



## **DIRECTIVE No. 229**

# **Procedures for the Recognition of Learning Outcomes, Issuing and Recognition of Diplomas and Documents on Education**

Discussed by: UNIZA Academic Senate on 7 February 2022

Approved by: UNIZA Scientific Board on 17 February 2022

Effective from: the date of approval, 17 February 2022

## **Article 1**

### **Basic Provisions**

1. This directive is issued in accordance with Section 15 (1) (b) of Act No. 131/2022 Coll. on Higher Education Institutions and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Higher Education Act"), with the standards of the Slovak Accreditation Agency for Higher Education (hereinafter referred to as "SAAHE"), with the Convention on the Recognition of Qualifications concerning Higher Education in the European Region, with the Council Recommendation of 20 December 2012 on the validation of non-formal and informal learning (Official Journal of the European Union, 2012/C 398/01) and the Council Recommendation of 26 November 2018 on promoting automatic mutual recognition of higher education and upper secondary education and training qualifications and the outcomes of learning periods abroad (Official Journal of the European Union, 2018/C 444/01) as part of the Internal Quality Assurance System of the University of Žilina in (hereinafter referred to as "IQAS UNIZA") developed in accordance with Act No. 269/2018 Coll. on Quality Assurance in Higher Education and on Amendment and Supplementation of Act No. 343/2015 Coll. on Public Procurement and on Amendments to Certain Acts, as amended (hereinafter referred to as the "Act on Quality Assurance in Higher Education").
2. The process of recognition of learning outcomes, the process of issuing diplomas and documents on education guarantees that the recognition of higher education qualifications, periods and parts of study, previous education, including non-formal and informal learning is transparent, consistent and reliable and is in accordance with the generally binding regulations and principles of the Convention on the Recognition of Qualifications concerning Higher Education in the European Region in order to promote the mobility of students.
3. The process of recognition of learning outcomes, issuing and recognition of diplomas is defined at the University of Žilina (hereinafter referred to as "UNIZA") at the level of:
  - a) recognition of qualifications enabling access to higher education,
  - b) recognition of parts of higher education study,
  - c) issuing of diplomas and documents on education after the proper completion of higher education study.

## **Article 2**

### **Basic Terms**

1. **Qualification** – a formal outcome of an assessment and validation process which is obtained when a competent authority or body determines that an individual has achieved learning outcomes to given standards.
2. **Higher education qualification** – degree, diploma or certificate issued by a competent authority confirming the successful completion of higher education study.
3. **Qualification enabling access to higher education** – any diploma or certificate issued by a competent authority confirming the successful completion of study and ensuring the holder of the qualification the right to be included among applicants for higher education study.
4. **Assessment of individual qualifications** – written recognition or assessment of qualifications that an individual has obtained abroad by a competent UNIZA authority.
5. **Part of study** – any part of higher education study which has been assessed and is documented and which, if not a completed programme in itself, represents a significant acquisition of knowledge or skills.
6. **Recognition** – a formal acknowledgement by a competent authority of the value of a foreign educational qualification regarding the access to educational and/or employment activities.
7. **Academic recognition** – recognition of the level of education attained in order to continue in further level of education or for other purposes, except for recognition for the pursuit of a regulated profession.
8. **Recognition of prior learning** – the recognition of learning outcomes, whether from formal education and training or non-formal or informal learning, which were acquired before requesting validation.

