

RESOLUTION No. 3
of the Senate of Wrocław Business University of Applied Sciences
of 15th November 2022
**on improving the "Regulations for confirming learning outcomes acquired outside
the system of studies"**

Pursuant to § 14, section 1, point 10 of the Statute of Wrocław Business University of Applied Sciences, in connection with art. 71 of the Act of July 20, 2018 Law on Higher Education and Science (Journal of Laws of August 30, 2018, item 1668), the following is ordered:

§ 1

1. The improved "Regulations for confirming learning outcomes acquired outside the system of vocational studies" at Wrocław Business University of Applied Sciences, attached to this resolution, are introduced.
2. The Regulations adopted by the University Senate on May 20, 2022 are hereby repealed.

§ 2

1. The improved "Regulations for confirming learning outcomes acquired outside the system of vocational studies" shall apply as of the date of signing the resolution by the President of the Senate.

Rektor

Prof. Rajmund Fulneczek, PhD.....



**REGULATIONS FOR CONFIRMING
LEARNING OUTCOMES ACHIEVED
OUTSIDE THE SYSTEM OF STUDIES**

WROCLAW

2022

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§ 1.

General Provisions

1. The Regulations specify:
 - 1) the rules, conditions and procedure for confirming the learning outcomes, obtained outside the study system,
 - 2) the method of appointing and the mode of operation of the Committee for Validation of Learning Outcomes Achieved Outside the Study System, hereinafter referred to as the "Committee for Validation of Learning Outcomes",
 - 3) and the method of appointing and the mode of operation of the Appeals Committee for Validation of Learning Outcomes.
2. The provisions of the Regulations are used to persons applying for admission to studies and for confirmation of learning outcomes, in first- and second degree studies, carried out at the Wroclaw Business University of Applied Sciences (WAB).
3. The condition for confirming the learning outcomes obtained outside the system of studies in a given field of study, level and profile of education is a positive assessment of the quality of education in these studies, confirmed by a positive program evaluation of the Polish Accreditation Committee in this field, level and profile of education.
4. For the procedure, related to the confirmation of learning outcomes obtained outside the study system, the University charges the applicant a fee, in the amount specified in separate internal documents of the University.
5. It is assumed that the fee indicated in section 4 should cover the costs incurred by the University for the remuneration of members of the Committee for Validation of Learning Outcomes and, possibly, the Appeals Committee for Validation of Learning Outcomes, as well as administrative costs incurred by the University. The fee paid does not affect the tuition fee.
6. In the case of applying for a credit for a group of subjects, using the rules of the Regulations for confirming learning outcomes acquired outside the system of studies, the tuition fee may be determined individually at the request of the interested party.

§ 2.

Basic terms used in the Regulations

1. Learning outcomes obtained outside the system of studies at WAB are effects in the field of knowledge, skills and social competences corresponding to the learning outcomes, set for a given field of study, level and profile in a given study program.
2. Institutionally organized learning - an organized learning process, resulting from planned activities in terms of the purpose and time of learning, in particular courses and training at the workplace, learning foreign languages and learning, using open educational resources (so-called non-formal education).
3. Institutionally unorganized learning - learning unorganized in terms of purpose and time, resulting from activities related to work, social activities, family life or spending free time, in particular the acquisition of professional and social skills (so-called informal education).

4. Confirmation of learning outcomes - confirmation of appropriate learning outcomes included in the study program of a specific field of study, level and profile, by crediting subjects, including vocational practice, and implementing these learning outcomes (based on knowledge, skills and social competences acquired during organized and institutionally unorganized learning).
5. ECTS credits - credits defined in the European system of accumulation and transfer of credits, as a measure of the average workload of a learner, necessary to achieve the assumed learning outcomes.
6. Program of studies – a description of coherent learning outcomes defined by the university, in accordance with the Polish Qualifications Framework for Higher Education and a description of the education process leading to the achievement of these effects, together with ECTS credits assigned to individual subjects of this process.
7. Applicant applying for confirmation of learning outcomes - a person applying for recognition of learning outcomes obtained outside the system of studies, acquired as part of non-formal and informal education, and exemption from a specific part of the subjects referred to in section 6.

§ 3.

