

Pursuant to Article 9 of the Statute of Algebra University and in accordance with Articles 57 and 67 of the Act on Higher Education and Scientific Activity and the Act on Recognition and Assessment of Foreign Educational Qualifications ("Official Gazette", No. 69/22), the Senate of Algebra University enacted at its 2<sup>nd</sup> session, held on 24<sup>th</sup> January 2024, the following

## **BOOK OF REGULATIONS ON ACADEMIC RECOGNITION**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

- (1) This Book of Regulations regulates recognition of learning outcomes acquired through formal education and in particular:
- a. the organisation, scope and mode of operation of the Office for Academic Recognition,
  - b. the body responsible for conducting evaluation within the procedure for recognition of a foreign educational qualification or study period abroad for the purpose of continuing studies at Algebra University
  - c. the procedure for recognition of a foreign educational qualification for the purpose of continuing studies at Algebra University
  - d. the procedure for recognition of a study period completed at a foreign higher education institution for the purpose of continuing studies at Algebra University
  - e. the procedure for recognition of study periods completed at other higher education institutions in the Republic of Croatia for the purpose of continuing studies at Algebra University
  - f. the decision-making procedure and other issues relevant for the implementation of these procedures.
- (2) This Book of Regulations does not apply in case of a study period abroad completed in accordance with an agreement between Algebra University, the student and the higher education institution abroad concluded within the mobility framework (*learning agreement*).

### **2. DEFINITIONS OF TERMS**

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#### **Article 2**

- (1) The terms used in this Book of Regulations have the following meaning:
- a. Foreign educational qualification – refers to the formal title used for a particular level or degree of acquired knowledge, skills and competences proven by a foreign school certificate, diploma and other public document issued by the relevant institution.

b. Academic recognition – refers to the recognition of a foreign educational qualification and the recognition of a study period at a foreign higher education institution or at a higher education institution in Croatia for the purpose of continuing education at Algebra University.

### 3. ORGANISATION AND OPERATION

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#### Article 3

- (1) The Office for Academic Recognition is established within the International Relations Office for the purpose of performing professional and administrative tasks related to academic recognition of foreign educational qualifications.
- (2) The Office for Academic Recognition performs the following tasks:
  - a. receiving requests and prescribed documentation from the applicant for the procedure for the recognition of foreign educational qualifications
  - b. conducting the procedure for the recognition of foreign educational qualifications for the purpose of continuing studies at Algebra University
  - c. maintaining records of conducted procedures of the recognition of foreign educational qualifications
  - d. preparing annual reports on conducted procedures of the recognition of foreign educational qualifications.
- (3) Requests for recognition of study periods abroad or at other higher education institutions in Croatia for the purpose of continuing studies at Algebra University (transfer) are received and managed by the Admissions Office at Algebra University.

#### Article 4

- (1) The Academic Recognition Committee is the body responsible for conducting evaluation within the procedure for recognition of a foreign educational qualification or a study period abroad or at another higher education institution in Croatia for the purpose of continuing studies at Algebra University.
- (2) The Academic Recognition Committee convenes on a case-to-case basis, i.e. in cases where it is necessary to assess the fulfilment of conditions for continuing education in a particular study program at Algebra University.
- (3) The Academic Recognition Committee consists of three permanent members and associate members. Permanent members of the Committee are:
  - a. vice-rector for academic affairs at Algebra University
  - b. secretary general at Algebra University
  - c. head of International Relations Office or head of Admissions Office at Algebra University, depending on the request.
- (4) Associate members may come from the ranks of the heads of study programs, heads of departments and teachers at Algebra University relevant for decision-making in the relevant subject-matter.
- (5) The head of International Office or the head of Admissions Office at Algebra University, depending on the request, is the Chairman of the Academic Recognition Committee.

## 4. RECOGNITION OF A FOREIGN EDUCATIONAL QUALIFICATION

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### Article 5

- (1) The procedure for the recognition of a foreign educational qualification for the purpose of continuing studies or enrolment in a professional development programme in higher education is initiated at the request of a person interested in continuing education at Algebra University.
- (2) The request for the recognition of a foreign educational qualification shall be submitted to the Office for Academic Recognition through the prescribed form published on the website of Algebra University.

