



# PETRUS-III PROJECT

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### Record system for acquired credits

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### **ABSTRACT:**

According to the European, e.g. France, law any person can attest a course (training, professional activities and / or extra Professional) in connection with training, can consider shortening duration of studies for access to a degree. This system relates to higher education. If the candidate of the validation of professional experience (VPE) fails to access to the postulated degree he returns to the original level (at time of application). The university thus delivers no title, but only a "right of way" to go directly to a level of training which we could entitled in the diplomas that one possesses.

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### **INTERNAL REFERENCES:**

**[PETRUS-III]**

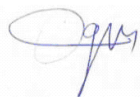
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## Signatures

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## 1. General scheme of validation of professional experience (VPE)

The following diagram leads to understand the typical path a candidate for the VPE should take (Figure 1).

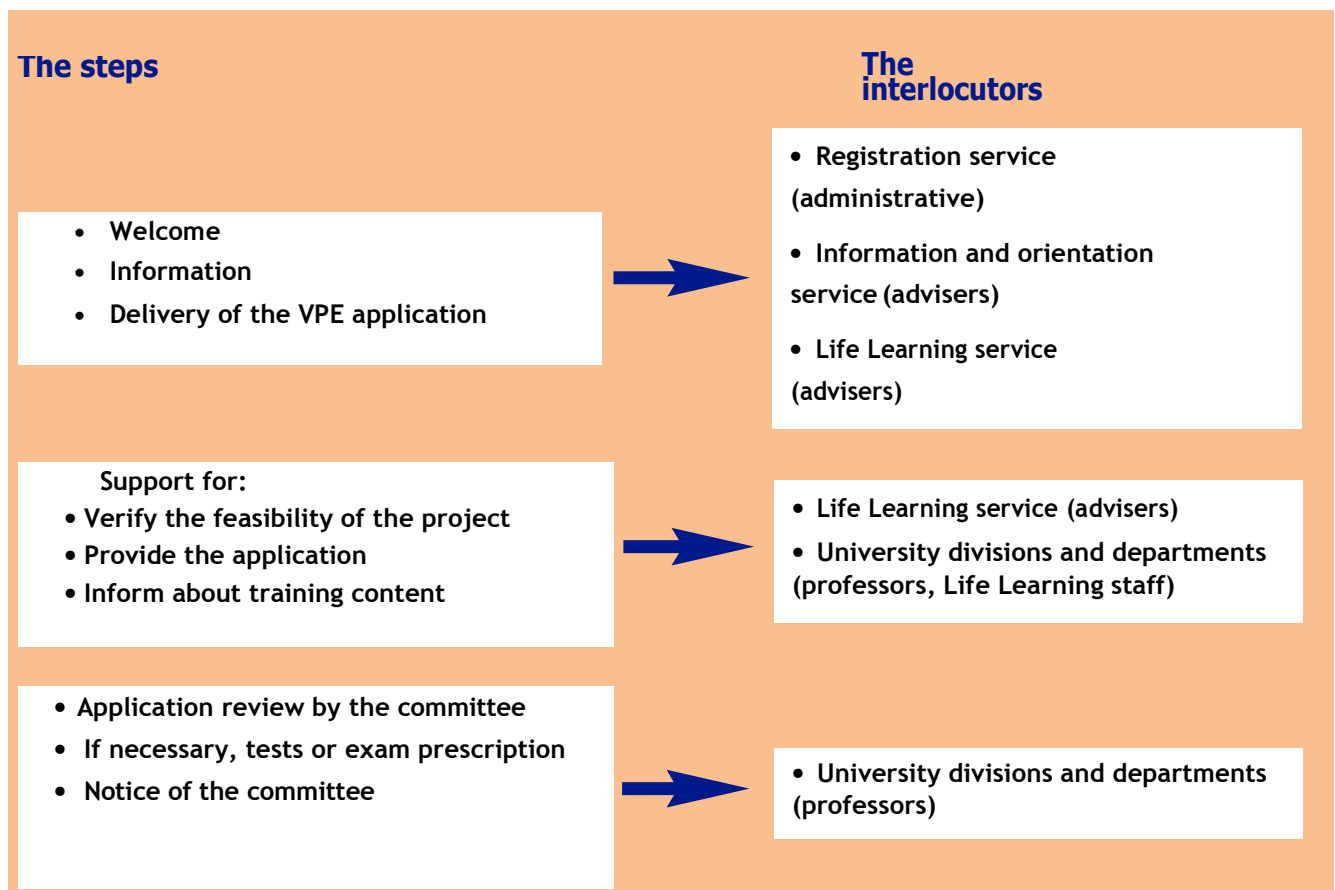


Figure 1: The different steps to take for VPE at the given university.

## **2. Procedure for application of VPE**

### **2.1. Welcome and information**

The first step to be taken by the candidate is to contact administratives from the registration service and advisers from the formation and orientation service and life learning service (Figure 1). The candidate will be delivered the VPE application.

### **2.2. VPE application**

The applicant must file his application of VPE, called "admissibility application," to university issuing the diploma, title or certificate of qualification, on time and the conditions he has set. Typically only one application for the same calendar year for the same diploma as a professional purpose or qualification certificate.

The admissibility application must include:

- documents that reflect the experience and length of different employment, self-employment, or voluntary service,
- and, where appropriate, certificates corresponding to the training received and diplomas obtained previously.

The VPE application must specify the knowledge, skills and attitudes acquired through experience in relation to the diploma or targeted basis. This constitutes a pure application of the ECVET system.

The candidate may submit pay slips, employer certificates or training certificates.

Finally, a motivation letter is important for the application by justifying the link with the targeted diploma or certificate of qualification.

The university shall decide on the admissibility of the applicant's request after checking that the conditions are met, including the minimum service period of a few years.

### **2.3. Candidate coaching**

A support service can be offered to help the candidate to realize and present his experience file. It is provided by advisers from the information and orientation service (Figure 1). This involves

advisers from Life Learning service and professors from the university divisions and departments including those familiar with Life Learning.

The support consists mainly of:

- assistance in the formulation of the experience to be validated,
- assistance for the establishment of the validation file,
- a coaching for interview with the committee or jury.

## **2.4. Application review**

The validation request is submitted to the evaluation committee composed of professors from the university divisions and departments and when possible of a few professionals closed related to the targeted diploma or certificate.

Whatever degree or title targeted by the candidate the committee reviews the validation file. The evaluation of the committee relies on the application and possibly on an interview with the candidate or on a professional simulation, real or reconstructed.

## **2.5. Committee decision**

### ***2.5.1. Total validation***

The jury may award the full certification of professional qualification certificate.

### ***2.5.2. Partial validation***

In case of partial validation, the jury decides on the nature and extent of acquired knowledge and skills and those to be further examined.

## **2.6. Notification of the committee decision**

The committee decision is notified by mail, the candidate by the head of the university.