

RULEBOOK
ON EQUALISATION OF FOREIGN QUALIFICATION OF THE
EDUCATION LEVEL WITH EDUCATION QUALIFICATIONS IN
MONTENEGRO AT THE UNIVERSITY OF MONTENEGRO

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I GENERAL PROVISIONS

Article 1

This Rulebook shall elaborate the procedure for recognition of a foreign qualification of an education level with a qualification of an education level in Montenegro (hereinafter: qualification recognition), which is conducted by the University of Montenegro (hereinafter: the University).

Article 2

The terms used in this law for natural persons in the masculine gender shall be understood to include the same terms in the feminine gender.

III INITIATION OF THE PROCEDURE

Article 3

The procedure for qualification recognition is initiated at the request of the holder of the foreign qualification, a parent, guardian, or an authorized person.

The request from paragraph 1 of this Article is submitted to an organizational unit of the University that implements a comparable study program.

Exceptionally, from paragraph 2 of this Article, if the request for qualification recognition pertains to multiple fields for which multiple organizational units are competent, the request is submitted to the Institute for Interdisciplinary and Multidisciplinary Studies (hereinafter: the Institute).

III CONTENT OF THE REQUEST FOR QUALIFICATION RECOGNITION

Article 4

The request for qualification recognition shall include:

- 1) Information about the qualification holder:
 - a) First name (maiden name and the name of the parent or guardian) and last name;
 - b) Date of birth;
 - c) Country of birth;
 - d) Citizenship (a stateless person submits a travel document for stateless persons or a document for a foreigner who has applied for international protection, issued by the ministry);
 - e) Address;
 - f) Telephone number; and
 - g) Email address

- 2) Information about foreign qualification:
 - a) Name of the institution;
 - b) Address of the institution;
 - c) City and country in which the foreign document was issued;
 - d) Country in which the instruction was organized;
 - e) Website of the institution;
 - f) Name of the study program;
 - g) Mode of study (full-time, part-time, distance learning, etc.);
 - h) Name of the foreign qualification in the original language;
 - i) Name of the foreign educational document proving the foreign
 - j) Type of studies (academic, applied);
 - k) Duration of studies (number of years);
 - l) Date of enrolment in the studies;
 - m) Date of completion of the studies; and
 - n) Date of issuance of the foreign document.
- 3) Information about prior obtained higher education:
 - a) Name of the institution;
 - b) City and country in which the previous qualification was obtained;
 - c) Name of the obtained qualification;
 - d) Year of enrolment in the studies; and
 - e) Year of completion of the studies.
- 4) Data about documentation submitted with the request;
- 5) Place and time of submitting the request; and
- 6) Signature, phone number and address of the requester.

Article 5

Along with the request referred to in Article 4 of this Rulebook, the following documentation shall be submitted:

- a) For foreign qualifications obtained in the Republic of Serbia, the Republic of Croatia, and Bosnia and Herzegovina:
 - a) A certified copy of the foreign qualification (diploma or certificate), A4 format, in two copies;
 - b) A certified copy of the curriculum and syllabus (or a copy of the curriculum and syllabus if the official curriculum is published and publicly available);
 - c) A certified copy of the diploma supplement (or – if the institution does not issue a diploma supplement – a certificate from the institution containing the information from items 1.3 to 8 of Form 6 of the Rulebook on the content and form of diplomas and diploma supplements, student registry, records, and contents of public documents issued by universities and higher education institutions);
 - d) A certified copy of the decision on the recognition of a foreign educational document on completed, commenced, or partial higher education;
 - e) Proof of payment of the administrative fee, in accordance with the law governing the payment of administrative fees.

- b) For foreign qualifications obtained in other countries:
- a) A certified copy of the foreign qualification (diploma or certificate), A4 format, in two copies;
 - a) A translation of the foreign qualification (diploma or certificate), certified by a court-appointed translator, in two copies;
 - b) A translation of the curriculum and syllabus, certified by a court-appointed translator (or a copy of the curriculum and syllabus if the official version is published and publicly available);
 - c) A certified copy of the diploma supplement (or – if the institution does not issue a diploma supplement – a certificate from the institution containing the information from items 1.3 to 8 of Form 6 of the Rulebook on the content and form of diplomas and diploma supplements, student registry, records, and contents of public documents issued by universities and higher education institutions);
 - d) A translation of the diploma supplement or the certificate from item d of this section – certified by a court-appointed translator – one copy; and
 - e) Proof of payment of the administrative fee, in accordance with the law governing the payment of administrative fees.

The institution may request from the applicant, in addition to the documentation referred to in paragraph 1 of this Article, other documents and information relevant for qualification recognition.

III COMMISSION

Article 6

Recognition of qualification shall be proposed by a commission appointed by the dean or the director of the organizational unit of the University.

The commission referred to in paragraph 1 of this Article shall have at least three members from among the academic or scientific staff holding an academic or scientific title in the field for which qualification recognition is requested.

The detailed manner of work of the commission referred to in paragraph 1 of this Article shall be defined by the rules of procedure of the commission.

Costs of work of the commission referred to in paragraph 1 of this Article shall be covered by the institution, in accordance with the Act on Commission Establishment.

