

CLASS: 011-01/19-01/24

NO: 2170-57-01-19-1

Rijeka, 24<sup>th</sup> September 2019

On the basis of Article 59, paragraph 2, indent 11 of the Act on Scientific Activity and Higher Education (NN 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; NO: 2170-57-01-18-3 of 5<sup>th</sup> June 2018) and the Decision on Amendments to the Statute of the University of Rijeka (CLASS: 011-01/19-01/10; NO: 2170-57-01-19-1 of 26<sup>th</sup> March 2019) and (CLASS: 011-01/19-01/10; NO: 2170-57-01-19-2, of 23<sup>rd</sup> July 2019) and on the basis of Article 22 of the Ordinance on Studies of the University of Rijeka (CLASS: 011-01/18-01/13, NO: 2170-57-01-18-2, of 5<sup>th</sup> June 2018) and the Decision on Amendments to the Ordinance on Studies of the University of Rijeka (CLASS: 011-01/19-01/15, NO: 2170-57-01-19-1, of 30<sup>th</sup> April 2019), and on the proposal of the Expert Council of the Centre for Studies, the Senate of the University of Rijeka at its 33<sup>rd</sup> session held on 24<sup>th</sup> September 2019 presents the following

## **ORDINANCE ON THE RECOGNITION AND EVALUATION OF PRIOR LEARNING OF THE UNIVERSITY OF RIJEKA**

### **I. GENERAL PROVISIONS**

#### ***Application of the Ordinance***

##### **Article 1.**

This Ordinance regulates the procedure for recognising prior learning by evaluating competencies acquired through formal and non-formal education and informal learning.

#### ***Basic principles***

##### **Article 2.**

Recognition and evaluation of prior learning is based on the principles of equal availability and fairness, equal value of acquired and recognised sets of learning outcomes, transparency and quality assurance.

#### ***Basic terms***

##### **Article 3.**

For the purpose of applying this Ordinance, terms with the following meanings are used:

*Prior learning* is a form of formal and non-formal education and informal learning achieved in the period before submitting the Request for recognition and evaluation of prior learning (hereinafter: the Request).

*Formal education* is an organised learning activity within the framework of approved programs of authorised legal entities, for the purpose of obtaining qualifications at level 6 and above of the Croatian Qualifications Framework (hereinafter: HKO), which is proven by a diploma or other appropriate public document.

*Non-formal education* is an organised learning activity whose purpose is to acquire and improve competences for personal, social and professional needs. Non-formal education can be certified or non-certified.

- *Certified non-formal education* is one that ends with the acquisition of a document based on the verification of sets of learning outcomes, i.e. acquired competencies.
- *Non-certified non-formal education* is that which ends without checking the sets of learning outcomes.

*Informal learning* is an organised activity in which competences are acquired from everyday experiences and other influences and sources from the environment for personal, social and professional needs.

*Evaluation of sets of learning outcomes* is the process of checking and evaluating acquired competences in accordance with pre-established and accepted criteria and standards of the relevant legal acts and programs of the University of Rijeka (hereinafter: the University).

*Recognition of prior learning* is a formal confirmation of the value of sets of learning outcomes achieved through prior learning, which is issued in the form of a public document by the appropriate component, i.e. the University, for the purpose set forth in Article 4 of this Ordinance.

*University programs* are study and other accredited programs such as lifelong education programs.

## II. PURPOSE, SCOPE AND METHOD OF RECOGNITION AND EVALUATION OF PRIOR LEARNING

### *Purpose and scope of recognition and evaluation of prior learning*

#### **Article 4.**

- (1) The process of recognition and evaluation of prior learning is carried out exclusively for the purpose of:
  - enrolment in University programs according to the conditions of the program provider, including transfer from programs of other higher education institutions or other University programs, as well as continuation and/or return to the corresponding University study program;
  - evaluation of sets of learning outcomes within the University program.
- (2) The applicant will be recognised for previous learning of which the outcomes in terms of profile (basic competencies), volume (ECTS credits) and level (HKO) are in accordance with specific sets of learning outcomes that are acquired by the University program or part of the program.
- (3) The process of recognition and evaluation of prior learning cannot in any case result in acquiring a complete qualification.

### *Method of recognition and evaluation of prior learning*

#### **Article 5.**

- (1) Recognition of prior learning is carried out by obtaining and/or determining the profile (basic competencies), level (HKO), volume (ECTS credits) and quality (grade) within the University's program.
- (2) Applicants seeking recognition and evaluation of previous formal or non-formal certified education may be subject to a learning outcome check in the evaluation process, in accordance with the general acts of the University and the constituent entities.
- (3) Applicants seeking recognition and evaluation of previous non-certified non-formal education or informal learning must be checked for learning outcomes in the evaluation process in accordance with the general acts of the University and the constituent entities.

