

PANEVROPSKI UNIVERZITET

APEIRON

УЦЕНЬОУ

Banja Luka

za multidisciplinarne i virtuelne studije

Pan-European University for Multidiscipline & Virtual Studies

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RULEBOOK

on Recognition of Exams and Evaluation of Study Programs

Banja Luka, June 2015

CONTENT:

Pursuant to Article 10, 103 and 127 of the Law on Higher Education (Off. Gaz. of RS“ No. 73/10, 104/11, 84/12 and 108/13) and Articles 165 - 173 of the Statute of the Pan-European University "Apeiron" (No. 1278-12/11 dated 15 July 2011), the University Senate at the 104th session held on 04.06.2015, issues the following:

RULEBOOK

ON RECOGNITION OF PASSED EXAMS AND DOCUMENTS FROM OTHER HIGHER EDUCATION INSTITUTIONS, EVALUATION OF STUDY PROGRAMS, EQUIVALENCE AND RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS/QUALIFICATIONS

Article 1

This Rulebook regulates the procedure, criteria and standards for recognition, partial recognition or non-recognition of passed exams from other higher education institutions, evaluation of study programs, equivalence and recognition and evaluation of foreign higher education documents, i.e. qualification for full-time or part-time students enrolling at Pan-European University "Apeiron", as well as the composition, manner of election and work of the Commission for the Recognition of Exams and Evaluation of Study Programs, and acts arising from the work of the Commission.

I GENERAL PROVISIONS

Article 2

The University will allow the continuation of education and will not discriminate against students transferring from another university, or students who have a diploma from previous education, or students who have passed exams in previous education on any basis (diploma obtained in one of the former Yugoslav republics, diploma obtained in a college, a diploma obtained in a school that has ceased to operate, etc.) in accordance with the parentage areas of the University.

Article 3

Recognition and transfer of ECTS credits can be performed between different study programs, as well as between accredited higher education institutions in the Republic of Srpska, BiH and abroad in accordance with the provisions of the University Statute and in accordance with specific criteria established by the Pan-European University Senate.

Article 4

(1) The Pan-European University recognizes a foreign higher education document in order to continue the education of the holder of the document in the higher education system of the Pan-European University in scientific fields in which the university is compliant and in accordance with the type of study for which it is registered.

(2) In the procedure of recognition of a foreign higher education document, the holder of the document shall be determined the right to continue the started higher education, i.e. the right to be included in certain levels of higher education in study programs organized at the Pan-European University.

II RECOGNITION OF EXAMS PASSED AT OTHER HIGHER EDUCATION INSTITUTIONS

Article 5

(1) A student who transfers from another higher education institution during the year, or a student who has passed exams in previous schooling, is recognized the exam by the Dean of the Faculty, based on the proposal of the Commission for exam recognition and evaluation of study programs.

(2) According to the assessment of the competent bodies of the Faculty, students may be recognized for all other forms of knowledge evaluation (internships, student papers, final papers, scientific research work, etc.) which are an integral part of the study program at a foreign institution and which are listed as such in the appropriate documentation provided by the student.

(3) Examinations passed at other higher education institutions or various study programs of the Pan-European University shall be recognized in the following cases:

- a) Students who transfer from another higher education institution during the school year;
- b) Students who are enrolled in some of the study programs of the Pan-European University and have passed exams at other higher education institutions in previous education;
- c) Exams contained in higher education documents on the basis of which students are not approved for enrollment at a higher level of studies;
- d) Examinations passed in one of the study programs of the Pan-European University in case of transfer to another study program or simultaneous study of two study programs;

Article 6

(1) Students cannot be recognized individual exams that are contained in the qualifications from higher education documents on the basis of which the

student was approved to enroll in the appropriate degree or year of schooling in the process of recognition of foreign higher education qualifications and enrollment in the appropriate study program of the Pan-European University.

