

# APEL

## Guidelines for the applicant

The applicant is usually a student, but an application can also be submitted by a person who is not a student (e.g. to apply for vacant student places and to assess the eligibility of 30 ECTS in a particular study programme).

### 1. Filling in and submitting an application by persons who have a user account in ÖIS

#### To fill in an APEL application

1. Select Documents -> APEL applications -> Add new: APEL application:
2. Click the "Fill in the application" button.
3. Select the "APEL type":
  - **TalTech course** – select if you want to apply for recognition of prior learning gained from courses completed at Tallinn University of Technology (incl. as a continuing education course participant at Open University).
  - **Combination** – select if you want to apply for recognition of a combination of learning gained from work experience, continuing education courses or courses completed in different educational institutions as achievement of the learning outcomes of a course of Tallinn University of Technology.
  - **Continuous training** – select if you want to apply for recognition of learning gained from a continuing education course as achievement of the learning outcomes of a course of Tallinn University of Technology.
  - **Work experience** – select if you want to apply for recognition of learning gained from work experience as achievement of the learning outcomes of a course of Tallinn University of Technology.
  - **Non-TalTech course** – select if you want to apply for recognition of courses passed in another educational institution (in Estonia or abroad) as achievement of the learning outcomes of a course of Tallinn University of Technology.

and click "Add" and then select the appropriate APEL type.

**NB! Each pair of an applied course and a replaced course must be added separately so that the applied course can be linked to the replaced course and the study load is calculated correctly!**

- **Adding a TalTech course**

- 1) Use search to find a previously completed course.
- 2) If necessary, fill in the required fields regarding the course. NB! In most cases the result, the lecturer and the performance date are displayed automatically.
- 3) Select the course to be replaced. The list includes courses that have not been passed successfully, the course has not been transferred previously.
- 4) You can delete a course from the table by using the ✖-icon.
- 5) Click "Add new" to add supporting documents. Select the appropriate document. (An added supporting document must be saved and then it can be selected as a supporting document for a course.)

- 6) Clicking the "Save" button verifies that all the required fields have been completed and that the replaced course(s) have been indicated in case of a compulsory course.
- 7) Clicking the "Delete" button deletes the TalTech course.
- 8) To add a new pair of courses/APEL type, click on "Back to the application".

The screenshot shows the 'TalTech courses' application interface. At the top, there is a navigation bar with 'My data', 'Help', and 'Log out' links. Below the navigation bar, a warning message states: 'TalTech courses - Use this application for the recognition of prior TalTech courses.' The main form contains the following fields:

- student: [Redacted]
- APEL type: TalTech course
- semester of performance: 2020/2021 Autumn
- Add course: Start entering...

Below the form is a table with the following columns: Course name, Course code, Result, ECTS, Date, Lecturer, Module, Compulsory, and Supporting document (add new or select existing document). The table is currently empty.

At the bottom of the form, there is a 'Supporting documents' section with a link 'Add new' and two buttons: 'Save' and 'Back to the application'.

The second screenshot shows the 'Replaced subjects' section. It features a 'select course' dropdown menu with a '- Select -' option. Below this is a table with the following columns: Course code, title, Module, C/E, and ECTS. The table is currently empty. At the bottom right of the table, it says 'total ECTS credits: 0 ECTS'. Below the table is a 'Supporting documents' section with a link 'Add new' and two buttons: 'Save' and 'Back to the application'.

Figure 1 Adding a TalTech course to the application

- **Adding a combined application**

- 1) Click on "Add row".
- 2) Fill in the fields "Name" (required), "Place, time, volume" (required), "Supporting documents" (required) and "Type" (required) under "Work experience/continuing education/course".
- 3) Select at least one course to be replaced.
  - The field "select course" displays a list of courses that have not been passed successfully, the course has not been transferred yet.
  - When you tick the checkbox "Optional course", the autocomplete field is displayed, where you can enter the name, code or part of the code of an external course.
- 4) You can delete a course from the table by using the ✖-icon.
- 5) Click "Add new" to add supporting documents. Select the appropriate document. (An added supporting document must be saved and then it can be selected as a supporting document for a course.)
- 6) Clicking the "Save" button verifies that all the required fields have been completed and at least one course to be replaced has been indicated.
- 7) Clicking the "Delete" button deletes the application for accreditation of combined learning.

