

## **Proposal for Rules on the Recognition of Knowledge and Skills**

Pursuant to Article 33a of the Higher Education Act (OJ RS, No 67/1993, with changes), Article 9 of the Criteria on accreditation of higher education institutions and study programmes (OJ RS, No 101/04), Criteria for credit assignment to study programmes according to ECTS (OJ RS, No 124/ 04), Criteria for Transferring between Study Programmes (OJ RS, No 95/10, with changes) and Article 21 of the Statute of the Euro-Mediterranean University the Senate of the Euro-Mediterranean University at its 18<sup>th</sup> session on 15. 5. 2014 adopted the following

### **Rules on the Recognition of Knowledge and Skills**

#### Article 1

##### (Content of the Rules)

These rules regulate the procedures of the assessment, verification and recognition of knowledge and rules for the recognition of knowledge and skills acquired by the candidates through formal and/or informal education, acquired work (achievements), self-learning and informal learning prior to the enrolment (hereinafter EMUNI University), exceptionally also during their studies at the EMUNI University.

#### Article 2

##### (Definition of knowledge and skills and proofs)

Formally acquired knowledge and skills are those acquired in the framework of higher education institutions and educational institutions, and are proven by different certificates and diplomas.

Informally acquired knowledge and skills are those acquired within or outside the framework of higher education and educational institutions and are proven by the certificates of acquired knowledge or skills (seminars, courses, workshops etc.).

Knowledge and skills, acquired through informal learning, are gained through work and other activities, and in the everyday environment. They entail all the knowledge, skills and experience acquired. Such knowledge is proven by certificates issued by the employer, with original works or personal notes.

#### Article 3

##### (The authority in charge of the knowledge and skills recognition procedure)

Knowledge and skills, acquired prior to or during the studying are identified, valorised and recognised by the competent commission of the EMUNI University.

#### Article 4

##### (Recognition principles)

The candidate's knowledge and skills, gained prior to the enrolment in the EMUNI University study programme, are recognized if they correspond, partly or fully and in terms of extent, contents and complexity, with general and/ or course-specific competencies, set by the study programme in which the candidates wish to enrol or are enrolled in.

Knowledge and skills, acquired prior to the enrolment in the study programme, are recognised as completed study obligations within the study programme in which the candidate enrolls.

If knowledge and skills, acquired prior to and during the enrolment to the study programme, are not evaluated in credit points, they need to be evaluated accordingly<sup>1</sup>. The maximum number of credit points that may be recognised is not set.

#### Article 5

##### (Basis for recognition – documents)

The candidate may ask for the recognition of knowledge and skills acquired through formal or informal education, self-learning and work.

The following certificates and other documents serve as the basis for the recognition:

- documents with public validity,
- certificates of successfully completed education issued by the education and training providers, learning certificates, and other documents,
- products, services, projects, publications and other copyright works of candidates,
- suitable references on practical training and work experience,
- documents proving knowledge gained through self-learning and informal learning.

#### Article 6

##### (Candidate's competencies and study programme)

The valorisation and recognition of the acquired knowledge and skills must be based on the educational objectives and competences of the study programme in which the candidate wishes to

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<sup>1</sup> One year of the study programme amounts to 60 ECTS, which is 1500 hours of the candidate's work (1 ECTS is equivalent to 25 hours of student work).

enrol. Proven competences which are properly documented and relevant are recognised with no regard to the place and manner of acquisition.

The commission may decide that the candidate must additionally prove his or her knowledge and skills through knowledge and skills examination, especially when the candidate is not able to submit complete proofs in the form of documents and when he or she asks for the recognition of a larger number of credit points.

#### Article 7

##### (Methods of assessment of knowledge and skills)

For the assessment of knowledge and skills, the commission selects the method which is the most appropriate with regard to the objectives and standards of knowledge and skills being assessed.

Appropriate forms of assessment may include:

- an interview or presentation,
- defence of the seminar paper or other written products, projects etc., prepared for this purpose,
- valorisation of the product,
- valorisation of the procedures which the candidates undergo in practical testing, demonstrations, presentations, simulations, activities etc.,
- oral or written exam.

The commission may define the methods of the assessment of knowledge and skills according to the needs and nature of the study area.

#### Article 8

##### (Recognition of courses, completed during studies at EMUNI University)

The candidate may, on the basis of a study agreement, complete certain study units at another higher education institution, for which he or she must acquire the consent of EMUNI University prior to the implementation of the course.

