

On the basis of Article 16 of the Statute of the International School for Social and Business Studies (Number: 13/2017 - Statute), the Senate of the International School for Social and Business Studies, at its 88th meeting held on 28 June 2017, passed the

## **Regulations on the procedure and criteria for knowledge and skills recognition**

### I. General provisions

#### Article 1

These regulations regulate the procedures for verification and recognition of knowledge and skills as well as the criteria for recognition of knowledge and skills that the candidates acquire through formal, non-formal and informal learning prior to enrolment and during studies at the International School for Social and Business Studies (hereinafter: ISSBS).

#### Article 2

Knowledge and skills of the candidates are examined and recognised by the competent commission.

Knowledge and skills are recognised as recognised study requirements in a study programme the candidates enrol or are enrolled in.

If knowledge and skills acquired through informal learning are recognised, the candidate could have study requirements recognised up to a maximum of 30 credit points (CP).

Candidates having knowledge and skills recognised after enrolling the study programme can only have the study requirements of the study year they are enrolled in and the study requirements of the previous study years recognised.

#### Article 3

(recognition of knowledge and skills in case of enrolment according to the criteria for transfer)

For candidates enrolling in study programmes according to the criteria for transfer, the Criteria for transfer between study programmes and the entry requirements of the study programme they are enrolling are respected

#### Article 4

(education and work during studies at ISSBS)

While studying at the ISSBS, the candidate may complete individual education programmes at other higher education institutions. Prior to this, the consent from the ISSBS has to be obtained. Knowledge and skills thus acquired can be recognised in the processes of recognition of knowledge and skills.

The candidate may also have knowledge and skills acquired during studies by working or participating in ISSBS training programmes recognised (e.g. summer school, lifelong learning programmes).

## II. Criteria for knowledge and skills recognition

### Article 5

(conditions for knowledge and skills recognition)

Knowledge and skills are recognised to candidates if, according to their extent, content and complexity, they meet the general or the subject-specific competences determined by the study programme which candidates enrol or are enrolled in.

Knowledge and skills recognised in this procedure cannot be recognised again in procedures of knowledge and skills recognition.

If the candidate seeks recognition of knowledge and skills acquired more than 5 years ago, the competent commission may, in accordance with Article 10 of these Regulations, perform knowledge and skills verification.

In case knowledge and skills are not subject to credit evaluation, they are evaluated according to the Criteria for credit evaluation of study programmes by ECTS.

### Article 6

(knowledge and skills acquired through formal learning)

Candidates may seek recognition of knowledge and skills acquired through formal learning in education programmes of tertiary and higher education institutions.

Candidates demonstrate such knowledge and skills by publicly valid documents (certificates, diplomas) that contain details of the extent, content and complexity of the education programme.

### Article 7

(knowledge and skills acquired through non-formal learning)

Candidates may seek recognition of knowledge and skills acquired through non-formal learning in education programmes of tertiary and higher education institutions and other providers (courses, workshops, seminars, etc.). Such education does not provide candidates with the officially recognised level of education or qualification.

Candidates demonstrate such knowledge and skills by certificates of education programme (certificates, attendance certificates, etc.).

### Article 8

(knowledge and skills acquired through informal learning)

Candidates may seek recognition of knowledge and skills acquired through informal learning (self-education, work or experience at work, at home or in everyday environment, etc.).

Candidates demonstrate the acquired knowledge and skills by work achievements (products, services, projects, publications, etc.), employer certificates (references on practical training or work experience) or personal records.

Article 9  
(knowledge and skills verification)

In the process of recognition of knowledge and skills acquired through formal or non-formal learning, when candidates:

- do not have adequate evidence of participation in education that enabled them to acquire knowledge and skills they seek recognition for in the knowledge recognition process, or
  - provide certificate of attendance in education, but not also of their knowledge assessment, or
  - cannot provide an adequate description of education in order to enable comparing it to the study programme they enrol or are enrolled in,
- the commission may perform knowledge and skills verification.

Knowledge and skills verification tests may also be performed in case of recognition of knowledge and skills acquired through informal learning.

Article 10  
(methods of knowledge and skills verification)

To perform knowledge and skills verification, the commission chooses the method, most appropriate to the nature of the knowledge and skills being verified and to the nature of the study area.

The Commission may also invite holders of study units or other higher education teachers from the relevant study area to be present at knowledge and skills verification.

