal education or informal learning extends to applicants at all levels of higher education.

2.2. Recognition of learning outcomes in non-formal education or informal learning is allowed for academic disciplines that are included in the curriculum in the second term. In this case, the recognition of learning outcomes is accorded in the term preceding the one, in which the study of the academic discipline to be credited according to the curriculum of a particular education programme (EP) is provided.

Learning outcomes and competencies of applicants acquired in non-formal education or informal learning shall be recognized in the amount that usually does not exceed 15% of the total number of credits provided by the EP within the academic year.

2.3. The procedure for submitting documents and recognizing qualifications and learning outcomes acquired in non-formal education or informal learning shall include the following required steps:

2.3.1. The basis for the certification is the education Application, which is personally submitted by the applicant to the dean's office of the relevant institute in the form given in Annex 1 to these Regulations. The Application shall be supported with other documents (materials) that can directly or indirectly certify the information contained in it (certificates, education programmes, etc., which confirm the learning outcomes acquired by the applicant). The application is submitted before the beginning of the relevant semester.

An official of the dean's office shall make copies of the originals of the submitted documents and verify them. The original documents are returned to the applicant in person on the same day.

2.3.2. The director of the institute where the applicant studies appoints a subject commission which determines the possibility of recognition, forms and terms of evaluation to recognize the learning outcomes acquired in non-formal education and informal learning (the order of the director of the institute to appoint a commission is issued within three days from the date of submission of the application by the applicant to the dean's office). The director of the institute appoints the chairman of the commission. The commission shall include as follows: the head of the graduating department, the guarantor of the education programme and the teacher of the department where the relevant academic disciplines are assigned. Organizational and technical support for the recognition of the learning outcomes of non-formal education of the applicant is provided by the dean's office of the relevant institute.

## **3. ASSESSMENT FOR RECOGNITION OF LEARNING OUTCOMES**

The Subject Commission reviews the submitted documents, conducts an interview with the applicant and either re-enrolls the learning outcomes or appoints an

attestation (in the form of an interview or exam). If the subject commission deems it necessary to conduct the attestation, the applicant is acquainted with the education programme of the academic discipline (course disciplines) and the list of issues submitted for attestation. In this case, the applicant is given up to 10 working days to prepare for attestation.

The Subject Commission issues a final grade on a national scale, which is converted into a 100-point grading scale according to the minimum values of the institutional 100-point grading scale of the University. If the applicant received less than 50 points, they shall not be enrolled with the outcomes of non-formal education and / or informal learning. Based on the results of the work, the Subject Commission draws the minutes and fills in the Attestation Letter (Annex 2), which contains a conclusion on enrollment or non-enrollment in the relevant academic discipline.

At least three members of the Subject Commission take part in the attestation, and additional examiners may be involved.

A positive assessment of the applicant's learning outcomes by the Subject Commission or attestation to recognize learning outcomes that are required by the standard of higher education and / or are mandatory for higher education educational components, including practical training and course theses, is the basis for enrollment in disciplines appropriate grade and credits in the amount of relevant compulsory academic disciplines, practical training and course theses of the curriculum.

According to the decision of the Subject Commission, the applicant's learning acquired in non-formal education and informal learning may be recognized instead of elective academic disciplines of the curriculum and the appropriate number of credits may be enrolled. In this case, the recognized learning outcomes shall correspond to a certain educational component, which name is reflected in the individual curriculum of the applicant.

Vice-Rector for Graduate Education  
Davydchak O. R.



## ATTESTATION LETTER

1. Grounds for considering recognition of the learning outcomes achieved in non-formal education and informal learning: \_\_\_\_\_

(certificates, diplomas, etc., which confirm the learning outcomes achieved by the applicant)

Applicant's first name and last name \_\_\_\_\_

Field of study \_\_\_\_\_

Subject area \_\_\_\_\_

2. Approved members of the subject commission for attestation of the applicant:

(date and No of the Order)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(last name, initials, job position of the chairman and members of the subject commission)

3. Date of attestation \_\_\_\_\_

4. Attestation of the applicant:

Form of attestation	Enrolled academic disciplines (practical training, course thesis, forms of attestation of the applicant )	Credits awarded	Grades

5. Decision outcome of the subject commission: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

6. Approval of the decision outcome by the Order of the Director: \_\_\_\_\_

(signature, last name and initials of the Director, date)