

In accordance with the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/12 – official consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 175/20 – ZIUOPDVE, 57/21 – Constitutional Court Decision, 54/22 – ZUPŠ-1 and 100/22 – ZSZUN), Article 7 of the Criteria for Credit Evaluation of Study Programmes according to ECTS (Official Gazette of the Republic of Slovenia, No. 67/19), and the provisions of the Statute of the Bled School of Management, the Senate of the Bled School of Management, at its 3/2023 regular session held on 19 April 2023, adopted

Regulations on the Procedure and Criteria for the Recognition of Knowledge and Skills Acquired through Formal, Non-formal and Informal Education

I. GENERAL PROVISIONS

Article 1

This Regulation governs the procedure of determining, verifying, confirming and recognising knowledge and the criteria for the recognition of knowledge and skills acquired through formal, non-formal and informal education prior to enrolment at the Bled School of Management (hereinafter: VM Bled) and during studies at VM Bled.

The category of non-formally acquired knowledge includes both knowledge acquired through non-formal learning and knowledge acquired through experiential learning.

Article 2

In this Regulation, the terms used, written in the masculine grammatical form, are used as gender-neutral for men and women.

Article 3

Forms of education:

formal education: education which is completed with a publicly valid document (certificate, diploma) and is credited under ECTS,

non-formal education: an educational activity which takes place in educational institutions that implement formal forms of education, or outside them (courses, workshops, seminars and similar), and which does not confer a publicly valid education or qualification to the participant,

informal education (incidental or informal learning): this category includes knowledge acquired within work experience, knowledge acquired through self-study or within amateur activities, as well as knowledge acquired through experiential learning.

II. RECOGNITION OF FORMALLY AND NON-FORMALLY ACQUIRED KNOWLEDGE AND SKILLS

Article 4

For the procedure of determining, verifying, confirming and recognising non-formally and informally acquired knowledge and skills (hereinafter: non-formal) and for the recognition of knowledge acquired on the basis of formal education (hereinafter: formal), applicants may apply who wish for their acquired knowledge and skills to be taken into account as a condition

for enrolment or as part of the study obligations of the study programme in which they are enrolling or are already enrolled.

The procedure of determining, verifying, confirming and recognising acquired knowledge and skills is the same for candidates who intend to enrol at VM Bled and for students who are already enrolled at VM Bled.

The term candidate shall in this Regulation be used appropriately also for students.

Article 5

(Principles in the procedure of determining, verifying, confirming and recognising acquired knowledge on the basis of formal education and non-formally acquired knowledge)

VM Bled recognises knowledge acquired on the basis of formal education and non-formally acquired knowledge and skills which, in terms of content, scope and level of difficulty, fully or partially correspond to the general or subject-specific competences defined by the study programme.

Knowledge and skills recognised in the procedure of recognising knowledge acquired on the basis of formal education and non-formally acquired knowledge and skills may be used by the candidate for the entire period of study at a particular level or until a change of the study programme or a change in study content for which the candidate seeks recognition occurs. This Regulation governs the procedure for establishing, verifying, validating and recognising knowledge, as well as the criteria for the recognition of knowledge and skills acquired through formal, non-formal and informal education prior to enrolment at the Bled School of Management (hereinafter: VM Bled) and during studies at VM Bled.

Non-formally acquired knowledge includes knowledge acquired through non-formal learning as well as knowledge acquired through experiential learning.

Recognition of knowledge acquired on the basis of formal education

Article 6

Candidates may apply for the recognition of knowledge and skills acquired in various formal forms of education. Such programmes include all systematically organised educational activities carried out by educational and higher education institutions or other institutions, and the education of which is credited under ECTS.

A candidate has the possibility of recognition of at least 10 credit points from compulsory or elective units acquired in other study programmes at the same or other higher education institutions.

The bases for the recognition of knowledge and skills referred to in the first and second paragraphs of this Article are publicly valid documents on the completed programme, in which the scope, level of complexity and content of the programme are stated (diploma, certificate, certificate of education, certificate, etc.).

