

Class: 011-01/20-01/18

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Rijeka 11th September 2020

On the basis of the Ordinance on the Recognition of Foreign Higher Education Qualifications and Periods of Study, University of Rijeka (Class: 003-01/20-03/02 number: 2170-57-01-20-147 from May 19th 2020) and Article 26 of the Statute of the Faculty of Dental Medicine, the Faculty Council at the session held on 10th September 2020 presents:

ORDINANCE ON THE RECOGNITION AND EVALUATION OF STUDY PERIODS CARRIED OUT AT A
FOREIGN/DOMESTIC UNIVERSITY FOR THE PURPOSE OF CONTINUATION OF EDUCATION AT THE
FACULTY OF DENTAL MEDICINE

I. GENERAL PROVISIONS

Article 1.

This Ordinance regulates issues related to the recognition and evaluation of periods of study at foreign and domestic higher education institutions and the possibility of continuing education at the Faculty of Dental Medicine in Rijeka (hereinafter referred to as the Faculty).

II. RECOGNITION AND EVALUATION OF STUDY PERIODS AT OTHER UNIVERSITIES

Article 2.

The basic condition for the recognition of competences acquired during periods of study conducted at another university is the congruence of the content of curricula and subjects based on the teaching contents and programs of those universities that run programs in related or similar scientific areas, fields and branches.

Article 3.

The process of recognition and evaluation of periods of study spent at another university is initiated at the request of the applicant. In order to initiate the procedure, it is necessary to submit:

- Request form

- The study program curriculum or its certified extract from which the contents of each course taken and workload are visible,
- Certified transcript of grades of passed exams

All necessary documentation is submitted in person or by mail to the Student Service of the Faculty.

If the request is incomplete, the Student Service will warn the applicant about it and set a deadline of 30 days in which the applicant must remedy the deficiency.

If the deficiencies are not eliminated within the specified period, and the request cannot be acted upon, a decision will be issued to reject the request.

Article 4.

A student can be recognized for a period of study spent at another university and be allowed to continue his/her education at the Faculty under the following conditions:

- that he/she passed all exams at the previous university and met all other conditions for regular enrolment in the following year, by September 15 of the current year,
- that he/she had the prescribed duration of studies until the moment of transition, without repeating the year.

A temporary transfer may be granted to those students who do not meet the requirements of this article if the transfer is necessary due to a serious illness, family relocation or some other justified reason.

Article 5.

The decision on the fulfilment of the conditions and the justification of the recognition and evaluation of the period of study at another university is made by Decision.

The Decision is made by a committee of three members working with the Vice Dean for Teaching.

The justification for the Decision refusing to continue education at the Faculty must contain the reasons for the refusal.

Against the Decision, the applicant has the right to appeal to the committee, which is obliged to consider it within 15 days.

Article 6.

In the process of recognizing the period of study at a foreign university, the Faculty will ask the Office for Academic Recognition of the University of Rijeka to verify the accreditation of the university where the applicant spent the period of study.

Article 7.

It is not possible for a student to continue his education at the Faculty by enrolling in the first or final year of studies.

Article 8.

The number of students whose period of study at another university is recognized and allowed to continue their education at the Faculty is limited by the capacity of the Faculty and is determined by the dean's decision for each academic year.

Article 9.

In case of application of a large number of candidates for recognition and evaluation of periods of study from other universities, a ranking list of candidates is presented based on the average grades achieved at the other universities.

Article 10.

A student who has been granted a request to continue his education at the Faculty is obliged to submit to the Faculty a decision from the previous university on the withdrawal from studies before enrolment.

The student is obliged to enrol at the Faculty within the deadline set by the Decision issued by the Faculty.

Article 11.

A student who has been granted a request to continue his education at the Faculty pays the amount of participation in study costs (tuition) in accordance with the Decision on the amount of participation made by the Faculty Council.

Article 12.

During the process, the applicant will be recognized and evaluated regarding the period of study, the outcomes of which, in terms of content and breadth of topics, must correspond with specified learning outcomes that are based on the accredited study program (or part of the study program) of the Faculty.

Article 13.

If a difference in the study program is determined for students who have been approved to continue their education at the Faculty, the Vice-Dean for Teaching determines the enrolment of different courses for all previous years of study.

III. CANDIDATE ENROLMENT

Article 13.

The Student Service of the Faculty informs candidates about the outcome of the application for recognition of previous periods of study and enrolment of students from other universities.

If a candidate who has received a positive decision on continuing education at the Faculty does not complete enrolment within the enrolment deadline it is considered that they have given up enrolment.

Acting Dean

Prof Sonja Pezelj-Ribarić MD PhD

This ordinance was published on the notice board of the Faculty of Dental Medicine on September 11th 2020, and entered into force on September 19th 2020.