

On the basis of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/11 - ZUPJS-A, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, and 65/17), Criteria for the Accreditation and External Evaluation of Higher Education Institutions and Study Programmes (Official Gazette of the Republic of Slovenia, No. 42/17 and 14/19), Criteria for Credit Assignment to Study Programmes According to ECTS (Official Gazette of the Republic of Slovenia, No. 95/10), and provisions of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 29/2017-UPB12), the Senate of the University of Maribor, at its 43<sup>rd</sup> regular session of 16 April 2019, adopted the following

## **RULES ON THE RECOGNITION OF KNOWLEDGE AND SKILLS IN STUDY PROGRAMMES OF THE UNIVERSITY OF MARIBOR No. 012/2019/2**

### **1. General Provisions**

#### Article 1

##### *(Purpose of the Rules)*

(1) These Rules govern procedures for the assessment, verification, and recognition of knowledge and the criteria for the recognition of knowledge and skills acquired by candidates through formal and non-formal learning prior to enrolment and during studies at the University of Maribor (hereinafter referred to as »the UM«).

#### Article 2

##### *(Application of the Rules)*

(1) Procedures for the assessment, verification, and recognition of knowledge and skills and the criteria for the recognition of knowledge and skills apply to candidates enrolling at the University of Maribor and to already enrolled students wishing acquired knowledge and skills to be recognised as part of the fulfilled study obligations of an existing study programme.

(2) The terms used in these Rules in the male gender shall be considered neutral and shall refer to both the masculine and feminine genders.

(3) Members of the University of Maribor (hereinafter referred to as “members”) may further define the specificities of the assessment, verification, and recognition of knowledge and the criteria for the recognition of knowledge and skills in their own rules that shall be in accordance with the Statute of the University of Maribor and these Rules.

#### Article 3

##### *(Defining Knowledge and Skills)*

(1) Formally acquired knowledge and skills are acquired in educational and higher education institutions. Learners are granted a formal certificate or a diploma, obtaining a formal level of education or qualification.

(2) Non-formally acquired knowledge and skills may or may not be acquired in educational and higher education institutions. Learners are granted a certificate proving the acquisition of knowledge or skills (courses, workshops, seminars, etc.), however, these educational activities do not provide a formal level of education or qualification. This category also includes all knowledge, skills, and experiences candidates acquire through informal learning at work, at home (self-education, hobbies), and in everyday life. They are proven by a certificate from the employer, the candidate’s own work, or by personal notes.

## **2. Recognition of Knowledge and Skills**

### Article 4

#### *(Recognition Provider)*

- (1) Knowledge and skills are assessed, verified, and recognised by the competent authority of the member.
- (2) The member's course coordinators are also engaged in the procedure for the assessment, verification, and recognition of acquired knowledge and skills.

### Article 5

#### *(Principles of Recognition)*

- (1) Members recognise knowledge and skills which in extent, content, and level of complexity fully or partially correspond to general or subject-specific competences set in the study programme the candidate wish to enrol in, or is enrolled in.
- (2) Knowledge and skills acquired prior to enrolment and during studies at the UM are recognised as fulfilled requirements of the study programme the candidate will be enrolling in, or is enrolled in.
- (3) Knowledge and skills acquired prior to enrolment and during studies at the UM that are not evaluated according to ECTS shall be done so in accordance with the Criteria for Credit Assignment to Study Programmes According to ECTS.

### Article 6

#### *(Basis for Recognition)*

- (1) The recognition of knowledge and skills is based on the following certificates and other documents:
  - public documents (certificates, diplomas),
  - certificates on completing part of a study programme or on fulfilled study obligations within a programme,
  - certificates from education and training providers on successfully completed education, other certificates, and documents,
  - the candidate's products, services, projects, publications, and other copyright work,
  - evidence of registered patents,
  - relevant practical training and work experience references,
  - knowledge acquired through self-education and informal learning, and
  - other evidence/knowledge the competent authority of the member assesses.

## **3. Criteria for the Recognition of Knowledge and Skills**

### Article 7

#### *(Criteria in the Recognition Procedure)*

- (1) The assessment of acquired knowledge and skills in the recognition procedure shall be based on the educational competences defined in the study programme. Verified and properly documented competences shall be recognised regardless of their provenance.
- (2) In specific cases, the candidate shall prove the existence of knowledge and skills acquired prior to enrolment and during studies at the UM in an appropriate manner. This shall be done:
  - if the candidate submits evidence on education attendance but not on assessment of acquired knowledge,
  - if the candidate did not receive a valid certificate,

- if the candidate is not able to submit a required description of the programme for comparison purposes.

