

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

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

WORK PACKAGE 3

WP3 - Development and improvement of IT systems for the recognition process of foreign students' HE documents

Progress Report	
Project:	E-Procedure of Institutional Recognition of Foreign Higher Education Documents
Work Package 3:	Development and improvement of IT systems for the recognition process of foreign students' HE documents
Focus Activity:	Programming phase of writing the code for a new IT tool or an upgraded software for the process of recognition of foreign HE documents as an integral part for international students integration into EHEA and partner HEIs
Report Period	April 1, 2025 to December 15, 2025
Prepared by:	

Cooperation with the legal department was the first step. For now, it was decided to add basic information at the footer of main web page of University of Split - unist.hr (version on Croatian language).

EPIR project partners:



UNIVERSITY
OF NOVI SAD



UNIVERSITÀ
POLITECNICA
DELLE MARCHE



ROMANIA
1 DECEMBRIE 1918
UNIVERSITY OF ALINA IULIA



50 years of
University
of Split



REPUBLIC OF SERBIA
Qualifications Agency

Kontakt	Strategija razvoja Sveučilišta u Splitu do 2030.	Sustav osiguravanja kvalitete	Zaštita dostojanstva
Kako do nas	Knjiga standarda	Međunarodna ljetna škola	Zaštita osobnih podataka
Sveučilišna knjižnica u Splitu	Uvjeti korištenja	Sveučilišni udžbenici	GDPR
Studentski centar Splitu	Pravila privatnosti	ST-OPEN	Pravo na pristup informacijama
Centar za savjetovanje i razvoj karijere	Izjava o pristupačnosti	Natječaji	Osoba za informiranje
Centar za psihološku pomoć	Naputak o trošenju sredstava	Javna nabava	Povjerljiva osoba
Ured za studente s invaliditetom	Student servis	Javno savjetovanje	Ured za akademsko priznavanje inozemnih obrazovnih kvalifikacija



Ured za akademsko priznavanje inozemnih obrazovnih kvalifikacija

Sveučilište u Splitu

Ured za akademsko priznavanje inozemnih obrazovnih kvalifikacija

Ruđera Boškovića 31, 21000 Split

tel: 021 558 263

e-mail: ana.skejic@unist.hr

kontakt osoba: Ana Skejić

Web pages (Croatian and English versions) are still in test phase. English version should look like this:

Academic recognition of foreign higher qualification

Recognition of a foreign educational qualification - for the purpose of continuing education at the University of Split - academic recognition

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur.

Application for academic recognition of foreign higher qualification

ENCLOSURES TO THE APPLICATION FORM:

1. Original or the certified copy of the foreign qualification (we do not accept confirmations or substitute documents of foreign qualification).
2. Certified translation of the foreign qualification.
3. Official grade transcript in original, issued by the higher education institution.
4. ...

Notes:

- The process of recognition for the purpose of continuing education (academic) in the Republic of Croatia will not start unless the institution and the city in which the education is to be continued have been registered.
- Upon receipt of your application the University of Split will send you a letter of confirmation.
- ...

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.

Sveučilište u Splitu, Ulica Rudera Boškovića 31, 21000 Split, e-mail: rektorata.unist.hr, OIB: 29845096215

There is a link to fill out the form **Application for academic recognition of foreign higher qualification** which was created in **Office 365 / Microsoft Forms**.

The application form is adapted to be completed on a computer and on a mobile phone.

Obrazac zahtjeva / Application form

Zahtjev za priznavanje inozemne obrazovne kvalifikacije – u svrhu nastavka obrazovanja na Sveučilištu u Splitu – akademsko priznavanje /
Application for academic recognition of foreign higher qualification

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

Osobni podaci podnosioca zahtjeva / Applicant's personal information

1. Ime / First Name *

Enter your answer

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

Enter your answer

3. Datum rođenja / Date of birth *

Please input date (dd/MM/yyyy)

Obrazac zahtjeva / Application form

Zahtjev za priznavanje inozemne obrazovne kvalifikacije – u svrhu nastavka obrazovanja na Sveučilištu u Splitu – akademsko priznavanje /
Application for academic recognition of foreign higher qualification

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

* Required

PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

Osobni podaci podnosioca zahtjeva / Applicant's personal information

1. Ime / First Name *

The following is an example for filling out the form (for the email address a test address is given - leida.rizvan@gmail.com).

