

ZAGREB SCHOOL OF ECONOMICS AND MANAGEMENT
Zagreb, Jordanovac 110

**REGULATION ON THE WORK OF THE OFFICE AND
THE COMMISSION FOR RECOGNITION OF FOREIGN
HIGHER EDUCATION QUALIFICATIONS AND
PERIODS OF STUDY**

Zagreb, April 2014

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Pursuant to the article 26 of the Statute of Zagreb School of Economics and Management, and regarding the article 66, paragraph 6 of the Act on amendments to the Science and Higher Education Act (Official journal NN 94/13, 139/13) and the article 6 of the Act on Recognition of Foreign Educational Qualifications (Official journal NN 45/11), the Dean has passed the

REGULATION ON THE WORK OF THE OFFICE AND THE COMMISSION FOR RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS AND PERIODS OF STUDY

1. General provisions

Article 1

This Regulation governs the procedure of recognition of higher education qualifications and periods of study spent at a foreign higher education institution, and specifies bodies in charge of the implementation of the procedure, as well as decision-making procedures and other matters important for the execution of these procedures.

2. Academic recognition office and Commission for recognition of a foreign higher education qualification and periods of study

Article 2

The Academic recognition office is being established in order to execute the tasks preceding the technical part of the procedure of recognition of a foreign higher education qualification and periods of study.

The Academic recognition office operates within the ZSEM Secretariat, for all programs taught at ZSEM.

The Academic recognition office carries out the following activities: receives applications from the interested persons wishing to start the procedure, refers the applications with the accompanying documentation, keeps records on completed procedures of recognition of higher education qualifications and carries out other administrative jobs related to procedures: writing letters, making copies.

The procedure of recognition of a foreign higher education qualification and recognition of periods of study spent at a foreign higher education institution is carried out by the Commission for recognition of foreign higher education qualifications and periods of study.

Article 3

The Commission for recognition of foreign higher education qualifications and periods of study is a working body of the ZSEM Faculty Board and is made up of 5 members:

- Associate dean for undergraduate program
- Associate dean for graduate program
- Associate dean for international relations
- School Secretary
- Advisor for undergraduate/graduate students

3. Starting the procedure

Article 4

The procedure for recognition of a foreign higher education qualification and periods of study spent at a foreign higher education institution is launched at the demand of the interested person.

The application is submitted to the Academic recognition office, personally at the registry or by registered mail to the ZSEM address.

The Application for recognition of a foreign higher education qualification and periods of study spent at a foreign higher education institution is submitted by filling in the forms appended to this Regulation.

4. Accompanying documents

Article 5

Along with the **application for the recognition of a foreign higher education qualification**, the following documents need to be submitted:

1. Document serving as an evidence of a foreign educational qualification
2. Certified translation of the document serving as an evidence of a foreign educational qualification
3. Original diploma supplement and a certified copy and a certified translation of it
4. Original transcript of the exams passed with grades, that is, the original transcript of the ECTS points earned issued by the higher education institution if the institution does not issue a Diploma supplement
5. Certified translation of the grade transcript or the transcript of ECTS points earned
6. The original and a certified copy and a certified translation of the annual academic plan and studies program, issued by a higher education institution, which has to match the plan and program of studies undertaken by the applicant. The program has to contain a short description of every subject taken/passed by the applicant. The applicant can submit the studies plan and program appearing on the official website of the institution under the condition it is identical to the plan/program taken by the applicant. In that case, the applicant has to submit the original and a certified copy of a certificate issued by the higher education institution confirming that he or she studied according to the plan/program published on the website of the institution.
7. Certified copies of formerly acquired higher education qualifications, if such exist
8. Europass CV
9. A copy of a nationality certificate, except for stateless persons, a certificate confirming a name or surname change, the original or a certified copy of a birth certificate or marriage certificate, for persons who changed their name or surname
10. A payment receipt for procedure expenses
11. One non-certified copy of the original or a certified copy of the annual plan and studies program and two non-certified copies of all other documents submitted as well as of the application form

Article 6

Together with the application for **recognition of the period of studies** spent at a foreign higher education institution for the purpose of continuing one's education, the following documents are to be submitted:

