Pr.PZIS Obr–1-eng

**APPLICATION FOR RECOGNITION OF KNOWLEDGE AND SKILLS**

**for the purpose of learning units recognition**

1. **Information about the candidate:**

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| Name and surname: |       |
| ID number: |       |
| Address: |       |
| Postal code and place: |       |
| Telephone: |       |
| E-mail: |       |
| Study programme I intend to enrol in or I am already enrolled in: |       |

1. **Before enrolling in the above study programme, I have acquired knowledge and skills in the framework of (circle and complete):**
2. **FORMAL EDUCATION** *(Knowledge and skills acquired in other higher education institutions or higher vocational colleges, in advanced study programmes, in parts of study programmes with public validity, and individual subjects of accredited study programmes)*
3. **NON-FORMAL EDUCATION** *(Knowledge and skills acquired in informal education programmes - seminars, courses, workshops, continuous professional training, training, round tables, expert consultations and conferences, as well as other forms of education with no public validity)*

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| **Type of recognition (A. or B.)** | **Name of the institution (study programme) / organisation / company** | **Title of a completed teaching unit / seminar …** | **(1)****CP\*** | **(1)****CH\*\*** | **Proposal of learning unit for recognition at** **ISSBS** | **(2)****CP\*** | **(2)****CH\*\*** |
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| Total\*\*\*: |  |  |  |  |  |

Notes:

\*CP – credit points (please fill in if relevant)

\*\*CH – contact hours

\*\*\* CP total in the first column (1) must be equal to or greater than the CP total in the second column (2).

Application must be accompanied by the following evidence:

* Under point A: The study programme curriculum, curricula of the subjects you have completed, a certificate / document, a certified photocopy of the previous education diploma.
* Under point B: Programme of the seminar, showing the content, scope (contact hours, ...) and certificate of seminar completion, education.
* Under point A or B: Proof of payment of the application (the application is payable in accordance with the valid price list published on the faculty website).
1. **KNOWLEDGE AND SKILLS OBTAINED BY WORK OR INFORMAL LEARNING** *(Articles, projects, research works, elaborates, other copyright works, professional practice, learning in practice)*

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| **Type of recognition** | **Name of the organisation / company** | **Proposal of learning unit for recognition at ISSBS** |
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| C. |       |       |

Application must be accompanied by the following evidence:

* Under point C: Evidence of knowledge and skills acquired through work (achievements) and informal learning, employment record, job description with stamp and signature of the person responsible, report for the purpose of professional practice recognition, learning in practice or terms of reference.
* Under point C: Proof of payment of the application (the application is payable in accordance with the valid price list published on the website of the faculty).

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| Other attachments (if any): |       |

 **STATEMENT**

I, the undersigned, agree that data provided on the form shall be used for the record requirements of the International School for Social and Business Studies. Evidence attached has not yet been submitted for any education recognition process.

I declare that information provided in the application is true.

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