(2) Exceptions are the exams contained in the qualifications from higher education documents on the basis of which students are not approved for enrollment in the appropriate degree or year of schooling in the process of recognition of foreign higher education qualifications due to the inconsistency of the origin of their original study program.

Article 7

(1) Exams passed in previous schooling or at other higher education institutions, may be recognized to students in the compulsory or elective program.

(2) The Commission for Recognition of Exams and Evaluation of Study Programs recognizes in the elective program the exams passed in the previous schooling, i.e. exams passed at other higher education institutions, if they belong to the main study area of the study program enrolled by the student, and are not planned in the regular and original elective program of the enrolled study program.

(3) These exams are recognized to students within the elective program, under the title and with the content that these subjects have at the higher education institutions from which the students come.

Article 8

The Commission for Recognition of Examinations and Evaluation of Study Programs determines compliance with the main study area of the subjects that are recognized, as well as the scope of ECTS credits that are recognized, and the appropriate decision on recognition of these subjects is signed by the Dean of the Faculty.

Article 9

Subjects that do not belong to the basic or secondary areas of the study program enrolled by the student, cannot be recognized in either the regular or elective program.

Article 10

(1) The procedure of recognition of the exam is performed on the basis of the submitted written request of the student.

(2) The student is obliged to enclose certified or original documents with the request for recognition of the examination, which prove the plan and program of previous education, passed exams and achieved success, as follows:

- a) certified transcript of the grades, or

- b) certificate of passed subjects with achieved grades,
- c) original student booklet,
- d) the curriculum or excerpt from the curriculum of previous education relating to the subjects for which recognition is sought,
- e) other necessary documents that have the status of a public document and which are determined by laws and bylaws.

Article 11

In the previous procedure of exam recognition, the Commission for Exam Recognition and Evaluation of Study Programs is obliged to evaluate the study program within which the exams whose recognition is sought are located, in order to determine the legal subjectivity of the foreign institution and the pedagogical legitimacy of the institution and the program.

The Commission is also obliged to establish the authenticity of all attached documents.

The Commission is also obliged to determine the origin of the foreign study program, as well as the affiliation of exams that are evaluated in the relevant narrow scientific fields.

The process of evaluation of the study program and exams is performed according to the methodology described in Chapter *VI EVALUATION OF FOREIGN STUDY PROGRAMS AND HIGHER EDUCATION QUALIFICATIONS*.

Article 12

For the work of the Commission, the student is obliged to pay the fee provided in the Rules on the Amount of the Study Fee and the Price of Services at the Pan-European University.

Article 13

The Commission recognizes the student who passed the exams from previous schooling in the compulsory program in those subjects whose content according to their curriculum overlaps more than 50% with the curriculum of the relevant subject studied at the Pan-European University.

III RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

Article 14

Students who have a degree from another higher education institution or students who have graduated from one of the faculties in BiH or abroad and on that basis have the appropriate public document, can continue their education in the following year or at the next level of education of faculties and study programs organized at the Pan-European University, if the main field of that higher education institution is in accordance with the main fields of study programs of the Pan-European University.

Article 15

Recognition of higher education documents for the purpose of continuing education is carried out by the faculty at which the same or appropriate higher education qualifications are acquired in relation to the foreign higher education qualification for which recognition is sought.

Article 16

(1) The recognition procedure is initiated at the request of a party who wishes to continue his/her studies in one of the study programs organized at the Pan-European University.

(2) Request for recognition of a foreign higher education document and enrollment for the appropriate year or the level of education is submitted to the appropriate faculty.

