

UNIVERSITY OF RIJEKA
FACULTY OF DENTAL MEDICINE

**REGULATIONS ON THE RECOGNITION AND ASSESSMENT OF PRIOR
LEARNING AT THE FACULTY OF DENTAL MEDICINE**

Rijeka, May 2025

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Pursuant to the Regulations on the Recognition and Assessment of Prior Learning at the University of Rijeka (CLASS: 030-01/23-01/18, REG. NO.: 2170-137-01-23-1 dated 26 October 2023), the Ordinance on fees for the costs of recognition and assessment procedures, the allocation of fees, exemptions from payment of fees, and other matters concerning procedural costs (Official Gazette No. 85/2023), and Article 21 of the Regulations of the Faculty of Dental Medicine (CLASS: 030-01/23-01/2, REG. NO.: 2170-137-006-01-23-1), the Faculty Council, at its session held on _____, adopts the

REGULATIONS ON THE RECOGNITION AND ASSESSMENT OF PRIOR LEARNING AT THE FACULTY OF DENTAL MEDICINE

I. GENERAL PROVISIONS

Article 1

- (1) These Regulations govern the procedure for the recognition of prior learning by assessing the competencies acquired through formal and non-formal education and informal learning.
- (2) Terms used in these Regulations that are gender-specific shall apply equally to both the masculine and feminine genders.

II. RECOGNITION AND ASSESSMENT OF PRIOR LEARNING

Article 2

- (1) The recognition and assessment of prior learning shall be based upon the principles of equal accessibility and fairness, equal value of acquired and recognized learning outcomes, transparency, and quality assurance.
- (2) The methodology for the recognition and assessment of prior learning shall be based on a comparison of previously acquired competencies, expressed in terms of learning outcomes, with the learning outcomes of the study program in which the applicant is enrolled or intends to enroll.
- (3) The recognition of prior learning shall be carried out by adopting and/or determining the profile, level, workload, and quality within the procedure for the recognition and assessment of prior learning.

III. PROCEDURE FOR THE RECOGNITION AND ASSESSMENT OF PRIOR LEARNING

Article 3

Participants of the procedure for the recognition and assessment of prior learning shall be:

- The applicant;
- The Committee for the Recognition and Assessment of Prior Learning;
- The Dean.

Article 4

- (1) The procedure for the recognition and assessment of prior learning shall begin by submitting an application to the Student Affairs Office of the Faculty of Dental Medicine.
- (2) The submitted application shall be forwarded to the Committee for the Recognition and Assessment of Prior Learning of the Faculty of Dental Medicine (hereinafter referred to as: the Committee) for further action.
- (3) In the procedure for the assessment of prior learning, the following shall be adopted or determined:
 - Level of previously acquired learning outcomes;
 - Learning outcomes acquired through prior learning, and their alignment with the learning outcomes of the study program;
 - Workload associated with previously acquired learning outcomes that are aligned with the learning outcomes of the study program;
 - Quality of the acquired learning outcomes, if applicable;
 - Study program requirements from which the applicant may be exempted based on the recognized previously acquired learning outcomes, wherein the workload associated with the requirements from which the applicant may be exempted may be equal to or less than the workload associated with the recognized previously acquired learning outcomes.
- (4) The procedure for the assessment of prior learning shall be completed by adopting a draft Decision on the Recognition and Assessment of Prior Learning (hereinafter referred to as: the Decision), in writing and in respect of the subject concerned.