### Article 6

- (1) The request for the recognition of a foreign educational qualification for the purpose of continuing studies should include the following documents:
  - a. a document certifying the foreign educational qualification, in the original or copy,
  - b. an English or Croatian translation of documents proving the foreign educational qualification, certified by a court interpreter,
  - c. the original Diploma Supplement or a copy of it and a Croatian or English translation, certified by a court interpreter, or transcripts of passed exams with grades, i.e. transcripts of acquired ECTS issued by the higher education institution in the original or copy and a Croatian or English translation, certified by a court interpreter,
  - d. a copy of citizenship documentation, except in the case of stateless persons,
  - e. the decision on the change of name and/or surname and/or sex, birth certificate or marriage certificate in the original or a certified copy for persons who have changed their name and/or surname,
  - f. one copy of uncertified copies of all enclosed documents and of the request form for the recognition of foreign higher education qualifications,
  - g. proof of payment of procedure costs.
- (2) The Office for Academic Recognition may require the following additional documents:
  - a. a list of requirements for enrolment in the foreign higher education institution at which the applicant completed their studies or a study period, issued by the higher education institution,
  - b. curriculum issued by the higher education institution in the original language, in the original or a certified copy and translation, that must correspond to the curriculum according to which the applicant studied. The curriculum must include a brief summary of each passed course. The applicant may enclose the curriculum published on the website of the higher education institution, but only if it is identical to the curriculum according to which the applicant studied. In that case, a certificate should be enclosed, issued by the higher education institution in the original and a certified translation, verifying that the applicant studied according to the curriculum published on the website of the higher education institution.
- (3) The application for the recognition of foreign educational qualifications for the purpose of enrolling in professional development programmes must contain the following documents:

- a. a document proving the foreign educational qualification, in the original or a certified copy,
  - b. certified translations of documents by a court interpreter if the document certifying the foreign educational qualification is not in Croatian and/or English,
  - c. a copy of citizenship document, except in the case of stateless persons,
  - d. the decision on the change of name and/or surname and/or sex, birth certificate or marriage certificate in the original or a certified copy for individuals who have changed their name and/or surname.
- (4) The Office for Academic Recognition may also request the following additional documents:
- a. documents regarding grades for all years of secondary education,
  - b. certified translations of documents by a court interpreter if documents regarding grades for all years of secondary education are not in Croatian and/or English,
  - c. documents regarding completed courses during undergraduate and/or graduate studies,
  - d. certified translations of documents by a court interpreter if documents regarding completed courses during undergraduate and/or graduate studies are not in Croatian and/or English.
- (5) In cases of asylum seekers and foreigners under subsidiary protection who, for justified reasons, are unable to submit the required documentation proving their foreign educational qualification, Algebra University conducts an appropriate procedure in accordance with Chapter 7 of the Act on Recognition and Assessment of Foreign Educational Qualifications.

#### **Article 7**

- (1) Upon the receipt of a complete and orderly request for the recognition of a foreign educational qualification, the Office for Academic Recognition shall conduct the procedure.
- (2) In case of the recognition of a foreign educational qualification at the level of secondary education, the Office for Academic Recognition shall forward the request to the Central Admissions Office at the Agency for Science and Higher Education.
- (3) As part of the foreign educational qualification recognition procedure for enrolment in graduate programmes of Algebra University, the Office for Academic Recognition may request the expert opinion of the Academic Recognition Committee.

#### **Article 8**

- (1) The recognition of a foreign educational qualification at the undergraduate level implies determining the status of a foreign educational qualification within the quality assurance system and assessing the level of the foreign educational qualification without the comparison of curriculums.
- (2) A foreign educational qualification is automatically recognised if it corresponds to the level of qualification required for continuing education at Algebra University, and if it was acquired at a higher education institution where the external quality assurance was conducted by an agency registered in the European Quality Assurance Register for Higher Education (EQAR).
- (3) The assessment of the level of a foreign educational qualification is carried out based on the information on its position within the qualifications system of the country where it was issued, i.e. its position within the national qualifications framework (if any), the connection with the European

Qualifications Framework and the Qualifications Framework for the European Higher Education Area (if established) and with the level of qualification within the Croatian Qualifications Framework.

- (4) The determination of the status of a foreign educational qualification within the quality assurance system is carried out by examining the database of the European Quality Assurance Register for Higher Education (DEQAR) or other available sources.
- (5) The recognition of a foreign educational qualification that does not meet the conditions referred to in Paragraph 2 of this Article is conducted based on the assessment of the status of the foreign educational qualification within the quality assurance system and the level of the foreign educational qualification whereby the Office for Academic Recognition may request the opinion of the ENIC/NARIC Office, foreign higher education institution, quality assurance agency or another body that can provide information required for the implementation of the procedure.
- (6) The recognition of a foreign educational qualification enables the applicant to participate in the admission, classification or enrolment procedure at Algebra University in accordance with the conditions for enrolment prescribed by the study programme and call for admissions and according to equal conditions applicable to holders of qualifications obtained at a higher education institution in Croatia.
- (7) The request for the recognition of a foreign educational qualification is resolved by a Decision in case if it is not automatically recognised as prescribed by Paragraph 2 of this Article.

