

Pursuant to Article 17 of the Statute of the International School for Social and Business Studies (No. 4/2025-Statute), the Guide to the Development of the Micro-Credential System in Slovenian Higher Education (Ministry of Higher Education, Science and Innovation and NAKVIS, December 2024), and the proposed HEA-1 (April 2025), the Senate of the International School for Social and Business Studies, at its 161st session on 23 April 2025, adopted the

Rules on education within the framework of lifelong learning

I. General provisions and definitions

Article 1 (subject matter of the Rules)

These Rules set out the conditions and procedures for the enrolment, inclusion, delivery, and completion of education for candidates and participants in lifelong-learning education at the International School for Social and Business Studies (hereinafter: ISSBS).

Education leading to the acquisition of a level of education is not covered by these Rules.

Article 2 (types of education)

Lifelong-learning education covered by these Rules is divided into forms of formal and non-formal education.

The forms of formal education are supplementary study programmes, parts of study programmes, and individual learning units of study programmes.

The forms of non-formal education are courses, seminars, lectures, round tables, workshops, and other education and training that do not carry public validity. Short-form education and training leading to a micro-credential are also classified among the forms of non-formal education.

Article 3 (short-form education and training leading to a micro-credential)

Short-form education and training leading to micro-credentials constitute a non-formal form of education that enables the acquisition of specific competences and are recognised as part of the strategy for promoting lifelong learning within the higher education sector. Despite being a non-formal form of education, their development and introduction follow, *mutatis mutandis*, the accreditation procedures for formal learning units.

A micro-credential means a record of the learning outcomes achieved by an individual through learning of a smaller scope. Learning outcomes are assessed based on transparently and clearly defined standards. Programmes are designed to equip the individual with specific knowledge, skills, and competences addressing social, personal, and cultural needs, or the needs of the labour market. Micro-credentials are supported by the faculty's quality-assurance systems and follow agreed sectoral standards.

Micro-credentials complement and encourage training and do not necessarily replace already-established forms of lifelong learning.

The mandatory elements of short-form education and training leading to a micro-credential are:

- the name of the short-form education and training,

- the field of study under KLASIUS and its classification within the SOK (Slovenian Qualifications Framework),
- a definition of the aims, competences, or learning outcomes acquired through the micro-credential,
- a curriculum with the credit rating of study requirements under ECTS and defined methods and forms of work in the learning activities,
- enrolment conditions,
- methods of assessment,
- the conditions for obtaining the micro-credential,
- the form of participation in the education and training,
- mechanisms for ensuring the quality of micro-credentials.

Article 4 (characteristics of the forms of education)

Supplementary study programmes are accredited study programmes intended primarily for the refinement, supplementation, deepening, and updating of knowledge.

Parts of study programmes are content-coherent groups of learning units from accredited study programmes.

Individual learning units of study programmes are learning units of accredited study programmes.

Non-formal education is short-form education that does not include the assessment of knowledge acquired.

Short-form education and training leading to micro-credentials may be prepared and delivered only as pilot implementations until the area is regulated under national legislation, after which that legislation shall apply.

Article 5 (recognition of knowledge and skills acquired through education)

Education participants may rely on the documents obtained when enrolling in study programmes at ISSBS.

Short-form education and training leading to micro-credentials may not be used in procedures for the recognition of formal forms of education, or the rights arising from them.

Applications are considered in accordance with the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills.

Article 6 (education participants)

Candidates for education acquire the status of education participant upon enrolment in the programmes referred to in Article 2 of these Rules.

For students of other higher education institutions who join ISSBS study programmes on the principle of mobility, the ISSBS Rules on Student Mobility and the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills shall apply.

II. The Call

Article 7

ISSBS shall publicly announce the call for enrolment in supplementary study programmes. The call shall be published in accordance with the requirements of the Higher Education Act (Official Gazette of the RS, No. 32/2012, HEA-UPB7, hereinafter: the HEA) and by applying, *mutatis mutandis*, the Rules on the Call for Enrolment and the Conduct of Enrolment in Higher Education (Official Gazette of the RS, Nos. 7/10, 3/11, 6/12, 7/13, 6/14, and 5/15, hereinafter: the RCEHE).

ISSBS shall publish the call for enrolment in supplementary study programmes and parts of study programmes at least two months before the start of delivery.

ISSBS shall publish the call for individual learning units of study programmes in the form of the timetable for the academic year.

ISSBS shall publish the call for the delivery of forms of non-formal education in leaflets and/or on its website, and may also use other forms of publication (e.g., posters, advertisements in various media, direct mail, etc.). The publications shall indicate information on the content, provider, manner of delivery, and timing of the education.

III. Fulfilment of conditions

Article 8

For enrolment in supplementary study programmes and parts of study programmes, candidates must, in accordance with the HEA and the RCEHE, meet the enrolment conditions laid down by the accreditation of the study programme. The conditions are published in the Call for Enrolment in Supplementary Study Programmes and Parts of Study Programmes and on the ISSBS website. Candidates shall attach evidence of meeting the conditions to their enrolment application.

