



Guidelines for recognition and evaluation of prior learning attained through forms of formal learning (recognition of exams taken at other study programmes and/or universities)

\* Request and Form are available at <https://fdmri.uniri.hr/en/study/recognition-of-prior-learning/>

Procedure:

1. The student fills in the **Request for Recognition of Prior Learning and Course Recognition Form**
2. Additionally, the student provides a certified copy of study programme (content and learning outcomes of the course), as well as a certified list of passed exams/courses
3. The student hands in all the documents to the course holder, who signs the Course Recognition Form, and hands over the documents to the Student Office of the Faculty - Commission for Recognition and Evaluation of Prior Learning
4. For courses due in Winter Term (one-term subjects) or in Winter and Summer Terms (two-term subjects), and those that start with classes before 23 February 2024 (turn subjects), the Request and all the documents need to be handed in to the Student Office **by 15 October 2023**, after which the Commission meets to discuss and provide the Decision
5. For courses due in Summer Term, and those that start with classes from 26 February 2024, the Request and all the documents need to be handed in to the Student Office **by 15 February 2024**, after which the Commission meets to discuss and provide the Decision
6. Until the Decision on recognition of a subject/learning outcomes is handed to the student, the student is required to attend all classes.

Unless the student lodges a complaint against the Decision within seven days, the recognition of the subject(s) will be formally entered into ISVU system and all documents will be archived in the student's dossier.

Note: all requests handed after the aforementioned date(s) will not be taken into consideration for the current academic year.