

Based on the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, No. 73/04), the Rules on Forms, Documentation, Costs and Keeping Records in Recognition and Assessment of Education Procedures (Official Gazette of the Republic of Slovenia, No. 6/05) and Articles 171 and 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 115/04), the Senate of the University of Maribor has adopted, at its 21 meeting of 25 October 2005, the following

## **RULES**

### **ON THE RECOGNITION OF FOREIGN DEGREES AT THE UNIVERSITY OF MARIBOR**

**No. A18/2005 – 2BB**

#### **1 GENERAL PROVISIONS**

##### **Article 1** (Purpose)

(1) These Rules regulate the procedure, the required documentation, records and other issues concerning the recognition of foreign degrees for the purpose of further education at the University of Maribor.

(2) These Rules also regulate the issuing of expert opinions, at the request of the Ministry, on whether foreign professional and research degrees are equivalent to Slovene ones .

#### **2 RECOGNITION OF FOREIGN DIPLOMAS**

##### **Article 2** (Application Forms)

(1) For the purpose of pursuing further education in Slovenia, the applicant must submit a form for the recognition of the foreign degrees, which shall include the applicant's personal data, information on the degree programme completed abroad as well as other data important for the evaluation.

(2) For the purpose of admission to the first year of an undergraduate programme, the request form N, which represents an integral part of these Rules (Form N – Annex 1), must be submitted.

(3) For the purpose of admission to a subsequent year of an undergraduate or postgraduate programme, the request for recognition must be submitted on the annexed form N, which represents an integral part of these Rules (Form N – Annex 1).

### **Article 3** (Obligatory Enclosures)

(1) The original or duplicate diploma or some other document replacing the original diploma in accordance with the legislation of the country that awarded the degree, as well as a photocopy of the diploma and a certified Slovene translation, must be enclosed in the application, except in cases defined by Article 6 of the Rules on Forms, Documentation, Costs and Keeping Records in Recognition and Assessment of Education Procedures .

(2) Applicants shall also enclose yearly transcripts of records, the grade book, the diploma supplement or other proof of the content and the period of study as well as a short description of the course of study.

(3) For the purpose of admission to the first year of a degree programme, the applicant shall also enclose proof of satisfying the admission requirements specified in the Call for Enrolment.

(4) The body in charge of the recognition may request additional supporting documents necessary for evaluation.

### **Article 4** (Application)

(1) For the purpose of admission to the first year of an undergraduate programme, the application for recognition must be filed with the person authorized for conducting the recognition procedure at the University of Maribor (hereinafter referred to as “authorized person”).

(2) For the purpose of admission to a subsequent year or a postgraduate programme, the application for recognition must be lodged, along with the application for admission, with the faculty's or vocational college's Student Affairs Office. A copy of the application for recognition must be submitted to both the authorized person and the dean of the faculty or vocational college.

(3) The dean shall entrust a higher education teacher from a relevant field with the examination of the application. The dean shall be the contact person, who cooperates with the authorized person.

### **Article 5**

(Recognition Procedure for the Purpose of Admission to the First or a Subsequent Year or Postgraduate Programme)

(1) The recognition procedure for the purpose of admission to the first or a subsequent year or postgraduate study programme shall be conducted by the authorized person, who must compile a report, formulate a proposal and issue a decision on the recognition, signed by the rector or an authorized vice rector.

(2) If the foreign degree is recognized, the higher education teacher examining the application shall compile a report containing a proposal for the recognition and forward it to the authorized person within 15 days from the receipt of the complete application. The authorized person shall issue a decision on the recognition of the foreign degree, signed by the dean of the faculty.

(3) The decision must be served on the applicant no later than within two months after the receipt of the complete applications.

### **Article 6**

(Examination of the Application)

(1) During the recognition procedure, both legal formalities and the content of the application shall be examined.

(2) When examining legal formalities, the authorized person shall determine:

- whether the application is complete (otherwise he/she shall invite the candidate to provide the missing information);

- whether the degree programme is valid according to the national legislation of the country that issued the diploma;
- whether a bilateral agreement was concluded;
- how the education system of the country where the degree was obtained works;
- the status of the institution that issued the diploma;
- the period of study;
- other circumstances relevant for examining the application (the fact that the degree has been recognized by another country, information and advice of other institutions and national recognition centres).

