

INTERNATIONAL UNIVERSITY OF SARAJEVO
INTERNACIONALNI UNIVERZIJET U SARAJEVU
ULUSLARARASI SARAYBOSNA ÜNİVERSİTESİ



BOOK OF RULES
ON RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

Pursuant to Article 82, paragraph (6) of the Law on Higher Education ("Official Gazette of Sarajevo Canton", No. 36/22), the Senate of the International University of Sarajevo, at its regular 155th session held on October 10th, 2022, adopts the following:

BOOK OF RULES
ON RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

PART ONE – GENERAL PROVISIONS

Article 1
(Subject and scope of the Book of Rules)

The Book of Rules on the Recognition of Foreign Higher Education Qualifications (hereinafter: the Book of Rules) regulates the procedure, criteria and bodies for the implementation of the procedure for the recognition of foreign higher education qualifications for the purpose of access to education (academic recognition) or employment (professional recognition) and other relevant issues related to the recognition of foreign higher education qualifications at the International University of Sarajevo (hereinafter: A Higher Education Institution)

Article 2
(Subject of Recognition)

- (1) The subject of recognition is foreign higher education qualifications for the purpose of further education or employment.
- (2) The recognition procedure does not apply to higher education qualifications obtained in the former republics of the SFRJ before April 6th, 1992, nor to higher education qualifications whose automatic recognition is regulated by special international agreements binding on Bosnia and Herzegovina.
- (3) Public documents referred to in paragraph (2) are valid throughout the entire territory of Bosnia and Herzegovina in accordance with the Law on the Validity of Public Documents in BiH ("Official Gazette of BiH", No. 23/04).

Article 3
(Principles)

- (1) The recognition of a foreign higher education qualification in accordance with this Book of Rules is based on the following principles:
 - a) every applicant has the right to request recognition of the awarded foreign higher education qualification or commenced higher education;

- b) in the procedure of recognition of a foreign higher education qualification, there is no discrimination on any actual or presumed ground;
 - c) information about the method and procedure for recognition of a foreign higher education qualification is publicly available;
 - d) every applicant has the right to appeal against the decision on recognition of a foreign higher education qualification.
- (2) The recognition procedure also takes into account the principles in accordance with the recommendations of the Centre for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina, 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, the UNESCO Recommendation on the Recognition of Studies and Qualifications in Higher Education (27th session, Paris, 13 November 1993), UNESCO Guidelines for the Recognition, Validation and Accreditation of Non-formal and Informal Learning, as well as other regulations in the field of higher education.

Article 4 (Right to recognition)

- (1) The right to recognition is granted to citizens of Bosnia and Herzegovina, foreign citizens, stateless persons, asylum seekers, persons granted refugee status, and persons granted subsidiary protection status.
- (2) The right to recognition is also granted to all persons who, for justified reasons and despite their persistent efforts, in the assessment of the competent authorities of the higher education institution conducting the recognition procedure or the competent educational authorities, cannot provide documentation of the qualification for which they are seeking recognition.

Article 5 (Automatic recognition)

- (1) A higher education institution may adopt a decision on the recognition of a foreign higher education qualification if this is stipulated by an international bilateral or multilateral agreement, without conducting a special recognition procedure.
- (2) The decision referred to in paragraph (1) of this Article shall contain the original title of the foreign higher education qualification, an indication of the rights that the qualification confers in the country in which it was obtained, and all other relevant information about the educational and qualification system of the country in which the higher education qualification was issued.

PART TWO – EVALUATION

Article 6 (Evaluation of Foreign Higher Education Qualifications)

The evaluation of foreign higher education qualifications shall be carried out exclusively on the basis of the acquired knowledge, skills, and competences.

