

CLASS: 011-01/19-01/24
REG. NO.: 2170-57-01-19-1
Rijeka, 24th September 2019

Pursuant to Article 59, paragraph 2, indent 11 of the Act on Scientific Activity and Higher Education (OG 123/03, 198/03, 105/04, 174/04, 02/07, 46/07, 63/11, 94/13, 139/13, 101/14, 60/15, 131/17), in accordance with Article 63 of the Statute of the University of Rijeka (CLASS: 011-01/18-01/04; REG. NO.: 2170-57-01-18-3 of 5th June 2018) and the Decision on Amendments to the Statute University of Rijeka (CLASS: 011-01/19-01/10; REG. NO.: 2170-57-01-19-1 of 26th March 2019) and (CLASS: 011-01/19-01/10; REG. NO.: 2170-57-01-19-2 of 23rd July 2019), and pursuant to Article 22 of the Regulation on Studies of the University of Rijeka (CLASS: 011-01/18-01/13, REG. NO.: 2170-57-01-18-2 of 5th June 2018) and the Decision on Amendments to the Regulation on Studies of the University of Rijeka (CLASS: 011-01/19-01/15, REG. NO.: 2170-57-01-19-1 of 30th April 2019), and at the proposal of the Expert Council of the Center for Studies, the Senate of the University of Rijeka adopted at its 33rd session held on 24th September 2019 the following

REGULATIONS ON PRIOR LEARNING ASSESSMENT AND RECOGNITION OF THE UNIVERSITY OF RIJEKA

I GENERAL PROVISIONS

Application of the Regulations

Article 1

These Regulations shall regulate the prior learning recognition process by assessing the competencies acquired through formal and non-formal education and informal learning.

Fundamental principles

Article 2

Prior learning assessment and recognition shall be based upon the principles of equal accessibility and fairness, the equal value of acquired and recognized sets of learning outcomes, transparency, and quality assurance.

Basic terms

Article 3

The following terms shall have the following meaning for the purposes of the application of these Regulations:

Prior learning is a form of formal and non-formal education and informal learning realized in the period prior to the submission of the Request for Prior Learning Assessment and Recognition (hereinafter 'the Request').

Formal education is an organized learning activity within the approved programmes of authorized legal entities the purpose of which is the acquisition of qualifications at level 6 and higher of the Croatian Qualifications Framework (hereinafter 'CROQF') and which is proven by a diploma or another appropriate public document.

Non-formal education is an organized learning activity the purpose of which is the acquisition and improvement of competencies for personal, social, and professional needs. Non-formal education can be certified or non-certified.

- *Certified non-formal education* is the one that ends once the document based upon the verification of the sets of learning outcomes, i.e. of acquired competencies, is obtained.
- *Non-certified non-formal education* is one that ends without the verification of the sets of learning outcomes.

Informal learning is a non-organized activity of acquiring competencies from everyday experiences and other influences and sources from the environment for personal, social, and professional needs.

Assessment of the sets of learning outcomes is the process of verification and grading of acquired competencies in accordance with predetermined and pre-accepted criteria and standards of the appropriate legal acts and programmes of the University of Rijeka (hereinafter 'the University').

Prior learning recognition is the formal confirmation of the value of the sets of learning outcomes achieved through prior learning. It appears in the form of a public document issued by the appropriate constituent or the University for the purposes determined by Article 4 of these Regulations.

University programmes are study programmes and other accredited programmes, such as the Lifelong Learning Programme.

II PURPOSE, SCOPE, AND METHODS OF PRIOR LEARNING ASSESSMENT AND RECOGNITION

Purpose and scope of prior learning assessment and recognition

Article 4

- (1) The prior learning assessment and recognition process shall be carried out exclusively for the purposes of:
 - the enrollment in University programmes in accordance with the conditions laid down by the programme provider, including the transfer from other HEI programmes or other University programmes, as well as the continuation of and/or return to the appropriate University study programme;
 - the assessment of the sets of learning outcomes within University programmes
- (2) Applicants shall be recognized for prior learning the outcomes of which are on the basis of the profile (core competencies), workload (ECTS points) and level (CROQF) in accordance with the specific sets of learning outcomes acquired through a University programme or a part thereof.
- (3) In no way shall the prior learning assessment and recognition process result in the acquisition of a full qualification.

Methods of prior learning assessment and recognition

Article 5

- (1) Prior learning recognition shall be carried out by taking over and/or determining the profile (core competencies), level (CROQF), workload (ECTS points) and quality (grade) within University programmes.
- (2) Applicants who request prior formal or non-formal certified education assessment and recognition may be subjected to the process of verification of learning outcomes in the assessment process in accordance with the general acts of the University and its constituents.
- (3) Applicants who request prior non-formal non-certified education or informal learning assessment and recognition shall be subjected to the process of verification of learning outcomes in the assessment process in accordance with the general acts of the University and its constituents.

Verification of learning outcomes

Article 6

During the prior learning assessment and recognition process, the constituent or the University shall decide in the case referred to in Article 9, paragraph 4 of these Regulations which method of verification of the competencies is most appropriate for an individual applicant. The verification may be carried out by means of:

- an interview or a talk,
- a written work or project,
- a practical demonstration, address or simulation,
- an oral or a written exam.

