



Recongnition of prior learning (RPL)

Recognition of prior learning and work experience in Tallinn University is regulated in Chapter 6 of TU Study Regulations..

It is possible to take into account knowledge and experience acquired anywhere when completing a study programme in order to avoid repetition of learning..

For the recognition of prior learning and work experience a student (including external students) needs to submit an application and additional documents in ÕIS. Before submitting the RPL application familiarise yourself with the aims and principles of RPL:

<http://www.tlu.ee/vota>

RPL application consists of three important parts:

- 1) indicating the acquired knowledge, skills and experience,*
- 2) matching the experience with the courses taught at Tallinn University,*
- 3) including materials that provide proof of prior experience.*

Stages of RPL application:

Different stages of RPL application processing are:

- 1) Being compiled – the application is currently being compiled by student
- 2) Submitted – the student has submitted the application to the academic unit for evaluation.
- 3) Being processed – the RPL councillor in the academic unit is checking the application for formal mistakes and returns for correction if needed.
- 4) Being evaluated – the RPL application is being assessed in the academic unit.
- 5) Registered – the RPL application has been evaluated and the decision is marked on the application.

Types of RPL applications:

There are 3 different types of RPL applications:

- 1) Non-TU course – for the recognition of degree studies in another university
- 2) TU course – for the recognition of prior degree studies in Tallinn University
- 3) Combined – for the recognition of training, work and other experience in completing the curriculum.

Recognition of non-TU courses:

Non-TU courses are degree studies completed in a higher education institution other than Tallinn University. These can be, for example, courses taken in another university as a visiting student or during previous studies, etc.

1. Go to menu: DOCUMENTS > Applications
2. Find an „RPL application - non-TU course“ application form from the list and click on link „Apply“

GENERAL INFO

MY STUDY INFORMATION

DOCUMENTS

Applications

My applications:

+
-
search

Submit new:

RPL - Combined	Apply
RPL - Non-TU course	Apply
RPL - TU course	Apply

3. A new application form opens up.
4. Click on link „Add extra-curricular course“
5. A form for entering prior studies information opens up.
6. Fill in the form about previous studies:

course *	<input style="width: 100%;" type="text" value="Kunsti ajalugu"/>
course in Engl *	<input style="width: 100%;" type="text" value="Art History"/>
course in original language *	<input style="width: 100%;" type="text" value="Kunsti ajalugu"/>
higher education institution (NB! Use drop-down menu; if not listed, type in the name in its native language and in English!)*	<input style="width: 100%;" type="text" value="University of Tartu"/>
if not listed write the name in its native language and in English *	
name (orig. lang.) *	<input style="width: 100%; background-color: #ccc;" type="text"/>
name (eng.) *	<input style="width: 100%; background-color: #ccc;" type="text"/>
country *	<input style="width: 100%;" type="text"/>
hours, ECTS credits *	<input style="width: 100%;" type="text" value="3"/>
original result *	<input style="width: 100%;" type="text" value="A"/>
performance date	<input style="width: 100%;" type="text" value="01.01.2001"/>

7. Combined accreditation is also possible. If several previously studied courses cover one course at Tallinn University, click on „Add more related previous performances“

Add more related previous performances
Remove previous performance info

8. An additional previous performances information block is added.

9. Click on „Remove previous performance info“ to remove entered information about the previous performance.
10. Find a TU course from your study programme that the previous performance can be accredited as:

compulsory *	not
module *	Art History (core courses)

Replaced subjects

	Course code, title
<input checked="" type="checkbox"/>	AIK6008.HT - Art History
<input type="checkbox"/>	AIK6428.HT - Ancient and Medieval Art
<input type="checkbox"/>	AIK6429.HT - Art History, 15-th-18-th Century Art
<input type="checkbox"/>	AIK6430.HT - Estonian Art from the 13-th to17-th Century

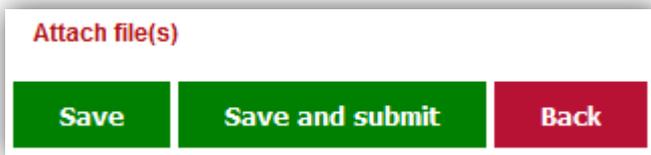
- a. Select whether the TU course is a compulsory or elective course in your study programme.
 - b. Select the module where that TU course belongs to in your study programme from module drop-down menu.
11. The list of TU courses in your study programme matching these two criteria is refreshed automatically.
 12. Tick the box in front of the TU course matching the previous performance.
 13. Click on „Save“ to save the changes.
 14. Click on „Add extra-curricular course“ to add another previous performance.
 15. All added previous performances are displayed on the list.