(3) The following documentation should be attached to the request:

- a) certified copy of the diploma, i.e. other foreign higher education document that has the function of a diploma;
- b) certified copy of the diploma supplement (if issued to a student);
- c) translation of the diploma, i.e. other foreign higher education document, certified by a certified court interpreter into one of the languages in official use in the Republic;
- d) translation of the diploma supplement, certified by a certified court interpreter into one of the languages in official use in the Republic (if issued to a student);
- e) original transcript of passed exams with grades issued by the higher education institution, or a certified photocopy thereof;
- f) translation of transcripts of passed exams with grades, certified by a certified court interpreter into one of the languages in official use in the Republic;

- g) curriculum and study program, whether original or taken from the website of a higher education institution;

The party may print a summary of the study program or curriculum in the original language from the website of the higher education institution, provided that the document clearly states the link from which it was taken, and that it is the program/plan according to which the party studied.

The following data must be visible from the attached curriculum: title of the program, duration, type of study, level of study, learning outcome, i.e. knowledge, skills and competencies acquired by the student, number of ECTS credits, if determined by the program, titles and brief description of subjects/modules, rights in terms of continuing studies, rights in terms of employment;

- h) translation of the curriculum, i.e. study program, certified by a court interpreter into one of the languages in official use in the Republic;
- i) a biography in one of the languages of the constituent peoples of Bosnia and Herzegovina, from which the course of education and work experience must be visible;
- j) proof of payment of the fee for the costs of the recognition procedure in accordance with the Rules on the Amount of the Tuition Fee and the Price of Services;
- k) other documentation, at the subsequent request of the Commission.

(4) The Faculty reserves the right to request access to the original foreign higher education diploma when submitting the application.

(5) The Faculty reserves the right to request other documents/data on completed or started education, which is necessary for the procedure of recognition of the document.

(6) The documents referred to in paragraph (3) of this Article issued in one of the languages of the constituent peoples of Bosnia and Herzegovina shall not be subject to translation.

Documents referred to in paragraph (3) of this Article that are not made in Latin or Cyrillic script are subject to the obligation to transliterate into one of these two letters performed by an authorized person at the expense of the party.

(7) If the request is correct, i.e., if the documentation submitted with the request is complete, a certificate on the initiated procedure for the recognition of a foreign higher education qualification shall be issued at the request of the candidate.

Article 17

In order to determine the legal subjectivity and pedagogical legitimacy of the institution and the study program, the professional services of faculties and universities must obtain appropriate data from sources available on the Internet, from international

public databases and public registers, or from the Commission for Information and Recognition of Documents in the Field of Higher Education of the Ministry of Education and Culture of the Republic of Srpska.

Article 18

The procedure for recognizing a foreign higher education document for the purpose of continuing education includes the following steps:

- evaluation of a foreign study program in order to determine the legal subjectivity of the foreign institution and the pedagogical legitimacy of the institution and the study program;
- evaluation of a foreign higher education document in order to determine the authenticity of the document;
- determining the origin of a foreign study program that is positively evaluated;
- comparing the parentage of a foreign study program with the corresponding program of the Pan-European University in order to determine compliance;
- defining a differential program in case of partial parentage;
- issuing an appropriate decision.

IV EVALUATION OF FOREIGN STUDY PROGRAMS AND HIGHER EDUCATION QUALIFICATIONS

Article 19

(1) The legal personality of an institution means determining whether the institution is officially registered as a legal entity in the country in which it has its registered office in accordance with the regulations on the legal personality of that country;

(2) Pedagogical legitimacy means determining the pedagogical status of an institution in the system of accreditation and licensing of higher education institutions by the competent authorities, as well as determining the position that the institution has based on that status in the higher education system of the country.

(3) Determining the pedagogical legitimacy of an institution implies prior knowledge of the higher education system of the country in which the institution has its seat.

(4) The authenticity of the higher education document implies the determination of the possible falsification of the document presented as the original or as a certified copy.

(5) Determining the origin of a foreign study program implies determining the key professional and professional competencies of graduate students at these institutions and determining the narrow scientific fields or scientific areas within which these competencies were acquired.

(6) Comparing the degree of harmonization of the parentage represents the determination of the mutual relation of two study programs in relation to their basic parentage:

- ❑ Study programs are mutually exclusive if professional competencies in educational outcomes overlap by more than 80%, i.e. if both programs have matching key competencies in educational outcomes.
- ❑ Study programs are partially based on each other if professional competencies in educational outcomes overlap by more than 60 % or if both programs have largely matched key competencies.

