



WORKING PROCEDURE

***RECOGNITION AND EQUIVALENCE OF
UNDERGRADUATE STUDIES***

CODE: PL-87

Edition : 1

Revision : 1

Page : 1 of 17


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	WORKING PROCEDURE RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES CODE: PL-87	Edition : 1
		Revision : 1
		Page : 2 of 17

INDEX OF EDITIONS AND REVISED EDITIONS

Edition: Revised: Date of implementation :	No. of Chapter / Subchapter and revised page	The nature of the revision:		
		Modified	Added	Removed
Ed.1 Rev.1/	Chapter 1 / page 6	X	X	
	Chapter 2 / page 6	X		
	Chapter 3 / pages 6-7	X	X	
	Chapter 4 / page 7	X	X	X
	Chapter 5.1.p.I.-II./pages 7-13	X	X	X
	Chapter 5.2. / pages 16-17		X	
	Chapter 5.3. / page 17	X		
	Chapter 6 / page 18	X	X	
	Chapter 7 / page 18	X		



WORKING PROCEDURE

***RECOGNITION AND EQUIVALENCE OF
UNDERGRADUATE STUDIES***

CODE: PL-87


Edition : 1

Revision : 1

Page : 3 of 17

CONTENTS

Chapter	Name
0	Contents
1	Aim
2	Field of Application
3	Reference Documents
4	Definitions and Abbreviations
5	Description of Procedure
6	Responsibilities
7	Annexes and Registered Documents

	WORKING PROCEDURE RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Edition : 1
		Revision : 1
	CODE: PL-87	Page : 4 of 17

1. Aim


- 1.1. This procedure aims to establish norms, rules and guidelines to ensure that the *recognition and equivalence* of studies at the "Gr. T. Popa" University of Medicine and Pharmacy Iași is properly conducted.
- 1.2. *The procedure for the recognition and equivalence of undergraduate studies provides accuracy and fairness in describing the educational process for the study period, as well as the results obtained by each student / graduate.*

2. FIELD OF APPLICATION

This procedure is enforced at the "Gr.T.Popa" U.M.Ph. Iași and must be observed by the teaching staff and the students.

3. REFERENCE DOCUMENTS

- **SR EN ISO 9000: 2006** - Quality management systems. Fundamentals and vocabulary.
- **SR EN ISO 9001: 2008** - Quality management systems. Requirements.
- **SR EN ISO 9004: 2010** - *Quality management systems. Guidelines for improved performance.*
- **OMFP 400/2015** – regarding the approval of the internal / managerial Code of public entities
- **Law of National Education no.1/2011(LNE)**
- **Legea n0. 441/2001** for the approval of the Governmental Emergency Ordinance no. 133/2000 regarding fee-based graduate and undergraduate tuition
- **Law no. 288/2004** regarding the organisation of undergraduate studies
- **Charter** of the "Gr. T. Popa" University of Medicine and Pharmacy Iași
- **Rules for Undergraduate Studies** at the "Gr. T. Popa" University of Medicine and Pharmacy, Iași
- **Rules for mobilities within the Erasmus Lifelong Learning Programme** at the "Gr. T. Popa" Univeristy of Medicine and Phamacy, Iași
- **Order no. 3223 / February 8, 2012, concerning the approval of the Methodology for the recognition of study periods completed abroad**

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 5 of 17

- *Order no. 3677 / April 4, 2012, regarding the equivalence and recognition of study documents obtained abroad and which do not correspond to the three Bologna study cycles implemented in Romania*
- *Order no. 3158 / January 31, 2012, concerning approval of the List of prestigious universities from other countries*
- *Order no. 651 / November 19, 2014, for the approval of the Methodology regarding the academic mobility of students*

4. DEFINITIONS AND ABBREVIATIONS


QMS	– Quality Management System
WP	– Working Procedure
AB	– Administration Board
CRID	– <i>Center for Information and Research Resources</i>
D	– Dean of Faculty
CRES	– <i>Study Recognition and Equivalence Committee</i>
CA	– <i>Committee for Appeals</i>

