

PRIVATE JOINT-STOCK COMPANY "INTERREGIONAL ACADEMY OF
PERSONNEL MANAGEMENT" HIGHER EDUCATIONAL INSTITUTION

APPROVED:

Academic Council of PJSC "IAPM"

Minutes №6 of "17" _07_2025

Chairman of the Academic Council, President of PJSC

"IAPM"

Shchokin

_____ Rostyslav

REGULATIONS

**on the recognition of learning outcomes obtained through non-formal
and/or informal education at the Private Joint Stock Company "Higher
Educational Institution "Interregional Academy of Personnel
Management"**

Put into effect:

Order No. 90/1-o dated

"22" _07_2025

Rector of PJSC "IAPM"

_____ Kyrylo Muravyov

Kyiv - 2025

I. General provisions

1.1. The Regulations on the recognition of learning outcomes obtained through non-formal and/or informal education in the Private Joint Stock Company Higher Educational Institution Interregional Academy of Personnel Management (hereinafter - the Regulations) is a component of the system of internal quality assurance of educational activities and the quality of higher education and defines the general requirements for the procedures for recognition in the Private Joint Stock Company Higher Educational Institution Interregional Academy of Personnel Management (hereinafter - the Academy, PJSC IAPM) of learning outcomes, which

1.2. The Regulation on the recognition of learning outcomes obtained through non-formal and/or informal education in the Private Joint Stock Company Higher Educational Institution Interregional Academy of Personnel Management was developed in accordance with the requirements of the Laws of Ukraine "On Education", "On Higher Education" and taking into account the orders of the Ministry of Education and Science of Ukraine dated 08.02.2022 No. 130 "On Approval of the Procedure for Recognition in Higher and Professional Higher Education of Learning Outcomes Obtained through Non-formal and/or Informal Education" and dated 13.05.2025 No. 724 "On Approval of Amendments to the Procedure for Recognition in Higher and Professional Higher Education of Learning Outcomes Obtained through Non-formal and/or Informal Education", standards of higher education of Ukraine, other regulatory legal acts on education, Statute of the IAPM, internal regulations, instructions, orders, orders that regulate the educational process at the IAPM and ensure the effectiveness of the system of quality assurance of educational activities and quality of higher education at the IAPM.

1.3. The Regulations regulate the procedure for recognition by validation of learning outcomes acquired in non-formal and/or informal education by applicants for all levels of higher education (hereinafter referred to as applicants for education) who study at the IAPM.

1.4. The Academy may recognise the results of non-formal and/or informal education of persons who:

- receive higher education at the Academy in a particular educational programme;
- pursue higher education under a joint educational programme agreed with other Ukrainian and/or foreign educational institutions (research institutions) within the scope of the Academy's responsibility, as defined by the agreement on the implementation of the agreed joint educational programme;
- enrolled for higher education (in terms of the results of non-formal and/or informal learning in the course of activities related to the protection of the sovereignty and territorial integrity of Ukraine);
- transfer from one study programme to another within the Academy;
- are reinstated as students of the Academy.

1.5. Recognition of the results of non-formal and/or informal learning of a person involves the following stages:

- submission of an application for recognition by a person;
- identification of the results of non-formal and/or informal learning declared in writing by the person, which are subject to evaluation by the Academy;
- assessment of the declared learning outcomes of the person;
- making a decision on the recognition and crediting of educational components (individual modules, credits) of the educational programme or refusal to recognise them.

1.6. Recognition of the results of non-formal and/or informal learning of persons who resided in the temporarily occupied territory of Ukraine is carried out in a special manner determined by the Cabinet of Ministers of Ukraine.

1.7. In the process of recognition of the results of non-formal and/or informal learning by the Academy, documents confirming non-formal learning and/or professional, social or other activities issued in the temporarily occupied territory of Ukraine or the territory of a state recognised by the Verkhovna Rada of Ukraine as an aggressor or occupying state are not subject to consideration.

1.8. As part of the procedures for the recognition in higher and professional higher education of the results of non-formal and/or informal learning, the results of learning defined in professional standards and/or standards established by international conventions or treaties to which Ukraine is a party for professions for which additional regulation has been introduced (for educational programmes that train specialists in the relevant professions), or those that ensure the formation of special (professional) competencies defined by the standard of professional re-education, are not subject to recognition.