Partial parentage can be a consequence of the obsolescence of one of the study programs or the focus on different educational profiles within the same profession.

- ❑ Study programs are not compliant if the overlap of professional competencies of students is less than 50%, which is a consequence of the positioning of these study programs in various broader scientific fields or in further scientific fields of the same scientific area.

(7) Partial parentage implies harmonization of the program by compensating students for missing key professional and professional competencies by passing a differential study program.

Article 20

(1) The evaluation of foreign higher education qualifications shall be performed exclusively on the basis of the acquired knowledge, skills and competencies.

(2) Evaluation of the study program is a process in which key competencies and learning outcomes of the study program are determined on the basis of information about the foreign higher education institution where the study program is conducted and information about the education system in the country where the foreign diploma was obtained. The evaluation process also determines the type and level of study that the student completed, professional, academic or scientific title and the rights that the document gives to its holder in the country where it was acquired, achieved knowledge and skills, conditions of enrollment in the study program and study program content.

(3) Based on the knowledge obtained by evaluating the study program, the composition of the program is identified in relation to the narrower and broader scientific fields being studied, as well as other facts of importance for recognition.

(4) Recognition of a foreign higher education document is a process of finding an appropriate educational equivalent in the domestic higher education system from the point of view of type and level of study, as well as from the point of view of professional and professional coincidence of educational outcomes.

Once a positive evaluation of a certain foreign study program has been performed, it is valid for all subsequent cases when it comes to the same study program.

Article 21

(1) The criteria for the evaluation of foreign higher education qualifications are:

- a) to continue the study of the first cycle:
 - that the scope of acquired skills and knowledge is comparable to at least 120 ECTS, i.e. knowledge and skills that can be acquired through full-time study lasting at least two years.
 - that the scope of acquired competencies corresponds to those that are comparable with a minimum of 180 and a maximum of 240 ECTS credits, i.e. those that can be acquired during full-time study lasting at least 3 and at most 4 years.
- b) to continue studies for the acquisition of the academic title of master or equivalent, if the following conditions are met:
 - previously completed undergraduate study lasting at least 3 or 4 years (minimum 180 and maximum 240 ECTS credits);
- c) to continue the study for obtaining the scientific degree of Doctor of Science, if the following conditions are met:
 - completed undergraduate and postgraduate studies or appropriate qualification level;
- d) doctoral study, if the following conditions are met
 - completed undergraduate and postgraduate studies/II cycle of studies or appropriate level of qualification;

(2) The study of the medical group of sciences, which is evaluated up to 360 ECTS credits in the first cycle, is excluded from the evaluation criteria.

(3) If a foreign higher education qualification has been acquired in a vocational study program, it may be recognized if the level of this type of study is comparable to the levels of higher education studies conducted at the Pan-European University. When recognizing a vocational study program, as a rule, a differentiated program is determined which

compensates for the missing competencies in academic-general educational and theoretical-methodological contents. The decision on the recognition of such a foreign higher education qualification will clearly indicate that it is a vocational study.

Article 22

(1) If the Commission determines the correspondence of the parentage of the higher education institution where the student obtained a diploma in previous education with the birth parentage of the Pan-European University, and recognizes a foreign higher education document, the student is allowed to continue his/her education in the next school year of the main study program of the Pan-European University, and based on the recognized level of previous education, the student is granted an entry level of 120 or 180 ECTS credits.

(2) If a student does not have a valid higher education diploma but the transferred exams are passed at a higher education institution that is competent in the same scientific fields in which the study program is enrolled, then he/she can enroll in the next year of study compared to the year of study which was recognized to him/her at that higher education institution.

