



## University of Nova Gorica

### Graduate school

#### Recognition of ECTS points on doctoral programs

*The procedure concerning examinations and recognition of ECTS points for studying contents done outside the enrolled University of Nova Gorica doctoral study programme of the third degree level, within other programmes of the University of Nova Gorica Graduate School, or at doctoral programmes outside the University of Nova Gorica*

A student enrolled at one of the University of Nova Gorica Graduate School doctoral study programmes of the third degree level may, during his studies, do some of his optional, organised forms of study obligations outside the study programme enrolled.

The student may choose optional subjects at other study programmes within the Graduate School up to 30 ECTS points.

Within the chosen 30 ECTS points, the student may choose subjects within the accredited doctoral study programmes at other universities in Slovenia or abroad, and this within the limit of 24 ECTS points, which is 40% of the 60 ECTS points allocated for the organised forms of studying. Out of these 24 ECTS points, the student may, within the optional studying contents, obtain parts of his knowledge at summer schools or at other programmes that do not have studying units described according to the ECTS system; this may be done up to 10 ECTS points, which is a limit set for the student's free optional choices as legally defined for the organised forms of studying.

#### Examinations procedure at other study programmes within the Graduate School

The student may choose the optional studying contents at other doctoral programmes within the Graduate School in agreement with his mentor and study programme director; if the mentor has not been selected, the student should then agree on the issue with the respective study programme director. The list of exams to be taken outside the programme is to be approved in writing by the student's mentor and the study programme director, or solely by the study programme director in case a mentor has not been selected. The written agreement concerning the choice of optional subjects, signed by the study programme director (and the mentor, if already selected), shall be kept in the student's personal file in the University's Student Office.

#### Taking examinations outside the University of Nova Gorica

The following elements should be considered when selecting subjects outside the University of Nova Gorica:

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- the contents of the chosen subjects should be thematically relevant for the student's doctoral orientation;
- the contents of the chosen subjects cannot be obtained within the doctoral programmes run by the University of Nova Gorica Graduate School;
- the student's mentor should confirm in writing that he or she agrees on the choice of subjects;
- to take examinations outside the University of Nova Gorica, the student should apply to the University of Nova Gorica doctoral programmes scientific council to approve in writing the student's choice of subjects;
- in case there is a fee to be paid for taking of examinations outside the University of Nova Gorica, the payment of examinations may be covered by the University of Nova Gorica, and this up to the amount of the reciprocal part of the tuition fee of the University of Nova Gorica, considering the number of the ECTS points involved. The payment of external examinations by the University of Nova Gorica should be in advance approved by the Doctoral programme scientific council to which the student has enrolled. In case the student fails his examination, the examination fee shall be covered by the student himself.

(Taking examinations by our students at another Slovene university is normally regulated by bilateral university agreements on students exchange; these agreements normally do not incur examination fees.)

In the case of the Erasmus programme student exchange, a trilateral agreement signed by the two universities and the student participating in the exchange programme shall stipulate the topics or subjects the student will cover at the visiting university as well as the ECTS points related to the subjects chosen. The knowledge obtained at the visiting university will be recognised as successfully completed study requirements of the programme the student has enrolled at the University of Nova Gorica.

### **Other forms of professional training outside the University of Nova Gorica and ECTS recognition of the training**

Other forms of professional training outside the University of Nova Gorica, at summer schools or at other programmes which do not have studying units according to the ECTS system, are carried out according to the following procedure:

- After completing a professional training outside the University, the student is required to submit an application to the Scientific council of the respective programme to recognise the student's obtained knowledge and competences as well as to ascribe appropriate ECTS points to the obtained studying contents. The application should contain written evidence on the contents of the student's education and a confirmation that the education has been successfully completed. In case the training did not include knowledge testing, the student is required to submit his own written report on the undertaken training (eg. a seminar paper,



an article), based on which the Scientific council of the respective programme may assess whether the student has obtained the required knowledge and competences.

