

Pursuant to the Act on Scientific Activity and Higher Education ("Official Gazette", No. 123/03, 105/04, 174/04, 2/07 – Constitutional Court decision, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14, – Constitutional Court decision and decree, 60/15 – Constitutional Court decision 131/17), the Croatian Qualifications Framework Act ("Official Gazette", No. 22/13, 41/16, 64/18, Constitutional Court decision U-I-2854/2018 and U-I-2855/2018) and the Algebra University College Statute, the Professional Council of the Algebra University College enacted at its 80th session, held on 30 June 2020, the following

## **BOOK OF REGULATIONS ON RECOGNITION AND VALIDATION OF NON-FORMAL AND INFORMAL LEARNING**

### **I. GENERAL PROVISIONS**

#### **Article 1**

(1) This Book of Regulations prescribes

- purpose, scope and procedure for recognition of non-formal and informal learning;
- body responsible for the implementation of the recognition procedure;
- validation of competences acquired through non-formal and informal learning;
- decision-making procedure and other issues of importance for the implementation of these procedures.

(2) Recognition and validation of non-formal and informal learning is based on principles of equal access, fairness, transparency, equal value of acquired and recognized sets of learning outcomes and quality assurance.

### **II. PURPOSE AND SCOPE OF RECOGNITION**

#### **Article 2**

(1) The procedure for recognition of non-formal and informal learning is conducted exclusively for the purpose of enrollment in Algebra University College programs and validation of sets of learning outcomes within the programs conducted by the Algebra University College.

(2) Recognition and validation of non-formal and informal learning is enabled solely for the purpose of enrollment in the following level of education, i.e. educational program of the first higher level than the one for which the applicant possesses a valid qualification.

(3) Recognition and validation of non-formal and informal learning may not result in the acquisition of a full qualification at CROQF level 6 and above.

(4) The applicant shall be granted a recognition of non-formal and informal learning whose learning outcomes are consistent in profile, scope and level with sets of learning outcomes acquired through programs of the Algebra University College.

(5) Non-formally and informally acquired competences may be recognized as individual sets of learning outcomes or all sets of learning outcomes within a course.

### **III. ORGANIZATION AND OPERATION OF THE COMMITTEE**

#### **Article 3**

(1) The body responsible for conducting the procedure for recognition and validation of non-formal and informal learning at the Algebra University College is the Committee for Non-formal and Informal Recognition of the Algebra University College (hereinafter: the Committee).

(2) The Committee performs the following tasks:

- receives requests and prescribed documentation from interested persons
- evaluates received requests
- conducts and/or organizes the procedure for recognition and validation of non-formal and informal learning
- maintains records of conducted procedures
- composes official letters, drafts opinions and writes other documentation related to the implementation of the procedure
- maintains a register of recognitions
- writes an annual report on the work of the Committee

#### **Article 4**

(1) The Committee is appointed by the decision of the Dean of the Algebra University College.

(2) The Committee consists of three (3) permanent members and associate members. Permanent members of the Committee are:

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

(3) 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.

(4) The Vice Dean for Academic Affairs of the Algebra University College is the President of the Committee.

#### **IV. INITIATION OF PROCEDURE**

#### **Article 5**

(1) The recognition procedure is initiated by the interested person by submitting a request consisting of a completed request form and accompanying documentation.

(2) The request form is annexed to this Book of Regulations and forms an integral part thereof.

(3) The completed form should be accompanied by:

- a) the following required documents:
  - CV
- b) depending on the type of request, the following documents may be enclosed:
  - certificate of the completed program or a part of the program,
  - description and plan of the completed program issued by the competent authority 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 was educated. The program must include a brief summary of each completed and/or passed element of education,
  - original certificate and the corresponding confirmation of the issuer that the certificate is valid and issued in the name of the person who requested recognition,
  - confirmation of completed projects and project, authored work, portfolio or any other document that may serve the purpose of proving acquired competences,
  - data on 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.

- (4) The Committee may, depending on the type of the request and enclosed documentation, require insight into additional documents.
- (5) The request shall be submitted directly to the President of the Committee, to the Student Office or Registration Office.

#### **Article 6**

- (1) In case of receipt of an incomplete or unclear request, the Committee 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.

### **V. TYPES OF PROCEDURES**

#### **Article 7**

- (1) Upon receipt of a complete and orderly request, i.e. request with corrected deficiencies, the President of the Committee decides on the type of procedure and organizes further recognition procedure.
- (2) The procedure for recognition and validation may be carried out in the following ways:
- if, based on the submitted request and enclosed documentation, the request is classified as a recognition of non-formal learning with a corresponding industrial certification, the procedure is conducted in accordance with the current Decision on the Procedure for Validation and Recognition of Industrial Certifications which is annexed to this Book of Regulations and published on the University College website.
  - 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 Procedure for Validation and Recognition of Industrial Certifications, the President of the Committee may appoint an expert committee or an individual teacher or Expert Commissioner to adopt an opinion on the applicant's request.
  - if, based on the submitted request and enclosed documentation, the request is classified as a recognition of non-formal or informal learning without corresponding certifications or certificates issued by the competent authorities, the President of the Committee may appoint an expert committee or an individual teacher or Expert Commissioner to adopt an opinion on the applicant's request.
- (3) The expert committee or the Expert Commissioner may adopt an opinion on the acceptance of the request or the disregard of the request.
- (4) In the event that the request is accepted, the President of the Committee decides which means of competence verification are the most appropriate for the individual applicant.
- (5) Means of competence verification may include a written or oral exam, electronic or physical exam attendance, validation of submitted projects and applicant interview, project development, practical demonstration, presentation, simulation and similar.
- (6) The competence verification is conducted by the associate Committee members appointed by the President of the Committee.

### **VI. OPINION OF THE COMMITTEE**

#### **Article 8**

- (1) The Committee shall perform tasks within its competence at sessions which may be carried out in electronic form.
- (2) Sessions of the Committee shall be convened by the President.

- (3) The Committee shall meet as necessary.
- (4) The Committee shall make decisions unanimously.
- (5) At its sessions, the Committee shall confirm the documentation received, the subject-matter of the applicant's request, consider the outcomes and results of competence verification and other facts relevant to the course of the procedure and adoption of opinion and finally, issue an opinion on the possible recognition, partial recognition or non-recognition.
- (6) During the procedure, the Committee has the right to summon the applicant, request additional clarification or evidence deemed relevant for adopting an opinion.
- (7) The opinion of the Committee shall be signed by all members.

## **VII. DECISION**

### **Article 9**

- (1) The Committee shall submit its written and signed opinion on the request for recognition and validation of non-formal and informal learning 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 10**

- (1) The procedure for validation of non-formal and informal learning is paid for by applicants and students in accordance with the current Decision on Reimbursement of Study Costs regardless of the outcome of 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 Reimbursement of Study Costs.

### **Article 11**

- (1) This Book of Regulations includes as annexes recognition request forms, Decision on the Procedure for Validation and Recognition of Industrial Certifications and abbreviated overview of the recognition procedure.

### **Article 12**

- (1) This Book of Regulations shall enter into force from the academic year 2020/2021.

Zagreb, 30 June 2020

<b>CLASS:</b>	602-04/20-01/22
<b>REF. NO.:</b>	251-321-20-01-04
<b>Revision:</b>	
<b>Date of Revision:</b>	
<b>Pages:</b>	4
<b>Written by:</b>	Silvija Grgić
<b>Approved by:</b>	Professional Council

President of Professional Council  
of Algebra University College  
Dean  
Assistant Professor Mislav Balković, PhD