

GUIDELINES FOR RPL APPLICANTS

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I BEFORE SUBMITTING YOUR APPLICATION

Before submitting your application, you should critically assess the skills and knowledge you have gained, as follows:

- Is the knowledge you have gained in line with the learning outcomes and objectives of the Mainor course in question in terms of content, level and scope? Review the course description and programme, where available.
- Have you retained, to a sufficient extent, the skills and knowledge you have gained? Are they still valid and up to date?
- Can you provide evidence of your skills/knowledge?

If you can answer 'yes' to all of these questions, it is likely that your skills and knowledge will be able to be taken into consideration in the completion of the curriculum on the basis of your RPL application. Review the RPL rules and process and submit your correctly completed application online by the deadline marked on the academic calendar in SIS.

Note: The RPL process is subject to fees. Review the price list in the 'Tuition fees' document.

II WHAT CAN I HAVE TAKEN INTO CONSIDERATION, AND HOW DO I GO ABOUT IT?

Actual performance is the sole basis of prior learning and work experience being taken into consideration. Mainor may take the following into consideration in the fulfilment of a curriculum:

- results of formal education completed in other institutions of higher education and training,
- results of continuing education,
- skills and knowledge gained from work experience.



Officially certified **evidence** must be attached to your RPL application, as follows:

- In order for the results of **formal education obtained outside of Mainor** (i.e. in another institution of higher education and training) to be taken into consideration you must submit:
 - an **academic transcript/grade report/certificate of academic achievement/diploma supplement** and/or a **diploma**, on which must be indicated the name of the course, its volume in credit points, your results, the date on which you completed the course and the name of your lecturer; and
 - the course description (i.e. the document issued by the school describing the content and learning outcomes of the course).
- In order for the results of **continuing education** to be taken into consideration you must submit:
 - a **certificate of continuing education**, which must include the name of the course, its volume (in credit points or hours), the name of the person who provided the continuing education and the name of the institution, the date on which you completed the course and a description of the content and learning outcomes of the course.
- In order for the results of **work experience** to be taken into consideration you must submit:
 - a **certificate** (or certificates plural) confirming your workplace and length of service, signed by the employer/company, agency or institution. In taking work experience into consideration, students must prove that they been employed for at least one year during the last six years. Documents may also be submitted concerning duties (such as the job description), feedback, etc.; and
 - the **self-analysis report** on work experience on the form required by Mainor. In applying to have experiential learning gained through work taken into consideration, you must prove that you have learned from your experience and draw connections between your experiential learning and the learning outcomes of the course. The length of the main body of the report should be at least 9000 characters. A sample self-analysis report can be found in SIS under 'Documents' > 'Documents for students' > 'RPL documents'.

Note: Only submit work experience to be taken into consideration as RPL practical training if you want the experience you gained in a company that you no longer work for or that no longer exists to be considered. In other cases (e.g. if you still work for the company), complete regular practical training and submit a practical training agreement by the deadline.

To avoid problems that may lead to you submitting an application that does not meet the requirements, contact an RPL advisor, e.g. if you are not sure how to go about compiling the application, whether the evidence you have is sufficient/correct, what the precise RPL process is or what the key requirements are. The advisor should not be viewed as a co-author of your application and will not provide any substantive evaluation of its potential assessment.



III SUBMITTING YOUR APPLICATION

The compiling, submitting and processing of RPL applications takes place online, and each stage of the process is subject to a deadline marked on the academic calendar in SIS.

In order to have previous experience taken into consideration, you must draw a connection between it and a course (or courses plural) in the Mainor curriculum in question. If you would like to add more than one course to your application, you should establish a separate connection for every course.

- One course added to application:

Seos 1 [[muuda seost](#)]

Õpikogemus: Eesti Ettevõtluskõrgkool Mainor			
Akadeemiline õiend:			
(täiendav tõendusmaterjal:)			
► Uurimistöö meetodid	5.00 EAP	<input type="text"/> (Y-007): Hindamata	► Y-007 Uurimistöö meetodid 5.00 EAP
Uus õppejõud, 3.08.2017	hinne: A		Kokku: 5 EAP
Kokku: 5 EAP			

- Two courses added to application:

Seos 1 [[muuda seost](#)]

Õpikogemus: Eesti Ettevõtluskõrgkool Mainor			
Akadeemiline õiend:			
(täiendav tõendusmaterjal:)			
► Uurimistöö meetodid	5.00 EAP	<input type="text"/> (Y-007): Hindamata	► Y-007 Uurimistöö meetodid 5.00 EAP
Uus õppejõud, 3.08.2017	hinne: A		Kokku: 5 EAP
Kokku: 5 EAP			