(3) The following may be recognised:

- knowledge and skills that are evaluated according to ECTS and were previously acquired through other study programmes at educational and higher education institutions,
- knowledge and skills acquired through different formal programmes and non-formal educational activities,
- knowledge and skills acquired through work, self-education, and informal learning.

#### Article 8

*(Recognition of Knowledge and Skills Evaluated According to ECTS that Were Acquired in Other Study Programmes at Educational and Higher Education Institutions)*

(1) The candidate who has previously studied within another accredited study programme may have ECTS credits that were acquired through study programmes at the same level recognised.

(2) Recognition is based on a public document or certificate on fulfilled courses and on individual syllabuses that shall include the number of ECTS credits, the number and structure of hours, content, objectives, and competences.

(3) While studying at the UM, the candidate may fulfil individual courses at another higher education institution in the Republic of Slovenia or abroad.

#### Article 9

*(Recognition of Knowledge and Skills Acquired through Formal and Informal Education Programmes)*

(1) The candidate may apply for the recognition of knowledge and skills acquired through formal and informal education programmes. These programmes include all systematically organised educational activities that are implemented by educational, higher education, and other institutions.

(2) The recognition of such knowledge is based on certificates or other documents about the completed study programme indicating the extent, level of complexity, if the information is available, and content of the programme (diploma, certificate, certificate awarded for a partial qualification, etc.).

#### Article 10

*(Recognition of Knowledge and Skills Acquired through Work, Self-Education, and Informal Learning)*

(1) The candidate may request the recognition of knowledge and skills acquired through work, self-education, and informal learning.

(2) The procedure for such knowledge and skills to be recognised is different as there is usually no evidence, certificates and other documents supporting the acquired knowledge or study programme descriptions, to allow comparison.

(3) In the procedure for the assessment, verification, and recognition of such knowledge and skills, the competent authority of the member decides:

- whether to verify knowledge and skills,
- whether to assess products and services the candidate submitted as evidence.

#### Article 11

*(Verification of Knowledge and Skills)*

(1) In order to verify knowledge and skills, the competent authority of the member shall select the most relevant manner according to objectives and standards of knowledge and skills that are being verified.

(2) Verification of knowledge may be conducted through:

- an interview or a defence,
- a defence of written papers, projects etc. prepared for this purpose,
- the evaluation of a product,
- the evaluation of procedures that candidates follow during practical examination, demonstration, performance, simulation etc.,
- an oral and/or written exam,
- other means based on the proposal by the competent authority processing the candidate's application.

(3) Members may determine methods for the assessment of knowledge and skills according to the nature and needs of the study field.

#### Article 12

##### *(Assessment of Products and Services)*

(1) The candidate may already have prepared a product proving the mastery of part of the skills and competences that are acquired through the intended study programme. Such products may be used by the competent authority as the basis for preparing the assessment on learning outcomes and competences the candidate has already acquired.

(2) The assessment of products and services may serve for the assessment, verification, and recognition of:

- fulfilled practical training,
- written papers,
- services performed at work.

### **4. Procedure for the Recognition of Knowledge and Skills**

#### Article 13

##### *(Recognition Procedure)*

(1) The procedure for assessment, verification, and recognition of knowledge and skills consists of submitting an application, supplementing the application, processing the application by the competent authority of the member, issuing the decision, and the appeal procedure against the issued decision.

#### Article 14

##### *(Application for Recognition)*

(1) The procedure for the assessment, verification, and recognition of knowledge and skills starts with the candidate submitting the application for recognition on a form that is an integral part of these Rules to the competent student affairs office of the member.

(2) If the candidate's application is not complete, the student affairs office shall require the application to be supplemented within a certain period. If the candidate supplements the application within the stated period, it is considered that the application was submitted when it was supplemented as required. If the candidate does not supplement the application within the stated period, the competent authority shall reject it by a procedural decision.

## Article 15

### *(Application Elements)*

- (1) The application for recognition of knowledge and skills shall include a recognition form with relevant annexes or supporting documents.
- (2) Attachments to the recognition application form shall include:
  - public documents (certificates, diplomas),
  - documents proving knowledge acquired through an individual course (e.g. a certificate of passed exams and an original or certified photocopy of the syllabus that the acquired knowledge is based on),
  - certificates from education and training providers on successfully completed education,
  - a portfolio with the candidate's biography that includes information on education, employment, and on other acquired experiences and skills,
  - other documents, such as products, services, publications and other copyright works, projects, inventions, patents, etc.

