RULES FOR EVALUATING FOREIGN SECONDARY EDUCATION CERTIFICATES

1. General provisions

There is a mandatory procedure for all foreign school certificates whereby foreign qualifications are to be recognized for the purpose of continuing studies in second-cycle integrated master’s, undergraduate, and higher education professional study programmes.

In accordance with the provisions of the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia (Uradni list RS), Nos 87/2011, 97/2011 – corr. and 109/12) the procedure for the recognition of education is carried out by authorised persons of the universities or independent higher education institutions, who issue a decision on the recognition of the right to continue education, indicating which the certificate obtained in the Republic of Slovenia is equivalent to the foreign one.

Based on the decision on the recognition, the Higher Education Application and Information Service establishes whether an individual meets the general enrolment conditions for the study programmes listed in the application for enrolment as well as how a foreign school certificate is considered in the event of limited enrolment.

If a decision on limited enrolment is adopted for an individual study programme, the Higher Education Application and Information Service must evaluate the individuals' overall achievement and grades obtained in secondary school programmes. When dealing with a foreign certificate, the grading scale of the foreign secondary educational systems is taken into consideration.

In the event that certificates derogate from the Rules for evaluating foreign secondary school certificates, the specific nature of individual school system and a table for the conversion of grades created for this system are taken into account when evaluating the secondary school achievement.

The systems of education and evaluation in a foreign country are to be compared with the regulations in force in the Republic of Slovenia:
- Matura Examination Act (Official Gazette of the Republic of Slovenia No. 29/08, 40/11, 1/07 and 46/16-ZOFVI-K),
- Rules on the general matura (Official Gazette of the Republic of Slovenia No. 29/08 and 40/11),
- Rules on assessing the knowledge in secondary schools (Official Gazette of the Republic of Slovenia No. 60/2010),
- Rules on the implementation of the International Baccalaureate educational programme (Official Gazette of the Republic of Slovenia Nos 67/04 and 44/08),
- Rules on vocational matura examinations (Official Gazette of the Republic of Slovenia Nos 99/01 and 44/08),
- Table for the conversion of grades and the calculation of points for enrolment in first-cycle university study programmes and second-cycle integrated master’s degree study programmes with limited enrolment,
- Table for the conversion of grades and the calculation of points for enrolment in first-cycle higher professional study programmes with limited enrolment.
2. Conversion of grades

• Grading scales with **three positive grades** are evaluated in a way that the best foreign grade is equivalent to the Slovenian best grade (5 excellent), the foreign worst grade is equivalent to the Slovenian worst grade (2 satisfactory), the third (mid-term) grade is equivalent to 3.5 (70 norm points) that corresponds to the Slovenian grade 4 (very good).

• Grading scales with **four positive grades**, whether they are recorded in the form of numbers, letters, words or percentages, are evaluated in accordance with the Slovenian four-point grading scale of positive grades (excellent, very good, good, satisfactory).

• Grading scales with **five positive grades** are converted into the four-point grading scale. If the grades on the school report are described verbally, this word is taken into consideration (e.g. two best grades are excellent - Italy) If there is no such record, the rule of higher education is considered: the highest grade is excellent, the other two are very good, the fourth is good and the fifth is satisfactory.

• Grading scales with **six positive grades** are converted into the four-point grading scale. If the grades are described verbally, this is taken into consideration, otherwise we follow the grading scale of the International Baccalaureate (IB) programme: 6 and 7 are excellent (5), 5 is very good (4), 4 is good (3), 3 and 2 are satisfactory (2), 1 is unsatisfactory (1).

• If there is a grading scale stated on the school certificate that differs from those described in the above stated conversion rules, this scale is taken into consideration.

• If there are more than six positive grades or if the grades are specified in percentages and the grading scale is not stated on the certificate, the individual grade is converted according to the following formula: \( Y = \frac{(5-2)}{(a-b)} \times (X-b) \), where:

\[ a = \text{the highest positive grade in the grading scale;} \\
\[ b = \text{the lowest positive grade in the grading scale;} \\
\[ X = \text{the grade that we want to convert,} \\
\[ Y = \text{converted grade;} \\
\[ 2 = \text{the lowest positive grade in the Slovenian grading scale;} \\
\[ 5 = \text{the highest positive grade in the Slovenian grading scale;} \\

3. Determination of overall achievement in the upper secondary school

• In order to determine the overall achievement in the upper secondary school the results stated in the certificate for an individual year of school are taken into consideration.

