

Pursuant to the Statute of Algebra University College and in accordance with Articles 75 and 76a of the Act on Scientific Activity and Higher Education and Articles 9, 10 and 11 of the Act on Recognition of Foreign Educational Qualifications, the Academic Council of Algebra University College adopted at its 92nd session, held on 26 October 2021, the following

BOOK OF REGULATIONS ON ACADEMIC RECOGNITION

1. GENERAL PROVISIONS

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 higher education qualification or study period abroad for the purpose of continuing studies at Algebra University College,
 - c. the procedure for recognition of a foreign education qualification for the purpose of continuing studies at Algebra University College,
 - d. the procedure for recognition of study period completed at a foreign higher education institution for the purpose of continuing studies at Algebra University College,
 - 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 College,
 - 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 previous agreement on automatic recognition of a study period between Algebra University College and a foreign higher education institution where the study period was completed, in accordance with Article 10 of the Act on Recognition of Foreign Education Qualifications.
- (3) This Book of Regulations does not apply in case of study period abroad completed in accordance with an agreement between Algebra University College, the student and the higher education institution abroad concluded within the mobility framework (learning agreement).

2. DEFINITIONS OF TERMS

Article 2

- (1) The terms used in this Book of Regulations have the following meaning:

- a. Foreign education 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 competent institution.
- b. Academic recognition – refers to the recognition of a foreign education 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 College.

3. ORGANISATION AND OPERATION

Article 3

- (1) The Office for Academic Recognition is established within the International Office for the purpose of performing professional and administrative tasks related to academic recognition of foreign education qualifications.
- (2) The Office for Academic Recognition performs the following tasks:
 - a. receives requests and prescribed documentation from the applicant for the procedure for recognition of foreign education qualifications,
 - b. conducts the procedure for the recognition of foreign education qualifications for the purpose of continuing studies at Algebra University College,
 - c. maintains records of conducted procedures of recognition of foreign education qualifications,
 - d. prepares annual reports on conducted procedures of recognition of foreign education 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 College (transfer) are received and managed by the Admissions Office at Algebra University College.

Article 4

- (1) The Academic Recognition Committee is the body responsible for conducting evaluation within the procedure for recognition of a foreign education qualification or a study period abroad or at another higher education institution in Croatia for the purpose of continuing studies at Algebra University College.
- (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 College.
- (3) The Academic Recognition Committee consists of three permanent members and associate members. Permanent members of the Committee are:
 - a. Vice Dean for Academic Affairs at Algebra University College,
 - b. Secretary General at Algebra University College,
 - c. Head of International Office or Head of Admissions Office at Algebra University College, 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 College relevant for decision-making in the relevant subject-matter.

- (5) Head of International Office or Head of Admissions Office at Algebra University College, depending on the request, is the Chairman of the Academic Recognition Committee.

4. RECOGNITION OF A FOREIGN EDUCATIONAL QUALIFICATION

Article 5

- (1) The procedure for recognition of a foreign education qualification is initiated at the request of a person interested in continuing education at Algebra University College.
- (2) The request for recognition of a foreign education qualification shall be submitted to the Office for Academic Recognition through the prescribed form published on the website of Algebra University College.

Article 6

- (1) The request for recognition of a foreign education qualification for the purpose of continuing studies should include the following documents:
 - a. the document certifying the foreign education qualification or a copy,
 - b. translation, certified by a court interpreter, of documents proving the foreign education qualification into English or Croatian language,
 - c. the original Diploma Supplement or a copy and a certified translation into Croatian or English language or transcripts of passed exams with grades, i.e. transcripts of acquired ECTS issued by the higher education institution in the original or a copy and a certified translation into Croatian or English language,
 - d. a copy of citizenship documentation, except in the case of a stateless persons,
 - e. the 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,
 - f. one copy of uncertified copies of all enclosed documents and of the request form for recognition of foreign higher educational qualifications,
 - g. the 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 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) In cases of asylum seekers and foreigners under subsidiary protection who, for justified reasons, are unable to submit the required documentation proving their foreign education qualification, Algebra

University College conducts an appropriate procedure in accordance with the general regulations governing international and temporary protection of asylum seekers and foreigners and the Act ratifying the Convention on the Recognition of Qualifications Concerning Higher Education in the **European** Region (Official Gazette, International Agreements, No. 9/2002) and its corresponding documents.

Article 7

- (1) Upon the receipt of a complete and orderly request for recognition of a foreign education qualification, the Office for Academic Recognition shall conduct the procedure.
- (2) As part of the recognition procedure, the Office for Academic Recognition may request the expert opinion of the Academic Recognition Committee.

Article 8

- (1) The recognition of a foreign education qualification implies determining the status of a foreign education qualification within the quality assurance system and assessing the level of the foreign education qualification without the comparison of curriculum.
- (2) A foreign education qualification is automatically recognised if it corresponds to the level of qualification required for continuing education at Algebra University College, and if acquired at a higher education institution where 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 education qualification is carried out based on 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), and connection with the European Qualifications Framework and the Framework for Qualifications of 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 education 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) Recognition of a foreign education 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 education qualification within the quality assurance system and the level of the foreign education 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) Recognition of a foreign education qualification enables the applicant to participate in the admission, classification or enrolment procedure at Algebra University College in accordance with the conditions for enrolment prescribed by the study program 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 recognition of a foreign educational qualification is resolved by a Decision, in case if it is not automatically recognised as prescribed in the paragraph 2 of this Article.

5. RESOLUTION OF REQUEST

Article 9

- (1) The Decision on recognition of a foreign education qualification is adopted by the Dean of the Algebra University College.
- (2) The applicant has the right to appeal against the Decision within 15 days of the receipt of the Decision.
- (3) The Decision on recognition of a foreign education qualification is submitted 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 10

- (1) The procedures for academic recognition and enrolment in study programs are part of the internal quality assurance system at Algebra University College 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 fees 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) and by the Decision published on the website of Algebra University College.

6. RECOGNITION OF A STUDY PERIOD

Article 12

- (1) The procedure for 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 College.
- (2) Recognition of a study period is initiated at the request of a person interested in continuing education at Algebra University College that is submitted to the Admissions Office of Algebra University College.
- (3) The request for 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 language, 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 higher education institution 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 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 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,
- e. the proof of payment of procedure costs.

Article 13

- (1) The evaluation of the request for 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 program at Algebra University College 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 requests the expert opinion of the Academic Recognition Committee or the respective teacher(s) which, based on their expert assessment, determines the learning outcomes (passed exams) and corresponding ECTS that can be recognised as well as the differential requirements necessary for continuing studies in a study programme at Algebra University College and the deadlines within which the student is required to complete them.
- (3) The outcome of the recognition of a study period is registered in the digital register of the Students Office.
- (4) Data on the outcomes of recognition of study periods is kept by the Admission Office of the Algebra University College.

7. TRANSITIONAL AND FINAL PROVISIONS

Article 14

Interpretation of the provisions of the Book of Regulations and to whom it applies

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

Article 15

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 College.
- (2) On the effective day of this Book of Regulations, the following ceases to be valid:
 - a. Book of Regulations on Academic Recognition of 19 April 2021, CLASS: 602-04/21-01/06, REF. NO.: 251-321-21-03-14.

Article 16

Application of Specific Provisions

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

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