Article 7 (Knowledge, Skills, and Competences)

- (1) The knowledge, skills, and competences resulting from a foreign higher education qualification may, in the evaluation procedure, be compared with the knowledge, skills, and competences acquired in one of the higher education cycles at a higher education institution in the territory of Sarajevo Canton, organized in accordance with the Law on Higher Education.
- (2) The knowledge, skills, and competences resulting from a foreign higher education qualification may, in the evaluation procedure, be compared with the knowledge, skills, and competences of one of the levels/degrees of education organized for the purpose of completing studies.
- (3) The criteria for the evaluation of foreign higher education qualifications, in accordance with paragraphs (1) and (2) of this Article, are:
 - a) Professional study for acquiring higher education, if the following conditions are met:
 - prethodno završeno srednješkolsko obrazovanje;
 - appropriate skills are acquired to a greater extent than knowledge;
 - the scope of acquired skills and knowledge is comparable with at least 120 ECTS, i.e. with the knowledge and skills that can be acquired through regular studies lasting at least two years.
 - b) Professional study for acquiring higher education, if the following conditions are met:
 - previously completed secondary education or a two-year study program worth 120 ECTS credits;
 - appropriate skills are acquired to a greater extent than knowledge;
 - the scope of acquired competences corresponds to those comparable with at least 180 and at most 240 ECTS, i.e. those that can be acquired through regular studies lasting at least 3 and at most 4 years.
 - c) Undergraduate study for acquiring higher education, if the following conditions are met:
 - previously completed secondary education;
 - appropriate skills are acquired to a greater extent than knowledge;
 - the scope of acquired competences corresponds to those comparable with at least 180 and at most 240 ECTS, i.e. those that can be acquired through regular studies lasting at least 3 and at most 4 years.

- d) Study for acquiring the academic title of Master or equivalent, if the following conditions are met:
- previously completed undergraduate study lasting at least 3 or 4 years (at least 180 and at most 240 ECTS);
 - appropriate knowledge is acquired to a greater extent than skills;
 - the scope of acquired competences corresponds to those comparable with at least 60 and at most 120 ECTS, i.e. those that can be acquired in a program lasting at least 1 and at most 2 years;
 - final thesis, if required.
- e) Postgraduate study for acquiring the degree of Master of Science/Arts, if the following conditions are met:
- completed postgraduate study or corresponding level of qualification;
 - appropriate knowledge is acquired and developed to a greater extent than skills;
 - new, original knowledge acquired in a specific scientific/artistic field, or an interdisciplinary or multidisciplinary scientific/artistic field, demonstrated by published scientific/artistic papers;
 - completed master's thesis.
- f) Study for acquiring higher education at an integrated study program, if the following conditions are met:
- previously completed secondary education;
 - appropriate knowledge is acquired to a greater extent than skills;
 - the scope of acquired competences corresponds to those comparable with at least 300 and at most 360 ECTS, i.e. those that can be acquired through regular studies lasting at least 5 and at most 6 years.
- g) Acquisition of the scientific degree of Doctor of Science, if the following conditions are met:
- completed undergraduate and postgraduate study or corresponding level of qualification;
 - appropriate knowledge is acquired and developed to a greater extent than skills;
 - new, original knowledge acquired in a specific scientific field, or an interdisciplinary or multidisciplinary scientific field, demonstrated by published scientific papers;
 - final work/doctoral dissertation.
- (4) If a foreign higher education qualification was obtained through a professional study program or a specialist study, it may be recognized if the level of such study is comparable with the levels of studies conducted at higher education institutions in the territory of Sarajevo Canton. The recognition decision for such a foreign higher education qualification shall clearly indicate that it concerns a professional or specialist study.

