

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

Validation of professional and non-professional competences (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 competences 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 competences**” after a positive validation. Students must enclose a confirmation of the approved validation with the application for recognition of competences.

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: UA	
Degree programme as it appears on the student record sheet:	
Bachelor's	Master's
Bachelor's-TE	Master's-TE
Extension curriculum (EC) within a bachelor's programme	
Diploma	Doctoral programme
Complementary Bachelor's-TE	Complementary Master's-TE
*(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):

Last name:

Student ID:

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

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

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

Designation of the competence, where and when acquired:

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

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

List of the presented documents:

Last name:

Student ID:

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

Students have to describe the competence'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 competences.

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 competences**" (SL/A-Val) must be enclosed with the application for recognition of competences as a proof of achievement. The competence (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 competence 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 competence 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):