

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:	Testing in which the programming phase is put through a series of structured tests at each partner (unit, system and user acceptance tests)
Report Date	15 April 2026
Prepared by:	University of Split Information infrastructure office Leida Rizvan

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

Introduction

The objective of the project was to leverage the Microsoft 365 platform to enhance the procedure for the recognition of foreign higher education qualifications for the purpose of continuing studies at the University of Split.

A further objective was to improve the accessibility of information related to this procedure on the English version of the University of Split website by providing clear guidance, an online application form, and the possibility for applicants to upload all required supporting documents electronically.

Administrative staff responsible for processing applications will create a dedicated electronic folder for each individual case. Depending on the type of study programme, access rights will be assigned to the authorised academic staff involved in the evaluation process or, where applicable, to authorised staff members of the Agency for Science and Higher Education.

While the implemented solution does not provide full process automation, it represents a substantial step towards the digitalisation of the recognition procedure. Compared with the previous workflow, which relied entirely on paper-based documentation, the new solution significantly improves document management, accessibility, and collaboration among all stakeholders involved in the process.

Testing Overview

- **Testing objectives**
 - Easy access to the required information on the official University website,
 - A user-friendly application form that can be completed on both desktop computers and mobile devices,
 - Immediate confirmation to applicants that their application has been successfully submitted,
 - Instant availability of submitted data to the staff responsible for processing applications,
 - A secure web interface for uploading supporting documents,
 - Simple and secure sharing of application documentation with external collaborators.
- **Scope of testing:**
 - Web pages,
 - Microsoft Forms,
 - Power Automate flows,
 - Simple and secure document sharing with internal and external collaborators,
 - access permissions.

Testing Approach and Methodology

- **Types of testing performed:**
 - Easy access to information,
 - An intuitive user interface,
 - A clear overview of the collected data,
 - Protection of the confidentiality of personal data and documents.
- **Testing environment:**
 - Standard computers used by employees and end users, including mobile devices.
- **Participants involved:**
 - Staff members of the Office for the Academic Recognition of Foreign Higher Education Qualifications will receive an email notification,
 - External collaborators
 - International students undertaking a traineeship

Key Functionalities Tested

- Protection of the confidentiality of personal data and documents.

Results of Testing

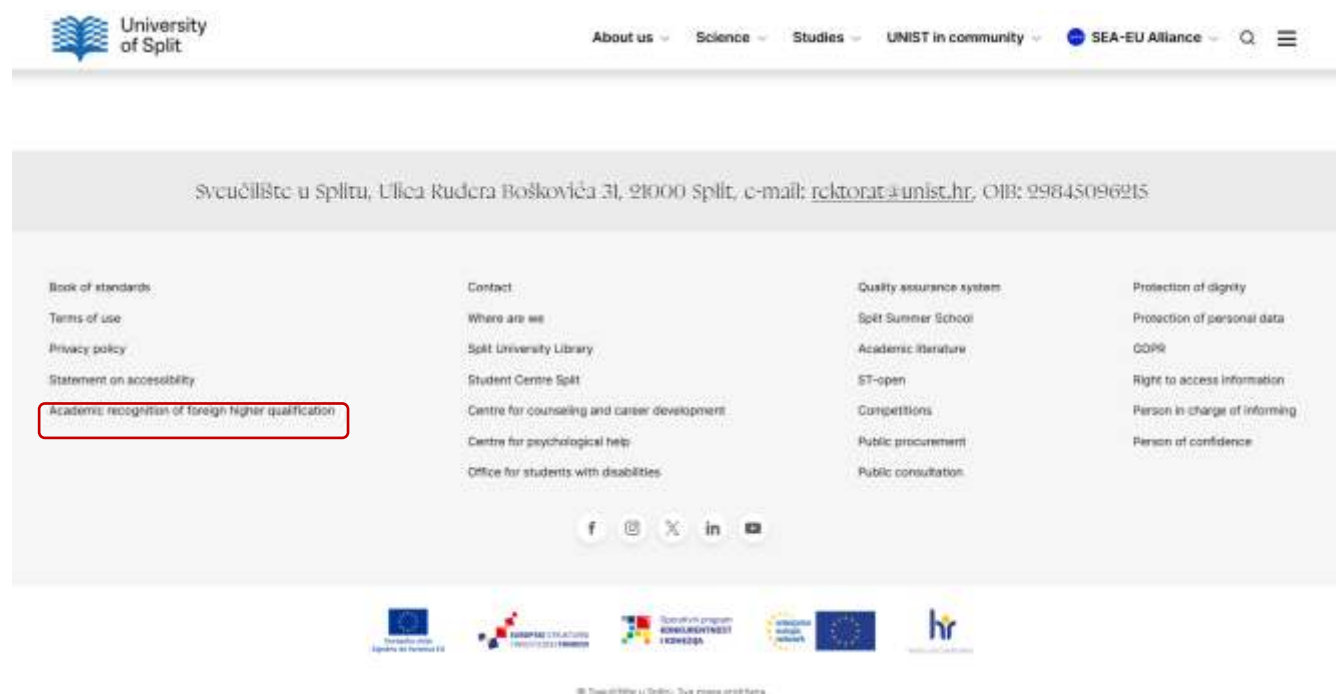
- Overall assessment: successful.

