

In accordance with Article 21 of the Statute of the EMUNI University, the Senate of the EMUNI University at its 18th session on 15. 5. 2014 adopted the following:

RULES ON RECOGNITION OF FOREIGN EDUCATION

Article 1 (Content of the rules)

These rules regulate the procedure, competences, documentation and evidence in the recognition of foreign education for the purpose of the continuation of studies at EMUNI University, in accordance with the The Recognition and Evaluation of Education Act (OJ RS, 109/12).

Article 2 (Gender Form)

In these Rules, the terms written in the masculine form are used as neutral for men and women.

I. RECOGNITION OF FOREIGN EDUCATION FOR THE PURPOSE OF CONTINUED STUDIES

Article 3 (Request for the recognition of prior education)

- (1) The procedure for recognition for the purpose of continued studies starts at the request of the holder of a foreign certificate or diploma (hereinafter referred to as the applicant), which the applicant files with a form, which is annexed to these rules (Form N).
- (2) The form needs to be filled in with personal data, information relating to the applicant's previous education, information about the selected study programme of his continued studies and other information relevant for the evaluation of the application.
- (3) The application for the recognition of prior education (hereinafter referred to as the application for recognition) is submitted by the applicant, in general simultaneously with the application for the enrolment in a study programme, with which he wishes to continue his studies or in accordance with the annual call for enrollment in the study programmes.

Article 4 (Education certificate or diploma obtained abroad)

The foreign education certificate or diploma is a proof of the wholly or partly completed educational programme or programme obligations for obtaining education.

Article 5 (Documentation supporting the application for recognition)

- (1) The applicant shall attach to the application for recognition:
 - A. an education document, which the applicant wishes to be recognized, i.e.:
 - The original document or certified copy on education or its identical copy or any other document replacing the original document in accordance with the laws of the country that issued the original document

- diploma supplement or other evidence of the contents and duration of education in the original, duplicates thereof or other document replacing the original documents in accordance with the laws of the country that issued the original document
- a photocopy of the education certificate or diploma referred to in the previous indent,
- a certified English translation of the education document from the first and second indents of this Article, except in the case referred to in the second paragraph of the Article 4 of the Rules on forms, documents and fees for assessment and recognition of Education (Official Gazette of RS, No 103/11) - hereinafter: the Rules on forms)

B. short chronological description of the entire education prepared by the applicant,

(2) in the recognition procedure for the purpose of continued studies in the first - initial year of the study programme, the applicant encloses to the application for recognition evidence on fulfilling the enrollment criteria as set out in the calls for enrollment for the individual study programmes,

(3) The person, authorized for managing the process of recognition or the competent Commission, may request additional evidence if they are necessary in order to assess the application.

Article 6

(Person responsible for managing the process of recognition)

The process of recognition of prior education for enrollment into the study programme is led by an authorized person at the EMUNI University.

Article 7

(Formal assessment and assessment of the content of the application for the recognition)

(1) In the recognition of foreign education the formal part and the content of the application shall be assessed. Assessment of the content of the application shall be made after the completion of the formal assessment.

(2) The formal assessment of the application includes:

- Determining whether the application is complete,
- Determining whether the institution or the educational programme in accordance with the national legislation of the country where the education document was issued, is accredited,
- Note on whether any bilateral agreement, which may affect the candidate's recognition of prior education, is concluded,
- obtaining information on the education system of the country in which the qualification was obtained,
- notes on other circumstances relevant for the assessment (the fact that the education had already been recognized to the holder of the education document in another country, information and advice from other institutions and national centers for recognition).

(3) In the assessment of the content of the application the following aspects are taken into consideration:

- the education system,
- curriculum, syllabus and education programme,
- learning outcomes of the candidate,
- requirements for enrollment in the educational programme,
- The duration of the education,
- the rights arising from education,
- other circumstances relevant for the assessment of the application.

(4) If in the formal assessment or the assessment of the content of the application there are doubts regarding the authenticity of the educational document, the authorized person at EMUNI checks the authenticity by the issuer or the competent authority of the country, in which the document was issued.

(5) By assessing applications for enrollment in the study programme, the public information submitted by the ministry is used for the assessment of the content of the application.