1. The original or a certified copy of the student grade book or other document proving the completed period of studies, issued by the higher education institution
2. The original transcript of passed exams with grades, or the original transcript of ECTS points earned issued by the higher education institution
3. A certified translation of the transcript of exams passed with grades or of the transcript of ECTS points earned
4. The original and a certified copy and a certified translation of the annual academic plan and studies program, issued by a higher education institution, which has to match the plan and program of studies undertaken by the applicant. The program has to contain a short description of every subject taken/passed by the applicant. The applicant can submit the studies plan and program appearing on the official website of the institution under the condition it is identical to the plan/program taken by the applicant. In that case, the applicant has to submit the original and a certified copy of a certificate issued by the higher education institution confirming that he or she studied according to the plan/program published on the website of the institution.
5. Certified copies of formerly acquired higher education qualifications, if such exist
6. Europass CV
7. A copy of a nationality certificate, except for stateless persons, a certificate confirming a name or surname change, the original or a certified copy of a birth certificate or marriage certificate, for persons who changed their name or surname
8. A payment receipt for procedure expenses
9. One non-certified copy of the original or a certified copy of the annual plan and studies program and two non-certified copies of all other documents submitted as well as of the application form

5. Incomplete/unclear application

Article 7

After receiving the application, the Commission verifies whether all accompanying documents have been submitted.

In the case of an incomplete or an unclear application, the Commission will ask the applicant via the Academic recognition office to complete or clarify the application within 15 days.

If the applicant has not remedied the deficiencies, the application shall be rejected by a decision.

Corrections to the application, additional clarifications or completion of documentation, upon the call for completion or application clarification received, are also to be sent to the Academic recognition office, personally through the registry or by registered mail, after which they are referred to the Commission carrying out the procedure.

6. Procedure

Article 8

If the application is complete or if the inadequacies were remedied within the deadline, the president of the Commission, in the function of the associate dean for undergraduate or graduate studies, convenes the Commission for a meeting to discuss the application.

The following information is to be entered on the minutes:

- submitted documentation,
- legal basis for the application,
- instruction on additional clarification or completion of documentation (incomplete documentation or unclear application),
- a list of subjects that can be recognized in order to complete the unfinished studies with the related ECTS points,
- a list of subjects to be passed with the total number of ECTS points for those subjects,
- a proposal for enrollment into a certain year of studies, other facts important for the procedure and passing the opinion.

Teachers of certain subjects can be invited to the meeting of the Commission in order to give their expert opinion.

On the basis of the completed procedure, the Commission passes its opinion and a proposal.

The minutes are taken by the student advisor, depending on whether the application was submitted for undergraduate or graduate studies.

Article 9

The Commission can summon the applicant during the procedure and ask for additional clarification, information or additional evidence that it deems necessary for forming an opinion.

7. Decision making

Article 10

The Commission passes an opinion and a proposal on the basis of which the Dean makes a decision on recognition or non-recognition of the higher education qualification or the period of study.

The applicant has the right to file a complaint to the ZSEM Faculty Board against the decision within 15 days from its receipt.

The decision of the ZSEM Faculty Board is final.

8. Delivery of the decision

Article 11

The Academic recognition office sends the decision to the party (applicant) and the National ENIC/NARIC office.

The original and a copy of the decision on recognition of a higher education qualification or the period of study together with the copies of documentation is to be

delivered to the National ENIC/NARIC office within 30 days from the date when the decision was passed.

9. Evaluation of a foreign higher education qualification

Article 12

The evaluation of a higher education qualification implies the assessment of the level or a degree of the foreign higher education qualification, based on the Criteria for evaluation of foreign higher education qualifications determined by the Agency for Science and Higher Education.

In the procedure of evaluation of a higher education qualification, what is taken into account is exclusively the level of the acquired knowledge, skills and competencies gained through qualification, without comparison of the programs of study.

10. Procedure fee

Article 13

The fee for the recognition procedure is determined by the Decision on Tuition Fees.

11. Records, forms

Article 14

The Academic Recognition office keeps records on completed procedures. Application forms for recognition of a foreign higher education qualification or a period of study are appended to this Regulation.