Organizational and implementation arrangements

1. The basis for confirming the learning outcomes achieved outside the system of studies is the attribution of documented learning outcomes in terms of knowledge, skills and social competences of a given person to the learning outcomes, achieved in the education process at a specific field of study, level and profile of study, and in a specific cycle of education.
2. The list of subjects covered by the procedure of confirming learning outcomes is consistent with the program and plan of studies, established by the WAB Senate for a given academic year.
3. The list of subjects that may be accepted on the basis of the assessment of learning outcomes obtained outside the system of studies, is prepared by the Vice-Rector responsible for education or the Chairman of the Committee for Confirmation of Learning Outcomes appointed by his order, who submits- by June 30 each year- the list for approval to the Rector/Vice-Rector, responsible for education course.
4. The list of these subjects is available on the WAB website. The template of the list of subjects, that may be approved on the basis of the assessment of learning outcomes achieved outside the system of studies is attached as Appendix No.1 to these Regulations.
5. Recognition of learning outcomes applies to no more than 50% of ECTS credits assigned to a given program of study in a given field of study, level and profile of education.
6. The number of students in a given field of study, level and profile of education who were admitted to studies on the basis of the best available results obtained as a result of confirming learning outcomes, may not be greater than 20% of the total number of students in this field of study, level and education profile.
7. Learning outcomes can be confirmed:

- 1) for a person with a secondary school-leaving certificate and at least five years of professional experience - in the case of applying for admission to first degree studies;
 - 2) for a person with a bachelor's or equivalent professional title and at least three years of professional experience after completing first degree studies - in the case of applying for admission to second degree studies;
 - 3) for a person with a professional title of master or equivalent, and at least two years of professional experience after completing second degree studies or uniform master's studies - in the case of applying for admission to another field of first- or second degree studies.
8. The University does not create "shortened" courses of studies for persons admitted in the recruitment process as a result of confirming learning outcomes obtained outside the study system, or separate groups of students studying according to a separate study programmes. Persons admitted to studies as a result of confirmation of learning outcomes obtained outside the system of studies are included in the regular mode of studies.

§ 4.

Bodies conducting the procedure of confirmation of learning outcomes obtained outside the system of studies

1. The head of the Committee for Confirmation of Learning Outcomes is the field manager, who is substantively responsible for the field of study, and the Director of the MBA Program in relation to the field with the MBA specialization.
2. The composition of the Committee for Validation of Learning Outcomes is variable and adjusted to the needs of confirming particular learning outcomes.
3. The composition of the Committee is determined by the Chairman of the Committee when, as a result of the recruitment process for a given field of study, applications for recognition of learning outcomes obtained outside the system of studies are submitted.
4. The Committee for Validation of Learning Outcomes consists of:
 - 1) Chairman of the Committee for Validation of Learning Outcomes,
 - 2) Academic teacher conducting a subject for which the applicant is applying, on the basis of confirmation of the learning outcomes obtained outside the system of studies,
 - 3) Secretary - Education Expert.
5. In the case of the internship subject, the Committee for Confirmation of Learning Outcomes also includes the Rector's Plenipotentiary for internships for a given field of study.
6. Substantive supervision in terms of the quality of education over the work of the Committee for Confirmation of Learning Outcomes is performed by the Vice-Rector responsible for education/Rector's Plenipotentiary for the quality of education.
7. The composition of the Committee is appointed taking into account majors, subjects or groups of subjects (e.g. specialties).
8. The tasks of the Chairman of the Committee for Validation of Learning Outcomes include, among others:

- 1) establishing the Committee for the Confirmation of Learning Outcomes, if appropriate applications are submitted in the recruitment process for a given field of study;
 - 2) conducting the work of the Committee for Validation of Learning Outcomes;
 - 3) presenting the effects of the Commission's work (data of subject teams) to the Vice-Rector responsible for education;
 - 4) monitoring the process of confirming the learning outcomes for the field of study, taking into account § 3 sec. 5, 6;
 - 5) updating the list of subjects covered by the procedure of confirming learning outcomes annually, and presenting them to the Rector/Vice-Rector responsible for education.
9. The appeal body against the decision of the Committee for Validation of Learning Outcomes, as regards the recognition of learning outcomes, is the Appeal Committee for Validation of Learning Outcomes, chaired by the Plenipotentiary of the Vice-Rector for Student Affairs. The committee is appointed for the term of office of the Rector.
 10. The members of the Appeal Committee for Confirmation of Learning Outcomes are academic teachers, who are substantively responsible for the subject to which the application relates, and an employee of the Dean's Office.
 11. The members of the Appeal Committee for Validation of Learning Outcomes, apart from the Chairman of the Appeal Committee for Validation of Learning Outcomes, are appointed from among academic teachers by the Vice-Rector responsible for education.