5. DESCRIPTION OF PROCEDURE

5.1. This procedure does not apply to students enrolled in the 1st year by means of the admission procedure.

- I. **THE RECOGNITION AND EQUIVALENCE OF STUDIES** carried out at other medical education institutions by students who request enrollment in a year of study other than the first *or the final one, including via the final mobility system*
- II. **THE RECOGNITION AND EQUIVALENCE OF STUDIES** in the case of Erasmus students
- III. **THE RECOGNITION AND EQUIVALENCE OF STUDIES** in the case of students who have interrupted their studies or have withdrawn

I. THE RECOGNITION AND EQUIVALENCE OF STUDIES carried out at other medical education institutions by students who request enrollment in a year of study other than the first *or the final one, including via the final mobility system*

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 6 of 17

Art. 1.

The provisions of *this procedure* apply to students of Romanian or foreign citizenship who request ***the recognition and equivalence of study periods previously completed*** at other higher education institutions from Romania, EU and/or non-EU, EEA and Swiss Federation member states.

Art. 2. *Students may benefit from final mobility with the following restrictions:*

- *no sooner than the completion of the 1st year of study and no later than the end of the penultimate year of study for the same specialization*
- *only upon completion of an academic year, provided all the curricular requirements are met, with enrollment at the beginning of the subsequent academic year.*

Art. 3. *Studies carried out earlier than six years before recognition is requested are not recognized and shall have no equivalent.*

Art. 4.


(1) The recognition and equivalence of studies is done by the ***Study Recognition and Equivalence Committee (CRES)*** from each Faculty, which is made of members of the Dean's Council and other teaching staff appointed in this capacity by Rector's Decision (as per Art. 7 of Order 3223/2012), following proposal by CRID (as per Art. 3, paragraph (1c), of Order 3223/2012).

(2) *The Committee has the following responsibilities:*

- a. Evaluation of recognition application files*
- b. Communication of evaluation results*
- c. Recommendation, upon evaluation, to enrol the applicant in the appropriate year of study or not to recognize the respective studies previously carried out*

Art. 5. *The recognition and equivalence of studies shall meet the following prerequisites:*

(1) The contents of studied disciplines (according to the respective **syllabi**) and their duration (according to the **curriculum**) must correspond with the equivalent syllabi and curriculum at the "Gr. T. Popa" U.M.Ph. Iași to a degree of **at least 70%**.

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 7 of 17

(2) The sum of transferable credits unacquired as a result of not having studied certain disciplines in the Faculty curriculum at “Gr.T.Popa” U.M.Ph. Iasi **may not exceed a total of 15 credits** (not including Physical Education *and on call duties*).


(3) For students who graduated from accredited universities in the E.U., equivalence is granted also for disciplines pertaining to the academic year for which enrolment is requested, as well as for disciplines from higher years of study, if applicable.

(4) *An official document showing the marking scale used and its equivalence to the ECTS system, issued by the institution where prior studies had been completed, must be provided.*

(5) Only disciplines for which the applicant **passed the respective exams** at the educational institution where he/she studied previously shall be taken into consideration.

Art. 6. *The application file submitted for the recognition and equivalence of studies must include the following documents (as per Art.4 of Order 3223/2012):*

1. *the standard application form available on the university website (CRID folder);*
2. *the notarized copy of the Baccalaureate Diploma obtained in Romania or, if applicable, the certificate issued by the specialized body within the MESR for the recognition of a diploma obtained in another country and which grants access to higher education;*
3. *the notarized copy of the Bachelor’s or Master’s Diploma obtained in Romania or, if applicable, a certificate issued by the specialized body within the MESR for the recognition of the diploma obtained in another country and which grants access to doctoral studies;*
4. *the letter of acceptance to studies issued by MESR – for foreign students citizens of E.U. and non-E.U. countries;*
5. *the apostilled or supralegalized document, as the case may be, showing the academic records for the completed years of study, and which must include the disciplines, the grades, the number of credits and the number of course hours for each discipline, issued by the higher education institution of origin, and accompanied by the notarized translation in the Romanian language;*
6. *the syllabi of the disciplines studied in the higher education institution of origin, where applicable, and the notarized translation in the Romanian language;*

