

ERASMUS+ PROJECT 2023-1-RS01-KA220-HED-000156660

EPIR | E-Procedure of Institutional Recognition of
Foreign Higher Education Documents

WP2- Activity 4 - Tailor-made trainings in digital skills and competences for all types of participants in the recognition process at partner organisations

METHODOLOGY AND GUIDEBOOK FOR THE PREPARATION AND IMPLEMENTATION OF TRAINING AT THE UNIVERSITY OF SPLIT

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1. INTRODUCTION

The University of Split is an active partner in the EPIR project (E-Procedure of Institutional Recognition of Foreign Higher Education Documents, Erasmus+ Project 2023-1-RS01-KA220-HED-000156660), which aims to streamline and digitalize the process of recognizing foreign higher education qualifications.

This initiative provides candidates from any country the opportunity to initiate and monitor the recognition process digitally, simplifying administrative procedures and improving accessibility. The adoption of the digital system is expected to enhance efficiency, reduce paperwork, strengthen procedural accuracy, and improve the competencies of both students and administrative staff. It also supports the

EPIR project partners:



UNIVERSITY
OF NOVI SAD



UNIVERSITÀ
POLITECNICA
DELLE MARCHE



ROMANIA
1 DECEMBRIE 1918
UNIVERSITY OF ALBA IULIA



50 years of
University
of Split



REPUBLIC OF SERBIA
Qualifications Agency

University's strategic objectives to increase international mobility and expand academic collaborations.

2. OBJECTIVES AND IMPORTANCE OF PREPARING TRAINING PROGRAMS AND TRAINING SYSTEM USERS IN THE NEW DIGITAL ENVIRONMENT

The training program is designed to equip participants with the skills necessary to effectively use the new digital recognition system. Its primary objectives include:

- Ensuring that all categories of users understand the procedures and functionalities of the system.
- Developing practical digital skills to manage recognition processes.
- Strengthening coordination and communication among administrative units.
- Supporting students and staff in adapting to new workflows enabled by digitalization.

Training is essential to guarantee that staff and candidates can confidently use the system prior to its official deployment.

3. PREPARATION OF THE TRAINING PROGRAM

To create an effective training program, it is necessary to clearly define the needs and expectations of all users. Key components include:

- **Title of the training program:** Digital Management of the Recognition Process of Foreign Higher Education Documents
- **Purpose of the training:** To enhance the capabilities of staff and candidates in managing the recognition procedure efficiently using the new digital environment.
- **Objectives of the training:** To build digital competence and ensure the correct application of procedures in the recognition process.
- **Expected outcomes:** Knowledge of procedures, proficiency in the use of the system, understanding of new workflows, and adoption of efficient work routines.
- **Target groups:** Separate sessions for each type of user, including candidates, officers and relevant academic staff.
- **Training methods:** In-person and online sessions, using guides and scenario-based exercises.
- **Duration:** One-day sessions lasting approximately 2 hours for each category, scheduled in May 2026, before the system's official launch.

4. Guidelines for preparing a training program at the University of Split using a new digital tool „E - procedure of institutional recognition of foreign higher education documents – EPIR“

Step 1: Identify competencies – Assess the skills and knowledge gaps for each category of users.

Step 2: Define objectives – Align training goals with expected outcomes of the digital recognition process.

Step 3: Develop materials – Create user-friendly manuals, tutorials, and practice exercises tailored to each user group.

Step 4: Conduct pilot sessions – Test training with a small group, gather feedback, and refine content accordingly.