## Article 16

### *(Application Processing by the Competent Authority of the Member)*

- (1) If the competent authority of the member, based on the submitted evidence, decides that knowledge and skills in content, extent, and level of complexity fully or partially correspond to competences that form the educational objectives of the study programme, such knowledge and skills may be recognised.
- (2) If the competent authority of the member considers that it cannot decide on the recognition of the candidate's knowledge and skills, it may request an opinion from a relevant higher education teacher, or it may issue a decision appointing an assessment committee that forms an opinion.
- (3) If the candidate has submitted evidence of acquired knowledge and skills that are no longer relevant, or were substantively altered to the degree that are now considered as insufficient or incomplete, the higher education teacher or the assessment committee shall, in accordance with knowledge relevance, require additional partial or full assessment of knowledge.
- (4) If the certificates have a period of validity (licence), this period shall be considered in the recognition procedure. If the certificate's period of validity has expired, the competent authority of the member shall require an assessment that is to be carried out by an appointed higher education teacher. The candidate shall be informed about the date of the additional assessment no later than fourteen days before the assessment.
- (5) The candidate's performance in the assessment of knowledge and skills shall be assessed descriptively by »passed« or »failed«. If the candidate does not pass the assessment of knowledge and skills, reassessment is not possible.

## Article 17

### *(Issuing of the Decision)*

- (1) The decision of the competent authority of the member shall detail knowledge and skills that are to be recognised and the manner of recognition (the decision shall record the equivalent of the course that is recognised in the study programme in which the candidate is enrolled or is enrolling).

- (2) If the competent authority decides that some skills are not to be recognised in part or in full, the decision shall include an explanation. The same shall apply when the candidate does not pass the assessment of knowledge and skills.
- (3) In accordance with provisions of the General Administrative Procedure Act, the procedure for the recognition of knowledge and skills shall be concluded at the latest within two months.
- (4) The decision shall be signed by the dean of the UM member.

Article 18  
(*Appeal Procedure*)

- (1) The candidate may lodge an appeal against the decision of the competent authority of the member rejecting the application for the recognition of knowledge and skills with the member's senate within 8 days of receipt of the decision.
- (2) The appeal shall be filed in writing and shall indicate the decision it contests, the authority that issued the decision, number and date of the decision, and the reasons for contesting the decision.
- (3) The appellant may state new facts and new evidence in the appeal; however, they must reason why they did not state them in the procedure for the recognition of knowledge and skills. New facts and new evidence may be considered as reasons for appeal only if they existed at the time of deciding at the first instance, and if the party justifiably could not have submitted or stated them in the recognition procedure.
- (4) The decision of the member's senate on the candidate's appeal is administratively final. The candidate may initiate an administrative dispute against administratively final decision of the member's senate.

**5. Entry of Recognised Study Obligations in the Records**

Article 19  
(*Entry in the Records*)

- (1) Prior to enrolment and during studies at the UM, the member's student affairs office, based on the decision issued to the candidate, enters the recognised study obligation (name of the course within the study programme the candidate is enrolled in, or will enrol in, as well as the number of ECTS credits) into the relevant record.
- (2) The candidate shall bear the costs of the procedure for assessment, verification, and recognition of knowledge and skills/procedure for recognition and enforcement of study obligations based on the price list of the University of Maribor.
- (3) For the purpose of keeping records, a UM member collects personal and other data necessary for the procedure for recognition of knowledge and skills directly from the candidate. The candidate's personal data are collected and processed in accordance with the principles and provisions of laws regulating personal data protection.
- (4) Applications and their attachments are stored in accordance with the relevant rules regulating storage of documents and archives, while the decision records are stored permanently.

## 6. Transitional and Final Provisions

### Article 20

- (1) Forms listed in these Rules are an integral part of the Rules.

### Article 21

- (1) These Rules shall enter into force the day after their publication in the UM Announcements. With the entry into force of these Rules, *Pravilnik o priznavanju znanj in spretnosti, pridobljenih pred vpisom v študijski program* (i.e. Rules on the recognition of knowledge and skills obtained prior to enrolling in a study programme) shall expire.

Rector of the University of Maribor:  
prof. dr. Zdravko Kačič

ANNEX 1 – Application for the Recognition of Knowledge and Skills at the University of Maribor



**APPLICATION FOR THE RECOGNITION OF KNOWLEDGE AND SKILLS AT THE UNIVERSITY OF MARIBOR**

*TO BE COMPLETED BY THE CANDIDATE*

Name and surname of the candidate: .....

candidate's address: ....., postcode and city: .....

phone number: ....., e-mail address: .....