Two email messages will be sent to the email address specified in the form: one to confirm receipt of the request and the other with a link to upload documents. This functionality was created with **Office 365 / Power Automate**.

Obrazac zahtjeva / Application form

Zahtjev za priznavanje inozemne obrazovne kvalifikacije - u okviru nastavka obrazovanja na Sveučilištu u Splitu - akademsko priznavanje / Application for academic recognition of foreign higher qualification

When you submit this form, it will not automatically collect your details like name and email address unless you provide it yourself.

** Required*

PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

Osnovni podaci podnositelja zahtjeva / Applicant's personal information:

1. Ime / First Name *

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

3. Datum rođenja / Date of birth *

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

5. Državljanstvo / Citizenship *

6. Spol / Sex *

☒ Žensko / Female

☐ Muško / Male

7. Ulica i broj / Street and number *

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

9. Država / Country *

10. E-pošta / E-mail *

11. Telefonski broj / Phone number

12. Mobilni telefon / Mobile number *

13. OIB / OIB (Personal Identification Number) *

12345678987

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

☒ ista kao adresa podnošitelja 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? *

Ako je Vaš 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

Next

Page 1 of 3

Obrazac zahtjeva / Application form

* Required

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 *

Univerza v Ljubljani

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

Kongresni trg 12, 1000 Ljubljana, Slovenija

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

https://www.uni-lj.si/univerza

19. Naziv studija / Higher education program *

Strojništvo - Projektno aplikativni program

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, Certifikat)* *

diploma

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

diplomirana inženirka strojništva (VS) / dipl. inž. str. (VS)

23. Vrsta studija / *Type of study* *

☒ sveučilišni / *academic*

☐ stručni / *professional*

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

5

25. Datum upisa na studij / *Date of enrollment* *

7/8/2018

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

9/25/2024

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

9/25/2024

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

☒ pisani rad / *thesis*

☐ završni ispit / *exams*

☐ Other

Back Next

Page 2 of 3

Never give out your password. [Reset Email](#)

Obrazac zahtjeva / Application form

* Required

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

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 *

Fakultet elektrotehnike, strojarstva i brodogradnje

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

Strojstvo

BackSubmit

Page 3 of 3

Never give out your password: Bsc2Ld5u0

Microsoft 365

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

Microsoft Forms | AI-Powered surveys, quizzes and polls. [Create my own form](https://create.microsoft.com)