• If overall achievement in an individual school year is not stated, the provisions applying to secondary school students in the Republic Slovenia (Rules on the assessment of knowledge in secondary schools, Official Gazette of the Republic of Slovenia No 60/2010) are taken into consideration.

• If there is no possibility to apply criteria for the determination of overall achievement, the overall achievement indicated on the secondary school certificate enclosed to the secondary education certificate by the candidate is taken into consideration.

• In cases of an individual subject on the certificate for the individual year of school graded with the no-pass grade, yet where it can be nevertheless concluded that the student may
sit for the final examination despite this fact, the holder of this document receives a grade of 2 (satisfactory) for this subject.

- If the overall achievement in the last semester is not stated on the certificate, but only admission to the matura examination or final examination is mentioned, the final grades of the last semester are taken into account to determine the overall achievement of this year of school.

4. Evaluation of results on recognised final examinations prior to 1 June 1995

- The general results from recognised final examinations taken prior to 1 June 1995 are determined in points in such a way that the grades entered on the school leaving certificate in individual subjects are summed up (the sum of four or five subjects). The maximum possible number of points is 20 (the sum of four subjects) or 25 (the sum of five subjects).

- In cases of a recognised final examination consisting of two subjects, the sum of grades from two subjects is taken into consideration. The maximum number of points is 10.

- In cases of recognised final examinations consisting of three subjects, the sum of grades from three subjects calculated according to the formula \((X \cdot 4) / 3\) is taken into consideration where: 
  
  \[ X = \] 
  
  is the sum of grades on the final examination \((X/20)\). The maximum number of points is 20.

- In cases of recognised final examinations consisting of a large number (more than five) of subjects, the sum of the five best evaluated subjects as an overall achievement of the final examination is taken into consideration. The maximum number of points is 25.

- If there are no grades stated on the candidate's school leaving certificate – e.g. diploma, the same provisions shall apply as for the generation of students of career-oriented education in the Republic of Slovenia who did not have the required final examinations. For the overall achievement on the final examination the sum of general results in the last and the penultimate year expressed in points is taken into consideration. The maximum number of points is 10.

- If the final achievement is expressed only in percentage (%) or in grade-point average (grade) on the school leaving certificate, this is taken into consideration.

- For subjects specifically required on the final examination in accordance with the selection criteria for the individual study programme, the grade of this subject in the last year of the secondary school is taken into consideration if there are no grades stated for individual subjects on a candidate's school leaving certificate. If the candidate did not have the required subject in the last year of school, the candidate will be allocated zero (0) points for this subject. The candidate can take an examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate attesting to a successfully passed examination.

- If the candidate did not take the specifically required subject examination in individual years of school in accordance with the selection criteria for individual study programme, such student will be allocated zero (0) points for this subject.

- Additional points in subjects whose examinations are taken at a higher requirement level are not added to the recognised final examination.
• If the candidate did not take a specific subject with exactly the same name as it is known in Slovenia but, however, has (according to the name) a similar subject (or several such subjects), the grade(s) of this subject(s) will be taken into consideration.

• For a candidate whose results from a certain subject in the last year of the upper secondary school must be scored in accordance with the selection criteria when the subject was lectured, the best grade is taken into consideration in the event that there are several corresponding subjects on the certificate in accordance with the selection criteria.

• In cases of an individual subject on the school leaving certificate graded with the no-pass grade, yet where it can be nevertheless concluded or read that the student has passed the final examination, the holder of this document receives zero points for that subject, whereby the number of points achieved is calculated by summing up the grades of all subjects stated on the school leaving certificate (the no-pass grade being calculated zero points). The candidate’s sum of points is compared to the maximum number of points that the candidate can achieve depending on the specific number of subjects taken.

5. Evaluation of overall achievement on recognized vocational matura certificates

• In order to determine the overall achievement on the vocational matura certificate the same provisions apply as for students with vocational matura certificates obtained in the Republic of Slovenia (Rules on vocational matura, Official Gazette of the Republic of Slovenia, Nos 99/01 and 44/08).