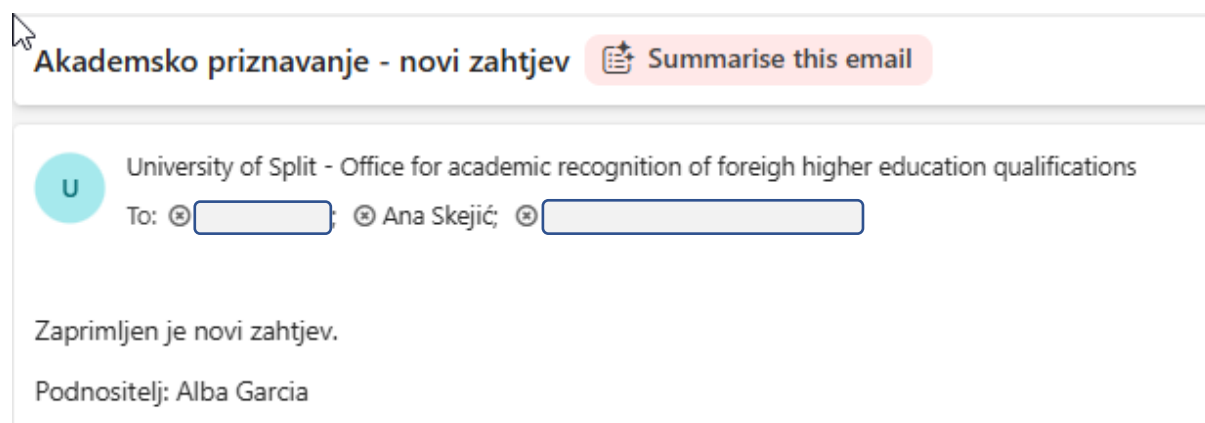
Step 5: Evaluate and adapt – Review participants' understanding, adapt methods and materials to improve learning outcomes, and ensure readiness for full system deployment.

Methodology prepared by:

University of Split

Instructions for staff of the Office for academic recognition of foreign higher education qualifications and external collaborators

Once the applicant has completed and submitted the form **Application for academic recognition of foreign higher qualification**, staff employed in the Office for academic recognition of foreign higher education qualifications will receive email message:



The submitted data will be automatically added to the Excel spreadsheet:

Ime / First Name	Prezime (i rođeno pi) / Last Name	Datum rođenja / Date of Birth	Grad i država rođenja / City and Country of Birth	Državljanstvo / Citizenship	Spol / Sex	Ulica i broj / Street and Number	Poštanski broj i mjesto / Postal Code and Location	Država / Country	E-pošta / E-mail	Telefonski broj / Phone Number
Alba	Garcia	18.2.2002	Granada	Spanish	Žensko / Female	C. Arriola 5	18001, Granada	Spain	leida.rizvan@gmail.com	

Each individual request can be printed or saved as a PDF file:

15.06.2026. 09:18 Obrazac: zahtjeva / Application form

[View results](#)

Respondent
9 Anonymous
41:28
Time to complete

PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT
Osobni podaci podnositelja zahtjeva / Applicant's personal information

1. Ime / First Name *

Alba

2. Prezime (i rođeno prezime) / Last Name (and birthname) *

Garcia

3. Datum rođenja / Date of birth *

18/02/2002

4. Grad i država rođenja / City and Country of birth *

Granada

5. Državljanstvo / Citizenship *

Spanish

6. Spol / Sex *

☒ Žensko / Female
☐ Muško / Male

7. Ulica i broj / Street and number *

C. Antela 5

8. Poštanski broj i mjesto / Zip code, City *

18001, Granada

9. Država / Country *

Spain

<https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=GalvurY4zkeAbAuChelkM...> 14

15.06.2026. 09:18 Obrazac: zahtjeva / Application form

10. E-pošta / E-mail *

teda.rivera@gmail.com

Please enter an email

11. Telefonski broj / Phone number

No answer provided.

12. Mobilni telefon / Mobile number

No answer provided.

13. OIB / OIB (Personal Identification Number) *

123456789

14. Adresa za dostavu rješenja / Address where you want final decision to be delivered *

☒ Ista kao adresa podnositelja zahtjeva / same as the Applicant's address
☐ neka druga / other

15. Je li Vam je nadležno tijelo Republike Hrvatske prethodno izdalo rješenje ili Zaključak o priznavanju za inozemnu visokoškolsku kvalifikaciju čije priznavanje tražite? / Has competent body of Republic of Croatia already issued a decision/conclusion concerning higher qualification to You? *

Alto je Val odgovor DA, molimo Vas da priložite presliku Rješenja ili Zaključka s ostalim dokumentima. / If Your answer is YES, please enclose a copy of the decision/conclusion