12. Final provisions

Article 15

This Regulation enters into force the day it was passed and is published on the notice board and the ZSEM website.

Dean

Đuro Njavro, Ph. D.

These Regulations are published on the Notice board and the website of ZSEM at _____.

General Secretary

Dubravka Bobinac, LL.M

PRILOG/APPENDIX 1

Zagrebačka škola ekonomije i managementa
Jordanovac 110
10 000 Zagreb

Zahtjev za priznavanje inozemne visokoškolske kvalifikacije – u svrhu nastavka obrazovanja u Republici Hrvatskoj – akademsko priznavanje

Application for recognition of foreign higher qualification for the purpose of continuation of education in the Republic of Croatia – academic recognition

1. PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

A. Osobni podaci podnositelja zahtjeva / Applicant's personal information:

| | |
|----------------------------------|---|
| Ime / First Name | Prezime (i rođeno prezime) / Last Name (and birth name) |
| Datum rođenja / Date of birth | Grad i država rođenja / City and Country of birth |
| Državljanstvo / Citizenship | Spol: Žensko / Female Muško / Male |
| Ulica i broj / Street and number | Poštanski broj i mjesto / Zip code, City |
| Država / Country | E – pošta / E - mail |
| Telefonski broj / Phone number | Broj mobilnog telefona / Cell phone number |

B. Rješenje dostaviti na adresu (zaokružiti) / Address where you want final Decision to be delivered (round):

| |
|---|
| <input type="checkbox"/> Podnositelj zahtjeva / Applicant's address |
| <input type="checkbox"/> Neku drugu / Other |
| Ime i prezime / Name and last name _____ |
| Ulica i broj / Street and number: _____ |
| Poštanski broj, mjesto i država / Zip code, city, country _____ |

2. DA LI VAM JE NADLEŽNO TIJELO REPUBLIKE HRVATSKE PRETHODNO IZDALO RJEŠENJE ILI ZAKLJUČAK O PRIZNAVANJU ZA RAZDOBLJE STUDIJA ČIJE PRIZNAVANJE TRAŽITE? / HAS COMPETENT BODY OF REPUBLIC OF CROATIA PREVIOUSLY ISSUED A DECISION / CONCLUSION CONCERNING PART OF STUDY TO YOU? (zaokružiti / round)

Da – Yes

Ne – No

Ako DA, molimo Vas da priložite presliku Rješenja ili Zaključka. / If YES, please enclose a copy of the decision/conclusion.

3. PODACI O STEČENOJ INOZEMNOJJ VISOKOŠKOLSKOJ KVALIFIKACIJI ZA KOJU SE TRAŽI PRIZNAVANJE / INFORMATION ABOUT HIGHER EDUCATION QUALIFICATION

| |
|--|
| Naziv visokoškolske institucije na izvornom jeziku / <i>Original name of higher education institution</i> |
| Adresa visokoškolske institucije / <i>Address of higher institution</i> |
| Grad / <i>City</i> Država / <i>Country</i> |
| Web adresa visokoškolske institucije / <i>Web address of higher institution</i> |
| Naziv studija / <i>Higher education program</i> |
| Način studiranja (npr. redovno, izvanredno, večernji, virtualni) / <i>Form of study (e.g. full time, evening courses, on-line)</i> |
| Naziv inozemne visokoškolske kvalifikacije na izvornom jeziku / <i>Original name of higher qualification (npr./for example Diploma, Certifikat)</i> |
| Stečeni naziv na izvornom jeziku / <i>Academic title in original language (npr. / e.g. Bachelor of ..., Magister der ..., Licenciado en..., Ph.D. in...)</i> |
| Vrsta studija (zaokružiti) / <i>Type of study (round):</i> <ul style="list-style-type: none">▪ sveučilišni / <i>academic</i>▪ stručni / <i>professional</i> |
| Službeno trajanje studija (broj godina) / Official length of study (in years) / __ / godina / years |
| Datum upisa na studij / <i>Date of enrolment</i> / __ / __ / ____ |
| Datum završetka studija / <i>Date of finishing the study</i> / __ / __ / ____ |
| Datum stjecanja kvalifikacije / <i>Date of acquisition of qualification</i> / __ / __ / ____ |
| Uvjeti stjecanja inozemne visokoškolske kvalifikacije (zaokružiti) / <i>Graduation requirements (round):</i> <ul style="list-style-type: none">▪ Pisani rad / <i>thesis</i>▪ Završni ispiti / <i>exams</i>▪ Drugo / <i>other</i> _____ |

