



Procedure for the Recognition and Assessment of Prior Learning Acquired Through Formal Education (Recognition of Courses Completed in Other Study Programmes/Faculties)

Procedure:

1. The student completes the following forms:
 - Request for Recognition of Prior Learning
 - Course Recognition Form
2. The student must also submit a certified description of the study programme or course for which recognition is being requested, specifying the course content, the number of ECTS credits, and the learning outcomes, as well as a certified transcript of records / official record of completed courses.
3. The student submits all the required documentation to the course instructor, who signs the *Course Recognition Form*. The documentation is then forwarded to the Faculty's Student Services Office.
4. For courses offered in the **winter** semester (single-semester courses), courses offered in both the winter and summer semesters (two-semester courses), and courses delivered in turnus, the application and all supporting documentation must be submitted to the Student Services Office by **15 October** of the current academic year.
5. For courses offered in the **summer** semester, the application and all supporting documentation must be submitted to the Student Services Office by **15 February** of the current academic year.
6. Upon consideration of the application, the Committee for the Recognition and Assessment of Prior Learning issues a formal decision.
7. Until a decision on the recognition of courses or learning outcomes has been issued, the student is required to attend classes for the relevant course.

Note: Applications received after the above-mentioned deadlines will not be considered during the current academic year.

The Application and the Course Recognition Form are available at the following link:

<https://fdmri.uniri.hr/en/study/recognition-of-prior-learning/>