

Pursuant to Article 56 of the Higher Education Act (HEA, Official Gazette of the RS, No. 56/25) and Article 17 of the Statute of the International School for Social and Business Studies (11/2026-Statute), the Senate of the International School for Social and Business Studies, at its 169th session on 1 July 2026, adopted the

CRITERIA FOR TRANSFER BETWEEN STUDY PROGRAMMES

Article 1 (scope)

These Criteria set out the conditions, procedure, and criteria for transfers between publicly valid study programmes of the same cycle, and for transfers from higher vocational study programmes to first-cycle higher education study programmes of the International School for Social and Business Studies.

Article 2 (definition)

A transfer between study programmes is enrolment:

- in the second or a higher year of a higher education study programme, where this involves discontinuing education under one study programme and continuing studies under another study programme of the same cycle, or the enrolment of a higher education graduate in a new study programme of the same cycle;
- of a higher vocational college graduate in the second year of a first-cycle higher education study programme.

Article 3 (conditions for transfers between study programmes)

Transfers are possible between:

- Study programmes of the same cycle;
- Higher vocational study programmes and first-cycle study programmes.

Students may also transfer from:

- higher vocational and higher education study programmes to first-cycle study programmes;
- university study programmes to first- or second-cycle study programmes.

Transfers are possible between study programmes:

- which, upon completion of studies, ensure the acquisition of comparable competences and learning outcomes;
- between which, under the criteria for the recognition of knowledge and skills acquired prior to enrolment in the programme, at least half of the study requirements under the European Credit Transfer System (hereinafter: ECTS) from the first study programme, relating to compulsory courses of the second study programme, can be recognised, provided that a sufficient volume of requirements is recognised for the candidate to meet the conditions for enrolment in the 2nd or a higher year of the study programme, and provided that the candidate meets the enrolment conditions laid down by the study programme and the applicable enrolment call. Where ECTS were not defined under the prior study programme, the possibility of recognising requirements may be assessed on the basis of the scope and content of the prior study programme and the competences and learning outcomes achieved under that programme.

In assessing a transfer between study programmes, the following shall be taken into account:

- comparability of learning outcomes and competences,
- comparability of the content of completed study requirements,
- the scope of completed study requirements in ECTS,
- the level and difficulty of the prior studies,
- the conditions for progression to the year of study to which the candidate wishes to transfer.

Article 4 (entry of recognised study requirements in the Diploma Supplement)

Recognised study requirements are recorded in accordance with the law, implementing regulations, and the Faculty's internal rules, and are included in the Diploma Supplement.

Article 5
(scope of recognised completed study requirements)

A candidate may enrol in a higher year of study if they are recognised a scope of study requirements sufficient to meet the conditions for progression to that year, as laid down by the study programme.

Article 6
(enrolment restriction)

If the number of candidates for transfer between study programmes exceeds the number of places announced, selection shall be made on the basis of the average grade of the prior studies.

Article 7
(responsible bodies and procedure)

Applications from candidates for transfer between study programmes are considered by the ISSBS Commission for Student Affairs, which also handles the procedure for the recognition of knowledge and skills.

Recognition of examinations taken is carried out in accordance with the ISSBS Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills.

In the procedure for the recognition of knowledge and skills, the commission may recognise part of the study requirements for the candidate and determine the study requirements the candidate must complete to finish their studies under the chosen study programme.

The application for transfer between study programmes is subject to a fee in accordance with the applicable ISSBS Price List. The procedure begins once the procedural costs have been paid. The payment is not refunded to the candidate in the event the application is rejected, or the candidate does not enrol or withdraws.

An appeal against a decision of the Commission for Student Affairs is permitted in accordance with the ISSBS Statute.

Article 8
(validity of these Criteria)

These Criteria shall enter into force on the day following their adoption by the ISSBS Senate and shall be published on the Faculty's website.

Prof. dr. Kristijan Breznik
ISSBS Dean

Celje, 1 July 2026
Number: 18/2026