§ 5.

Proceedings regarding the confirmation of learning outcomes obtained outside the system of studies

1. The applicant submits an application for recognition of learning outcomes obtained outside the system of studies in accordance with the form attached as Appendix No. 2 to these Regulations.
2. The applicant shall attach to the application documents allowing to assess their knowledge, skills and social competences, acquired as part of non-formal education, such as:
 - 1) certificates, diplomas or other attestations documenting participation in courses and trainings, in which the workload incurred by the applicant is similar to the workload necessary to achieve the assumed learning outcomes in the subjects, for which the applicant is applying; additionally, there should be a convergence of the program of courses and training with the content of the subject included in the syllabus;
 - 2) language certificates documenting the language skills at the proficiency level described by the learning outcomes for a given level of education;
 - 3) diplomas confirming the completion of higher education or post-graduate studies in the territory of the Republic of Poland or abroad;
 - 4) other documents confirming the achievement of learning outcomes as part of non-formal education;

- 5) onfirmation of payment of the fee for the procedure undertaken to confirm the learning outcomes;
 - 6) signed Agreement for the confirmation of learning outcomes at the Wrocław Business University of Applied Sciences (**Appendix No. 4**).
3. The application for recognition of learning outcomes, specifying the list of subjects which effects will be confirmed, along with the required attachments is submitted by the applicant to the Recruitment Office/MBA Office.
 4. The submitted documentation of the application for recognition of learning outcomes is then directed by the Recruitment Office/MBA Office to the Chairman of the Committee for the Confirmation of Learning Effects for a given field of study.
 5. The Committee for Validation of Learning Outcomes conducts a substantive assessment of the submitted application.
 6. If the Committee for Validation of Learning Outcomes finds the application for confirmation of learning outcomes incomplete, the applicant is informed about it by the Secretary of the Committee and is obliged to complete the application immediately under pain of leaving the application without verification.
 7. After analyzing the submitted documents and their acceptance, the Chairman of the Committee for Confirmation of Learning Outcomes orders the verification procedure.
 8. If the Committee for Validation of Learning Outcomes finds that the submitted application is justified, according to the needs of the didactic process the Committee:
 - 1) recognizes the learning outcomes of a given subject and credits the subject, specifying the grade (determining the grade on the basis of the submitted documentation);
 - 2) recognizes the learning outcomes and determines the exam/pass in the subject, when the presented documentation does not allow for a grade.
 9. The dates of the examinations are set in such a way as to cover the largest, organized group of applicants for a given subject. This date is communicated to interested parties in advance, min. 2 weeks.
 10. Examinations/credits referred to in sec. 8 shall be carried out by academic teachers teaching subjects or lecturers, indicated by the Chairman of the Committee for Validation of Learning Outcomes. The thematic scope of individual exams is determined by the examiner, taking into account the rules of crediting specified in the syllabus of a given subject within a given field of study.
 11. A positive evaluation of the verification means confirmation of the appropriate learning outcomes and crediting the subjects that implement these effects. A negative result of the exam or failure to take it results in a negative consideration of the application.
 12. Recognition of learning outcomes obtained outside the system of studies should be finished at the latest by the end of the first month of the first semester of studies, from the date of completion of recruitment.

§ 6 .

The Appeal Procedure

1. The applicant has the right to appeal against the decision of the Committee for Validation of Learning Outcomes, within 14 days from the date of receipt of the decision, to

the Appeal Committee for Validation of Learning Outcomes within the time limit in accordance with the Code of Administrative Procedure.

2. The appeal is lodged through the Dean's Office.
3. The Appeal Committee for Validation of Learning Outcomes makes a decision within 21 days from the date of lodging the appeal.
4. In the case of justified doubts, the Appeal Committee for Validation of Learning Outcomes submits an application for reconsideration to the Committee for Validation of Learning Outcomes within the time limit, set by the Appeal Committee.

§ 7.

Consequences of confirming learning outcomes

1. The Committee for Validation of Learning Outcomes confirms achieving the assumed learning outcomes in the decision, the template of which is attached as Appendix 3 to these Regulations.
2. After successfully passing the recruitment procedure and obtaining the student status, the applicant takes advantage of confirmed learning outcomes. A positive grade in a subject covered by the procedure of confirming the effects obtained outside the study system releases the student from the obligation to participate in classes in this subject.
3. The grade determined by the Commission for Confirmation of Learning Outcomes is entered by the employee of the Dean's Office into the USOS system. These grades are the basis for calculating the average grade from studies in accordance with the applicable study regulations.
4. The applicant receives the number of ECTS credits assigned to the subjects he/she has completed as a result of confirming the learning outcomes.
5. The diploma supplement lists the names of subjects credited by confirming the learning outcomes.
6. The Dean's Office keeps records of subjects credited by confirming the learning outcomes for each year of study. The records include: name and surname of the applicant, album number, level of study and year of education, subject, grade and number of ECTS credits.

