

**The Republic of Serbia**  
**THE ACADEMY OF CRIMINALISTIC**  
**AND POLICE STUDIES**

18 No. 71/10-5-2013  
Date: November 21, 2013  
Belgrade – Zemun  
196, Cara Dusana Street

Pursuant to Article 26, paragraph 1, point 10 of the Statutes of the Academy of Criminalistic and Police Studies (No. 20/5 of September 8, 2006 and 17 No. 843/1 of December 11, 2009), and in connection to articles 104 and 105 of the Law on Higher Education (“The Official Gazette of the Republic of Serbia” Nos. 76/05, 100/07, 97/08, 44/10 and 93/12),

the Educational and Scientific Council of the Academy of Criminalistic and Police Studies, at the session held on November 21, 2013 passes the following

**RULEBOOK ON THE PROCEDURE OF RECOGNITION OF FOREIGN HIGHER**  
**EDUCATION DOCUMENTS AT THE ACADEMY OF CRIMINALISTIC AND**  
**POLICE STUDIES**

**Basic Provisions**

**Article 1**

The Rulebook herein shall set forth the procedure of recognition of a foreign higher education document which grants the document holder the right for the purpose of further education at the Academy of Criminalistic and Police Studies (hereinafter: the Academy), or for the purpose of employment at the territory of the Republic of Serbia.

The procedure of recognition is carried out in accordance with the Law on Higher Education (hereinafter: the Law) and this Rulebook

**Article 2**

The procedure of recognition of foreign higher education document entails the assessment of a foreign study programme or its part for the purpose of establishing the right to continue the same level of higher education or the right to enrol at the levels of higher education, within a certain study programme.

The procedure of recognition for the employment purposes shall establish the type and level of study, as well as professional, academic or scientific title of a foreign higher education document holder.

**Conditions for Initiating the Procedure**

**Article 3**

The procedure shall be initiated by submitting the request for recognition of a foreign higher education document by a person who acquired this document while studying in a foreign country, and who may be a citizen of the Republic of Serbia, a foreign citizen, or a stateless person (hereinafter: candidate).

The request referred to in paragraph 1 of this Article shall be submitted using the Form No. 1 which is attached in the Appendixes and shall form an integral part of this Rulebook.

Form No.1 shall be published on the website of the Academy, and can be filled in electronically and printed out, or it can be obtained in the Academy's Student Affairs Service, in which case it shall be filled in manually – legibly using capital letters.

#### **Article 4**

In addition to the request referred to in Article 3 of this Rulebook (in two copies) and proof of payment of procedure expenses, the candidate shall also submit the following documents:

1. certified photocopy of a foreign higher education document (Original document must be previously legalized based on the Hague Convention of 1961 /apostille stamp/, or based on the regulations governing the verification of documents in international traffic – therefore, confirmed by the competent authority of the country in which the document was issued. The document shall be photocopied in its entirety, including possible text on the back of the page);

2. translation of the document into the Serbian language, certified by an authorized court interpreter (Translation is only submitted if it is deemed necessary – there is no need to translate documents issued in Bosnia and Herzegovina, Republic of Croatia and the Republic of Montenegro);

3. certified photocopy of diploma supplement or the original certificate of passed exams;

4. summary of the content of the courses, i.e. curriculum or study programme published by a foreign higher education institution;

5. translation of documents referred to in points 3 and 4 of this paragraph into Serbian language, certified by an authorized court interpreter (if necessary, given the language);

6. certificate of citizenship issued within the last 6 months (certificate shall be needed only if the candidate is a citizen of the Republic of Serbia in order to determine the amount to be paid for the procedure expenses);

7. certified photocopy of a decision by the authorized body on name and/or surname change for persons who have changed their name and/or surname in relation to the time of issuance of the document in question (Original document must be previously legalized as stated in point 1 of this paragraph).

Candidate shall submit the necessary documents in two copies.

During the procedure, a candidate may also be asked to submit other documents if relevant for document recognition.

#### **Article 5**

During the procedure of recognition of foreign higher education document for the purpose of further education, a candidate may submit two or more separate requests for recognition if he/she is interested to enrol several study programmes at the Academy, more precisely – if he/she has not decided yet which of them he/she would enrol.

In the case referred to in paragraph 1 of this Article, a candidate is obliged to submit two or more separate requests for recognition, each accompanied with required documents, and make separate payments of fees.

#### **Article 6**

For the recognition of document for the purpose of further education in specialist academic studies, it is necessary for a candidate to submit, in addition to the documentation from the master's studies, the same documentation from the undergraduate studies if he/she completed them abroad, and in that case he/she shall pay the amount for recognition of both study degrees.

Conditions for submitting documentation and payment referred to in the previous paragraph of this Article shall also apply in the case of recognition for the purpose of employment of a candidate who has completed the second degree studies in another country (for previously completed study programmes according to the regulations of that country).

In the situation referred to in paragraphs 1 and 2 of this Article, and when the previous level(s) of study (in relation to the one being recognized) has been completed in the Republic of Serbia, the candidate shall submit the documentation for inspection (without paying the costs).