9. **National Qualifications Framework** – an instrument for the classification of qualifications according to a set of criteria for specified levels of learning achieved, which aims to integrate and coordinate national qualifications subsystems and improve the transparency, access, progression, and quality of qualifications in relation to the labour market and civil society.
10. **Automatic mutual recognition of qualifications** – the right of holders of a qualification of a certain level that has been issued by one Member State to be considered for entry to a higher education programme in the next level in any other Member State, without having to go through any separate recognition procedure.
11. **Mobility** – any study stay, internship, scientific research stay, sabbatical leave, stay for the purpose of teaching or training abroad, which is related to the mission and goals of UNIZA, with an emphasis on long-term partnerships of UNIZA in the world.
12. **Automatic mutual recognition of the outcomes of learning period abroad at higher education level** – the right to have the learning outcomes of a learning period recognised: as agreed beforehand in a learning agreement and confirmed in the Transcript of Records, in line with the European Credit Transfer and Accumulation System (ECTS).
13. **Non-formal learning** – learning which takes place through planned activities where some form of learning support is present (e.g., student-teacher relationships); it may cover programmes to impart work skills, adult literacy, in-company training, through which companies update and improve the skills of their workers such as ICT skills, structured on-line learning (e. g. by making use of open educational resources), and courses organised by civil society organisations.
14. **Informal learning** – learning resulting from daily activities related to work, family, or leisure and is not organised or structured in terms of objectives, time, or learning support. Examples of learning outcomes acquired through informal learning are skills acquired through life and work experiences; project management skills or ICT skills acquired at work; languages learned, and intercultural skills acquired during a stay in another country; ICT skills acquired outside work; skills acquired through volunteering activities, cultural activities, etc.

### **Article 3**

#### **Recognition of Qualifications Enabling Access to Higher Education**

1. UNIZA accepts knowledge, skills, and competences confirmed by qualifications issued by another educational institution for the purpose of gaining access to study at UNIZA, which are recognized by an authorized authority (state administration body, university).
2. At UNIZA, structures and processes enabling the continuation of higher education study are identified based on:
  - a) **recognition of documents on completed secondary education** – the sub-framework of general-educational qualifications – is regulated by Act No. 245/2008 Coll. on Education and Training and on Amendment and Supplementation to Certain Acts, as amended (Education Act) and the sub-framework of professional qualifications governed by Act no. 61/2015 Coll. on Vocational Education and Training and on Amendments and Supplementation to Certain Acts, as amended,
  - b) **recognition of documents on higher education** – the sub-framework of higher education qualifications defined by the Higher Education Act and Act No. 422/2015 Coll. on the Recognition of Documents on Education and on the Recognition of Professional Qualifications and on the Amendment to Certain Acts, as amended (hereinafter referred to as the "Act on the Recognition of Documents on Education").

### **Article 4**

#### **Recognition of Documents on Completed Secondary Education for the Purpose of Continuation of Study**

1. The Regional Office of School Administration decides on the recognition of a document on education (school-leaving examination certificate, final examination certificate, and certificate with supplement) issued by a school established by another state in the territory of the Slovak

Republic with the consent of the representative office of another state or by a recognised school in another member state or in a third state for the purpose of continuing study, in accordance with the Act on the Recognition of Documents on Education in the seat of the region in which the applicant has a permanent residence or in which the higher education institution of the applicant for study is located.

2. UNIZA accepts the issued decision as the proper fulfilment of the basic condition for admission to the first-degree study programme in accordance with the Higher Education Act.

## **Article 5**

### **Recognition of Documents on Higher Education for the Purpose of Continuation of Study**

1. Recognition of documents on education issued by a higher education institution located outside the territory of the Slovak Republic or by another body authorized to do so according to the legislation of the relevant state is a procedure in which it is assessed whether the conditions for issuing a document on education to be recognized are equivalent to the conditions for issuing documents on education according to the Higher Education Act.
2. UNIZA decides on the application for recognition of the document on education if the study, based on which the submitted documents were issued, was completed in a field in which UNIZA has accredited study programmes or in related fields.
3. If the content of the completed study is only partially identical, UNIZA may prescribe the applicant for recognition to take additional examinations or to complete and defend a bachelor's, master's, or dissertation thesis.
4. UNIZA shall decide on the recognition of the document on education according to paragraph 1 without the need to undergo a separate recognition procedure if an international agreement on the mutual recognition and equivalence of documents on education has been concluded between the relevant state and the Slovak Republic and the documents according to paragraph 1 are part of this agreement, or if the document was obtained in a state of the European Higher Education Area (EHEA). In this case, a higher education qualification obtained in another Member State is automatically recognized at the same level for the purposes of access to further study in the Slovak Republic.
5. The process and conditions of academic recognition of documents at UNIZA are regulated by Methodological Guideline No. 1/2022.