If more candidates apply for enrolment in supplementary study programmes and parts of study programmes than there are announced places, ISSBS may limit enrolment and select candidates in accordance with the conditions for enrolment under limited enrolment set out in the call.

A candidate with appropriate prior knowledge may enrol in an individual learning unit of a study programme. The candidate is not required to specifically demonstrate that prior knowledge.

IV. Application

Article 9

The procedure for application and enrolment in supplementary study programmes and parts of study programmes is conducted in accordance with the HEA, applying the RCEHE *mutatis mutandis*. Candidates applying for supplementary programmes and parts of study programmes shall complete the electronic form published on the ISSBS website and submit it, together with the required annexes, to the ISSBS Office for Study.

An application for enrolment in supplementary study programmes or parts of study programmes is deemed timely if submitted within the deadline published in the call.

For enrolment in individual learning units of a study programme, candidates shall complete the electronic form published on the ISSBS website and submit it to the Office for Study, as a rule, before delivery of the learning unit begins.

For enrolment in forms of non-formal learning, candidates shall apply using the application form published on the ISSBS website. Applications shall, as a rule, close once available places are filled, or at the latest three days before delivery begins.

V. Enrolment

Article 10 (enrolment procedure)

Enrolment in supplementary study programmes and parts of study programmes is conducted in accordance with the call. Candidates who meet the enrolment conditions and who, in the case of limited enrolment, are admitted, shall receive an invitation to enrol and an invoice for enrolment fees and tuition.

Candidates are enrolled in individual learning units of a study programme if places remain available in the group. Admitted candidates shall receive an application form for enrolment and an invoice for the education, or for fulfilling the requirements.

Candidates are enrolled in forms of non-formal education once they have submitted the application form and paid the invoice for the education.

Participants included in forms of formal education shall be granted access to the NOVIS Higher Education Information System, use of the library, and other ISSBS infrastructure and equipment.

Article 11 (enrolment fees, tuition, and the price of educational services)

Candidates for education in supplementary study programmes and parts of study programmes shall pay for the education in accordance with the applicable ISSBS Price List.

Candidates for education in individual learning units of study programmes shall pay the invoice for the education in accordance with the applicable ISSBS Price List. The charge is calculated on the basis of the number of credit points and in accordance with the applicable ISSBS Price List.

Candidates for forms of non-formal education shall be issued an invoice for the education on the basis of their application. Where the education is delivered by an external provider and ISSBS acts only as organiser, the invoice for the fee may be issued by the organisation delivering the education. Candidates shall settle the fee by the deadline stated on the invoice. ISSBS reserves the right to cancel the delivery of a particular education session. In the event of cancellation, registered candidates shall be notified before delivery was due to begin. Where ISSBS cancels the session, the fee shall be refunded to registered candidates in full.

VI. Delivery of education

Article 12

ISSBS delivers supplementary study programmes and parts of study programmes on the basis of the call and in accordance with the annual delivery plan. The number of enrolment places for supplementary programmes and parts of study programmes is specified in the call.

Participants in supplementary programmes, individual parts of study programmes, and individual learning units, as a rule, take part in delivery conducted as organised education in accordance with the timetable for the academic year.

Participants in supplementary study programmes, parts of study programmes, and individual learning units shall fulfil all study requirements envisaged by the curricula of the learning units.

VII. Completion of education

Article 13

Participants in supplementary study programmes, parts of study programmes, and individual learning units of study programmes complete their education once they have successfully (with a passing grade) fulfilled all envisaged study requirements.

Participants in forms of non-formal education complete their education upon the conclusion of delivery.

Article 14

Participants in supplementary study programmes and parts of study programmes must complete and finish all envisaged requirements within 12 months of the date of enrolment. After this deadline has expired, they may apply for an extension, but only once and for no more than one year.

Participants shall address the application for an extension to the competent commission and submit it to the Office for Study. The competent commission shall issue the relevant decision within 15 days of receiving the application.

Participants in individual learning units of study programmes must complete all envisaged requirements of the course within 12 months of the date of enrolment. After this deadline has expired, they must re-enrol if they wish to finally complete the course.

VIII. Interruption of education

Article 15

If participants in supplementary study programmes and parts of study programmes do not complete all envisaged study requirements within 12 months of the date of enrolment, and do not apply for an extension of this deadline, they shall be deemed to have interrupted their education.

IX. Certificates of education

Article 16

Participants in supplementary study programmes and parts of study programmes who have successfully completed their education shall receive a certificate, which is a public document, and which ISSBS awards, as a rule, once a year. The date is set out in the academic calendar for the current academic year. ISSBS may issue participants in supplementary study programmes or parts of study programmes a certificate of enrolment in the supplementary programmes or parts of study programmes, a certificate of completed study requirements, and a provisional certificate of completion of education.

