

UNIVERSITY OF ZAGREB  
FACULTY OF ORGANIZATION AND INFORMATICS

REGULATIONS ON THE RECOGNITION OF PRIOR  
NON-FORMAL AND INFORMAL LEARNING

Varaždin, February 2025

## TABLE OF CONTENTS

I. GENERAL PROVISIONS .....	3
II. BASIC TERMS .....	4
III. COMPETENT AUTHORITY .....	5
IV. RECOGNITION PROCEDURE.....	5
V. QUALITY ASSURANCE .....	8
VI. TRANSITIONAL AND FINAL PROVISIONS .....	8

Pursuant to Article 53 of the Statute of the University of Zagreb Faculty of Organization and Informatics (hereinafter referred to as “the Faculty”) and the Regulations on the Recognition of Prior Non-Formal and Informal Learning at the University of Zagreb, the Faculty Council of the University of Zagreb Faculty of Organization and Informatics (hereinafter referred to as “the Faculty Council”), in its meeting session held on 20 February 2025, adopted these

## **REGULATIONS ON THE RECOGNITION OF PRIOR NON-FORMAL AND INFORMAL LEARNING**

### **I. GENERAL PROVISIONS**

#### Article 1

- (1) The Regulations on the Recognition of Prior Non-Formal and Informal Learning (hereinafter referred to as “the Regulations”) shall govern the manner and procedure for the recognition of prior non-formal and informal learning at the Faculty, for the purposes of enrolment in study programmes, progression through the studies, and personal use.
- (2) The Regulations shall also govern the manner and procedure for the recognition of prior certified and non-certified non-formal learning, informal learning, and the quality assurance system for their recognition process at the Faculty.
- (3) Recognition shall refer to prior learning at levels 6, 7, and 8 of the Croatian Qualifications Framework (CROQF).
- (4) The recognition of prior learning shall be based on the principles of equal accessibility, fairness, and the right of every individual to education; the right to the recognition of acquired competences and the equal value of learning outcomes; transparency and legal certainty; professionalism and ethical standards of both the higher education institution and the applicants; as well as the principles of lifelong learning and quality assurance.
- (5) The recognition procedure cannot lead to the acquisition of a full qualification.
- (6) The recognition of prior formal learning or periods of study undertaken at another accredited higher education institution, either in the country or abroad, shall be conducted in accordance with the relevant study programme regulations of the Faculty, or the general act of the University governing international mobility. The provisions of these Regulations shall not not apply to such cases.
- (7) The gender-specific words and terms used in these Regulations shall be taken to refer both to the feminine and masculine gender.

## II. BASIC TERMS

### Article 2

The following terms shall be defined as follows for the purposes of interpreting these Regulations:

1. **Automatic recognition of learning outcomes** refers to the acknowledgment of learning outcomes acquired through certified non-formal learning, without the validation of the learning outcomes.
2. **Lifelong learning** refers to all forms of learning throughout life aimed at acquiring and improving competences for personal, social, and professional needs.
3. **Formal learning** is an organized learning activity within accredited higher education programmes leading to a qualification at level 6 or higher of the Croatian Qualifications Framework (CROQF), as evidenced by a diploma or other appropriate document issued by an authorized legal entity.
4. **Informal learning** refers to unorganized learning through everyday experiences and other influences and sources in the environment, aimed at acquiring competences for personal, social, and professional needs.
5. **Learning outcomes** are the competences that an individual has acquired through learning and demonstrated upon the completion of the learning process.
6. **Non-formal learning** is an organized learning activity aimed at acquiring and enhancing competences for personal, social, and professional needs. It is not attested by an official document and may be either certified or non-certified.
  - a. Certified non-formal learning refers to learning that results in the issuance of a document based on the evaluation of learning outcomes or units of learning outcomes, serving as evidence of the competences acquired.
  - b. Non-certified non-formal learning refers to learning that concludes without the validation of learning outcomes and is documented by a certificate of attendance or similar proof of participation.
7. **Prior learning** refers to non-formal and informal learning acquired before the submission of the request for recognition.
8. **Recognition of prior learning** is the formal confirmation of acquired learning outcomes or units of learning outcomes, issued by the Faculty or the University through a certificate, following a recognition and/or validation procedure.
9. A **candidate** is an individual applying for admission to a specific study programme who possesses prior knowledge and skills acquired outside the formal education system and seeks recognition of these for the purpose of enrolment in the programme.
10. A **student** is an individual enrolled in a specific study programme who possesses prior knowledge and skills acquired outside the formal education system and seeks recognition of these the purpose of progression through the studies.
11. A **unit of learning outcomes** is the smallest complete set of related learning outcomes at the same level, scope, and profile.
12. **Validation of units of learning outcomes** refers to the assessment of acquired competences, including the issuance of a certificate by an authorized legal or physical entity, in accordance with pre-established and accepted criteria and standards.
13. An **interested person** is an individual who seeks the recognition of prior learning in order to formally confirm their existing knowledge and skills, ensuring that their competences are recognized and certified.