8) To add a new course/APEL type, click on "Back to the application".

student

APEL type: Combination

Work experience/continuing education/ course [Add row](#)

Name *	Place, time, volume *	Supporting documents *	Type *	
working in the bank	2012-2013	diplomaj	Work experience v	x

Replaced subjects

select course: - Select - v  Optional study

Course code, title	Module, C/E	ECTS	Result	Supporting document (add new or select existing document)	
Data Analysis (ICM0031)	Elective courses (Special studies) (E)	6 ECTS	A	- Select - v	x
Introduction to Robotics (AAR0030)	Free choice courses (E)	5 ECTS	A	- Select - v	x

total ECTS credits: 11 ECTS

Supporting documents [Add new](#)

Figure 2 Adding a combined type of learning to the application

- **Adding continuous training**

1) Fill in the required field "institution in Est (select or fill in)". If the institution is included in the database of the study information system ŐIS, you can select from among the autocomplete options presented. If the name of the institution in English is also included in the database, the study information system ŐIS automatically fills in the field. If the institution is not included in the database of the study information system ŐIS, fill in the field.

2) Fill in the field "institution in Engl." If autocomplete was applied in the previous field, this field has already been filled in by default (if the database of the study information system ŐIS includes the name of the institution in English).

3) Fill in the "start date" and "end state".

4) Fill in the required field "continuing education course".

5) Enter the hours or ECTS credits depending on the information in the supporting documents.

6) Fill in the field "original result".

7) Select at least one course to be replaced.

- The field "select course" displays a list of courses that have not been passed successfully, the course has not been transferred yet.

- When you tick the checkbox "Optional course", the autocomplete field is displayed, where you can enter the name, code or part of the code of the external course.

8) You can delete a course from the table by using the x-icon.

9) Click "Add new" to add supporting documents. Select the appropriate document. (An added supporting document must be saved and then it can be selected as a supporting document for a course.)

10) Clicking the "Save" button verifies that all the required fields have been completed and at least one course to be replaced has been indicated.

11) Clicking the "Delete" button deletes the application for accreditation of continuous training.

12) Clicking the "Back" button takes you back to the application form.

13) To add a new course/APEL type, click on "Back to the application".

APEL type: Continuous training

institution in Est(select or fill in) \*: Aalborg University

institution in Engl.: Aalborg University

date - start: [calendar icon] end: [calendar icon]

continuing education course \*: seminar

hours, ECTS credits: 45, 6

original result: passed

Replaced subjects

select course: - Select - v  Optional study

Course code, title	Module, C/E	ECTS	Result	Supporting document (add new or select existing document)	
Data Structures (IGM0004)	Elective courses (Special studies) (E)	6 ECTS	A	- Select - v	✘
total ECTS credits: 6 ECTS					

Supporting documents: Add new

Figure 3 Adding continuing training to the application

- **Adding work experience**

1) Fill in the required field "institution in Est (select or fill in)". If the institution is included in the database of the study information system ÖIS, you can select from among the autocomplete options presented. If the name of the institution in English is also included in the database, the study information system ÖIS automatically fills in the field. If the institution is not included in the database of the study information system ÖIS, fill in the field.

2) Fill in the field "institution in Engl." If autocomplete was applied in the previous field, this field has already been filled in by default (if the database of the study information system ÖIS includes the name of the institution in English).

3) Fill in the "start date" and "end state".

4) Select at least one course to be replaced.

- The field "select course" displays a list of courses that have not been passed successfully, the course has not been transferred yet.

- By ticking the checkbox "Optional course", the autocomplete field is displayed, where you can enter the name, code or part of the code of the external course.

5) You can delete a course from the table by using the ✘-icon.

6) Click "Add new" to add supporting documents. Select the appropriate document. (An added supporting document must be saved and then it can be selected as a supporting document for a course.)

7) Clicking the "Save" button verifies that all the required fields have been completed and at least one course to be replaced has been indicated.

- 8) Clicking the button "Delete" deletes the application for accreditation of continuous training.
- 9) To add a new course/APEL type, click on "Back to the application".

student My data | Help | Log out

APEL type: Work experience

Institution in Est(select or fill in) \*: AS MicroLink Eesti

Institution in Engl.: AS MicroLink Eesti

date - start: 05.07.2020 end: 03.08.2020

Replaced subjects

select course: -- Select --  Optional study

Course code, title	Module, C/E	ECTS	Result	Supporting document (add new or select existing document)
Entrepreneurship and Business Planning (TMJ3300)	Entrepreneurship (General studies) (C)	6 ECTS	A	-- Select --
total ECTS credits:		6 ECTS		

Supporting documents [Add new](#)