(3) If the exams to be transferred are passed at a higher education institution that is not competent in the same scientific fields as the University, then the student can enroll in the year of study that corresponds to the number of recognized credits based on recognized exams as follows:

- a) Minimum 45 recognized credits for enrollment in the second year of study
- b) Minimum 105 recognized credits for enrollment in the third year of study
- c) Minimum 165 recognized credits for enrollment in the fourth year of study

(4) The student is obliged to pass all the differential exams in further studies at the University and to acquire the number of credits provided for enrollment in the following years of study in accordance with the provisions of this Statute.

V DIFFERENTIAL PROGRAM

Article 23

Students who have obtained a degree from higher education institutions whose parentage partially coincides with the parentage of the Pan-European University, can continue their education provided that they take a differential program that complements the missing competencies and professional core of the study program.

Differential program cannot exceed 40 ECTS. As a rule, the differential program contains only scientific-professional and professional-applied courses. If the student continues his/her studies after completing the vocational study, then the differential program may also contain theoretical and methodological subjects.

As a rule, the differential program does not contain subjects that give general or generic cycle competencies or levels of education, given that these competencies are already contained in the level of education that is recognized to the student for the continuation of education.

Article 24

(1) The Commission for the Recognition of Exams and Evaluation of Study Programs is obliged to define the content of the differential program that students take in parallel with the program of continuing education.

(2) If the differential program is less than or equal to the number of elective courses provided for in the program of continuation of education, then the differential program replaces the elective program of study.

(3) If the differential program is more extensive than the elective program, then it is identified with the optional program of intensive studies.

(4) On the basis of a compulsory and differential program, a student may not obtain more than 75 ECTS credits during one school year.

Article 25

Students are required to obtain a minimum of 180 or 240 ECTS credits until the first cycle degree, by mastering the curriculum of the enrolled year and mastering the differential study program if such a program is determined by the Decision on Continuing Education at the Pan-European University.

Article 26

(1) If a student has passed one of the subjects studied in the program of continuing his/her education at the Pan-European University during his previous education, then he/she may take one of the elective professional subjects of the said study program instead.

(2) The replacement of the subject from the previous paragraph is approved by the Dean of the Faculty on the basis of a special written request of the student.

VI PROCEDURE FOR RECOGNITION OF A FOREIGN HIGHER EDUCATION QUALIFICATION

Article 27

(1) The procedure for the recognition of foreign higher education qualifications is carried out at the Faculties of the Pan-European University through the Commission for Examination Recognition and Evaluation of Study Programs.

(2) The Teaching-Scientific Council of the Faculty appoints a permanent Commission for Examination Recognition and Evaluation of Study Programs consisting of three members and two deputies from among the academic staff of the Faculty, taking into account that the appointed members represent all study programs at the Faculty.

(3) Commission for Examination Recognition and Evaluation of Study Programs performs the following tasks:

- ☑ evaluates foreign and domestic study programs;
- ☑ determines the origin of foreign and domestic study programs;
- ☑ compares the compliance of study programs of other higher education institutions with the corresponding program of the Pan-European University in order to differentiate the program into compliant, partially compliant and non-compliant;
- ☑ gives an opinion on the manner of enrollment of students with a diploma from another higher education institution;
- ☑ gives an opinion on the manner of transfer of students from another higher education institution during their studies;
- ☑ defines the differential program in the first and second study cycle;
- ☑ recognizes foreign higher education documents in order to continue education;
- ☑ recognizes individual exams;
- ☑ prepares the issuance of appropriate decisions for these cases.

Article 28

Minutes shall be taken at the sessions of the Commission. The minutes are kept by the administrative employee of the faculty, who also performs the professional tasks of preparing the sessions, providing the documentation for evaluation and recognition, and drafting the decision.

Article 29

(1) The Commission for Recognition of Examinations and Evaluation of Study Programs determines the legal personality of the institution by checking court registration data, the authenticity of the document by checking the accreditation and/or licensing of the higher education institution that issued the document in the register of licensed higher education institutions of the country of origin, and the formal correctness and validity of the document in terms of detecting forgery.

