



## APEL application for the study programme

### International Health Sciences (BSc)

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APEL = Accreditation of Prior Experiential Learning: accreditation of qualifications gained through professional and/or life experience to the study programme.

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## How can competences acquired outside a university context be accredited to the study programme?

According to university law, it is in principle possible to **transfer competences** acquired outside the university context, i.e. in vocational training, at work, in leisure pursuits or within the family, **to the degree programme**, provided these competences are equal in value to those acquired in the study programme. The transferable number of ECTS is limited to a maximum of 50% of the total ECTS required by the respective study programme.

The obligation to provide documents proving the equal value of competences lies with the students; the decision regarding approval lies with the Board of Examiners. This recognition procedure is referred to as the APEL procedure (Accreditation of Prior Experiential Learning).

The equivalency examination procedure at Fulda University of Applied Sciences is based on the principle that **evidence** of achievement must be provided by the applicant. Equivalent does not mean identical. **Equivalency** is deemed to exist only if acquisition of a certain competence occurs at a level that corresponds with the respective module. It is the actual competences, including degree of responsibility and ability to reflect upon one's own abilities, that are important, and not the subject matter.

Please read through the information on the following pages carefully, following instructions on how to prepare your application. You will also find all the forms you need for your application. When completing the forms, follow the relevant instructions carefully to ensure that your application can be processed as quickly as possible.

The APEL application consists of three parts:

1. A completed **application form**: Please fill in **all parts** of the application form with **the exception of the grey areas**. The grey areas are for official purposes only.
2. **Verification form**: Please note that in the verification form for each module in your application you must refer to the relevant passages in your portfolio. These serve as proof that you have gained the respective qualifications.
3. Your **portfolio**: The portfolio for **one module** consists of a personal description of your competences compared to the competence level of the module for which you are applying for credit, copies of supporting documents for your relevant further and/or continuing education and other evidence of achievements and references relating to responsible professional and voluntary activities which prove that you have obtained specific skills outside formal education.

If APEL applications are submitted for several modules, the appropriate number of competence descriptions must be submitted; if applicable, references can be issued and used for several modules.

A slightly modified procedure applies to the recognition of previously acquired or existing language skills. Here, the application is made up of two parts:

1. A completed **application form** (see above).
2. One of the following two supporting documents:
  - 2.a. If a language certificate is available: your **language certificate** for the appropriate language level. Please submit to the head of the study programme an appropriate certificate verifying your command of the respective language.
  - 2.b. If no language certificate is available: Students who have sufficient language skills but no appropriate certification (e.g. native speakers) must submit to the module coordinator in the language for which they are applying for recognition a written statement explaining why they believe they have already reached the required level of proficiency in the language. Language proficiency will be assessed by the module coordinator.

Please attach your **completed application form (see below) together with your portfolio or language certificate(s)** (2.a.) or the completed form with the module coordinator's assessment of your written statement (2.b.) to a PDF file, name the file "APEL-Application\_Name of student\_Date" (example file name: APEL-Application\_Max Mustermann\_08.05.2021) and upload it in Moodle in the info portal of the International Health Sciences degree programme. Please note that only one file can be uploaded and only complete applications will be accepted.

Recognition is subject to the decision made by the Board of Examiners. If necessary, the APEL application will be forwarded to the person responsible for the module for a content equivalence check. As the applicant, you will receive written notification.

CAVE: Although a positive decision reduces credit and examination requirements, it does not necessarily mean that the programme will be shortened accordingly. Whether or not students can simultaneously attend courses in different semesters depends on the respective semester timetables. If students wish to reduce the time it takes to earn their degree, they are responsible for compiling a timetable of courses from different semesters. Consult the course coordinator for more detailed advice.

It should also be noted that no grades can be indicated on the Bachelor's degree certificate for modules for which non-university achievements are recognised according to the above procedure. If a grade is required, the relevant module examination must be taken.

## Which factors contribute towards a successful APEL application?

- *Personal declaration of consent*

We guarantee that your data is treated as confidential. Please note that your personal declaration of consent is required for everyone who views your documents for the purpose of processing and academically supervising the application. To process your application, we therefore require a signed personal declaration of consent from you in the application form.

- *Completeness and verifiability of documents*

Please be sure to provide appropriate supporting documents for all modules for which you are seeking credit transfer. It is particularly important that you are able to provide transparent, credible and verifiable proof of your personal aptitude for all the learning outcomes to be achieved in the modules. For the APEL procedure, verifiability can be obtained, for example, from the data provided by references and the relevant contact data of the referee.

- *Validity of competences*

The application must indicate that the applicant still possesses the skills required for credit transfer at the time the application is submitted. The following example is intended to illustrate this point:

A certificate confirming the ability to carry out a certain activity, for example, a motorcycle driving licence, does not indicate the certificate holder still possesses the skills attested by the certificate 20 years after the certificate was issued. In the case of a motorcycle driving licence, this would probably not be the case if the licence holder had not actively driven for a longer period of time, for example 20 years. If, however, the licence holder did drive continually in the same period, it can be assumed the required skills exist and indeed have probably continually improved during this period.

- *Suitability of level of competence*

An author can write texts. Someone who has just learnt to read and write can also write a text, but probably on a different level to that of an author who works with language on a daily basis.

When recognising credits, the University must ensure that the overall assessment corresponds to level 6 of the German Qualifications Framework.

