

---

On the basis of Article 33a of the Higher Education Act (Official Gazette RS, no. 32/2012 – UPB7 and amendments), Point 12 Article 17 of the Criteria for the Accreditation and External Evaluation of Higher Education Institutions and Study Programmes (Official Gazette RS no. 95/2010 and amendments), Provisions of Article 38 in the University of Primorska Statute (Official Gazette RS no. 124/2008 and amendments) and Regulations of Procedures and Criteria for Recognition of Formal and Non-Formal Knowledge and Skills Achieved, passed at the 8th regular meeting of the UP Senate and Article 25 of the University of Primorska Regulations, the Faculty of Management passed the following at the 17th regular meeting on 28. 6. 2013 and amended at the 52nd regular meeting on 29. 9. 2017:

## **REGULATIONS ON RECOGNITION OF KNOWLEDGE AND SKILLS**

### **1. General Provisions**

#### Article 1

##### (Content of regulations)

These regulations define the procedure for establishing, verifying, confirming and recognising knowledge in addition to the criteria for recognising knowledge and skills, which candidates receive with formal education and non-formal education and/or experiential learning before enrolment and during studies at the University of Primorska Faculty of Management (hereinafter, UP FM).

In terms of the procedure for verifying and assessing knowledge, legalisation of documents and legal protection, it is prudent to use the provisions of the General Administrative Procedure Act (Official Gazette RS, no. 80/1999 and amendments), hereinafter, ZUP, in these regulations.

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

#### Article 2

##### (Use of Regulations)

The procedure for establishing, verifying, confirming and recognising knowledge and skills is identical for candidates who applied for enrolment at UP FM and for existing students of UP FM.

In these regulations, the phrase 'candidate' is also used to refer to students.

#### Article 3

##### (Principles for the Recognition of Knowledge and Skills Achieved)

The knowledge and skills cannot be recognised only if the content, scope and complexity are substantially different and do not satisfy the student learning outcomes which are defined by each individual UP FM study programme.

#### Article 4

##### (Proof of Knowledge and Skills Achieved)

Knowledge and skills achieved are proven by:

- public records, certificates, transcript of records and other documentation of programmes the candidate completed, stating the date, institution and programme (and content);
- products, services, publications and other authored works of the candidate;
- knowledge which the candidate received via self-study or experiential learning;
- confirmation from an organisation of practical training, project implementation etc.;
- appropriate references within the framework of work experience.

#### Article 5

##### (Credit Points)

If the knowledge and skills were gained as the result of completed study obligations, they must be valued in accordance with the Criteria for Credit Assignment to Study Programmes According to ECTS.

If the study programmes the candidate attended is not credit valued, it is assumed the study year is valued with 60 ECTS, which means 1,500 – 1,800 hours of work for the candidate.

### **3. Implementers of Recognition of Knowledge and Skills Procedures**

#### Article 6

(Implementer of Recognition of Knowledge and Skills Procedures)

The knowledge and skills achieved by a candidate are established, verified, confirmed and recognised by the Committee for Recognition of Knowledge and Skills (hereinafter, CRKS) and/or Committee for Student Affairs (hereinafter, CSA).

Student advisors also co-operate in the procedure for establishing, verifying, confirming and recognising knowledge and skills achieved by a candidate, with the production of documented proof (portfolios) and as required the Committee for Evaluation (CE), which is named by the CRKS.

### **4. Basis and Criteria for Recognition of Knowledge and Skills**

#### Article 7

(Criteria for Recognition)

The Criteria for Recognition of Knowledge and Skills are as follows:

- A) credit points already gained on other tertiary education study programmes;
- B) knowledge gained in other formal and/or non-formal education programmes;
- C) knowledge and skills gained through work, self-study and/or learning opportunities.

#### **A) Recognition of credit points already gained on other tertiary education study programmes**

##### Article 8

(Recognition of study units, completed at other tertiary education programmes)

A candidate who previously studied on another study programme at another higher education institution or finished a short cycle higher education programme and enrolls in UP FM under the Criteria for transition in the 2nd or 3rd year, must, before enrolment, submit an application to the CSA, who verify the conditions for enrolment and define the scope of the recognised learning units and draw up an individual curriculum the candidate must complete to finish their studies.

