

Pursuant to the Act on Higher Education and Scientific Activity ("Official Gazette", No. 119/22), the Croatian Qualifications Framework Act ("Official Gazette", No. 22/13, 41/16, 64/18, 20/21, Constitutional Court decision U-I-2854/2018 and U-I-2855/2018) and Article 9 of the Statute of Algebra University and in accordance with the Guidelines for the Recognition of Prior Learning in Higher Education by the Ministry of Science and Education (2023), the Senate of Algebra University enacted at its 4th session, held on 26th March 2024, the following

BOOK OF REGULATIONS ON THE RECOGNITION AND VALIDATION OF NON-FORMAL AND INFORMAL LEARNING IN HIGHER EDUCATION

1. GENERAL PROVISIONS

Article 1

- (1) This Book of Regulations prescribes:
- the purpose, scope and procedure for the recognition and validation of non-formal and informal learning,
 - the body responsible for the implementation of the recognition procedure,
 - the validation of the competences acquired through non-formal and informal learning,
 - the decision-making procedure and other issues of importance for the implementation of these procedures.
- (2) As part of the procedures of the recognition and validation of non-formal and informal learning, the recognition of previously acquired learning outcomes and the validation of prior non-formal and informal learning as well as the recognition of knowledge and skills acquired through extracurricular activities shall be carried out.
- (3) The recognition and validation of non-formal and informal learning is based on the principles of lifelong learning, equal access, fairness, transparency, equal value of acquired and recognised learning outcomes and quality assurance.
- (4) Recognition of knowledge and skills acquired through extracurricular activities is based on the principles of social relevance of higher education and the values of active citizenship that higher education contributes to.

2. PURPOSE AND SCOPE OF RECOGNITION AND VALIDATION

Article 2

- (1) The procedures for recognition and validation of non-formal and informal learning encompass the recognition and/or validation of knowledge and skills acquired outside of the programme before enrolment in a study programme or professional development programme at Algebra University or during studies.

- (2) The recognition and validation of non-formal and informal learning cannot, as a direct result of the procedure, lead to the acquisition of a full qualification at CROQF level 5 and higher, but rather to exemptions from parts of a course/programme.
- (3) The applicant's non-formal and informal learning shall be recognised and/or validated as part of the process, provided that the learning outcomes align with the profile and level corresponding to the learning outcomes acquired through some of the programmes at Algebra University.
- (4) In the procedure of recognition and validation of prior learning, the candidate's prior learning is assessed in relation to the learning outcomes of the study programme they are attending or are intending to attend at Algebra University. Indirectly, based on a matrix linking courses in the study programme and the learning outcomes at the programme level, courses or parts of courses for which exemptions are possible are determined.

3. RESPONSIBILITIES

Article 3

- (1) The responsibility in the implementation of the procedures of recognition and validation of non-formal and informal learning is shared between the Admissions Office, the Student Office and the Committee for the Recognition and Validation of Non-formal and Informal Learning (hereinafter: the Committee).
- (2) The Admissions Office provides information to candidates applying for study programmes and professional development programmes in higher education, advises candidates, assists in the preparation of the request and collects supporting documentation (proof), receives requests and proof and submits them to the Committee.
- (3) The Student Office provides students of Algebra University with information about the possibilities of having knowledge and skills acquired through extracurricular activities recognised and refers them to the relevant teacher who assists the student in preparing the request and collecting supporting documentation (proof). The Student Office receives requests and proof and submits them to the Committee.
- (4) The Committee performs the following tasks:
 - a. assesses received requests,
 - b. conducts and/or organises the procedure of recognition and validation of non-formal and informal learning in line with the learning outcomes of the study programme,
 - c. drafts decisions and writes other documentation related to the implementation of the procedures of recognition and validation of non-formal and informal learning,
 - d. makes decisions on the recognition of knowledge and skills acquired through extracurricular activities in accordance with the expected learning outcomes of the study programme.
- (5) The Vice-Rectorate for Quality performs the following tasks:
 - a. provides operational support to the Committee,
 - b. maintains records of conducted procedures of the validation of non-formal and informal learning,
 - c. maintains records of decisions on the recognition of knowledge and skills acquired through extracurricular activities,

- d. maintains records of the recognition of certified non-formal learning, which is determined by the Decision on the Recognition of Certified Non-formal learning, which is published on the website of Algebra University,
- e. writes an annual report on the work of the Committee.

