



University of  
Applied Sciences

# **Regulation for accreditation of courses – Recognition of proof of qualifications at IMC University of Applied Sciences Krems**

Academic Head of the IMC Krems

Date 12.10.2023

FHF-5-0055\_Vers. 07\_Rev. 04

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## Changes

The regulation has been amended to require applicants to submit a form to validate their informally or formally acquired skills.

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# 1 Introduction

## 1.1 Purpose

The purpose of the regulation is to manage the general regulations for the recognition of proven knowledge for the accreditation of courses at IMC Krems.

## 1.2 Scope

	<b>AUSTRIA</b>	<b>TPP</b>
<b>Students</b>	Yes	Yes
<b>Employees</b>	Yes	Yes
<b>Lecturers (NBL)</b>	Yes	Yes

### **INFORMATION**

<b>Valid from</b>	12.09.2023
<b>Cohort</b>	ALL
<b>Degree programme</b>	ALL



### 1.3 Superordinated Processes/Regulations

Here, superordinated processes/regulations are listed, which are the basis for this regulation.

- FHR-5-0035 Satzungsteil Study and Examination Regulation

### 1.4 Abbreviations

<b>ABKÜRZUNG / ABBREVIATION</b>	<b>BEZEICHNUNG / MEANING</b>
<b>AHS</b>	Allgemeinbildende höhere Schule
<b>BHS</b>	Berufsbildende höhere Schule
<b>ECTS</b>	European Credit Transfer and Accumulation System
<b>FHG</b>	Fachhochschulgesetz

## 2 Guiding Principles of Recognition

Recognition and accreditation of documented prior knowledge is based on the principle of course-related recognition. The equivalence of the acquired knowledge, qualifications and learning outcomes with the contents and scope of the courses to be accredited is to be ascertained upon request of the student by the programme director. Students are requested to submit application via eDesktop as well as all relevant documents within the given period of time. At TPP locations the entire process is conducted via email between the applicants and the programme director (and will not be mentioned separately in the points below). The legal basis for recognition is based on § 12 FHG as amended.

### 2.1 Formal, non-formal learning and informal learning

**Formal learning** means learning which takes place in an organized and structured environment, specifically dedicated to learning, and typically leads to the award of a qualification, usually in the form of a certificate or a diploma; it includes systems of general education, initial vocational training and higher education. This is often referred to as “school education” (schulische Bildung) in the German-speaking countries.

**Non-formal learning** means learning which takes place through planned activities (in terms of learning objectives, learning time) where some form of learning support is present. Non-formal learning therefore relates to personal and interpersonal training programmes or courses that are aimed at enhancing certain skills and abilities. This is also referred to as “non-school education” (außerschulische Bildung) in the German-speaking countries. Like formal learning, non-formal learning is designed to achieve learning outcomes and generally takes the form of an organised process with a final assessment (e.g. project management certification courses).<sup>1</sup>

**Informal learning** means learning resulting from daily activities related to work, family or leisure and is not organised or structured in terms of objectives, time or learning support. Learning outcomes include skills connected with personal development, which are obtained by performing a particular activity (e.g. student representation functions). Recognition and recognition of formally acquired knowledge and skills.

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<sup>1</sup> Definitions based on the Council recommendation of 20 December 2012 on the validation of non-formal and informal learning, Official Journal of the European Union (2012/C 398/01)

## 2.2 Recognition and accreditation of formal knowledge and skills

The course is to be accredited in particular, if it was completed in a prior post-secondary or tertiary education and its scope, contents, ECTS, HWS, learning outcomes and the language of the course are predominantly in correspondence with the according course. Normally, its proof must not be older than 5 years. Exceptions may be made in certain cases. However, the course/module that forms the basis for accreditation must reflect the state of the art in the subject concerned. (E.g. anatomy courses attended during a medical degree completed seven years previously can be accredited, even though this is outside the aforementioned five-year limit.)

Credits from the secondary level (AHS and BHS) according to §12 Abs. 3 FHG and according to §78 Abs.1 Z2 lit.b and c UG are only possible from the BHS area on courses and modules that qualify for the professional field from the AHS area, crediting is only possible on artistic-scientific or sports-scientific subjects. Applicants must enclose the certificates as well as timetables, as well as documents on the literature used, etc. to the application. Recognitions from the AHS and BHS areas can be made up to a maximum of 60 ECTS, whereby the sum in connection with the recognition from professional practice may not exceed 90 ECTS. Credits from the BHS and AHS area to Master's degree programs are not possible.

## 2.3 Crediting of non-formal acquired skills

Proof of non-formal knowledge and skills can be submitted for the purpose of recognition and accreditation of courses leading to personal-development or professional qualifications (e.g. QM management, mediation, etc.). Proof takes the form of certificates demonstrating completion of a recognized training course, the workload and learning objectives of which are comparable and equivalent to the learning outcomes and workload of the course for which the accreditation application has been submitted. Simple confirmation of attendance does not qualify as proof of the learning outcomes achieved. Confirmations of completion of massive open online courses (MOOCs) or similar will only be accepted if the provider's courses are demonstrably subject to quality assurance processes (this includes e.g. MOOCs offered by universities/higher education institutions that require participants to complete some form of assessment).

## 2.4 Accreditation of informal skills

Professional practice can be credited in line with §12 para 2-4 FHG on the practical modules anchored in the Bachelor's degree programmes (PTS, practical exercises, etc.) or on courses with occupational field-related learning outcomes. It is not possible to credit towards the learning outcomes of theoretical or scientific courses.