PART THREE – PROFESSIONAL RECOGNITION

Article 8 (Competent Authorities for Professional Recognition)

- (1) Professional recognition is carried out by the higher education institution for the purpose of access to the labor market or employment.
- (2) Before issuing a decision in the procedure of professional recognition, the higher education institution is obliged to obtain the opinion of the Center for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina regarding the submitted application.
- (3) If the Center for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina does not submit its opinion within 15 days from the date of receipt of the application, the recognition procedure shall continue. On the following day after the expiry of the deadline for the delivery of the opinion of the Center for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina, the deadline for fulfilling the obligations of the Committee, as determined by this Book of Rules, begins to run.
- (4) The procedure of recognition under paragraph (1) of this Article shall be governed by the Law on Administrative Procedure of the Federation of Bosnia and Herzegovina ("Official Gazette of the Federation of BiH", No. 2/98, 48/99).
- (5) The recognition procedure also applies to educational qualifications covered by Directive 2005/36/EC on the recognition of professional qualifications and Directive 2013/55/EU amending Directive 2005/36/EC on the recognition of professional qualifications of the European Parliament and the Council of Europe, until the amendment of legal regulations in Bosnia and Herzegovina that will further regulate this area.

Article 9 (Initiation of the Procedure)

- (1) The procedure for professional recognition is initiated at the request of the holder of a foreign higher education qualification.
- (2) The following must be submitted together with the request for professional recognition of a foreign higher education qualification:
 - a) the educational document on the acquired higher education qualification, or another document that replaces the original, i.e. a document from which it can be determined that the applicant has obtained the corresponding education and title, in accordance with the regulations of the country in which the educational document was issued;

- b) diploma supplement or another document issued by the higher education institution from which the learning outcomes can be determined;
 - c) a certified copy of the document confirming that the applicant has changed their name and/or surname;
 - d) a certified copy of the identification document;
 - e) the applicant's consent for the verification and processing of data;
 - f) a curriculum vitae (including the applicant's address and phone number);
 - g) proof of payment of the procedure costs.
- (3) For all documents referred to in paragraph (2) of this Article, except for the documents referred to in items d) and g), the applicant shall also submit a translation into one of the official languages of Bosnia and Herzegovina. The translation of the documents referred to in items a) and b) must be done by an authorized court interpreter. If, at the higher education institution where recognition is sought, the study program in accordance with which recognition is carried out is conducted in a language that is not one of the official languages in Bosnia and Herzegovina, the applicant shall provide translations of the documents into that language in the same manner as prescribed for translations into one of the official languages of Bosnia and Herzegovina.
- (4) A higher education institution may, at the proposal of the Committee appointed for conducting the recognition procedure, and with appropriate written justification, request other documentation not listed in paragraph (1) of this Article, solely if such documents will enable faster and more efficient conduct of the procedure.
- (5) If the request is complete, i.e. if the prescribed documentation has been submitted, a certificate is issued confirming that the procedure for recognition of a foreign higher education qualification has been initiated.
- (6) Upon completion of the recognition procedure, the educational document on the acquired higher education qualification, or another document that replaces the original, shall be returned to the applicant.

Article 10 **(Conducting the Procedure for Professional Recognition)**

- (1) To conduct the procedure for professional recognition of a foreign higher education qualification, the rector/director of the higher education institution shall, by decision, appoint a Committee of at least three members.
- (2) The procedure for professional recognition of a foreign higher education qualification includes administrative and professional verification, and, if necessary, verification of the authenticity of the educational document.

- (3) Administrative verification involves determining the formal and legal completeness of the submitted request.
- (4) Professional verification is carried out by the Committee for conducting the recognition procedure, and includes determining information about:
 - a) the status and accreditation of the higher education institution where the qualification was obtained;
 - b) the educational and qualification system of the country in which the qualification was obtained;
 - c) the status of the study program on the basis of which the qualification was obtained;
 - d) the conditions of enrollment in the study program on the basis of which the qualification was obtained
- (5) Verification of authenticity involves checking the foreign higher education qualification submitted with the recognition request, in order to establish whether it is a document issued by the competent educational institution to the holder who submitted the recognition request. The verification of authenticity shall be carried out if there are well-founded and documented indications that the submitted document is not authentic.
- (6) The verification referred to in paragraph (5) of this Article may be carried out directly or through the Center for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina, either electronically (email) or by regular mail to the official address of the higher education institution that issued the qualification.
- (7) The Committee referred to in paragraph (1) of this Article is obliged, within 30 days from the expiry of the deadline referred to in Article 8 paragraph (3) of this Book of Rules, to submit to the rector a report which, among other things, must contain a precise indication of the evidence on the basis of which the facts and circumstances referred to in paragraph (4) items a) to d) have been established and clarified, together with a recommendation for making a decision on the submitted request for recognition of the foreign higher education qualification.
- (8) Based on the report and recommendation of the Committee referred to in paragraph (7) of this Article, the rector of the higher education institution is obliged to issue a decision on the submitted request for recognition of the foreign higher education qualification within seven days. After signing the decision, the higher education institution is obliged to send it to the applicant within seven days to the address indicated in the submitted request.
- (9) Against the decision referred to in paragraph (8) of this Article, the applicant has the right to appeal to the senate of the higher education institution within 15 days from the date of receipt of the decision. The senate of the higher education institution is obliged to issue a decision within 60 days from the date the appeal was submitted.