### **Article 7**

If the submitted documentation is complete, at the request of the candidate the Academy shall issue a certificate on the initiated procedure of recognition of a foreign higher education document, which in no way prejudices its outcome.

When the recognition procedure is initiated for the purpose of further education, the candidate may use the certificate referred to in paragraph 1 of this Article (along with other necessary documentation) for the purpose of timely application for enrolment in the study programme, however he/she shall obtain the status of a student only after successful completion of the recognition procedure.

### **Conduct of the Procedure**

### **Article 8**

After receiving a proper request and documentation of a candidate, the Student Affairs Service shall keep one copy of the material (with proof of payment of expenses) in its archive, and shall forward the other copy to the Vice Dean for Teaching.

At the proposal of the Vice Dean for Teaching, the Dean of the Academy shall appoint the Commission for Recognition of Foreign Higher Education Document, consisting of three members from the rank of teachers of the Academy competent for the higher education document in question, i.e. foreign study programme which should be evaluated.

### **Article 9**

The task of the Commission referred to in Article 8 of this Rulebook is to review and professionally process the application and attached documentation and to evaluate the foreign study programme and document based on the type and level of the planned and achieved knowledge and skills, in consultation with subject teachers if necessary, and subsequently give a reasoned proposal of the decision relating to the submitted application to the Educational and Scientific Council of the Academy.

The Commission shall render a draft decision using the Form No. 2 which is attached in the Appendixes and shall form an integral part of this Rulebook, which it receives from the Student Affairs Service of the Academy, and can, if necessary, supplement it with additional information (other than those provided).

## **Article 10**

Within the procedure of recognition of a foreign higher education document, the system of education in the country where the document was acquired, the study programme, the conditions of admission to the programme, the duration of the study programme, the rights stemming from the foreign higher education document in the country in which it was acquired and other facts relevant to the recognition, shall be taken into consideration.

## **Article 11**

If necessary, information on the foreign higher education institution where the document was acquired shall be obtained by the Ministry of the Republic of Serbia in charge of higher education, at the request of the Academy.

Information referred to in paragraph 1 of this Article may relate to the following:

- the status of the higher education institution which issued the document (whether the institution is accredited/recognized as a part of the system of education in the country in which it is located);
- the study programme after whose completion the document was acquired (whether it is accredited in the country in which the higher education institution is located);
- the system of education in the country in which the higher education institution is located;
- the rights stemming from the foreign higher education document, that is, learning outcomes, and whether the acquired document enables access to the next level of education;
- other facts relevant to the recognition.

Information deemed relevant for document recognition is also that seen on the official Internet site of the higher education institution which issued the document in question.

## **Article 12**

If determined within the recognition procedure that the higher education institution that issued the document was not accredited/recognized as a part of the system of education in the country in which it is located, or that the specific study programme was not accredited/recognized, the Academy shall deny the request for recognition of the higher education document.

If within the recognition procedure a significant difference is found between the study programme under which the document was acquired and the study programme of the Academy with which it is compared or for other relevant reason, the Academy may determine the obligation of taking exams in certain courses or attending special forms of teaching and defence of the final paper as conditions for recognition of the document.

## **Article 13**

The decision on recognition may be:

1. positive, when the following is determined – the right to continue the same level of higher education, or the right to enrol levels of higher education, or acquired type and level of study, as well as the professional, academic, and scientific title; average grade achieved; the number of recognized credits according to the ECTS system; the remaining part of the study programme that the candidate should master when continuing the same level of higher education;

2. negative – when the candidate’s request is denied due to the existence of a substantial difference in learning outcomes and competencies, the workload of the study programme, the ability to continue studies, or key elements of the study programme;

3. conditional, when the following is determined – that the right to access the selected study programme, or recognition of the achieved type and level of study, as well as professional, academic, or scientific title, shall be acquired under certain conditions that the candidate must meet in terms of paragraph 2, Article 12 of this Rulebook; the exact conditions and period in which the candidate has the right to fulfil them shall be stated.

Professional, academic, or scientific title on a foreign higher education document, or translation of that document, does not oblige decision makers in the procedure of recognition and establishing the title that is compatible in the system of higher education of the Republic of Serbia, and respectively at the Academy.

#### **Article 14**

Based on the decision of the Educational and Scientific Council, the Dean of the Academy shall make the decision on the recognition of a foreign higher education document.

In the case referred to in paragraph 1, Article 12 of this Rulebook, in order to ensure the efficiency of the procedure, the Dean shall make the decision denying the candidate’s request based on the reasoned proposal of the Commission for Recognition of Foreign Higher Education Documents, without a decision of the Educational and Scientific Council.

Decision referred to in paragraphs 1 and 2 of this Article shall be final in the administrative proceedings.

#### **Article 15**

In cases referred to in paragraph 2, Article 12 and paragraph 1, point 3, Article 13 of this Rulebook, after the candidate fulfils the obligations determined by the decision of the Dean based on the decision of the Educational and Scientific Council, a certificate of recognition shall be issued to the candidate.