4. PRIJAŠNJE OBRAZOVANJE / *PREVIOUS EDUCATION*

A. Osnovno i srednjoškolsko obrazovanje / *Primary and secondary school education*

| Naziv institucije / Institution | Mjesto i država / Locality and country | Ime stečene kvalifikacije / Acquired qualification | Godina upisa / Enrolled | Godina završetka / Finished |
|------------------------------------|--|---|----------------------------|--------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

B. Prijašnje stečeno visoko obrazovanje / *Other higher education*

| Naziv institucije / Institution | Mjesto i država / Locality and country | Ime stečene kvalifikacije / Acquired qualification | Godina upisa / Enrolled | Godina završetka / Finished |
|------------------------------------|--|---|----------------------------|--------------------------------|
| | | | | |
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| | | | | |
| | | | | |

5. PODACI O VISOKOŠKOLSKOJ INSTITUCIJI I STUDIJU NA KOJEM SE ŽELI NASTAVITI OBRAZOVANJE / *INFORMATION ON HIGHER EDUCATION INSTITUTION AND STUDY WHERE YOU WANT TO CONTINUE YOUR EDUCATION **

a) Grad / City

b) Naziv visokoškolske institucije na kojoj se želi nastaviti studij / *Name of higher education
institution where you want to continue your education*

c) Naziv studija koji se želi upisati (preddiplomski, diplomski, poslijediplomski) / *Name of study
program which you want to enter (undergraduate, graduate, postgraduate)*

* **Napomena / Note: obavezno upisati tražene podatke / obligatory entry of data**

6. DOKUMENTACIJA KOJU JE POTREBNO PRILOŽITI UZ OBRAZAC ZAHTJEVA / ENCLOSURES TO THE APPLICATION FORM:

1. Izvornik ili ovjerena preslika inozemne visokoškolske kvalifikacije čije se priznavanje traži (potvrde i uvjerenja ne uvažavamo) / Original or the certified copy of the foreign qualification (we do not accept confirmations or substitute documents of foreign qualification);
2. Ovjereni prijevod inozemne visokoškolske kvalifikacije / Certified translation of the foreign qualification;
3. Prijepis položenih ispita s ocjenama u originalu (izdan od strane visokog učilišta) / *Official grade transcript, issued by the higher education institution;*
4. Ovjereni prijevod prijepisa položenih ispita s ocjenama / *Certified translation of the official grade transcript;*
5. Službeni plan i program studija iz kojeg je vidljiv tijek studija i kratak sadržaj svakog odslušanog i/ili položenog predmeta (izdan od visokog učilišta ili se nalazi na službenoj Internet stranici visokog učilišta) na izvornom jeziku i u prijevodu koji ne treba biti ovjeren / *Official curricula with course of study and short content of each subject (issued from higher institution or printed form official web site of institution) in original and translated (no certified translation required);*
6. Popis uvjeta/kriterija za upis na studij završen u inozemstvu (ukoliko ne postoji službeni popis uvjeta i kriterija, sami ih navedite) / *List of admission requirements (if the official version does not exist, write yourself);*
7. Dodatak diplomi (diploma supplement) u izvorniku, ukoliko ga posjedujete / *Diploma supplement in original if any;*
8. Životopis na hrvatskom jeziku iz kojeg mora biti vidljiv tijek obrazovanja i radno iskustvo (kod priznavanja doktorskog studija potrebno je navesti popis objavljenih znanstvenih radova i gdje su objavljeni) / *CV in Croatian language pointing out course of education and work experience (when applying for recognition of Ph.D. study, list of scientific papers and where they are published);*
9. Ovjerenu presliku prethodno stečenih visokoškolskih kvalifikacija, ukoliko postoje / *certified copies of previously acquired higher qualification(s), if any;*
10. Rješenje nadležnog tijela ili presliku vjenčanog lista (osobe koje su promijenile ime i/ili prezime) / *Copy of the marriage certificate of official decision of the competent authority (for those applicants who changed their first and/or last name);*
11. Jedan primjerak neovjerenih preslika svih priloženih dokumenata kao i obrasca zahtjeva za priznavanje inozemnih visokoškolskih kvalifikacija, izuzev plana i programa studija / *One copy of all enclosed documents including the application form, except official curricula.*

