

Translated from Ukrainian into English
by Vlada Karpenko in accordance with
the original document

APPROVED BY:

RECTOR



Sergii KHOLOD

REGULATION ON THE RECOGNITION OF LEARNING OUTCOMES ACQUIRED THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION BY ALFRED NOBEL UNIVERSITY



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1. GENERAL PROVISIONS


1.1. The Regulation on the Recognition of Learning Outcomes Acquired Through Non-Formal and/or Informal Education by Alfred Nobel University (hereinafter referred to as the University) (hereinafter referred to as the Regulation) regulates the order of the recognition and crediting of learning outcomes obtained through non-formal and/or informal education by students of the University.

1.2. The Regulation is developed in accordance with:

- Law of Ukraine ‘On Education’ No. 2145-VIII of September 5, 2017 (as amended in accordance with the Laws of 2018–2025);
- Law of Ukraine ‘On Higher Education’ No. 1556-VII of July 1, 2014 (as amended in accordance with the Laws of 2014–2025);
- Resolution of the Cabinet of Ministers ‘On Approval of the National Qualifications Framework’ No. 1341 of November 23, 2011 (as amended by the Resolution of the Cabinet of Ministers No. 509 of June 12, 2019, and No. 519 of June 25, 2020);
- Order of the Ministry of Education and Science of Ukraine ‘On Approval of the Regulations on Accreditation of Study Programmes in Higher Education’ No. 977 of July 11, 2019;
- Order of the Ministry of Education and Science of Ukraine ‘On Approval of the Order for Recognition of Learning Outcomes in Higher and Vocational Pre-Higher Education Achieved through Non-Formal and/or Informal Education’ No. 130 of February 8, 2022 (as amended by Orders of the Ministry of Education and Science No. 1136 of December 19, 2022 and No. 724 of May 13, 2025);
- Methodological Recommendations of the Ministry of Education and Science of Ukraine on the Introduction of the European Credit Transfer System and its Key Documents in Higher Educational Institutions;
- Standards of Higher Education;
- Legal and regulatory acts in the field of higher education;
- Regulation on the Organisation of the Educational Process at Alfred Nobel University.

2. TERMS AND DEFINITIONS

2.1. *Non-formal education* – education that is usually acquired through study programmes and does not lead to the award of officially recognised state qualifications by education levels but may result in the granting of professional and/or partial educational qualifications. Types of non-formal education include: professional courses/training, workshops, seminars, participation in student self-government (the acquisition of managerial, organisational, communication and other skills), participation in non-academic exchange

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programmes, professional internships, civic education and studies in summer/winter schools (including language schools), etc.

2.2. *Informal education (self-education)* – education in which an individual can independently acquire certain competencies, often during daily activities related to professional, civic or other activities, family or leisure.

2.3. *Academic rights* – the rights of individuals to continue their studies.

2.4. *Period of study* – any part of a study programme at a particular level of higher education that does not constitute a full course of study but provides grounds for recognising the learning outcomes achieved by an individual.

2.5. *Learning outcomes* – knowledge, skills, abilities, ways of thinking, views, values and other personal qualities that can be identified, planned, assessed and measured, and which an individual is capable of demonstrating after completing a study programme (programme learning outcomes) or separate educational components. Learning outcomes and competencies required for the award of educational and/or professional qualifications can be achieved and acquired through formal, non-formal or informal education systems.

2.6. *Competency* – the ability of an individual to successfully socialise, learn and engage in professional activities, which arises from a dynamic combination of knowledge, skills, abilities, ways of thinking, views, values and other personal qualities.


3. ORDER OF RECOGNITION OF LEARNING OUTCOMES ACHIEVED THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION

3.1. In accordance with Article 8 of the Law of Ukraine ‘On Education,’ learning outcomes acquired through non-formal and/or informal education are recognised within the formal education system in a manner defined by legislation.

3.1.1 The recognition of learning outcomes acquired through non-formal and/or informal learning is one of the instruments for shaping an individual educational trajectory of a higher education student (supplemented with a new paragraph in accordance with Order of the Ministry of Education and Science No. 724 dated May 13, 2025).