1.9. Recognition by the Academy of the results of non-formal and/or informal learning of a person is a set of procedures that establish their compliance with the learning outcomes provided by the relevant educational programme (learning outcomes of certain educational components or programme learning outcomes) or a certain level of education, based on which a decision is made on the possibility of enrolling a person in certain educational components (components of educational components) of the relevant educational programme (including within its elective component).

1.10. In these Regulations, the terms are used in the following meanings:

- *formal education* is education that is obtained under educational programmes in accordance with the levels of education, fields of knowledge, specialities (professions) determined by law and provides for the achievement by students of the learning outcomes of the relevant level of education and the acquisition of qualifications recognised by the state as defined by educational standards;

- *non-formal education* is education, which is usually obtained through educational programmes and does not provide for the award of state-recognised educational qualifications by level of education, but may result in the award of professional and/or partial educational qualifications. Types of non-formal education: professional courses/trainings, civic education, online education, professional internships, etc;

- *informal education (self-education)* is education that involves the self-organised acquisition of certain competences by a person, in particular in the course of daily activities related to professional, social or other activities, family or leisure;

- *learning outcomes* - knowledge, skills, abilities, ways of thinking, attitudes, values, other personal qualities that can be identified, planned, assessed and measured and which a person is able to demonstrate after completing an educational programme (programme learning outcomes) or mastering certain academic disciplines / educational components;

- *validation* - a formalised process of determining the level of mastery of the planned learning outcomes by students. Means of validation of non-formal/informal education outcomes - examination papers, control and test tasks, tools, equipment, materials and other means in accordance with the level of qualification and technological requirements.

1.11. Learning outcomes obtained during non-formal and/or informal education are recognised in the formal education system of PJSC "IAPM" in the manner prescribed by applicable law and this Regulation.

II. Submission of applications and identification of non-formal and/or informal learning outcomes

2.1. Recognition of learning outcomes acquired in non-formal and/or informal education is allowed for educational components that are part of the curriculum for which the applicant is studying.

The validation procedure is carried out, as a rule, before the beginning of the semester in which the curriculum provides for the mastery of the relevant educational component.

2.2 Recognition of learning outcomes acquired in non-formal and/or informal education applies to both normative and elective disciplines / educational components of the curriculum, with the exception of the educational component for the preparation of qualification work. A prerequisite for the recognition of non-formal/informal learning outcomes within the elective component of an educational programme is the compliance of these learning outcomes with the level of education at which the educational programme is implemented.

2.3. A higher education student may not be exempted from certification based on the results of recognition of non-formal and/or informal learning outcomes.

2.4. The person (applicant) applies with an application (Appendix 1) to the dean of the institute/faculty where he/she is studying (or to which he/she is transferred or renewed) with a request to recognise the results of non-formal and/or informal education.

The application shall be accompanied by an educational declaration of prior learning (Appendix 2) and additional documents confirming the information on prior learning provided in the educational declaration (certificates, diplomas, etc.) (if any).

The declaration of prior learning must contain

- surname, full name, patronymic (if any);
- a description of the results of non-formal and/or informal learning, the recognition of which is applied for;

- information about the entity that carried out the non-formal learning or is involved in professional, public, volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine or other activities (if any), during which the relevant learning outcomes were obtained;

- a list of additional documents provided by the applicant to confirm information about non-formal and/or informal learning (if any).

2.5. The Dean's Office analyses the sufficiency of information on the applicant's previous experience and the results of his/her non-formal and/or informal learning, checks the information provided by the applicant.

To confirm or clarify the necessary information, the dean's office has the right, if necessary, to send inquiries to the entities specified in the declaration of prior learning that provided non-formal education or where professional, public, volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine or other activities during which the applicant obtained the results of non-formal and/or informal education were carried out.

Responses from these entities are accepted for consideration as additional documents (materials) that certify the information provided by the applicant.

In case of sending a request to an entity that provided non-formal education or where professional, public, volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine or other activities during which the relevant learning outcomes were obtained, the period for consideration of the application for recognition may be extended, and the dean's office shall inform the applicant.

Based on the results of the analysis, verification of the information received, the dean's office decides on the possibility of further recognition procedures.

2.6 The term for consideration of the application and decision on the possibility/impossibility of further recognition procedures based on the information provided by the applicant is no more than ten working days. In the case of requests for confirmation or clarification of the necessary information to the entities specified in the declaration of prior learning that provided non-formal education or where professional, public, volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine or other activities during which the applicant obtained the results of non-formal and/or informal education, the application review period is extended until the said information is received and processed by the dean's office.