Napomene / Note:

- Postupak priznavanje u svrhu nastavka obrazovanja (akademsko) u Republici Hrvatskoj neće započeti ukoliko nisu upisani svi podaci pod točkom 5. zahtjeva! / *Process of recognition for the purpose of continuation of education in Republic of Croatia will not start unless all information under paragraph 5 of the application form is provided!*
- Ukoliko je Zahtjev nepotpun, bit ćete pisanim putem obaviješteni o potrebnoj nadopuni dokumentacije / *Should any document be missing the Office will send you a written request to enclose it.*
- Ukoliko ne možete dostaviti neki od dokumenata, argumentirano obrazložite u pisanom obliku zašto i kada ćete biti u mogućnosti dostaviti taj dokument / *If you fail to submit any of the requested documents, a written explanation should be enclosed stating the reason and time to expect it.*
- Ukoliko inozemna visokoškolska kvalifikacija čije priznavanje se traži nije izdana od strane visokoškolske ustanove na latiničnom ili ćirilichnom pismu, potrebno je zatražiti od nadležne institucije izdavanje nove kvalifikacije na nekom od ta dva pisma / *If qualification is not issued in Latin or Cyrillic alphabet, applicant needs to request, from competent higher education institution, new qualification issued in one of mentioned alphabets.*
- Dokumente izdane na engleskom, kao i bosanskom i srpskom jeziku ukoliko su na latiničnom pismu, nije potrebno prevoditi / *It is not required to translate documents issued in English, Bosnian and Serbian language (in Latin alphabet)*
- Presliku izvornika inozemne visokoškolske kvalifikacije u Republici Hrvatskoj ovjerava javni bilježnik / *We accept certified copies made by authorized public notary;*

- Službeni prijevod na hrvatski jezik vrši stalni sudski tumač za strani jezik na kojemu je izdana inozemna visokoškolska kvalifikacija / *We accept certified translations only made by court interpreters certified for the language in which the qualification is issued.*
- Priznavanje inozemne visokoškolske kvalifikacije stečene u državama bivšeg SSSR-a, Rumunjskoj, Albaniji i Bugarskoj vrši se uz prilaganje izvornika kvalifikacije / Applicants that completed their higher education in former SSSR, Romania, Albania and Bulgaria are required to enclose the original qualification;
- Prijepis ocjena iz SAD-a, Kanade i Australije obavezno je priložiti u zapečaćenoj omotnici / *Official grade transcripts form USA, Canada and Australia must be submitted in a sealed envelope.*
- Za plan i program studija preuzet sa službenih Internet stranica visokoškolske institucije obavezno navesti točnu URL adresu s koje je dokument preuzet / *For official curricula printed from official web site of institution it's obligatory to indicate URL address from which the document is taken.*
- Na Vaš pisani zahtjev ukoliko je predana dokumentacija potpuna, Ured za akademsko priznavanje inozemnih visokoškolskih kvalifikacija Sveučilišta u Zagrebu izdaje potvrdu o pokrenutom postupku priznavanja inozemne visokoškolske kvalifikacije / *On your formal request, if the application is complete, Office will issue a formal confirmation that the process of recognition is in progress.*

PAŽNJA!

Proces ne može službeno započeti dok sva potrebna dokumentacija ne bude predana! Molimo da dokumente složite sukladno navedenim brojevima pod kojima se traže kako bi se izbjegle pogreške i ubrao postupak priznavanja.

ATTENTION!

