

Instructions for Implementing the Procedure for the Recognition of Obligations Completed Abroad at UP FAMNIT

These Instructions constitute a mandatory annex to the **Rules on the Recognition of Knowledge and Skills Acquired through Formal and Non-Formal Education at the University of Primorska** (hereinafter: the *Rules*).

- ✓ These Instructions shall apply to the implementation of study mobility for UP FAMNIT students within:
- ✓ short-term mobility programmes (BIP – Erasmus+ Blended Intensive Programmes, summer, spring, autumn and winter schools, and other forms),
- ✓ long-term mobility programmes (Erasmus+ mobility and mobility within other programmes and projects),
- ✓ course offerings or “course baskets” (e.g. Bachelor Tracks, PhD Tracks, etc.), and
- ✓ other forms of mobility not specifically defined herein but involving the recognition of formally acquired knowledge and skills acquired abroad.

I. ACCOMPANYING DOCUMENTATION FOR THE IMPLEMENTATION OF ALL FORMS OF MOBILITY

1. Learning Agreement

The Learning Agreement is a document regulating the student’s individual course plan at the host institution and ensuring the recognition of study obligations completed abroad at the home faculty.

The Learning Agreement must be prepared and, where necessary, amended by mutual agreement between the student, the host institution and the home institution.

For mobility within the Erasmus+ programme, the **Online Learning Agreement (OLA)**, accessible via the **EWP (Erasmus Without Paper)** portal, shall be used. The OLA is mandatory for:

- ✓ long-term (semester-based) mobility programmes, as well as for
- ✓ short-term mobility within BIP/KIP (Blended Intensive Programmes).

A standard Learning Agreement (in PDF or Word format) shall be used in the following cases:

- ✓ where the host institution from a programme country (Erasmus+ KA131) does not use the EWP system; in such case, the host institution shall provide the student with the appropriate form,
- ✓ where mobility is carried out in partner countries (Erasmus+ KA171); the form is available on the UP FAMNIT website,

- ✓ where mobility is carried out outside the Erasmus+ programme; the form is likewise available on the UP FAMNIT website.

2. Request for Prior Approval of Participation in Different Types of Mobility (Form 2)

By completing Form 2, the student:

- ✓ prepares a selection of courses or learning units at the host institution that the student considers comparable to the courses of the enrolled study programme at UP FAMNIT; the selection shall be justified by the course catalogue and syllabi of the selected courses,
- ✓ prepares a proposal for the recognition of completed obligations at the home faculty, taking into account the type of course (mandatory or elective).

3. Application for the Recognition of Formally Acquired Knowledge and Skills

a) Form 3a – previously approved activities

Form 3a shall be completed after the completion of obligations that were previously approved.

By completing this form, the student:

- ✓ finalises the recognition procedure and claims recognition of obligations in accordance with the agreement reached prior to the start of mobility.

b) Form 3b – activities not previously approved

Form 3b shall be completed after the completion of obligations that were not previously approved by the study programme coordinator.

By completing this form, the student:

- ✓ regulates the recognition procedure for obligations that were not agreed upon prior to the beginning of mobility.

II. INSTRUCTIONS FOR IMPLEMENTING THE MOBILITY PROCEDURE

1. Before the mobility period

Prior to the mobility period, the student must complete the **Request for Prior Approval of Participation in Different Types of Mobility (Form 2)**. The proposal shall be prepared in cooperation with the study programme coordinator and in accordance with the provisions of the Rules.

In Form 2, the student shall:

- ✓ specify the learning units at the host institution that the student intends to complete,
- ✓ justify the selection with a description of the programme or course contents,
- ✓ prepare a proposal for the recognition of learning units at UP FAMNIT, specifying for each learning unit the title, the number of ECTS credit points and the extent of recognition,

- ✓ where appropriate, indicate that the learning unit shall be recognised as “outside the study programme”.

A mandatory annex to Form 2 is the description of the programme contents in which the student is participating.

At the same time, the student must also complete the Learning Agreement or OLA, whereby the information and contents must correspond to the information stated in Form 2.

Criteria for course selection

When selecting and assessing the comparability of courses, the following must be taken into account:

- ✓ the level of study,
- ✓ the course contents,
- ✓ the student workload expressed in ECTS credit points.
- ✓

A course completed at the host institution may be recognised:

- ✓ as part of one or more courses within the enrolled study programme,
- ✓ as a substitute for one course at UP FAMNIT, or
- ✓ as a combination of both options.

When planning mobility, the student must also take into account the delivery of mandatory and elective courses at UP FAMNIT during the current academic year.

Completion of mandatory courses during mobility

If the student wishes to complete abroad a course replacing a mandatory course within the enrolled study programme at UP FAMNIT, the student must obtain the consent of the course holder regarding the comparability of contents when preparing the Learning Agreement.

Where the nature of the course permits, the course holder may authorise the study programme coordinator to assess comparability.

If the consent of the course holder is not obtained, the course completed abroad may only be recognised as an elective course or as a course outside the study programme.

Courses outside the study programme

The student may also complete at the host institution courses for which recognition within the enrolled study programme is not envisaged. Such courses shall be appropriately indicated in Form 2.

Courses outside the study programme shall be entered into the student’s academic record and listed in the Diploma Supplement under the section Other Examinations and Achievements.

Submission of documentation

The completed and signed Form 2 shall be submitted by the student to the Student Office and the International Office of UP FAMNIT.

Following review, the Student Office shall forward the approved Form 2 to the student, the study programme coordinator and the International Office.

2. During the mobility period

Changes to the Learning Agreement

During the mobility period, the student may change the selected study obligations. The student must notify the host institution and the International Office of UP FAMNIT of such changes immediately or no later than one month after arrival at the host institution.

The amendment procedure includes:

- ✓ preparation of a new proposal in Form 2, and
- ✓ completion of the relevant section of the Learning Agreement or OLA intended for amendments.

The amendment procedure is substantively equivalent to the procedure for preparing the Learning Agreement prior to departure abroad.

If amendments are not carried out in accordance with these Instructions, UP FAMNIT shall not be obliged to recognise additionally completed obligations, even if they are confirmed by the host institution. In such case, the student shall regulate recognition upon return through Form 3b.

3. After completion of the mobility period

The student's return to the home faculty shall be deemed as a call for submission of an application for recognition of study obligations completed abroad.

No later than thirty (30) days after returning to the home faculty, the student shall submit through **the ŠIS system the Request for Recognition of Study Obligations (after the study exchange)** together with the following annexes:

- ✓ the Application for the Recognition of formally knowledge and skills within different types of Mobility (Form 3a or Form 3b),
- ✓ the Request for Prior Approval of Participation in Various Forms of Mobility (Form 2),
- ✓ the Learning Agreement and any amendments thereto,
- ✓ description(s) of completed study obligations provided by the host institution,
- ✓ the Transcript of Records,
- ✓ the Confirmation of Stay.

Recognition shall be carried out in accordance with the Rules.

If an individual obligation is recognised only partially, the student must register for the missing part of the obligation through the regular examination procedure applicable to UP FAMNIT students (registration via the ŠIS system).