## **Article 6**

### **Recognition of Parts of Higher Education Study**

1. UNIZA will recognize parts of studies completed within the framework of higher education study at another partner institution or university. If no significant differences between parts of the study completed at another contracting party and parts of the UNIZA study programme can be demonstrated, this recognition shall include the parts of the study aimed at completing the UNIZA higher education programme.
2. The key parameter for the recognition of a part of the study is the achieved learning outcomes (knowledge, skills, and competences), which are verified in the context of higher education study.
3. Recognition of part of higher education study for the purpose of continuing higher education study means the recognition of:
  - a) the outcomes of a part of higher education obtained at another higher education institution, a partner institution abroad, that have been evaluated, are documented, and represent a significant acquisition of knowledge, skills, and competencies;
  - b) learning outcomes, either formal, non-formal, or informal learning obtained prior to applying for recognition.
4. In the event that part of the higher education study is completed at another higher education institution within the mobility of UNIZA students abroad, all processes are governed by Directive No. 219 – Mobility Programmes of UNIZA Students and Staff Abroad.

5. Subjects completed at the receiving higher education institution are recognized by the guarantor of the study programme in cooperation with the vice-dean for education at the faculty or, in the case of completion of subjects abroad, with the vice-dean who is responsible for foreign relations, or, in the case of institutes, with the director of the institute, to the student on the basis of an application, which will include a transcript of study results, which will be prepared for the student by the receiving higher education institution at the end of his/her study, as well as course information sheets or syllabus of completed subjects. The evaluation of the subject is entered into the AIES (Academic Information and Education System). The application and related documentation become part of the student's personal study file maintained by the department for education.
6. In case of an application for the recognition of a part of the study based on the results of formal, non-formal education or informal learning, the guarantor of the study programme at the faculty decides on the recognition of a part of the study in cooperation with the vice-dean for education or, in the case of completing subjects abroad, with the vice-dean responsible for foreign relations, or, in the case of institutes, the director of the institute.
7. In case of an application for recognition of a part of the subject, the guarantor of the subject may decide on the recognition and the method of verification of knowledge and skills.
8. The conditions for recognizing a portion of a study based on the results of formal, non-formal, or informal learning, as well as the corresponding processes for recognizing a portion of a study, must fully accept the national legislation outlining the basic frameworks and procedures. At the UNIZA level, they are defined in the Methodological Guideline "Procedures for the Recognition of Formal, Non-formal Education or Informal Learning at UNIZA".

#### **Article 7**

#### **Issuing of Diplomas and Documents on Education after the Proper Completion of University Study**

1. The conditions and processes for the proper completion of university study, the qualifications obtained, including the learning outcomes achieved, are set out in the descriptions of the study programmes.
2. After the proper completion of study, in accordance with the UNIZA study regulations for individual study levels and the Higher Education Act, the university issues the graduate with documents on the completion of study:
  - a) diploma,
  - b) state examination certificate,
  - c) diploma supplement.
3. The issued diploma entitles the graduate to use an academic title corresponding to the relevant level of higher education in accordance with the Higher Education Act and the UNIZA study regulations.
4. The requirements for documents on completion of study are in accordance with the Higher Education Act, Directive No. 209 Study Regulations for the 1st and 2nd Degree of University Study at the University of Žilina and Directive No. 110 Study Regulations for the Third Degree of the University Study at the University of Žilina. Their formal and technical design is set out in the methodological guidelines of UNIZA and is governed by the current manual of the uniform visual style of UNIZA.
5. The information in the diploma supplement shall include, in addition to the content of the study, the learning outcomes, the type and level of qualification attained, including the learning outcomes achieved, the context, level and content of the study successfully completed, and access to a higher level of higher education.
6. The information given in the diploma supplement is formulated in such a way as to make it easier for employers and educational institutions in the Slovak Republic and abroad to understand the acquired qualification.

**Article 8**  
**Final Provisions**

1. This Directive was discussed by the UNIZA Academic Senate on 7 February 2022.
2. This Directive was approved by the UNIZA Scientific Board on 17 February 2022.
3. This Directive shall enter into force and effect on the date of its approval.

In Žilina on 17 February 2022

prof. Ing. Jozef Jandačka, PhD  
Rector