Extra-curricular course [Add extra-curricular course](#)

	course in Est./Engl.	kõrgkool	ECTS credits	original grade	date	asendatavad ained	transfer
 	Kunstiajalugu / Art History	University of Tartu	3	A	01.01.2001	1. AIK6008.HT - Art History	jah
 	Jaapani kunst fookuses / Japanese Art in Focus	Middlesex University (United Kingdom)	5	B	02.02.2016	1. HIL6531.HT - History of Japanese Art	jah

16. To view the information entered about a performance click on .
17. To make changes to the information about a performance click on .

18. Click on „Attach file(s)“ to upload documents as proof of the previous performance.



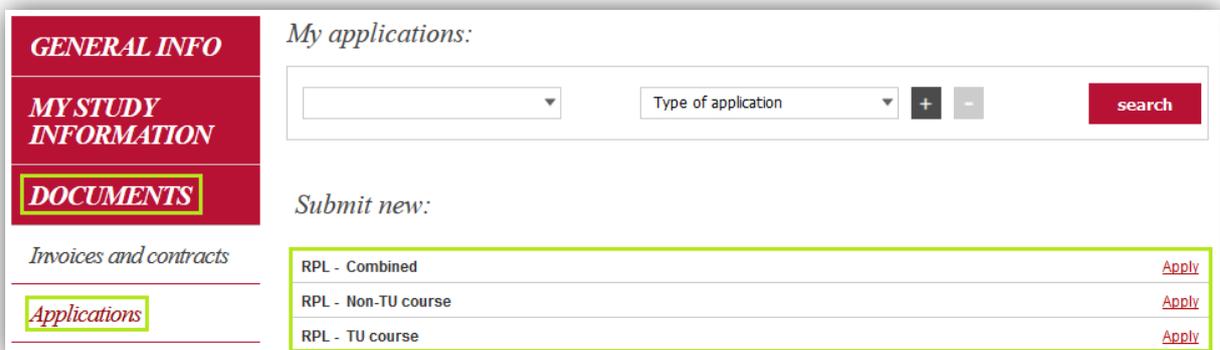
19. Click on „Save“ to save the work in progress.

20. Click on „Save and submit“ to finish compiling the application and to forward it for evaluation.

Recognition of TU courses:

Recognition of prior degree studies when completing a study programme means that if you have previously studied in Tallinn University, it is possible to take the completed courses into account in order to avoid repetition of learning.

1. Go to menu: DOCUMENTS > Applications
2. Find an „RPL application - TU course“ application form from the list and click on link „Apply“



3. A new application form opens up. It is divided into three sections:
 - a. Courses included in the system – here is the list of all TU courses with a passing grade from previous matriculation
 - b. Courses not available in the system – add TU courses you have taken as an external student or in TU Open Academy.
 - c. Extra-curricular course, not in the course listing – add TU courses you have taken a long time ago and are no longer listed in the register of TU courses.

4. Course included in the system:

- a. Tick the box in front of performances you wish to have recognised.
- b. Click „Save“ to save the selections you made.
- c. There is now a  symbol in front of all ticked performances. Click on it to go to performance information form and to select a matching TU course from your current study programme.