The process of recognition can not officially start if the application is incomplete! Please, assort documents, according to the numbers listed prior, in order to avoid mistakes and speed up the process.

Podnositelj zahtjeva odgovara za točnost podataka. / Applicant is responsible for the correctness of the information given.

U / In _____, _____ 20____.

(grad / city)

(datum /date)

(potpis podnositelja zahtjeva / applicant's signature)

PRILOG/APPENDIX 2

Zagrebačka škola ekonomije i managementa
Jordanovac 110
10 000 Zagreb

Zahtjev za priznavanje inozemne visokoškolske kvalifikacije – u svrhu nastavka visokoškolskog obrazovanja u Republici Hrvatskoj nakon započetog studija u inozemstvu – priznavanje razdoblja studija

Application for recognition of period of study spent at a foreign higher education institution, for the purpose of continuation of higher education in the Republic of Croatia – recognition of period of study

1. PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

A. Osobni podaci podnositelja zahtjeva / Applicant's personal information:

| | |
|---|--|
| Ime / <i>Firs Name</i> | Prezime (i rođeno prezime) / <i>Last Name (and birth name)</i> |
| Datum rođenja / <i>Date of birth</i> | Grad i država rođenja / <i>City and Country of birth</i> |
| Državljanstvo / <i>Citizenship</i> | Spol: Žensko / <i>Female</i> Muško / <i>Male</i> |
| Ulica i broj / <i>Street and number</i> | Poštanski broj i mjesto / <i>Zip code, City</i> |
| Država / <i>Country</i> | E – pošta / <i>E - mail</i> |
| Telefonski broj / <i>Phone number</i> | Broj mobilnog telefona / <i>Cell phone number</i> |

B. Rješenje dostaviti na adresu (zaokružiti) / Address where you want final Decision to be delivered (round):

| |
|--|
| <input type="checkbox"/> Podnositelj zahtjeva / <i>Applicant's address</i> |
| <input type="checkbox"/> Neku drugu / <i>Other</i> |
| Ime i prezime / <i>Name and last name</i> _____ |
| Ulica i broj / <i>Street and number</i> : _____ |
| Poštanski broj, mjesto i država / <i>Zip code, city, country</i> _____ |

2. DA LI VAM JE NADLEŽNO TIJELO REPUBLIKE HRVATSKE PRETHODNO IZDALO RJEŠENJE ILI ZAKLJUČAK O PRIZNAVANJU ZA RAZDOBLJE STUDIJA ČIJE PRIZNAVANJE TRAŽITE? / HAS COMPETENT BODY OF REPUBLIC OF CROATIA PREVIOUSLY ISSUED A DECISION / CONCLUSION CONCERNING PART OF STUDY TO YOU? (zaokružiti / round)

Da – Yes

Ne – No

Ako DA, molimo Vas da priložite presliku Rješenja ili Zaključka. / If YES, please enclose a copy of the decision/conclusion.

3. PODACI O STEČENOM RAZDOBLJU STUDIJA / INFORMATION ABOUT PRERIOD OF STUDY SPENT AT FOREIGN HIGHER EDUCATION INSTITUTION

| |
|--|
| Naziv visokoškolske institucije na izvornom jeziku / <i>Original name of higher education institution</i> |
| Adresa visokoškolske institucije / <i>Address of higher institution</i> |
| Grad / <i>City</i> Država / <i>Country</i> |
| Web adresa visokoškolske institucije / <i>Web address of higher institution</i> |
| Naziv studija / <i>Higher education program</i> |
| Način studiranja (npr. redovno, izvanredno, večernji, virtualni) / <i>Form of study (e.g. full time, evening courses, on-line)</i> |
| Akademski naziv koji bi stekli nakon završetka studija na izvornom jeziku / <i>Academic title that person acquire after finishing study, in original language (npr. / e.g. Bachelor of ..., Magister der ..., Licenciado en..., Ph.D. in...)</i> |
| Vrsta studija (zaokružiti) / <i>Type of study (round):</i> <ul style="list-style-type: none">▪ sveučilišni / <i>academic</i>▪ stručni / <i>professional</i> |
| Datum upisa na studij / <i>Date of enrolment</i> / _ / _ / _ _ _ _ |
| Datum polaganja zadnjeg ispita / <i>Date of taking the last exam</i> / _ / _ / _ _ _ _ |
| Službeno trajanje studija (broj godina) / Official length of study (in years) / _ _ / |
| Završeni broj godina / mjeseci studija / <i>Number of completed years / months of study</i> / _ _ / |
| Datum ispisa s visokoškolske ustanove / <i>Date of withdrawal from the study</i> / _ _ / _ _ / _ _ _ _ |