IV DECISION-MAKING

Article 7

In the procedure of qualification recognition, it is assessed whether the institution that issued the qualification is recognized or accredited by a competent authority in the country where the qualification was issued, the education system in the country where the foreign qualification was obtained, admission requirements, duration and level or degree of education, study program, authenticity of the foreign qualification, the rights granted by the foreign qualification in the country where it was obtained, and other circumstances relevant to the qualification recognition.

Article 8

If, in the procedure of qualification recognition, a substantial difference is determined between the foreign study program and the study program in Montenegro, the decision shall establish obligation to take supplementary or differential exams.

The decision referred to in paragraph 1 of this Article shall determine deadlines and manner of taking the supplementary or differential exams.

Article 9

In the qualification recognition procedure, the dean or director of the organizational unit issues the decision, based on the proposal of the Commission.

In the qualification recognition procedure, the provisions of the law governing administrative procedure that relate to simplified procedure shall apply, except in cases where decision is not made in favour of the party.

VI RECORDS

Article 10

Organizational unit of the University shall record documentation related to the qualification recognition procedure for five years.

The organizational unit referred to in paragraph 1 of this Article shall keep records of the issued qualification recognition decisions (hereinafter: the register).
The register shall be kept permanently.

Article 11

The register contains:

- Date of receipt of the request for recognition of the foreign qualification;
- First name, father's name, and last name of the qualification holder;
- Date, place of birth, and citizenship of the qualification holder;
- Name of the country and institution that issued the foreign qualification;
- Name of the foreign qualification, number, and date of issuance;
- Name of the study program with which the foreign qualification was recognized;
- Number and date of the decision on supplementary or differential exams;
- Number and date of the decision on qualification recognition; and
- Notes.

VII FINAL PROVISIONS

Article 12

The Senate of the University shall adopt the rules of procedure referred to in Article 6, paragraph 3 of this Rulebook within six months from the date of entry into force of this Rulebook.

This Rulebook shall enter into force on the eighth day from the date of its publication in the Bulletin of the University of Montenegro.

TEMPLATE OF REQUEST FOR EQUALISATION OF QUALIFICATIONS

1) Information about the qualification holder:

- a) First name (maiden name and name of the parent or guardian) and last name:
- b) Date of birth:
- c) State of birth:
- d) citizenship (a person without citizenship files – a travel document for stateless persons or a document for a foreigner who has applied for international protection, issued by the ministry):
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- e) address:
- f) phone number:
- g) mail address:

2) Information about foreign qualification:

- a) Institution name:
- b) Institution address:
- c) City and country in which the foreign document was issued:
- d) Country in which instruction was organized:
- e) Website of the institution:
- f) Name of the study program:
- g) Mode of study (full-time, part-time, distance learning):
- h) Name of the foreign qualification in the original language:
- i) Name of the foreign educational document proving the qualification (diploma, certificate, etc.):
- j) Type of studies (academic, applied):
- k) Duration of studies (number of years):
- l) Date of enrollment in the studies:
- m) Date of completion of the studies:
- n) Date of issuance a foreign document:

3) Information about previously acquired higher education:

- a) Name of the institution:
- b) State and city of a prior qualification:
- c) Name of the acquired qualification:
- d) Year of enrolment:
- e) Year of finalisation of studies:

- a) Name of the institution:
- b) City and state of a previous qualification obtained:
- c) Title of the qualification:
- d) Year of enrolment:
- e) Year of finalisation of studies:

4) Documentation submitted with the request:

- a) for foreign qualifications obtained in the Republic of Serbia, the Republic of Croatia, and Bosnia and Herzegovina:
- a certified copy of the foreign qualification (diploma or certificate), in A4 format, in two copies;
 - a certified copy of the curriculum and syllabus (or a copy of the curriculum and syllabus if the official version is published and publicly available);
 - a certified copy of the diploma supplement (or – if the institution does not issue a diploma supplement – a certificate from the institution containing the information from items 1.3 to 8 of Form 6 of the Rulebook on the content and form of diplomas and diploma supplements (“supplement”), the maintenance of the student registry, records, and the content of public documents issued by the university and higher education institutions);
 - a certified copy of the decision on the recognition of the foreign educational document on completed, commenced, or partial higher education;
 - proof of payment of the administrative fee, in accordance with the law governing the payment of administrative fees.
- b) For foreign qualifications acquired in other countries:
- a certified copy of the foreign qualification (diploma or certificate), in A4 format, in two copies,
 - a translation of the curriculum and syllabus, certified by a court-appointed translator (or a copy of the curriculum and syllabus if the official version is published and publicly available);
 - a certified copy of the diploma supplement (or – if the institution does not issue a diploma supplement – a certificate from the institution containing the information from items 1.3 to 8 of Form 6 of the Rulebook on the content and form of diplomas and diploma supplements (supplement), the maintenance of the student registry, records, and the content of public documents issued by the university and higher education institutions);
 - a translation of the diploma supplement or the certificate referred to in item f of this section – certified by a court-appointed translator – one copy; and
 - proof of payment of the administrative fee, in accordance with the law governing the payment of administrative fees.

In _____,

_____. _____. 20____.

Signature: _____,

Phone number: _____,

Address of the request submitter: _____.