III PRIOR LEARNING ASSESSMENT AND RECOGNITION PROCESS

Process participants

Article 7

Participants of the prior learning assessment and recognition process shall be:

- the applicant
- their University constituent
- the University

University constituent

Article 8

- (1) The University constituent:
 - shall receive the applicant's Request and for that purpose clearly define the place of receipt of such requests (appropriate administrative unit or person);

- shall appoint the Committee for Prior Learning Assessment and Recognition (hereinafter 'the constituent's Committee') for a term of 4 years or for the term of the dean, which shall conduct the process and reach the Decision on prior learning assessment and recognition.
 - Instead of appointing the Committee, the constituent shall be able to appoint a person who will be in charge of prior learning assessment and recognition (usually the vice-dean for academic affairs or the deputy head);
 - shall keep a record of all requests, report on all concluded prior learning assessment and recognition processes for the previous academic year once a year at the request of the University Committee, and submit decisions reached in these processes.
- (2) During the prior learning assessment and recognition process, the constituent's Committee, i.e. the person in charge of prior learning assessment and recognition, shall be able to appoint an expert's committee or individual teacher/expert commissioner for issuing the opinion on the applicant's Request, as well as seeking opinion and advice from the University Committee.

University

Article 9

- (1) The Senate of the University of Rijeka shall appoint the Committee for Prior Learning Assessment and Recognition (hereinafter 'the University Committee') for a term of four (4) years.
- (2) In the University Committee, each scientific-teaching and artistic-teaching constituent shall be represented by one member. Two student representatives and their deputies shall be appointed by the Student Council of the University of Rijeka.
- (3) The University Committee is an advisory body responsible for monitoring and evaluating the implementation of the prior learning assessment and recognition process.
- (4) In exceptional cases, when the applicant's Request concerns study programmes directly held by the University of Rijeka, except when a study programme is organized and held by a University department which has the status of a constituent, the University shall receive the Request and forward it to the University Committee, which shall then be responsible for the implementation of the prior learning assessment and recognition process. In that case, the provisions on the conduct of the constituent's Committee shall apply appropriately, provided that the appointment and participation of an expert committee, i.e. expert commissioner, shall be obligatory in these proceedings.
- (5) The University Committee shall submit annual reports on prior learning assessment and recognition to the Senate of the University of Rijeka.

Request for Prior Learning Assessment and Recognition

Article 10

- (1) The prior learning assessment and recognition process shall commence with the submission of the Request to the appropriate constituent or the University in the case referred to in Article 9, paragraph 4 of these Regulations.
- (2) The applicant shall submit the Request consisting of the filled-in application form and the accompanying documentation.

- (3) Along with the Request for Formal and Non-formal Certified Education Assessment and Recognition, the Applicant shall submit:
- the certificate of completion of their programme or a part thereof
 - the description of their programme (for example the syllabus, description of acquired competencies, clock hours, course reading list, methods of assessment of learning outcomes etc.)
- The Applicant may also enclose additional documentation that may serve to prove the acquired sets of learning outcomes, i.e. competencies.
- (4) Along with the Request for Non-Formal Non-Certified Education and Informal Learning Assessment and Recognition, the applicant may submit any attached document that they believe proves the acquired sets of learning outcomes and competencies for which they require assessment and recognition (for example, certificate, their own literary/musical/artistic works, data on previous training and/or work experience etc.).

Decision on Prior Learning Assessment and Recognition

Article 11

- (1) After the prior learning assessment and recognition process has been conducted, the constituent's Committee or the University Committee shall reach in the case referred to in Article 9, paragraph 4 of these Regulations a written Decision on Prior Learning Assessment and Recognition (hereinafter 'the Decision') which:
- shall acknowledge the Request fully,
 - shall acknowledge the Request partially or
 - shall not acknowledge the Request.
- (2) The Decision shall be reasoned and contain the instruction on the right to objection referred to in Article 12 of these Regulations.
- (3) The Decision shall serve as a legal basis for recording the recognized prior learning into the Information System of Higher Education Institutions (ISVU or other information system).
- (4) The Decision shall be reached within a reasonable time period, which, as a rule, shall not exceed:
- 2 months from the date of the submission of the proper and complete Request in the formal and non-formal certified education assessment and recognition process;
 - 6 months from the date of the submission of the proper and complete Request in the non-formal non-certified education and informal learning assessment and recognition process.

Right to objection

Article 12

- (1) Within 8 days from the day of receipt of the Decision, the applicant may file a written objection to the head of the constituent the Committee of which made the Decision (Dean or Head of Department), or to the Rector in the case the Decision was made by the University Committee.
- (2) The Dean, the Head of Department or the Rector shall make a final decision regarding the applicant's objection within a reasonable time period which shall not exceed 30 days from the day of the submission of the objection.

IV TRANSITIONAL AND FINAL PROVISIONS

Entry into force

Article 14

These Regulations on Prior Learning Assessment and Recognition of the University of Rijeka shall enter into force on the eighth day from the day of its publication on the notice board of the University of Rijeka.

/CIRCULAR STAMP OF THE UNIVERSITY OF RIJEKA/
MADAM RECTOR
Prof. Snježana Prijić-Samaržija, Ph.D.
/SIGNATURE/

These Regulations on Prior Learning Assessment and Recognition of the University of Rijeka were published on the notice board on 24th September 2019 and entered into force on 2nd October 2019.

/CIRCULAR STAMP OF THE UNIVERSITY OF RIJEKA/
MADAM SECRETARY GENERAL
Robert Hlača Mlinar, LLB
/SIGNATURE/