

SLOBOMIR P UNIVERSITY

UNIVERSITY SENATE

REGULATIONS

**ON THE RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS
FOR THE PURPOSE OF CONTINUING STUDIES AT SLOBOMIR P UNIVERSITY
BANJA LUKA AND THE PROCEDURE FOR THE EQUIVALENCE OF PREVIOUSLY
ACQUIRED ACADEMIC DEGREES**

Banja Luka, September 23, 2025

Pursuant to Article 54, paragraph (4) of the Higher Education Act (“Official Gazette of the Republic of Srpska”, Nos. 67/20 and 107/24) and Article 26 of the Statute of SLOBOMIR P University Banja Luka, the University Senate at its 4th session held on 23 September 2025 adopted the

REGULATIONS

ON THE RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS FOR THE PURPOSE OF CONTINUING STUDIES AT SLOBOMIR P UNIVERSITY BANJA LUKA AND THE PROCEDURE FOR THE EQUIVALENCE OF PREVIOUSLY ACQUIRED ACADEMIC DEGREES

I. GENERAL PROVISIONS

Article 1

- (1) These Regulations prescribe procedures and criteria for the recognition of foreign educational qualifications for the purpose of continuing studies at SLOBOMIR P University in Banja Luka (hereinafter: the University).
- (2) The Regulations further regulate the procedure and manner of determining the equivalence of degrees previously awarded by the University under earlier regulations with the new degrees conferred in accordance with the Higher Education Act, the Statute and other general acts of the University.
- (3) The provisions of these Regulations apply to the recognition of foreign educational qualifications and, by analogy, to the recognition of domestic qualifications obtained through formal, non-formal and other forms of education and learning.

Article 2

- (1) For unified interpretation, the terms used in these Regulations shall have the following meanings:
 - Academic recognition of a foreign educational qualification means the formal confirmation of the level of education attained, and of the applicant’s acquired knowledge, skills and competencies, for the purpose of access to further studies.

- Equivalence is the procedure by which a degree obtained at the University under regulations not based on the European Credit Transfer and Accumulation System (ECTS) is aligned with the new degrees obtained in accordance with ECTS-based study rules.
- Higher education diploma is an official document certifying the completion of higher education.
- Diploma supplement is an official document forming an integral part of the higher education diploma, containing a description of the nature, level, context, content and status of the studies completed by its holder.
- Foreign higher education qualification is any official document issued by a foreign higher education institution, except documents obtained on the territory of the former SFRY until 6 April 1992 and official documents and certificates under the Agreement on mutual recognition of documents in education and regulation of status issues of pupils and students (“Official Gazette of the Republic of Srpska”, No. 79/05) obtained at accredited higher education institutions in the Republic of Serbia.

(2) Terms used in the masculine or feminine form in these Regulations shall be understood to include both genders.

Article 3

(1) The University’s organizational units, i.e. the competent Commissions, are obliged to apply the provisions of these Regulations.

(2) The Commissions are expert bodies of the organizational units appointed by the Rector upon proposal of the relevant academic or artistic-academic council, with a mandate of one year, for the purpose of implementing the procedure regulated by these Regulations.

(3) The decision establishing a Commission pursuant to paragraph (2) shall determine the number, composition and mandate of the Commission members and other matters relevant to the work of the Commission.

II. PROCEDURE AND CONDITIONS FOR THE RECOGNITION OF HIGHER EDUCATION QUALIFICATIONS OBTAINED AT FOREIGN HIGHER EDUCATION INSTITUTIONS FOR THE PURPOSE OF CONTINUING EDUCATION AT THE UNIVERSITY

Article 4

(1) The recognition procedure is initiated on the basis of a prior submitted application by a person who wishes to continue their education at the University. The Application Form is an integral part of these Regulations.

(2) Persons who have obtained a higher education credential at another higher education institution (domestic and/or foreign) are entitled to recognition.

(3) The competent body for the procedure under paragraph (1) is the faculty or organizational unit that is the applicant's home unit for the relevant field at the time of application.