Figure 4 Adding work experience to the application

- **Adding a non-TalTech course**

- 1) Fill in the required field "institution in Est (select or fill in)". If the institution is included in the database of the study information system ÕIS, you can select from among the autocomplete options presented. If the name of the institution in English is also included in the database, the study information system ÕIS automatically fills in the field. If the institution is not included in the database of the study information system ÕIS, fill in the field.
- 2) Select the country of institution in the required field. If autocomplete was applied in the previous field, this field has already been filled in by default.
- 3) Fill in the field "institution in Engl." If autocomplete was applied in the previous field, this field has already been filled in by default (if the database of the study information system ÕIS includes the name of the institution in English).
- 4) Fill in the required field "course in Est."
- 5) Fill in the required field "course in Engl."
- 6) Enter the code of the non-TalTech course in the field "subject code"
- 7) Enter the hours or ECTS credits depending on the information in the supporting documents.
- 8) Fill in the required field "original result".
- 9) Fill in the required field "performance date"
- 10) Enter the name of the non-TalTech lecturer in the field "teacher".
- 11) Select the required field "module" and enter the module where you want to replace a course by a non-TalTech course.

When adding other non-TalTech courses, the module remains unchanged and the value selected for the first course entered is displayed. The module cannot be changed if several

courses are added. **NB! If you want to enter the next pair of courses to be applied for and replaced, select "Add new APEL subcategory".**

12) Select the field "compulsory" and click "yes" if you want to replace a compulsory course by a non-TalTech course or click "no" if you want to replace an elective course by a non-TalTech course.

13) Tick the checkbox "courses completed in study abroad". The field is displayed if an order for study abroad has been issued to the student (e.g. the student has completed a course as a visiting student or under the Erasmus programme).

14) Select the "program" through which the student is studying abroad. The field is displayed if an order for study abroad has been issued to the student. This field is required if the checkbox "courses completed in study abroad" has been ticked.

15) Select at least one course to be replaced. When you click the "select course" field, the courses belonging to the selected module are displayed.

16) You can delete a course from the table by using the ✖-icon.

17) Click "Add new" to add supporting documents. Select the appropriate document. (An added supporting document must be saved and then it can be selected as a supporting document for a course.)

18) Clicking the "Add/edit non-TalTech course" button verifies that all the required fields have been completed and at least one course to be replaced has been indicated. Adds a new TalTech course using the entered data or edits the data of the opened non-TalTech course.

19) The button "Add new non-TalTech course (start with entering new course, the replaced course remains the same)" opens an empty form for adding a new non-TalTech course.

20) When you click on "Edit" in the table of added courses, the data of the respective course are displayed at the top of the form for editing.

21) Clicking the "Save" button verifies that all the required fields have been completed and at least one course to be replaced has been indicated.

22) Clicking the "Delete" button deletes the application for accreditation of continuous training.

23) Clicking the button "Back to the application" takes you back to the application form.

student			
APEL type	Non-TalTech course		
institution in Est(select or fill in) *	<input type="text" value="Valencia Ülikool"/>	country of institution *	<input type="text" value="Kingdom of Spain"/>
institution in Engl.	<input type="text" value="University of Valencia"/>		
course *	<input type="text" value="singing"/>	course in Engl *	<input type="text" value="singing"/>
subject code	<input type="text"/>	hours, ECTS credits *	<input type="text" value="7"/>
original result *	<input type="text" value="5"/>	performance date *	<input type="text" value="13.10.2020"/>
teacher	<input type="text"/>		
module *	<input type="text" value="Information Architecture (Core..."/>	compulsory	<input type="text" value="- Select -"/>
supporting document	<input type="text" value="- Select -"/>		

Figure 5 Adding a non-TalTech course to the application

## 2. Viewing, editing and submitting an APEL application

Adding and editing an application are essentially similar operations in the course of which the necessary data are added/edited/removed. An APEL application can be edited until it is submitted.

### To view or edit an APEL application

1. Click Documents-> Applications -> My applications: APEL application -> "Edit" or "View".
2. You can change the APEL types by clicking "Edit".
3. A form opens indicating the main data and blocks of the APEL application.

If the application has been sent to the applicant for supplementing, the comments of the adviser or assessor and the deadline for supplementing the application are displayed in the header. The applicant receives the corresponding notification from the study information system ÖIS. The deadline is displayed on the application and the student's main page until expiry of the deadline. If the status of the application is *being registered/pending/registration completed*, the deadline is no longer displayed in the header.

4. When you move the cursor to the field "status/date of change", the history of statuses and changes is displayed in a table.