#### Article 9

##### (Criteria for transferring)

These rules also apply for candidates enrolling in the study programmes in accordance with the criteria for transferring in the 2<sup>nd</sup> or 3<sup>rd</sup> years of the study programme. The candidate who was studying in another study programme at another higher education institution or higher vocational college programme and is enrolling at EMUNI University must submit to the competent commission, prior to enrolment, the application for the recognition of ECTS. The commission examines the

applications on an individual basis and sets for the candidate the extent of the recognized courses and the individual curriculum for the completion of studies.

#### Article 10

(Procedure and duration of the recognition procedure)

The procedure for the recognition of knowledge and skills entails the following:

- submission of the application for recognition with enclosures including proofs and documents,
- supplements to the application,
- evaluation of the application by the competent commission,
- issuing the decision – issued by the commission,
- procedure of the potential complaint against the decision – the complaint is decided upon by the president who may also appoint an expert or ad hoc commission to form an additional opinion on the complaint.

The procedure from the receipt of the completed application until issuing the candidate with the decision is as a rule completed in two months from the day of the receipt of the completed application of the candidate.

EMUNI University submits the complete application to the competent commission.

#### Article 11

(Application for recognition and start of recognition procedure)

The candidate who wishes for his knowledge and skills to be recognised according to these Rules, submits to EMUNI University the application for the recognition of knowledge and skills (form RNS) with enclosures.

EMUNI University starts the procedure on the basis of a completed application. Incomplete applications are returned to the candidate to supplement and complete it.

The application may be submitted via regular post or in e-mail. E-communication also counts as official correspondence.

#### Article 12

### (Obligatory elements of the application)

The application for the recognition of knowledge and skills (hereinafter application) must contain personal data of the candidate, data on the type of knowledge and skills that the candidate wishes to be recognised, and:

- Statement that the documents with public validity, certificates and other documents for the recognition of knowledge and skills have not been submitted for recognition in any other procedure of education recognition at EMUNI University,
- Statement by the candidate justifying the knowledge and skills from the areas which he or she submits for the recognition (short personal reflection).

With the application, the candidate must enclose his or her CV and a folder of documents (portfolio) which show the competences, acquired by the candidate, and correspond to the contents of the study programme for which the candidate wishes for the knowledge and skills to be recognised.

The components of the portfolio are the following:

- Proofs of formal education (transcripts of records, diplomas, syllabi of the courses for which recognition is required and which show the extent of the educational activities and/ or credit points),
- Proofs of informal education (certificates etc.),
- Proofs of informal learning, achievements, self-learning (certificates of employers, products, services, inventions, patents, projects, description of work experience etc.).

### Article 13

#### (Incomplete applications)

If the application is not complete, EMUNI University must within five working days ask the candidate to correct the deficiencies and set the deadline until which they must be corrected. The candidate is sent a request in the form of a letter to correct the incomplete parts.

If the candidate rectifies the deficiencies within the deadline, the date of the completion of the application counts as the date of the receipt of the application.

If the candidate does not rectify the deficiencies within the deadline, EMUNI University dismisses the application with a decision.

### Article 14

#### (Evaluation of the application at the commission and expert opinion)

The competent commission examines the documents, valorises them in accordance with the principles of valorisation determined in these Rules, and decides on the extent and contents of the

recognised knowledge and skills. If the commission deems that it cannot decide on the recognition of knowledge and skills of the candidate based on the documents, it may decide on the examination of knowledge and appoint an expert from the field to state his or her opinion.

The candidate's success in the evaluation of knowledge and skills is assessed with the descriptive grade of 'pass' or 'did not pass'.

#### Article 15

(Issue of decision)

The competent commission issues a decision on the recognition of knowledge and skills, acquired through formal and/ or informal education.

The decision must contain the number of credit points and study obligations that are recognised, with which individual obligations for the completion of the studies are set at the same time.

#### Article 16

(possibility to object to the decision)

The candidate may file a complaint against the decision on the recognition of knowledge and skills to the president of EMUNI University. The president may appoint an expert or ad hoc commission to form an additional opinion on the complaint.

The complaint may be filed against the procedure, but not against the contents of the decision.

The decision of the president of EMUNI University on the complaint or objection of the candidate is final.

#### Article 17

(Entry in the register)

On the basis of the issued decision, EMUNI University enters the recognized study obligations and the number of credit points in the register which is part of the diploma supplement.

If the recognition of knowledge and skills is done in the framework of formal and/ or informal education, the mark 'recognized' is entered in the candidate's register of grades. The date of the decision is entered as the date of taking the exam.

All the completed study obligations in the first or second study programme must be included in the diploma supplement.