- The Scientific council of the respective programme, or a professional committee of the programme's university teachers set up specifically for this purpose and appointed by the programme director, shall, on the basis of the submitted evidence, ascertain whether the obtained knowledge and competences, in their content and appropriateness, meet the general or subject specific competences as defined in the respective study programme; shall recognise the obtained knowledge and competences according to the ECTS system, and shall accordingly propose to the University of Nova Gorica Senate to recognise the student's obtained knowledge as a completed study requirements within the respective programme.

Decision concerning the recognition of the obtained competences and ECTS points, as proposed by the Scientific council and study programme director and as agreed with the Dean of the Graduate School, lies with the University of Nova Gorica Senate.

### **Recognition of ECTS points for studying contents the student has obtained before entering a doctoral study programme at the University of Nova Gorica Graduate School**

Recognition of students' knowledge obtained at other accredited doctoral study programmes and at other higher education institutions that follow the policy of the ECTS system, is regulated in accordance with Regulations for transferring from one study programme to another and Regulations for recognising study programmes according to the ECTS system as endorsed by The Slovenian Quality Assurance Agency for Higher Education (Slovene abbreviation of the agency: NAKVIS). The recognition procedures rely, as appropriate, on the EU advice on the ECTS system (ECTS users guide, Brussels, 6 February 2009, at [http://ec.europa.eu/education/lifelong-learning-policy/doc48\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/doc48_en.htm)), and as defined in the document the *Methodology of teaching and research quality assurance at the University of Nova Gorica*.

The recognition procedure is as follows:

- The student submits his application concerning recognition of his knowledge and competences obtained at other programmes to the Scientific council of the respective programme and to the programme director.
- The Scientific council of the respective programme, or a professional committee of the programme's university teachers appointed by the programme director, shall ascertain whether the obtained knowledge and competences, in their appropriateness and relevance, meet wholly or partially the general or subject specific competences as defined in the respective study programme. Additionally, a regulation approved by the University of Nova Gorica Senate is considered, namely, that the student may proceed to his doctoral dissertation defence only if he has obtained grade 8 or more in each subject taken within the respective study programme, the subjects being graded according to the existing grading system. This means that only those subjects in which the student has achieved at least 70%

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of the highest grade will be recognised; the 70% being at least grade 8 according to the existing Slovenian grading system from 1 to 10.

- Based on these considerations, the Scientific Council shall propose to the University of Nova Gorica Senate to recognise the student's obtained knowledge, evaluated according to the ECTS system, as a completed study requirement within the University's own respective programme. At the same time, the Council shall define which studying contents the student still needs to cover according to the programme, that is, which studying contents from the programme need not be taken by the student, as the contents are appropriately covered by the knowledge obtained elsewhere.

Decision concerning the recognition of obtained competences and ECTS points, as proposed by the Scientific council and study programme director and as agreed with the Dean of the Graduate School, lies with the University of Nova Gorica Senate.

A similar procedure is applied when it comes to recognising the student's knowledge, competences, training or capabilities obtained before enrolling one of the University of Nova Gorica Graduate School programmes, the knowledge being obtained through non-formal education or at summer schools and other programmes that do not follow the policy of the ECTS system. In these cases, the Scientific council of the respective programme, or a professional committee of the programme's university teachers set up specifically for this purpose and appointed by the programme director, shall, on the basis of the submitted evidence, ascertain whether the obtained knowledge and competences, in their content and appropriateness, meet the general or subject specific competences as defined in the respective study programme. The Council shall assess the obtained knowledge and competences according to the ECTS system and shall accordingly propose to the University of Nova Gorica Senate to recognise the student's obtained knowledge as a completed study requirements within the respective programme. Decision concerning the recognition of obtained competences and ECTS points, as proposed by the Scientific council and study programme director and as agreed with the Dean of the Graduate School, lies with the University of Nova Gorica Senate.

*The procedures concerning examinations and recognition of ECTS points for studying modules done outside the enrolled University of Nova Gorica doctoral study programme of the third degree level, within other programmes of the University of Nova Gorica Graduate School, or at doctoral programmes outside the University of Nova Gorica were approved by the University of Nova Gorica Senate at its 47<sup>th</sup> regular meeting on 7 November 2012.*