(2) In the process of comparing the main study programs of the Pan-European University with the program within which the foreign higher education document was acquired for further education, the Commission evaluates foreign study programs within which the foreign higher education document was issued, as well as the degree of compliance of the program through the assignment of attributes compliant, partially compliant and non-compliant.

Article 30

(1) When considering the application for recognition, the Faculty Commission shall take into account:

- a. the education system in the country where the higher education qualification was obtained,
- b. accreditation of the higher education institution where the qualification was acquired and the study program on the basis of which the higher education qualification was acquired,
- c. duration of studies,
- d. curriculum,
- e. the rights granted by a foreign higher education qualification in the country in which it was acquired,
- f. other circumstances/facts relevant to the recognition of a foreign higher education qualification.

(2) The Faculty Commission is obliged to submit a report on the conducted procedure within 30 days from the day of receipt of a proper request.

Article 31

(1) The Dean of the Faculty shall issue a decision on the application for enrollment and recognition of a foreign higher education document on the basis of a reasoned proposal of the Commission for Examination and Evaluation of Study Programs. The decision is also signed by the members of the commission.

(2) The decision on recognition of a higher education document and enrollment for continuing education shall contain: year of study, semester, passed exams and completed other school obligations at a foreign higher education institution, and degree and study program recognized at Pan-European University for continuing education. The decision may also contain a differential program that the student must complete in order to obtain a degree in the continuation of his/her studies at the Pan-European University.

(3) A student may file an objection against this decision with the Senate of the

Pan-European University within 15 days of receiving the decision.

(4) The decision of the Senate on the basis of the objection is final. No appeal is allowed against the decision of the Senate, but an administrative dispute may be initiated before the competent court in Banja Luka within 30 days from the day of receipt of the decision.

Article 32

(1) Members of the Recognition Commission have the right and obligation to participate in the work of the commission session.

(2) The Recognition Commission may work if three members or deputies of the Commission are present at the sessions, and conclusions are reached by a majority vote of the total number of present members of the Commission.

(3) The Recognition Commission is responsible for its work to the Teaching-Scientific Council of the faculty.

Article 33

(1) Once a positive recognition of a certain foreign higher education qualification has been made, it is not subject to re-recognition, but is valid for all subsequent cases of recognition of the same qualifications.

(2) In the case when a request is received for recognition of a foreign higher education qualification that has already been positively assessed by the faculty, and it is about the same level of education, duration of studies and the same academic or scientific titles, the dean of the faculty issues a decision which contains:

- a. personal data of the applicant;
- b. reason for submission, i.e. legal interest in recognizing a foreign higher education qualification;
- c. the number of the previously issued decision on the recognition of the same foreign higher education qualification, i.e. on the positive evaluation of the same study program;
- d. a statement that the two study programs are identical.

(3) An appeal against the decision of the dean of the faculty is allowed to the University Senate within 15 days from the day of receipt of the decision. The decision of the University Senate on the appeal is final and an administrative dispute may be initiated against it before the competent court in Banja Luka within 30 days from the day of receipt of the decision.

(4) If the commission finds that subsequently made changes and amendments to the study program of the same foreign higher education qualification are such or, essentially different, that recognition cannot be performed in the sense

of paragraphs 1 and 2 of this Article, a regular procedure of recognition and evaluation of that study program will be carried out, in accordance with this Rulebook.

Article 34

(1) A foreign higher education qualification will not be recognized if significant differences are found between the higher education qualification for which recognition is sought and the corresponding higher education qualification at the University.

(2) Significant differences that characterize a foreign higher education qualification include:

- a. that it was issued exclusively for the purpose of use in the issuing country;
- b. not containing key elements/modules/subjects contained in accredited study programs at the University that lead to such or the most similar qualification;
- c. other differences that are so significant that recognition of a foreign higher education qualification cannot be made.