## **5. RESOLUTION OF REQUEST**

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### **Article 9**

- (1) The Decision on the recognition of a foreign educational qualification is adopted by the Rector of Algebra University.
- (2) The applicant has the right to appeal against the Decision within 15 days of the receipt of the Decision.

### **Article 10**

- (1) The procedures for academic recognition and enrolment in study programmes are part of the internal quality assurance system at Algebra University and they are subject to external evaluation, in accordance with the regulations governing quality assurance in the field of higher education and scientific activities.

### **Article 11**

- (1) The amount of the fee for conducting the procedure for academic recognition is defined by the Ordinance on the Amount of Fee and Exemptions from Fee for the Recognition of Foreign Higher Education Qualifications ("Official Gazette", No. 60/2005 and 10/2008).

## **6. RECOGNITION OF A STUDY PERIOD**

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### **Article 12**

- (1) The procedure for the recognition of a study period abroad or at other higher education institutions in Croatia is conducted as part of the enrolment procedure at Algebra University.

- (2) The procedure for the recognition of a study period is initiated by a Request of a person interested in continuing education at Algebra University that is submitted to the Admissions Office of Algebra University.
- (3) The request for the recognition of a study period abroad or at a higher education institution in Croatia should include the following documents:
  - a. the student matriculation book or transcripts of passed exams with grades, i.e. transcripts of acquired ECTS or other documents proving the completed study period, issued by the higher education institution in Croatia or abroad, in the original or a certified copy or a certified translation,
  - b. the official curriculum issued by the higher education institution in the original language, in the original or a certified copy and translation into English or Croatian, which must correspond to the curriculum according to which the applicant studied. The curriculum must include visible learning outcomes or a brief summary of each passed course. The applicant may enclose the curriculum published on the higher education institution's website, but only if it is identical to the curriculum according to which the applicant studied. In that case, a certificate should be enclosed issued by the higher education institution, in the original and a certified copy or a certified translation, verifying that the applicant studied according to the curriculum published on the website of the higher education institution,
  - c. a copy of citizenship document, except in the case of stateless persons,
  - d. the decision on the change of name and/or surname and/or sex, birth certificate or marriage certificate in the original or a certified copy for persons who have changed their name and/or surname,
  - e. proof of payment of procedure costs.

### Article 13

- (1) The evaluation of the Request for the recognition of a study period completed at a higher education institution abroad or in Croatia implies the assessment of acquired learning outcomes (passed exams) and corresponding ECTS in relation to the study programme at Algebra University in which the applicant wishes to continue their studies.
- (2) As part of the procedure for the recognition of a study period, the Admissions Office will request the expert opinion of the Academic Recognition Committee or the teacher of the course for which recognition is sought. Based on their expert assessment, they will determine the learning outcomes (passed exams) and corresponding ECTS that can be recognised and/or the differential requirements necessary for continuing studies in a study programme at Algebra University and the deadlines within which the student is required to complete them.
- (3) The request for the recognition of a study period abroad is resolved by a Decision adopted by the Rector of Algebra University within 30 days of the receipt of the complete request.
- (4) The applicant has no right to appeal against the Decision, however an administrative dispute may be initiated.
- (5) The outcome of the recognition procedure is registered in the Infoeduka digital student service system.
- (6) Records of the conducted procedures for the recognition of study periods are kept by the Admissions Office of Algebra University.



#### Article 14

- (1) The amount of the fee for conducting the procedure for the recognition of study periods is defined by the Decision of the Senate of Algebra University, published on the website of Algebra University.

## 7. TRANSITIONAL AND FINAL PROVISIONS

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#### Article 15

##### Interpretation of the Provisions of the Book of Regulations and to Whom It Applies

- (1) The Rector of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.

#### Article 16

##### Entry into Force

- (1) This Book of Regulations enters into force one day after the date of its publication on the website of Algebra University.
- (2) On the effective day of this Book of Regulations, the following Book of Regulations ceases to be valid:
- Book of Regulations on Academic Recognition of 26<sup>th</sup> October 2021, CLASS: 602-04/21-01/33, REF. NO.: 251-321-21-03-01.

#### Article 17

##### Application of Specific Provisions

- (1) The provisions of this Book of Regulations are applicable from the date of its entry into force.

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