

CLASS: 003-01/20-03/02

REG. NO.: 2170-57-01-20-147

Rijeka, 19 May 2020

Pursuant to Article 63, paragraph 2 of the Statute of the University of Rijeka CLASS: 011-01/20-01/04; REG. NO.: 2170-57-01-20-1 of 12 February 2020) and the Act on Recognition of Foreign Educational Qualifications (Official Gazette nos. 158/03, 198/03, 138/06, 124/09 and 45/11), at the proposal of the Committee for Academic Recognition of Foreign Higher Education Qualifications and Study Periods of 11 March 2020 and the proposal of the Expert Council of the Center for Studies and Lifelong Learning of 24 March 2020, the Senate of the University of Rijeka at its 42nd session held on 19 May 2020 adopted the following

REGULATIONS ON RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS AND STUDY PERIODS OF THE UNIVERSITY OF RIJEKA

I. GENERAL PROVISIONS

Article 1

These Regulations regulate matters related to the procedure of academic recognition of foreign higher education qualifications and recognition of study periods spent at foreign higher education institutions, for the purpose of continuing education at the University of Rijeka (hereinafter: the University).

Article 2

(1) *Academic recognition* implies the recognition of foreign higher education qualifications for the purpose of continuing higher education at the University.

(2) *Recognition of a study period* implies the recognition of a study period spent at a foreign higher education institution, for the purpose of continuing higher education at the University.

II. OFFICE AND COMMITTEE FOR ACADEMIC RECOGNITION OF INTERNATIONAL HIGHER EDUCATION QUALIFICATIONS AND STUDY PERIODS

Article 3

(1) Professional and administrative-technical tasks related to the implementation of the procedure for recognition of foreign higher education qualifications at the University are performed by the Office for Academic Recognition of Foreign Higher Education Qualifications (hereinafter: the Office).

- (2) The Office is an internal organizational unit of the University Rectorate.

Article 4

- (1) The evaluation of foreign higher education qualifications is carried out by the Committee for Academic Recognition of Foreign Higher Education Qualifications (hereinafter: the Committee).
- (2) The members of the Committee are appointed by the University Senate for a term of three (3) years, at the proposal of the scientific-teaching or artistic-teaching University constituents and the Student Union.
- (3) One (1) representative of each scientific-teaching or artistic-teaching University constituent and one (1) student representative are appointed to the Committee.
- (4) The President of the Committee is elected by the members of the Committee from among themselves.

III. PROCEDURE FOR ACADEMIC RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

Article 5

- (1) The procedure for academic recognition of foreign higher education qualifications is initiated at the request of the party and is conducted on the basis of documents, other evidence and data on the qualification for which recognition is sought.
- (2) The request shall be submitted to the Office.
- (3) The application for recognition of foreign higher education qualifications must contain:
- the original or a certified copy of a document proving foreign higher education qualifications,
 - a certified translation of a document proving foreign higher education qualifications,
 - the original or a certified copy of a document that proves the student passed their exams and
 - proof of citizenship, except in the case of apartheid or stateless persons.
- (4) If the request is inadequately filled which prevents the handling of the request, i.e. if it is incomprehensible or incomplete, the Office shall warn the party with a conclusion and set a deadline of 30 days within which the party is obliged to correct the inadequacies.
- (5) If the inadequacies are not corrected within a certain period of time and the request cannot be acted upon, the Office shall reject the request by a decision.
- (6) In the procedure of recognition of foreign higher education qualifications, the provisions of the General Administrative Procedure Act shall apply.

Article 6

- (1) After receiving a proper request, the Office shall submit the case to the Committee for evaluation.
- (2) The evaluation of foreign higher education qualifications implies an assessment of the level, i.e. the degree of foreign higher education qualifications.
- (3) In the process of evaluating foreign higher education qualifications, only the level of acquired knowledge, skills and competencies acquired through the qualification is taken into account, without comparing the curricula.
- (4) The evaluation is carried out on the basis of the Criteria for the evaluation of foreign higher education qualifications as established by the Committee.
- (5) The evaluation criteria are an integral part of these Regulations.