Conclusion:

- Since the entire process had previously been paper-based, the implementation of this solution represents a significant step towards the digitalisation of the procedure.

Appendix

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**.





IMPORTANT INSTRUCTIONS AND NOTES BEFORE FILLING OUT THE FORM:

- The recognition process for the purpose of continuing education (academic) in the Republic of Croatia will not begin 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.
- Should any document be missing the Office will send you a written request to enclose it.
- If you fail to submit any of the requested documents, a written explanation should be enclosed stating the reason and time to expect it.
- 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.
- It is not required to translate documents issued in English, Bosnian and Serbian language (in Latin alphabet)
- We accept certified copies made by authorized public notary.
- We accept certified translations only made by court interpreters certified for the language in which the qualification is issued.
- Applicants that completed their higher education in former SSSR, Romania and Albania are required to enclose the original qualification.
- Official grade transcripts from USA, Canada and Australia must be submitted in a sealed envelope.
- On your formal request, if the application is complete, University of Split will issue a formal confirmation that the process of recognition is in progress.



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. Certified translation of the official grade transcript.
5. Official curricula with course of study and short content of each subject (issued from higher institution or printed from official web site of institution) in original and translated (no certified translation required).
6. List of admission requirements. If the official version does not exist, write yourself.
7. Diploma supplement in original if any.
8. 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. Certificate of citizenship (uncertified copy of the certificate or passport) certificate of refugee status or status of exile.
10. Proof of payment of administrative fees.
11. Copy of the marriage certificate or official decision of the competent authority for those applicants who changed their first and/or last name.
12. One copy of all enclosed documents including the application form, except official curricula.
13. Those candidates applying for recognition of Master degrees must enclose one (1) copy (paper, on floppy disk or CD) of their master thesis and certified copy of previously acquired higher qualification(s), if any.

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.

Application for academic recognition of foreign higher qualification

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 desktop view of the application form is displayed within a browser window. The title 'Obrazac zahtjeva / Application form' is at the top. Below it, the purpose of the form is stated in both Croatian and English. A note informs the user that details are not automatically collected. A section titled 'PODACI O PODNOSITELJU ZAHTEVA / INFORMATION ABOUT APPLICANT' follows, with a sub-header for personal information. The form includes three required fields: '1. Ime / First Name', '2. Prezime (i rođeno prezime) / Last Name (and birthname)', and '3. Datum rođenja / Date of birth'. Each field has a text input area and a calendar icon for date selection. The background features a faint watermark of the University of Split logo.