Article 7

(Application for recognition of knowledge acquired on the basis of formal education)

The procedure for recognition is initiated at the request of the candidate, who submits an application for recognition of knowledge on the basis of formal education (examination), completes form VM Bled 06 – Application for recognition of formally acquired knowledge, in person, by post or by e-mail to the mailbox of the Student Affairs Office of VM Bled (hereinafter: the office). The candidate must attach a certified certificate of the passed examination and a certified content syllabus of the subject.

If the application is not complete, the office must require the candidate to remedy the deficiencies and set a deadline within which they must be remedied.

The procedure from receipt of a complete application to the issuance of a decision to the candidate must be completed no later than within a period of two (2) months from the date of submission of the complete application by the candidate.

Article 8

(Implementers of the procedure for recognition of knowledge acquired on the basis of formal education)

The authority competent for implementing the procedure for recognition of knowledge acquired on the basis of formal education is the Commission for Study Affairs of the Bled School of Management (hereinafter: KŠZ VM Bled). In the recognition procedure, the opinion of course holders of the subjects included in the recognition procedure is also taken into account.

Article 9

(Issuing of decision in the procedure for recognition of knowledge acquired on the basis of formal education)

At the end of the procedure for recognition of knowledge acquired on the basis of formal education, the KŠZ VM Bled issues a decision in which it is precisely stated which knowledge (examinations) are recognised for the candidate.

Knowledge acquired on the basis of formal education (examination) may be recognised in full, partially, or may not be recognised.

The candidate has the right to appeal against the decision of the KŠZ VM Bled within fifteen (15) days after receipt of the decision, in accordance with the Statute of VM Bled.

Recognition of non-formally acquired knowledge and skills

Article 10

(Implementers of the procedure for recognition of non-formally acquired knowledge and skills)

The authority competent for implementing the procedure of establishing, verifying, validating and recognising non-formally acquired knowledge is the KŠZ VM Bled. In the procedure for recognition of non-formally acquired knowledge and skills, in addition to the KŠZ VM Bled, course holders of the subjects included in the recognition procedure also participate.

Article 11

(Basis for recognition of knowledge and skills acquired through non-formal education)

The basis for recognition may be:

- a certificate or other document on the completed programme, in which the date and institution, the number of credit points (if this is determined) and the programme with content attended by the candidate are stated,
- a certificate of non-formal education,
- a certificate of the company on practical training, project implementation, etc.,
- knowledge which the candidate has acquired through work, self-education and incidental learning,
- written recommendations of the employer.

Article 12

(Special cases of proving non-formally acquired knowledge and skills)

Special cases of proving non-formally acquired knowledge and skills are:

- if the candidate submits a certificate or other document which confirms only that the candidate attended the education, but not that his knowledge was assessed,
- if the candidate cannot submit a certificate or other document because the education provider did not issue such a document,
- if the candidate cannot provide the text of the educational programme or if this text is so deficient that it prevents comparison.

Article 13

(Assessment of knowledge and skills acquired through non-formal education)

For the assessment of non-formally acquired knowledge and skills, the KŠZ VM Bled selects the method which, in relation to the objectives and standards of knowledge to be assessed, is the most appropriate. The assessment of non-formally acquired knowledge and skills may take place in the following ways:

- by interview, conversation or oral defence,
- by defence of a seminar paper or project prepared for this purpose, or by evaluation of a product,
- by evaluation of procedures carried out by the candidate in a practical test (work, task, etc.), demonstration, performance, simulation,
- by oral or written examination,
- by establishing, verifying and validating non-formally acquired knowledge and skills through the assessment of products and services.

Article 14

The candidate may also demonstrate non-formally acquired knowledge and skills by submitting a product. Such a product may serve the KŠZ VM Bled as a basis for preparing an assessment of learning outcomes and competences achieved by the candidate.

By assessing products and services, the following may be established, verified and confirmed:

- completed practical work,
- written product,
- performed service at the workplace (project implementation, etc.).

Article 15

(Credit evaluation)

If non-formally acquired knowledge and skills are recognised as a completed study obligation, they must be credited in accordance with the criteria for credit evaluation of study programmes according to ECTS.

Article 16

The following criteria are taken into account in the recognition procedure:

- the assessment of achieved competences must be based primarily on the educational objectives or entry requirements of the study programme to which the candidate wishes to enrol,
- demonstrably acquired competences which are appropriately documented and relevant shall be recognised regardless of where and how the candidate acquired them.