Article 7

- (1) Recognition of foreign higher education qualifications is determined by a Decision.
- (2) The Draft Decision on the recognition of foreign higher education qualifications shall be made by the Committee.
- (3) The Committee shall make decisions by an absolute majority vote of the members.
- (4) It must be clear from the Decision that the foreign higher education qualification is recognized for the purpose of access to further education at the University.
- (5) The Explanation of the Decision refusing the recognition of foreign higher education qualifications must contain the reasons for refusing recognition and, when circumstances permit, instructions on the measures that the party may take to remove the existing impediments to recognition.
- (6) The applicant has the right to appeal against the Decision on the recognition of foreign higher education qualifications.
- (7) The appeal shall be submitted to the competent ministry within 15 days from the day of receipt of the Decision.
- (8) The processing fees for the recognition procedure, the manner of distribution of the fee, exemption from fees and other issues related to the costs of the procedure shall be prescribed by the Minister responsible for higher education.

Article 8

The Decision on the recognition of foreign higher education qualifications is made by the Rector at the proposal of the Committee.

Article 9

The Office is obliged to submit the original and a copy of the Decision on the recognition of foreign higher education qualifications with a copy of the documentation on the conducted procedure to the National ENIC/NARIC Office no later than one month from the date of the Decision.

Article 10

The Office is obliged to keep records and documentation on the conducted procedures.

IV. RECOGNITION OF A STUDY PERIOD SPENT AT A FOREIGN HIGHER EDUCATION INSTITUTION

Article 11

- (1) Recognition of a study period spent at a foreign higher education institution is fully implemented by the University constituent at which the applicant wishes to continue their education.
- (2) An application for recognition of a study period spent at a foreign higher education institution is submitted directly to the University constituents that carry out the procedure of recognition of the study period in compliance with the procedures for recognition of prior education.
- (3) For all disputable issues that arise in the recognition procedure referred to in paragraph 1 of this Article (accreditation of a higher education institution, etc.), the constituent bodies may contact the Office.

- (4) All case documentation shall be kept at the University constituent. The constituent is obliged to submit a Decision on the conducted procedure to the Office within 30 days from the day the decision was made.

V. TRANSITIONAL AND FINAL PROVISIONS

Article 12

In the procedure of recognition of foreign higher education qualifications, the provisions of the General Administrative Procedure Act shall apply.

Article 13

University constituents are obliged to adopt general acts within 60 days from the day of publication of these Regulations that shall regulate all issues related to the recognition of study periods, in accordance with the Act on Recognition of Foreign Educational Qualifications (Official Gazette nos. 158/03, 198/03, 138/06,

124/09 and 45/11) and these Regulations.

Article 14

- (1) On the day these Regulations enter into force, the Work Regulations of the Office for Academic Recognition of Foreign Higher Education Qualifications and Study Periods (CLASS: 003-01/07-01/14; REG. NO.: 2170-57-01-07-1) shall cease to have effect.
- (2) The procedures for the recognition of foreign higher education qualifications and periods of study initiated before the entry into force of these Regulations shall be completed in accordance with the provisions of the Work Regulations of the Office for Academic Recognition of Foreign Higher Education Qualifications and Study Periods (CLASS: 003-01/07-01/14; REG. NO.: 2170-57-01-07-1).
- (3) These Regulations shall enter into force on the eighth day from the day of its publication on the notice board of the University of Rijeka.

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MADAM RECTOR

Prof. Snježana Prijić-Samaržija, Ph.D.

These Regulations on the Recognition of Foreign Higher Education Qualifications and Periods of Study of the University of Rijeka was published on the notice board of the University on 20 May 2020 and entered into force on the eighth day after its publication on 28 May 2020.

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Madam Secretary General

Roberta Hlača-Mlinar, J.D.