Applicants must explain and validate in the form provided in the credit transfer tool on the eDesktop why the formally or informally acquired skills are to be credited, i.e. it must be specifically stated how the fulfilment of the individual learning objectives of the module and/or courses was achieved. A mere indication of a professional activity is not sufficient for crediting to a course/module. In addition to the description, appropriate evidence (e.g. references with job descriptions, job descriptions, work samples, etc.) must also be submitted. For further validation, the programme director may conduct a validation interview with the student or invite up to two other lecturers to take the examination. Professional practice can be recognized to a maximum of 60 ECTS whereby the sum of professional practice and previous knowledge from the BHS and AHS area together may not exceed 90 ECTS.

Activities as a student representative can be credited for courses of personality development / soft skills. Proof is provided by document issued by the student union (ÖH) on the function, the duration as well as the associated agendas and tasks. In this case, the necessary form must also be submitted.

## 3 Deadlines and evidence

### 3.1 Entry into a higher semester

If students apply for an entry into a higher semester based on acquired knowledge and skills (in the sense of the above-mentioned skills), this must already be noted in the application and suitable documents (see also point 2.2) must be provided. The programme director examines the application and either confirms an entry in a higher starting semester, or alternatively an entry into the first semester by crediting courses or modules if applicable. The programme director uploads an overview of the courses to be credited in the applicant file.

Credits for the following semesters are to be applied for as outlined in 2.2.

## 3.2 Course and Module Recognition

The student has to submit an application for accreditation in writing (eDekstop) with the programme director at the beginning of the semester. Transcripts and certificates are to be attached as proof of the qualifications to be accredited (course(s) already completed, description of the course, content and workload of the course/certification course in the case of applications for accreditation of non-formal skills; descriptions of the content and learning outcomes, workload/number of hours per week of semester, number of ECTS credits and grade/assessment result; or proof of skills acquired in the course of professional practice). In case of applications for recognition of informal knowledge and skills, the corresponding form must be completed for credibility reasons.

### **Student**

The application must be lodged within two weeks of the initial day of the semester of the respective programme, independent from the actual beginning of the respective course(s).

Only complete applications including all attachments will be processed!

### **IMC University of Applied Sciences/Programme director**

The statement of recognition/accreditation or refusal will be made in writing by the programme director within 2 weeks after the application being submitted (in justified cases of exception the statement can be made later). The programme director may also issue an exemption of attendance if learning outcomes can be demonstrated but are not sufficient to a quantitative extent for full recognition. In case of such exemption, the compulsory attendance for the respective course will be suspended, but the required performance assessments are mandatory.

## 3.3 Formal requirements for applications for recognition and accreditation of courses

- Name and ID of the student
- Indication of programme and semester
- Course to be accredited (incl. semester)
- Specification of the documents to prove the performance and course description

Please note:

1. Applications for crediting courses require detailed documents on the content, number of hours and description of the learning outcomes of the

training/previous knowledge to be credited. (already completed course, course description, semester hours per week, ECTS scope and grade, or demonstrably professionally acquired competences, certificates, and the like.)

2. Proof must not be older than 5 years. (For exception, see point 2.2)
3. The language of instruction should be identical to that of the course to be credited.
4. Knowledge and competences acquired in the context of professional practice (informal learning) can lead to credit or exemption for validation of the corresponding course.
5. In the case of academic year repetitions, the courses to be credited and the courses to be completed again are determined by the head of the degree programme. Courses already attended and passed examinations are only necessary if the purpose of the study makes it necessary to visit or repeat them again.
6. Courses completed as part of a semester abroad based on the Learning Agreement will be credited for the respective corresponding study semester. Courses that have not been successfully completed cannot be credited.
7. The achievements acquired in a semester abroad and credited for the corresponding semester within the framework of the library to be provided cannot be credited once again to a course following the semester abroad. (No double credits).
8. Credits from the Bachelor's programme for a further Master's programme are only possible if the standard period of study of the completed Bachelor's programme exceeds six semesters. Furthermore, when crediting courses from Bachelor's programmes to Master's programmes, the diversity of learning outcomes according to the European and national qualifications frameworks must also be considered.

## 4 Crediting of professional experience

Concerning accreditation of employment in the part-time programmes, please refer to the Regulations for accreditation of employment in part-time programmes of the IMC University of Applied Sciences Krems.

The practical parts of the curriculum (e.g. professional competence, internship) embedded in all the part-time Bachelor's degree programmes in business studies can

be credited, if the student has a current and program-related occupation of the corresponding extent (ECTS). The application for accreditation is to be submitted in this case per semester with proof of the relevant professional activity.

Double crediting of the same professionally or non-professional skills to practical parts as well as courses and modules is not possible. In addition, these recognitions also count towards the maximum limit of 60 ECTS from professional and non-professional practice.

## 5 Accreditation of language skills

### 5.1 Bachelor Degree Programmes Tourism and Leisure Management and Export-oriented Management study plan from 2019/20

Due to the different starting levels offered, crediting of previous language skills is only possible in exceptional cases.

### 5.2 English in the German Bachelor degree programmes

Applications for accreditation are possible with appropriate evidence (see point 2).

## 6 Referenced Documents

- Form for Information Fulfilment of learning objectives FHF-5-0416
- Process FHP-5-0023

## 7 Legal requirements

- Bundesgesetz über Fachhochschulen (Fachhochschulgesetz – FHG) StF: BGBl. Nr. 340/1993, BGBl. I Nr. 177/2021 § 12 – Anerkennung nachgewiesener Kenntnisse
- Relevant parts of the Bundesgesetzes über die Organisation der Universitäten und ihre Studien (Universitätsgesetz 2002 – UG), StF: BGBl. I Nr. 120/2002, BGBl. I Nr. 52/2023