☐ da / yes
☒ ne / no

INOZEMNA OBRAZOVNA KVALIFIKACIJA / HIGHER EDUCATION QUALIFICATION
Podaci o stečenoj inozemnoj obrazovnoj kvalifikaciji za koju se traži priznavanje / Information about higher education qualification

16. Naziv obrazovne institucije na izvornom jeziku / Original name of higher education institution *

Universidad de Granada

17. Adresa obrazovne institucije - ulica i kućni broj, grad, država / Address of higher institution - street and house number, city, country *

Avenida de Hespéridas, 1, Albaladejo, 18012 Granada, Spain

18. Web adresa obrazovne institucije / Web address of higher institution *

https://www.ugr.es/en

19. Naziv studija / Higher education program *

Grado en Ciencia de Datos e Inteligencia Artificial

<https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=GalvurY4zkeAbAuChelkM...> 24

15.06.2026. 09:18 Obrazac: zahtjeva / Application form

20. Način studiranja / Form of study *

☒ redovno / full time
☐ večernji / evening courses
☐ virtualni / on-line
☐ Other

21. Naziv inozemne obrazovne kvalifikacije na izvornom jeziku / Original name of higher qualification (npr. for example Diploma, Certificate) *

Diploma

22. Stečeni naziv na izvornom jeziku / Academic title in original language (npr. e.g. Bachelor der ..., Licenciado en ..., Ph.D in ...) *

Magister der ...

23. Vrsta studija / Type of study *

☒ sveučilišni / academic
☐ stručni / professional

24. ~~Stavljeno~~ trajanje studija (broj godina) / Official length of study (in years) *

4.5

The value must be a number

25. Datum upisa na studij / Date of enrolment *

04/03/2021

26. Datum završetka studija / Date of finishing the study *

30/01/2026

27. Datum stjecanja kvalifikacije / Date of acquisition of qualification *

21/03/2026

28. Uvjjeti stjecanja inozemne obrazovne kvalifikacije (zaokružiti) / Graduation requirements (circle) *

☒ pisaní rad / thesis
☐ završni ispit / exams
☐ Other

INSTITUCIJA ZA NASTAVAK OBRAZOVANJA / INSTITUTION WHERE YOU WANT TO CONTINUE YOUR EDUCATION
Podaci o instituciji na koju se želi nastaviti obrazovanje / Information on institution where you want to continue your education

<https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=GalvurY4zkeAbAuChelkM...> 34

15.06.2026. 09:18 Obrazac: zahtjeva / Application form

29. Grad / City *

Split

30. Naziv obrazovne institucije na kojoj se želi nastaviti studij / Name of the higher education institution where you want to continue your education *

