



Student

Last name:

Student ID:

To the SSC/SSSt by e-mail  
E-mail address:

## Validation of professional and non-professional qualifications (SL/A-Val)

According to section 78, para. 3 of the Universities Act in connection with section 13h of the part of the Statutes governing university studies, the recognition of professional and non-professional qualifications in non-formal areas (e.g. private courses, educational offers in further education and adult education) and informal areas (e.g. knowledge, skills and competences acquired in a profession or outside of a profession) is possible if their learning outcomes have been validated before.

Validation is the first step for any recognition and is done by the competent directorate of studies in form of a written or oral check.

Students may only apply for the recognition of “**professional and non-professional qualifications**” after a positive validation. Students must enclose a confirmation of the approved validation with the application for recognition of qualifications.

**Please note:** The validation procedure is specified at the end of the form and on the websites of the StudiesServiceCenter (SSC)/ StudiesServiceUnit (SSSt).

### Student details (to be completed by the student)

Last name:			
First name:	Student ID:		
Degree programme code as it appears on the student record sheet: <b>UA</b>			
Degree programme as it appears on the student record sheet:			
Bachelor's	Master's	Diploma	Doctoral programme
Bachelor's-TE	Master's-TE	Complementary Bachelor's-TE	Complementary Master's-TE
Extension curriculum (EC) within a bachelor's programme			*(TE=teacher education)
Admitted since (for EC, the admission to the bachelor's programme is relevant):			
Telephone number (optional):	E-Mail (u:account):		

### 1. Information about the examination/course/module for which validation is requested

(to be completed by the student)

Name of the module, designation of the course/examination, ECTS credits (according to the curriculum):



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**2. Proof of the qualification** (to be completed by the student)

Students have to describe the qualification in more detail and present proof in the form of documents.

The documents should allow for the assessment of the qualification's quality, level, workload (study load), the profile (objective, purpose and content) and the learning outcomes (acquired knowledge, skills and competences).

Designation of the qualification, where and when acquired:

Extent of the qualification (workload, study load, duration of the training/activity, etc.):

Description of the qualification (objective, purpose and content):

List of the presented documents:



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**3. Comparison of the qualification's learning outcomes with the learning outcomes of the examination/course/module** (to be completed by the student)

Students have to describe the qualification's learning outcomes (acquired knowledge, skills and competences) and compare these to the learning outcomes of the examination/course/module for which validation is requested.

They have to refer to the curriculum (module outcome/qualification profile of the degree programme)

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**Signature of the student**

Date	Signature of the student
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## Information about the validation procedure

1. Students have to complete the form electronically, prepare documents and use an electronic signature or a scanned signature (the form must be editable).
2. Students have to submit this form, including all documents, electronically by e-mail (u:account) to the competent SSC/SSSt.
3. The SSC/SSSt informs the student about the form in which the validation takes place (by e-mail, online interview, on-site interview).
4. Students receive the result of the validation by e-mail (u:account).

## Information about the further steps and the application for recognition

Only upon validation of the learning outcomes of professional and non-professional qualifications by the competent directorate of studies (SPL), students can apply for recognition of qualifications.

### Validation can be done:

1. Students have to submit the application for recognition to the competent StudiesServiceCenter (SSC)/ StudiesServiceUnit (SSSt) (see information and form on the websites of the competent SPL/SSC/SSSt).
2. The form "**Validation of professional and non-professional qualifications**" (SL/A-Val) must be enclosed with the application for recognition of qualifications as a proof of achievement. The qualification (source achievement) as well as the examination/course for which recognition is sought (target achievement) must be mentioned in the form.

### Validation cannot be done:

- The qualification in the application cannot be recognised → The student has to complete the course/examination offered according to the curriculum.
- If students apply for recognition of the qualification despite contrary information, an official notice of non-recognition is issued.

### The SPL orders measures:

1. The SSC/SSSt sends the information about the measure that needs to be taken to the affected teacher and the student.
2. The student contacts the teacher and they agree on an appointment.
3. The teacher sends the completed record which contains the result of the measures taken to the SSC/SSSt.
4. The SPL decides if a validation is possible or not.

### Contact details of the StudiesServiceCenter (SSC) / directorate of studies (SPL):