• In cases of limited enrolment when selecting candidates for enrolment in higher education professional study programmes four subjects on the vocational matura certificate are taken into consideration as overall achievement, i.e. two subjects from the joint part of the vocational matura certificate (native language and technical or theoretical subject) and two subjects of the optional vocational matura subjects (foreign language or mathematics and the fourth subject). The maximum number of points is 23.

• In cases of limited enrolment when selecting candidates for enrolment in university study programmes, the grades of five subjects on the vocational matura are taken into consideration as overall achievement, i.e. two subjects from the joint part of the vocational matura (native language and technical or theoretical subject) and two subjects from the optional matura subjects (foreign language or mathematics and the fourth subject), as well as the grade of the subject from the general matura. The maximum number of points is 31. The exam for the general matura subject must not be for the same subject that the candidate already took on the vocational matura.

On recognised vocational maturas with a large number (more than five) of subjects the results of four subjects are taken into consideration when selecting candidates for enrolment in higher education professional study programmes: two subjects from the joint part of the vocational matura (native language and technical or theoretical subject) and the two best evaluated subjects of the optional matura subjects (foreign language or mathematics and the fourth subject) are taken into account; when selecting candidates for enrolment in university study programmes, the results of five subjects are taken into consideration: two subjects from the joint part of the vocational matura examination (native language and technical or theoretical subject) and the two best evaluated subjects from the optional matura subjects (foreign language or mathematics and the fourth subject), as well as the subject of the general matura; the above-mentioned subject from the general matura
is taken by a candidate in Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In both cases the relevant certificate on the passed examination on the subject under the general matura is to be sent.

- If the candidate took the examinations on several subjects under the vocational matura that correspond to the subject required, the best evaluated subject will be taken into consideration.

- Evaluation of the native language grade is scored on a scale from 2 to 8 (higher level).

- If no grades are stated for general education subjects of the vocational matura (native language and foreign language and mathematics) on the candidate's school leaving certificate, the grade from an individual subject from the last year of the secondary school is considered as the general achievement. If the candidate did not have the required subject in the last year of school, the candidate will be allocated zero (0) points for this subject. The candidate can take the examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate on a successfully passed examination.

- If the candidate did not take a specific subject with exactly the same name as it is known in Slovenia but, however, has (according to the name) a similar subject (or several such subjects), the grade(s) of this subject(these subjects) will be taken into consideration.

- In cases of an individual subject on the vocational matura certificate graded with the no-pass grade, yet where it can nevertheless be concluded or read that the student has passed the vocational matura examination, the holder of this document receives zero points for this subject, whereby the number of achieved points is calculated by summing up the grades of all subjects stated on the school leaving certificate (the no-pass grade being calculated at zero points). The candidate's sum of points is compared to the maximum number of points that the candidate can achieve depending on the certain number of subjects that taken.
6. Determination of overall achievement on the recognised general matura certificates

- To determine the overall achievement on the general matura certificate, the same provisions as for students with the general matura certificate in Slovenia apply (Matura Examination Act, Official Gazette of the Republic of Slovenia, Nos 29/08, 40/11, 1/07 and 46/16-ZOFVI-K and Rules on the general matura, Official Gazette Nos 29/08 and 40/11).

- In cases of limited enrolment when selecting candidates for enrolment, three subjects from the joint part of the general matura (native language, foreign language and mathematics) and two subjects from the optional general matura are taken into consideration.

- If no grade for an individual subject of the joint part of the general matura (native language, foreign language and mathematics) is stated on the candidate's school leaving certificate, the grade of this subject from the last year of secondary school is taken into consideration for the overall achievement. If the candidate did not have the required subject in the last year of school, the candidate will be allocated zero (0) points for this subject. The candidate can take the examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate on a successfully passed examination.

- If no grade for an individual subject of the optional part of general matura is stated (optional subject) on the candidate's school leaving certificate, the candidate will be allocated zero (0) points. The candidate can take the examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate on a successfully passed examination.

- If there is no grade stated for a specifically required subject of the joint part of the general matura (native language, foreign language and mathematics) on the candidate's school leaving examination certificate, the grade of the subject from the last year of the secondary school is taken into consideration. If the candidate did not have the required subject in the last year of school, the candidate will be allocated zero (0) points for this subject. The candidate can take the examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate on a successfully passed examination.