Univerzitet akademija

31. Naziv studijskog programa koji osoba želi pohađati / Name of the study programme you want to attend *

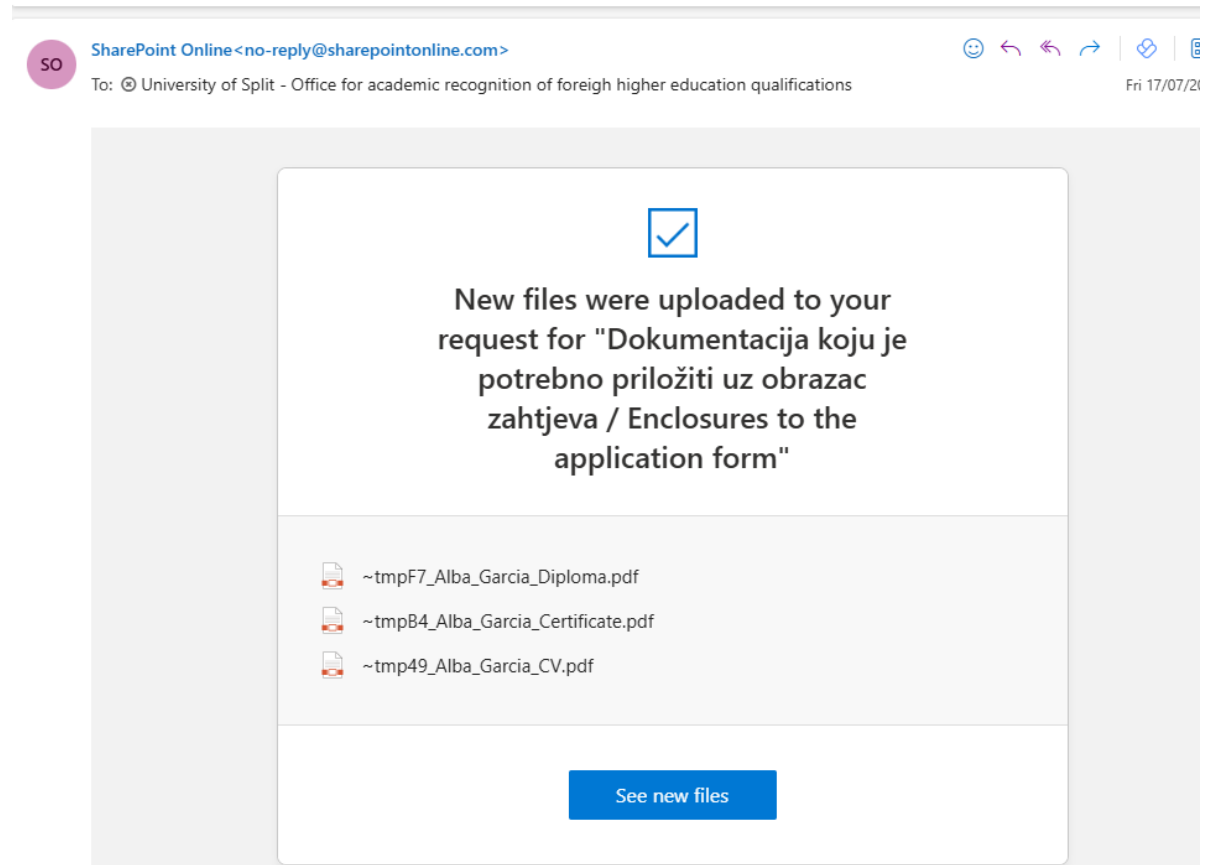
Kriptologija

DOKUMENTACIJA KOJU JE POTREBNO PRILOŽITI UZ ZAHTEJ / ENCLOSURES TO THE APPLICATION FORM
Nakon što potvrdite popunjavanje zahtjeva, na email adresu koju ste naveli u zahtjevu dobiti ćete link za prijelaz na dokumente. / Once you confirm the completion of the application, you will receive a link for uploading documents at the email address provided in the application.

<https://forms.cloud.microsoft/Pages/DesignPageV2.aspx?prevorigin=shell&origin=NeoPortalPage&subpage=design&id=GalvurY4zkeAbAuChelkM...> 44

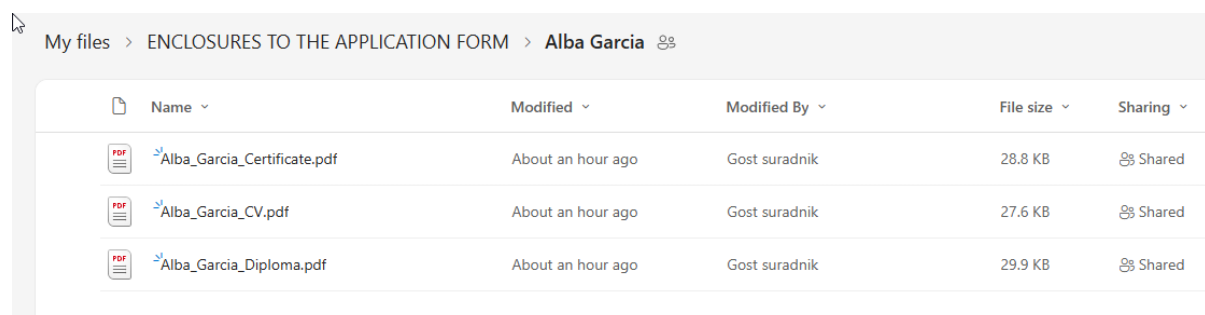
Once the applicant has uploaded the required documents, the Office staff will receive an email notification:

Alba Garcia uploaded new files to your request for Dokumentacija koju je potrebno priložiti uz obrazac zahtjeva / Enclosures to the application form