Položeni ispiti po školskim godinama, visokom učilištu te gradu i državi studiranja

| Godina studija / Year of study | Školska godina / Academic year | Broj položenih ispita / Number of exams passed | Naziv visokog učilišta / Higher education institution |
|-----------------------------------|-----------------------------------|---|--|
| | ----/---- | | |
| | ----/---- | | |
| | ----/---- | | |
| | ----/---- | | |
| | ----/---- | | |
| | ----/---- | | |

4. PRIJAŠNJE OBRAZOVANJE / PREVIOUS EDUCATION**A. Osnovno i srednjoškolsko obrazovanje / Primary and secondary school education**

| Naziv institucije / Institution | Mjesto i država / Locality and country | Ime stečene kvalifikacije / Acquired qualification | Godina upisa / Enrolled | Godina završetka / Finished |
|------------------------------------|--|---|----------------------------|--------------------------------|
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B. Prijašnje stečeno visoko obrazovanje / Other higher education

| Naziv institucije / Institution | Mjesto i država / Locality and country | Ime stečene kvalifikacije / Acquired qualification | Godina upisa / Enrolled | Godina završetka / Finished |
|------------------------------------|--|---|----------------------------|--------------------------------|
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**5. PODACI O VISOKOŠKOLSKOJ INSTITUCIJI I STUDIJU NA KOJEM SE ŽELI NASTAVITI
OBRAZOVANJE / INFORMATION ON HIGHER EDUCATION INSTITUTION AND STUDY WHERE
YOU WANT TO CONTINUE YOUR EDUCATION ***

d) Grad / City

e) Naziv visokoškolske institucije na kojoj se želi nastaviti studij / *Name of higher education institution where you want to continue your education*

f) Naziv studija koji se želi upisati (preddiplomski, diplomski, poslijediplomski) / *Name of study program which you want to enter (undergraduate, graduate, postgraduate)*

*** Napomena / Note: obavezno upisati tražene podatke / obligatory entry of data**

**6. DOKUMENTACIJA KOJU JE POTREBNO PRILOŽITI UZ OBRAZAC ZAHTJEVA /
ENCLOSURES TO THE APPLICATION FORM:**

12. Indeks ili drugu ispravu kojom se dokazuje završeno razdoblje studija, izdanu od visokoškolske ustanove, u izvorniku ili ovjerenoj preslici
13. Prijepis položenih ispita s ocjenama u originalu (izdan od strane visokog učilišta) / *Official grade transcript, issued by the higher education institution;*
14. Ovjereni prijevod prijepisa položenih ispita s ocjenama / *Certified translation of the official grade transcript;*
15. Službeni plan i program studija iz kojeg je vidljiv tijek studija i kratak sadržaj svakog odslušanog i/ili položenog predmeta (izdan od visokog učilišta ili se nalazi na službenoj Internet stranici visokog učilišta) na izvornom jeziku i u prijevodu koji ne treba biti ovjeren / *Official curricula with course of study and short content of each subject (issued from higher institution or printed form official web site of institution) in original and translated (no certified translation required);*
16. Popis uvjeta/kriterija za upis na studij završen u inozemstvu (ukoliko ne postoji službeni popis uvjeta i kriterija, sami ih navedite) / *List of admission requirements (if the official version does not exist, write yourself);*
17. Životopis na hrvatskom jeziku iz kojeg mora biti vidljiv tijek obrazovanja i radno iskustvo (kod priznavanja doktorskog studija potrebno je navesti popis objavljenih znanstvenih radova i gdje su objavljeni) / *CV in Croatian language pointing out course of education and work experience (when applying for recognition of Ph.D. study, list of scientific papers and where they are published);*
18. Ovjerenu presliku prethodno stečenih visokoškolskih kvalifikacija, ukoliko postoje / *certified copies of previously acquired higher qualification(s), if any;*
19. Isprava o državljanstvu u preslici, osim u slučaju osoba bez državljanstva, rješenje nadležnog tijela ili presliku vjenčanog lista (osobe koje su promijenile ime i/ili prezime) / *Copy of the marriage certificate of official decision of the competent authority (for those applicants who changed their first and/or last name);*
20. Jedan primjerak neovjerenih preslika svih priloženih dokumenata kao i obrasca zahtjeva za priznavanje inozemnih visokoškolskih kvalifikacija, izuzev plana i programa studija / *One copy of all enclosed documents including the application form, except official curricula.*