Course included in the system

		course in Est./Engl.	result	volume (TU ECTS)	date	teacher	module	compulsory	transfer
<input checked="" type="checkbox"/>		BFC6001.FK - Strateegiline suhtekorraldus / Strategic PR	A	4	30.09.2015	Test Koolitus4	Adult educator: personal and professional identity (electives)	yes	yes
<input type="checkbox"/>		BFF6005.FK - Eesti filmikunsti aialugu I / History of Estonian Film I	P	3	25.05.2016	Katrin Moores	Core Courses(core courses)	not	
<input type="checkbox"/>		EKE8008.HT - Eesti teaduskeel ja terminoloogia / Academic Estonian and Terminology	C	4	31.10.2016	Katrin Moores	General Courses(general courses)	not	
<input type="checkbox"/>		IF6070.DT - Intelligentne arvutikasutus / Intelligent Computer Use	P	4	18.10.2016	Test Koolitus2	General Courses(general courses)	not	

- d. Do the same with all the ticked courses.

5. Courses not available in the system:

- a. Click on „Add course“ link at the the top right corner of this section.

student	160396KAANM.HR - Katrin Moores
study programme	KAANM/15.HR - Adult Education
type of RPL application	TU course
course *	Humanitaarteaduste metodoloogia
original grade *	A
result *	A
performance date *	03.03.2016 
teacher	
compulsory *	not
module *	General subjects (general courses)

Replaced subjects

	Course code, title
<input checked="" type="checkbox"/>	HIF7402.HT - Methodology of Human Sciences
<input type="checkbox"/>	KAK7022.HR - Educational Sociology and Politics
<input type="checkbox"/>	PSP7005.LT - Achievement Motivation and Behaviour

save Delete Back

- b. Start typing in the TU course code or name. The system displays matching TU courses as a drop-down menu.

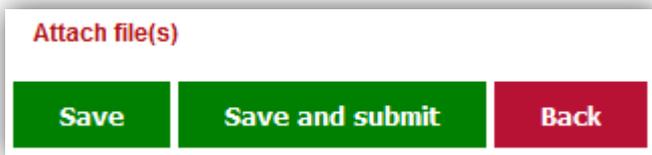
- c. Select the course from the list you wish to have recognised and enter the data about that course in the rest of the fields.
 - d. Select whether the TU course is a compulsory or elective course in your study programme.
 - e. Select the module where that TU course belongs to in your study programme from module drop-down menu.
 - f. The list of TU courses in your study programme matching these two criteria is refreshed automatically.
 - g. Tick the box in front of the TU course matching previous performance.
 - h. Click on „Save“ to save the changes.
6. Courses not in the register:
- a. Click on „Add course“ link at top right corner of the section.
 - b. Fill in the form
 - c. Select whether the TU course is a compulsory or elective course in your study programme.
 - d. Select the module where that TU course belongs to in your study programme from module drop-down menu.
 - e. The list of TU courses in your study programme matching these two criteria is refreshed automatically.
 - f. Tick the box in front of the TU course matching previous performance.
 - g. Click on „Save“ to save the changes.

student	160396KAANM.HR - Katrin Moores
study programme	KAANM/15.HR - Adult Education
type of RPL application	TU course
course *	<input type="text" value="Hiina keel algajatele"/>
course in Engl *	<input type="text" value="Chinese for Beginners"/>
subject code *	<input type="text" value="CIC6001-21"/>
original grade *	<input type="text" value="A"/>
performance date *	<input type="text" value="04.04.1995"/>
volume (TU ECTS) *	1.5
teacher	<input type="text"/>
compulsory *	<input type="text" value="not"/>
module *	<input type="text" value="Electives (electives)"/>

Replaced subjects

	Course code, title
<input type="checkbox"/>	CIC6019.CI - Chinese Calligraphy in Theory and Practice
<input checked="" type="checkbox"/>	CIC6031.CI - Chinese Language A1.1
<input type="checkbox"/>	CIC6022.CI - Multimedia Chinese for Advanced User

- Click on „Attach file(s)“ to upload documents as proof of the previous performance.