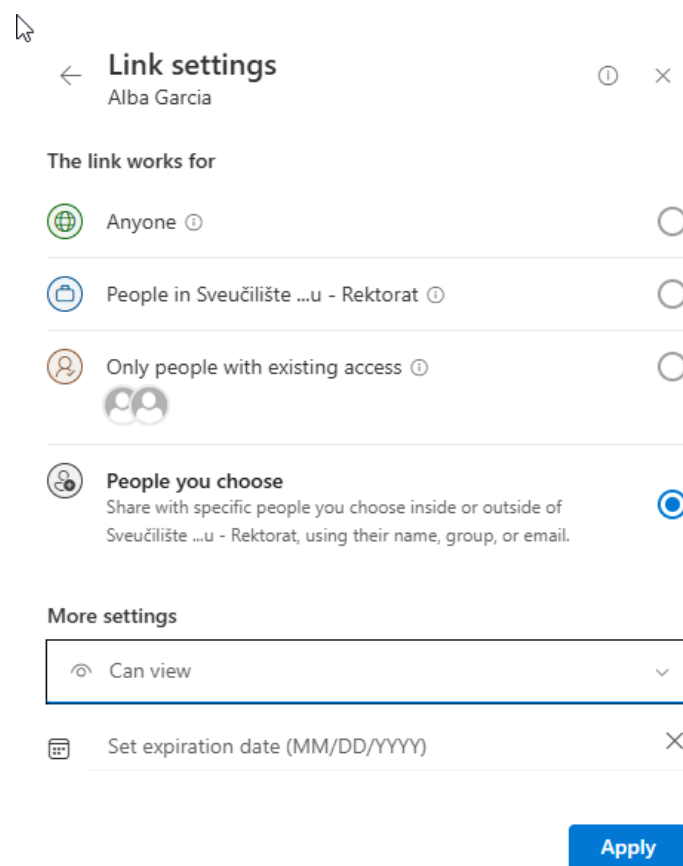
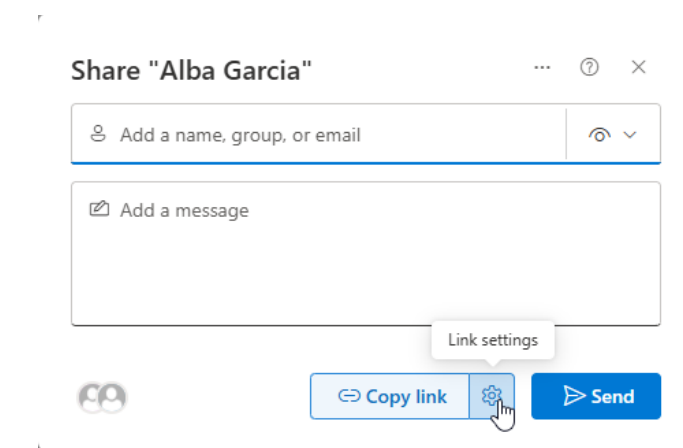
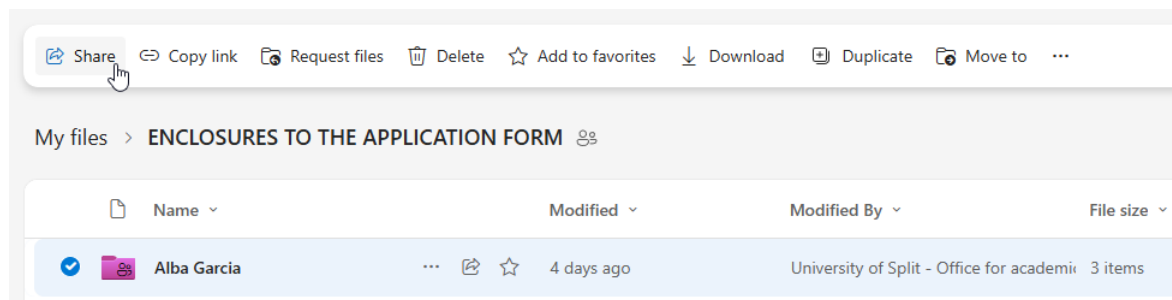


Uploaded documents will be automatically stored in a dedicated OneDrive folder ENCLOSURES TO THE APPLICATION FORM.