2.7. If the information provided in the declaration of prior learning and additional documents provided by the applicant and/or the subject(s) of non-formal and/or informal learning do not allow to identify the results of the applicant's non-formal and/or informal learning for their further comparison with the learning outcomes provided by the relevant educational programme, or the information provided in the declaration of prior learning about the applicant's non-formal learning or work experience is not confirmed, the dean's office returns the application documents.

2.8. The applicant has the right to re-submit to the Dean an application for recognition of the results of non-formal and/or informal learning and a declaration containing updated information and additional documents confirming it and allowing to identify the results of non-formal and/or informal learning of the applicant.

2.9. Based on the information contained in the declaration of prior learning and the submitted documents, the dean's office compares the results of the applicant's non-formal and/or informal learning with the learning outcomes provided for by the relevant study programme.

Comparison of the results of non-formal and/or informal learning declared by the applicant with the learning outcomes of the relevant study programme involves their analysis and comparison in terms of content and level of complexity.

Based on the results of the comparison, the dean decides on the compliance/inconsistency of the declared results of the applicant's non-formal and/or informal learning with certain learning outcomes provided for by the mandatory component of the educational programme and identifies the learning outcomes to be assessed.

2.10. If the declared results of the applicant's non-formal and/or informal learning do not correspond to the learning outcomes provided for by the mandatory component of the educational programme, the dean's office considers the possibility of recognising such learning outcomes within the elective component of the educational programme in which the applicant is studying.

2.11. A prerequisite for the recognition of the results of the applicant's non-formal and/or informal learning within the elective component of the educational programme is the compliance of these learning outcomes with the level of education at which the educational programme is implemented.

III. Assessment and recognition of non-formal and/or informal learning outcomes

3.1. The decision on the recognition of the results of non-formal and/or informal learning of the applicant is made by the dean's office based on the results of their assessment. The methods, content and scope of the assessment of the applicant's learning outcomes must ensure the assessment of all content components of the relevant learning outcome(s) (content validity).

3.2. To assess the results of the applicant's non-formal and/or informal learning, the dean's office determines the scope and methods of demonstrating and measuring these learning outcomes, taking into account their content and possible specificity. The methods of demonstrating and measuring the results of the applicant's non-formal and/or informal learning may differ from the methods used for students within the relevant study programme, but they must ensure the content validity of the assessment.

3.3 The Dean's Office decides on the recognition of the results of the applicant's non-formal and/or informal learning if the assessment results confirm that these results correspond to the learning outcomes provided for by the relevant study programme.

3.4. To evaluate the results of formal and/or informal education, the Dean's Office may involve, if necessary, academic staff of the Academy, who must be knowledgeable in the subject of evaluation, competent in matters of evaluation and recognition, impartial, able to create an appropriate psychological environment for the applicant and not have a conflict of interest.

If the dean approves the decision to consider the declaration on the merits (regarding the compulsory/elective component of the educational programme), the dean submits a draft order to the director of the institute, which specifies the learning outcomes to be assessed and the composition of the commission for assessing each learning outcome, as well as the timing of the assessment. A professional commission is established by order of the director of the institute. It includes: the dean of the faculty / director of the institute; the guarantor of the educational programme in which the applicant is studying; research and teaching staff who provide teaching of disciplines proposed for re-accreditation on the basis of recognition of learning outcomes in non-formal and/or informal education.

The professional commission determines the method of assessment of learning outcomes in accordance with the curriculum of the discipline. The

applicant for education is acquainted with the programme of the discipline and the list of questions submitted for the final assessment, assessment criteria.

Based on the results of the assessment, the professional commission draws up a protocol containing a conclusion for the dean's office on the enrolment or non-enrolment of the relevant discipline.

3.5. If, based on the results of the recognition of the results of non-formal and/or informal learning, all the results provided by a particular educational component are acceptable, the dean's office decides to enrol the applicant in the educational component of the study programme. In this case, the applicant is credited with the number of ECTS credits corresponding to the educational component. The grade for such an educational component is determined based on the results of the measurement of recognised learning outcomes.

3.6. If, based on the results of the recognition of non-formal and/or informal learning outcomes, only a part of the learning outcomes provided for by a particular educational component is recognised, the applicant is credited with individual types of academic work for such an educational component.