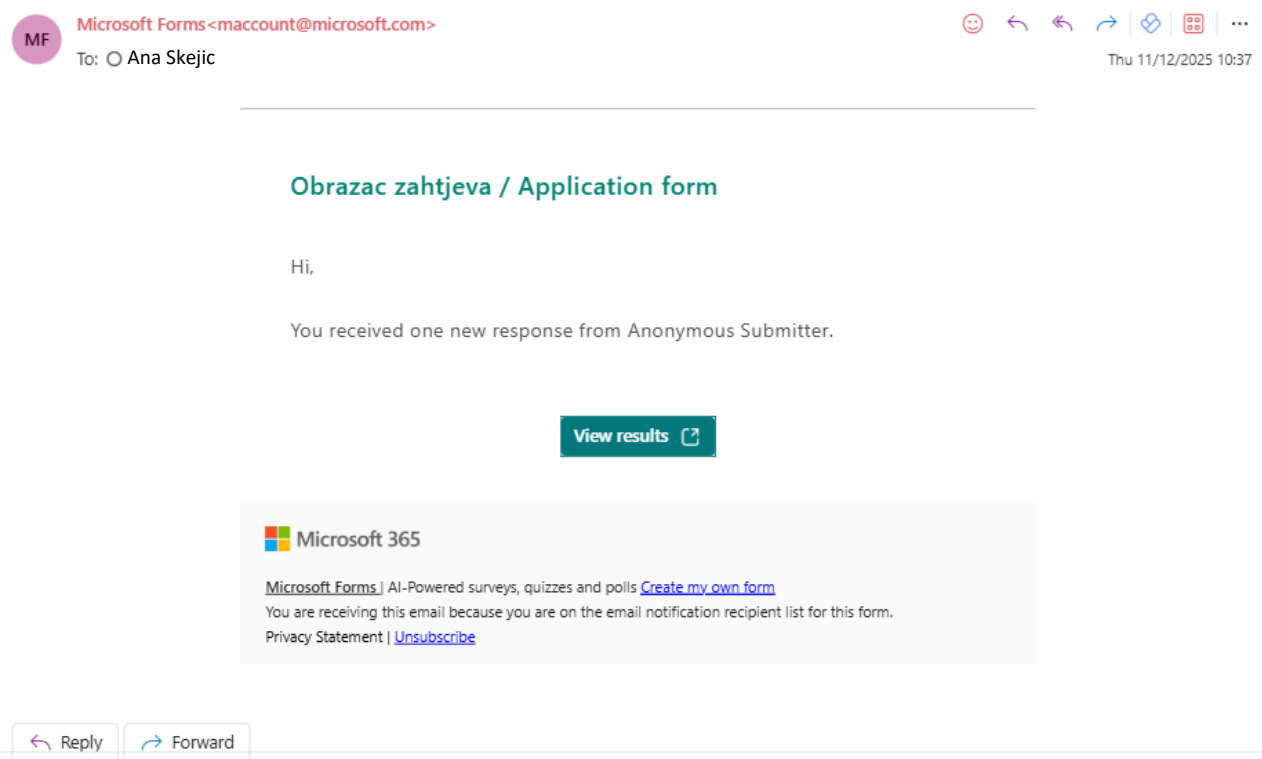
The owner of the form has not provided a privacy statement as to how they will use your response data. Do not provide personal or sensitive information. | [Terms of use](#)



Vaš odgovor je zaprimljen. / Your response was submitted.

[Submit another response](#)

The person in charge of accepting requests will receive an email:



By clicking on **View results**, the details of a completed form can be seen in the Excel table and also as a fulfilled form so there's a possibility to print it or save as a pdf file.

An Excel spreadsheet titled 'Obrazac zahtjeva - Application form'. The spreadsheet contains a table with the following data:

	Start time	Completed time	Email	Name	Sex / First Name	Presopna (i) rojstno p.	Edukacijska raven / Šol	Šol / Šola rojstno	Državljanstvo / Drž	Spol / Sex	Ulica / Ulica / G
1	1										
2	2										
3	3										
4	4										
5	5										
6	6										
7	7										
8	8										
9	9										
10	10										
11	11										
12	12										
13	13										
14	13	11.12.2025 9:59	11.12.2025 10:38 anonymous	Zala	Novak		18.8.1990	Ljubljana, Slovenia	Slovenian	Ženska / Female	Vidmarjeva ul.

Respondent

13

Anonymous

43:01

Time to complete

PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT

Osobni podaci podnosioca zahtjeva / Applicant's personal information

1. Ime / First Name *

Zala

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

Novak

3. Datum rođenja / Date of birth *

18/08/1999



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

Ljubljana, Slovenia

5. Državljanstvo / Citizenship *

Slovenian

6. Spol / Sex *

☒ Žensko / Female

☐ Muško / Male

7. Ulica i broj / Street and number *

Vidmarjeva ulica 7

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

1000 Ljubljana

9. Država / Country *

Slovenia

The person who submitted the request will receive 2 notifications to the email address specified in the request. This functionality was also created with **Office 365 / Power Automate**.