3.2. Learning outcomes acquired through non-formal and/or informal education are recognised at the University through validation. The right to recognition of non-formal and/or informal learning outcomes applies to individuals who:

- are students of the University at the bachelor’s, master’s or doctoral levels and are studying in a certain study programme;
- obtain higher education under a joint study programme agreed with other Ukrainian and/or foreign educational institutions (research institutions) within the scope of the University’s

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- responsibility defined by the agreement on the implementation of the joint study programme;
- have been admitted to study for obtaining higher education (with regard to the outcomes of non-formal and/or informal learning acquired through activities related to the protection of the sovereignty and territorial integrity of Ukraine);
 - are transferring from another educational institution (research institution) to the University or from one study programme to another within the University;
 - are resuming their student status at the University.

Recognition of non-formal and informal learning outcomes of persons who resided in the temporarily occupied territory of Ukraine is carried out in accordance with a special procedure established by the Cabinet of Ministers of Ukraine.

3.3. For first-year students at all levels of higher education at the University, the submission of documents for the recognition of non-formal and/or informal learning outcomes is allowed for educational components of the corresponding study programme (hereinafter referred to as the SP) that begin in the spring (second) semester.

For bachelor's degree students in the 2nd, 3rd and 4th years of study, the submission of documents for the recognition of non-formal and/or informal learning outcomes is allowed between the 3rd and 7th semesters, but no later than the start of the 8th semester.


For master's degree students, the submission of documents for the recognition of non-formal and/or informal learning outcomes is allowed during the 2nd and 3rd semesters, but no later than 1st October of the final semester of study in the master's programme.

For individuals pursuing a PhD degree, the submission of documents for the recognition of non-formal and/or informal learning outcomes is allowed from the 2nd semester but no later than the start of the final semester of study in the PhD programme.

3.4. The recognition of learning outcomes acquired through non-formal and/or informal education applies to both mandatory and elective educational components of the corresponding SP, with the exception of certification examinations, final assessments and thesis defence.

3.5. Learning outcomes acquired through non-formal and/or informal education may be credited if their content, volume and scope correspond to the educational component as a whole or to its individual part or type of academic work within the educational component (specific module, topic, individual task, test, etc.), as outlined in the working curriculum (syllabus).

4. PROCEDURE FOR RECOGNITION (VALIDATION) OF LEARNING OUTCOMES ACHIEVED THROUGH NON-FORMAL AND/OR INFORMAL EDUCATION

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4.1. *The recognition of learning outcomes acquired through non-formal and/or informal education by Alfred Nobel University (validation)* is a set of procedures that establish their alignment with the learning outcomes stipulated in the relevant study programme (the learning outcomes of certain educational components or programme learning outcomes) or with a specific level of education. Based on these procedures, a decision is made regarding the possibility of crediting certain educational components (or parts of them) of the corresponding study programme (including as part of its elective component). *Validation* is a formalised process of determining the level of mastery of the intended learning outcomes by students.


The recognition (validation) of non-formal and/or informal learning outcomes at the University involves the following procedures:

- the submission of an application for recognition by the student;
- the identification of non-formal and/or informal learning outcomes declared by the student in writing that are subject to assessment;
- the assessment of the declared learning outcomes;
- the decision-making process regarding the recognition and crediting of the corresponding educational components (or parts of educational components) of the study programme and the corresponding ECTS credits, or parts of educational components, or refusal of recognition.

4.2. Documents certifying non-formal education and/or professional, public or other activities issued in temporarily occupied territories of Ukraine or in a state recognised by the Verkhovna Rada of Ukraine as an aggressor or occupying state are not subject to review for recognition of non-formal and/or informal learning outcomes.

4.3. The procedure for recognition of non-formal and/or informal learning outcomes does not apply to learning outcomes defined by professional standards and/or standards established by international conventions or treaties to which Ukraine is a party for professions that are subject to additional regulation (for study programmes training specialists for such professions), or to those ensuring the acquisition of special (professional) competencies defined by the higher education standard for the relevant level and subject area, obtaining a degree in which is required for access to professions subject to additional regulation, unless otherwise provided for by the relevant conventions or treaties, or in cases related to activities aimed at protecting the sovereignty and territorial integrity of Ukraine.

4.4. The quality assurance procedures for recognition of non-formal and informal learning outcomes are integral parts of the internal quality assurance system at Alfred Nobel University.