(4) In the recognition procedure, other principles and rules shall be applied in accordance with the Council of Europe/UNESCO Convention on the Recognition of Qualifications concerning Higher Education in the European Region ("Official Gazette of BiH", No. 16/03 – International Treaties) and its accompanying documents, UNESCO's Recommendation on the Recognition of Studies and Qualifications in Higher Education (27th Session, Paris, 13 November 1993), UNESCO Guidelines on the recognition, validation and accreditation of the outcomes of non-formal and informal learning, the Revised Standards and Guidelines for Quality Assurance in the European Higher Education Area (Conference of Ministers responsible for Higher Education in the European Higher Education Area, Yerevan, May 2015) and other domestic and international regulations in the field of higher education.

Article 5

(1) Persons who obtained a higher education credential at another higher education institution (domestic and/or foreign) have the right to recognition.

(2) The following documents must be submitted with an application for recognition of a foreign educational qualification:

- the higher education credential, in original or certified copy, or other proof of completed education or of acquired knowledge, skills and competencies;
- the diploma supplement;
- transcript of records and achieved ECTS credits issued by the higher education institution, if the institution does not issue a diploma supplement;
- transcript of records if the credential was obtained in a country that does not use the ECTS;
- the official study curriculum/program in original or downloaded from the institution's website, or its summary with a link to the source, which must correspond to the curriculum under which the applicant studied;
- birth certificate extract;
- copy of identity document proving citizenship (passport for foreign applicants);
- document proving change of name and/or surname;

- final thesis, if required for the qualification, in original, certified copy or electronic format;
- a consent statement by the applicant authorizing verification of information on the obtained education;
- proof of payment of the procedure fee.

(3) If any document from paragraph (2) is not drawn up in one of the official languages used in Bosnia and Herzegovina, a certified translation must be provided.

(4) If the application is incomplete or unclear, the applicant shall be granted a maximum of 30 days to supplement or clarify it.

(5) If the applicant fails to supplement or clarify within the given period, the application shall be rejected by decision.

(6) A special appeal against that decision is permitted.

Article 6

(1) In the academic recognition procedure, the Commission may verify the authenticity of the credential or the information on the acquired education.

(2) The Commission may verify authenticity directly or through other competent institutions (relevant ministry, Centre for Information and Recognition of Foreign Higher Education Qualifications in the Republic of Srpska, etc.).

Article 7

(1) Upon receipt of the application, the competent Commission shall examine the submitted documentation and other information obtained in cooperation with competent authorities, to determine whether conditions for conducting the procedure for continuation of studies at the University are met.

(2) The Commission shall prepare a Report on the application containing a proposal for recognition/equivalence. The Report Form is an integral part of these Regulations.

(3) In preparing the Report, the Commission shall examine official documentation and otherwise establish relevant facts.

(4) The Report shall contain applicant data, details of the completed study, rationale and proposal for recognition/equivalence of the previously obtained academic degree or diploma.

(5) Based on the Report and its reasoned proposal, the Dean shall issue a Decision within five days of adoption, determining whether and at which year and cycle of study the student may continue their education, the number of credits recognized, and any additional obligations under conditional recognition.

(6) The Decision under paragraph (5) shall be accompanied by a certificate of recognized examinations. The Decision Form is an integral part of these Regulations.

(7) An appeal against the Decision under paragraph (5) may be lodged with the faculty's academic/artistic-academic council within 15 days of receipt of the Decision.

(8) The Council's decision is final.

Article 8

(1) If full recognition of a foreign qualification cannot be granted due to substantial differences, the competent authority shall consider other forms of recognition: conditional, partial and alternative, in accordance with the principles and provisions of the instruments listed in Article 4, paragraph (4) of these Regulations.

(2) Conditional recognition confirms the applicant's education at the level of the qualification and allows enrolment in the appropriate study programme subject to fulfillment of missing admission requirements during the course of that programme (examination, seminar work, research, internship, etc.).

(3) Partial recognition covers individual credits or learning outcomes, allowing the applicant to enrol in a lower-level study programme than requested and to have passed examinations or learning outcomes recognized.

(4) Alternative recognition acknowledges a qualification or learning outcomes at a lower level than required by the applicant, or recognizes the same level but permits enrolment in a programme similar to the one requested.