Potvrda primitka vašeg odgovora / Acknowledgment of receipt of your reply

Leida Rizvan

prima ja ▼

Poštovani/poštovana / Dear Sir or Madam, to whom it may concern,

Vaši podaci su zaprimljeni. / Your information has been received.

S poštovanjem / Yours faithfully

Sveučilište u Splitu / University of Split

Ured za akademsko priznavanje inozemnih obrazovnih kvalifikacija / Office for academic recognition of foreign educational qualifications

Rudera Boškovića 31, 21000 Split

Hrvatska / Croatia

Tel.: +385 21 558 263

kontakt osoba: Ana Skejić / contact person: Ana Skejić

e-mail: ana.skejic@unist.hr

Ucitavanje dokumenta / Document upload Pristigla pošta x

Leida Rizvan

prima ja ▼

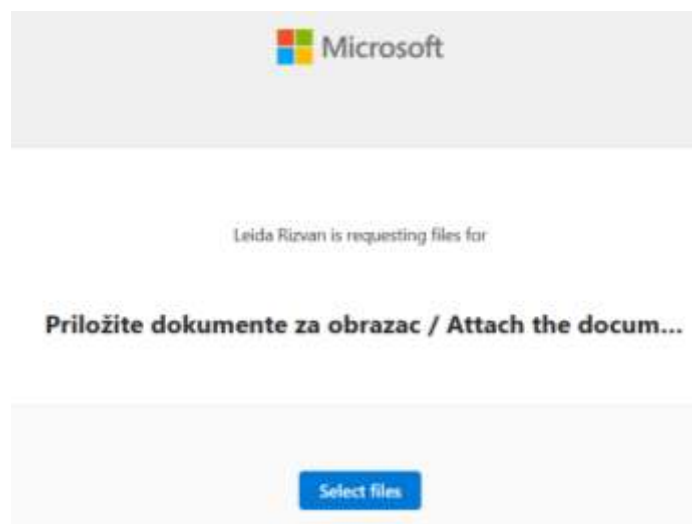
Poštovani / Dear Sir/Madam,

Hvala na ispunjavanju obrasca. / Thank you for filling out the form.

Dokument možete priložiti na sljedećem linku / You can attach the document at the following link:

[Učitavanje dokumenata / Document upload.](#)

By clicking on the link **Učitavanje dokumenata / Document upload**, the following appears:



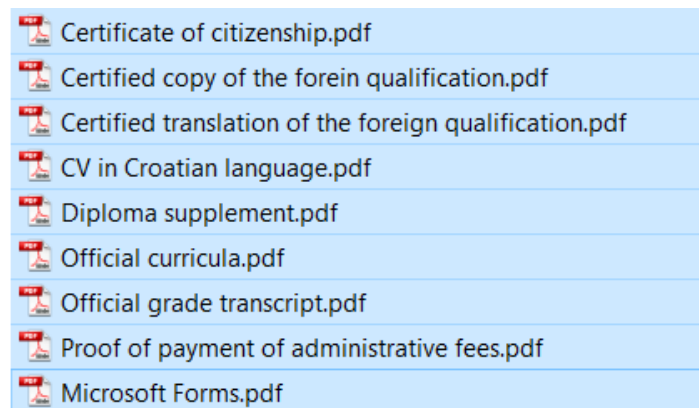
Microsoft

Leida Rizvan is requesting files for

Priložite dokumente za obrazac / Attach the docum...

Select files

By clicking on **Select files** the interface for selecting documentation for upload is open.



Ana Skejic is requesting files for

Priložite dokumente za obrazac / Attach the docum...

A screenshot of a file upload interface. At the top, there is a list of four uploaded files, each with a small red PDF icon and a close button (X) to its right: Certificate of citizenship.pdf, Certified copy of the forein qualification..., Certified translation of the foreign qualifi..., and CV in Croatian language.pdf. Below the list is a link that says "+ Add more files" and a status indicator that says "Total 9 files, 430 KB". Below this, there are two input fields: "First name *" with the value "Zala" and "Last name *" with the value "Novak".