- (10) No appeal is permitted against the decision of the senate of the higher education institution, but an administrative dispute may be initiated before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

PART FOUR – ACADEMIC RECOGNITION

Article 11

(Competent authorities for academic recognition)

- (1) Academic recognition is carried out by the organizational unit of the higher education institution, for the purpose of continuing education, at which the holder of a foreign higher education qualification wishes to continue education.
- (2) Before issuing a decision in the process of academic recognition, the organizational unit of the higher education institution is obliged to obtain the opinion of the Centre for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina in relation to the submitted application.
- (3) If the Centre for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina does not submit its opinion within 15 days from the date of receipt of the application, the recognition procedure shall continue. On the following day after the expiry of the deadline for the submission of the opinion of the Centre for Information and Recognition of Documents in the Field of Higher Education of Bosnia and Herzegovina, the deadline for the Committee's obligations determined by this Book of Rules shall begin to run.
- (4) The procedure of recognition referred to in paragraph (1) of this Article shall be governed by the Law on Administrative Procedure of the Federation of Bosnia and Herzegovina ("Official Gazette of the Federation of BiH", Nos. 2/98, 48/99).
- (5) The recognition procedure also applies to educational qualifications covered by Directive 2005/36/EC on the recognition of professional qualifications and Directive 2013/55/EU amending Directive 2005/36/EC on the recognition of professional qualifications of the European Parliament and the Council of Europe, until the amendment of legislation in Bosnia and Herzegovina that will regulate this area more precisely.

Article 12

(Initiation of the procedure)

- (1) The procedure of academic recognition shall be initiated at the request of the holder of a foreign higher education qualification.
- (2) In the procedure of academic recognition of a foreign higher education qualification, the following shall be taken into account:
- a) the educational document on the acquired higher education qualification or another document replacing the original from which it can be established that the applicant has

- obtained the relevant education and title, or has commenced studies;
- b) the diploma supplement with transcript of records or another document issued by the higher education institution from which the achieved learning outcomes can be established;
 - c) a certified copy of the document confirming that the applicant has changed his/her name and/or surname;
 - d) a certified copy of the identification document;
 - e) the applicant's consent for data verification and processing;
 - f) a curriculum vitae (including the applicant's address and telephone number);
 - g) proof of payment of the recognition procedure costs.
- (3) For all documents referred to in paragraph (2) of this Article, except for the documents referred to in points d) and g), the applicant shall also submit a translation into one of the official languages of Bosnia and Herzegovina. The translation of the documents referred to in points a) and b) shall be a translation by an authorized court interpreter. If the study program at the higher education institution where recognition is sought is conducted in a language other than one of the official languages of Bosnia and Herzegovina, the applicant shall submit translations of the documents into that language in the manner prescribed for submission of documents in one of the official languages of Bosnia and Herzegovina.
- (4) The organizational unit of the higher education institution may, at the proposal of the Committee appointed to conduct the recognition procedure, with appropriate written justification, request other documentation not specified in paragraph (2) of this Article, exclusively if such documents will enable faster and more efficient implementation of the recognition procedure.
- (5) If the application is complete, i.e. if the prescribed documentation has been submitted, a certificate shall be issued confirming the initiation of the procedure of recognition of the foreign higher education qualification.
- (6) After the completion of the recognition procedure, the educational document on the acquired higher education qualification or another document shall be returned to the applicant.

