Pursuant to Article 45 of the Statute of University of Rijeka, on the suggestion of the Academic Recognition of Foreign Higher Education Qualifications Office from May 28th, 2007 on the 4th session of the Committee of Academic Recognition of Foreign Higher Education Qualifications and Study Periods, the rector of the University of Rijeka, on June 26th, 2007 issues

THE ORDINANCE ABOUT THE WORK OF THE ACADEMIC RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS OFFICE

Article 1

This Ordinance establishes the way of proceedings of the Academic recognition of foreign higher education qualifications office (from here on: the Office) in the procedure of academic recognition and recognition of a period of study.

Article 2

Academic recognition of foreign qualifications and recognition of a period of study for the purpose of continuation of education at University of Rijeka is made by this (the)University.

Article 3

(1) The academic recognition procedure starts with the application to the Office.
(2) The application is submitted on the application form enclosed to this Ordinance.
(3) The application for the academic recognition should contain the following documents:
   - *Foreign higher education qualification (original or a certified copy).*
   - *Certified translation of the foreign higher education qualification.*
   - *Diploma supplement (original or a certified copy) and a certified translation of the same, if issued by the foreign higher education institution.*
• Official grade/ECTS transcript, issued by the foreign higher education institution, in original, if diploma supplement is not issued.

• Certified translation of the official grade/ECTS transcript.

• Official list of the admission requirements issued by the foreign higher education institution.

• Certified copies of previously acquired higher education qualification(s), if any.

• CV in the European Curriculum Vitae form.

• Certificate of citizenship (copy of the “domovnica” or passport for foreigners), except in the case of persons who do not have citizenship.

• Original or a certified copy of the birth certificate, marriage certificate or an official decision of the competent authority (for those applicants who have changed their first and/or last name).

• Proof of payment of administrative fees.

• Two copies of all enclosed documents including the application form (no certified copies are required).

(4) The application for the recognition of a period of study should contain the following documents:

• Original or certified copy of the matriculation book/document confirming the period of study spent at the foreign higher education institution.

• Official grade/ECTS transcript, in original, issued by the foreign higher education institution.

• Certified translation of the official grade/ECTS transcript.

• Official list of the admission requirements issued by the foreign higher education institution.

• Official curricula of the course of study with short descriptions of the content of all courses (issued by the foreign higher education institution) - an original or a certified copy and a translation. Curricula printed from the official web site of the institution are also accepted, but only if they are identical to the curriculum according to which the student studied. Candidates submitting such a curricula must enclose a document, issued by the higher education institution, stating that they had studied according to the official curriculum declared at the official web site of the institution, as well as a certified translation of this document.

• Certified copies of previously acquired higher education qualification(s), if any.

• CV in the European Curriculum Vitae form.

• Certificate of citizenship (copy of the “domovnica” or passport for foreigners), except in the case of persons who do not have citizenship.
• Original or a certified copy of the birth certificate, marriage certificate or an official decision of the competent authority (for those applicants who have changed their first and/or last name).

• Proof of payment of administrative fees.

• One copy of enclosed official curricula and two copies of all other enclosed documents including the application form (no certified copies are required).

Article 4

After receiving and processing the application the Office sends the request to the Croatian ENIC/NARIC office to inquire about the accreditation of the institution which issued the foreign higher education qualification and to establish whether the study program is accredited.

Article 5

(1) Upon receiving the information from the ENIC/NARIC Office, the Office will contact the faculty where the applicant wants to continue his/her education and obtain their opinion on the acquired knowledge and competences (of the applicant).

(2) The faculty is obligated to respond within 15 days.

(3) If the deadline, as stated in Paragraph 2 of this Article, is not met, it shall be considered that the faculty holds a positive opinion on the acquired knowledge and competences.

(4) If the deadline, as stated in the Paragraph 2 of this Article, is not met, the rector can inquire as to why the report was not submitted within the determined deadline.

Article 6

(1) Evaluation of the foreign higher education qualification refers to assessing whether the level of the degree of the individual's higher education qualification is in accordance with the Criteria for Evaluation of the Foreign Higher Education Qualification established by the Agency for science and higher education.
(2) In an academic recognition procedure only the acquired knowledge, skills and competences, which are proved by a foreign education qualification will be assessed, i.e. the curricula will not be compared.

Article 7

(1) The recognition of a foreign higher education qualification, as well as the recognition of a period of study, is issued in the form of a Decision.
(2) The Committee of Academic Recognition of Foreign Higher Education Qualifications and Study Periods (Committee) issues the proposal of the Decision on recognition of a foreign higher education qualification during their session.
(3) The session is convened by the president.
(4) The Committee can decide only if the a majority of members are present during the Committee session.
(5) The Committee makes the Decision in accordance with the majority of votes of the present members.

Article 8

The Office is obligated to deliver an original and a copy of the Decision of the recognition of the foreign education qualification, or period of study to the Croatian ENIC/NARIC Office within a month after the decision is taken.

Article 9

The Office is obligated to keep records of the conducted procedures.

Article 10

The Ordinance shall become valid on the day of its publication on the University’s notice board.
Rector

Academic Daniel Rukavina

Class: 003-01/07-01/14
Number: 2170-57-01-07-1
This Ordinance is published on the notice board of the University of Rijeka on June 26th, 2007.

Secretary General

Roberta Hlača Mlinar, dipl.iur