(5) If the institution has the necessary capacities, the applicant may be offered special education outside standard programmes to remedy substantial differences that hinder continuation of studies in the requested programme.

(6) If alternative recognition is not possible, the application shall be rejected.

(7) A rejection Decision shall state the reasons why recognition cannot be granted and indicate how the applicant may act to enable continuation of studies.

Article 9

(1) The academic/artistic-academic council of the faculty may, for a person who completed higher vocational education lasting four to six semesters, decide to recognize a specific number of ECTS credits and determine supplementary course requirements or other conditions for continuation of studies to obtain a first-cycle diploma.

Article 10

(1) The right to enrol in the second cycle of studies is granted to a person referred to in Article 9 where the University organises studies under the 3+2 model (180+120 ECTS) having completed at least a three-year programme, or under the 4+1 model (240+60 ECTS) having completed at least a four-year programme.

(2) If the content of the previously completed programme substantially deviates from the content of current programmes, additional conditions to be met for continuation of studies shall be determined.

(3) If the additional requirements are of such scope that they prevent regular attendance of second-cycle studies, the faculty may refuse admission to the second cycle and direct the applicant to enrol in the first cycle.

III. EQUIVALENCE OF PREVIOUSLY ACQUIRED DEGREES WITH NEW DEGREES

Article 11

(1) Persons who obtained degrees at the University under previous regulations have the right to request equivalence of previously obtained degrees with new degrees.

(2) The equivalence procedure at the University is initiated at the request of the person who previously obtained the degree at the University.

(3) The competent unit for the procedure under paragraph (1) is the University member that issued the diploma or the member that is the applicant's home unit for the field at the time of application.

(4) The request shall be submitted on the form attached to these Regulations, which forms an integral part thereof.

Article 12

A certified photocopy of the diploma and other documents necessary for the decision shall be submitted with the equivalence application.

Article 13

(1) Upon receipt of the request, the Dean of the unit shall appoint a three-member Commission to conduct the equivalence procedure.

(2) The Commission shall prepare a report on the request containing a proposal for equivalence. The Report Form is an integral part of these Regulations.

(3) When proposing a decision, the Commission shall apply statutory provisions and subordinate acts regulating the use and conferment of academic and professional titles.

(4) The Dean shall issue the Equivalence Decision no later than 60 days from the date of submission of a duly completed request. The Decision Form is an integral part of these Regulations.

(5) An appeal against the Equivalence Decision may be filed with the academic/artistic-academic council within 15 days of receipt of the Decision.

(6) The Council's decision is final.

Article 14

When proposing a decision on the request, the Commission shall be guided by the following general uniform criteria for equivalence:

1. Previously awarded two-year higher vocational qualifications, specialist qualifications obtained after five- or six-year basic programmes, and scientific titles of Master of Science/Arts have no equivalents among the new degrees.
2. Previously obtained education after three years of basic studies and a professional, academic or scientific title prescribed by law shall be equated with the new title of graduate (bachelor), with an indication of the relevant field and 180 ECTS credits, in accordance with applicable regulations on degrees obtained upon completion of higher education.
3. Previously obtained higher education and a professional, academic or scientific title prescribed by law after four years of basic studies shall be equated with the new title of graduate (bachelor), with an indication of the field and 240 ECTS credits, in accordance with applicable regulations on degrees obtained upon completion of higher education.

4. Previously obtained higher education and a professional, academic or scientific title prescribed by law after five years of study shall be equated with the new title of Master, with an indication of the field and 300 ECTS credits.
5. Previously awarded specialist professional titles obtained after four-year basic studies and one-year specialist studies shall be equated with the new title MASTER, indicating the relevant field and 300 ECTS credits.

Article 15

- (1) Information on procedures and criteria for academic recognition of foreign educational qualifications, non-formal education and other forms of education and learning shall be publicly available.
- (2) Recognition procedures are part of the internal quality assurance system and, like other higher education activities, are subject to external evaluation in accordance with applicable rules.