Article 13 **(Implementation of the academic recognition procedure)**

- (1) For the implementation of the academic recognition procedure, the head of the organizational unit shall, by decision, appoint a committee consisting of three to five members from the scientific/artistic field or disciplines represented in the study program on the basis of which the recognition of the foreign higher education qualification is requested.
- (2) The procedure of academic recognition of a foreign higher education qualification includes administrative and expert verification, and, if necessary, verification of the authenticity of the educational document.

- (3) Administrative verification implies determining the formal and legal validity of the submitted application.
- (4) Expert verification is carried out by the Committee for the recognition procedure and includes determining information about:
 - a) the status and accreditation of the higher education institution at which the qualification was obtained or the studies were commenced;
 - b) the education and qualification system of the country in which the qualification was obtained or the studies were commenced;
 - c) the status of the study program on the basis of which the qualification was obtained or the studies were commenced;
 - d) the conditions of enrollment in the study program on the basis of which the qualification was obtained or the studies were commenced;
 - e) the elements from Article 7 of this Book of Rules, according to the submitted application.
- (5) Verification of authenticity means checking the foreign higher education qualification attached to the recognition application, in order to determine whether the document was issued by the competent educational institution to the applicant who submitted the recognition request. The authenticity check shall be conducted if there are well-founded and documented indications that the submitted document is not authentic.
- (6) The verification referred to in paragraph (5) of this Article may be carried out directly or through the Centre for Information and Recognition of Documents of Bosnia and Herzegovina, electronically (email) or by regular mail to the official address of the higher education institution that issued the higher education qualification.
- (7) The Committee referred to in paragraph (1) of this Article is obliged, within 30 days from the expiry of the deadline set in Article 11, paragraph (3) of this Book of Rules, to submit to the Council a report which, among other things, must contain a precise indication of the evidence on the basis of which the facts and circumstances referred to in paragraph (4), items a) to d), of this Book of Rules were established and clarified, together with a recommendation for a decision on the submitted application for recognition of the foreign higher education qualification.
- (8) Based on the report and recommendation of the Committee referred to in paragraph (7) of this Article, the Council is obliged to decide within 30 days on the submitted application for academic recognition of the foreign higher education qualification. The decision on the submitted application shall be signed by the head of the organizational unit within seven days from the date of adoption of the Council's decision. After signing the decision, the organizational unit is obliged to deliver it to the applicant within seven days, to the address indicated in the submitted application.
- (9) Against the decision referred to in paragraph (8) of this Article, the applicant has the right to appeal to the Senate of the higher education institution within 15 days from the date of receipt of the decision. The Senate of the higher education institution is obliged to render a decision within 60 days from the date of submission of the appeal.
- (10) No appeal is permitted against the decision of the Senate of the higher education

institution, but an administrative dispute may be initiated before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

Article 14
(Interdisciplinary/multidisciplinary study)

- (1) When it is established in the recognition procedure that the study program is multidisciplinary/interdisciplinary, the recognition procedure shall be carried out by the higher education institution, through a Committee of at least three members from the scientific/artistic fields or disciplines represented in the given study program, appointed by the rector/director of the higher education institution.
- (2) The Committee referred to in paragraph (1) of this Article is obliged, within 30 days from the date of receipt of a complete application, to submit to the rector/director, through the higher education institution's protocol, a report which, among other things, must contain a precise indication of the evidence on the basis of which the facts and circumstances referred to in Article 10, paragraph (4) or Article 13, paragraph (4) of this Book of Rules were established and clarified, together with a recommendation for a decision on the submitted application for recognition of the foreign higher education qualification.
- (3) Based on the report and recommendation of the Committee referred to in paragraph (2) of this Article, the rector is obliged to decide within 30 days on the submitted application for recognition of the foreign higher education qualification. After signing the decision, the higher education institution is obliged to deliver it to the applicant within seven days, to the address indicated in the submitted application.
- (4) Against the decision referred to in paragraph (3) of this Article, the applicant has the right to appeal to the Senate of the higher education institution within 15 days from the date of receipt of the decision. The Senate of the higher education institution is obliged to render a decision within 60 days from the date of submission of the appeal.
- (5) No appeal is permitted against the decision of the Senate of the higher education institution, but an administrative dispute may be initiated before the competent court in Sarajevo within 30 days from the date of receipt of the decision.