Knowledge and skills verification can be performed in the following ways:

- by conversation or defence,
- by evaluating a seminar work prepared for this purpose, or other written products, etc.
- by an oral or written exam,
- by evaluating a product or service,
- by evaluating procedures that the candidates perform in practical test, demonstrations, performances, simulations, etc.

If during knowledge and skills verification the candidate fails to meet the conditions referred to in paragraph 1 of Article 5 of these Regulations, the recognition procedure is stopped and can not be repeated.

### III. Procedure of knowledge and skills recognition

Article 11

The process of knowledge and skills recognition comprises:

- submission of application with supporting documents and other annexes,
- processing of the application,
- issuing a decision,
- candidate's possible appeal against the decision.

The procedure including the decision issue must be completed within 2 months from the date of the candidate submitting a completed application.

Article 12  
(application submission)

The recognition procedure starts at the request of the candidate who submits the application (Pr.PZIS Obr-1) to the Student office. The application contains a statement that the public documents, certificates of education and other documents required in the process of knowledge and skills recognition have not yet been used in any procedure for knowledge and skills recognition.

To the application, the candidate encloses a summary of evidence (i.e. portfolio) and in the case of recognition of knowledge and skills acquired through formal learning, the curricula of the learning units the candidate demands to be recognised, and from which the extent of education or the CP are evident.

Before the submission of the application for knowledge and skills recognition (hereinafter, application), the Student office (hereinafter, the Office) provides each candidate details of the knowledge and skills recognition procedure.

Article 13  
(application processing)

The application for knowledge and skills recognition is processed by the competent commission.

Before the Commission accepts the final proposal of recognised study requirements, it may seek the opinion on their substantive relevance from the holders. The opinion may also be obtained in the verification procedures referred to in Articles 9 and 10 of these Regulations.

Article 14  
(decision issue)

Upon completion of processing the application for knowledge and skills recognition, the commission issues a decision on recognition of study requirements. In case of recognition, the decision contains an indication of learning units, recognised at the ISSBS, and their CP.

A candidate who had his study requirements recognised by a decision in accordance with the procedure from this Regulations may enforce the decision until the change of the study programme or study requirements, but only up to one year after the decision was issued.

Article 15  
(appeal against the decision)

The candidate should address a possible appeal against a decision on the recognition of study requirements within 15 days from reception to the competent commission that had issued the decision.

The second-instance appeal body is the Dean.

#### IV. Inscription of recognised study requirements in the register

##### Article 16

Upon ISSBS enrolment and on the basis of the decision issued, the Office enters a recognised study requirements as well as the number of CP in the candidate's record, being part of the Diploma Supplement.

Note "recognized" is entered in the index of the candidate, ISSBS student. The date of issuing the decision on the recognition of study obligations is recorded as the date of passing the exam.

If the student changes the study programme at ISSBS, the grade obtained will be entered in the index, and the date of actual passing the exam will be entered as the date of passing the exam.

##### Article 17

The costs of the knowledge and skills recognition process are paid by the candidate upon submission of the application on the basis of the ISSBS price list for the current academic year.

##### Article 18

In accordance with the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 86/2004, 94/2007), the candidate's personal data are collected and processed solely for the use in the knowledge and skills recognition process.

##### Article 19

Records of applications received and documentation, submitted by candidates as annex to the application, are kept in accordance with the Regulations on personal and confidential data protection.

Records of decisions issued are kept permanently.

Upon explicit request, documentation can be returned to the candidate after the complaint deadline.

#### V. Transitional and final provisions

##### Article 20

These Regulations come into effect on the 1. 7. 2017 and are published in the Novis higher education information system as well as on the ISSBS website. By entry into force of these Regulations, the Regulations on the procedure and criteria for knowledge and skills recognition, No: 29/2016-Pr.PZIS from 28. 9. 2016 is terminated. On the day of entry into force of the Regulations, the procedures in progress on the day of the application of this

Regulations or having begun before the entry into force of this procedure shall be terminated in accordance with the provisions of the Regulations on the procedure and criteria for knowledge and skills recognition, No. 29/2016-Pr.PZIS from 28. 9. 2016.

Celje, 28. 6. 2017  
No: 16/2017-Pr.PZIS

Asst. Prof. Dr. Srečko Natek  
Dean

Annex:  
Obr – 1: [Application for knowledge and skills recognition.](#)