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Based on Article 20 of the Rules on the Recognition of Formally and Informally Acquired Knowledge and Skills at the University of Primorska, the Senate of the UP Faculty of Mathematics, Natural Sciences and Information Technologies adopted at its 33rd regular session held on 22 December 2025 the following:

## Rules on the Recognition of Formally Acquired Knowledge and Skills within Various Forms of Mobility at UP FAMNIT

### I. GENERAL PROVISIONS

#### Article 1

These Rules on the Recognition of Formally Acquired Knowledge and Skills within Various Forms of Mobility at UP FAMNIT (hereinafter: the Rules) regulate the recognition of formally acquired knowledge and skills that are fully or partially aligned, in terms of content, scope and complexity, with the general or subject-specific competencies defined by the study programme in which the UP FAMNIT student is enrolled, and which are acquired within various forms of mobility, or when the student completes individual courses within the enrolled study programme that are delivered in person, virtually or in a hybrid format by UP or another higher education institution in Slovenia or abroad, or by the European University Transform4Europe, namely 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.).

#### Article 2

An annex to these Rules are the Instructions for Implementing the Procedure for the Recognition of Obligations Completed Abroad at UP FAMNIT (hereinafter: the Instructions).

## II. BEFORE THE START OF MOBILITY

### Article 3

(1) In order to participate in the courses referred to in Article 1 of these Rules, the student must obtain prior approval (Form 2), based on the review and comparison of the contents of the courses the student intends to complete at another higher education institution and the curricula of the enrolled study programme.

(2) Approval shall be decided by the coordinator of the study programme at UP FAMNIT in which the student is enrolled. In doing so, the coordinator may request the opinion of one or more higher education teachers from the relevant field.

(3) The approval shall specify which courses, together with the corresponding ECTS credit points and grades, are recognised or partially recognised for the student. Recognition may include:

substitution of an individual course or courses within the enrolled study programme,

partial recognition of an individual course or courses within the enrolled study programme,

recognition of obligations outside the study programme.

(4) In the event of changes, the student must obtain approval again in accordance with paragraph 1 of this Article and simultaneously update the related documentation where required, in accordance with the Instructions.

### Article 4

(1) The Student and Academic Affairs Office of UP FAMNIT shall be responsible for implementing the procedure for the recognition of formally acquired knowledge and skills within various forms of mobility. In carrying out its work, it may request the opinion of one or more higher education teachers from the relevant field.

(2) Pursuant to the decision of the Dean of UP FAMNIT, the Vice-Dean for Academic Affairs of UP FAMNIT shall be authorised to issue decisions and rulings.

## III. AFTER COMPLETION OF MOBILITY

### Article 5

(1) The basis for the recognition of formally acquired knowledge and skills within various forms of mobility shall be a certificate of completed courses containing the number of ECTS credit points (where the course is credit evaluated) and the contents on the basis of which the student completed the study obligations.

(2) The coordinator of the study programme shall confirm the grade conversion where necessary and may consult course coordinators in doing so.

### Article 6

(1) The recognition procedure shall begin upon the student's application (Form 3a and Form 3b), no later than 30 days after completion of mobility and in accordance with the Instructions. The student's application shall be reviewed by the International and Inter-University Cooperation Office of UP FAMNIT / IAM.

(2) If the student did not obtain prior approval from the coordinator, the recognition procedure shall be regulated by Form 3b and in accordance with Article 10 of these Rules. The student's application shall be reviewed by the International and Inter-University Cooperation Office of UP FAMNIT / IAM and finally confirmed by the Student and Academic Affairs Office of UP FAMNIT.

(3) If the application is incomplete, the International and Inter-University Cooperation Office of UP FAMNIT shall invite the student to supplement it. If the student fails to supplement the application within 15 days, the application shall be dismissed.

(4) The recognition procedure must be completed no later than 30 days from the date of submission of the student's complete application.

#### Article 7

(1) The application for recognition of formally acquired knowledge and skills within various forms of mobility (hereinafter: the application) must include:

a certificate of completed courses and course contents, as specified in Article 5 of these Rules, the Learning Agreement, Form 2, a certificate of participation.

(2) All supporting documents attached to the application may also be submitted in English.

#### Article 8

The student may be granted recognition of knowledge and skills acquired within short-term mobility programmes and course baskets, generally up to a maximum of 12 ECTS credit points of study obligations within the enrolled study programme.

#### Article 9

(1) If the student submits certificates of completed courses from which it can be established that the formally acquired knowledge and skills within various forms of mobility are fully or partially aligned in content, scope and complexity with the competencies defined by the study programme, a decision shall determine which courses, together with the corresponding ECTS credit points and grades, are recognised or partially recognised.

(2) In the event of partial recognition, this must be appropriately explained in the reasoning of the decision.

(3) If the student submits certificates of completed courses from which it can be established that the formally acquired knowledge and skills within various forms of mobility are not aligned in content, scope and complexity with the general or subject-specific competencies defined by the study programme, such knowledge and skills may be recognised as obligations outside the study programme.

#### Article 10

(1) If the student submits certificates of completed courses for which prior approval in accordance with Article 3 of these Rules was not obtained, recognition shall be decided by the Committee for Student and Academic Affairs of UP FAMNIT upon the proposal of the study programme coordinator.

(2) In the recognition procedure, the provisions of Articles 3 and 9 of these Rules shall apply mutatis mutandis; however, in cases where the formally acquired knowledge and skills within various forms of mobility are not aligned in content, scope and complexity with the general or subject-specific competencies defined by the study programme, the competent committee may decide not to recognise such knowledge and skills.

(3) In the event of non-recognition, this must be appropriately explained in the reasoning of the decision.

#### Article 11

(1) The student may appeal against a decision or ruling to the Senate of UP FAMNIT within 15 days of receipt.

(2) The Senate of UP FAMNIT must decide on the appeal no later than 30 days from receipt of the complete appeal.

(3) The student may appeal against the decision of the Senate of UP FAMNIT to the Senate of the University of Primorska within 15 days of receipt. The decision of the Senate of the University of Primorska regarding the student's appeal shall be final. The student may initiate an administrative dispute against the final decision of the Senate of the University of Primorska.

### IV. TRANSITIONAL AND FINAL PROVISIONS

#### Article 12

Amendments and supplements to these Rules shall be adopted by the Senate of UP FAMNIT.

#### Article 13

These Rules shall enter into force on the day following their adoption by the Senate of UP FAMNIT and shall be published on the UP FAMNIT website.

Reference No.: 6-217/2025-TL

Koper, 22 December 2025

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Annexes:

- Instructions for Implementing the Procedure for the Recognition of Obligations Completed Abroad at UP FAMNIT
- Form 2: Request for Prior Approval of Participation in Various Forms of Mobility
- Form 3a: Application for the Recognition of Formally Acquired Knowledge and Skills within Various Forms of Mobility – based on Prior Approval of Mobility
- Form 3b: Application for the Recognition of Formally Acquired Knowledge and Skills within Various Forms of Mobility – without Prior Approval of Mobility