

Pursuant to the Statute of the Algebra University College and provisions of the Act on Recognition of Foreign Educational Qualifications, the Professional Council of the Algebra University College enacted at its 80th session, held on 30 June 2020, the following

BOOK OF REGULATIONS ON ACADEMIC RECOGNITION

I. GENERAL PROVISIONS

Article 1

(1) This Book of Regulations governs the recognition of competences acquired through formal learning, i.e.:

- procedure for recognition of a foreign higher education qualification for the purpose of continuing studies at the Algebra University College;
- procedure for recognition of study periods spent at a foreign higher education institution for the purpose of continuing studies at the Algebra University College;
- procedure for recognition of courses passed, i.e. ECTS credits acquired at other higher education institutions in the Republic of Croatia and abroad (hereinafter: other higher education institutions);
- body responsible for conducting the procedure for recognition of a foreign higher education qualification for the purpose of continuing studies at the Algebra University College or of a study period for the purpose of continuing studies at the Algebra University College and the procedure for recognition of courses passed at other higher education institutions;
- decision-making procedure and other issues relevant for the implementation of these procedures.

II. ORGANIZATION AND OPERATION

Article 2

(1) The body responsible for conducting procedures defined in Article 1 of this Book of Regulations at the Algebra University College is the Committee for Academic Recognition of the Algebra University College (hereinafter: the Committee for Academic Recognition).

(2) The Committee for Academic Recognition is appointed by the decision of the Dean of the Algebra University College.

(3) The Committee for Academic Recognition performs the following tasks:

- receives requests and prescribed documentation from persons interested in each of the procedures defined in Article 1
- evaluates received requests
- conducts the procedure for recognition of a foreign higher education qualification for the purpose of continuing studies at the Algebra University College, of a study period spent at a foreign higher education institution for the purpose of continuing studies at the Algebra University College or procedure for recognition of courses passed, i.e. ECTS credits acquired at other higher education institutions in Croatia
- maintains records of conducted recognition procedures
- composes official letters, drafts opinions and writes other documentation related to the implementation of the procedure

- maintains a register of recognized higher education qualifications
- maintains a register of courses recognized from other higher education institutions
- writes annual reports on the work of the Committee

Article 3

(1) The Committee for Academic Recognition consists of four (4) permanent members and associate members. Permanent members of the Committee for Academic Recognition are:

- Head of Department for International Cooperation of the Algebra University College,
- Head of Admissions Office of the Algebra University College,
- Vice Dean for Academic Affairs of the Algebra University College,
- Secretary of the Algebra University College

(2) Associate members may come from the ranks of the Heads of Study Programs, Heads of Departments and teachers of the University College required for decision-making in a given subject.

(3) Head of Department for International Cooperation of the Algebra University College is the President of the Committee for Academic Recognition.

III. INITIATION OF PROCEDURE

Article 5

(1) The recognition procedure defined in Article 1 of this Book of Regulations is initiated at the request of the interested person.

(2) The request shall be submitted through the form which is annexed to this Book of Regulations and forms an integral part thereof.

(3) The request shall be submitted directly to the President of the Committee for Academic Recognition, to the Student Office or Registration Office.

Request for recognition of a foreign higher education qualification

Article 6

(1) The request for recognition of a foreign higher education qualification for the purpose of continuing studies should be accompanied by and include the following documents:

- document certifying the foreign education qualification, in the original or a copy,
- translation, certified by a court interpreter, of documents proving the foreign education qualification in English or Croatian language,
- diploma supplement in the original or a certified copy and translation in English or Croatian language, if issued by a foreign higher education institution,
- transcripts of passed exams with grades or transcripts of acquired ECTS credits issued by the higher education institution, in the original, if the institution does not issue a diploma supplement,
- translation, certified by a court interpreter, of transcripts of passed exams with grades in English or Croatian language, or of transcripts of acquired ECTS credits,
- certified copies of previously obtained higher education qualifications, if any,
- CV,
- copy of citizenship document, except in the case of stateless persons,
- 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,

- one copy of uncertified copies of all enclosed documents and of the request form for recognition of foreign higher education qualifications,
- proof of payment of procedure costs.

(2) The Committee for Academic Recognition may, depending on the type of the request, require the following additional documents:

- official list of conditions for enrollment in the foreign higher education institution at which the candidate completed the study period, issued by the higher education institution,
- official study plan and program issued by the higher education institution in the original language, in the original or a certified copy and translation, that must correspond to the study plan and program according to which the applicant studied. The program must include a brief summary of each completed and/or passed course. The applicant may enclose the study plan/program published on the institution's official website, but only if identical to the plan/program 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 plan/program published on the institution's official website.