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5. SUBMISSION OF APPLICATIONS AND IDENTIFICATION OF NON-FORMAL AND/OR INFORMAL LEARNING OUTCOMES

5.1. A student (applicant) who applies for recognition of non-formal and/or informal learning outcomes submits the following documents to the SP leader:

- an application (Appendix A);
- a declaration of prior learning (Appendix B);
- additional documents supporting the information provided in the declaration of prior learning (if available).

If documents are submitted in a foreign language (e.g., certificates, diplomas or other materials), the applicant provides their translation notarised in accordance with the current legislation.

If needed, the University, represented by the leader of the SP (in which the applicant is enrolled) and/or the academic staff member teaching the relevant educational component, provides advisory support to the applicant in completing the declaration of prior learning. This includes assistance in describing the results of non-formal and/or informal learning for their subsequent comparison with the learning outcomes specified in the corresponding study programme or a certain level of education.

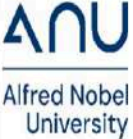
5.2. Documents for the recognition of non-formal and/or informal learning outcomes are submitted within the first 10 working days from the start of studies. This ensures that, in the event of a refusal of recognition, the applicant can complete the relevant educational component in full. Applicants with special educational needs may submit applications electronically (to the SP leader's corporate email) or through authorised representatives, including parents, legal representatives, social workers or volunteers.

5.3. At the request of the SP leader, a directive is prepared (signed by the Vice-Rector for Education Quality Assurance) to establish a **Subject Commission**. The chair and members of the Commission should have expertise in the subject being evaluated, be competent in assessment and recognition procedures, act impartially, create a supportive environment for the applicant and avoid any conflicts of interest. The Subject Commission includes:

- the leader of the SP in which the applicant is enrolled;
- academic staff responsible for delivering the relevant educational component(s);
- the head of the department where the applicant is enrolled.

The Subject Commission may include other academic staff of the department appointed by the head of the department (if necessary), but it must consist of at least three persons.

5.4. The Subject Commission analyses the sufficiency of information on the applicant's prior experience and non-formal/informal learning outcomes, and the Students Office verifies

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the information provided by the applicant.

If additional information is required, the Students Office may request clarification or confirmation from entities listed in the applicant’s declaration of prior learning. These entities may include organisations where non-formal education took place or where the applicant engaged in professional activities, public or volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine, or other activities that led to the acquisition of non-formal and/or informal learning outcomes. Responses from these entities are considered supplementary documents (materials) that certify the information provided by the applicant.

Where requests are sent to the entities specified in the declaration of prior learning that provided non-formal learning or where the applicant carried out professional activities, public or volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine, or other activities through which the applicant acquired non-formal and/or informal learning outcomes, *the review period for the recognition application may be extended until the required information is received*. The Students Office shall inform the applicant student accordingly.


The Students Office communicates the results of its verification to the Subject Commission, which then decides whether to proceed with further recognition procedures.

5.5. The review of an application and the decision on whether to proceed with further recognition procedures based on the information provided by the applicant is **made within 10 (ten) working days**. If additional requests for confirmation or clarification are sent to the entities listed in the declaration of prior learning — where non-formal education was completed or where professional activities, public or volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine, or other activities contributing to the applicant’s non-formal and/or informal learning outcomes were undertaken — *the review period may be extended until the necessary information is received and processed* by the Subject Commission.

5.6. If the information provided in the declaration of prior learning and supporting documents is insufficient to identify the applicant’s non-formal and/or informal learning outcomes for comparison with the learning outcomes prescribed by the study programme, or if the provided information cannot be verified, the documents will be returned to the applicant with an explanation of the decision.

The applicant may appeal the decision in accordance with Section 7 of this Regulation.

5.7. The applicant has the right to resubmit their application for the recognition of non-formal and/or informal learning outcomes with updated information and additional supporting

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documents to facilitate the identification of their non-formal and/or informal learning outcomes.

5.8. Based on the declaration of prior learning and submitted documents, the Subject Commission compares the applicant's non-formal and/or informal learning outcomes with the learning outcomes stipulated in the study programme. This comparison involves analysing the content and complexity level of the learning outcomes.

The Subject Commission then decides whether the applicant's declared non-formal and/or informal learning outcomes align with the mandatory components of the study programme and identifies the learning outcomes to be assessed. The decision is documented in the minutes (Appendix C).

If the declared non-formal and/or informal outcomes do not align with mandatory components of the study programme, the University may consider recognising them within the elective components of the programme.

