

Pursuant to the Higher Education Act (ZViS), the Criteria for Accreditation and External Evaluation of Higher Education Institutions and Study Programmes, the Criteria for the Credit Evaluation of Study Programmes under ECTS, the General Administrative Procedure Act (GAPA), and Article 17 of the Statute of the International School for Social and Business Studies, the Senate of the International School for Social and Business Studies, at its 169th session on 1 July 2026, adopted the

RULES ON THE PROCEDURE AND CRITERIA FOR THE RECOGNITION OF KNOWLEDGE AND SKILLS

Article 1 (purpose of the Rules)

These Rules govern the procedures for establishing, verifying, and recognising acquired knowledge and skills, as well as the criteria for the recognition of knowledge and skills acquired 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 (definition of knowledge and skills)

The knowledge and skills recognised under these Rules may be acquired:

- through formal education,
- through non-formal education,
- through informal learning.

Micro-credentials constitute evidence of learning outcomes achieved within shorter forms of education and training.

Article 3 (provider and principles of recognition)

The knowledge and skills of candidates are established, verified, and recognised by the competent ISSBS commission.

Knowledge and skills are recorded as a recognised study requirement in the study programme in which candidates are enrolling or are already enrolled.

Candidates recognising knowledge and skills after enrolment in a study programme may only have recognised the study requirements of the year of study in which they are enrolled and the study requirements of preceding years.

In its assessment, the commission applies the principle of comparing the candidate's learning outcomes and evidence. The commission decides on the principle of individual and expert assessment. Procedures for the recognition of knowledge and skills are conducted in a manner that ensures equal treatment of all candidates, transparency of criteria, and traceability of decisions.

Article 4 (recognition of knowledge and skills in the case of enrolment under the transfer criteria)

For candidates enrolling in study programmes under the transfer criteria, the Criteria for Transfers between Study Programmes and the enrolment conditions of the accredited study programme in which they are enrolling shall apply, *mutatis mutandis*.

Article 5 (education and work during studies at ISSBS)

During their studies at ISSBS, a candidate may complete individual educational programmes at other higher education institutions. Before enrolling in an educational programme at another institution, the candidate must obtain the prior written consent of the competent ISSBS commission. Knowledge and skills thus acquired may be recognised in the procedures for the recognition of knowledge and skills.

A candidate may also be recognised for knowledge and skills acquired during their studies through work or participation in ISSBS educational programmes (e.g., summer school, lifelong-learning programmes).

Article 6 (conditions for the recognition of knowledge and skills)

Candidates are recognised for knowledge and skills if, in scope, content, and level of difficulty, they correspond to the general or subject-specific competences defined by the study programme in which they are enrolling or are already enrolled.

Knowledge and skills recognised in this procedure may not be claimed again in subsequent procedures for the recognition of knowledge and skills.

If a longer period of time has elapsed since the knowledge was acquired (more than 5 years), the commission may verify the currency and relevance of the knowledge in light of developments in the profession and the study programme.

Where knowledge and skills have not been credit-rated, they shall be rated in accordance with the Criteria for Credit Evaluation under ECTS (Official Gazette of the RS, No. 8/26).

Micro-credentials do not constitute a basis for the recognition of learning units or credit points in ISSBS study programmes.

Article 7 (forms of acquired knowledge and skills)

Formally acquired knowledge and skills are those acquired by candidates within educational and higher education institutions and demonstrated by means of publicly valid certificates, diplomas, or other public documents conferring on candidates a publicly recognised level of education or qualification.

Non-formally acquired knowledge and skills are those acquired by candidates within or outside educational and higher education institutions and demonstrated by means of certificates of acquired knowledge or skills (courses, workshops, seminars, etc.). Such educational activities do not confer on candidates a publicly recognised level of education or qualification.

Knowledge and skills acquired through informal learning are acquired by candidates in the workplace, at home (self-education, hobby activities), and in everyday settings, and encompass all knowledge, skills, and experience acquired in everyday life. Knowledge acquired in this way is demonstrated by employer certificates, the candidate's own work products, or personal records.

The submitted evidence must clearly show the content, scope, level of difficulty, and/or learning outcomes of the acquired knowledge and skills.

Article 8 (verification of knowledge and skills)

In procedures for the recognition of knowledge and skills acquired through formal or non-formal learning, where candidates:

- do not have appropriate evidence of participation in the education through which they acquired the knowledge and skills claimed in the recognition procedure, or
 - submit evidence of having participated in the education, but not that their knowledge was assessed, or
 - cannot provide an appropriate description of the education that would allow a comparison with the study programme in which they are enrolling or are already enrolled,
- the commission may carry out verification of the knowledge and skills.

Verification of knowledge and skills may also be carried out in the case of recognition of knowledge and skills acquired through informal learning.

The candidate is notified in writing of the manner, time, and content of the verification.

Article 9 (methods of verifying knowledge and skills)

For the verification of knowledge and skills, the commission shall select the method that is most appropriate given the nature of the knowledge and skills being verified and the nature of the field of study.

The commission may also invite coordinators of learning units or other higher education teachers from the relevant field of study to take part in the verification of knowledge and skills.

Verification of knowledge and skills may be carried out by the following methods:

- an interview or oral defence,
- evaluation of a seminar paper or other written work prepared for this purpose, etc.,
- an oral or written examination,
- evaluation of a product or service,
- evaluation of procedures performed by candidates in a practical test, demonstrations, performances, simulations, etc.,
- another method proposed by the competent body considering the candidate's application.