In the ..... academic year, I am enrolling/enrolled in the ..... study programme at the ..... (name of the member) of the University of Maribor.

In accordance with the Rules on the Recognition of Knowledge and Skills in Study Programmes of the University of Maribor, I hereby ask for the recognition of a study obligation:

**acquired through courses of formal education programmes** (complete the table below)

No.	Name of the exam/seminar passed at another educational institution	Educational institution where the exams/seminars were passed	Grade (if available)	ECTS credits
1.				
2.				
3.				
4.				
5.				
6.				

\*Mandatory attachments:

- authenticated course syllabuses (with the stamp and signature of the responsible person) and
- a certificate of passed exams/seminars.

\*Add rows to the table, if necessary, and list all formal education relevant to the course or study field.



**acquired through courses as a form of non-formal education** (complete the table below):

<input type="checkbox"/> <b>a form of non-formal education</b>		<input type="checkbox"/> <b>work to date/practical training**</b>	
(please tick as appropriate and complete the table below)			
<b>Provider of non-formal education/name of the organisation where the candidate is employed</b>			
<b>Duration</b>			
<b>Post</b>			

\*Add rows to the table, if necessary, and list all non-formal education and trainings relevant to the course or study field.

\*\*Mandatory attachments:

- a certificate proving the duration of acquiring relevant work experience (a photocopy of the employment record book or a certificate from the employer or a certificate from the student work provider, etc.).
- a detailed list and job description or portfolio proving relevant work experience and signed by the responsible person of the undertaking.

Place and date: \_\_\_\_\_ Signature of the candidate: \_\_\_\_\_

## LIST OF SUPPORTING DOCUMENTS

Name and surname of the candidate: \_\_\_\_\_

### List of supporting documents proving knowledge and skills acquired in formal education

No.	Document
<input type="checkbox"/>	a certified photocopy of a certificate or diploma
<input type="checkbox"/>	a certificate of a fulfilled study obligation (exam) with the achieved grade and the number of ECTS credits
<input type="checkbox"/>	an authenticated course syllabus that the acquired education is based on
<input type="checkbox"/>	proof of payment of the procedure
<input type="checkbox"/>	other _____

### List of supporting documents proving knowledge and skills acquired in non-formal education

No.	Document
<input type="checkbox"/>	a portfolio
<input type="checkbox"/>	a certificate of completed education (school, course, seminar, workshop)
<input type="checkbox"/>	proof of publications and other copyright works
<input type="checkbox"/>	proof of inventions, patents
<input type="checkbox"/>	proof of received awards and prizes
<input type="checkbox"/>	a certificate of work experience issued by the employer (length of service, job description)
<input type="checkbox"/>	proof of payment of the procedure
<input type="checkbox"/>	other _____

ANNEX 2 – Decision on the Completeness of the Application

**DECISION ON THE COMPLETENESS OF THE APPLICATION**

Name and surname of the candidate: \_\_\_\_\_

**DECISION ON THE COMPLETENESS OF THE APPLICATION**

**Date of receipt of the application:** \_\_\_\_\_ **Signature of the clerk:** \_\_\_\_\_

The application for the recognition of knowledge and skills is:

complete.

incomplete.

By \_\_\_\_\_ (date), the applicant shall supplement the application with the following supporting documents:

\_\_\_\_\_

**Date of the decision:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**DECISION ON THE COMPLETENESS OF THE SUPPLEMENTED APPLICATION**

**Date of receipt of the supplemented application:** \_\_\_\_\_ **Signature of the clerk:** \_\_\_\_\_

The application for the recognition of knowledge and skills is:

complete.

incomplete and therefore rejected by a procedural decision.

**Date of the decision:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**OPINION OF A HIGHER EDUCATION TEACHER (COURSE COORDINATOR) OR AN ASSESSMENT COMMITTEE**

Name and surname of the candidate: \_\_\_\_\_

Course: \_\_\_\_\_

**Study obligations within the course:**

- shall be recognised in full. Number of ECTS credits \_\_\_\_\_
- shall be recognised in part. Number of ECTS credits \_\_\_\_\_
- shall not be recognised.

**A proposal for the fulfilment of study obligations**

The candidate shall:

- attend lectures.
- attend tutorials.
- write and defend a \_\_\_\_\_.
- pass the verification and assessment of knowledge in accordance with the course syllabus of the study programme.
- write a report on practical training.
- other: \_\_\_\_\_.

Name and surname of the course coordinator/president of the committee:

\_\_\_\_\_

Place and date: \_\_\_\_\_ Signature: \_\_\_\_\_