Article 8

(Findings in the recognition procedure)

(1) By comparing the criteria the following shall be determined in the process of recognition of education for the purpose of continued studies: the level in the Slovenian education system to which the foreign and fully completed education is ranked and the course or area with regards to the completed foreign education programme. In the case of partially completed education, the part of the educational programme, in which the holder of a foreign certificate wishes to continue studies, is determined.

(2) If substantial differences in the scope and level of education are determined in the foreign, fully completed educational programme in comparison with the Slovenian educational programme, the holder of a foreign certificate is allowed to continue education as if he had a certificate of partly completed education.

Article 9

(Competencies and procedure for dealing with s for recognition)

(1) The formal assessment for the recognition is performed by an authorized person at the EMUNI University, while the content assessment of the requirements for recognition is carried out by the competent Commission on the basis of the Article 22 of the EMUNI Statute.

(2) After carrying out a formal assessment of the application, the authorized person at EMUNI shall prepare a report and submit it to the appropriate commission.

(3) Following the assessment of the content, the Commission shall prepare a report with proposals on the recognition and make a decision on recognition on the basis of this report.

(4) Based on the decision, the authorized person at the EMUNI University shall prepare a decision on the recognition of education for the purpose of continued studies.

Article 10

(Issuing the decision)

(1) After the completion of the process of recognition, the EMUNI University shall issue a decision by which the applicant is granted or rejected the right to continue his studies.

(2) If it is noted in the process of recognition that the concluded education programme does not provide all the necessary skills for granting the rights to continue his studies, while the missing knowledge would be possible to obtain with supplementary examinations or other study commitments, the applicant is granted the right to continue his studies and is obliged to take additional exams or other academic commitments and a time limit is set within which he must carry out these obligations.

Article 11
(Shape and integral parts of the decision)

(1) In addition to the components specified in the law governing the general administrative procedure, the decision on the recognition shall contain also:

- the name of the document (original or transcription), the date of issue of the document, the country and the name of the educational institution that issued the document,
- a declaration that the applicant is granted or rejected the right to continue his studies in the study programme in which the applicant wishes to continue studies.

(2) In the event that the applicant is obliged to take supplementary exams or other academic obligations, the decision must also contain the note on supplementary exams or other study commitments and the period, within which the applicant must carry out these obligations.

(3) The decision shall be issued in three copies, one copy thereof shall be served to the applicant, the second copy to the Ministry, and the third copy shall be filed at the EMUNI University in accordance with the Article 19 of these Rules.

Article 12
(Deadline for the decision and the duty of notifying the Ministry)

(1) The decision shall be served to the applicant within two months from the date of receipt of a complete application.

(2) Together with the decision, the originals and certified copies of the documents referred to in Article 5 of these Rules shall be sent to the applicant.

(3) An authorized person, conducting the procedure of recognition, shall submit to the Ministry the original copy of the decision within 30 days of the issue of the decision, and the data referred to in the Recognition and Evaluation of Education Act.

Article 13
(Appeal against the decision)

(1) An appeal may be filed to the President of EMUNI against the decision issued in the recognition procedure for the purpose of continuing education within eight days of the notification date of serving the decision.

(2) The complaint is examined by the Commission, which provides an opinion on the appeal against the decision issued in the recognition procedure for the purpose of continuing education to the President of EMUNI.

(3) A final decision on the appeal is made by the President of EMUNI by a decision, which is final. An ad hoc commission may be appointed by the President for an opinion about the appeal.

II. RECORDS AND DOCUMENTATION IN THE RECOGNITION PROCEDURE

Article 14
(Records)

(1) EMUNI keeps records on the decisions issued in the recognition procedure for the purpose of continuing studies.

(2) records of the issued decisions in the recognition procedure for the purpose of continued studies include:

- a serial number of the application,

- the date of the receipt of the for recognition,
- details of the person to whom the decision relates to: name, gender, nationality,
- information on the certificate: the title of the education certificate, on the basis of which the decision was issued, the country issuing the education certificate and the name of the institution which issued the certificate,
- number and date of issuance of the decision on the recognition,
- information about the study programme, in which the person to whom the decision relates to, takes part,
- Notes, including the date of the submission of the decision to the applicant and the Ministry.

(3) The records referred to in the second paragraph of this Article shall also be kept in an electronic format that allows statistical processing and data analysis.