A UP FM student, who previously studied on another study programme at another higher education institution or a short cycle programme passed before 1994, who wants to have their previously completed study obligations recognised, must submit an application to the CRKS.

A student can, before enrolment or during studies outside of the programme, complete a subject at UP FM and receive CP, if the subject completed is stated in their individual curriculum as a study obligation, they must submit an application to CRKS, who checks the possibility for recognising the subject and/or changing the curriculum of the student.

Candidates before enrolment and/or UP FM students, who want to have their knowledge gained non-formally (Point B) and knowledge and skills gained through work, self-study and/or experiential learning (Point C) recognised must submit an application to CRKS.

In addressing submissions for recognition of formal knowledge (completed examinations at other higher education institutions and/or short cycle programmes passed before 1994), only study obligations completed to the time of enrolment at UP FM will be considered.

##### Article 9

(Opportunities to recognise knowledge and skills gained before enrolment in the programme)

Candidates who intend to have recognised knowledge and skills from subjects on prerequisite subjects for the purpose of fulfilling the conditions for enrolment on a study programme in the first, second and third cycle must submit an application with the appropriate documentation for the recognition of knowledge and skills to the CRKS.

#### Article 10

(Basis for Recognition of Knowledge under Point A)

The basis for the recognition is public record or transcript of records, in which the number of credit points (if the programme is credit valued), and the study programme which the candidate attended is written. If the programme is not credit valued, the individual learning units must have a total scope of contact hours, which include lectures, tutorials and similar.

#### Article 11

(Recognition of learning units on the basis of the tripartite agreement)

During their studies at UP FM, a candidate can complete individual learning units at another higher institution on the basis of a learning agreement.

The procedure for recognition of these learning units is also defined in the Regulations on Interuniversity student mobility, which defines the procedures for the mobility of students enrolled in 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> cycle study programmes.

### **B) Recognition of knowledge gained in other formal and/or non-formal education programmes**

#### Article 12

(Recognition of knowledge on the basis of other formal and/or non-formal education)

A candidate can request recognition of knowledge and skills gained in other formal and/or non-formal forms of education to be recognised. Other formal forms include all systematic education activities which are implemented by education and higher education institutions or other institutions. Non-formal education can be carried out in an educational institution which implements formal forms of education outside of this (courses, workshops, seminars and familiar).

#### Article 13

(Basis for recognition of knowledge under Point B)

The basis of recognition is a certificate or other documentation on completed programmes, in which it is stated the scope and content of the programme which the candidate attended.

The confirmation or other documentation with which the candidate can prove knowledge gained in other formal and/or non-formal forms of education are as follows:

- certificates, confirmation of implementers of education and training on the successful completion of formal education;
- confirmation of non-formal education;
- diploma from a non-accredited study programme;
- certificates and other confirmations.

### **C) Recognition of knowledge and skills gained through work, self-study and/or experiential learning**

#### Article 14

(Recognition of knowledge and skills – work, self-study, experiential learning)

A candidate can request recognition of knowledge and skills, which they gained through completed work, self-study and/or experiential learning.

In the procedure for establishing, verifying, confirming and recognising knowledge and skills, CRKS decides:

- a) if they will verify the previously gained knowledge or skills;
- b) if it will assess the product or service which the candidate enclosed as proof that they have mastered specific knowledge or skills.

#### Article 15

(Basis for the recognition of knowledge and skills under Point C)

a) Verifying previously gained knowledge and skills by testing knowledge and skills.

In order to verify the previously gained knowledge and skills, CRKS chooses a method, which depending on the objectives and standards of knowledge, is the most appropriate. Verifying knowledge can take place in the following ways:

- by an interview or defence;
- by a defence of a prepared seminar work or project;
- by an assessment procedure which the candidate completed in a practical test (work, tasks...) demonstration, presentation, simulations;
- by an oral and/or written examination.

b) Establishing, verifying and confirming previously gained knowledge and skills with assessment of products or services.

A candidate can already have produced a product or carried out a service, which can be proof that they have mastered this part of the study programme (module, direction, subject), in which they are enrolled. This kind of product or service can be used by the Committee as a means to evaluate the learning outcomes and competences of the candidate. When assessing products and services it can establish, verify and confirm:

- completed practical work;
- written products;
- services completed or products produced in the job position.