Participants in forms of formal education shall, upon completion, receive a certificate of attendance for each individual learning unit.

Participants in individual learning units of a study programme shall, upon successful completion of the learning unit, receive a certificate of the completed study requirement.

Participants in forms of non-formal education shall, upon completion of the education, receive a certificate of attendance.

Article 17

The certificate for short-form education and training leading to a micro-credential does not confer a level of education but contains all the elements of a public document. If, upon completion of the short-form education and training, the participant has not fulfilled all requirements defined in the curriculum, they shall receive a certificate of attendance.

Article 18

The content and form of certificates of completed education for participants in supplementary study programmes and parts of study programmes are determined by the Decision on the Content and Form of Public Documents on Completed Education at ISSBS.

Participants in forms of non-formal education shall, upon completion of the education, obtain a certificate containing the certificate's sequential number, the provider, the participant's first and last name, date of birth, place and country of birth, and the title and duration of the education.

The mandatory elements of the public document for obtaining a micro-credential are:

- identification of the participant (first name, last name, date, place, and country of birth),
- the title of the short-form education and training leading to the micro-credential,
- the issuing country, and the name and registered seat of the higher education institution that awarded the micro-credential,
- the first name, last name, and signature of the responsible person at the higher education institution,
- the sequential number of the micro-credential,
- the date and place of issue,
- the learning outcomes,
- the workload required to achieve the learning outcomes (in ECTS),
- the level of the learning experience through which the micro-credential is obtained (EQF, QF-EHEA, and SOK),
- the type of assessment,
- the manner of participation in the education and training,
- the type of quality assurance underlying the short-form education and training leading to the micro-credential.

X. Records of participants' personal data

Article 19

ISSBS is required to collect, maintain, and store records containing the personal data of participants in supplementary study programmes, parts of study programmes, and individual learning units, in accordance with Articles 81, 82, and 83 of the HEA.

For participants in forms of non-formal education, ISSBS collects, maintains, and stores only data on first name, last name, date of birth, place and country of birth, and contact address (e.g., e-mail address).

The personal data of education participants are collected, maintained, and stored solely for the purposes of application, enrolment, and certificate-issuance procedures and the maintenance of the records described

in these Rules. These procedures are conducted in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the RS, No. 94/07, ZVOP-1-UPB1).

ISSBS maintains the record of issued certificates in accordance with the relevant instructions and documents on completed education at ISSBS.

XI. Quality assurance

Article 20

In the procedure for the renewal of a higher education institution's accreditation, the Slovenian Quality Assurance Agency for Higher Education (NAKVIS) verifies whether the internal system ensures an adequate level of quality enabling the achievement of learning outcomes and the development of competences. The mechanisms and processes for quality assurance are set out in the Quality Manual, which applies, *mutatis mutandis*, to all types of education referred to in Article 2.

In the case of short-form education and training leading to micro-credentials, evaluation is carried out regularly, after each instance of education. The evaluation survey is conducted by the coordinator after each delivery of the learning programme. The findings of the survey are considered by the competent Faculty bodies in accordance with the Quality Manual, under which the course and results of the entire process are monitored. In the event of poor ratings, an evaluation meeting shall be convened with the Faculty management, at which measures for improvement and changes to the education delivered shall be determined. The evaluation results are included in the Self-Evaluation Report.

For the purposes of pilot short-form education and training leading to micro-credentials, evaluation must be ensured within the project under which it is delivered, for which the project team is responsible.

XII. Transitional and final provisions

Article 21

Participants in supplementary study programmes, parts of study programmes, individual learning units of a study programme, and forms of non-formal education have the right to appeal against decisions taken by ISSBS bodies concerning their rights, obligations, and responsibilities. An aggrieved participant may lodge an appeal with the ISSBS Senate within 15 days of the date of service of the decision.

Article 22

These Rules shall enter into force on the date of their adoption at the Senate session and shall be published in the Novis Higher Education Information System and on the ISSBS website. Upon the entry into force of these Rules, the Rules on Education for Lifelong Learning, No. 17/2016-PVŽU, dated 28 June 2017, shall cease to apply. Upon the entry into force of these Rules, 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 Education for Lifelong Learning, No. 17/2016, dated 28 June 2017.

Article 23

Until a legal basis for the issuance of micro-credentials is established in law, certificates of completed short-form education and training for a micro-credential shall be issued in accordance with these Rules only within the framework of pilot project implementation.

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ISSBS Dean

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E-Forms:

- [Application for Participants in Education within the Framework of Lifelong Learning at the International School for Social and Business Studies \(ISSBS\).](#)
- [Application for Participants in Non-Formal Education.](#)
- Curriculum Form for Short-Form Education and Training Leading to a Micro-Credential.
- Certificate of Completed Short-Form Education and Training for a Micro-Credential.