Article 16

- (1) The University, i.e. its faculties, shall keep records on the recognition of domestic and foreign higher education credentials. Recognition procedures are part of the internal quality assurance system and, like other higher education activities, are subject to external evaluation in accordance with applicable rules.
- (2) Documentation on the recognition of domestic and foreign higher education credentials shall be permanently kept in the University or faculty archive.

IV. TRANSITIONAL AND FINAL PROVISIONS

Article 17

- (1) Costs of the procedure regulated by these Regulations shall be borne by the applicant.
- (2) The amount of the fee referred to in paragraph (1) shall be determined by the University Board of Directors by a Decision on tuition and other fees for each academic year.

Article 18

Recognition procedures initiated before the entry into force of these Regulations shall be completed pursuant to the provisions of previous regulations on academic recognition.

Article 19

Upon entry into force of these Regulations, the Regulations on the Recognition of Foreign Higher Education Certificates and Qualifications No. 372/11 of 20 July 2011, with subsequent amendments and supplements, shall cease to apply.

Article 20

These Regulations shall enter into force on the eighth day following their publication on the University's website and shall apply from the beginning of the 2025/2026 academic year.

Ref. No.: S-04-02.1/25

Date: September 23, 2025

**CHAIR OF THE SENATE
RECTOR
Prof. Dr. Slobodan S. Župljanin**

ANNEX 1

SLOBOMIR P UNIVERSITY BANJA LUKA

**Braće Podgornika No. 8
BANJA LUKA**

Pursuant to Article 111 of the Higher Education Act (“Official Gazette of the Republic of Srpska” No. 67/20) and Articles 141 and 149 of the Statute of SLOBOMIR P University Banja Luka (Ref. 154-1/21 SPU, of 30 October 2021) and Article 11, paragraph (4) of the Regulations on the Recognition of Foreign Higher Education Qualifications for the Purpose of Continuing Studies at SLOBOMIR P University Banja Luka and the Procedure for the Equivalence of Previously Acquired Academic Degrees, on: _____, I hereby submit an

APPLICATION

for equivalence of a degree obtained under previous regulations

1. APPLICANT INFORMATION

Full name	
Parent’s name	
Date and place of birth	
Citizenship	
Place of residence	
Residential address (street and number)	
Postal code and place	
Gender: Female/Male	
Email	
Telephone number	

2. ADDRESS FOR SERVICE OF THE DECISION

Full name	
Street and number	
Postal code and place	
Country	

**3. INFORMATION ABOUT THE PREVIOUS DEGREE FOR WHICH
RECOGNITION IS REQUESTED**

Name of the higher education institution in the language of the issuing country	
Address of the institution (country, city, street and number)	
Institution website	
Name of study programme	
Mode of study	
Foreign academic (professional) title in original language	
Duration of studies (semesters/years)	
Date of enrolment	
Date of completion	
Type of credential by which the degree was obtained	
Date of issue and number of the credential	
ECTS credits earned during studies	
Exact title of the previously obtained degree	

4. DOCUMENTATION TO BE ATTACHED TO THE APPLICATION

1. diploma in original or certified copy, or other proof of completed education or of acquired knowledge, skills and competencies;
2. diploma supplement;
3. transcript of records and ECTS credits issued by the institution, if no diploma supplement is issued;
4. transcript if the credential was obtained in a country without ECTS;
5. official curriculum or programme in original or downloaded from the institution's website, or a summary with the source link;
6. certified copy of proof of citizenship;
7. birth certificate extract;
8. document proving change of name and/or surname;
9. final thesis, if required for the qualification, in original, certified copy or electronic format;
10. proof of consent for verification of educational information;
11. proof of payment of the procedure fee.

I declare under material and criminal liability that the above information is true.

Banja Luka, _____.

APPLICANT

**ANNEX 2
SLOBOMIR P UNIVERSITY BANJA LUKA
ORGANIZATIONAL UNIT**

Ref. No.: _____

Date: _____

By Decision of the Rector of SLOBOMIR P University No. _____ of _____, the Commission for recognition of the domestic/foreign higher education credential of the applicant was appointed with the following composition:

1. _____, **Chair;**
2. _____, **Member;**
3. _____, **Member.**

On _____, the Student Affairs Office submitted to the Commission the Application of _____ for recognition of a previously obtained degree.

