

## **Guidelines for recognizing grades at the Faculty of Management and Economics**

1. The Vice Dean may recognize the completion of a certain course if it was completed by a student as part of another field of study/department or at another university at a level of education consistent with the level of education currently implemented at the Faculty of Management and Economics and according to the specified learning outcomes.
2. A student must bring an application to the dean's office in the first two weeks of the semester in which the course is held at the Faculty of Management and Economics. Along with the application, the student is required to submit a photocopy of the study record, signed by the authorised person in the dean's office, to confirm the obtained grade and the number of hours completed.
3. The condition for the transfer of credit points is a confirmation from the course instructor at the Faculty of Management and Economics that the program of the course and the number of hours completed match/ are sufficient to exempt the student from attending the classes in a certain semester. The above-mentioned confirmation must be attached to the application that the student brings to the dean's office, see the template (attachment number 1).
4. In the event that more than one course is recognized, the student must obtain permission from each of the course instructors.
5. The total number of ECTS credit points obtained during the courses to be recognized must not exceed 15 ECTS credit points during the entire study period.
6. By establishing the number of points for the recognized course, a student receives a number of ECTS credit points according to the program implemented at the Faculty of Management and Economics.
7. In the case of students of extramural studies, the transfer of a grade, which was obtained for a certain course, does not result in a reduction of a tuition fee for a certain semester.
8. A qualification can be recognized in the period of up to maximum 2 years after the course was first completed.
9. During the second-cycle studies, grades from a course completed by a student as part of the first-cycle studies do not carry over, regardless of the place where the course of study was completed, even if the name of the subject was the same.
10. Recognition of a course that is taken in second-cycle studies, in the event that it has been completed during first-cycle studies in the number of hours at least equal to the number of hours during the second-cycle studies, and the course instructor confirmed the fulfillment of the programs, it is possible on the basis of passing the final test/examination of the course at the beginning or at the end of a semester without the need to attend classes (the conditions and the date are established by the course instructor). In the previous case, the course makes an entry in the protocol of a specific subject.
11. In the event that a subject that is carried out at the second-cycle studies has been taken by y the student during the first-cycle studies in a number of hours at least equal to the number of hours in the second-cycle studies, it is possible to select another subject with an equivalent number of points. A subjects change is made at the request of the student and it is required to submit an application to the Vice Dean, with prior authorization from the course instructor. The student must select a different subject that is available within a given type of study (second-cycle studies) and complete it in a given semester. The request

addressed to the corresponding vice-dean must be submitted to the dean's office within 14 days after the beginning of the semester in which the subject is taken at the Faculty of Management and

The above rules are effective as of 1 May 2021.

Appendix No.1

<b>Student's first name and surname</b>			
<b>Student record book number:</b>			
<b>Major:</b>			
<b>Semester:</b>			
Subject name	Place of implementation (university, faculty, major)	The mark the student will receive at the Faculty of Management and Economics	Confirmation of compliance of the programmes and number of hours by the lecturer at the Faculty of Management and Economics <i>(date and signature)</i>