

**Pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 56/25; hereinafter: ZViS-1), the Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes (hereinafter: the Criteria) and Article 21 of the Statute of the EMUNI University (hereinafter: the Statute), the Senate of the EMUNI University at its 60th session on 22 April 2026 adopted the following:**

## **RULES FOR LIFE-LONG LEARNING PROGRAMMES ACCREDITATION AT EMUNI**

### **Article 1 (Content of the rules)**

These rules define life-long learning programmes and determine the content of the programme proposal and the process of internal accreditation and, in the case of short education and training programmes leading to a micro-credential, also determine the requirements for compliance with ZViS-1 and the Criteria where these relate to the quality system of such programmes.

Lifelong learning programmes for which participants are awarded ECTS credits upon completion of the programme by EMUNI are subject to internal accreditation. For short education and training programmes leading to a micro-credential, the special requirements of these rules harmonised with ZViS-1 shall also apply, as well as the requirements regarding a quality, transparent and effective quality system arising from the applicable Criteria.

### **Article 2 (Definition of life-long learning programmes)**

Lifelong learning (LLL) programmes are programmes that complement study programmes and, as a rule, do not lead to a publicly valid degree. The programmes enable participants to improve their knowledge, acquire additional skills to perform their job or change careers, and acquire specific knowledge, skills and competences corresponding to social, personal, cultural needs or the needs of the labour market.

Lifelong learning credit-based programmes which are subject to internal accreditation at EMUNI are:

1. Non-degree study programmes lasting one year (60 ECTS credits) or more and having all characteristics of a degree study programme but not leading to a publicly valid first-cycle or second-cycle diploma. The participant receives a certificate of completion. Alternatively, only a transcript of records for an individual course/module can be issued if the participant completes only part of the programme.
2. Short programmes usually consist of several linked courses or modules, each of which constitutes a complete unit and is assessed with ECTS credits, each unit also being subject to assessment and grading. The participant receives a certificate of completion. Alternatively, only a transcript of records for individual course(s)/module(s) can be issued if the participant completes only part of the programme. Short programmes are usually three to six months long and consist of between 10 and 60 ECTS credits.
3. Short education and training programmes leading to a micro-credential are intended to provide specific knowledge, skills and competences corresponding to social,

personal, cultural needs or the needs of the labour market. They are based on quality assurance in accordance with agreed standards in the relevant sector or field of activity in higher education and are awarded ECTS credits. Upon successful completion of the programme and fulfilment of all obligations, participants are awarded a certificate - a micro-credential. Short education and training programmes leading to a micro-credential last from one day to several weeks and range from 1 to a maximum of 9 ECTS credits.

4. Summer/winter schools last from one week to one month and may award ECTS credits to participants. Summer/winter schools focus on one or two course units in one specific field for a defined target group. The participant who successfully completes a course unit and passes an exam receives a certificate of completion and is awarded ECTS credits. If a summer/winter school is designed as a short education and training programme leading to a micro-credential, it must also comply with the requirements of ZViS-1 and these rules applicable to such programme.

### **Article 3 (ECTS credit system)**

All programmes are prepared based on the ECTS credit system where one ECTS credit is valued at 25 hours of workload, which includes attending lectures, completing assignments, independent study, and assessment preparation.

ECTS credits reflect the workload required to achieve specific learning outcomes for a given course or programme. ECTS credits are allocated based on clear learning outcomes, which describe the knowledge, skills, and competencies a participant is expected to acquire upon successful completion of the LLL programme.

### **Article 4 (New LLL programme policy)**

These basic rules must be adhered to when preparing a new LLL programme:

- The programme is in line with the EMUNI vision, mission and strategic goals.
- The programme is in line with the needs for qualifications and professional enhancement of the EuroMed region and the institutions included in the EMUNI network.
- The programme is in line with the needs of the economy/business, social development and the prospects in the job market.
- The programme content is contemporary and offers relevant career enhancement opportunities.

### **Article 5 (LLL programme proposal content and supporting documentation)**

The LLL programme proposal is submitted on the prescribed programme accreditation form (Annex 1) and includes:

- Programme name

- Field of study according to KLASIUS (for short education and training programmes leading to a micro-credential)
- Complexity/level according to SQF/EQF
- Duration
- ECTS credits
- Target group and justification of the need for the programme
- Entry and admission requirements
- Mode of delivery
- Language of delivery
- Number of participants
- Programme objectives
- Competences and learning outcomes
- Programme structure and content (curriculum)
- ECTS-credited learning obligations with defined methods and forms of work in learning activities
- Teaching and learning methods
- Assessment rules and methods
- Conditions for completing the LLL programme or conditions for obtaining a micro-credential
- Teachers and their references
- Partner institution (if applicable)
- Certificate or other document awarded upon completion of the programme
- Quality assurance method on which the programme is based
- Programme evaluation
- Proposed fee
- Estimated start
- Supporting services