Article 4

- (1) The Committee consists of two permanent members and associate members. The permanent members of the Committee are:
 - a. vice-rector for quality of Algebra University,
 - b. head of the Sector for Professional Services of Algebra University.
- (2) Associate members may come from the ranks of the heads of study programmes, heads of departments and teachers of Algebra University relevant for decision-making in a given subject.
- (3) The vice-rector for quality of Algebra University is the president of the Committee.

4. INITIATION OF THE PROCEDURES OF RECOGNITION AND VALIDATION OF PRIOR LEARNING

Article 5

- (1) The procedure of the recognition and validation of prior non-formal and informal learning is initiated by an interested person by submitting a Request consisting of a completed Request form and accompanying documentation (portfolio) confirming the skills and knowledge acquired through prior non-formal and informal learning experience.
- (2) The completed form should be accompanied by:
 - a. the following documents as required:
 - a CV,
 - a copy of an identification document.
 - b. depending on the type of request, additional documents may be enclosed if available:
 - a certificate of the completed programme or a part of the programme,
 - the description and plan of the completed programme issued by the relevant authority in the original language, in the original or a certified copy and translation to English or Croatian, which must correspond to the curriculum of the study programme completed by the applicant. The programme must include achieved learning outcomes or equivalent descriptions.
 - an original certificate and an adequate confirmation of the issuer that the certificate is valid and issued in the name of the person who requested recognition,
 - a confirmation of completed projects or a project itself, authored work, portfolio or any other document that may serve the purpose of proving the acquired competences,
 - proof of work experience,

- decree 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,
 - proof of payment of procedure costs,
 - additional documents and proof, depending on the type of the Request.
- (3) The Request shall be submitted to the Admissions Office which provides support to the applicant in determining and documenting the Request for the recognition and validation of prior learning and in giving information on the possibilities of the recognition, validation and/or enrolment in Algebra University.

5. TYPES OF PROCEDURES OF RECOGNITION AND VALIDATION OF PRIOR LEARNING

Article 6

- (1) Upon receipt of a complete and orderly Request, the president of the Committee decides on the type of procedure and organises further recognition and validation procedure.
- (2) The recognition and validation procedure may be carried out in the following ways:
- a. If, based on the submitted Request and enclosed documentation, the request is classified as a recognition of certified non-formal learning, automatic recognition of certified learning is carried out in accordance with the current Decision on the Validation and Recognition of Certified Non-formal Learning published on the website of Algebra University.
 - b. If, based on the submitted Request and enclosed documentation, the request is classified as a recognition of non-formal learning with a corresponding certification that is not listed in the Decision on the Validation and Recognition of Certified Non-formal Learning, the president of the Committee may request an opinion of an individual teacher or an expert in assessing the applicant's Request.
 - c. If, based on the submitted Request and enclosed documentation, the request is classified as non-certified non-formal or informal learning that needs to be assessed, the president of the Committee may request an opinion of an individual teacher or an expert in assessing the applicant's Request.
- (3) Certified non-formal learning, following the procedure described in the first indent of Paragraph 2 of this Article, confirmed by certificates issued more than 3 years prior to the enrolment date of a specific course to which they refer and without a defined expiration date on the certificate itself, may be exceptionally recognised with additional evidence provided by the applicant or student confirming that they have worked in the meantime in positions corresponding to the content of the certificate. The decision to recognise such certificates is made by the respective teacher upon reviewing the complete documentation, with discretionary authority not to recognise such a certificate.
- (4) The Committee shall make an opinion on the acceptance or rejection of the Request and on the validation method in accordance with the procedure described in the second and third indents of Paragraph 2 of this Article.