After examining the facts and the submitted documentation, the Commission submits the following

REPORT

on the recognition of a domestic/foreign higher education credential

1. APPLICANT DATA

Full name	
Parent's name	
Date and place of birth	
Citizenship	
Place of residence	
Residential address	
Street and number	

2. DATA ON THE DOMESTIC/FOREIGN HIGHER EDUCATION CREDENTIAL

Name of issuing institution in original language	
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Address of the institution (country, city, street and number)	
Institution website	
Study programme title	
Mode of study	
Foreign academic/professional title in original language	
Duration of studies (semesters/years)	
ECTS credits earned during studies	

3. LIST OF ATTACHED DOCUMENTATION

4. COMMISSION'S PROPOSAL

Based on the review of the applicant's request and documentation, the Commission proposes that the Dean of the Faculty adopt a Decision by which the previously obtained degree _____ obtained at _____ shall be equated with the degree _____ in accordance with the applicable Law on Academic Titles and the Regulations on the list of professional, academic and scientific titles.

COMMISSION MEMBERS

1. _____

2. _____

3. _____

ANNEX 3

SLOBOMIR P UNIVERSITY BANJA LUKA

Braće Podgornika No. 8

BANJA LUKA

Pursuant to Article 111 of the Higher Education Act (“Official Gazette of the Republic of Srpska” No. 67/20) and Articles 141 and 149 of the Statute of SLOBOMIR P University Banja Luka (Ref. 154-1/21 SPU, of 30 October 2021) and Article 4, paragraph (1) of the Regulations on the Recognition of Foreign Higher Education Qualifications for the Purpose of Continuing Studies at SLOBOMIR P University Banja Luka and the Procedure for the Equivalence of Previously Acquired Academic Degrees, on: _____, I hereby submit an

APPLICATION

for recognition of a foreign/domestic higher education credential for the purpose of continuing studies at SLOBOMIR P University

1. APPLICANT INFORMATION

Full name	
Parent’s name	
Date and place of birth	
Citizenship	
Place of residence	
Residential address (street and number)	
Postal code and place	
Gender: Female/Male	
Email	
Telephone number	

2. ADDRESS FOR SERVICE OF THE DECISION

Full name	
Street and number	
Postal code and place	
Country	

3. INFORMATION ON PREVIOUS RECOGNITION OF THE CREDENTIAL

3.1. Have you previously received an act of nostrification or recognition (Decision, Ruling, Conclusion) from competent BiH authorities for the foreign higher education credential you seek to recognise? YES – NO

3.2. If yes, please attach a copy/photo of the recognition act.

4. DATA ON THE PREVIOUS DEGREE FOR WHICH RECOGNITION IS REQUESTED

Name of issuing institution in original language	
Address of the institution (country, city, street and number)	
Institution website	
Study programme title	
Mode of study	
Foreign academic/professional title in original language	
Duration of studies (semesters/years)	
Date of enrolment	
Date of completion	
Type of credential by which the degree was obtained	
Date of issue and number of the credential	
Conditions for obtaining the foreign diploma (circle):	1. Final thesis 2. Final exam 3. Other

5. PREVIOUS EDUCATION

5.1 Primary and secondary education

Institution	Place and country	Year of enrolment	Year of completion

5.2 Previously obtained or attended higher or vocational education

Institution and location	Qualification obtained	Year of enrolment	Year of completion

6. DOCUMENTATION TO BE ATTACHED TO THE APPLICATION FORM

1. diploma in original or certified copy, or other proof of completed education or of acquired knowledge, skills and competencies;
2. diploma supplement;
3. transcript of records and ECTS credits issued by the institution, if no diploma supplement is issued;
4. transcript if the credential was obtained in a country without ECTS;
5. official curriculum or programme in original or downloaded from the institution's website, or a summary with the source link;
6. certified copy of proof of citizenship;
7. birth certificate extract;
8. document proving change of name and/or surname;
9. final thesis, if required for the qualification, in original, certified copy or electronic format;
10. proof of consent for verification of educational information;
11. proof of payment of the procedure fee.