Request for recognition of a study period spent at a foreign higher education institution and/or Request for recognition of courses passed, i.e. ECTS credits acquired at other higher education institutions in the Republic of Croatia and abroad

Article 7

(1) The request for recognition of a study period spent at a foreign higher education institution and/or Request for recognition of courses passed, i.e. ECTS credits acquired at other higher education institutions in the Republic of Croatia and abroad should be accompanied by and include the following documents:

- student matriculation book or other document certifying the completed study period, issued by the higher education institution, in the original or a certified copy,
- transcripts of passed exams with grades, i.e. transcripts of acquired ECTS credits issued by the higher education institution, in the original,
- certified translation of transcripts of passed exams with grades in English or Croatian language, i.e. of transcripts of acquired ECTS credits in case of recognition from a foreign institution,
- official list of conditions for enrollment in a foreign higher education institution at which the candidate completed the study period, issued by the higher education institution, in case of recognition from a foreign institution,
- official study plan and program issued by the higher education institution in the original language, in the original or a certified copy and translation in English or Croatian language, that must correspond to the study plan and program according to which the applicant studied. The program must include a brief summary of each completed and/or passed course. The applicant may enclose the study plan/program published on the institution's official website, but only if identical to the plan/program 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 plan/program published on the institution's official website,
- certified copies of previously obtained higher education qualifications, if any,
- copy of citizenship document, except in the case of stateless persons,

- 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,
- one copy of uncertified copies of all enclosed documents and of the request form for recognition of foreign higher education qualifications,
- proof of payment of procedure costs.

Incomplete or unclear request

Article 8

(1) In case of receipt of an incomplete or unclear request, the Committee for Academic Recognition shall ask the applicant to complete or clarify the request within 15 days.

(2) In case the applicant fails to correct the deficiencies of the request within the deadline, the request shall be rejected with a conclusion.

IV. OPINION OF THE COMMITTEE FOR ACADEMIC RECOGNITION

Article 9

(1) Upon receipt of a complete and orderly request, i.e. request with corrected deficiencies, the President of the Committee shall submit the request for further procedure and convene a session of the Committee.

(2) The Committee for Academic Recognition shall perform tasks within its competence at sessions which may be carried out in electronic form.

(3) Sessions of the Committee for Academic Recognition shall be convened by the President.

(4) The Committee for Academic Recognition shall meet as necessary.

(5) The Committee for Academic Recognition shall make decisions unanimously.

(6) At its sessions, the Committee for Academic Recognition shall confirm the documentation received, the subject-matter of the applicant's request and other facts relevant to the course of the procedure and adoption of opinion and issue an opinion on the possible recognition and/or proposal for enrollment.

(7) During the procedure, the Committee has the right to summon the applicant, request additional clarification or evidence deemed relevant for adopting an opinion.

(8) The opinion of the Committee shall be signed by all members.

Article 10

(1) The Committee for Academic Recognition may additionally request an expert opinion of the Heads of Study Programs, Heads of Departments or teachers in charge of individual courses in order to obtain their expert opinion whereby they become associate members of the Committee for Academic Recognition.

(2) The Committee for Academic Recognition may additionally request the opinion of the Erasmus Coordinator of the Erasmus Mobility Program.

V. DECISION OF THE COMMITTEE FOR ACADEMIC RECOGNITION

Article 11

(1) The Committee shall submit its written and signed opinion on the request for academic recognition to the Dean, authorized by the Professional Council of the Algebra University College, for final resolution.

(2) The final decision shall be made by the Dean of the Algebra University College.

(3) The applicant has the right to appeal against the decision within 15 days of the receipt of the decision.

Article 12

(1) The final decision of the Dean, authorized by the Professional Council of the Algebra University College, on the academic recognition shall be submitted by the Committee to the National ENIC/NARIC Office in the original and in one copy together with a copy of the documentation on the conducted procedure no later than 30 days from the date of the decision.

Article 13

(1) Validation of a foreign higher education qualification includes an assessment of the level, i.e. degree of the foreign higher education qualification based on the Criteria for validation of foreign higher education qualifications determined by the Agency for Science and Higher Education, which are annexed to this Book of Regulations.

(2) The procedure for validation of a foreign higher education qualification shall take into account solely the degree of knowledge, skills and competences acquired by the qualification, without comparison of curricula.

Article 14

(1) The fees for conducting the procedure for academic recognition are defined by the Act on Recognition of Foreign Educational Qualifications published in the "Official Gazette" and by the Decision on Reimbursement of Study Costs published on the Algebra University College website.

Article 15

(1) This Book of Regulations includes as annexes academic recognition request forms, criteria for validation of foreign higher education qualifications and abbreviated overview of the recognition procedure.

Article 16

(1) This Book of Regulations shall enter into force one day after the date of its publication on the Algebra University College website and shall be applied from the academic year 2020/2021.

(2) On the effective day of this Book of Regulations, the following shall cease to be valid: Book of Regulations on Academic Recognition of Foreign Higher Education Qualifications and Study Periods of 31 October 2017, CLASS: 602-030/17-03/09, REF. NO.: 251-321-17-03/124, together with all amendments, modifications and published revised texts thereof.

Zagreb, 30 June 2020

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