In addition to the information provided in the accreditation form, the following must also be attached to the programme proposal:

- A syllabus for each course/module (Annex 2)
- Curriculum table (Annex 3)
- Delivery cost evaluation and proposed programme fee for participants
- A short marketing plan for the first implementation of the programme
- Evaluation questionnaire and a description of the system of monitoring, self-evaluation, public information and quality assurance, including evidence of analyses, measures and improvements, where short education and training programmes leading to a micro-credential are concerned
- A certificate of completion template or micro-credential template (where applicable)

### **Article 6 (Criteria for programme assessment)**

The LLL programme has up-to-date contents in accordance with the defined objectives and expected learning outcomes.

The objectives, competences and learning outcomes of the programme are in accordance with the content and levels of the programme and with the identified needs of the labour market, society or individuals.

The design and delivery of the programme are clearly structured, documented and in line with modern and pedagogically substantiated teaching and learning methods.

Assessment methods are in line with the learning outcomes.

In short education and training programmes leading to a micro-credential, objectivity, traceability, transparent measurement of the achievement of learning outcomes and competences, and appropriate documentation of results must be ensured.

Accurate, up-to-date and publicly accessible information on the programme must be ensured, and the quality assurance method must be appropriate to the type of programme and enable the monitoring, modification, updating and possible discontinuation of the programme, as well as the monitoring of its effects.

#### **Article 7 (Quality assurance)**

A description of the evaluation of the programme and an evaluation questionnaire for participants and teachers should be submitted together with the programme proposal.

In the case of short education and training programmes leading to a micro-credential, the higher education institution must have established a quality, transparent and effective quality system, which is included in the self-evaluation of educational activities and covers the identification of the needs of the labour market, society or individuals, as well as the planning, design, delivery, monitoring, updating and possible discontinuation of these programmes.

The quality system referred to in the preceding paragraph must also include internal mechanisms for monitoring the effects of the programmes, regular analyses, internal evaluations, and evidence of measures and improvements. At the institutional level and at the level of each individual programme, the University must provide accurate, up-to-date and publicly accessible information on these programmes.

#### **Article 8 (Accreditation procedure)**

The accreditation procedure starts by the Programme Coordinator (PC), who submits the programme proposal for accreditation and course syllabi to the Education Department (ED).

ED checks if the proposal and the supporting documentation are complete and forwards the proposal to the competent commission (Commission).

The Commission assesses the proposal, verifies its compliance with these rules and, where a short education and training programme leading to a micro-credential is concerned, also with

the requirements of ZViS-1 and the requirements of the Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes regarding the quality system, and issues a decision on the programme proposal and submits it to the EMUNI Senate (Senate) for final decision.

The Commission may appoint an internal/external expert for assessment of the programme before the Commission forwards its decision to the Senate.

If the proposal is not adequately prepared, the Commission requests the proposal to be revised and amended before the proposal is forwarded to the Senate.

### **Article 9 (Modifications of accredited programmes)**

Changes and modifications of already accredited programmes must be proposed to the Commission, which assesses the proposed changes and issues a decision, then submits it to the Senate for final decision.

The changes that must be considered by the Commission are:

- Overall number of ECTS
- Content of the programme
- Programme objectives
- Competences and intended learning outcomes
- Structure of the programme (course contact hours and ECTS)
- Syllabus for individual courses/modules
- Assessment methods, conditions for completing the programme, publicly accessible information on the programme, and the quality assurance and programme impact monitoring method

### **Article 10 (LLL programme registry)**

When the programme is approved by the Senate, ED notifies the PC and enters the programme in the EMUNI programmes database (VIS).

For short education and training programmes leading to a micro-credential, the data and records required for higher education institutions by ZViS-1 and the secondary regulatory framework shall also be kept, and the higher education institution must also ensure appropriate documentation of procedures, evaluation results, analyses, measures and improvements.

### **Article 11 (Validity of the programme)**

The programme can be offered for delivery and published on EMUNI website when it is approved by the Senate.

It must be clearly noted whether the programme is a non-degree programme or a short education and training programme leading to a micro-credential, upon completion of which, and subject to fulfilment of all obligations, a micro-credential is awarded in accordance with ZViS-1. Information on the programme must be accurate, up-to-date and publicly accessible. No publicly valid diploma shall be awarded under any LLL programme under these rules.

**Article 12**  
**(Validity of the rules)**

These rules shall enter into force on the next day of the adoption by the Senate of EMUNI University and will be published on the EMUNI website.

**Prof. dr. Rado Bohinc**  
**President of the EMUNI University**

**Annexes:**

Annex 1: Programme proposal form

Annex 2: Course syllabus

Annex 3: Curriculum table