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## ***INSTRUCTIONS FOR RECOGNITION AND ASSESSMENT OF PRIOR LEARNING***

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### **I.**

Prior learning refers to both formal and informal education, as well as informal learning, undertaken before submitting a Request for Recognition and Evaluation of Prior Learning.

**Formal education** is an organised learning activity within approved programmes of authorised legal entities, aimed at acquiring qualifications at level 6 or above of the Croatian Qualifications Framework (CROQF), as evidenced by a diploma or other appropriate public document.

**Non-formal education** is an organised learning activity intended to acquire and enhance competencies for personal, social, and professional needs. It may be certified (concluding with the acquisition of a document based on the assessment of sets of learning outcomes or acquired competencies) or uncertified (concluding without assessment of sets of learning outcomes).

**Informal learning** is an unstructured activity of acquiring competencies from everyday experiences and other influences and sources in the environment for personal, social, and professional needs.

### **II.**

The process of recognition and evaluation of prior learning is conducted for the purposes of:

- enrolment in programmes at the Faculty, including transfer from programmes at other higher education institutions,
- progression through studies at the Faculty.

### **III.**

The procedure for the recognition and evaluation of prior learning includes the following steps:

1. The student or applicant submits a request for the recognition and evaluation of prior learning by email to [priznavanje@fthm.hr](mailto:priznavanje@fthm.hr) or in person at the Student Office.
2. Along with the request, the student or applicant must submit the relevant documentation as follows:
  - For the recognition of formal and non-formal certified education:
    - Certified transcript of grades or a certified copy of the supplementary document.
    - Certified detailed description of subjects or programmes (including content, number of teaching hours, learning outcomes and/or description of acquired competencies, method of assessing learning outcomes, list of literature, number of ECTS points achieved, etc.) for which recognition is sought.
    - Proof of completion of the programme or part of the programme.
3. For students or applicants seeking recognition and evaluation of prior non-formal, uncertified education or informal learning, an assessment of learning outcomes will be conducted in accordance with the general regulations of the University and the Faculty.
4. After the Request is submitted, the Commission for Recognition and Evaluation of Prior Learning conducts the recognition process in line with the general regulations of the University of Rijeka and the Faculty, and issues a Decision on the recognition and evaluation of prior learning.
5. The Decision is communicated to the student or applicant by the Student Office.
6. Requests for recognition and evaluation of prior learning must be submitted by 15 October of the current calendar year. Submissions after this date will not be accepted.