(3) If in the process of evaluating the institution there are differences in the quality of programs and/or reputations of the institution in which the foreign higher education qualification was acquired, the commission is obliged to document the differences and propose partial and/or conditional recognition or rejection.

Article 35

(1) The decision on the recognition of a foreign higher education qualification must contain:

- a) personal data of the applicant;
- b) the reason for submitting the application for recognition of a foreign higher education qualification;
- c) information on the foreign higher education institution where the study program that is the subject of recognition is conducted;

(2) In the decision on academic recognition of a foreign higher education qualification on completed study, the recognized cycle/degree and type of study must be indicated, as well as the recognized professional, academic or scientific title in relation to the Law on Titles of Republika Srpska, and if this is not possible, then only the original title acquired at a foreign higher education institution is indicated.

(3) In the decision on academic recognition of a foreign higher education qualification on the started study, it is obligatory to indicate the recognized entry level ECTS credits and type of study, and the right to enroll in the next level of study, i.e. continuation of the started study.

(4) If it is determined in the recognition procedure that the study program of a foreign higher education institution deviates significantly from the study program at the faculty at the Pan-European University, the decision shall determine the obligation to take additional differential exams or prepare certain papers.

VII TRANSITIONAL AND FINAL PROVISIONS

Article 36

All public documents on acquired education, issued by the competent bodies of BiH and the Republic of Serbia, are valid on the entire territory of the Republic of Srpska, without any additional certification and are not subject to evaluation and recognition.

Article 37

On the day this Rulebook enters into force, the Rulebook on the nostrification of foreign higher education documents of the Pan-European University of 20.09.2012 shall cease to apply.

Article 38

(1) Faculties are obliged to keep the Registry Book and received and resolved requests for recognition of foreign higher education qualifications.

(2) The student file kept by the Student Service of the University contains a database and documentation basis for students for whom the recognition and evaluation procedure has been conducted.

(3) The database consists of:

- (1) date of receipt of the application for recognition of a foreign higher education qualification;
- (2) name, father's name and surname of the applicant;
- (3) date, place of birth and nationality of the applicant;
- (4) name of the country and institution that issued the foreign higher education qualification;
- (5) name of the foreign higher education qualification, number and date of issue;

- (6) name of the study program with which the foreign higher education qualification is equated with recognition;
 - (7) number and date of conclusion on supplementary differential examinations;
 - (8) number and date of the decision on the recognition of the foreign higher education qualification;
- (4) The documentation basis consists of:
- a) application for recognition of a foreign higher education qualification;
 - b) a document on a foreign higher education qualification for which recognition is sought;
 - c) minutes/report of the commission on the conducted recognition procedure;
 - d) decision of the faculty council, i.e. the University Senate;
 - e) decision on recognition;
 - f) appeal, if filed;
 - g) decision on appeal.

Article 39

- (1) The Rulebook shall enter into force on the day of its adoption by the Senate of the Pan-European University "Apeiron".

Article 40

- (1) With the entry into force of this Rulebook, the provisions of the Rulebook of the Pan-European University "Apeiron" on the recognition of foreign higher education documents no. 2230-13/12 dated 20 September 2012 shall cease to be valid.
- (2) Proceedings initiated on the application for recognition, according to the Rulebook on the recognition of foreign higher education documents of 20.09.2012 shall be terminated in accordance with that Rulebook within three months from the date of entry into force of this Rulebook.

**ACT
CERTIFICAT
ION**

**Protocol
number:**

1604-2/15

Protocol date:

04.06.2015

Act label:

A/int-01.00.000.657

Issue date:

05.06.2015

**Responsible
person/signature:**

(1) Name and surname

Risto Kozomara

title

**Prof. dr. sci. med.,
Full Prof.**



signature

(2) Name and surname

Darko Uremović

title

**CEO Project Manager,
B.Sc.Eng.**



signature

Signatory function:

(1) Rector

(2) Chairman of the Board of Directors

Official seal:

