

Pursuant to Article 48 of the Statute of School of Advanced Social Studies in Nova Gorica (SASS), the Senate of the SASS adopted the following document at its 5th regular meeting on 20 September 2018:

**RULES ON THE PROCEDURE AND CRITERIA FOR THE RECOGNITION OF
INFORMALLY ACQUIRED KNOWLEDGE AND SKILLS AT THE SCHOOL OF
ADVANCED SOCIAL STUDIES IN NOVA GORICA**

I. GENERAL PROVISIONS

Article 1
(Purpose of the Rules)

These Rules govern the procedure and criteria of establishing, assessing, confirming and recognising informally acquired knowledge and skills prior to enrolment and while studying at the School of Advanced Social Studies in Nova Gorica (hereinafter: SASS).

Article 2
(Definition of terms)

Informally acquired knowledge and skills are knowledge and skills obtained through informal learning.

Informal learning is an educational activity carried out as part of or outside of educational institutions offering formal learning (courses, workshops, seminars etc.) that do not provide a state-approved education degree or qualification.

Article 3
(Candidate)

The recognition procedure is the same for candidates who intend to enrol at SASS and for students who are already enrolled in full-time or part-time studies at SASS.

The term “candidate” in these Rules also applies to students.

The terms used in these Rules in the masculine grammatical form are used as neutral for men and women.

Article 4
(The purpose of recognition)

Candidates who wish to have their informally acquired knowledge and skills taken into account as a fulfilled condition for enrolment or as part of the obligations of the study programme in which they are already enrolled, may apply for the recognition of informally acquired knowledge and skills.

Article 5
(Principles)

The process of assessment of informally acquired knowledge and skills consists of comparison and establishment of the extent to which the informally acquired knowledge and/or skills correspond to the standards of knowledge and the content of the study programme in which the candidate wishes to enrol or is already enrolled.

The candidate must provide all the evidence necessary to assess the informally acquired knowledge and experience.

SASS shall, fully or in part, recognize the informally acquired knowledge and skills if their content, scope and complexity fully or in part correspond to the general or course-specific competencies laid down in the study programme in which the candidate wishes to enrol or is already enrolled.

II. PROCEDURE OF RECOGNITION OF INFORMALLY ACQUIRED KNOWLEDGE AND SKILLS

Article 6
(Costs of the procedure)

The procedure of assessment of informally acquired knowledge and skills shall be conducted free of charge, except if it is started on behalf of a candidate who does not have a student status.

The costs of the procedure shall be paid by the candidate within 15 days after receiving the invoice. The costs shall be charged according to the applicable price list of the SASS published on its website.

Article 7
(Committee)

The procedure for the recognition of informally acquired knowledge and skills is carried out by the Committee for Study and Students Affairs (hereinafter: the Committee).

The Committee considers individual applications of candidates in accordance with the principles and criteria set out in these Rules.

If necessary, the Committee may also invite the course coordinator to participate and provide an opinion.

The findings of the Committee in the process of recognition of informally acquired knowledge shall be recorded in the form of minutes and documented with evidence.

Article 8 (Procedural steps)

The procedure of recognition of informally acquired knowledge and skills consists of the following:

- submission of the application,
- processing the application by the Committee and
- issuing a decision by the Committee.

The recognition procedure must be completed within 60 days from the date of receiving the complete application.

Article 9 (Informing the candidate about the procedure)

Before submitting an application, the candidates may obtain the information from the Office for Student and Academic Affairs about the details of the procedure for the recognition of informally acquired knowledge and skills and about the study programme they wish to enrol in.

Article 10 (Submission of the application)

The process of recognition of informally acquired knowledge and skills shall begin at the request of the candidate, who submits a written application to the Student Office on the form that is an integral part of these Rules.

A mandatory component of the application is also a list of supporting documents.

Article 11 (Supplementing the application)

If the application is incomplete, the Student Office shall request from the candidate to rectify the deficiencies within eight days of receiving a written notification about the incomplete application.

If the candidate supplements the application within the deadline, the application shall be deemed to have been submitted when it has been duly supplemented.

If the candidate does not supplement the application within the specified deadline, the Committee shall reject it with a decision.

In justified cases, the president of the Committee may, at the candidate's written request, extend the deadline to supplement the application. The candidate submits a request for an extension of the deadline to the Student Office, which submits it to the chairman of the Committee.

In the event that the candidate's application is not partially or fully recognized, this must be clarified in the explanation.

Article 12

(Demonstration and evaluation of informally acquired knowledge and skills)

In order to evaluate the informally acquired knowledge and skills, the candidate must attach the following evidence to the application:

- certificates,
- other documents (certificates of participation in seminars and trainings, various documents issued by the employer proving work experience, etc.),
- portfolio in which the candidate lists his/her biography with data on education, employment and other acquired knowledge and skills, which clearly demonstrates the informally acquired knowledge and skills in the field (part of the study course, study course, module) the candidate wishes to have recognized,
- other evidence, such as scientific, professional or popular publications and other author's works of the candidate (such as projects, inventions, patents, etc.) and other.

The following may also serve as the basis for the recognition of informally acquired knowledge and skills:

- A certificate or other document on the completed programme of acquired knowledge and skills, which is not accredited by the National Council for Higher Education of the Republic of Slovenia (or by the Slovenian Quality Assurance Agency for Higher Education). In this case, the dates of implementation and the institution that implemented the programme must be indicated. The content of the programme must also be attached.
- Certificate of organization or institution on practical training and work at the occupied position along with a description of the candidate's tasks. The certificate should also indicate the period and extent of the practical training and work, the duration of this work and a statement of the candidate listing the course for which the practical training or work should be recognized as a completed study obligation.
- Certificate of participation in the implementation of projects.

- The knowledge acquired by the candidate through work, self-education and informal learning may be verified.

In order for the work experience to be recognized, the candidate must enclose a document from which the job position and duration and scope of practical training and work are evident. The period of occupation of this job must also be evident.

The candidate can also demonstrate informally acquired knowledge and skills by presenting a product or service. Such a product can serve as a basis for the committee to prepare an assessment of the learning outcomes achieved by the candidate. The evaluation of products and services can be used to identify, verify and confirm:

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

The Committee assesses whether an official translation is required in the case of submission of documents in a foreign language. The candidate shall ensure the translation of the document into Slovenian language.

Article 13

At the beginning of the academic year or during the academic year, the Senate of the SASS may determine which extracurricular activities will be recognized to students under the simplified procedure.

The extracurricular activity from the previous paragraph of this Article shall be an organized activity of students carried out at SASS in addition to study activities, in accordance with the standards on quality education, raising the profile and visibility of SASS at home and abroad, such as:

1. research/projects that are not a mandatory part of study programmes,
2. active participation in an event, which is (co)organized by SASS and where participation is not mandatory within one or more courses in the study programme in which the student is enrolled,
3. active participation in scientific conferences (co)organized by SASS,
4. other relevant activities approved by the Committee.

With the decision from the first paragraph of this Article, the Senate shall determine the conditions for the recognition of informally acquired knowledge within the framework of extracurricular activities, the extent to which they are recognized and the procedure for recognition.

Article 14 (Criteria)

The procedure of recognition of informally acquired knowledge and skills is based on the following criteria:

1. The candidate's previous education must meet the requirements for enrolment in the study programme at SASS.
2. The assessment of informally acquired knowledge and skills is based on the content and scope of the study course or the courses for which the candidate submitted an application for recognition.
3. Properly documented informally acquired knowledge and skills acquired must have an appropriate level of complexity.

The criteria under points 2 and 3 of the first paragraph of this Article, shall be verified by the course coordinator by comparing the submitted proof with the curriculum.

Article 15 (Work experience)

On the basis of relevant work experience in an individual professional field and professional references stated in the candidate's portfolio, it may be recognized fully or in part that the candidate passed the professional practice required by individual study programmes. Work experience must be supported by an appropriate document from the first, second and third paragraph of Article 12 of these Rules.

Article 16 (Credit assignment)

If informally acquired knowledge and/or skills are fully recognized as a completed study obligation, credits must be assigned to it according to the criteria for credit evaluation of study programmes in accordance with ECTS, i.e. the same number of credits under ECTS as the number of credits of the completed course.

If informally acquired knowledge and/or skill is only recognized as a completed study obligation only in part, credits must be assigned to it according to the criteria for credit evaluation of study programmes in accordance with ECTS, with a lower number of credits under ECTS as the full number of credits of the completed course. To obtain the rest of the ECTS credits up to the full amount of credits for a certain course, the candidate is required to pass the examination of knowledge and skills specified in Article 18 of these Rules.