Article 17

(Application for recognition of non-formally acquired knowledge and skills)

The procedure for recognition is initiated at the request of the candidate, who submits an application for recognition of non-formally acquired knowledge and skills, in person, by post or by e-mail to the mailbox of the Student Affairs Office of VM Bled (hereinafter: the office). The candidate must attach appropriate supporting documents referred to in Articles 9 and 16 of this Regulation.

If the application is not complete, the office must require the candidate to remedy the deficiencies and set a deadline within which they must be remedied.

The procedure from receipt of a complete application to the issuance of a decision to the candidate must be completed no later than within a period of two (2) months from the date of submission of the complete application by the candidate.

Article 18

(Mandatory components of the application for recognition of non-formally acquired knowledge and skills)

The application for recognition of non-formally acquired knowledge and skills (hereinafter: application) shall include:

- certificates,
- other documents (various documents issued by the employer proving experience, certificates of participation in seminars and training, etc.),
- a portfolio in which the candidate prepares their biography with data on education, employment and other experience and knowledge acquired in the past,
- other evidence (products, services, publications and other works of authorship of candidates, projects, inventions, patents, etc.).

Article 19

(Examination of the application)

If the candidate submits certificates or other documents from which it is possible to establish that non-formally acquired knowledge and skills in terms of content, scope and level of difficulty fully or partially correspond to the competences based on the educational objectives of the study programme, the KŠZ VM Bled may prepare a proposal for recognition of the candidate's acquired competences on the basis of the submitted evidence. In its work, the KŠZ VM Bled requests the opinion of the relevant higher education teacher, who provides their opinion.

If the candidate submits public documents, certificates or other documents acquired in non-formal educational programmes or through self-education and/or informal learning, by which more than 30 credit points are recognised, or if the validity date of the certificate or other document has expired, the KŠZ VM Bled shall determine additional assessment of knowledge (in whole or in part), which is carried out by an appointed higher education teacher.

Article 20

(Assessment of knowledge and skills for special cases)

The candidate's success within the additional assessment of knowledge and skills is assessed with the descriptive grade "passed" or "failed".

If the candidate is not successful in the assessment of knowledge and skills, re-assessment of knowledge and skills is not possible.

Article 21

(Issuing of decision in the procedure for recognition of non-formally acquired knowledge and skills)

At the end of the procedure for recognition of non-formally acquired knowledge and skills, the KŠZ VM Bled issues a decision in which it is precisely stated which knowledge and skills or competences are recognised for the candidate.

If a study obligation is thereby recognised, it must be credited in the decision according to the criteria for credit evaluation of study programmes according to ECTS.

In the event that the application is partially or fully not recognised, this must be explained in the reasoning.

The candidate has the right to appeal against the decision of the KŠZ VM Bled within fifteen (15) days of receipt of the decision in accordance with the Statute of VM Bled.

Article 22

(Entry of recognised study obligations into records)

If the candidate enrolls at VM Bled or is already enrolled at VM Bled, the office shall, on the basis of the issued decision, enter the recognised study obligation (or number of credit points) into the records and, upon completion of studies, into the diploma supplement.

Records of received applications with attachments shall be kept in accordance with the relevant regulations on the retention of documented and archival material, while records of issued decisions shall be kept permanently.

IV. FINAL PROVISIONS

Article 23

The Regulation on the procedure and criteria for the recognition of knowledge and skills acquired through formal, non-formal and informal education, and its amendments and supplements, shall be adopted by the Senate of VM Bled.

Article 24

The Regulation on the procedure and criteria for the recognition of knowledge and skills acquired through formal, non-formal and informal education shall enter into force on the day following its adoption by the Senate of VM Bled and shall be published on the website of VM Bled.

Article 25

This Regulation may be amended in the same manner as it was adopted. Amendments and supplements to this Regulation shall enter into force on the day following their adoption by the Senate of VM Bled and shall be published on the website of VM Bled.

Reference number: VM-P-006/2023

Date: 19 April 2023

Chair of the Senate of VM Bled
mag. Tadeja Krašna