

**RULEBOOK ON
RECOGNITION OF FOREIGN HIGHER EDUCATION DOCUMENTS
AND A VALIDATION OF FOREIGN STUDY PROGRAMMES**

Article 1.

This Rulebook regulates the procedure for recognition of foreign higher education documents and validation of foreign study programs by which the holder of such document gains the right for continuing education or the right in respect to employment.

Article 2.

In the recognition procedure for continuance of education, the holder of a higher education document shall be entitled to the continuation of higher education, or given the right to join the level of higher education.

Article 3.

In the process of recognition for employment, the holder of a foreign higher education document will be determined the type and the level of studies, as well as a professional title.

Article 4.

In the process of recognition of a foreign higher education document, the education system in the country in which it was acquired, the study program, the conditions of admission to the program, rights given by the higher education document in the country in which it was obtained and other facts relevant to the recognition are taken into consideration.

Article 5.

In the process of recognition of foreign higher education documents evaluation of a foreign study program, based on the type and level of acquired knowledge and skills is conducted. Valuation of foreign study programs is performed by the College Council taking into account the data on the higher education institution in which the study program is carried out which is collected by the competent Ministry.

Article 6.

The application for recognition of foreign higher education document for continuing education or for employment, requires a submission of:

1. The original of a foreign higher education document,
2. Three copies of a certified translation of the diploma,
3. Three copies of a certified translation of the diploma supplement or certificate of the exams passed,
4. Proof of payment for the recognition fees.

Article 7.

The decision on the recognition of a foreign study program is brought by the College Council on the proposal of the Commission consisting of the college teachers from the respective areas of expertise. Commission members are appointed by the College director at the proposal of the corresponding study program council.

Article 8.

On the basis of the decision on the recognition of foreign study programs, the College shall issue a

decision on the request for recognition of foreign higher education document.
Decision of the director is final in the administrative proceedings.

Article 9.

Once a positive validation of the specific study program is done successfully it shall be applied to all future cases when it comes to the same study program.

Article 10.

These Rules shall enter into force on the day following its adoption.

ACAS Southern Serbia