

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 Academic Council of the Algebra University College enacted at its 85th session, held on 19th April 2021, the following

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

1. GENERAL PROVISIONS

Article 1

- (1) This Book of Regulations prescribes
 - a. purpose, scope and procedure for recognition and validation of non-formal and informal learning;
 - b. body responsible for the implementation of the recognition procedure;
 - c. validation of competences acquired through non-formal and informal learning;
 - d. decision-making procedure and other issues of importance for the implementation of these procedures.
- (2) As part of the procedure of recognition of non-formal and informal learning (eng. validation), the recognition of previously acquired units of learning outcomes and the evaluation of previous non-formal and informal learning shall be carried out.
- (3) Recognition and validation of non-formal and informal learning is based on principles of lifelong learning, equal access, fairness, transparency, equal value of acquired and recognized units of learning outcomes and quality assurance.

2. 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 programmes and validation of units of learning outcomes within the programmes conducted by the Algebra University College.
- (2) 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.
- (3) The applicant shall be granted a recognition of non-formal and informal learning whose learning outcomes are consistent in profile, scope and level with units of learning outcomes acquired through programmes of the Algebra University College.
- (4) Non-formally and informally acquired competences may be recognized as individual units of learning outcomes or as all units of learning outcomes within a module.

3. 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 Recognition of Non-formal and Informal Learning of the Algebra University College (hereinafter: the Committee).
- (2) The Committee performs the following tasks:
 - a. receives requests and prescribed documentation from interested persons
 - b. evaluates received requests
 - c. conducts and/or organizes the procedure for recognition and validation of non-formal and informal learning
 - d. composes official letters, drafts decision and writes other documentation related to the implementation of the procedure
 - e. maintains records of conducted procedures
 - f. keeps records 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 the Algebra University College
 - g. 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:
 - a. Vice Dean for Quality and Development of the Algebra University College,
 - b. Head of Admissions Office of the Algebra University College,
 - c. Secretary General of the Algebra University College
- (3) Associate members may come from the ranks of the Heads of Study Programmes, Heads of Departments and teachers of the Algebra University College required for decision-making in a given subject.
- (4) The Vice Dean for Quality and Development of the Algebra University College is the President of the Committee.

4. INITIATION OF THE PROCEDURE

Article 5

- (1) The recognition and validation procedure is initiated by an interested person with submitting a request consisting of a completed request form and accompanying documentation (portfolio) confirming skills and knowledge acquired through previous experience in non-formal and informal learning.
- (2) The completed form should be accompanied by:
 - a. the following documents as required:
 - CV

- copy of an identification document.
- b. depending on the type of request additional documents may be enclosed:
- certificate of the completed programme or a part of the programme,
 - description and plan of the completed programme 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 curriculum of the study programme completed by the applicant. The programme must include achieved learning outcomes or equivalent descriptions,
 - 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 or a project itself, authored work, portfolio or any other document that may serve the purpose of proving acquired competences,
 - evidence 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, depending on the type of request.
- (3) The request shall be submitted to the Student Office for existing students of the Algebra University College or to the Admissions Office for other applicants.
- (4) Upon receipt of the request, the applicant shall be consulted, and the necessary information on the possibilities of recognition, validation and enrollment at the Algebra University College shall be provided.

5. TYPES OF PROCEDURES

Article 6

- (1) Upon receipt of a complete and orderly request and conducted consultation, the President of the Committee decides on the type of procedure and organizes further recognition and validation procedure.
- (2) The procedure for recognition and validation 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 recognition of certified non-formal learning published on the website of the Algebra University College.
 - 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 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 a recognition of 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) The Committee shall make an opinion on the acceptance or rejection of the request and on the assessment method, in accordance with the procedure described in the second and third indents of paragraph 2 of this Article.
- (4) Assessment methods may include validation of submitted projects, interview with the applicant, a written or an oral exam - distance or face to face, practical demonstration, presentation, simulation and similar.
- (5) Assessment is conducted by the associate Committee members appointed by the President of the Committee.

6. OPINION OF THE COMMITTEE

Article 7

- (1) The Committee shall perform tasks within its competence at sessions that may take place remotely or via e-mail.
- (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, the subject-matter of the applicant's request, consider the outcomes and results of assessment and other facts relevant to the course of the procedure and finally, propose a decision on recognition.
- (5) During the procedure, the Committee has the right to summon the applicant, request additional clarification or evidence deemed relevant for making a decision.

7. DECISION

Article 8

- (1) The final decision shall be made 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.

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 Reimbursement of Study Costs, regardless of the outcome of validation.
- (2) Based on the approved request, applicants and students are entitled to a reduction of tuition fees in the monetary value specified by the current Decision on Reimbursement of Study Costs.

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 the Algebra University College, is carried out on the basis of comparative analysis between a certain non-formal programme and learning outcomes of the programme components of the Algebra University College. Based on a comparative analysis, a report is prepared in which comparable learning

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

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

9. TRANSITIONAL AND FINAL PROVISIONS

Article 11

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

Article 12

- (1) All general provisions related to study matters must be aligned with this Code of Ethics no later than 6 months from the date of its entry into force.

Article 13

- (1) This Book of Regulations shall enter 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 shall cease to be valid:
- a. Book of regulations on recognition and validation of non-formal and informal learning, 30th June 2020, CLASS: 602-04/20-01/22, REF. NO.: 251-321-20-01-04.

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