NOTES:

The recognition procedure is not applied to official documents obtained on the territory of the former SFRY until 6 April 1992, nor to documents obtained at accredited higher education institutions in the Republic of Serbia.

A study programme summary or course syllabus in the original language may be printed from the institution's website provided the source link is clearly indicated and it corresponds to the programme attended.

Applicants who transferred between institutions during studies must submit transcripts of records from all institutions attended.

In accordance with the provisions of the Higher Education Act of the Republic of Srpska, the University Statute and the Rules on equivalence and recognition, the recognition procedure does not confer a professional, academic or scientific title; it only formally confirms the value of the foreign higher education diploma for the purpose of continuing studies at SLOBOMIR P University Banja Luka.

I declare under material and criminal liability that the above information is true.

Banja Luka, _____.

APPLICANT

**ANNEX 4
SLOBOMIR P UNIVERSITY BANJA LUKA
ORGANIZATIONAL UNIT**

Ref. No.: _____

Date: _____

By Decision of the Rector of Slobomir P University No. _____ of _____, a Commission for the Recognition of Domestic/Foreign Higher Education Credentials of the applicant from _____ is appointed, composed of:

1. _____, Chair;
2. _____, Member;
3. _____, Member.

After reviewing the facts and the submitted documentation, the Commission submits the following

REPORT
on the recognition of a foreign/domestic higher education credential

1. APPLICANT INFORMATION

Full name	
Parent's name	
Date and place of birth	
Citizenship	
Place of residence and domicile	
Home address	
Street and number	

2. INFORMATION ON THE DOMESTIC/FOREIGN HIGHER EDUCATION CREDENTIAL

Name of the higher education institution in the language of the issuing country	
Address of the higher education institution (country, city, street and number)	
Institution website	
Name of the study program	

Mode of study	
Title of the foreign academic (professional) degree in the language of the issuing country	
Duration of studies (semesters – years)	
Number of ECTS credits earned during studies	

3. EXAMS/COURSES ELIGIBLE FOR RECOGNITION

After a detailed review of the submitted documentation, we concluded that the candidate may be granted recognition for the following exams passed at the _____ Faculty, Slobomir P University in Banja Luka, study program/department/track _____:

No.	Title of Examination Completed at Other HEI	Title of Recognized Examination at SPU-FBZ	Grade (in words)	Grade (numerical)	ECTS Credits Recognized
TOTAL RECOGNIZED ECTS CREDITS					

In consideration of the candidate's prior education and the specific requirements of the study programme to which the candidate wishes to transfer, and with the objective of ensuring appropriate foundational knowledge in certain instructional modules/courses, the Commission recommends that the candidate complete the following differential examinations:

No.	Title of SPU Differential Examination	ECTS Credits Recognized
1.		

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4. DOCUMENTATION TO BE ATTACHED TO THE APPLICATION FORM

1. diploma in original or certified copy, or other proof of completed education or of acquired knowledge, skills and competencies;
2. diploma supplement;
3. transcript of records and ECTS credits issued by the institution, if no diploma supplement is issued;
4. transcript if the credential was obtained in a country without ECTS;
5. official curriculum or programme in original or downloaded from the institution's website, or a summary with the source link;
6. certified copy of proof of citizenship;
7. birth certificate extract;
8. document proving change of name and/or surname;
9. final thesis, if required for the qualification, in original, certified copy or electronic format;
10. proof of consent for verification of educational information;
11. proof of payment of the procedure fee.

5. COMMISSION'S PROPOSAL

Based on the review of the applicant's request and the submitted documentation, the Commission recommends that the Dean of the Faculty issue a Decision recognizing the higher education credential _____, No. _____ of _____, which is equivalent to _____ ECTS credits, thereby enabling the continuation of studies at Slobomir P University Banja Luka in the first cycle, year _____ of studies in the study program _____ – 240 ECTS. The applicant is not required to take differential examinations.