PART FIVE– RECOGNITION OF THE SAME FOREIGN HIGHER EDUCATION QUALIFICATION

Article 15

(Procedure for recognition of the same foreign higher education qualification)

- (1) Foreign higher education qualifications issued by a higher education institution whose qualifications have already been recognized at a higher education institution in the Canton of Sarajevo are not subject to a repeated recognition procedure, provided that the Committee, appointed in accordance with the provisions of this Book of Rules, does not determine significant differences resulting from amendments to the study program.
- (2) If the Committee determines significant differences in the study program in accordance with paragraph (1) of this Article, a regular recognition procedure shall be carried out in accordance with this Book of Rules.
- (3) The procedure for recognition of the same foreign higher education qualification shall be conducted by a Committee appointed in the manner and according to the procedure determined by this Book of Rules.
- (4) In the case when an application has been received for the recognition of a foreign higher education qualification that the higher education institution/organizational unit has already once positively evaluated, and it concerns an identical level of education, duration of study, and the same professional, academic or scientific titles, the rector/dean of the higher education institution/organizational unit, on the basis of the Committee's proposal, shall issue a decision containing:
 - a) The elements of the decision referred to in Article 18 of this Book of Rules,
 - b) The number of the previously issued decision on the recognition of the same foreign higher education qualification or on the positive evaluation of the same study program,
 - c) A statement that the study programs are identical, i.e., that no significant differences have been identified.
- (5) An appeal against the decision on recognition is permitted to the Senate of the higher education institution in the manner and according to the procedure prescribed by this Book of Rules, depending on the type of recognition in question.

PART SIX - DIFFERENCES, CONTENT OF THE DECISION AND REGISTER

Article 16

(Significant differences)

- (1) A foreign higher education qualification shall be recognized if it is not determined that there is a significant difference that may be an obstacle to its recognition.

- (2) A significant difference characterizing a foreign higher education qualification shall be considered to exist if:
- a) it was issued exclusively for use in the country of issuance;
 - b) the conditions for enrollment in the study program at the higher education institution that issued the qualification are substantially different from those required for that study program at a higher education institution in the Canton of Sarajevo;
 - c) the conditions for continuing education in the country where the qualification was issued are substantially different from the conditions at a higher education institution in the Canton of Sarajevo;
 - d) the duration of studies at the higher education institution that issued the qualification is significantly shorter (by more than one semester) than the duration of studies required for acquiring such or a similar qualification at a higher education institution in the Canton of Sarajevo;
 - e) it does not include key elements/modules/courses contained in the accredited study programs at higher education institutions in the Canton of Sarajevo leading to such or a similar qualification;
 - f) other differences which the Committee determines and explains to be so significant that the recognition of the foreign higher education qualification cannot be carried out.
- (3) If, in the evaluation procedure of a foreign higher education qualification, differences are identified that prevent full recognition in accordance with the submitted application, the Committee is obliged to document such differences and suggest alternative, partial and/or conditional recognition.

Article 17
(Formal rights)

When formal rights are attached to a foreign higher education qualification in the country of origin, the qualification shall be assessed so as to provide the holder with comparable formal rights in Bosnia and Herzegovina, to the extent that such rights exist and arise from the competences confirmed by the qualification.