#### Article 16

(Recognition of professional work experience)

A candidate can, in accordance with Article 25 of the Regulations of Implementation of Professional Work Experience, with the appropriate recommendations within the framework of work experience request recognition of professional work experience. On the form for Recognition of Knowledge and Skills, (hereinafter, form), they must mark that they want their professional work experience to be recognised as an obligation of the study programme they are enrolled in.

### **5. Procedure for recognition of knowledge and skills**

#### Article 17

(Procedure before recognition of knowledge and skills)

A candidate wishing to have their knowledge and skills which they have gained in formal, non-formal education and/or experiential learning before enrolment and during studies at UP FM to be recognised and assessed, must submit an application at the UP FM Student Office.

#### Article 18

(Obligatory components of the application)

As well as personal information, the application must also contain information on the type of knowledge and skills the candidate wants recognised:

- certificates;
- other documentation and proof;
- statement of the candidate, which is a part of the application, that states that they understand the fact that public records, certificates and transcripts of records and other documentation for the recognition of knowledge and skills gained before enrolment and during studies at UP FM are possible to recognise only in this procedure and that later it is no longer possible.
- a statement in which the candidate defines at the time of applying, which public records, certificates and transcripts of records and other documentation they will submit for recognition of formal education and which proof they submit for recognition of non-formal education;
- a statement in the application in which the candidate proposes subjects (or modules or subjects area) defined in the study programmes, for which the knowledge and skills are to be recognised;
- a list of enclosed documents, numbered as they are listed in the portfolio.

A candidate must enclose their CV and portfolio, from which the areas of work and competences the candidate wants recognised are clearly seen.

#### Article 19

(Candidate interview with professional staff and portfolio preparation)

Before submitting the application, the candidate can complete an interview with a professional staff who assists them in producing their portfolio.

#### Article 20

(Procedure for recognition of knowledge and skills)

The procedure for the recognition of knowledge and skills is:

- submit application;
- supplement application;
- form addressed by the committee;
- decision is issued;
- appeal by candidate.

From receiving the application, a decision must be issued to the candidate within 30 days, at latest within two months from the date the complete application was filed.

#### Article 21

(Submission of application)

The candidate submits their application to the Student Affairs Office. The Student Affairs Office forwards the application to a student advisor, competent for addressing the application received by CRKS. If the application is complete, the student advisor enters it into the evidence of applications.

#### Article 22

(Incomplete applications)

If the application is not complete, the Student Affairs Office or the student advisor must ask the candidate to supplement their application within five working days, and define a deadline in which they must do this. The request for supplementation will be sent to the candidate in writing.

If the candidate supplements the application within the deadline, it is considered that the application was submitted at the time it was suitably supplemented. If the candidate does not supplement the application within the deadline, the competent body rejects it.

#### Article 23

(Addressing the application at the Committee)

If the candidate wants a public record, certificate and transcript of records or other documentation to be recognised where it is possible to determine that altogether it does not exceed 30 CP, CRKS form a proposal for decision on the recognition of knowledge and skills on the basis of the enclosed proof. In this case they can also request the opinion of the faculty teacher. CRKS can also name a member of faculty or Committee for Evaluation (CE), who carries out any additional verification of knowledge.

If the candidate is wanting a public record, certificates and transcripts of records or other documentation to be recognised which was gained in non-formal education programmes or self-study and/or experiential learning, with which more than 30 credit points are recognised, CRKS defines additional verification of knowledge (wholly or partially) which is carried about by a named member of faculty or CE.

#### Article 24

(Validity of documentation)

If the candidate is wanting a public record, certificates and transcripts of records or other documentation to be recognised where it is possible to determine that they were issued as certificate or confirmation of knowledge gained more than five years ago, the CRKS accordingly, in the assessment of the relevance of the knowledge, can define additional verification of knowledge which is carried about by a member of faculty or CE (wholly or partially), only if they consider the knowledge shown on the documentation to no longer be

relevant, specifically if the content has changed considerably so, that it is seen as unsatisfactory and or incomplete.

If the certificate, confirmation or other documentation has a validity expiration (e.g. license), it is respected. The confirmation or other documentation is no longer valid; CRKS defines additional verification, which is carried about by a named higher education teacher or CE.

The candidate is notified of the date of additional verification at the latest 14 days before the date of verification.