## Article 18

### (Costs of procedure)

The costs of the procedure of recognition of the study obligations are paid by the candidate at the submission of the application, in line with the EMUNI University price list for the current study year.

## Article 19

### (Personal data protection)

In accordance with the Personal Data Protection Act (OJ RS, No 86/2004, with changes), personal data is collected and processed exclusively for the purposes of the procedure the recognition of knowledge and skills.

## Article 20

### (Registers and documentation)

The register of submitted applications and documentation that the candidates enclose with the application are archived in accordance with law

The register of issued decisions is permanent.

The candidate may be returned the documentation after the end of the complaint deadline at his or her request.

## Article 21

The Rules become effective the day after they have been confirmed by the Senate of EMUNI University and are published on the EMUNI University website, for the students of the EMUNI University study programmes.

Prof Dr Abdelhamid El-Zoheiry

President of EMUNI University

Enclosure:

- Form RNS – Application for recognition of knowledge and skills

## APPLICATION FOR RECOGNITION OF KNOWLEDGE AND SKILLS

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To be filled in by the candidate

### CANDIDATE/STUDENT INFORMATION

Surname and name: \_\_\_\_\_

Registration number: \_\_\_\_\_

Phone number:

E-mail address:

Study programme to which I intend to enrol or I am already enrolled at:

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To be filled in by EMUNI University

#### a) First decision

Date of receipt of the application:

Date of evaluation at the Commission for Student and Study Affairs:

Date of decision/Commission:

Decision:

Signature of person that was in charge for the procedure:

Stamp:

#### b) Second/final decision

Date of receipt of the complaint:

Second opinion of the Commission for Student and Study Affairs:

Opinion of new expert or ad hoc commission appointed by president:

Decision of the President:

Decision:

Signature of person that was in charge of the procedure:

Stamp



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To be filled in by the candidate

- A. FORMAL EDUCATION (Knowledge and skills acquired at other higher education institutions or higher vocational colleges, professional upgrading study programmes, parts of study programmes with public validity and individual courses of accredited study programmes)

A.1. Name of the institution and study program of previous study: -

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	Previous study			EMUNI University	
	Title of course completed	ECTS	Date of course completion	course, proposed to be recognized	ECTS
1					
2					
3					
Add more rows if needed					

A.2. Name of the institution and study program of previous study: -

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	Previous study			EMUNI University	
	Title of course completed	ECTS	Date of course completion	course, proposed to be recognized	ECTS
1					
2					
3					
Add more rows if needed					

If you studied at more institutions and more programs, please copy the table.

As a proof you have to submit the syllabus of the programme, the syllabus of each course completed, certificate of completed education/courses.

- B. NON-FORMAL EDUCATION (Knowledge and skills acquired through non-formal education programmes – seminars, courses, workshops, continuous professional training, other trainings, round tables, expert conferences, and other educational activities)

	Previous education, seminars ...				EMUNI University	
	Name of institution where informal education took place	Title of seminar completed	Contact hours	Date of seminar completed	course, proposed to be recognized	ECTS

1						
2						
3						
Add more rows if needed						

As a proof you have to submit the programme of the seminar, the content, certificate of completed education.

**C. KNOWLEDGE AND SKILLS ACQUIRED THROUGH WORK, SELF-LEARNING AND INFORMAL LEARNING (articles, projects, research works, reports, other original works)**

Describe what knowledge and skills (not mentioned in section A and B) did you acquired through work, self-learning and informal learning) which are relevant to the learning outcomes and competences of the study program in which you are enrolled.

	Description of knowledge and skills acquired	Proposed course to be recognised at my program at EMUNI
Work/employment		
Self-learning		
Informal learning		

Submit the proofs/evidences, if possible.




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To the application, the candidates should enclose the following documents, as certified copies:

- professional CV (Europass, if possible)
- Certificates and proofs of formal education and training
  - o Confirmed syllabi of the courses (stamp and signature by the authorized person),
  - o Certificate of completed exams with information on the date of sitting the exam and grade.
- Certificates and proofs of non-formal education and training;
- Proof of knowledge and skills acquired through work (achievements), self-learning and informal learning;
  - o Certificate of years of work experience,
  - o Description of work area with stamp and signature by the authorized person
- Other (describe): \_\_\_\_\_

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To be filled in by the candidate

**STATEMENT**

I, the undersigned, confirm that the listed documents are original and are enclosed with this application.

I have not previously used the enclosed documents – annexes on knowledge and skills, acquired through formal and informal education, and proofs of achievements, to claim the recognition of study obligations.

I declare that all the data stated in the application are true.

Date and place: \_\_\_\_\_

Signature of the candidate: \_\_\_\_\_