Seos 2 [[muuda seost](#)]

Õpikogemus: Eesti Ettevõtluskõrgkool Mainor			
Akadeemiline õiend:			
(täiendav tõendusmaterjal:)			
► Suhtlemispsühholoogia	5.00 EAP	<input type="text"/> (Y-010): Hindamata	► Y-010 Suhtlemispsühholoogia 5.00 EAP
Uus Õppejõud, 12.10.2018	hinne: A		Kokku: 5 EAP
Kokku: 5 EAP			

- Combined connection added to application: a number of previous learning experiences form the basis of taking one Mainor course into consideration:

Õpikogemus: Tallinna Pedagoogikaülikool			
Akadeemiline õiend:			
(täiendav tõendusmaterjal:)			
► Ülevaade psühholoogiast	2.00 EAP	<input type="text"/> (Y-022): Hindamata	
<input type="text"/> 16.01.2001	hinne: 3		
► areng ja õppimine	2.00 EAP	<input type="text"/> (Y-022): Hindamata	► Y-022 Suhtlemispsühholoogia 4.00 EAP
<input type="text"/> 7.01.2002	hinne: 4		Kokku: 4 EAP
► Nõustamispsühholoogia koolis	1.00 EAP	<input type="text"/> (Y-022): Hindamata	
<input type="text"/> 20.01.2003	hinne: 4		
Kokku: 5 EAP			



- Combined connection added to application: a previous learning experience forms the basis of taking a number of Mainor courses into consideration.

Note: Credit points from a previous learning experience are only taken into consideration upon the completion of a curriculum once, i.e. you should keep an eye on the number of credit points required to complete the curriculum.

Seos 8

Õpikogemus: Tartu Kutsehariduskeskus

Akadeemiline õiend:

(täiendav töendusmaterjal:)

▶ Arvutigraafika 3.00 EAP
7.11.2014 hinne: 4

(DB-048):
(delegeeritud)

Arvestatud

Ainete vastavus piisav
hindamissoovitus: arvestada
19.10.2016 22:53:08

Hindaja: (DB-048)
(delegeeritud)

Kokku: 3 EAP

▶ DB-048 Vektorgraafika 5.00 EAP
Kokku: 5 EAP

Seos 2

Õpikogemus: Tartu Kutsehariduskeskus

Akadeemiline õiend:

(täiendav töendusmaterjal:)

▶ Arvutigraafika 3.00 EAP
7.11.2014 hinne: 4

(DB-051):
(delegeeritud)

Arvestatud

Arvestada
hindamissoovitus: arvestada
18.09.2017 15:37:36

Hindaja: (DB-051)
(delegeeritud)

▶ DB-051 Fototöötlus (Photoshop) 5.00 EAP
Kokku: 5 EAP

▶ Multimeedia toote disain 9.00 EAP
hinne: 4

(DB-051):
(delegeeritud)

Arvestatud

Arvestada
hindamissoovitus: arvestada
18.09.2017 15:37:46

Hindaja: Mare Kurvits (DB-051)
(delegeeritud)

Kokku: 12 EAP

Only one application can be submitted per submission deadline for RPL applications. A further application can be submitted once the previous application has been fully assessed. As a rule, RPL applications are forwarded for assessment within a month of the deadline for submissions marked on the academic calendar.

IV IMPOSING OF ADDITIONAL REQUIREMENTS AND MAKING CORRECTIONS

Also keep an eye on your application in SIS after you have submitted it. If there are shortcomings in the application itself or in the evidence accompanying it, it may be returned to you with comments in order for you to make corrections. These corrections must be made and the application resubmitted within three working days. Once the application meets all requirements, it is forwarded for assessment. If the corrections are not made by the deadline, final assessment of the application will be delayed, potentially until the next round of applications.

RPL assessors may also impose additional requirements on applicants: requesting the submission of additional documents, issuing them with practical tasks to assess their prior learning or work experience, interviewing them or assessing their skills, knowledge and competence in some other way. In order for work experience to be taken into consideration as practical training, applicants are obliged to mount a public defence of their practical training results, generally alongside students who are undertaking regular practical training.

V ACCOMPANYING FEES

The RPL process is subject to fees.

- These fees are only offset for courses that are paid for during the academic year.
- The assessment of courses set out in cooperation agreements with other educational institutions is free of charge. The fees are not offset on the basis of the price per credit point.

Assessment and offset rates of **formal and continuing education and work experience** listed in RPL application can be found in the document 'Tuition and service fees'.