

Pursuant to Article 170 of the Statute of the University of Banja Luka, the Senate of the University of Banja Luka, at its seventh session held on 18 September 2008, adopted the following

Code on Recognition of Foreign Higher Education Qualifications

Article 1

The recognition of foreign higher education qualifications is the procedure which entitles the holder of the foreign higher education qualification to continue further education.

The procedure of recognition establish:

- the right to continue further education;
- type and level of study;
- professional, academic or scientific title.

Article 2

The recognition procedure starts upon the request by the applicant.

The applicant is obliged to support the application with the following documents:

- Original of the higher education qualification + three certified copies
- Certified translation of the document (by a court interpreter), original + three certified copies
- translation of the list of passed exams by semesters and years certified by a court interpreter, original + three certified copies
- short description of subjects and lectures, curriculum/plan and program issued by foreign higher education institution – three copies, translation certified by a court interpreter
- final thesis
- evidence of citizenship
- evidence of the payment of the administrative fee deposited on the University account.

The University may, during the recognition procedure, request additional documentation.

The application should be submitted to the University's office for the recognition (hereinafter: the Office), on the application form which is annexed to this Code.

Article 3

During the procedure of recognition of foreign higher education qualifications, the following is taken into account:

- system of education in country in which the document is acquired;
- the length of studies,
- curriculum / study plan and program
- rating of the accredited higher education institution which issued the document,
- the rights originating from the document;
- other conditions relevant for the recognition.

Article 4

Two copies of the application form, with the documentation listed in the article 2 of this Code, the Office shall send to the competent faculty which is decided by the Senate.

One copy of the application form and evidence of the payment the Office shall keep in the file which will be opened after the request for the recognition was submitted.

Article 5

At the Office request, the Senate of the University shall appoint commission, with at least three members, which shall have the task to prepare a draft of decision on the recognition of foreign higher education document/diploma and the right of the applicant to continue further education.

At the same session, the Senate shall decide which faculty is competent for the recognition procedure.

Article 6

The procedure of the recognition of foreign higher education qualifications continues at the faculty defined in the paragraph 2 of the previous article.

Commission defined in the paragraph 2 of article 5 shall submit the report to the Scientific-Educational Council of faculty/ Artistic-Educational Council of the Academy of Arts which shall continue the procedure.

Article 7

After receiving the report, faculty council shall propose the decision on the recognition and send it to the Office. The Office shall verify whether the procedure at the faculty was formally conducted according to the Code.

The faculty council may condition the decision on recognition with sitting additional exams, of which the applicant shall be notified. The faculty council shall proceed according to the paragraph 1 of this article, after applicant passes such exams.

Article 8

The Office shall submit the proposal of the decision to the Senate, which shall issue the final decision.

The applicant may appeal the decision to the Steering Board within 8 days from the day of receipt.

A copy of the decision shall be delivered to the Office, faculty and stored in applicant's file at the Office.

Article 9

The Steering Board will consider the appeals on its session.

If the Steering Board finds the appeal grounded, it will send the case back to the Senate for reexamination.

Article 10

After the decision has been issued, the Rector shall issue the document on recognition which is final in administrative procedure.

Article 11

The University and faculties shall keep the registry and permanently keep documentation on recognition of foreign higher education qualifications.

Article 12

This Code shall enter into force on the day of its adoption.

PRESIDENT OF THE SENATE
R E C T O R

Prof. dr. Stanko Stanić

- The Office for the recognition

APPLICATION FOR THE RECOGNITION OF FOREIGN HIGHER EDUCATION
QUALIFICATIONS

I apply for the decision on the recognition of a higher education qualification acquired abroad
in _____.

Information about applicant who have a foreign higher education qualification document

1. Surname (father's name) and first name _____
2. Date and place of birth _____
3. Citizenship _____
4. Address and phone number _____

Information about higher education qualification document for which the recognition is
requested

1. Name of the Institution of Higher Education which issued the document (in original language
and translated) _____
2. City and country
3. Official length of study (study program)
4. The number of ETCS- if there are any
5. Type and level of study
6. Course of study (program, discipline)
7. Academic title in original language and translated

Additional information

1. Name and place of the education institution where the last level of education is completed,
before enrollment into the educational institution which issued the document, and year of
completion (former education).
-
-

2. Application for recognition is for the purpose of continuation of education

With this application I submit (circle):

- Original of the higher education document + three certified copies
- Certified translation of the document (by a court interpreter), original + three certified
copies
- translation for passed exams by semesters and years certified by a court interpreter,
original + three certified copies

- short list of subjects and lectures, curriculum– three copies, translation certified by a court interpreter
- final thesis
- evidence of citizenship
- evidence of the payment for the administrative fees

Banja Luka,

Applicant