

Validation handbook

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Why do we validate?

The concept of validation

Validation is a process, initiated at the student's request, in the frames of which prior knowledge, as justified by documents, curriculum vitae, work experience, recognition of other courses not covered by the Higher Education Act, or direct knowledge verification, is compared with the requirements of the training programme by authorised people. In the case of compliance, the knowledge acquired is recognised and credited, with an exemption from fulfilling the requirements for the subjects covered by the request, or the request is rejected if there is no compliance.

The purpose and function of the validation process and how it differs from a credit transfer

In line with the paradigm of lifelong learning, the University aims to promote lifewide learning. The University therefore recognises the equivalence of knowledge acquired through different learning pathways and modes and creates institutionalised conditions for its validation. Recognition of prior knowledge:

- facilitates the transition between different studies,
- eliminates unnecessary redundancies,
- shortens study time,
- supports individual learning pathways,
- helps to validate existing knowledge and interests in new learning processes.

These aspects create conditions that are beneficial to both the student and the university for the design and implementation of learning and teaching processes.

From the above, it follows that there is a fundamental difference between the credit transfer and the validation system, which has long been in practice at Corvinus.

1. While credit transfer only recognises subjects completed in the context of formal education, the validation process can **recognise knowledge acquired by the student in any context, such as work experience or non-degree courses**.
2. While the traditional credit transfer process is based on the comparison of course content and teaching intentions, the validation process involves the student **compiling a validation portfolio** to demonstrate and justify existing competences and requesting recognition on this basis. The focus of validation is therefore not on teaching intentions but on the student's verifiable knowledge and development.
3. In order to ensure the success of the validation process, the university will also assist the student in the preparation of the validation portfolio in administrative and technical matters, i.e. **provide validation consulting**. The validation consulting covers the compilation of the validation portfolio submitted with the application and the recommendation for continuation of studies following a successful procedure.

The base of the assessment of the validation request - the competence acquired and presented

Validation requests are not assessed by comparing subject descriptions. Each of the Corvinus training subjects articulates the learning outcomes, the achievement of which the subject undertakes and supports. Learning outcomes are "*Learning outcomes are statements of what a student is expected to know, understand and/or be able to demonstrate after completion of a process of learning.*" (Kennedy, 2007, p. 22)¹.

Learning outcomes are expressed in terms of competences. Subjects develop competences through knowledge and skills elements². Each subject includes specific knowledge and skills, which it aims to acquire and develop to an appropriate level.

Knowledge here refers to data, concepts, theorems, laws, theories and their systematic understanding. These provide the 'ammunition' for the skill elements associated with a given competence area. Some examples of knowledge-related competence elements:

- Knows the forms, motives and explanations for the internationalisation of sport companies
- Demonstrates the difference between the static and dynamic capacity of a warehouse
- Knows the actors involved in leisure management and their main functions.

Skills are more complex professional activities, task solving and problem solving in a professional environment. Some examples of skill-related competence elements are:

- Interprets and analyses accounting and financial statements in an international context
- Formulates strategic options in a structured and systematic way based on the results of a preliminary strategic analysis
- Solves, evaluates and criticises simple cases related to public procurement law.
- Plans, manages and accounts for the expenditure and revenue of an event.

In the context of the validation request, the student compiles a validation portfolio based on the knowledge and skills type of learning outcomes/outcome competences of the subjects he/she wishes to be recognised, and demonstrates through documents, professional products, letters of recommendation, etc. that he/she already has the learning outcomes in question, having achieved them in some formal, non-formal or informal framework.

¹ Kennedy, D. (2006): *Writing and using learning outcomes: a practical guide*. University College Cork.

² In our subject descriptions, in addition to the knowledge and skills elements, the Hungarian Qualifications Framework also includes the competence elements "attitude" and "autonomy and responsibility", but in the Validation System these Hungarian specificities are not taken into account, so that international and Hungarian students can request validation in the same system.

What and under what conditions do we validate?

What are the conditions for participation?