§ 8.

Final provisions

1. The University charges a fee for confirming learning outcomes for the costs incurred, regardless of the outcome of the process of confirming learning outcomes.

List of subjects that may be recognized on the basis of the assessment of learning outcomes, obtained outside the system of studies

Field of study.....

No.	Subject	Learning outcomes assigned to the subject	ECTS credits
1	
2.	
...	

Appendix No. 2. Application form

Wroclaw, date.....

.....
Name and Surname

.....
Phone number

.....
E-mail

**Commission for Validation of Learning Outcomes
Wroclaw Business University of Applied Sciences**

A P P L I C A T I O N

*on: confirmation of learning outcomes achieved in an organized system or institutionally
unorganized outside the system of studies*

Please credit the subject(s).

.....
.....

number of ECTS credits.....

implemented during..... degree studies , major

based on the recognition of learning outcomes acquired outside the study system, confirmed by
the attached documentation.

Kind regards

.....
(Signature of the Applicant)

Attachments:

1.

1.

2.

Wroclaw, date

Wroclaw Business University of Applied Sciences

Egz. ...

Mr/Ms

.....
.....
.....

Decision
No./.../.../....
of year

On the basis of the procedure carried out to confirm the learning outcomes acquired outside the study system based on the application submitted by Mr./Ms.

I confirm learning outcomes

of Mr/Ms acquired in an organized or institutionally unorganized system outside the study system in the amount of ECTS credits, for studies degree of major

Attached is a list of subjects with ECTS credits and grades obtained in the process of confirming learning outcomes.

JUSTIFICATION

Pursuant to Article 107 §4 of the Code of Administrative Procedure, the justification of the decision was abandoned due to the fact that the party's request was taken into account in its entirety.

INSTRUCTION

You have the right to appeal against this decision to the Appeal Committee for Validation of Learning Outcomes within 14 days from the date of receipt of the decision.

round stamp
of the University

.....
signature of the Chairman
Commission for Validation of Learning Outcomes

They receive :

1. Recipient:
2. Student Personal File Folder

Wroclaw, date

Wroclaw Business University of Applied Sciences

Egz. ...

Mr/Ms

.....
.....
.....

Decision

No. / ... / ... / ...
of year

On the basis of the procedure carried out to confirm the learning outcomes acquired outside the study system based on the application submitted by Mr./Ms.

I do not confirm learning outcomes

acquired in an organized or institutionally unorganized system outside the study system in the amount of ECTS credits, for studies degree of major

JUSTIFICATION

In connection with the submission by Mr./Ms. on (date, year)..... of the application for confirmation of learning outcomes, the Commission for Confirmation of Learning Outcomes did not confirm the learning outcomes due to In connection with the above, the decision has been made, which is factually and legally justified.

INSTRUCTION

You have the right to appeal against this decision to the Appeal Committee for Validation of Learning Outcomes within 14 days from the date of receipt of the decision.

round stamp
of the University

.....
signature of the Chairman
Commission for Validation of Learning Outcomes

They receive :

1. Recipient:
2. Student Personal File Folder



AGREEMENT FOR CONFIRMATION OF LEARNING OUTCOMES
AT THE WROCLAW BUSINESS UNIVERSITY OF APPLIED SCIENCES

concluded on, in Wrocław, between:
Wrocław Business University of Applied Sciences, Ostrowskiego Str. 22, 53-238 Wrocław,
hereinafter referred to as the "University", represented by
and Mrs/Mr, holder of an identity card No. /
(first name and last name)
passport No.,
PESEL number, hereinafter referred to as the "Applicant",
with the following content:

§ 1

SUBJECT OF THE AGREEMENT

1. The subject of this agreement is to define the terms of payment for educational services provided by the Wrocław Business University of Applied Sciences, related to the confirmation of learning outcomes for the Applicant applying for confirmation of learning outcomes, pursuant to art. 69 sec. 2 of the Act of July 20, 2018 - Law on Higher Education and Science, hereinafter referred to as the Act, and the Resolution of the Senate of the Wrocław Business University of Applied Sciences No. of on updating Regulations for confirming learning outcomes, acquired outside the system of studies.
2. Confirmation of learning outcomes, covered by this agreement, applies to learning outcomes specified in the study program of Management/Tourism and Recreation/Finance and Accounting* conducted as full-time/part-time* first/second* degree studies with a practical profile at the Wrocław Business University of Applied Sciences.

