

Faculty of Information Studies in Novo Mesto	<b>RULES ON</b>	Number: SA-1061
THIS PRINT IS AN UNCONTROLLED DOCUMENT – SEE THE VALID DOCUMENT ON FIS INTRANET	<b>RECOGNITION OF FOREIGN EDUCATION</b>	Stran: 1/9

Based on the Assessment and Recognition of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 – corr. and 109/12) and the Rules on Forms, Documentation, Costs, and Method of Keeping Records in Procedures for the Recognition and Evaluation of Education (Official Gazette of the Republic of Slovenia, No. 103/11, 91/15 and 90/20) and in accordance with Article 32 of the Statute of the Faculty of Information Studies in Novo mesto (Official Gazette of the Republic of Slovenia, No. 51/21), the Senate of the Faculty of Information Studies in Novo Mesto adopted at its 14th correspondence meeting on 12 May 2025

## **RULES ON RECOGNITION OF FOREIGN EDUCATION**

### **I. GENERAL PROVISIONS**

#### **Article 1**

These rules regulate the manner and procedure, documentation and records, and other issues related to the recognition of foreign education for the purpose of continuing education at the Faculty of Information Studies in Novo mesto (hereinafter referred to as FIS) in accordance with the Assessment and Recognition of Education Act (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 – corr. and 109/12 – hereinafter referred to as ZVPI) and the Rules on Forms, Documentation, Costs, and Method of Keeping Records in Procedures for the Recognition and Evaluation of Education (Official Gazette of the Republic of Slovenia, No. 103/11, 91/15 and 90/20).

#### **Article 2**

The process of recognizing foreign education determines an individual's right to access, apply for, and be considered in the enrolment process for a study program at FIS, or the recognition of credits earned abroad that are taken into account in the scope of credit points (ECTS) required to obtain a degree in a specific study program.

#### **Article 3**

The terms used in these rules, written in the masculine grammatical form, are used as neutral for both men and women.

#### **Article 4**

In the process of recognizing foreign education, the formal and content aspects of the application are assessed.

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The formal assessment of the application considers:

- the completeness of the application (in the case of an incomplete application, the applicant is asked to supplement it),
- verification of the accreditation of the institution and study program in accordance with the national legislation of the country in which the education document was issued,
- any bilateral agreements that may affect the recognition of the applicant's prior education,
- the education system of the country in which the education was obtained,
- the duration of the education,
- other circumstances relevant to the assessment of the application (the fact that the applicant's education has already been recognized in another country, information from other institutions and national recognition centers).

The content assessment of the application considers:

- education system,
- study programme, curriculum, course syllabus,
- applicant's academic achievements,
- rights arising from education,
- enrolment conditions of the foreign institution where the candidate obtained their education,
- other circumstances relevant to the assessment of the application.

The decision-making process also considers other circumstances relevant to recognition, such as language proficiency, number of credit points earned, the placement of the education in the country of origin, the applicant's exceptional achievements, etc.

If, during the assessment of the application, doubts arise regarding the authenticity of the educational document, the authorized person will verify its authenticity with the issuer of the document or with the authorized body of the country in which the document was issued.

### **Article 5**

The person conducting the proceedings is authorized by the dean.

An authorized person carries out the procedure for the recognition of foreign education and performs a formal and substantial assessment of the application.

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An authorized person shall prepare a decision on the recognition of education for the purpose of continuing education. The decision shall have the form and components of a decision in accordance with the General Administrative Procedure Act.

### **Article 6**

The decision on the recognition of foreign education is issued by the Vice-Dean for Education.

The decision must be delivered to the applicant no later than two months from the date of receipt of the complete application.

An appeal against the decision issued in the recognition procedure for the purpose of continuing education may be lodged with the FIS Senate within eight days of receipt of the decision.

The decision of the FIS Senate is final.

## **II. RECOGNITION OF FOREIGN SECONDARY EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION**

### **Article 7**

The procedure for recognizing foreign (fully completed) secondary education begins at the request of the applicant, who submits an electronic application for enrollment, completed on the eVS web portal.

The procedure for the recognition of foreign education determines an individual's right to access, apply for, and be considered in the enrollment procedures for the first year of a first-cycle study program at FIS.

The applicant must enclose the following with the application for enrollment, which is also an application for recognition of foreign education:

1. Original or certified copy of secondary school education certificate – final report card:
  - The original must be legalized under the Hague Convention of 1961 at the court of local jurisdiction where the certificate was obtained, and the APOSTILLE stamp must be correctly completed or legalized under the Act on the Verification of Documents in International Traffic.
  - Legalization of the original document is not required for countries with which a bilateral agreement has been concluded: Austria, Bulgaria, Bosnia

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and Herzegovina, the Czech Republic, France, Greece, Croatia, Hungary, the Republic of North Macedonia, and Serbia.

2. an uncertified copy of the document referred to in point 1,
3. court-certified Slovenian translation of the original final certificate from point 1,
4. certified copies of certificates of grades obtained (transcripts), exams taken, or other evidence of the content and duration of education in the last two years of secondary school (3rd and 4th year),
5. court-certified Slovenian translation of documents from point 4,
6. copies of certificates of grades obtained (report cards), exams taken, or other evidence of the content and duration of education in the first two years of secondary school (1st and 2nd year),
7. a brief chronological description of all education completed (written and signed by the applicant),
8. a copy of personal identification (passport or ID card).
9. certificate of proficiency in Slovenian at level B2 (The certificate is only mandatory for foreign citizens who do not come from EU member states and countries with which Slovenia has concluded a bilateral agreement allowing their citizens to study under the same conditions as Slovenian citizens.).