COMMISSION MEMBERS

1. _____
2. _____
3. _____

ANNEX 5
SLOBOMIR P UNIVERSITY BANJA LUKA
FACULTY OF _____

No.: _____

Date: _____

Pursuant to Article 63(3) of the Law on Higher Education of the Republic of Srpska (“Official Gazette of the Republic of Srpska” Nos. 67/20 and 107/24), Article 51 of the Statute of Slobomir P University Banja Luka (No. 154-1/21 SPU, dated 30 October 2021), and Article 7(5) of the Rulebook on the Recognition of Foreign Higher Education Qualifications for the Purpose of Continuing Studies at Slobomir P University Banja Luka (No. _____ of _____), the Dean of the Faculty of _____ hereby issues the following

DECISION

1. It is hereby determined that _____, born on _____ in _____, citizen of _____, with permanent residence in _____, street _____ (hereinafter: the Applicant), was enrolled in the academic year _____ in the _____ year of undergraduate academic studies, study programme _____, delivered by _____, with a duration of _____ years and a scope of _____ ECTS credits.
2. During the course of studies, the Applicant completed _____ courses and achieved _____ ECTS credits.
3. The enrolled programme of study at _____ Faculty, Slobomir P University Banja Luka corresponds to the first-cycle academic programme at Slobomir P University Banja Luka – _____ Faculty, study programme _____, study programme _____ – _____ ECTS, with a scope of _____ ECTS credits.
4. The Applicant is granted recognition of the foreign higher education credential, Diploma issued by _____, Reference Number _____ dated _____, with a total of _____ completed courses, representing _____ ECTS credits achieved, in accordance with the Report of the Commission for Recognition of Higher Education Credentials, which constitutes an integral part of this Decision.
5. The Applicant is hereby authorized to enroll in the _____ year of the first cycle of academic studies, in the study programme _____, _____ ECTS, with a scope of 240 ECTS credits.
6. The Applicant is required to complete differential examinations from previous years of study as follows:

No.	Title of Differential Examinations	ECTS Credits
1.		

.		
	Total:	

7. The Applicant is granted recognition of examinations as follows:

No.	Title of Examination Completed at Other HEI	Title of Recognized Examination at SPU-FBZ	Grade (in words)	Grade (numerical)	ECTS Credits Recognized
TOTAL RECOGNIZED ECTS CREDITS					

8. This Decision shall be entered in the Register of Recognized Higher Education Credentials.
9. This Decision enters into force on the day of its issuance, and its execution shall be ensured by the University Student Affairs Office.

On _____, _____ submitted to the University Student Affairs Office a request for recognition of a Diploma issued by _____, No. _____ of _____, comprising a total of _____ passed courses and _____ ECTS credits, and for enrollment in the appropriate year of studies in the study program _____, _____ – 240 ECTS credits.

The following documents were attached to the Request:

- 1.

2.

3.

The Commission for the Recognition of Higher Education Credentials of the _____ Faculty reviewed the request and its attachments and submitted to the Dean a Report proposing recognition of the foreign higher education credential — Diploma issued by _____, No. _____ of _____, and proposing recognition of courses and ECTS credits in accordance with the licensed study program _____ – 240 ECTS credits, as well as approval to continue studies at _____ Banja Luka and enrollment in the _____ year of the first cycle of academic studies in the study program _____ – 240 ECTS credits, _____ within a total scope of 240 ECTS credits.

The Commission's Report forms an integral part of this Decision.

As the entire procedure for recognition of the foreign higher education credential and the determination of conditions for enrollment in the study program _____ – 240 ECTS was conducted in accordance with the Law on Higher Education of the Republic of Srpska, the Statute of Slobomir P University Banja Luka, and the Rulebook on the Recognition of Foreign Higher Education Qualifications for the Purpose of Continuing Studies at Slobomir P University Banja Luka, it has been decided as stated in the operative part of this Decision.

INSTRUCTION ON LEGAL REMEDY: An appeal against this Decision may be lodged with the Faculty Council for Teaching and Research (or the Art-Teaching and Research Council, as applicable) within 15 days from the date of receipt of this Decision.

ADDRESSED TO:

1. The addressee,
2. The addressee's file,
3. Commission for Recognition,
4. Archives,
5. a/a.

DEAN

Prof. Dr _____