

Pursuant to Article 9 of the Criteria for Accreditation of Higher Education Institutions and Study Programs (Official Gazette of the Republic of Slovenia, No. 1011/2004), on 28 August 2019 the Board of Directors of Alma Mater Europaea - Dance Academy adopted

**RULES
ON PROCEDURE AND CRITERIA FOR ACKNOWLEDGING
INFORMALLY ACQUIRED KNOWLEDGE AND SKILLS
AT ALMA MATER EUROPAEA - DANCE ACADEMY**

GENERAL PROVISIONS

**Article 1
(Purpose of the rules)**

- (1) These rules regulate the procedure and criteria for the identification, verification, certification, and recognition of informally acquired knowledge and skills, before enrolment and during studies at the higher education institution of the Alma Mater Europaea - Dance Academy Committee (hereinafter: AMEU - DA).

**Article 2
(Interpretation of terms)**

- (1) Informally acquired knowledge and skills include knowledge and skills acquired through non-formal and informal education.
- (2) Non-formal education includes educational activities that take place in educational institutions that provide formal forms of education or outside them (courses, workshops, seminars, etc.), but do not provide a publicly valid level of education or qualification.
- (3) Casual education (random or informal learning) is knowledge acquired through work experience and knowledge acquired through self-education or experiential learning.

**Article 3
(Candidate)**

- (1) The recognition procedure is the same for candidates who intend to enrol in AMEU - DA and for students who are already enrolled in full - time or part - time study at AMEU - DA.
- (2) The term candidate is also used in this regulation for students.
- (3) Masculine gender grammatical forms used in this policy are used as neutral for men and women.

Article 4
(Purpose of recognition)

- (1) Candidates who wish to have their non-formally acquired knowledge and skills taken into account as a condition for enrolment or as part of the obligations of the study program in which they are already enrolled may apply for the recognition of non-formally acquired knowledge and skills.

Article 5
(Principles)

- (1) In the process of evaluation of informally acquired knowledge and skills, the extent is compared and determined to which informally acquired knowledge and / or skills correspond to the standards of knowledge and content of the study program in which the candidate wishes to be enrolled or is already enrolled.
- (2) The candidate must provide all the evidence needed to evaluate the informally acquired knowledge and experience.
- (3) AMEU - DA partially or fully recognises the informally acquired knowledge and skills of candidates which, in terms of content, scope and complexity, in part or in full, correspond to the general or subject-specific competencies which are determined by the study program in which the candidate would like to be enrolled or is already enrolled.

PROCEDURE FOR RECOGNITION OF INFORMALLY ACQUIRED KNOWLEDGE AND SKILLS

Article 6
(Costs of proceedings)

- (1) The process of evaluation and recognition of informally acquired knowledge and skills may be paid for on the basis of a price list adopted by the AMEU - DA Management Board. If the price list adopted by the AMEU - DA Management Board does not cover the costs of the procedure for the recognition of non - formal knowledge and skills, the procedure is not payable.

Article 7
(Commission)

- (1) The process of recognising informally acquired knowledge and skills is carried out by the Commission for Study Matters, appointed by the Senate of the AMEU - DA and its working body.
- (2) The Commission shall consider the individual applications of candidates in accordance with the principles and criteria set out in these Rules.
- (3) If necessary, the Commission may also invite the subject holder to participate and give an additional opinion.

- (4) The findings of the Commission in the process of recognition of informally acquired knowledge shall be recorded in the form of minutes and documented with evidence.

Article 8
(Stages of the procedure)

- (1) The process of recognising informally acquired knowledge and skills includes:
- submission of the application,
 - consideration of the application by the Commission, and
 - issuing a decision of the Commission.
- (2) The recognition process must be completed no later than 60 days from the date of receipt of the completed application.

Article 9
(Acquainting the candidate with the procedure)

- (1) Prior to submitting the application, the candidate may request details of the procedure for the recognition of informally acquired knowledge and skills and the study program in which they are enrolled in the Office for Students and Study Affairs (hereinafter: the Office).

Article 10
(Application submission)

- (1) The process of recognition of informally acquired knowledge and skills begins at the request of the candidate who submits a written application to the department with the form that is an integral part of these rules.
- (2) A mandatory component of the application is a list of attached evidence.

Article 11
(Supplementing the application)

- (1) If the application is incomplete, the Office must request that the candidate rectify the deficiencies within eight days of receiving written notice of the incompleteness of the application.
- (2) If the candidate completes the application within the deadline, the application shall be deemed to have been submitted when it has been duly completed.
- (3) If the candidate does not complete the application within the specified deadline, the Commission shall reject it by a decision.
- (4) In justified cases, the chairman of the Commission may extend the deadline for completing the application at the written request of the candidate. The candidate submits a request for an extension of the deadline to the Office, which submits it to the chairman of the Commission.
- (5) In the event that the candidate's application is not partially or fully recognised, this

must be clarified in the explanation.

Article 12 **(Proving and evaluating informally acquired knowledge and skills)**

- (1) In order to evaluate informally acquired knowledge and skills, the candidate must attach the following evidence to the application:
 - certificates
 - other documents (certificates of participation in seminars and training, various documents issued by the employer and proving work experience, etc.),
 - portfolio in which the candidate prepares their biography with information on education, employment and other knowledge and experience they have acquired, and which clearly shows informally acquired knowledge and skills in the field (part of the study subject, study subject, module) which the candidate wishes to assert,
 - other evidence such as scientific, professional or arbitrary publications and other author's works of the candidate (such as projects, inventions, patents, etc.) and other.

- (2) The basis for the recognition of informally acquired knowledge and skills can also be:
 - A certificate or other document on the completed program of acquired knowledge and skills which is not accredited by the Council of the Republic of Slovenia for Higher Education (or the National Agency for Quality Assurance in Higher Education). In this case, the dates of implementation and the institution that implemented the program must be indicated. The content of the program must also be attached.
 - A certificate of organisation or of the institute on practical training and work at the occupied position together with a description of the tasks involved in the candidate's position. The certificate should also be accompanied by the time and scope of practical training and work, the time of occupation of this position and a statement of the candidate stating the subject for which they want to receive practical training, or whether the work is recognised as a completed study obligation.
 - Certificate of participation in the implementation of projects.
 - The knowledge acquired by the candidate through work performance, self-education and informal learning which can be tested.

- (3) In order to be recognised for work experience, the candidate must attach a document from which the job position and the time and scope of practical training and work are evident. The time of occupation of this post must also be evident.

- (4) The candidate can also demonstrate informally acquired knowledge and skills by presenting a product or service. Such a product can serve as a basis for the Commission to prepare an assessment of the learning outcomes achieved by the candidate. The evaluation of products and services can identify, verify and confirm:
 - performed practical work,
 - written product,
 - performed service at the workplace (project implementation, etc.),
 - participation in an artistic performance.

- (5) The Commission shall assess whether an official translation is required in the event of the submission of documents in a foreign language. The candidate will provide the translation of the document into Slovenian.

Article 13 (criteria)

- (1) The process of recognising informally acquired knowledge and skills is based on the following criteria:
 1. The candidate's previous education must meet the requirements for enrolment in the study program at AMEU - DA.
 2. The assessment of informally acquired knowledge and skills is based on the content and scope of the study subject or subjects for which the candidate is applying for recognition.
 3. Properly documented acquired non-formal knowledge and skills must be at an appropriate level of difficulty.

- (2) The criteria under points 2 and 3, referred to in the first paragraph of this Article, shall be verified by the subject holder or the head of the department by comparing the evidence with the curriculum, taking into account:
 - the assessment of the achieved competencies must be based primarily on educational goals or the conditions of the study program in which the candidate would like to enrol;
 - the assessment of the achieved competencies must be based primarily on educational goals or the conditions of the study program in which the candidate would like to enrol;
 - proven acquired competencies that are properly documented and relevant shall be recognised in respect of the candidate regardless of where and how the candidate obtained them.

- (3) The assessment methods used must provide, on a case-by-case basis, an objective and reliable assessment.

- (4) Based on the collected documentation, all evidence and the results of any additional forms of information collection, the Commission shall decide on the recognition of the candidate's acquired competences.

In their decision, the Commission shall specify which knowledge and skills or which competencies are recognised in respect of the candidate. If a study obligation is thus recognised, it must be evaluated in the decision in accordance with the criteria for credit evaluation of study programs as stipulated by ECTS.

Article 14 (Work experiences)

- (1) Based on the appropriate number of years of work experience in a particular professional or artistic field and professional references that the candidate demonstrates with a portfolio, the candidate may receive partial or full recognition of professional practice as a completed study obligation within an individual study program. Employment must be proven by an appropriate document listed in the first, second or the third paragraph of Article 12 of these Rules.

Article 15
(Recognition of work experience within individual study programs)

- (1) Within the framework of an individual study program, the Senate may formulate in advance criteria for the recognition of informally acquired knowledge and skills or criteria for the recognition of clinical training, which in this case shall be included in the annex to these Rules.

Article 16
(Credit evaluation)

- (1) If informally acquired knowledge and / or skills are fully recognised as a completed study obligation, it must be evaluated in accordance with the criteria for credit evaluation as stipulated by ECTS study programs, with the same number of ECTS points as the number of credit points in the course.
- (2) If informally acquired knowledge and / or skills are only partially recognised as a completed study obligation, this should be evaluated in accordance with the criteria for credit evaluation of study programs as stipulated by ECTS, with fewer ECTS points than the full number of credits in the course. In order to obtain the difference in ECTS credits, which is the full number of credits in the course, the candidate must pass the mandatory test of knowledge and skills specified in Article 18 of these Rules.

Article 17
(Compulsory test of knowledge and skills)

- (1) Additional testing of informally acquired knowledge and skills is mandatory in the following cases:
 - If the Commission cannot determine on the basis of the attached evidence whether the candidate's informally acquired knowledge and skills meet the requirements of the study subject or the study program for which they are seeking recognition.
 - If informally acquired knowledge and / or skills cannot be fully validated in accordance with the criteria.
 - If the knowledge acquired through work experience is used for the recognition of the theoretical subject or module.
 - If the candidate submits a certificate or other document confirming only that they have attended the training, but not a certificate verifying their knowledge.
 - If the candidate is unable to submit a certificate or other document because the training provider has not issued such a document.
 - If the candidate is unable to provide the text of the educational program, or this text is so deficient that it makes comparisons impossible.
 - If the candidate applies for public documents, certificates or other documents obtained in non-formal education programs that have already expired.
 - If the candidate is claiming recognition of self-education or informal learning.
 - If more than five years have passed since non-formal education.
 - In other cases, as determined by the Commission.

- (2) Additional verification or testing of knowledge and / or skills is performed by a designated higher education teacher who decides whether the candidate will pass the knowledge test in part or in full.
- (3) The candidate must be informed of the date of the additional examination no later than fourteen days before the examination.

Article 18
(methods of testing knowledge and skills)

- (1) To test informally acquired knowledge and skills, the Commission selects the method that is most appropriate in view of the objectives and standards of knowledge to be tested.
- (2) Additional testing of informally acquired knowledge and skills can take place in the following ways:
 - by oral or written examination,
 - by interview, discussion or defence,
 - by defending a seminar paper or project prepared for this purpose,
 - by evaluating the procedures performed by the candidate in the practical test (work, Task, etc.), demonstrations, performances, simulations,
 - by evaluating products and services
 - with a dance performance.
- (3) The candidate's success in the additional test of knowledge and skills is assessed in accordance with the Rules on testing and assessment of knowledge at AMEU - DA.
- (4) If the candidate is unsuccessful in the test of knowledge and skills, re-examination of knowledge and skills is not possible.

Article 19
(issuance of a decision)

- (1) After the evaluation or after passing the test of informally acquired knowledge and skills, the Commission issues a decision in which it specifies the knowledge or skills that are recognised in respect of the candidate.
- (2) If the candidate is granted recognition of informally acquired knowledge or skills, the candidate is released from the recognised obligations of the relevant part of the study program.
- (3) In the event that the candidate's application is not partially or fully recognised, this must be clarified in the explanation.

OTHER PROVISIONS

Article 20 (Appeal against the decision)

- (1) the candidate has the opportunity to appeal or object against the decision of the Commission to the Senate of the AMEU - DA, by which the candidate's application for recognition of informally acquired knowledge and skills was rejected, within 15 days of receipt of the decision.
- (2) The decision of the AMEU - DA Senate is final. The candidate may initiate an administrative dispute against the final decision.

Article 21 (Claiming the recognition)

- (1) Knowledge and skills that are recognised in the process of recognition of informally acquired knowledge and skills can be exercised by the candidate for a period of one year or until there is a change in the study program or a change in the study content for which he is claiming recognition.

Article 22 (Entry of a recognised study obligation in the records)

- (1) If the candidate's study obligation is fully recognised, the Office enters it on the basis of the issued decision, the recognised study obligation (ECTS number) and the grade in the records.

Article 23 (Personal data protection)

- (1) Pursuant to the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/2007), the candidate's personal data are collected and processed only for the purposes of the process of recognising informally acquired knowledge and skills.

Article 24 (Records and documentation)

- (1) Records of received applications and documentation submitted by candidates as an appendix to the application are kept in accordance with the relevant regulations on the storage of documented and archival material, and records of issued decisions are kept permanently.
- (2) At the explicit request of the candidate, the documentation may be returned after the expiry of the appeal period.

TRANSITIONAL AND FINAL PROVISIONS

Article 25 (Policy changes)

- (1) Amendments to these rules are adopted by the AMEU-DA Board of Directors.

Article 26 (Interpretation of provisions)

- (1) The Commission for Academic Affairs at AMEU - DA is responsible for interpreting individual provisions of these Rules.

Article 27 (Validity of the policy)

- (1) This Regulation shall enter into force upon adoption by the AMEU - DA Management Board. The rules are published on the website of the Dance Academy.

Ljubljana, 28 August 2019

**Chairman of the Board
Prof. Dr. Ludvik Toplak**

Appendix no. 1

to the Rules on the Procedure and Criteria for the Recognition of Informally Acquired Knowledge and Skills at Alma Mater Europaea - Dance Academy on the criteria for the recognition of informally acquired knowledge and experience

European Union documents on lifelong learning define three basic categories of learning activities:

1. **Formal learning** takes place in education and training institutions and leads to recognised diplomas and qualifications.
2. **Non-formal learning** takes place outside the main education and training systems and does not necessarily lead to formalised results. This type of learning can take place in the workplace, through the activities of civil society organisations and groups (societies, trade unions, political parties, etc.), but can also be provided through organisations and services established as complementary to the formal education system (art, music or sports courses, private instruction, etc.). It is a deliberate form of learning.
3. **Experiential learning** it is a natural companion of all forms of human activity (professional work, work at home, leisure activities, etc.) and is generally not intentional or purposeful. Although it is the oldest form of learning and occurs in early childhood, it is often not recognised as the type of learning that contributes significantly to an individual's knowledge and skills.

The category of non-formally acquired knowledge includes both knowledge acquired through non-formal learning and knowledge acquired through experiential learning.

The evaluation of non-formally acquired knowledge can be linked to standards set for formal forms of education and training. Informally acquired knowledge is explicitly valued with credit points and is recognised as a completed part of obligations in formally recognised education programs.

For informally acquired knowledge, the institution can also develop an independent system of evaluation of acquired knowledge and skills which can be more directly focused on individual professional qualifications and employability. In this case, it is necessary to define special rules and procedures for recognition and ensure compliance with quality criteria for the evaluation of achieved competencies in individual professional fields based on European or international standards. The results of the procedures for the recognition of non-formally acquired knowledge and experience may be intended for the employment or determination of the candidate's qualification for inclusion in formal forms of education. We will limit ourselves to the second option below.

Systems for the recognition of informally acquired knowledge and experience should be based on the following principles:

- each individual must be able to apply for recognition of informally acquired knowledge and experience,
- The individual must provide all the evidence needed to evaluate the informally acquired knowledge and experience,
- the institution carrying out the recognition may charge an appropriate fee for this,
- the assessment of the achieved competencies must be based primarily on the

educational goals and entry conditions of the study program in which the candidate would like to enrol,

- proven competencies that are properly documented and relevant must be recognised regardless of where and how the candidate acquired them,
- the methods used must ensure a reliable assessment that inspires confidence in the results, the results of the assessment must be documented by issuing an appropriate certificate.

The process of recognising informally acquired knowledge and experience takes place in four steps:

1. acquainting the candidate with the procedure,
2. collection of documentation and other evidence,
3. assessment of competencies,
4. recognition.

Informing the candidate about the procedure

An applicant for enrolment in a particular formal form of education must be well acquainted with the study program in which they are enrolling and with all the details of the recognition procedure for informally acquired knowledge and experience. It is necessary to explain to them the reasons why some parts of the study program can be recognised on the basis of informally acquired knowledge and experience, but not others.

Collection of documentation and other evidence

The candidate is responsible for collecting the necessary documentation and evidence for the evaluation of informally acquired knowledge and experience, and in the preliminary phase of the procedure must obtain all the necessary information regarding which documents and other evidence are to be submitted. These include certificates and other documents (various documents issued by the employer, certificates of participation in seminars and trainings), as well as a portfolio in which the candidate prepares their CV with information on education, employment and other experience and knowledge that they have gained in the past. Other evidence includes products, services, publications and other copyrighted works of candidates (projects, patents, etc.).

Competency assessment

At this stage, the authorised body of the institution reviews the collected documentation and other evidence. If necessary, they may specify other forms of information collection necessary for recognition. These forms are:

- **written or oral examination,**
- **observation of the candidate's knowledge and skills in real situations,**
- **observing the candidate's knowledge and skills in simulated special situations.**

Recognition

On the basis of the collected documentation and other evidence and the results of any additional forms of information collection, the authorised body of the higher education institution shall decide on the acquired competencies of the candidate. These can be

considered as a condition for enrolment in the selected study program if this is not in conflict with the law, as a possible criterion for selection in the event of limited enrolment or as a completed study obligation. If it is recognised as a completed study obligation, it must be evaluated in accordance with the criteria for credit evaluation of study programs as stipulated by ECTS. An appropriate decision must be prepared and signed by the competent body of the higher education institution.

References

1. Colardyn, D., Bjornavold, J. (2004) Validation of Formal, Non-Formal and Informal Learning: policy and practices in EU Member States. *European Journal of Education*, vol. 39 no.1, str. 69 - 89.
2. Otero, M.S., McCoshan, A., Junge, K. (eds.) (2005) *European Inventory on Validation of non-formal and informal learning. A Final Report to DG Education & Culture of the European Commission.*
3. Danish Ministry of Education (2004) *Recognition of prior Learning within the Education System.* Danish Government Policy Paper presented to the Parliament.