If the person conducting the procedure decides that a certified Slovenian translation of the education document is not necessary or that the applicant cannot submit it for justified reasons and that it is still possible to assess their education, they may decide without a translation.

The person conducting the procedure may request that the applicant submit additional evidence if this is necessary for the assessment of the application.

FIS shall return the originals of the educational documents referred to in the first point of this article to the applicant, and the originals of the certified copies only if the applicant also submits a copy of the translations.

### **Article 8**

The procedure for recognizing foreign secondary education for the purpose of continuing education is carried out in accordance with Articles 4, 5, and 6 of these rules.

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### III. RECOGNITION OF FOREIGN HIGHER EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION

#### Article 9

The procedure for the recognition of foreign higher education begins at the request of the applicant, who submits an electronic application for enrollment, completed on the eVS web portal.

The procedure for the recognition of foreign higher education determines an individual's right to access, apply for, and be considered in the enrollment procedures for the first year or a higher year of a second- or third-cycle study program at FIS.

The applicant must enclose the following with the application for enrollment, which is also an application for recognition of foreign education:

1. original or court-certified copy of the document certifying completion of education - first-cycle degree:
  - The original must be legalized under the Hague Convention of 1961 at the court of local jurisdiction where the certificate was obtained, and the APOSTILLE stamp must be correctly completed or legalized under the Act on the Verification of Documents in International Traffic.
  - Legalization of the original document is not required for countries with which a bilateral agreement has been concluded: Austria, Bulgaria, Bosnia and Herzegovina, the Czech Republic, France, Greece, Croatia, Hungary, the Republic of North Macedonia, and Serbia.
2. the original or a court-certified copy of the diploma supplement or certificate of completed exams with an average grade,
3. a court-certified Slovenian or English translation of the documents listed in points 1 and 2 (if the documents are not issued in English),
4. a copy of the last two years of secondary school transcripts.
5. a copy of personal identification (passport or ID card).
6. certificate of proficiency in Slovenian at level B2 or certificate of proficiency in English at level B2 (depending on the study program to which the candidate is applying).

The certificate is only mandatory for foreign citizens who do not come from EU member states or countries with which Slovenia has concluded a bilateral agreement allowing their citizens to study under the same conditions as Slovenian citizens.

If the person conducting the procedure decides that a certified Slovenian translation of the education document is not necessary or that the applicant cannot submit it for

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justified reasons and that it is still possible to assess their education, they may decide without a translation.

The person conducting the procedure may request that the applicant submit additional evidence if this is necessary for the assessment of the application.

FIS shall return the originals of the educational documents referred to in the first point of this article to the applicant, and the originals of the certified copies only if the applicant also submits a copy of the translations.

### Article 10

The procedure for recognizing foreign higher education for the purpose of continuing education is carried out in accordance with Articles 4, 5, and 6 of these Rules.

## IV. RECOGNITION OF OBLIGATIONS RELATED TO INTERNATIONAL MOBILITY

### Article 11

In accordance with the Rules on International Mobility, the competent authority at FIS may recognize the obligations that a student has fulfilled abroad, outside the study program in which they are enrolled.

Individual obligations fulfilled within the mobility programme based on a learning agreement or other contract are recognised in accordance with the Rules on International Mobility.

## V. RECORDS

### Article 12

The authorized person keeps records of applications for the recognition of foreign education and decisions in proceedings in accordance with the provisions of the ZVPI and the Higher Education Act and stores all related documentation based on regulations governing the handling and storage of documentary material.

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### Article 13

The register of applications and procedures for the recognition of foreign education includes:

1. information about the person to whom the decision relates; name, address, gender, nationality, email address,
2. the number and date of the recognition decision,
3. date of receipt of the application for recognition of foreign education,
4. information about the document: name of the educational document based on which the decision was issued, country of issue of the educational document, date of issue of the document, and name of the institution that issued the document,
5. information about the educational program and the year in which the applicant is enrolled,
6. any comments.

The data referred to in the previous paragraph shall be collected, processed, stored, and transmitted for the purposes of ensuring equal treatment of applicants in recognition procedures. The protection of personal data shall be ensured for every individual in accordance with the law.

The records referred to in the first paragraph of this article are kept and stored in electronic form.

## V. PROCEDURE COSTS

### Article 14

Applicants are not charged for the costs of the procedure for the recognition of foreign education for the purpose of continuing education.

### Article 15

If, during the process of recognizing foreign education for the purpose of continuing education at FIS, costs incur for issuing a certificate of authenticity of a foreign document on completed education, these costs shall be covered by the candidate for enrollment or the student themselves.

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## VI. TRANSITIONAL AND FINAL PROVISIONS

### Article 16

The Rules shall enter into force on the day following their adoption by the FIS Senate and shall be published on the FIS website.

Dean FIS  
Prof. Dr. Matej Makarovič

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Issue	Date of issue	Description of changes
01	5. 4. 2024	Initial release.
02	12. 5. 2025	Clean copy.

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