Napomene / Note:

- Postupak priznavanje u svrhu nastavka obrazovanja u Republici Hrvatskoj neće započeti ukoliko nisu upisani svi podaci pod točkom 5. zahtjeva / *Process of recognition for the purpose*

of continuation of education in Republic of Croatia will not start unless all information under paragraph 5 of the application form are provided!

- *Ukoliko je Zahtjev nepotpun, bit ćete pisanim putem obaviješteni o potrebnoj nadopuni dokumentacije / Should any document be missing the Office will send you a written request to enclose it.*
- *Ukoliko ne možete dostaviti neki od dokumenata, argumentirano obrazložite u pisanom obliku zašto i kada ćete biti u mogućnosti dostaviti taj dokument / If you fail to submit any of the requested documents, a written explanation should be enclosed stating the reason and time to expect it.*
- *Ukoliko inozemna visokoškolska kvalifikacija čije priznavanje se traži nije izdana od strane visokoškolske ustanove na latiničnom ili ćirilichnom pismu, potrebno je zatražiti od nadležne institucije izdavanje nove kvalifikacije na nekom od ta dva pisma / If qualification is not issued in Latin or Cyrillic alphabet, applicant needs to request, from competent higher education institution, new qualification issued in one of mentioned alphabets.*
- *Dokumente izdane na engleskom, kao i bosanskom i srpskom jeziku ukoliko su na latiničnom pismu, nije potrebno prevoditi / It is not required to translate documents issued in English, Bosnian and Serbian language (in Latin alphabet)*
- *Prijevod na hrvatski jezik vrši stalni sudski tumač za strani jezik na kojemu je izdana inozemna visokoškolska kvalifikacija / We accept certified translations only made by court interpreters certified for the language in which the qualification is issued.*
- *Prijepis ocjena iz SAD-a, Kanade i Australije obavezno je priložiti u zapečaćenoj omotnici / Official grade transcripts form USA, Canada and Australia must be submitted in a sealed envelope.*
- *Za plan i program studija preuzet sa službenih Internet stranica visokoškolske institucije obavezno navesti točnu URL adresu s koje je dokument preuzet / For official curricula printed from official web site of institution it's obligatory to indicate URL address from which the document is taken.*
- *Na Vaš pisani zahtjev ukoliko je predana dokumentacija potpuna, Ured za akademsko priznavanje inozemnih visokoškolskih kvalifikacija Sveučilišta u Zagrebu izdaje potvrdu o pokrenutom postupku priznavanja inozemne visokoškolske kvalifikacije / on your formal request, if the application is complete, Office will issue a formal confirmation that the process of recognition is in progress.*

PAŽNJA!

Proces ne može službeno započeti dok sva potrebna dokumentacija ne bude predana! Molimo da dokumente složite sukladno navedenim brojevima pod kojima se traže kako bi se izbjegle pogreške i ubrzao postupak priznavanja.

ATTENTION!

The process of recognition can not officially start if the application is incomplete! Please, assort documents, according to the numbers listed prior, in order to avoid mistakes and speed up the process.

Podnositelj zahtjeva odgovara za točnost podataka. / Applicant is responsible for the correctness of the information given.

U / In _____, _____ 20____.

(grad / city)

(datum /date)

(potpis podnositelja zahtjeva / applicant's signature)