5. If an invoice has been issued for an APEL application, the number of the invoice, invoice status, date of issue, date of submission and date of receipt of the payment are displayed in the field "invoice No/status/payment deadline". Clicking on the invoice number will download the invoice as a pdf file. If the applicant has attached a payment order to the invoice, the notification "NB! A payment order has added [view](#)" is displayed in the field. Clicking on the link will download the payment order file.

arve nr / staatus / tähtaeg

ÖIS: [redacted] Presented / 28.09.2020 ( Date of creation: 31.07.2020, Date of submission: 18.09.2020)

Figure 6. Information on the invoice status

6. The applicant can enter a comment by clicking on the "Add new" button under "Comments". The comments cannot be deleted or modified later. **The comments are by default visible to the applicant, the adviser and the assessor and it cannot be changed later.**

In this block also comments of other officials involved in the APEL process are displayed to the applicant.

7. If the sum of the fee has changed during the procedure, two sums of fees are displayed under "APEL application fee", one of which is in red, i.e. it is the new sum to be paid.

Clicking the "Submit" button will forward the applicant's application to the advisor for processing. **The applicant can no longer make changes in the application.**

8. The "Fill in the application" button is displayed when the application has not been submitted yet. Clicking on the button will open the APEL type entry form (see Chapter 0).

9. The "Delete" button is displayed when the application has not yet been submitted. Clicking on the button will delete the entire application.

10. The "Print" button opens the application in pdf format for printing.

11. Clicking the button "Back to the application" takes you back to the application form.

## GOOD TO KNOW

1. When the status of the application changes to *registration completed*, the courses together with the results are transferred to the student's records card and the applicant receives the corresponding notification regarding completion of registration from the study information system ÖIS.

 The data must be filled in according to the source document and the supporting documents must be attached to the application. The originals of formal education certificates must be submitted to the dean's office.

 The courses that have received a positive decision based on an application submitted before 30 November in the autumn semester or before 30 April in the spring semester are counted toward completion of a study programme in the current semester.

student	
student's study program	IAAM17/19 - Analysis and Design of Information Systems
study program of application	IAAM17/19 - Analysis and Design of Information Systems
main speciality	-
status/ date of change	under preparation / 02.11.2020 17:28

Submit
Add new APEL subcategory
delete
 Print
Back

**TalTech earlier completed course**

TalTech earlier completed course							Replaced subjects	
Course code, name	Result	ECTS credits	Date	Lecturer	Module(C/E)	Supporting document	Course	ECTS credits
Eco-Design (EKE8230)	5	6.0	13.06.2014 2020/2021 Autumn	Kristjan Piiromäe	Application Architecture (Special studies) (C)		IT Architecture (ICM0011)	6 ECTS
<b>total ECTS credits: 6 ECTS</b>								
<a href="#" style="color: #2c3e50; text-decoration: none;">Edit</a>								

**TalTech earlier completed course**

TalTech earlier completed course							Replaced subjects	
Course code, name	Result	ECTS credits	Date	Lecturer	Module(C/E)	Supporting document	Course	ECTS credits
Energy and Environment (AAV9700)	4	8.0	03.11.2020 2020/2021 Autumn	keegi	Information Architecture (Core studies) (E)		IT Governance and Management (ICM0032)	6 ECTS
<b>total ECTS credits: 6 ECTS</b>								
<a href="#" style="color: #2c3e50; text-decoration: none;">Edit</a>								

**non-TalTech course**

non-TalTech courses										Replaced subjects	
Institution in Est / institution in Eng (country)	Course in Est / course in Eng (course code)	Orig. result	Result	Hours, ECTS credits	ECTS credits	Date	Lecturer	Module(C/E)	Supporting document	Course	ECTS credits
Valencia Ülikool / University of Valencia (Kingdom of Spain)	laumine / laumine	5		20,7		13.10.2020		Information Architecture (Core studies) (E)		Business Information Modelling (ICM0005)	6 ECTS
<b>total ECTS credits: 6 ECTS</b>											
<a href="#">Edit</a>											

**Combined transfer**

Replaced subjects					Work experience/continuing education/ course			
Course code, title	Module (C/E)	ECTS	Result	Supporting documents	Type	Name	Place, time, volume	Supporting documents
Data Analysis (ICM0031)	Elective courses (Special studies) (E)	6 ECTS	A		Work experience	eneaseanalüüs	eile ja üleile	diplom
Introduction to Robotics (AAR0030)	Free choice courses (E)	5 ECTS	A					
<b>total ECTS credits: 11 ECTS</b>								
<a href="#">Edit</a>								

**Continuing education**

Replaced subjects					Continuing education				
Course code, title	Module (C/E)	ECTS	Result	Supporting documents	Institution	Name	Date	Hours, ECTS credits	Original result
Data Structures (ICM0004)	Elective courses (Special studies) (E)	6 ECTS	A		Aalborg University	koolitus		45,6	arvestatud
<b>total ECTS credits: 6 ECTS</b>									
<a href="#">Edit</a>									