If it is established that the candidate does not meet the conditions for recognition, the application is rejected. Reconsideration of the same knowledge is possible where new or supplemented evidence is submitted.

A record is kept of the verification carried out, containing a description of the verification, an assessment of the achievement of learning outcomes, and a statement of reasons for the decision.

Article 10 (recognition procedure)

The procedure for the recognition of knowledge and skills comprises:

- submission of the application together with evidence,
- review of the completeness of the application,
- possible supplementation of the application,
- consideration of the application,
- possible verification of knowledge,

- issuance of the decision,
- the possibility of legal remedy.

As a rule, the procedure must be concluded no later than two months after receipt of the complete application.

Article 11 (submission of the application)

The recognition procedure begins at the request of the candidate, who submits an Application for the Recognition of Knowledge and Skills, together with the relevant evidence, to the Office for Study (hereinafter: the Office). The application contains a statement that the public documents, certificates of education, and other evidence required in the procedure for the recognition of knowledge and skills have not already been used in any other procedure for the recognition of knowledge and skills.

The candidate shall attach to the application a compiled file of evidence; in the case of recognition of knowledge and skills acquired through formal learning, in addition to the certificate of completed study requirements, the candidate shall also attach the curricula of the learning units for which recognition is sought, showing the scope of education and/or the CP involved.

Article 12 (consideration of the application)

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

Before adopting a final proposal on recognised study requirements, the commission may obtain the opinion of the coordinators of those requirements as to their substantive suitability. It may also obtain such an opinion in the verification procedures described in Articles 8 and 9 of these Rules.

In the recognition procedure, the commission shall prepare a statement of reasons including::

- a comparison of learning outcomes,
- an assessment of the evidence submitted,
- the reasons for recognising or not recognising individual study requirements.

Article 13 (issuance of the decision)

The competent commission shall state in the decision which knowledge and skills are recognised for the candidate. Where recognition is granted, the decision shall state the learning units recognised at ISSBS and their CP.

If the competent commission decides that particular knowledge and skills are not recognised for the candidate, this shall be specifically explained in the decision. The same applies where candidates fail the verification of knowledge or skills.

A candidate for whom study requirements have been recognised by decision under the procedure set out in these Rules may rely on that decision until the study programme or the learning outcomes of the particular learning unit are changed.

The provisions of the General Administrative Procedure Act shall apply, *mutatis mutandis*, to the procedure.

Article 14

(appeal against the decision)

Any appeal against a decision on the recognition of study requirements shall be addressed by the candidate, within 15 days of receipt thereof, to the competent commission that issued the decision.

The appeal shall be lodged in writing. The appeal must state the decision being contested, the body that issued the decision, the number and date of the decision, and the reasons why the decision is being contested.

In the appeal, the candidate may cite new facts and evidence, but must explain why these were not cited already in the procedure for the recognition of knowledge and skills. New facts and evidence may be taken into account as grounds for appeal only if they existed at the time of the first-instance decision and the candidate could not, for legitimate reasons, have submitted or cited them in the recognition procedure.

Appeals against decisions of the competent commissions are decided by the Dean as the second-instance authority.

Article 15 (entry in the records)

Prior to enrolment and during studies at ISSBS, the Office for Study shall, on the basis of the decision issued, enter the recognised study requirement and the number of CP in the record forming part of the diploma supplement.

For a candidate who is an ISSBS student, the designation “recognised” shall be entered in the Faculty's information system. The date of issuance of the decision recognising the study requirement shall be recorded as the date on which the examination was taken.

Where a student changes their study programme or mode of study at ISSBS, the grade obtained shall be recorded in the Faculty's information system, and the actual date on which the examination was taken shall be recorded as the date of the examination.

Article 16 (costs of the procedure)

The amount of the costs is set out in the applicable ISSBS Price List. The costs of the procedure for the recognition of knowledge and skills shall be paid by the candidate upon submission of the application, in accordance with the ISSBS Price List for the current academic year.

Article 17 (protection of personal data)

The personal data of candidates are collected and processed in accordance with the applicable personal data protection legislation, in particular Regulation (EU) 2016/679 (GDPR) and the Personal Data Protection Act (ZVOP-2).

Article 18 (retention of documentation)

Records of applications received, together with the documentation submitted by candidates as an annex to their application, shall be retained in accordance with the Rules on the Protection of Personal Data and the relevant regulations on the retention of documentary and archival material.

The record of decisions and rulings issued shall be retained permanently.

Article 19
(transitional and final provisions)

These Rules shall enter into force on 1 July 2026 and shall be published in the Higher Education Information System (VIS) and on the ISSBS website. Upon the entry into force of these Rules, the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills, No. 16/2017-Pr.PZIS, dated 28 June 2017, shall cease to apply. As of the date these Rules take effect, procedures pending on the date these Rules become applicable, or commenced before their entry into force, shall be concluded in accordance with the provisions of the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills, No. 16/2017-Pr.PZIS, dated 28 June 2017.

Celje, 1 July 2026
Number: 20/2026-Pr.PZIS

Prof. Dr. Kristijan Breznik
ISSBS Dean

Annexes:

- [Application for the recognition of knowledge and skills.](#)
- [Addendum to the ISSBS rules relating to the procedures and criteria for the recognition of knowledge and skills.](#)