Article 19 (Documentation)

EMUNI keeps the following documentation on the procedure for recognition of education for the purpose of continuing education:

- application for the recognition (Form N) with attachments,
- a copy of the issued decision.

Article 20 (costs of the recognition of education obtained abroad)

The applicant is not charged with any costs in the process of recognition for the purpose of continued studies.

III. TRANSITIONAL AND FINAL PROVISIONS

Article 21 (validity)

(1) These Rules shall enter into force on the day following its adoption at the session of the Senate.

(2) These Rules shall be published on the EMUNI University website.

Prof. Dr. Abdelhamid El-Zoheiry

EMUNI President

Annexes:

- Form N - Application for recognition for access to education

APPLICATION FOR RECOGNITION FOR ACCESS TO EDUCATION

Pursuant to the *Act on Assessment and Recognition of Education* (Ur. l. RS No 87/2011 and 97/2011) and the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, I, the undersigned, hereby apply for recognition for access to education at educational institution in the Republic of Slovenia to establish the right to the access, application and treatment in the enrolment procedures on the basis of the submitted foreign educational documents.

COMPLETE THE FORM IN BLOCK CAPITALS!

EDUCATIONAL INSTITUTION (*name and official address of the school, other educational establishment or a higher educational institution, where the holder wants to continue their education*):

I. A. INFORMATION REFERING TO THE HOLDER OF THE CERTIFICATE/DIPLOMA

(as on the identification document):

FIRST NAME: _____ SEX (ENCIRCLE): M/F

LAST NAME: _____ CITIZENSHIP: _____

MAIDEN NAME (of the HOLDER OF THE CERTIFICATE/DIPLOMA): _____ DATE OF BIRTH (*day, month, year*): _____

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number: _____

Postal code, place: _____ Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

I. B. INFORMATION REFERING TO THE LEGAL GUARDIAN of the minor holder of the certificate/diploma

(as on the identification document):

FIRST NAME: _____ RELATIONSHIP OF THE LEGAL GUARDIAN _____
with the holder of the certificate/diploma

LAST NAME: _____

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number: _____

Postal code, place: _____ Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

II. A. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

NAME OF THE CERTIFICATE OR DIPLOMA - PROVING COMPLETED EDUCATION

(*in the original language or transcription, as appropriate*):

ISSUING EDUCATIONAL INSTITUTION: _____

(*in the original language or transcription, as appropriate*)

DATE OF ISSUE (*day, month, year*): _____ PLACE OF ISSUE (city, country): _____
(of the certificate or the diploma): (of the certificate or the diploma):

PLACE OF ACTUALL CARRYING OUT OF EDUCATION: _____

NAME OF THE PROGRAMME (*in the original language or transcription, as appropriate*):

MAJOR OR CONCENTRATION (*in the Slovene language*):

OFFICIAL DURATION OF EDUCATION (*years, semesters, credit points*): _____

ACADEMIC TITLE OR DEGREE OBTAINED (*in the original language or transcription, as appropriate*):

II.B. INFORMATIONS ABOUT PARTIALLY COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

NAME OF THE CERTIFICATE OR DIPLOMA - PROVING PARTIALLY COMPLETED EDUCATION

(in the original language or transcription, as appropriate):

ISSUING EDUCATION INSTITUTION:

(in original language or transcription, as appropriate)

DATE OF ISSUE *(day, month, year)* :

PLACE OF ISSUE *(city, country):*

PLACE OF ACTUALL CARRYING OUT OF EDUCATION:

NAME OF THE PROGRAMME *(in the original language or transcription, as appropriate):*

MAJOR OR CONCENTRATION *(in Slovene language):*

OFFICIAL DURATION OF EDUCATION *(years, semesters, credit points):*

COMPLETED PART OF THE EDUCATION PROGRAMME *(course, year, semester, examination, and similar):*

EDUCATION FOR THE ACADEMIC TITLE OR DEGREE *(in original language or transcription, as appropriate):*

III. ATTACHMENTS required *(encircle, as appropriate):*

1. original of the certificate/diploma, proving completed or partially completed foreign education
2. photocopy of the certificate/diploma referred to in the first indent (the same size and shape)
3. certified Slovene translation of the certificate/diploma referred to in the first indent
4. photocopy of the evidence on the contents and duration of education and the requirements fulfilled during the educational programme
(Diploma supplement, annual report cards, transcripts or others)
5. short chronological description of the entire education prepared and signed by the applicant or his legal guardian

Other (write):

I, the undersigned hereby give my consent that the educational institution in the education recognition process when necessary asks for assessment of my education at ENIC-NARIC centre and that the educational institution can verify the authenticity of the certificate/diploma by the relevant institution which issued the certificate/diploma. By signing the form, I certify that information provided is true and accurate and take full responsibility for it.