#### **Final Provisions**

#### **Article 16**

The Academy shall keep the records and shall permanently keep the documentation on the conducted recognition. Once a positive evaluation of a specific foreign study programme is done, it shall be applied to all

future cases when it comes to the same study programme.

#### **Article 17**

This Rulebook shall enter into force on the day following the day of its publication on the bulletin board of the Academy.

DEAN  
Full Professor Goran Milosevic, PhD

**The Republic of Serbia**  
**THE ACADEMY OF CRIMINALISTIC**  
**AND POLICE STUDIES**

No.  
 Date:  
 Belgrade – Zemun  
 196, Cara Dusana Street

**REQUEST FOR THE RECOGNITION OF A FOREIGN HIGHER EDUCATION**  
**DOCUMENT**

**I. INFORMATION ABOUT APPLICANT**

**1. Personal information**

Name and name of a parent	Surname
Date of birth	Place, municipality and country of birth
Citizenship	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male
Contact info: the address (street and number, place, postal code and country)	E-mail
	Cell phone number
	Phone number

**II. PURPOSE OF REQUEST**

<ol style="list-style-type: none"> <li>1. Continuation of the same level of higher education</li> <li>2. Enrolment at the levels of higher education (Master academic studies, Specialist academic studies)</li> <li>3. Recognition for the purpose of employment</li> </ol> <p>Name of the study programme a candidate wishes to continue/enrol or for which he/she considers that the type and level of study can be recognized, as well as the professional, academic or scientific title</p>
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III. INFORMATION ABOUT HIGHER EDUCATION DOCUMENT FOR WHICH  
THE RECOGNITION IS REQUESTED

Name of the higher education institution in which the document was acquired in the original language and in Serbian
Address of higher education institution
City
Country
Website of the institution
Name of the study programme
Form of study (for example: full-time, distance learning, other - please specify)
Name of the higher education document in the original language and in Serbian (for example: diploma, certificate of passed exams)
Acquired title in the original language:
Type of study <input type="checkbox"/> academic <input type="checkbox"/> vocational or other (please specify)



of the document in question (Original document must be previously legalized as stated in point 1 of this paragraph);

NOTE:

Candidate shall submit the necessary documents in two copies.

During the procedure, a candidate may also be asked to submit other documents if relevant for document recognition.

In \_\_\_\_\_, \_\_\_\_\_  
(City) (Date)

\_\_\_\_\_  
(Applicant's signature)

**The Republic of Serbia**  
**THE ACADEMY OF CRIMINALISTIC**  
**AND POLICE STUDIES**

No.  
 Date:  
 Belgrade – Zemun  
 196, Cara Dusana Street

**PROPOSAL OF THE DECISION ON RECOGNITION OF A FOREIGN HIGHER**  
**EDUCATION DOCUMENT**

<b>I. INFORMATION ABOUT APPLICANT</b>
<b>Personal information</b>
1. Name, name of a parent, surname
2. Date, place, country of birth
<b>Purpose of request</b>
1. Continuation of the same level of higher education
2. Enrolment at the levels of higher education
3. Recognition for the purpose of employment
Name of the study programme a candidate wants to enrol in:
<b>II. INFORMATION ABOUT HIGHER EDUCATION DOCUMENT FOR WHICH THE RECOGNITION IS REQUESTED</b>
1. Name of the higher education institution which issued the document
2. City and country
3. Name of the study programme
4. Acquired title in the original language:
5. Type of studies (academic/vocational/other):
6. Duration of the study programme (number of years/semesters/ECTS credits):
7. Date of issuance of the foreign higher education document:

8. Status of the study programme:
9. Status of the higher education institution which issued the document:
<b>III. POSSIBILITY FOR THE RECOGNITION OF A FOREIGN HIGHER EDUCATION DOCUMENT</b>
<b>A) Recognition of a foreign higher education document</b>
1. a) The candidate has the right to continue the same level of higher education  b) The candidate has the right to enrol at the levels of higher education  c) The candidate's document is recognized for the employment purposes Explanation:
2. Average grade harmonized with the education system of the Republic of Serbia and the number of recognized credits in the ECTS system:
3. Professional or academic title recognized to the candidate (if there are conditions for it):
4. The remaining part of the study programme that the candidate should master when continuing the same level of higher education and the number of credits in the ECTS system that he/she should achieve, as well as the time period in which the candidate has the right to achieve them:
<b>B) The candidate's request is denied</b> due to the existence of a substantial difference in learning outcomes and competencies, the workload of the study programme, the ability to continue studies, or key elements of the study programme  <i>(explain)</i>
<b>C) Conditional recognition of a foreign higher education document</b>  <i>(list the conditions that the candidate must meet in order to acquire the right to access the selected study programme, or to determine the acquired type and level of study, as well as professional, academic or scientific title)</i>

In Belgrade, \_\_\_\_\_

Commission:

(Name and surname; signature) \_\_\_\_\_  
 (Name and surname; signature) \_\_\_\_\_  
 (Name and surname; signature) \_\_\_\_\_