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 8 of 17


7. *the certificate of language competence in the language of tuition and examination – level B2 minimum (except where that is the native language of the applicant, in which case he/she must submit proof of citizenship of a country where that is the official language);*
8. *the notarized copies of the birth certificate and of the identity document or Passport and, if applicable, their notarized translation in the Romanian language;*
9. *the notarized copy of the marriage certificate, if the name in the academic records does not match the name in the identity document, and – if applicable, the notarized translation in the Romanian language;*
10. *affidavit to the effect that prior studies have not been interrupted as a result of being expelled for breaking the code of ethics and conduct of the university of origin (in the Romanian language or, as the case may be, in French or English).*

*All the documents required to apply for the equivalence of studies shall be submitted **one time only**. No further additions to the application are accepted, unless such a request for additional documents is formulated by CRES.*

Art. 7. *The application files for the equivalence of studies, clearly bearing the mention “To the attention of CRID”, shall be submitted at the Registry of the “Gr. T. Popa” U.M.Ph. Iași (and be given a registration number) after receiving the letter of acceptance to studies from MESR, but no later than the **1st of September** of the academic year in question.*

Art. 8. *The Chief Secretary of the University has the following responsibilities:*

- *collecting the documents submitted / sent in by applicants and bearing the mention “To the attention of CRID” from the Registry;*
- *checking that all documents required under Art.6 are included, as per standard Checklist; if the application file is not complete, the Chief Secretary notifies the applicant urgently via electronic means regarding the missing document(s) and ensures the safekeeping of proof attesting to such communication;*
- *checking the legality/authenticity of documents filed for recognition and equivalence by sending a formal letter and copies of said documents to the issuing Faculties/Universities, and ensuring the safekeeping of proof attesting to such communication;*
- *checking (a) whether the Faculty/University where the applicant studied is listed in the corresponding national CRID database, and (b) the level of the applicant’s programme of study in the higher education institution*

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 9 of 17

of origin, and ensuring the safekeeping of proof attesting to such verification; if the higher education institution is not recognized/accredited in the state of origin, the academic records submitted by the applicant cannot be recognized.

- *in case of doubt relative to authenticity and legality of issue, forwarding (in electronic format) to NCRED the academic records in question for verification, and ensuring the safekeeping of proof attesting to such communication;*
- *forwarding the applicant's documents to CRES in a timely manner to ensure the proper running of the process of recognition and equivalence, and confirming by signature the documents handover date and time.*

Art. 9. *With a view to providing the recognition and equivalence of studies:*

(1) CRES checks, upon receiving the documents, that the standard checklist is matched by the filed documents.


(2) The assessment of applications for equivalence of studies may be performed by one CRES member and further approved, following analysis, by means of a protocol individually signed by all the CRES members.

Art. 10.

(1) The process of recognition and equivalence is based on the analysis of the following elements:

- *the number of transferable study credits which may be obtained – ECTS obtained for studies carried out at the higher education institution the applicant is coming from;*
- *the results obtained during the respective previous studies, evidenced by various evaluation/grading schemes. To that end, the average grades obtained will be converted using the conversion grid in the Annex, which is an integral part of the present methodology;*
- *the curriculum covered in the higher education institution the applicant is coming from;*
- *for doctoral studies exclusively: the results of exams and scientific reports defended during doctoral studies abroad; the list of articles and papers published during doctoral studies abroad.*

(2) The process of recognition and equivalence of studies for students enrolled in programmes of study taught in a language other than their native one or that of their prior studies is contingent upon submitting proof of linguistic proficiency corresponding to level B2 or higher in the respective language of

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 10 of 17

tuition (by means of internationally recognized certificates), included in the application file.

Art. 11.