### **III. COMPETENT AUTHORITY**

#### **Article 3**

- 1) The competent authority of the Faculty responsible for conducting the recognition procedure of non-formal and informal learning shall be the Faculty Committee for Prior Learning (hereinafter referred to as “the Committee”).
- 2) The Committee shall be appointed by the Faculty Council upon the proposal of the Dean of the Faculty.

### **IV. RECOGNITION PROCEDURE**

#### **Article 4**

- (1) The procedure for the recognition of prior non-formal and informal learning shall be initiated by a request for the respective recognition of prior certified or non-certified non-formal learning, as well as informal learning.
- (2) The individual submitting the request for recognition may be a candidate, a student, or another interested person (hereinafter referred to as “the applicant”).
- (3) The request shall be submitted to the Committee through the FOI Forms application or, in exceptional cases, by sending the request form to [online-zamolbe@foi.hr](mailto:online-zamolbe@foi.hr) when the applicant does not have access to the FOI Forms application.
- (4) The costs of the recognition procedure shall be paid by the applicant, in accordance with the Faculty's fee schedule.
- (5) The recognition procedure shall include:
  - review of the request and the accompanying documentation
  - determination of the method of recognition based on the submitted documentation
  - validation of learning outcomes, if applicable
  - decision on the request and/or issuance of a certificate of acquired units of learning outcomes
  - possibility of appeal and actions taken in response to the appeal.
- (6) As part of the procedure, the recognition of previously acquired learning outcomes shall be carried out, during which the alignment of these outcomes with the learning outcomes of the accredited study programme offered by the Faculty shall be assessed.
- (7) As part of the procedure of assessing the alignment of previously acquired learning outcomes, the Committee may request the opinion of a member of the Faculty’s teaching staff whose field of expertise covers the learning outcomes being validated.
- (8) As part of the recognition procedure, the Faculty may, upon the applicant’s request, award ECTS credits corresponding to the acquired learning outcomes.

## *Review of the Request and the Accompanying Documentation*

### Article 5

(1) The following documentation shall be attached to the request for recognition referred to in Article 4 of the Regulations:

- Curriculum vitae
- A copy of the identification document
- Proof of previously acquired complete qualifications
- for the recognition of certified non-formal learning: an original or a copy of the document (confirmation/certificate) confirming the completion of non-formal learning, including a description of the content, a list of learning outcomes or acquired competencies, the number of teaching hours, a list of literature, the method of learning outcomes validation, and the grade
- for the recognition and evaluation of non-certified non-formal learning and informal learning, the applicant may provide attachments they believe demonstrate the acquired learning outcomes or units of learning outcomes for which recognition is requested.

(2) The Committee shall evaluate the validity and reliability of the submitted documentation and may request additional documentation if it deems it necessary for making a decision on the request.

(3) Upon receiving the request and the complete documentation referred to in paragraph (1) of this Article, the Committee shall initiate the procedure for reviewing the request, which shall be completed within 15 days. If deemed necessary, the Committee shall request an opinion of the teacher referred to in Article 4, paragraph (7) of the Regulations. The teacher shall be obliged to submit their opinion no later than 5 days from the date of the receipt of the request for providing the opinion. If additional documentation is requested, as referred to in paragraph (2) of this Article, the deadline for processing the request shall be calculated from the date of receipt of the requested documentation.