Recognition of non-formal and/or informal learning outcomes within elective components requires that they correspond to the educational level at which the programme is delivered.


6. ASSESSMENT AND RECOGNITION OF NON-FORMAL AND/OR INFORMAL LEARNING OUTCOMES

6.1. The decision on the recognition of non-formal and/or informal learning outcomes is made based on their assessment. The methods, content and scope of the assessment must ensure that all components of the corresponding learning outcome(s) are assessed (content validity).

6.2. To assess the results of the applicant's non-formal and/or informal learning, the Subject Commission independently determines the scope and methods for demonstrating and measuring these learning outcomes, taking into account their content and any possible specific characteristics. The methods for demonstrating and measuring non-formal and/or informal learning outcomes may differ from those used for students enrolled in the relevant study programme, but they must ensure content validity in the assessment.

6.3. When assessing the learning outcomes of the applicant through continuous or final (semester) assessment, the applicant is provided with the syllabus of the course, a list of questions and assessment criteria. If the syllabus requires the completion of a written assignment (e.g., term papers, essays, reports), the applicant is informed about the list of topics for the written assignment. The applicant is given 10 working days for preparation (for each educational component) and 20 working days for writing the assignment (if applicable).

For applicants with special educational needs, methods for demonstrating non-formal

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and/or informal learning outcomes, as well as forms and modes of assessment, are established individually.

The results of the final measure conducted to assess the declared non-formal and/or informal learning outcomes are documented in the minutes (Appendix D).


6.4. The Subject Commission makes a decision on the recognition of the applicant's non-formal and/or informal learning outcomes if, based on the assessment, it is confirmed that these outcomes match the learning outcomes specified in the corresponding study programme.

6.5. The Subject Commission decides to recognise specific educational components of the study programme for the applicant if, based on the recognition of non-formal and/or informal learning outcomes, all the learning outcomes specified for that component are recognised. In this case, the applicant is credited with the corresponding number of ECTS credits for the educational component. The grade for this component is determined based on the measurement of the recognised learning outcomes, in accordance with section 2.4 of the Regulation on the Organisation of the Educational Process at Alfred Nobel University. If the applicant receives less than 60 points, the non-formal and/or informal learning outcomes are not recognised.

6.6. If, based on the recognition of non-formal and/or informal learning outcomes, only part of the learning outcomes specified for a particular educational component is recognised, the applicant is awarded individual parts of the educational component or specific types of academic work for that component (e.g., module, topic, individual assignment or tests), as outlined in the working curriculum (syllabus) (Appendix E).

6.7. If the Subject Commission decides that non-formal and/or informal learning outcomes can be recognised within the elective component of the study programme (as per clause 5.8 of this Regulation), the applicant is awarded a certain number of credits for the elective component of the study programme (Appendix F). These recognised learning outcomes are reflected in the applicant's individual curriculum as one or more elective educational components.

6.8. Following the assessment, the Subject Commission prepares the corresponding minutes, which include the results of the assessment, a conclusion on the recognition of learning outcomes acquired through non-formal and/or informal education and, if necessary, the grade on a 100-point scale. The decision of the Subject Commission is communicated to the applicant. The original minutes are stored in the applicant's personal file. Recognised non-formal and/or informal learning outcomes, based on the minutes prepared by the Subject Commission, are used to implement the applicant's academic rights (e.g., recognition of

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educational components and specific types of academic work within those components and formation of the individual educational trajectory).

6.9. The total scope of educational components recognised for the applicant based on the results of non-formal and/or informal learning cannot exceed 25% of the relevant study programme (for subject areas and interdisciplinary study programmes within the field of study F ‘Information Technologies’, this cannot exceed 35%).


6.10. If the working curriculum of the educational component or syllabus (in the ‘assessment’ section) outlines the possibility of recognising non-formal and/or informal learning outcomes confirmed by a certificate or other document, these outcomes will be taken into account during the continuous or final assessment of the relevant educational component, according to the established assessment policy, without the need for additional steps outlined in this Procedure.

6.11. A student may not be exempted from certification on the basis of recognition of learning outcomes acquired through non-formal and/or informal education.