(1) Upon finalizing the analysis of the elements that make up the process of recognition and equivalence, CRES decides:


- *the recognition and equivalence for exams previously taken on the basis of reciprocity;*
- *what equivalence exams have still to be taken;*
- *the year of study the applicant may be enrolled in; for students who are foreign citizens, there is an extra requirement regarding their Romanian language proficiency - level B2 minimum, validated by institutions certified for the Romanian language.*

(2) Subsequently, the process of recognition and equivalence ends with one of the following solutions:

- *the recognition of studies: if there are no substantial differences with regard to the items mentioned under paragraph 3 below, and the equivalent number of credits is the minimum required for enrolment in the ongoing year of study;*
- *the requirement for compensatory measures – equivalence exams, respectively: in case there are some differences with regard to the items mentioned under paragraph 3 below, but **CRES decides that the applicant may be enrolled in the ongoing academic year, provided he/she takes the equivalence exams;***
- *the enrollment in another year of study than the one requested by the applicant: in case there are substantial differences with regard to the items mentioned under paragraph 3 below, and **CRES decides which is the year of study for which enrollment is approved.***

(3) Substantial differences consist in:

- a. A number of transferable credits insufficient for enrollment in the year of study the applicant would have been in at the higher education institution where the previous studies were carried out*
- b. An insufficient number of specialized disciplines studied by the applicant at the higher education institution of origin, compared to the number of disciplines present in the U.M.Ph. Iași curriculum*
- c. For doctoral studies: failing to pass the necessary exams, an insufficient number of research reports or scientific outcomes/articles published during doctoral studies abroad.*

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 11 of 17

(4) Students who, due to observed discrepancies between syllabi, are required to take equivalence exams in certain disciplines, must do so and pass them **within the first academic year following their enrollment** at the “Gr. T. Popa” U.M.Ph. Iași, so that, by the end of that year, they do not have more than 15 pending credits. If they do not comply with these requirements, they may be enrolled in a complementary year of study.

Art. 12. *The time interval allowed for the evaluation of documents by CRES is of maximum 10 working days starting with the date the documents are received from the CRID secretary. This deadline may be extended if there is a need to verify the authenticity of study records and the status of the issuing university, in which case the applicant shall be notified in writing about the reasons for the extension, as per Art. 6, paragraph (1) of Order 3223/2012.*

Art. 13. *Upon completion of documents evaluation, CRES communicates in writing with the CRID secretary the result of the evaluation and the recommendation either that the applicant be enrolled in the corresponding academic year, or that the previous studies be not recognized.*

Art. 14.


(1) *Upon completion of the process of recognition and equivalence of studies by CRES, the Chief Secretary of the University:*

- a) *writes to the candidate (via email) the result of the recognition and equivalence process and ensures safekeeping of the proof of communication.*
- b) *registers the documents for approval by the Rector of the University or the Administration Board, in order to issue the decision of enrollment in the corresponding academic year within the limit of the available number of places for that year*
- c) *supplements and updates the database with the names of the students whose prior studies have been recognized.*

(2) *The file and the decision to enroll signed by the Rector, with the approval of the Administration Board, are forwarded to the Secretariat of the Faculty for which the application was made.*

Art. 15. *The appeals to the decisions of recognition and equivalence*

(1) *The appeals to the decisions of recognition may be submitted to the Chief Secretary of the University within maximum 3 working days from the day the email containing the decision of recognition and equivalence was sent.*

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 12 of 17

(2) *Within two working days the Chief Secretary of the University summons the Committee for Appeals, made of 3 specialized members of the teaching staff, members of CRID or designated by CRID, according to Art. 4, other than the individuals who have first assessed the file and having qualifications in the field for which recognition was requested by the applicant.*

(3) *The appeal is resolved within 3 working days from the date the Committee for Appeals has been summoned.*

(4) The decision taken by the Committee for Appeals, based on their discussion of the appeal, is final and not open to further challenge.

II. THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of students who have interrupted their studies or have withdrawn

The equivalence is done according to the general criteria outlined in section I, with the following additions:

Art.1. If the studies were carried out **earlier than six years** before recognition is requested, no equivalence can take place.

Art. 2. The students who interrupted their studies must, upon resuming, fulfill any didactic duties resulting from changes in the curricula (as the study of new disciplines and the taking of equivalence exams for the acquisition of transfer credits).