Article 5

- (1) The application for the recognition and assessment of prior learning shall be submitted by the applicant, and shall consist of the completed application form available on the website of the Faculty of Dental Medicine and the accompanying documentation.
- (2) The applicant shall submit the following along with the application for the recognition and assessment of prior learning:
 - A transcript of grades awarded for examinations passed or of ECTS credits earned, issued by a higher education institution, either in the original or as a certified copy and accompanied by a certified translation, if the institution does not issue a diploma supplement;
 - The official curriculum of the study program issued by a higher education institution in the original language, either in the original or as a certified copy and accompanied by a certified translation, which must correspond to the curriculum of the study program in which the applicant was enrolled;
 - Curriculum vitae (CV);
 - A statement of a higher education institution that the student meets the requirements for regular enrollment in the subsequent year of study;

- A copy of a certificate of citizenship, refugee status, or displaced person status;
 - Proof of payment of the fee for the recognition of a study period completed abroad and/or ECTS credits, pursuant to Article 12 of these Regulations;
 - Other documents listed in the application.
- (3) The application and all the required documentation shall be submitted in person or by registered mail to the Student Affairs Office of the Faculty no later than 15 September of the current year.

Article 6

- (1) The Decision shall be issued based on the proposal of the Committee for the Recognition and Assessment of Prior Learning, in writing and in respect of the subject concerned, and shall contain:
- The workload associated with the acquired learning outcomes recognized for the applicant, expressed in ECTS credits;
 - The reasoning for determining the alignment of previously acquired competencies with the learning outcomes of the study program;
 - A list of study program requirements from which the applicant is exempted based on the recognized previously acquired learning outcomes (the list of requirements consists of a list of courses and the associated workload, expressed in ECTS credits);
 - A list of the remaining study program requirements, with accompanying ECTS credits;
 - Instruction on legal remedy.
- (2) The Decision shall be signed by the Dean.
- (3) The Decision shall constitute the basis for recording the outcome of the procedure for the recognition and assessment of prior learning in the Information System of Higher Education Institutions (ISVU).
- (4) The Decision shall be issued within a reasonable period, which shall generally not exceed:
- Two (2) months from the date of submission of a duly completed application in the procedure for the recognition and assessment of formal and certified non-formal education;
 - Six (6) months from the date of submission of a duly completed application in the procedure for the recognition and assessment of non-certified non-formal education and informal learning.

Article 7

The Decision referred to in the previous Article of these Regulations may not be appealed; however, administrative proceedings may be instituted.

Article 8

- (1) The fundamental requirement for the recognition of competencies acquired through studies at another higher education institution shall be the alignment of the contents of the curricula and courses based on the curricula of these higher education institutions offering programs in related or equivalent scientific areas, fields, and branches.
- (2) An applicant may be granted recognition of a study period completed at another higher education institution, as well as approval to continue education at the Faculty, provided that:
 - The applicant passed all exams during their education at the previous higher education institution, and met other requirements for regular enrollment in the subsequent year of study, no later than 15 September of the current year;
 - As of the date of transfer, the applicant had completed the prescribed study period without having repeated a year of study.
- (3) The applicant shall not be granted approval to continue their education at the Faculty by enrolling in either the first or the final year of study.

IV. APPLICANT ENROLLMENT

Article 9

The Student Affairs Office of the Faculty shall notify the applicants on the outcome of their applications for the recognition of prior learning, and shall enroll applicants from other higher education institutions.

Article 10

An applicant whose application for the recognition of prior learning has been approved shall pay the applicable tuition fee pursuant to the Decision on the Amount of the Tuition Fee adopted by the Faculty Council.

Article 11

An applicant whose application for the continuance of education at the Faculty has been approved shall, prior to enrollment, submit to the Faculty the Decision on Withdrawal from the Study Program issued by their home higher education institution.

The applicant shall enroll at the Faculty within the period specified in the Decision.

If an applicant who has been granted approval to continue their education at the Faculty fails to enroll within the prescribed period, they shall be deemed to have withdrawn from enrollment.

V. FEE FOR THE RECOGNITION OF A STUDY PERIOD COMPLETED ABROAD AND/OR ECTS CREDITS

Article 12

- (1) The fee for the recognition of a study period completed abroad and/or ECTS credits shall amount to EUR 30.00.
- (2) The fee referred to in paragraph 1 of this Article shall be paid into the account of the Faculty of Dental Medicine, University of Rijeka, as an earmarked revenue.