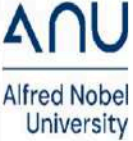
7. APPEAL AGAINST THE DECISION OF THE SUBJECT COMMISSION

7.1. In the event of a negative conclusion on the recognition of learning outcomes acquired through non-formal and/or informal education by the Subject Commission, the student has the right to submit an appeal to the Rector of the University. By order of the Rector of the University, an Appeals Commission is established. This commission includes the Vice-Rector for Educational Quality Assurance, the Chair of the Committee for Quality of Academic Standards, the Deputy Rector for Human Resources and Legal Affairs and academic staff members who were not part of the Subject Commission.

7.2. Based on the results of reviewing the appeal, the Appeals Commission issues a reasoned decision within 5 working days and prepares the corresponding minutes on full or partial acceptance of the appeal or its rejection (Appendix G). The decision of the Appeals Commission is communicated to the applicant. The original minutes are stored in the applicant’s personal file.

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Appendices

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Appendix A

To the Vice-Rector for Education
Quality Assurance
Alfred Nobel University

student of the _____ year, group _____

(Name, Surname, Patronymic (if applicable))

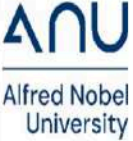
APPLICATION

I request recognition of the learning outcomes I have acquired through *non-formal and/or informal education (underline as appropriate)* as specified in the attached Declaration of Prior Learning.

I have read and agree to the procedure established by Alfred Nobel University for recognising learning outcomes acquired through non-formal and/or informal education.

“ _____ ” _____ 20 _____

(signature)

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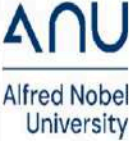
Appendix B

DECLARATION OF PRIOR LEARNING

1. Name, surname, patronymic (if applicable) of the student (applicant)
2. Subject area
3. Education level
4. Study programme (<i>name</i>)
5. Description of learning outcomes achieved through non-formal and/or informal education (<i>in a free form</i>)
6. Information on the entity providing non-formal education or associated with relevant professional, public or volunteer activities, activities related to the protection of the sovereignty and territorial integrity of Ukraine, or other activities (if any), during which the relevant learning outcomes were acquired
<i>Name of the entity</i>
<i>Legal address</i>
<i>E-mail address (if available)</i>
<i>Website (if available)</i>
<i>Contact phone numbers</i>
7. List of additional documents provided by the applicant to confirm information on non-formal and/or informal education (if any)

“ ” _____ 20__

(signature of the student)

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Appendix C

**ALFRED NOBEL UNIVERSITY
MINUTES No.**

dated “__” _____ 20__

Meeting of the Subject Commission for the assessment and recognition (validation) of learning outcomes acquired through non-formal and/or informal education established by the order of the Vice-Rector for Education Quality Assurance

dated “_____” _____ 20__

Composition of the Subject Commission:

Chair: _____

Members: _____

Agenda: Review of the results of comparing the declared non-formal and/or informal learning outcomes (*underline as appropriate*) of the applicant _____ (*name of the student*) with the learning outcomes specified in the study programme _____ (*name of the programme*), _____ (*level of education*).

The Decision of the Subject Commission:

1. To recognise **the full compliance/non-compliance** (*cross out as appropriate*) of the declared non-formal and/or informal learning outcomes (*underline as appropriate*) with the learning outcomes specified in the mandatory part of the stated study programme at the respective level.
2. To credit the educational component _____ (*name of the educational component*) to the student _____ (*name of the student*).
3. Based on the measurement of the recognised learning outcomes, the _____ grade/points are awarded and _____ ECTS credits are granted.

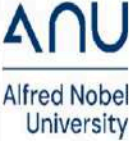
Chair of the Commission: _____

Members of the Commission: _____

signature

full name

I have read the decision of the Subject Commission _____
full name of the applicant, signature, date

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Appendix D

ALFRED NOBEL UNIVERSITY
MINUTES No.

dated “__” _____ 20__ No. _____

Meeting of the Subject Commission for the assessment and recognition (validation) of learning outcomes acquired through non-formal and/or informal education established by the order of the Vice-Rector for Education Quality Assurance
dated “_____” _____ 20__

Composition of the Subject Commission:

Chair: _____

Members: _____

Agenda: Review of the results of comparing the declared non-formal and/or informal learning outcomes (*underline as appropriate*) of the applicant _____ (*name of the student*) with the learning outcomes specified in the study programme _____ (*name of the programme*), _____ (*level of education*).