- Application for a master's degree at Corvinus University of Budapest.
- The applicant has the learning outcomes in the subject(s) indicated in his/her application and can provide evidence of this in his/her validation portfolio. For this purpose, he/she will familiarize themselves with records for the learning outcomes of the subjects of the study programme(s) concerned. The subject descriptions are available on the website.
- Meeting the deadlines
 - Finalising the validation portfolio within 5 working days of receipt of the admission decision
 - Fulfilling the obligation to complete the application within 5 working days of the date of the request for a deficiency report
- Paying the procedure fee
 - HUF 50,000 per study programme.
- If necessary, taking part in the knowledge test as part of the validation procedure.

What can the request cover?

- Exemptions for a minimum of 36 credits, and for a maximum of 90 credits in total for a 120-credit Master's degree.

What documents should be submitted and in what structure?

- The validation portfolio should be organised in subject-related document packages.
- For each of the subjects submitted for validation, a tabular description should be provided, which organises the learning outcomes of the subject, the documents that demonstrate their existence and a brief justification for the choice of the document³.
- Further proposed documents:
 - a professional curriculum vitae,
 - a list of previous studies (degree, course, training course, vocational college course, other) related to the content of the study programme and documents proving their completion (diploma, degree, certificate, other), if available, a description of the learning outcomes of the training completed,
 - description of work experience: in what kind of job and in what tasks you have acquired the necessary competences,
 - a reference of their work from the place of employment,
 - documents of work activities in relation to the subject-related competences covered by the application, possibly references from collaborating colleagues, without numerical limit (studies, essays, reports, presentations, other).

In what process do we validate?

What are the steps of the process?

- The candidate registers on the university's DreamApply platform and applies for a validation procedure.
- The candidate compiles a validation portfolio for the subjects he/she wishes to be recognised.
- A member of the Student Services staff carries out a formal check of the validation requests. If necessary, the applicant will be asked to submit a request for a supplementary application.
- The supervisor of the subject included in the procedure and the programme leader will give their professional opinion on the portfolio.

³ For a suggested format of the table, please see Annex II.1.

- The Credit Transfer Committee will decide on the portfolio on the basis of the professional opinions received. A decision is sent to the candidate in electronic form.
- Within 15 days of receipt of the decision, an appeal may be lodged with the Student Review Committee at Student Services.

What are the deadlines?

- The DreamApply validation portfolio application interface opens on 15 December. Validation requests can be launched from that date.
- In case of requests received by 15 July, the requestor will receive a decision within 10 working days after 15 July at the latest.
- In case of requests received after 15 July, the requestor will receive a decision by the first day of the enrolment period.

What are the aspects of evaluation?

Formal verification aspects - checklist

| | | |
|--|-----|----|
| The student has clearly indicated which subjects he/she wants to validate in which course and whether he/she keeps the credit limits. | Yes | No |
| The student has met the deadlines. | Yes | No |
| Uploaded learning outcomes for the subject - document table for the given subject | Yes | No |
| Uploaded the documents marked in the learning outcomes document table for the given subject | Yes | No |
| Those who come from courses where the subjects can be automatically matched by the university are not forwarded to the course supervisor for a peer review, but the student is credited for the course and notified accordingly. | | |

Annex I

Model curricula for the study programmes covered by the validation and description of the knowledge and skills learning outcomes related to the subjects

Model curricula for the study programmes:

- [International Economy and Business](#)
- [Marketing](#)
- [Public Policy and Management](#)
- Supply Chain Management - soon

Description of the knowledge and skills learning outcomes related to the subjects:

- [International Economy and Business](#)
- [Marketing](#)
- [Public Policy and Management](#)
- [Supply Chain Management](#)

Annex II

Content required in the validation request (templates, etc.)

II.1. Learning outcomes - document table

| Document | Subject-related learning outcomes (knowledge and skills elements) | Short justification |
|----------|---|---------------------|
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This table helps peer reviewers to review the validation portfolio and is therefore particularly important and mandatory for all subject requests.