- *Choosing the right modules*

Certain modules are excluded from this procedure. This applies to Module IHS16, the Bachelor's Thesis. For all other modules, it is generally possible to credit competences acquired outside the university setting. Less likely (but not impossible) is the transfer of credits to Module IHS6, which would require you to have acquired advanced research skills prior to the study programme. On the other hand, it is quite possible you have already worked in areas in which you were closely involved with the management of

health facilities, subjects relating to health promotion or health systems. If you already have a sound knowledge of biology and medicine and global epidemiology as a result of previous activities, you may apply for credit transfer for Module IHS1.

*Prepare your portfolio carefully*

Your portfolio should contain information about:

- a) the specific expertise, knowledge and skills you have acquired and how you acquired them in order to develop the specific competences for which you are seeking credit;
- b) the professional or voluntary contexts from which you can contribute your knowledge and skills; specifically, how you can identify and systematise difficult situations, develop or implement problem-solving strategies and monitor your success;
- c) how you develop a collaborative relationship in a team and with members of other professions;
- d) how you update your level of knowledge, and
- e) how you rate your personal development as a result of these learning and work processes.

Crucial for recognition is the similarity of these competences to the competences specified in the module handbook under "Learning objectives/competences". Please note that only whole modules can be recognised, not parts of a module.

CAVE: Different rules and a different procedure apply to credits gained in a study programme. These competences must be recognised according to their equivalence and, if possible, appropriate grades must be transferred. In this case, do not complete the APEL application: apply for credit transfer instead through Student Administration.

Good luck!



## APEL application – BSc International Health Sciences

Please complete the application form in full using block capitals.

I hereby apply for exemption from one or more modules in the study programme <b>International Health Sciences</b> (BSc) according to the Examination Regulations of 22 January 2020.				<b>For the Board of Examiners</b>
Name:		First name:		Date of receipt:
Matriculation number:	Registered since:	Semester:	Course of study:	Review and decision about the formal requirement Fulda, [date]
Email address (for queries):				
I hereby apply for recognition of competences for the modules listed below on the basis of competences acquired outside the university context. Proofs of the equivalency of competences and required certificates are attached.				Review by module coordinator Fulda, [date]
I hereby consent to the data collected in the context of applying for exemption from the above modules being passed on and processed by the responsible persons as part of the application process. The data may be processed anonymously for the purpose of improving the APEL procedure.				Decision of the Board of Examiners Fulda, [date]
Fulda [date],  (Signature)				Notification sent to Student Administration Fulda, [date]



No.	Module name (ID)	ECTS	Appli- cation for ex- emp- tion	Module coordinator		Board of Examiners	
				Approved	Not approved	Applica- tion ac- cepted	Applica- tion re- jected
IHS1	Population Health and Health Problems (PG1238)	10					
IHS G2	English for Global Health (SK3915)	10					
IHS I2	Intercultural Communication (SK3916)	10					
IHS3	Academic Reasoning and Techniques in Health Sciences (PG1084)	10					
	Gesundheitswissenschaftliches Denken und Arbeiten (PG1002)						
IHS4	Grundlagen globaler Gesundheit (SK1245)	10					
IHS 5	Global Health Challenges and Health Management (PG1240)	10					
IHS6	Social Research Methods (PG1086)	10					
	Empirische Sozialforschung (PG1005)						
IHSI7	Reading, Understanding and Discussing Academic Literature (SK3918)	10					
HISI8	Compulsory elective module (PG6001)	10					
IHS9	Evidence-Based Decision-Making (PG1087)	10					
	Evidenzinformierte Entscheidungsfindung (PG1008)						
IHS10	Health Systems in the Global Context (PG1285)	10					
IHS11	Health Inequalities In and Between Countries (PG1088)	10					
	Gesundheitliche Ungleichheit (PG 1004)						
IHSI12	Elective Module 2 (PG1089)	10					
IHS13	Global Health Policy, Politics, Power and Rights (PG1090)	10					
IHS14	Study Project (PG1091)	20					
GF1	Foundations and Fields of Action for Prevention and Health Promotion	10					

	(PG1000)						
GF8	Health Promotion Strategies (PG1007)	10					
GF 12a	Workplace Health Management (PG1014)	10					
GÖP1	Basic Principles of Economics and Politics (PG1048)	10					
GÖP 4	Funding Options from an Economic, Political and Legal Perspective (PG1050)	10					
GÖP7	Resource Allocation in the Health Sector (PG1052)	10					
GÖP9	Managed Care (PG1053)	10					
MIG1	Health Organisations - Economic and Managerial Acting (PG1040)	10					
MIG4	Health Organisations - Structures and Processes (PG1298)	10					
MIG7	Human Resources Management in Healthcare Organisations (PG1246)	10					
MIG8	Quality Management and Risk Management (PG1023)	10					
<b>Total number of requested credits</b>							

*Exemption is granted for module(s) (no.) \_; \_; \_; \_; \_; \_; \_; worth a total of \_\_\_\_\_ ECTS on the basis of the successful recognition of existing qualifications.*

Date

Signature of the Chair of the Examination Board



**Verification form for non-language-related modules**

(Please note that this form must be used several times for the recognition of more than one module.)

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Module number: \_\_\_\_\_

Module name: \_\_\_\_\_

Learning outcome of the module	Reference in portfolio	Comments



**Verification form for the recognition of language skills for which the applicant does not hold certification**  
(If applicable, please use this form for the simultaneous recognition of several language modules.)

Last name: \_\_\_\_\_

First name: \_\_\_\_\_

Matriculation number: \_\_\_\_\_

Module number: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Module name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Learning outcome of module (language level)	Reference in written statement	Comments