(3) When examining the content, the following is taken into account:

- curriculum, syllabus or degree programme
- educational achievements
- rights deriving from the education
- admission requirements of the foreign institution where the candidate obtained his/her degree,
- examination method at the foreign institution where the degree was issued
- other circumstances relevant for examining the application

### **Article 7**

#### (Foreign Degrees and Partial Recognition)

(1) During the recognition procedure, the degree level and the academic field must be determined by means of a content-related comparison between the foreign and the Slovene education system. If the applicant has not completed the entire programme abroad, it shall be determined which parts of the programme, for which the candidate is applying, have already been completed.

(2) If the degree programme completed abroad differs from the Slovene programme in terms of scope and level, the applicant is allowed to pursue further education as though he/she would have completed only parts of the programme.

**Article 8**  
(Decision)

- (1) After the recognition procedure, the rector, an authorized vice rector or the dean of the faculty shall issue a decision approving or rejecting the applicant's request for recognition of the foreign diploma.
- (2) An appeal may be filed against this decision with the University Senate within eight days after the receipt of the decision.
- (3) The decision of the Senate is final.

**Article 9**  
(Content of the Decision)

- (1) The form and the integral parts of the decision are regulated by the General Administrative Procedure Act.

**Article 10**  
(Post-Recognition Procedures)

- (1) After the recognition procedure, the original or the duplicate diploma or other document replacing the original diploma in accordance with the legislation of the country that awarded the degree, as well as transcripts, the grade book, the diploma supplement or other evidence of the scope and period of study, shall be returned to the applicant, along with the decision on the recognition.
- (2) One copy of the decision in the original language, along with data on the applicant, the diploma and the degree programme, for which the candidate is applying, shall be submitted to the Ministry of Higher Education, Science and Technology within 30 days after issuing the decision.

### **3 RECOGNITION OF A PARTLY COMPLETED PROGRAMME**

#### **Article 11**

(Partly Completed Degree Programme)

- (1) Years, semesters, examinations and other study obligations fulfilled at a foreign university or higher education institution may be recognized for the purpose of further education in Slovenia.
- (2) The recognition procedure is conducted in accordance with Articles 4, 5 and 6 of these Rules.
- (3) An appeal may be filed against the decision with the University Senate within eight days after the receipt of the decision.
- (4) The decision of the Senate is final.

### **4 EXPERT OPINIONS ON FOREIGN DEGREE EQUIVALENCY**

#### **Article 12**

(Opinions on Foreign Degree Equivalency)

- (1) At the request of the Ministry, the University of Maribor may issue expert opinions on foreign degree equivalency. Professional services of the University shall accept the ministry's request and forward it to the relevant faculty or vocational college with regard to the academic field in which the foreign degree has been acquired.
- (2) The dean of the faculty or vocational college shall entrust a higher education teachers from the relevant field with the preparation of the report, on the basis of which the dean shall issue an opinion and submit it to the Ministry and the University.
- (3) The opinion shall be submitted to the Ministry within 30 days after the receipt of the Ministry's request.
- (4) The authorized person shall keep a record of expert opinions on foreign degree equivalency.

## **5 RECORDS AND DOCUMENTATION IN THE RECOGNITION PROCEDURE**

### **Article 13** (Application Records)

(1) The authorized person shall keep a record of applications, decisions and relevant documentation.

### **Article 14** (Scope of the Application)

(1) Records of applications and decisions in the recognition procedure shall contain the following:

- 1) current number
- 2) date of receipt of the application
- 3) number and date of the decision on the recognition
- 4) data on the applicant (name and surname, sex, citizenship)
- 5) data on the diploma (diploma and the name of both the country and the institution that awarded the diploma)
- 6) data on the degree programme for which the applicant is applying
- 7) notes

(2) In the section "Notes", the date of submitting the decision to the Ministry, as well as other relevant information, shall be recorded.

## **6 COSTS OF THE PROCEDURE**

### **Article 15** (Costs)

(1) The applicant does not have to carry the cost of the recognition.

(2) The costs of issuing expert opinions on the foreign degree equivalency are charged in accordance with the official tariffs in force on the day the application is submitted to the Ministry. The applicant shall carry the costs incurred to the institution that has issued the opinion.

## **7 TRANSITIONAL AND FINAL PROVISIONS**

### **Article 16**

(Publication and Entry into Force)

(1) These Rules shall come into effect one day after being published in the Notices of the University of Maribor.

Rector of the University of Maribor

Prof. Ivan Rozman, PhD