VALIDATION PROCESS

First meeting
Student Counsellor/Applicant

Document self-assessment
Applicant

Process mapping
Student Counsellor

Knowledge inventory
Applicant

Assessment/Decision
Subject specialist from the University

Final meeting
Student Counsellor/Applicant
The process

1. **Initial meeting** – The supervisor invites the applicant to an information and guidance meeting (Skype/telephone or physical meeting)

   The conversation results in:

   a) The matter being closed.

   b) The applicant being given a basis for self-assessment and the task of submitting documents to verify their prior learning.

2. **Documents are submitted** – The applicant is responsible for submitting documents that describe and verify their prior knowledge (grades, licences, certificates, tests from work life or training programmes) to the project supervisor.

   **Self-assessment** – The applicant is responsible for carrying out a self-assessment based on the documentation that they received from the supervisor. If it is a matter of validation for admission, the applicant will receive documentation relating to the subject(s) that the validation concerns. If the validation instead concerns credit transfer, the applicant will receive self-assessment documentation relating to the field. The applicant is responsible for returning the completed self-assessment to the supervisor.

3. **Survey** – The supervisor carries out the survey in consultation with the involved evaluators based on the received documentation and self-assessment.

   The survey for admission results in:

   a) The matter being closed. The applicant receives a decision of admission/rejection and the matter is documented and registered.

   b) The applicant being asked to give further proof of their competence.

   The survey for credit transfer results in:

   a) The matter being closed. The applicant is considered not to have a sufficient basis for continuing on to the next step. Feedback/guidance for the applicant.

   b) The applicant being asked to submit further proof of their subject knowledge.
4. **Knowledge inventory** – The applicant receives more advanced documentation for a knowledge inventory from the supervisor. In the case of validation for admission, the applicant will receive documentation for a knowledge inventory relating to the subject(s) that the validation concerns. If the validation instead concerns a credit transfer, the applicant will receive documentation for a knowledge inventory relating to the field. The applicant is responsible for returning the completed knowledge inventory to the supervisor.

5. **Assessment** – The evaluator/assessment group makes an assessment of the level of the received knowledge inventory.

**Decision** – The basis for a decision regarding the applicant is formulated by the evaluator/assessment group and given to the supervisor. An applicant who has received a positive decision on validation for admission or credit transfer may begin their studies.

6. **Closing meeting** – The supervisor calls the applicant to a closing meeting to inform the applicant of the result and to offer guidance and information regarding support in their continued study planning.

**Registration, Documentation** – The matter is closed and documented/registered by the supervisor.