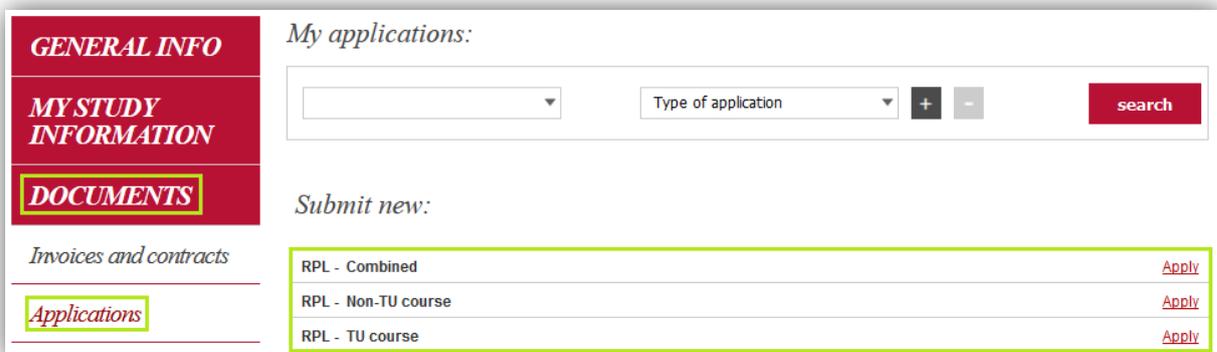


- Click on „Save“ to save the work in progress.
- Click on „Save and submit“ to finish compiling the application and to forward it for evaluation.

Recognition of training, work and other experience:

When completing a study programme it is possible to apply for the recognition of prior refresher courses, work or other experience if the the content of prior experience is connected with the courses taught at the university.

- Go to menu: DOCUMENTS > Applications
- Find an „RPL application - Combined“ application form from the list and click on link „Apply“



- A new application form opens up.
- Click on link „add a work experience/training/continuing education course“ to start adding information about experience.

COMBINED

Work experience/ continuing education/ course

name	place, date, volume	certification documents	type	ADD ROW
(töö- ja ametikoha nimetus)	2010-2016	ametijuhend	Work experience	-

Replaced subjects [Add optional course](#)

	Course code, title	Volume	module	Mandatory	Acquired knowledge and skills
<input checked="" type="checkbox"/>	Art Museum Practice (AIK6401.HT)	3	Art History	not	(lühike ülevaade omandatud oskustest ja teadmistest)
<input type="checkbox"/>	Ancient and Medieval Art (AIK6428.HT)	3	Art History	not	
<input type="checkbox"/>	Art History. 15-th-18-th Century Art (AIK6429.HT)	3	Art History	not	

- Fill in the form about the experience and select from the list of TU courses to be accredited as.
- If the TU course you are looking for is not listed click on „add an extra-curricular course“ link.
- A text box is added on top of the list of courses.
- Start typing in the name of the course. The system displays a list of matching TU courses in drop-down menu.

	Course code, title	Volume	module	Mandatory	Acquired knowledge and skills
<input type="checkbox"/>	muse				
<input type="checkbox"/>	Introduction to Heritage Inspection and Museology (AIA6501.HT)				
<input checked="" type="checkbox"/>	Museum Practice (AIE6401.HT)	3	Art History	not	(lühike ülevaade omandatud oskustest ja teadmistest)
<input type="checkbox"/>	Museum Practice (AIE7510.HT)				
<input type="checkbox"/>	Museum Practice (AIE7511.HT)				
<input type="checkbox"/>	Collections, Museums and Ecomuseums (HIA6446.HT)	3	Art History	not	

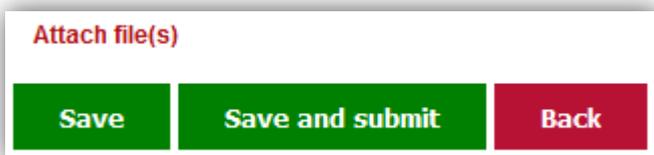
- Select the correct TU course from the list.
- Click on „Save“ to save changes made on the form.
- All added experience is displayed as a list.

Work experience/ continuing education/ course [Add work experience/ training/course](#)

	Name	Type	Course name	Volume	Result
	(töö- ja ametikoha nimetus)	Work experience	Art Museum Practice (AIK6401.HT)	3	P

- To add another experience click on „add a work experience/training/continuing education course“ link.
- Click on  symbol to make changes to the added experience information.

12. Click on „Attach file(s)“ to upload documents as proof of experience.



13. Click on „Save“ to save the work in progress.

14. Click on „Save and submit“ to finish compiling the application and to forward it for evaluation.