III. THE RECOGNITION AND EQUIVALENCE OF STUDIES in the case of Erasmus students

Art. 1. The recognition and equivalence of studies for student mobility and placement.

a) According to criteria mutually accepted by the two Universities, by means of the Bilateral Erasmus Agreement of Cooperation, the period of study abroad must receive full academic recognition.

b) The home university will ensure the recognition of the study period abroad, including exams or other forms of assessment and evaluation, even when the syllabus has a different content.

The results and credits obtained by the students in the courses foreseen in the Study Contract – Learning Agreement – will be registered in their transcript

	<p>WORKING PROCEDURE</p> <p><i>RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES</i></p> <p>CODE: PL-87</p>	<p>Edition : 1</p>
		<p>Revision : 1</p>
		<p>Page : 13 of 17</p>

of study records, and the Faculties, through their Recognition Committees, shall equate the grades according to an established algorithm.

c) The Faculties shall validate the transcript of study records containing the results obtained and the corresponding credits, as issued by the partner University. The grades and credits which confirm the passing of the exams for the recognized disciplines shall be those based on the grading and crediting system of the home University and of the host University, but in such a way that would favor the beneficiary student;

d) The Erasmus students are exempted from the Article in the University Rules of Undergraduate Studies regarding the graduation from one academic year to another, which is possible only with a maximum of 15 pending credits still to be acquired from the previous year.

e) The credits obtained abroad must correspond to the disciplines the student would otherwise attend at the “Gr. T. Popa” University of Medicine and Pharmacy Iași in the same academic year when the mobility would be carried out. Recognition of exams corresponding to a higher academic year is also possible (credits in advance).


f) The framework for equivalence of the period of study abroad is the ECTS system; upon return, the Faculty Council decides the grade which will equate the exam taken in the disciplines studied at the partner faculties. The written report of the study equivalence is made based on the academic and placement records, and on documents proving that the student has attended the disciplines mentioned in the learning agreement, has been graded and has possibly obtained credits.

The equivalence of the grades obtained for the disciplines covering the placement period is done through clear and transparent conversion rules, focused on competences and not on the names of the disciplines, based on a correlation between the grading systems of the two countries.

At the end of the academic year, after the academic situation is final, the Erasmus students will be accepted on budgeted places, depending on the obtained results. If they do not qualify for a budgeted place, the Erasmus students will be given a place sponsored by the U.M.Ph.

g) Based on a non-discriminatory ranking procedure, the Erasmus student has the right to retake any failed exam the following academic year. The mean grade for the disciplines for which the Erasmus student was examined at the home university will be taken into account in the student rankings.

h) The exams for the disciplines that are not covered by the learning or professional training of the Erasmus mobility, as well as failed exams from

	WORKING PROCEDURE <i>RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES</i> CODE: PL-87	Edition : 1
		Revision : 1
		Page : 14 of 17

during the Erasmus mobility period, will be taken at the home university during the exam sessions approved the university.

i) Special sessions of exams may be organized when students are not in a position to take part in exam sessions approved by the university as a consequence of their participation in the Erasmus mobility.

j) The equated grades are listed in the equivalence report, the centralized grades register, the official academic record and the R-student program, the calculation of points being automatically made using the following formula: the grade multiplied by the number of credits assigned to the respective discipline. The results are recorded in special grade registers for each discipline. These registers are kept in the student's file. Based on them, the Faculty sends a notification to the Rector's Office (The Community Programmes Office) signed by the Chief Secretary and the Dean, which states:

- the names of the disciplines for which the student took the exam;
- the grades obtained;
- the ECTS grades;
- the number of credits given to the disciplines in the curriculum
- the clinical placement recognized even if the respective exam is failed,
- other specific information according to the attached model (see the annex).


k) The work involved in preparing the graduation thesis and the summer practicum will be credited and recognized only if they were initially included in the student's mobility contract.

l) For students of the Faculty of Dental Medicine, the attendance in clinical placement- will be equated provided they also fulfill the pending requirements from other disciplines during their summer practice.

Art. 2. The equivalence of ECTS grades

a) The equivalence of ECTS with the grades of the Romanian teaching system to be done according to the following table.