Article 18
(Content of the Decision)

- (1) The decision on the recognition of a foreign higher education qualification shall contain at least the following elements:
- a) The name of the organizational unit/higher education institution carrying out the recognition;
 - b) The number and date of the decision on recognition;
 - c) Personal data of the applicant;
 - d) The reason for submitting the application, i.e., the legal interest for the recognition of

the foreign higher education qualification;

- e) Data on the foreign higher education institution at which the study program subject to recognition was carried out.

- (2) In the decision on professional or academic recognition of a foreign higher education qualification, in addition to the elements specified in paragraph (1) of this Article, the recognized professional, academic, or scientific title shall also be stated, in accordance with the Rulebook on the Use of Academic Titles and the Acquisition of Scientific and Professional Titles at Higher Education Institutions in the Canton of Sarajevo and the List of Academic Titles, Scientific and Professional Titles that may be acquired at higher education institutions in the Canton of Sarajevo. If such a qualification is not recognized by the Rulebook and the List, only the original title obtained at the foreign higher education institution shall be indicated.
- (3) In the decision on academic recognition of a foreign higher education qualification regarding commenced studies, in addition to the elements specified in paragraph (1) of this Article, the recognized level and type of study and the right to inclusion in the next level of study or continuation of commenced education shall be indicated.
- (4) If, in the recognition procedure, it is determined that the study program of the foreign higher education institution significantly deviates from the study program at the organizational unit of the higher education institution, the decision shall establish the obligation to pass additional examinations or complete certain assignments.

Article 19 (Register)

- (1) The organizational unit/higher education institution is obliged to maintain a register of received and resolved applications for the recognition of foreign higher education qualifications.
- (2) The data referred to in paragraph (1) of this Article shall be entered into the register for each calendar year separately.
- (3) The register of received and resolved applications for the recognition of foreign higher education qualifications shall be maintained by the higher education institution.
- (4) The organizational unit is obliged, after completing the procedure for academic recognition of a foreign higher education qualification, to submit to the higher education institution all the data referred to in Article 20 of this Book of Rules for the purpose of their entry in the register.

Article 20
(Content of the Register)

- (1) The mandatory content of the register referred to in Article 19 of this Book of Rules shall include at least the following data:
- a) Date of receipt of the application for the recognition of a foreign higher education qualification;
 - b) Date and place of birth and nationality of the applicant;
 - c) Datum, mjesto rođenja i državljanstvo podnosiocahtjeva;
 - d) Name of the country and institution that issued the foreign higher education qualification;
 - e) Name of the foreign higher education qualification, if awarded, including number and date of issuance;
 - f) Name of the study program in which the foreign higher education qualification was obtained;
 - g) Number and date of the conclusion on supplementary examinations;
 - h) Number and date of the certificate on passed supplementary examinations;
 - i) Number and date of the decision on the recognition of the foreign higher education qualification;
 - j) Title of the document of the foreign higher education qualification for which recognition is requested, with an indication of the date of issuance and the document number;
 - k) Number and date of the report of the Committee on the conducted recognition procedure;
 - l) Names of the Committee members with their academic titles and indication of the field for which they were appointed;
 - m) Number and date of the decision on the recognition of the foreign higher education qualification;
 - n) Date of submission of the appeal, if submitted;
 - o) Number and date of the decision on the appeal with an indication of the second-instance decision;
 - p) Notes.

PART SEVEN – SUPERVISION AND FEES

Article 21
(Amendments and Supplements)

The Book of Rules shall be amended, supplemented, and repealed in the manner prescribed for its adoption, in accordance with the Law.

Article 22
(Amount of fees)

The amount of the fee for conducting the procedure of professional and academic recognition of foreign higher education qualifications shall be determined by a special decision of the Board of Trustees of the higher education institution.

PART EIGHT – TRANSITIONAL AND FINAL PROVISIONS

Article 23
(Termination of validity and completion of pending procedures)

This Book of Rules shall enter into force on the day of its adoption.

R E C T O R

Prof. Dr. Ahmet YILDIRIM

Broj: IUS-SENAT-11-2826/2022