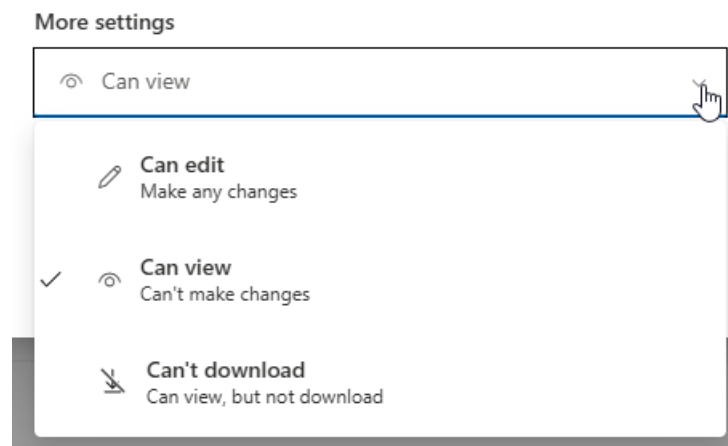
After verifying the uploaded documents, create a new folder, name it after the applicant (for example), and move the corresponding supporting documents into the folder.



The folder can be shared with external collaborators, such as staff members of other constituent units of the University of Split who are responsible for handling the application.

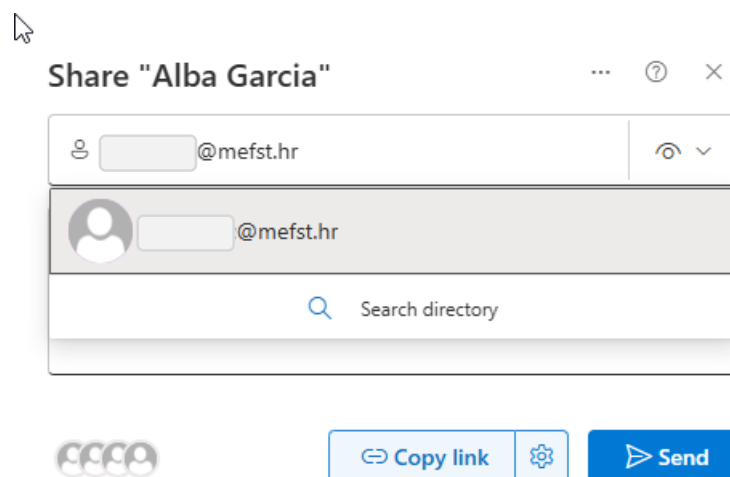


If external collaborators are granted **Edit** permission, they can save documents they create directly to the shared folder, making them immediately available to the staff of the Office for the academic recognition of foreign higher education qualifications.



Access to the shared documents for external collaborators can be restricted by setting an expiration date.

After selecting **People you choose**, enter the official email address of the external collaborators, i.e. the staff members of the University of Split constituent unit responsible for evaluating the application.



They will receive an email notification informing them that the application documents have been shared with them.



**University of Split - Office for
academic recognition of foreign
higher education qualifications
invited you to view a folder**

Here's the folder that University of Split - Office for academic recognition of foreign higher education qualifications shared with you.

 Alba Garcia

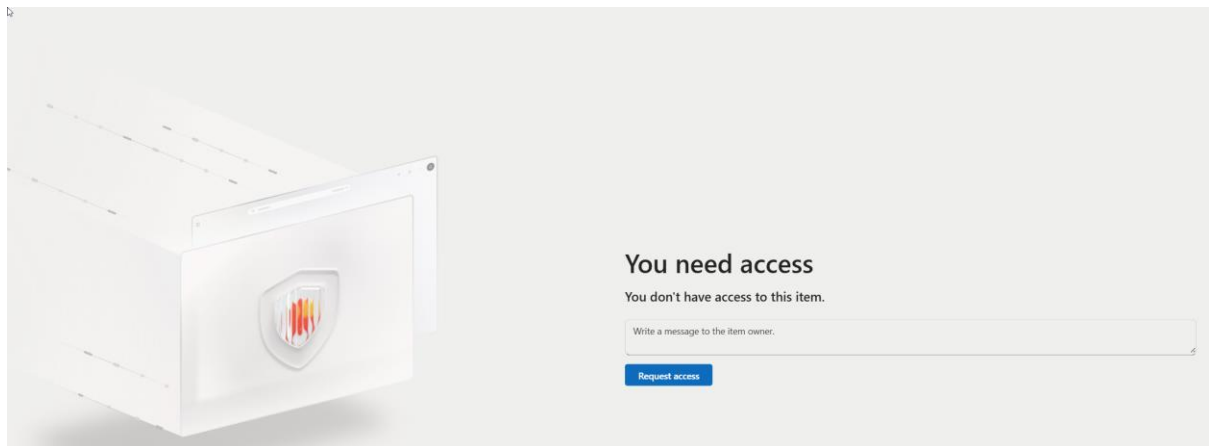
 This invite will only work for you and people with existing access.