- (5) Validation methods may include validation of submitted projects, an interview with the applicant, a written or an oral exam - online or onsite, practical demonstration, presentation, simulation and similar.
- (6) Validation is conducted by the associate Committee members appointed by the president of the Committee who are teachers or experts in learning outcomes of the programmes or courses for which exemption is sought.

6. WORK OF THE COMMITTEE

Article 7

- (1) The Committee shall perform duties within its jurisdiction at sessions that may take place also in electronic form.
- (2) Sessions of the Committee shall be convened by the president.
- (3) The Committee shall make decisions unanimously.
- (4) At its sessions, the Committee shall set out the documentation received and the subject-matter of the applicant's Request as well as consider all facts relevant to the course of the procedure, and finally, propose a decision on validation.
- (5) During the procedure, the Committee has the right to summon the applicant and request additional clarification or evidence deemed relevant for making an assessment.

7. DECISION

Article 8

- (1) The final decision shall be made 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 9

- (1) The procedure of recognition and validation of non-formal and informal learning is paid for by applicants and students in accordance with the current Decision on Tuition and Service Fees, regardless of the outcome of the validation.
- (2) Based on the approved Request, students are entitled to a reduction of tuition fees in the monetary value specified by the current Decision on Tuition and Service Fees.

8. QUALITY ASSURANCE

Article 10

- (1) The procedure of including a certificate, which is acquired upon completion of a non-formal programme, in the Decision on the Recognition of Certified Non-formal Learning of Algebra University, is carried out on the basis of a comparative analysis between a certain non-formal programme and the learning outcomes of the study programme components of Algebra University. Based on a comparative analysis, a report is prepared in which comparable learning outcomes are

determined. Based on such determination of correspondence, an automatic recognition of certificates listed in the Decision is carried out.

- (2) Deciding on a request for recognition of prior non-formal learning through a certificate not specified in the Decision and of prior informal learning is carried out based on a comparative analysis of the study programme components of Algebra University and available evidence on comparable learning outcomes. Accordingly, a decision on recognition and/or appropriate validation procedures shall be made.

9. RECOGNITION OF KNOWLEDGE AND SKILLS ACQUIRED THROUGH EXTRACURRICULAR ACTIVITIES

Article 11

- (1) Students of Algebra University can acquire knowledge and skills outlined in a study programme through appropriate extracurricular activities such as research projects, competitions, activities of an innovation club, campaigns, cultural and artistic events and exhibitions, volunteering, engagement in activities for quality assurance and improvement etc.
- (2) The initial assessment of the compatibility of knowledge and skills acquired through extracurricular activities with the learning outcomes of a study programme is conducted jointly by the student and the course teacher. Based on the initial assessment, the student, with the advisory assistance of the course teacher, prepares a request for the recognition of knowledge and skills acquired through extracurricular activities, which is submitted to the Student Office along with appropriate proof. The Student Office forwards the request, along with all accompanying proof, to the President of the Committee.
- (3) The president of the Committee convenes regular and associate members selected from among the heads of departments responsible for the courses within which the recognition of knowledge and skills acquired through extracurricular activities is sought.
- (4) The Committee makes a decision on the recognition of knowledge and skills acquired through extracurricular activities in accordance with the expected learning outcomes of the study programme.
- (5) The vice-rector for quality maintains records of requests and decisions made to ensure transparency and consistency in decision-making.

10. TRANSITIONAL AND FINAL PROVISIONS

Article 12

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

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

Article 13

Entry into Force

- (1) This Book of Regulations shall enter into force on the day of its adoption.

- (2) Upon the entry into force of this Book of Regulations, the Book of Regulations on the Recognition and Validation of Non-formal and Informal Learning (CLASS: 602-03/23-01/11; REF. NO.: 251-785-02-23-42) from 12th December 2023 ceases to be valid.

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