THE HOLDER'S FIRST AND LAST NAME

DATE *(day, month, year)*:

THE HOLDER'S SIGNATURE:

INFORMATION REFFERING TO THE ATTORNEY-IN-FACT:

FIRST NAME:

LAST NAME:

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number:

Postal code, place:

Country:

PHONE where you can actually be reached:

E-MAIL:

POWER OF ATTORNEY

I, the undersigned *(first and last name of the holder)* do hereby appoint

(first and last name of the attorney in fact) as my agent to act for me in any lawful way with respect to the matter of recognition for access to education.

SIGNATURE OF THE HOLDER:

INSTRUCTIONS FOR COMPLETING THE N FORM –

Application for recognition for access to education

If completing the form by hand, please print LEGIBLY IN BLOCK CAPITALS. If information is not available, leave the field blank. Where boxes (?) are provided for individual answers, mark as follows: ☒.

In the box EDUCATIONAL INSTITUTION state the name and official address of the school, other educational establishment or a higher education institution at which you wish to pursue your education in the Republic of Slovenia and with which you are filing your application for recognition of education obtained abroad.

I. A. PERSONAL INFORMATION REFERRING TO THE HOLDER OF CERTIFICATE OR DIPLOMA

Information refers to the individual wishing to obtain access to education in the Republic of Slovenia on the basis of the foreign certificate or diploma.

Date of birth should be written as follows: day, month, year.

Example: DATE OF BIRTH (day, month, year): 06. 07. 1980

Encircle the letter denoting your sex: M – male, Ž – female.

If the **telephone number** at which you can be reached is in another country, please state the appropriate country code.

Example: PHONE: 0043 1 478 20 4210

I. B. INFORMATION REFERRING TO THE LEGAL GUARDIAN –only completed when the holder of the certificate or diploma is a minor

Information refers to the individual that is legal guardian of the holder of a foreign certificate or diploma (appointed by virtue of law). As parents are legal guardians of their children, this field must be completed by one of the parents if the holder of a foreign certificate or diploma is a minor. In such case parents are considered as an applicant and should sign the form at the bottom.

II. A. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificate or diploma on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

The **name of the certificate or diploma**, the **issuing establishment**, and the **title** are to be given in the original language of issue (as stated on the original certificate or diploma). If the script used is not Latin (but, for example, Cyrillic, Chinese or some other) use Latin transcription (represent the characters of one script with Latin ones).

Example: NAME OF THE CERTIFICATE OR DIPLOMA (in the original language or transcription, as appropriate): **DIPLOMA // SVJEDODŽBA // ATTESTAT**

Example: TITLE OR DEGREE AWARDED (in the original language or transcription, as appropriate) **BACHELOR OF ARTS // METALOGLODAČ // OPERATORE DELLA GESTIONE AZIENDALE**

When the educational programme was carried out in different places and countries, state all of them.

Example: PLACES OF ACTUALLY CARRYING OUT OF EDUCATION: **RIM (ITALIA), BERLIN (GERMANY), LJUBLJANA (SLOVENIA)**

State the **major or concentration** (profession or scientific or artistic discipline narrowly or more generally defining the education obtained) in the Slovene language.

Example: MAJOR OR CONCENTRATION (in the Slovene language): **EKONOMIJA**

State the official **duration of education** on the basis of which the certificate or diploma was obtained (e.g. years of study, semesters, credit points).

Example: DURATION OF EDUCATION: **4 SEMESTERS // 2 YEARS// 120 ECTS**

II. B. INFORMATION ABOUT PARTIALLY COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificates or annual report cards and transcripts on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

Look at instructions under II.A.

State the **part** (course, year, semester, examination) of the **education programme** completed abroad.

Example: COMPLETED PART OF THE EDUCATION PROGRAMME (course, year, semester, examination): **3 YEARS // 2 YEARS//1 SEMESTER// 10 EXAMS**

III. ATTACHMENTS

Check the box in front of the documents supplied with the application.