§ 2

DECLARATIONS OF THE PARTIES

1. The University declares, that:
 - a) meets the conditions necessary to confirm the learning outcomes for the field of study, referred to in § 1 section 2 of this Agreement;
 - b) confirmation of learning outcomes is carried out in accordance with the requirements of the Act and legal acts issued on its basis;

- c) the procedure is carried out in order to determine whether the Applicant applying for confirmation of learning outcomes has obtained learning outcomes consistent with the learning outcomes specified in the study program for the field of study referred to in § 1 section 2 of this agreement, to the extent that it is possible to pass specific subjects (groups of subjects) or internships together with the ECTS credits assigned to them.
2. The applicant trying to get confirmation of learning outcomes declares that:
 - a) he/she is familiar with the Regulations for confirming learning outcomes acquired outside the study system and the Rector's Ordinance on tuition fees and other fees for students;
 - b) the appeal against the decision issued by the University on the confirmation of learning outcomes includes, in particular, allegations against the decision, defines the essence and scope of the request being the subject of the appeal, and indicates the evidence justifying the request.

§ 3

COMMITMENTS OF THE PARTIES

1. The University is committed to the Applicant to:
 - a) a) implement the procedure of confirming the learning outcomes in accordance with the application submitted by him/her in the field of study chosen by him/her: Management/Tourism and Recreation/Finance and Accounting* full-time/ part-time* first/second degree studies with a vocational profile.
 - b) verification of learning outcomes by academic teachers with appropriate scientific, teaching or professional qualifications;
 - c) c) issue an appropriate decision in the case after the completion of the learning outcomes confirmation procedure.
2. The Applicant is committed to:
 - a) act in accordance with the resolution of the Senate of the Wrocław Business University of Applied Sciences, on updating the Regulations for confirming learning outcomes acquired outside the study system and other orders and decisions, issued by the University authorities in force during the procedure of confirming learning outcomes and relevant in this respect by law;
 - b) b) pay the fee for the procedure of confirming the learning outcomes.
 - c)

§ 4

DETAILED CHARGING RULES

1. The amount of the fee for confirming the learning outcomes to which this agreement applies, is PLN(in words:PLN).
2. The applicant applying for confirmation of learning outcomes is obliged to attach a proof of payment of the fee to the application for confirmation of learning outcomes.
3. Failure to pay the fee referred to in sec. 2, results in leaving the application without consideration.

§ 5

REFUND OF FEES PAID

1. In the case of a written resignation after the start of the procedure, the Applicant is entitled to a refund of 50% of the fee paid for the procedure of confirming learning outcomes within 30 days from the date of notification to the Applicant about the above. The decision in this matter is made by the Rector.
2. The application referred to in sec. 1, the Applicant should submit to the Dean's Office immediately after the reason for resignation has occurred.
3. In the case of a written resignation after the completion of the learning outcomes confirmation procedure, the fee is not refundable.
4. A negative result of the learning outcomes confirmation procedure (failure to obtain confirmation of learning outcomes) does not constitute the basis for the Applicant to request a refund of the fee paid.

§ 6

TERM AND CONDITIONS OF THE AGREEMENT

1. This agreement is concluded for the duration of the learning outcomes confirmation procedure.
2. This agreement terminates before the expiry of the period referred to in section 1, in the case of a written resignation by the Applicant.
3. The agreement expires by operation of law on the date of completion of the learning outcomes confirmation procedure.

§ 7

TERMINATION

1. The parties to the agreement may terminate it at any time.
2. Termination of the agreement should be made only in writing under pain of nullity.
3. Termination of the agreement by the candidate is tantamount to resignation from the procedure of confirming learning outcomes.
- 4.

§ 8

FINAL PROVISIONS

1. Changes to the provisions of the agreement must be made in writing under pain of nullity.
2. In matters not covered by this agreement, the provisions of the Civil Code shall apply.
3. The agreement has been drawn up in two identical copies: one for the University and one for the Applicant.

.....
(on the Rector's auth., signature and seal of

.....

the Chairman of the Committee)

((legible signature of the Applicant)

* delete as appropriate