Article 17 (Compulsory examination of knowledge and skills)

Further verification of informally acquired knowledge and skills is compulsory in the following cases:

- If, on the basis of the attached evidence, the Committee cannot determine whether the candidate's informally acquired knowledge and skills meet the requirements of the study course or the study programme in which the candidate is seeking recognition.
- If informally acquired knowledge and/or skills cannot be fully recognized according to the criteria.
- If the knowledge acquired through work experience is used for the recognition of a theoretical subject or module.
- If the candidate submits a certificate or other document that only proves the attendance of an education but does not imply any verification of knowledge.
- If the candidate is unable to submit a certificate or other document because the provider of education did not issue such a document.
- If the candidate is unable to provide the text of the educational program, or if the text is so inadequate that it makes comparisons impossible.
- If the candidate requests the recognition of public documents, certificates or other documents obtained in informal education programmes that have expired.
- If the candidate requests the recognition of self-education or informal learning.
- If more than five years have passed since the informal education.
- In other cases, when so determined by the Committee.

Additional verification or examination of knowledge and/or skills shall be carried out by a designated higher education teacher, who assesses whether the candidate passes the examination in part or in full.

The candidate must be informed of the date of additional examination at least fourteen days prior to the examination.

Article 18 (Methods of examination of knowledge and skills)

To examine the informally acquired knowledge and skills, the Committee selects the method that is most appropriate in view of the objectives and standards of the knowledge to be tested.

Additional examination of informally acquired knowledge and skills may take the following forms:

- oral or written exam,
- interview, discussion or defense,
- defense of a seminar paper or project prepared for this purpose,
- assesment of procedures performed by the candidate in a practical test (work, task ...),
- demonstration, performance, simulation,
- assesment of products and services.

The candidate's performance upon the additional examination of knowledge and skills is assessed in accordance with the Rules on the Examination and Assessment of a Student Knowledge at SASS.

If the candidate does not pass the knowledge and skills examination, re-examination is not possible.

Article 19
(Issuing the decision)

After the assessment or after passing the examination of informally acquired knowledge and skills, the Committee issues a decision in which it specifically states which knowledge or skills of the candidate are recognized.

If the candidate's informally obtained knowledge and skills are recognized, the candidate is not required to pass the obligations from the relevant part of the study programme.

In the event that the candidate's application is not recognized in part or in full, this must be clarified in the explanation.

III. OTHER PROVISIONS

Article 20
(Appeal against the decision)

The candidate may appeal to the Senate of SASS against the decision of the Committee in which the application for recognition of informally acquired knowledge and skills was rejected within 15 days of receipt of the decision.

The decision of the Senate of the SASS is final. The candidate may initiate an administrative dispute against the decision of the Senate.

Article 21
(Applicability of recognition)

The candidate may use the knowledge and skills recognized in the process of recognition of informally acquired knowledge and skills for a period of one year or until there is a change in the study programme or in the study contents for which the recognition was requested.

Article 22
(Entry of recognised study requirements into the records)

If the candidate's study obligation is fully recognized, the Student Office enters the recognized study requirement (number of ECTS) into the records on the basis of the issued decision and also enters it into Diploma Supplement at the end of studies.

Article 23
(Protection of personal data)

Pursuant to the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 86/2004), the candidate's personal data shall be collected and processed only for the purposes of the procedure for the recognition of informally acquired knowledge and skills.

Article 24
(Records and documentation)

Records of received applications and documentation submitted by candidates as annexes to the application shall be kept in accordance with the relevant regulations on the retention of documents and archives, and the record of issued decisions shall be kept permanently.

The documentation is returned to the candidate at his request after the expiry of the appeal period.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 25
(Amendments to the Rules)

Amendments to these Rules shall be adopted by the Senate of the SASS.

Article 26
(Interpretation of provisions)

The Student and Academic Affairs Commission shall be responsible for the interpretation of individual provisions of these Rules.

Article 27
(Entry into force of the Rules)

These Rules shall enter into force on 1 October 2018.

The Rules shall be published on the SASS's website.

On the day these Rules enter into force, the Rules on the Procedure and Criteria for the Recognition of Informally Acquired Knowledge and Skills from 18 July 2014 shall cease to apply.

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