

APPROVED
with Resolution No. 5.1 of the College Council of 16 September 2009
AMENDED
with Resolution No. 2.1 of the College Council of 14 February 2012
with Resolution No. 2.1 of the College Council of 25 September 2012
with Resolution No. 3.1 of the College Council of 14 January 2014
with Resolution No. 1.1 of the College Council of 27 August 2019

Conditions and procedures for the recognition of prior learning at Tallinn Health Care College

1. GENERAL PROVISIONS

1.1. The basis for drawing up the procedure for the recognition of prior learning (hereinafter RPL) at Tallinn Health Care College (hereinafter College) is subsection 13 (1) of the Standard of Higher Education, subsection 29 (1) of the Standard of Vocational Education, and clause 4.6 of the study organisation rules of the College.

1.2. This procedure regulates the recognition of prior learning upon entering the College and completing the curriculum.

1.3. The implementation of RPL at the College is coordinated and advised by an RPL specialist (hereinafter Specialist).

1.4. RPL is implemented on the basis of an individual assessment by the RPL Commission (hereinafter the Commission) approved by the decree of the Rector of the College on the basis of a valid application submitted by a student or candidate (hereinafter Applicant).

1.5. The RPL procedure, service fee rates, application guidelines, and Committee composition are available on the [website](#) of the College.

2. RPL IMPLEMENTATION UPON ADMISSION

2.1. At the time of admission, applicants may apply for the recognition of their prior learning and work experience as part of the curriculum if:

2.1.1. the studies have been interrupted in the same curriculum;

2.1.2. the studies have been interrupted in a similar curriculum;

2.2. The Applicant can submit the application before applying for the College. The application can be submitted until 1 May.

2.3. When applying for study places for curricula that require prior vocational education, the Applicant must submit to the admissions committee a document (certificate, diploma) certifying completion of previous vocational or professional training, together with a results report or an extract of the results report.

2.3.1. In the absence of a results report, the Applicant must contact the educational institution that they have graduated from for an extract and the results report will be restored on the basis of the documents preserved in the archive.

2.3.2. If it is not possible to restore the results report and provided that the Applicant has retained the diploma/certificate and records have been retained of someone who graduated from the same school at the same time, the subjects previously completed by the Applicant will be transferred on the basis of the results report of a person studying in the same curriculum at the same time in the same educational institution with the note 'pass'.

2.3.3. The completion of compulsory subjects and practice will be taken into account automatically after matriculation under this procedure. There is no need to apply separately for the transfer of grades.

3. IMPLEMENTATION OF RPL UPON FULFILLING THE CURRICULUM

3.1. RPL can be implemented:

3.1.1. when completing the curriculum, if the Applicant:

3.1.1.1. has completed a subject at a vocational or higher education institution;

3.1.1.2. has completed refresher training and holds a diploma, certificate, or other evidence of it.

3.1.1.3. has professional or similar work experience.

3.2. The application of RPL to applicants with prior professional vocational education or work experience as part of their internship experience is as follows:

3.2.1. one year of full-time work experience is considered equivalent to an internship of 15 ECTS.

3.2.2. the last five years of employment are taken into account.

3.3. The volume of each subject applied for RPL must be at least 0.5 ECTS or 13 hours.

3.4. RPL can be implemented upon the completion of the curriculum if there are subjects with corresponding learning outcomes in the respective curriculum and/or in the subjects of the College (e.g. in optional and elective subjects).

4. APPLYING FOR RPL

4.1. The application to recognise a compulsory, optional, or elective subject or internship can be submitted electronically via SIS (ttk.ois.ee).

4.1.2. The applicant fills in a standard form in the SIS. The document certifying the completion of the subject, refresher training, and/or work experience is uploaded to the applicant's application in SIS.

4.1.3. The RPL Committee makes a decision and marks the application in the study information system as accepted or not within 30 days after the receipt of the application, except from 1 June to 31 August. The Commission has the right to request additional documents from applicants regarding the acquisition of competences. In that case, the Commission may extend the period for examining the application by a further 30 days. In the event of a negative decision, the reply will be sent to the applicant's e-mail.

4.1.4. The application shall be completed within two weeks of the beginning of the course. In the case of an internship transfer, the application shall be submitted at least 60 days before the beginning of the internship. Applications for subjects beginning in the first month of the first academic year are submitted during the first month.

5. RPL SERVICE FEES

5.1. The implementation of RPL when applying for positions in curricula that require prior vocational education is free of charge.

5.2. The implementation of RPL in the cases provided for in clauses 2.1 and 3.1 is subject to a fee, except for the recognition of the subject(s) previously evaluated by the College for the implementation of RPL.

5.3. The Applicant shall pay for the examination of the applications by bank transfer on the basis of the invoiced service fee provided to them in accordance with the RPL fees approved by the Rector's decree.

5.4 The RPL service fee is not applied when calculating foreign studies (where a student of Tallinn Health Care College takes courses or completes an internship abroad as part of exchange studies).

6. CONTROL AND IMPLEMENTATION

6.1. The Commission has the right to involve experts, make inquiries (e.g. from the job and internship positions referred to in the application), assign practical tasks to the Applicant, discuss, or otherwise assess the student's knowledge and skills to assess prior learning or work experience. In the implementation of RPL, the reassessment of learning outcomes and passing the same exam or assessment is not required.

6.2. The Applicant is responsible for the timely and correct submission of the application. Applications can be submitted between 1 September and 31 May. Applications are not evaluated between 1 June and 31 August.

6.3. The College has the right to reject applications that are not submitted in time and do not meet the requirements.

6.4. Recognition of prior learning for the purposes of completing the curriculum is not applied for the completion of requirements specified in section 6 of the Standard of Higher Education and in accordance with subsection 3 (6) of the Standard of Vocational Education. RPL cannot be applied for the final exam or graduation thesis.

6.5. The Commission is responsible for the timely and competent decision-making in the implementation of RPL in compulsory subjects, elective subjects, and optional subjects.

6.5.1. The Commission will carry out a thorough analysis of the Application and the supporting documents.

6.5.2. The Commission is entitled to make inquiries on behalf of the College to the originators of the documents submitted with the application in order to verify their accuracy and substance.

6.6. The Applicant can contest the result in accordance with Chapter 7 of the study organisation rules of the College.

6.7. The Vice Rector of Academic Affairs is responsible for the overall coordination of these arrangements.