**Work experience**

Replaced subjects					Work experience	
Course code, title	Module (C/E)	ECTS	Result	Supporting documents	Institution	Date
Entrepreneurship and Business Planning (TM.B3300)	Entrepreneurship (General studies) (C)	6 ECTS	A		AS MicroLink Eesti	
<b>total ECTS credits: 6 ECTS</b>						
<a href="#">Edit</a>						
<b>total ECTS credits: 41 ECTS</b>						

**APEL application fee (559.00 EUR)**

Service	Unit	Amount	Fee	Sum
Assessment of APEL applications	piece	1	15.00	15.00
Combined transfer taking into account fee	ECTS credits	11	20.00	220.00
Continuing education taking into account fee	ECTS credits	6	12.00	72.00
Fee for taking into account work experience	ECTS credits	6	30.00	180.00
Fee for taking into account non-TalTech course	ECTS credits	6	12.00	72.00

**Comments**

[Add new](#)

Comment	Added on date	Added by	Deadline
kommentaar	02.11.2020 12:16	[redacted] (Applicant)	

Figure 7 APEL application

Figure 8 Adding a comment to an APEL application (the comments will be visible after submission of the application)

### 3. Preparing an APEL application for changing the study programme

An applicant can change the study programme (version) by submitting an APEL application if submission of an APEL application is necessary to change the forthcoming study programme.

#### APEL application for transfer to another study programme

1. Select "Submit APEL application" -> "SUBMIT APPLICATION".
2. Click the "I want to change the study programme" button. Reply "Yes" to the confirmation message.
3. In the autocomplete field "study program of application" select the study programme whereto the courses will be transferred.
4. Click the "Fill in the application" button.

Then proceed as described in clause 3 of Chapter 0.

Figure 9 Selecting a new study programme in an APEL application

## **4. Preparing an APEL application upon applying for a student place**

An APEL application can also be added by a person who does not have a user account in the study information system ÖIS, i.e. who is not a student.

### **To fill in an APEL application**

1. Click on "APEL applications"
2. Log in to the study information system ÖIS with your ID card, Mobile ID or Smart ID.
3. Select "APEL applications" or click on the link "here" displayed in the message.
4. Select the required field "structural unit".
5. Select the required field "study program of application".
6. Enter the required "e-mail address".
7. Clicking the "Fill in the application" button verifies that all the required fields have been completed and directs to the APEL type entry form (see Chapter 0, clause 3).
8. Fill in the application according to the instructions in Chapters 1 and 2.

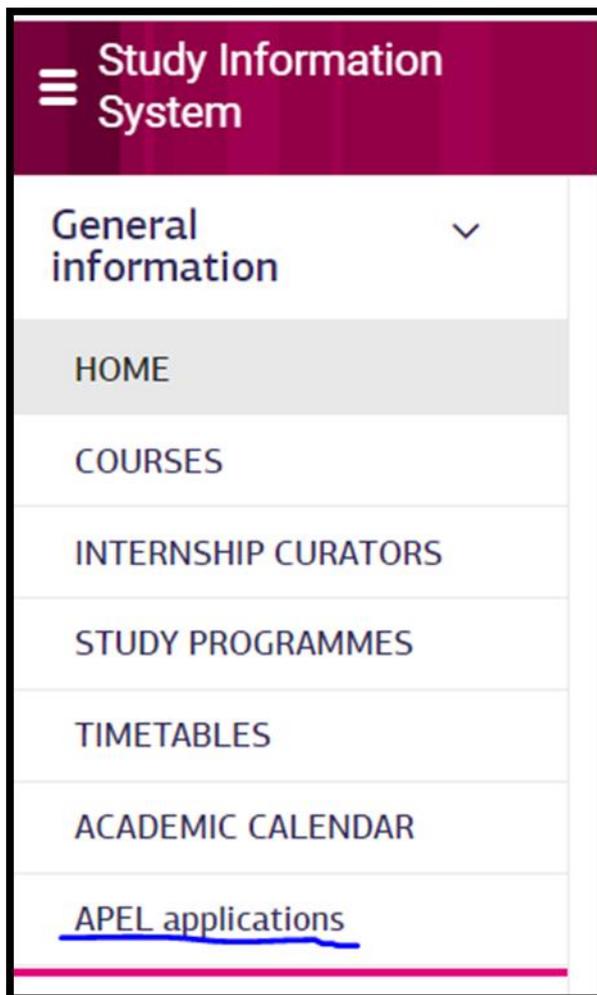


Figure 10 ÖIS view after logging in to the study information system ÖIS if you do not have an ÖIS user account