- If there is no grade stated for a specifically required optional subject of the general matura on the candidate's school leaving certificate, the candidate will be allocated zero (0) points. The candidate can take the examination on an individual subject in the Republic of Slovenia or abroad in accordance with the provisions of the General Matura Examination Act. In this case the candidate must enclose the corresponding certificate on a successfully passed examination.

- For the recognised general matura examination with a large number (more than five) subjects, three subjects from the joint part of the general matura examination (native language, foreign language and mathematics) and the two best evaluated subjects from the optional part of the general matura examination are taken into account.

- If a candidate has completed several subjects that correspond to the required subject, the best evaluated subject is to be taken into account.
• If a grade from an individual matura subject is considered for enrolment in a certain study programme, the sixth subject is dealt with as specified in the General Matura Examination Act or Rules on the general matura in the Republic of Slovenia.

• If in the country where the certificate was issued the requirement levels (upper, basic level) are impossible, the grading scale applied for the final examination in five or four subjects (the maximum number of points for five subjects being 25 and for four subjects being 20) is used for the sum of converted grades, whereby the candidate must take three subjects of the joint part of the general matura (native language, foreign language and mathematics). If there is no grade stated for an individual subject of the joint part of the general matura examination (native language, foreign language and mathematics) on the school leaving certificate, the grade of this subject from the last year of secondary school is taken into consideration in the overall achievement. If the candidate did not have the required subject in the last year of school, the candidate will be allocated zero (0) points for this subject.

• For the specifically required subject grades from the joint part of the general matura (native language, foreign language and mathematics), additional points according to the provisions of the Rules on general matura examination shall also be added for the one-level scale (subjects taken at the basic level) in the event of limited enrolment in accordance with the selection criteria.

• If it follows from the certificate that the subject that corresponds to the compulsory subject of the general matura examination in Slovenia was taken at a higher requirement level, additional points shall be added to the grade according to the Rules on general matura examination.

• The grade obtained from foreign language studied abroad is evaluated in the same way as if obtained in a secondary school in the Republic of Slovenia.

• If a candidate did not pass the examination of a certain matura subject with exactly the same name as it is known in Slovenia but has (according to the name) a similar or comparable subject (or several such subjects or contents), the grade of this one will be taken into consideration.

• Evaluating the results achieved on the general matura examination with three compulsory subjects that the candidate may complete at a higher level: the three subjects from the compulsory part of the general matura are taken into account in the total number of points. For a higher level, additional points are added according to the rule: 2 + 1, 3 + 2, 4 + 2, 5 + 3.

  The general results are calculated according to the formula: general results = converted grade 1 + ...........................................converted grade 2 + converted grade 3 . \( \sqrt{2} \) (1.41). The maximum number of points is 34.

• Evaluating the results achieved on the general matura examination with three compulsory subjects which a candidate can take only at the basic level: in the total number of points the sum of grades from three subjects calculated according to the following formula are taken into consideration \((X . 4) / 3\) where: \( X = \) is the sum of grades on the final examination \((X/20)\). The maximum number of points is 20.

• In cases of an individual subject on the general matura certificate graded with the no-pass grade, yet where it can be nevertheless concluded or read that the student has passed the general matura examination, the holder of this document receives zero points for this subject, whereby the number of achieved points is calculated by summing up the grades of
all subjects stated on the school leaving certificate (the no-pass grade being calculated zero points). The candidate’s sum of points is compared to the maximum number of points that the candidate can achieve depending on the certain number of subjects that he took.

7. Evaluation of European Baccalaureate certificates

For candidates who have completed upper secondary educational programmes in European Schools the grades stated on the European Baccalaureate certificate or their annual grade reports will be converted into grades using the Slovenian secondary school education grading scale in accordance with the rules on the conversion of grades from European Schools programme.

The European Baccalaureate Certificate is equivalent to a general matura certificate obtained in the Republic of Slovenia pursuant to the law and therefore no procedure for recognition is required with respect to such a certificate.

8. Evaluation of International Baccalaureate certificates

In evaluating International Baccalaureate certificates the provisions of the Rules on the implementation of the educational programme of the International Baccalaureate (Official Gazette of the Republic of Slovenia Nos 67/04 and 44/09) are to be considered valid.

In accordance with the law, the International Baccalaureate Diploma (IB) is equivalent to the general matura certificate obtained in the Republic of Slovenia and, consequently, no procedure for recognition is required.

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