Open

Share

To access the folder, users must sign in with their Microsoft account. All employees of the University of Split have a Microsoft account.

Although the **Share** option is available, only users authorised by the folder owner can access the folder. Anyone else attempting to open it will receive the following warning:



Instructions for completing the application form and submitting supporting documents

Information related to **Recognition of a foreign educational qualification - for the purpose of continuing education at the University of Split - academic recognition** can be found in the footer on the website of the University of Split (<https://www.unist.hr/en>).

Link for Office for academic recognition of foreign higher education qualifications is [here](#). The page contains all the information that is important to read before filling out the form **Application for academic recognition of foreign higher qualification**.

Before completing the application form, we recommend that you:

- Prepare all required supporting documents **before** completing the application form, following the instructions provided,
- Name your files using only the Latin alphabet **without** language-specific characters (e.g. č, ć, ž, š, ñ, ö, ü, å), as shown in the examples below:
 - *Official_Grade_Transcript.pdf*
 - *Diploma_Supplement.pdf*

The application form **Application for academic recognition of foreign higher qualification** is adapted to be completed on a computer and on a mobile phone.

The application form contains the following fields. Mandatory fields are marked with an asterisk (*):

INFORMATION ABOUT APPLICANT

- *First Name **
- *Last Name (and birthname) **
- *Date of birth **

The screenshot displays the 'Date of birth' and 'Country of birth' fields. The 'Date of birth' field is active, showing a calendar for June 2026. The calendar has a grid with days of the week (Mon to Sun) and dates (1 to 30). The year 2026 is selected, and the month is June. The 'Country of birth' field is partially visible, showing a dropdown menu with the text 'Go to previous years 2014 - 2025' and a list of years from 2026 to 2037.

- *City and Country of birth **
- *Citizenship **
- *Sex **
- *Street and number **
- *Zip code, City **
- *Country **
- *E-mail **
- *Phone number*

- *Mobile number*
- *OIB (Personal Identification Number) **
- *Address where you want final decision to be delivered **
 - *same as the Applicant's address*
 - *other:*
 - *Name and last name **
 - *Street and number **
 - *Zip code, city, country **
- *Has competent body of Republic of Croatia already issued a decision/conclusion concerning higher qualification to You? (If Your answer is YES, please enclose a copy of the decision/conclusion) *.*

HIGHER EDUCATION QUALIFICATION

- *Original name of higher education institution **
- *Address of higher institution - street and house number, city, country **
- *Web address of higher institution **
- *Higher education program **
- *Form of study * (only one response is allowed):*
 - *full time*
 - *evening courses*
 - *on-line*
 - *other*
- *Original name of higher qualification (npr./for example Diploma, Certifikat) **
- *Type of study *:*
 - *academic*
 - *professional*
- *Official length of study (in years - if required, use a decimal point) **
- *Date of enrolment **
- *Date of finishing the study **
- *Date of acquisition of qualification **
- *Graduation requirements (circle) **
 - *thesis,*
 - *exams*
 - *other*

INSTITUTION WHERE YOU WANT TO CONTINUE YOUR EDUCATION

- *City **
- *Name of the higher education institution where you want to continue your education **
- *Name of the study programme you want to attend **

Once you confirm the completion of the application, you will receive a link for uploading documents at the email address provided in the application.

Please attach the required supporting documents in accordance with the instructions and enter your full name.