Upload



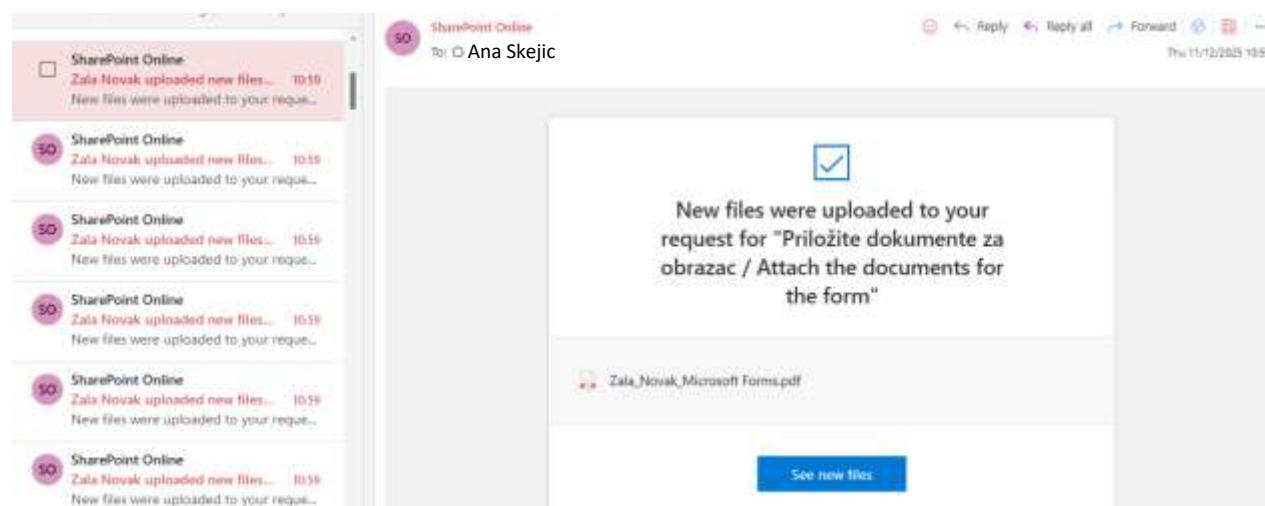
Finished uploading

We'll let Leida Rizvan know that you uploaded files.

Upload more

However, although there is a possibility to upload documents, our legal department is not agree with that. Legal department's position is that all documents must be original and that should be submitted personally.

The person in charge of receiving the documentation will receive an email:



Documents uploaded by the requester will automatically be stored in a folder within the **OneDrive** of the person receiving the requests

My files > Inozemne diplome - dokumenti						
Name	Modified	Modified By	File size	Sharing	Activity	
Zala_Novak_Certificate of citizenship.pdf	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Certified copy of the foreign qualific...	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Certified translation of the foreign ...	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_CV in Croatian language.pdf	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Diploma supplement.pdf	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Microsoft Forms.pdf	2 minutes ago	Gost suradnik	190 KB	Private		
Zala_Novak_Official curricula.pdf	3 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Official grade transcript.pdf	2 minutes ago	Gost suradnik	30,0 KB	Private		
Zala_Novak_Proof of payment of administrative ...	2 minutes ago	Gost suradnik	30,0 KB	Private		

The folder can be shared with other people involved in the approval process. Depending on the type of study program, it is possible to grant access rights to authorized professors or employees of the Agency for Science and Higher Education.



There is in Office 365 additional **security measures** that can be achieved by:

- using MFA (Multi-Factor Authentication),
- setting rules for external sharing,
- using the Require sign-in option,
- setting an expiration date for the link,
- adding password protection for an additional layer of security.
- ...

However, sharing is also challenge because Legal department's position is that is not appropriate for Academic recognition of foreign higher qualification's process.