#### Article 25

(Assessment of knowledge and skills in special circumstances)

The success of the candidate within the framework of additional verification of knowledge and skills is assessed as “completed” or “not completed”.

If the candidate is not successful at the knowledge and skills assessment, then reconsideration of additional verification of knowledge and skills is not possible.

#### Article 26

(Issuing of decision)

CRKS issues a decision to a candidate within 15 days. The decision contains the learning units which are recognised and the number of credit points. If the CRKS decides not to recognise the learning unit fully or partially, it is clearly stated in the decision. The same is true in the case the candidate does not complete verification of knowledge and skills.

The entire procedure for recognising knowledge and skills, meaning from the day a completed application was received to the issuance of a decision, has to be in accordance with the provisions of ZUP concluded in no later than 2 months.

#### Article 27

(Validity of decision)

The decision for a candidate, whose knowledge and skills were recognised in this procedure from these regulations, is valid for a period of one year from the date of completion of the procedure or until there are no changes in the study programme content for which the candidate has received recognition.

#### Article 28

(Entry of recognised learning units into the index)

A UP FM student that has their learning units fully recognised has their study obligations entered into the index as “recognised”. Partially recognised study obligations are entered for the UP FM student as “recognised”, once they have successfully completed the missing or regulatory obligations on the basis of the CRKS decision issued.

For candidates who submitted their application for the recognition of knowledge and skills before enrolment, their recognised study obligations (number of credit points) are entered into the index on enrolment at UP FM on the basis of the decision issued.

### **6. Procedure Expenses**

#### Article 29

Procedure fees for recognition of learning units are paid by the candidate on the basis of the valid UP FM price list for the academic year when the candidate submits their application.

### **7. Gathering and protection of personal data**

#### Article 30

(Data required for the procedures)

For the need of managing records, UP FM collects personal information and other data needed for the recognition of knowledge and skills procedure directly from the candidate.

Personal information is collected and used for the requirements of the recognition of knowledge and skills procedure in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette RS, no. 86/2004 and amendments).

Article 31  
(Records)

UP FM manages the following records:

- records of received applications with attachments for recognition of formal and non-formal education and/or experiential learning;
- records of decisions issued in the procedure of recognition of formal and non-formal education and or experiential learning.

Records of received applications are kept in accordance with the appropriate regulations on storing documentation and archiving material, records of decisions issued are stored indefinitely.

Article 32  
(Documentation)

Documentation which a candidate encloses as an attachment to the application, can be returned to the candidate if they expressly wish once the appeal deadline has passed.

Article 33  
(Authentication of documentation and confirmations)

An individual responsible for authentication, photocopies the documentation and confirmations, writes the date on the photocopy and signs and stamps it.

## **8. Legal Protection**

Article 34  
(Appeal against a Decision)

A candidate can appeal a decision issued in the recognition of formal education and non-formal education and/or experiential learning to the UP FM Senate within 15 days of receiving the decision.

A written appeal with explanation will be addressed to UP FM.

Article 35  
(Form and Content of Appeal)

An appeal is filed in writing.

An appeal must contain the decision it is contesting, the body it was issued by, and the number and date of the decision. The candidate must state in the appeal the cause for contesting the decision. The candidate can state new facts and evidence in the appeal, however they must explain why they were not presented in the procedure on the first instance (in the recognition of knowledge and skills procedure).

New facts and evidence are only considered as reason for appeal if they appeared during the time of decision on the first instance and if the candidate could not enclose them in the recognition procedure.

## **9. Transitional and Final Provisions**

Article 36  
(Application)

The application used in the recognition of knowledge and skills gained with formal education, non-formal education and/or experiential learning is an annex to these regulations and is also accessible on the UP FM website.

Article 37

(Amendments to Regulations)

Amendments and supplements to these regulations are passed by the UP FM Senate.

Article 38

(Validity of Regulations)

These amended regulations come into effect 1.10. 2017.

With the validity of these regulations, the validity of the Regulations of Recognition of Knowledge and Skills passed by the UP FM at the 60<sup>th</sup> regular meeting on 29. 6. 2012 and amendments is terminated.

Article 39

These regulations are published on the UP FM website.

Professor Matjaž Novak  
Dean

Annexes [in SIS]:

Form VPZS: Application for Knowledge and Skills recognition

Instructions for completing application

---