## *Method of Recognition and Validation of Learning Outcomes*

### Article 6

(1) Based on a request for the recognition of certified non-formal learning, the Committee shall, no later than 15 days from the receipt of the request and documentation referred to in Article 5, paragraph (1) of the Regulations, determine whether a validation procedure for learning outcomes needs to be carried out or if the learning outcomes should be recognized automatically.

(2) A validation procedure for learning outcomes must be carried out for non-certified non-formal and informal learning.

(3) The following methods may be used in the validation procedure for learning outcomes: self-assessment, tests, written assessments and essays, interviews, demonstrations, simulations, portfolios, and similar methods.

- (4) The Committee shall be required to include members of the Faculty's teaching staff in the validation procedure for previously acquired learning outcomes, whose area of expertise aligns with the learning outcomes being assessed.
- (5) If, in the procedure referred to in paragraph (1) of this Article, the need for validation of learning outcomes is established, the Committee and the teacher mentioned in paragraph (4) of this Article shall, within 5 days, determine the method and timing of the validation and inform the applicant accordingly.

*Decision on the Request and/or Issuance of a Certificate of Acquired Units  
of Learning Outcomes*

Article 7

- (1) After the recognition procedure has been completed, the Committee shall make a decision on the request within 45 days from the date of receipt of the request and all required documentation.
- (2) In compliance with the decision referred to in paragraph 1 of this Article, the learning outcomes/units of learning outcomes may be recognized or not recognized for the applicant.
- (3) The decision shall include a header, an introduction, the operative part (recognition, non-recognition, partial recognition), the reasoning (details of the request, review of the submitted documentation, methods of verification of learning outcomes, etc.), instructions on how to file an appeal, and the signature of the authorized person.
- (4) In the case of the recognition of learning outcomes/units of learning outcomes, the Committee shall issue a certificate of acquired learning outcomes/units of learning outcomes.
- (5) The certificate of acquired learning outcomes/units of learning outcomes shall include:
  - a. data about the applicant of the request (name and surname, personal identification number (OIB), date and place of birth, etc.)
  - b. data about the Faculty
  - c. details about the certificate (title of the certificate: "Certificate of Acquired Learning Outcomes/Units of Learning Outcome", date of issuance of the certificate, certificate number) and additional comments or notes relevant to the certificate
  - d. list of acquired learning outcomes/units of learning outcomes
  - e. signature of the authorized person.

*Filing an appeal*

Article 8

- (1) The applicant may file an appeal against the decision referred to in Article 7 of the Regulations with the Dean of the Faculty within 15 days from the date of delivery of the decision.
- (2) The Dean shall make a decision on the appeal within 8 days from the date the appeal is submitted.

- (3) No appeal shall be allowed against the decision referred to in paragraph 2 of this Article; however, an administrative dispute may be initiated.

## **V. QUALITY ASSURANCE**

### **Article 9**

- (1) The Faculty shall inform the public about the opportunities for recognizing prior non-formal and informal learning through publicly accessible information on the Faculty's website.
- (2) The Faculty shall continuously monitor, evaluate and improve the quality of the recognition process, particularly based on data regarding user satisfaction with the availability of information and support, the recognition and validation process of learning outcomes, and other factors.
- (3) The Faculty shall ensure an appropriate and relevant process for the recognition and validation of learning outcomes/units of learning outcomes from prior non-formal and informal learning, which will:
- ensure impartiality
  - be adapted, where necessary, to persons with special needs
  - ensure clear identification of the applicant's identity
  - be properly documented and stored.
- (4) The Faculty shall maintain records of requests, the validation of learning outcomes/units of learning outcomes, and issued decisions and/or certificates of recognition. It shall also report to the University on the number of requests and the number of issued decisions and/or certificates in the academic year, in order to ensure the principles set out in Article 1, paragraph 4 of these Regulations.
- (5) The Faculty shall, as part of the annual report on the quality assurance system, submit data on the recognition of prior non-formal and informal learning to the University Quality Management Committee.

## **VI. TRANSITIONAL AND FINAL PROVISIONS**

### **Article 10**

The Regulations shall enter into force on the eighth day following their adoption.



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