Article 13

Foreign nationals and stateless persons shall pay the fee for the costs of the procedure referred to in Article 12 in the same amount as Croatian nationals.

Article 14

- (1) If the Faculty of Dental Medicine receives an application for the recognition of foreign qualifications without proof of full payment of the fee for the costs of the procedure, the Faculty shall notify the applicant in writing to submit, within fifteen (15) days of delivery of the written notice, proof of payment of the fee or proof of exemption from payment of the fee pursuant to Article 15 of these Regulations.
- (2) If the applicant fails to submit proof of payment of the fee within fifteen (15) days of the written notice, the procedure for the recognition of a study period completed abroad shall not be carried out.

VI. EXEMPTION FROM PAYMENT OF THE FEE FOR THE RECOGNITION OF A STUDY PERIOD COMPLETED ABROAD AND/OR ECTS CREDITS

Article 15

The following persons shall be exempt from payment of the fee for the costs of the procedure referred to in Article 12 of these Regulations:

- 1) Citizens whose income, including the income of their spouse or cohabiting partner, or life partner or informal life partner, did not exceed the amount of tax-exempt income in the preceding and current year, and who do not own any other significant assets (real property, savings, motor vehicles, or vessels) with a total value exceeding EUR 4.000, as evidenced by a written statement;
- 2) Civilians disabled in the Croatian Homeland War and disabled Croatian Homeland War veterans, on the basis of appropriate documentation proving their status;

- 3) Persons with a degree of physical impairment of 50% or more, and children of persons with a determined degree of physical impairment of 100%;
- 4) Spouses, children, and parents of Croatian Homeland War veterans who were killed, held in captivity, or were reported missing, on the basis of appropriate documentation proving their status;
- 5) Spouses, children, and parents of Croatian Homeland War civilians who were killed, died, or were reported missing, on the basis of appropriate documentation proving their status;
- 6) Victims of sexual violence in the Croatian Homeland War, on the basis of appropriate documentation proving their status;
- 7) Displaced persons and refugees, on the basis of appropriate documentation proving their status;
- 8) Foreign nationals who have applied for a temporary residence permit in the Republic of Croatia, and who, as Croatian scholarship holders, come to the Republic of Croatia for the purposes of education and professional development, on the basis of appropriate documentation proving their status;
- 9) Foreign nationals who have the status of victims of human trafficking; minors who have been abandoned, are victims of organized crime, or have otherwise been deprived of parental care or guardianship or are unaccompanied; applicants for international protection; persons granted asylum; foreign nationals under subsidiary protection; family members of persons granted asylum and of foreign nationals under subsidiary protection who are lawfully residing in the Republic of Croatia; and foreign nationals under temporary protection and their family members, on the basis of appropriate documentation proving their status.

Article 16

A person seeking to exercise the right to exemption from payment of the fee referred to in Article 12 of these Regulations shall specify the grounds for such exemption and provide appropriate documentation proving their eligibility for such exemption in accordance with Article 15 of these Regulations.

VII. TRANSITIONAL AND FINAL PROVISIONS

Article 17

- (1) These Regulations on the Recognition and Assessment of Prior Learning at the Faculty of Dental Medicine shall enter into force on the eighth day following their publication on the Faculty's notice board.
- (2) Upon the entry into force of these Regulations, the Regulations on the Recognition and Assessment of Prior Learning (CLASS: 011-01/20-01/18, REG. NO.: 2170-57-006-20-2 dated 19 September 2020) shall cease to have effect.
- (3) The procedures initiated before entry into force of these Regulations shall be completed pursuant to the provisions of the Regulations referred to in paragraph 2 of this Article.

DEAN

Prof. Sonja Pezelj-Ribarić, DDM, PhD

These Regulations were published on the notice board of the Faculty of Dental Medicine on _____, and entered into force on _____.

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