ECTS	GRADE(RO)	RATINGS
A	10	Excellent
B	9	Very good
C	7-8	Good (an overall good result, but with a number of significant errors)
D	6	Satisfactory (acceptable, but significantly lacking)
E	5	Sufficient (meets the minimum criteria)
F, FX	4	Rejected (requires considerable further work)

	WORKING PROCEDURE RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES CODE: PL-87	Edition : 1
		Revision : 1
		Page : 15 of 17

b) All the students who take part in Erasmus exchanges receive 1 extra point to the equated grade.

5.2. Descriere proces


Activity 1	Inputs		R 4	C 5	I 6	Documents registration 7
	From? 2	What? 3				
Receipt of application form and file for the recognition and equivalence of studies	STUDENT	APPLICATION FORM + DOCUMENTS FILE	CRID	-	CRES	APPLICATION FORM / DOCUMENTS FOR RECOGNITION AND EQUIVALENCE OF STUDIES
Analysis – documents assessment and evaluation	CRID	APPLICATION FORM + DOCUMENTS FILE	CRES	D		WRITTEN REPORT OF RECOGNITION AND EQUIVALENCE OF STUDIES
Decisions regarding equivalence, equivalence exams	CRID	Written report	CRES	D		
Informing the student	CRES	Written report	CRID / SCRID	D	Student	WRITTEN REPORT OF RECOGNITION AND EQUIVALENCE OF STUDIES ENROLLMENT DECISION
KEY R – is responsible for the activity C – collaborates I – informs						

5.3 RESOURCES

Material resources

- The personal file of each applicant,
- The curricula approved by the Teaching Board and the Senate of the « Gr. T. Popa » U.M.Ph. Iași,
- Exam grading records for each studied discipline and which include the grades awarded to each student as a result of equivalence/evaluation,
- Standardized academic records issued by the Ministry of National Research

Human resources

	WORKING PROCEDURE	Edition : 1
	RECOGNITION AND EQUIVALENCE OF UNDERGRADUATE STUDIES	Revision : 1
	CODE: PL-87	Page : 16 of 17

Members of CRID, members of CRES / Study Recognition and Equivalence Committee, members of the Committee for Appeals, each with their outlined duties.

Financial resources

The corresponding share of general expenditure at the "Gr. T. Popa" U.M.Ph. Iași for the purchase of consumables necessary for this activity and the maintenance services.

6. RESPONSIBILITIES

ACTIVITIES	RESPONSIBLE				
	CRID	CRES	D	CC	R / CA
Receiving file with <i>documents for recognition and equivalence of studies</i>	X	-	-	-	-
Assessing documents	X	X	-	-	-
Deciding on equivalence exams	-	X	X	-	-
Approving <i>recognition and equivalence of studies</i>	-	X	X	-	X
Informing the student	X	-	-	-	-
Receiving appeals	X	-	-	-	-
Resolving appeals	-	-	-	X	-
Announcing the results of the final evaluation	X	-	-	-	-
<p>KEY: CRID – Centre of Information and Research Resources D – Dean of Faculty CRES – Study Recognition and Equivalence Committee CA – Committee for Appeals R – Rector AB – Administration Board</p>					

7. ANNEXES AND REGISTERED DOCUMENTS



WORKING PROCEDURE

**RECOGNITION AND EQUIVALENCE OF
UNDERGRADUATE STUDIES**

CODE: PL-87

Edition : 1

Revision : 1

Page : 17 of 17

No.	Name	Code	Author:	Approved:	No. of copy:	Distributed to:	Length of safekeeping (years)	Place of safekeeping	Duration of archive (years)
1.	APPLICATION FORM / DOCUMENTS FOR RECOGNITION AND EQUIVALENCE OF STUDIES	-	Student	CRID	1	Secretariat	6	Dean's Office Student file	Permanent
2.	WRITTEN REPORT OF RECOGNITION AND EQUIVALENCE OF STUDIES	-	CRES	R / CA	1	Secretary + Student	6	Dean's Office Student file	Permanent