#### ***Checking learning outcomes***

#### **Article 6.**

In the process of recognition and evaluation of prior learning, the component, or the University in the case referred to in Article 9, paragraph 4 of this Ordinance, decides which method of competence verification is the most suitable for an individual applicant. Verification can be carried out, for example, through:

- interviews or conversations
- written or project work
- practical demonstrations, performances or simulations,
- oral or written exam

### **III. PROCEDURE OF RECOGNITION AND EVALUATION OF PRIOR LEARNING**

#### ***Participants of the procedure***

#### **Article 7.**

The following participate in the process of recognition and evaluation of prior learning:

- the applicant
- a component of the University
- the University

#### ***The component of the University***

#### **Article 8.**

- (1) The component of the University:
  - Receives the Request for recognition, for which purpose it clearly defines the place of receipt of such requests (appropriate administrative unit or person);
  - Appoints the Committee for Recognition and Evaluation of Prior Learning (hereinafter: Component Committee) for a term of 4 years or for the duration of the dean's mandate. The

Component Committee carries out the procedure and makes a Decision on recognition and evaluation of prior learning;

- Instead of appointing a committee, the constituent may appoint a person who will be in charge of recognising and evaluating prior learning (as a rule, the vice dean for teaching or the deputy head);
  - Keeps record of all requests and once a year, at the request of the University Committee, reports on all completed procedures of recognition and evaluation of prior learning for the previous academic year and submits the decisions made in those procedures.
- (2) During the process of recognition and evaluation of prior learning, the Component Committee, i.e. the person in charge of recognition and evaluation of prior learning, may appoint an expert committee or an individual teacher/expert commissioner, to render an opinion on the applicant's Request, as well as request the opinion and advice of the University Committee.

### ***The University***

#### **Article 9.**

- (1) The Senate of the University appoints the Committee for Recognition and Evaluation of Prior Learning (hereinafter: the University Committee) for a term of four (4) years.
- (2) Each scientific-teaching and artistic-teaching component is represented in the University Committee by one member, and two student representatives and their deputies are appointed by the Student Union of the University of Rijeka.
- (3) The University Committee is an advisory body responsible for the supervision and evaluation of the implementation of the procedure for recognition and evaluation of prior learning.
- (4) Exceptionally, when the applicant's Request refers to study programs for which the holder is the University of Rijeka directly, except in cases when the study is organised and carried out by a University department that has the status of a component, the received Request is forwarded to the University Committee, which is then responsible for implementing the process of recognition and evaluation of prior learning. In that case, the provisions on the actions of the Component Committee are applied appropriately, with the fact that in these procedures the appointment and participation of the expert committee or expert commissioner is mandatory.
- (5) The University Committee submits an annual report on the recognition and evaluation of prior learning to the University Senate.

### ***Request for recognition and evaluation of prior learning***

#### **Article 10.**

- (1) The process of recognition and evaluation of prior learning begins with the submission of the Request to the corresponding component, or the University in the case referred to in Article 9, paragraph 4 of this Ordinance.
- (2) The application is submitted by the applicant, and consists of a completed form and associated documentation.

- (3) Along with the Request for recognition and evaluation of formal and non-formal certified education, the applicant must attach:
- The certificate of completion of the program or part of the program and
  - Description of the program (for example, content of the program, description of acquired competencies, number of teaching hours, list of literature, method of checking learning outcomes and/or other documentation). The applicant can attach additional documents that can be used to prove the acquired sets of learning outcomes, i.e. competencies.
- (4) Along with the Request for recognition and evaluation of non-formal, non-certified education and informal learning, the applicant may submit any attachment that he/she considers proves the acquired sets of learning outcomes and competencies for which he/she requests recognition and evaluation (for example, certificates, author's works, data on previous training and/or work experience and other documentation).

### ***Decision on recognition and evaluation of prior learning***

#### **Article 11.**

- (1) After the procedure of recognition and evaluation of prior learning has been carried out, the Component Committee, or the University Committee in the case referred to in Article 9, paragraph 4 of this Ordinance, shall issue a Decision on the recognition and evaluation of prior learning (hereinafter: the Decision) in written form, by which the request:
- Is recognised in full,
  - Is partially accepted
  - Is denied.
- (2) The Decision must be explained and contain an instruction on the right to object from Article 12 of this Ordinance.
- (3) The Decision serves as the legal basis for recording recognised prior learning in the Information System of Higher Education Institutions (ISVU or other information systems).
- (4) The Decision must be made within a reasonable period of time, which, as a rule, does not exceed:
- 2 months from the date of submission of an orderly and complete Request for recognition and evaluation of formal and non-formal certified education;
  - 6 months from the date of submission of an orderly and complete Request for recognition and evaluation of non-formal, non-certified education and informal learning.

### ***The right to object***

#### **Article 12.**

- (1) Within 8 days from the date of receipt of the Decision, the applicant may submit a written objection to the head of the component whose Committee made the Decision (Dean or Head of Department) or to the Rector when the Decision was made by the University Committee.

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- (2) The Dean, the Head of Department or the Rector is obliged to make a final decision on the applicant's complaint within a reasonable period of time, which is not longer than 30 days from the date of submission of the complaint.

#### IV. TRANSITIONAL AND FINAL PROVISIONS

##### *Entry into force*

##### **Article 14.**

This Ordinance on the recognition and evaluation of prior learning of the University of Rijeka enters into force on the eighth day from the day of publication on the notice board of the University of Rijeka.

RECTOR

Prof. Snježana Prijić-Samaržija PhD

This Ordinance on the recognition and evaluation of prior learning of the University of Rijeka was published on the notice board on 24<sup>th</sup> September 2019 and will enter into force on 2<sup>nd</sup> October 2019.

PRINCIPAL SECRETARY

Roberta Hlača Mlinar LLB