If attaching a document not stated in the form, please check the box in front of "Other" and provide the name of the document.

An explanation referring to individual attachments and documents to be submitted with the application for recognition for access to education can be found in the **Indicative list of documents**.

DATE AND SIGNATURE

Enter the date on which the application was lodged.

The applicant should write his/her first and last name in capital letters and sign the form.

The following individuals can act as applicants:

- a holder of a foreign certificate or diploma;
- a legal guardian of the minor that is the holder of a foreign certificate or diploma;
- if the holder of a foreign certificate or diploma has granted power of attorney, the applicant is the attorney-in-fact.

III. INFORMATION REFERRING TO THE ATTORNEY-IN-FACT

Information refers to the individual given power of attorney by the holder of the certificate or diploma or his/her legal guardian for the purpose of representing him/her in the procedure for recognition for access to education if, for example, the holder of the certificate or diploma or his/her legal guardian resides in another country.

If the holder of the certificate or diploma or his/her legal guardian decides to be represented by an attorney-in-fact, he/she should complete the shaded box (**Power of Attorney**), denoting the individual given such powers, and sign on the line provided. It is also possible to attach a written power of attorney on a separate sheet.

INDICATIVE LIST OF DOCUMENTS REQUIRED FOR RECOGNITION FOR ACCESS TO EDUCATION

In compliance with the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, documents needed by a school, other educational organisation or a higher education institution (hereinafter: school) where you wish to pursue your education in order to implement the procedure for recognition for access to education are:

- Application for recognition for access to education, completed in compliance with the instructions – N form

1. The original of the certificate or diploma to be recognised and to establish the right to the access, application and treatment in the enrolment procedures

The original must be **legalised** on the basis of:

the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed or

the Authentication of Documents in International Traffic Act.

States Parties to the 1961 Hague Convention can be found on web page http://hcch.e-vision.nl/index_en.php?act=conventions.status&cid=41

A certificate or diploma is a document for which recognition is sought in the procedure. The original is the main document issued by the education institution (school).

2. A photocopy of the certificate or diploma referred to in the Point 1

A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in the Point 1. The whole certificate or diploma (the same size and shape), including possible remarks on the back of the document, must be shown on the copy.

3. A certified Slovene translation of the certificate or diploma referred to in the Point 1

The certificate or diploma shall be translated into Slovene and certified by:

- *a certified court translator for the appropriate language. The list of certified court translators can be found on the web page of the Ministry of Justice*
[http://www2.gov.si/mp/tol_cen.nsf/\(WebTolmaci\)?OpenView](http://www2.gov.si/mp/tol_cen.nsf/(WebTolmaci)?OpenView)

*It is **not necessary to submit** a certified translation of the certificate or diploma into Slovene if the school is of the opinion that it does not need it (e.g. because the language is known or a certificate or diploma of the same type has been submitted before) or if it can assess your education although the certificate or diploma cannot be submitted for justified reasons (e.g. material hardship). You are advised to make timely enquiries at the school where you intend to pursue education.*

It is not necessary to submit a certified translation of the certificate or diploma if it is issued in two or more languages one of which is Slovene.

4. Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education and the requirements fulfilled during the educational programme

Annual report cards are certificates issued at the end of each school year bearing proof of the contents and duration of education.

Transcripts contain proof of enrolment in a certain education/study programme, courses taken and examinations passed and must be certified by the school.

A diploma supplement is normally part of the diploma and contains information on the contents and duration of education.

All the documents received during your education abroad and showing the contents and duration of your education should be submitted. In elementary and secondary school such documents are usually annual reports cards, while in higher education institutions they are transcripts and diploma supplements. Other kinds of proof are possible, for example a certificate of examinations passed.

5. A short chronological description of the entire education prepared by the applicant

A short chronological description of the entire education should be prepared by the applicant himself/herself, stating prior education including the schools attended, dates of attendance, possible transfers, accelerated progress, repletion of courses, extended student status, and similar.

The description is for information only; therefore no additional proofs are necessary.

If the school states that the application cannot be processed on the basis of submitted documents, **it may request that additional supporting documents be presented.**

Documents with N form should be sent or submitted in person to the address of the educational institution at which you seek to pursue education.