**Procedure for Recognition and Evaluation of Prior Learning**

Applies to the ***recognition of acquired ECTS credits / evaluation of learning outcomes through forms of formal education***

**Procedure**

**For the Recognition of Prior Formal Learning – Students**

*Course of action:*

**Step 1**: The student fills out the form **Application for Recognition of Prior Learning** separately for each course for which they seek recognition of prior learning. In addition to the application form, the student must also provide a printout of the study program (course content) and the original transcript of passed examinations from the higher education institution previously attended.

All documents must be in Latin script and in English (for documents not issued in Latin script and English, a translation into English by a certified court translator must be provided).

**Step 2**: The student submits the entire documentation (application(s), study program/course content, and transcript of passed exams in the original/translated into English by a certified court translator) **by sending it to the email address** [**pisarnica@medri.uniri.hr**](file:///L%3A%5CPublic%5CENGLESKI%5CDOO%20i%20DD%5CMEDICINSKI%20FAKULTET%20RIJEKA%5Cpisarnica%40medri.uniri.hr) **(pdf format) and in printed form to the registry office of the Faculty of Medicine in Rijeka between 1 October and 15 October of the current year.**

**Applications can be submitted once during the academic year and only within the specified period.**

**Step 3**: After the recognition and evaluation process is conducted by the Committee for Recognition and Evaluation of Prior Learning at the Faculty of Medicine in Rijeka, the Dean of the Faculty of Medicine in Rijeka issues a Decision by 15 December of the current year.

Note: Applications that are not submitted in accordance with the above instructions (in printed and digital form) will not be considered.