3.7. The applicant may appeal the decision referred to in clauses 2.7. and 3.4. of these Regulations. To do this, an application should be submitted to the Rector of the Academy, which should contain the content of the complaint. The application shall be accompanied by a complete set of documents submitted by the applicant for recognition of the results of non-formal and/or informal learning with a visa from the Dean regarding the impossibility of further recognition procedures. To consider this application, an appeal commission is created consisting of the Vice President, Director of the Department of Educational Methodological Support and Quality of Education, Director of the Institute, Dean and academic staff of the graduating department who were not members of the subject commission (guarantor of the educational programme in which the results of non-formal and/or informal learning are recognised), which re-considers the submitted materials and makes a reasoned final decision to fully or partially satisfy the complaint or to leave the complaint

3.8. If the dean's office decides to recognise the results of the applicant's non-formal and/or informal learning within the elective component of the study programme in accordance with paragraphs 2.10, 2.11 of these Regulations, the dean's office shall credit the applicant with a certain number of credits of the elective component of the study programme based on the results of the recognition of such learning outcomes. In this case, the recognised learning outcomes must be reflected in the individual curriculum as one or more elective

educational components. The volumes of such educational components in ECTS credits are determined by the dean's office on the basis of the institutional practice of assigning ECTS credits to educational components.

3.9. Based on the results of the work, the dean's office draws up an order containing a conclusion on the recognition and crediting of the relevant educational component or refusal to recognise and credit the results of learning obtained through non-formal and/or informal education. In the case of recognition and crediting of the relevant educational component, the applicant's application, educational declaration, other submitted documents and the order for recognition of learning outcomes are attached to the personal file of the higher education applicant.

3.10. In the case of recognition and crediting of learning outcomes from the relevant educational component, the higher education student is exempt from the educational process for this component.

3.11. The total volume of educational components of the educational programme, which are credited to the student based on the results of the recognition of non-formal and/or informal learning, may not exceed 25 percent of the relevant educational programme (for specialties and interdisciplinary educational programmes within the field of knowledge F "Information Technology" may not exceed 35 percent).

IV. Final provisions

4.1 The Regulations shall be approved by the decision of the Academic Council of the Academy and put into effect by the order of the Rector.

4.2. Amendments and additions to this Regulation are considered and approved by the Academic Council of the PJSC "IAPM" and put into effect by the order of the Rector. In the same manner, the Regulations are cancelled.

4.3. Recognition of learning outcomes acquired in non-formal and/or informal education does not lead to a reduction in the scope of the educational programme and educational services provided and cannot be the basis for appealing the total cost of educational services.

Appendix 1

To the
Dean

(Name, surname of the dean)
of the higher education student of the
group _____
(code)
level of higher
education _____
(Bachelor, Master)

(full name of the higher education
applicant)

APPLICATION

I request to recognise the learning outcomes obtained through non-formal and/or informal education (*tick* as appropriate) and credit them as the results of the semester (current) control of the educational component " _____ ".

For the recognition and crediting of learning outcomes obtained through non-formal and/or informal education, I enclose a declaration of prior learning

and additional documents confirming the information provided in the declaration of prior learning (*if any*).

I am familiar with the procedure for validation of non-formal and/or informal learning outcomes.

" ____ " _____ 202__ p. _____

(signature)

Appendix 2

Declaration form

Declaration of prior learning

Surname, name, patronymic of the applicant (*in the nominative case*)
studying under the educational programme "_____" (*full name of the educational programme*)
speciality "_____" (*code - name of the speciality*)
"_____" level of higher education

1. Description of the results of non-formal and/or informal learning, the recognition of which is applied for.

(provide a list/description of learning outcomes obtained during non-formal and/or informal education for a particular educational component)

2. Information about the entity that provided non-formal and/or informal education or is associated with professional, social or other activities (if any), during which the relevant learning outcomes were obtained.

(provide the full name of the relevant institution, organisation, etc. with their legal and email addresses)

3. List of additional documents.

(provide a list of supporting documents (extracts, certificates, diplomas, certificates, copies of articles, conference abstracts, etc.) confirming the achievement of learning outcomes (clause 1))

Date

Signature

I consent to the processing of my personal data and to verification of information regarding the completion of non-formal and/or informal training

(signature, surname, initials of the Applicant):