The decision of the Subject Commission:

1. To recognise **the partial compliance/non-compliance** (*cross out as appropriate*) of the declared non-formal and/or informal learning outcomes (*underline as appropriate*) with the learning outcomes specified in the mandatory part of the stated study programme at the respective level.
2. To credit the declared non-formal and/or informal learning outcomes as

(*continuous assessment, specific content module(s), mid-term assessment, completion of an individual task, etc.*)

to the student _____ (*name of the student*).

3. Assign a grade “_____” and _____ points.

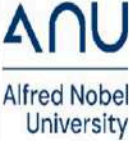
Chair of the Commission: _____

Members of the Commission: _____

signature

full name

I have read the decision of the Subject Commission _____
full name of the applicant, signature, date

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Appendix E

ALFRED NOBEL UNIVERSITY
MINUTES No.

dated “__” _____ 20__ No. _____

Meeting of the Subject Commission for the assessment and recognition (validation) of learning outcomes acquired through non-formal and/or informal education established by the order of the Vice-Rector for Education Quality Assurance

dated “_____” _____ 20__

Composition of the Subject Commission:

Chair: _____

Members: _____

Agenda: Review of the results of comparing the declared non-formal and/or informal learning outcomes (*underline as appropriate*) of the applicant _____ (*name of the student*) with the learning outcomes specified in the study programme _____ (*name of the programme*), _____ (*level of education*).

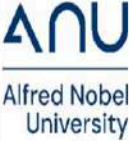
The decision of the Subject Commission:

1. To recognise **the compliance/non-compliance** (*cross out as appropriate*) of the declared non-formal and/or informal learning outcomes (*underline as appropriate*) with the learning outcomes specified in the elective part of the stated study programme at the respective level.
2. To credit the educational component _____ (*name of the educational component*) to the student _____ (*name of the student*).
3. Based on the measurement of the recognised learning outcomes, the _____ grade/points are awarded and _____ ECTS credits are granted.

Chair of the Commission: _____

Members of the Commission: _____
signature *full name*

I have read the decision of the Subject Commission _____
full name of the applicant, signature, date

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Appendix F

**ALFRED NOBEL UNIVERSITY
MINUTES No.**

dated “__” _____ 20__ No. _____

Meeting of the Subject Commission for the assessment and recognition (validation) of learning outcomes acquired through non-formal and/or informal education established by the order of the Vice-Rector for Education Quality Assurance
dated “_____” _____ 20__

Composition of the Subject Commission:

Chair: _____

Members: _____

Agenda: Review of the results of the final measure _____ (*specify the type of the final measure*) conducted to assess the declared non-formal and/or informal learning outcomes (*underline as appropriate*) of the applicant _____ (*name of the student*) in accordance with the learning outcomes specified in the study programme _____ (*name of the programme*), _____ (*level of education*).

The decision of the Subject Commission:

1. Based on the measurement of the results of non-formal and/or informal learning outcomes (*underline as appropriate*), the _____ grade/points are awarded, and _____ ECTS credits are granted.
2. To recognise the results of non-formal and/or informal learning outcomes as

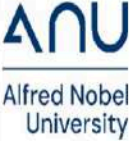
(*continuous assessment, specific content module(s), mid-term assessment, completion of an individual task, etc.*)

within the educational component _____ (*name of the educational component*).

Chair of the Commission: _____

Members of the Commission: _____
signature full name

I have read the decision of the Subject Commission _____
full name of the applicant, signature, date

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Appendix G

ALFRED NOBEL UNIVERSITY
MINUTES No.

dated “_” _____ 20__ No. _____

Meeting of the Appeals Commission for the review of an appeal against the assessment and recognition (validation) of learning outcomes acquired through non-formal and/or informal education established by the order of the Rector

dated “_” _____ 20__

Composition of the Subject Commission:

Chair: _____

Members: _____

Agenda: Review of the appeal submitted by _____ (*name of the student*) concerning the non-recognition of the learning outcomes acquired through non-formal and/or informal education.

The decision of the Appeals Commission:

1. Based on the results of the meeting, the appeal of the student _____ (*name of the student*) is fully **accepted/partially accepted/rejected**.

Chair of the Commission: _____

Members of the Commission: _____
signature
full name

I have read the decision of the Appeals Commission _____
full name of the applicant, signature, date