

From work to study – use your competences for your studies!

Step 1: Read up in advance

- Scan your university's website: What information is available on the subject of recognition of prior learning (RPL, German = *Anrechnung*)?
- Get in touch with a contact person and seek advice.
- Which RPL procedure does your HEI offer for your situation: lump-sum or individual recognition?
- What deadlines do you have to meet?

Step 2: How to submit your application

Contact your university for more information: Which documents do you need for your application? In general, you will probably have to provide the following:

- Lump-sum RPL:** If you can apply for lump-sum recognition, submit your application together with proof of your qualification.
- Individual RPL:** First, put together a portfolio or a similar requested document (CV, supporting documents and evidence, overview of modules eligible for RPL etc.), then apply for individual recognition of prior learning.

Step 3: How the assessment and decision-making work

- Wait for the substantive assessment of your application.
- Talks with experts or further competence assessment procedures are possibly necessary if the documents you have submitted are not sufficient for a conclusive examination.
- If your application is rejected, you can lodge an objection.

Stages of a recognition procedure