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 podnositelja 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)

The mobile view of the application form is shown on a smartphone screen. The layout is adapted for a smaller screen, with the title and purpose of the form at the top. The same note about data collection is present. The section for applicant information is followed by the first required field, '1. Ime / First Name'. The background watermark of the University of Split logo is also visible.

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 podnositelja 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).

li

Obrazac zahtjeva / Application form

Zahtjev za priznavanje ispravne 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

Osnovni 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 *

2/18/2002

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

Granada

5. Državljanstvo / Citizenship *

Spanish

6. Spol / Sex *

☒ Ženka / Female

☐ Muško / Male

7. Ulica i broj / Street and number *

C. Arriola 5

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

19001, Granada

9. Država / Country *

Spain

10. E-pošta / E-mail *

leida.rizvan@gmail.com

Sveučilište
u Splitu
University
of Split

11. Telefonski broj / Phone number

Enter your answer

12. Mobilni telefon / Mobile number

Enter your answer

13. OIB / OIB (Personal Identification Number) *

123456789

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

☒ Iste kao adresa podnošenja 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 čje 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 u ostalom dokumentu. / If Your answer is YES, please attach a copy of the decision/conclusion

☐ da / yes

☒ ne / no

Next

Page 1 of 2

Obrazac zahtjeva / Application form

* Required

INOZEMNA OBRAZOVNA KVALIFIKACIJA / HIGHER EDUCATION QUALIFICATION

Podaci o stečenoj inozemnoj obrazovnoj kvalifikaciji sa kojom 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 *

Av. del Hospino, 1, Albalcín, 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

20. Način studiranja / Form of study *

☒ redovno / Full time

☐ redoviti / evening courses

☐ simulni / on-line

☐ Other

12.

21. Naziv izvorne obrazovne kvalifikacije na izvornoj jeziku / Original name of higher qualification (not, for example, Diploma, Certificate) *

Diploma

22. Stečeni naziv na izvornoj jeziku / Academic title in original language (not, e.g., Bachelor of ..., Magister der ..., Licenciado en ..., PhD in ...)

Magister der ...

23. Vrsta studija / Type of study *

☒ sveučilni / academic

☐ stručni / professional

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

4.5

25. Datum upisa na studij / Date of enrolment *

1/4/2021

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

1/29/2024

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

1/21/2026

13.

28. Uvjeti stjecanja izvorne obrazovne kvalifikacije (zadaci) / Graduation requirements (tasks) *

☒ pisani rad / thesis

☐ završni ispit / exams

☐ Other

Back Next

Page 2 of 4

Never give out your password. [Report abuse](#)

14.

Obrazac zahtjeva / Application form

* Required

INSTITUCIJA ZA NASTAVAK OBRAZOVANJA / INSTITUTION WHERE YOU WANT TO CONTINUE YOUR EDUCATION

Ime i naziv institucije 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 *

Univerzitetka akademija

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

Specijalist

Back Next

Page 3 of 4

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 **Microsoft 365**

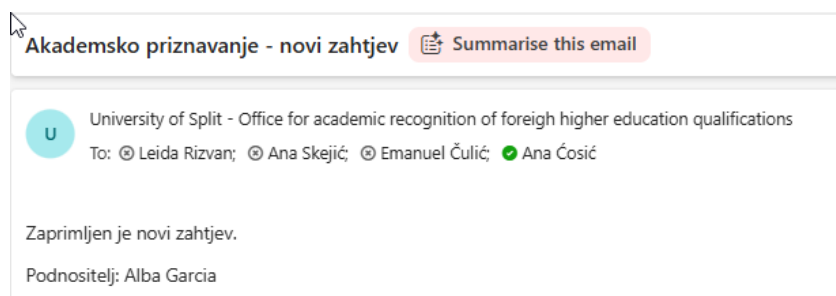
This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy practices or the security of the data you submit. Please give out your password.

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People employed in the Office for academic recognition of foreign higher education qualifications will receive email message:



The data from the form can be viewed in an Excel spreadsheet:

Ime / First Name	Prezime / rođeno ime / Last Name	Datum rođenja / Date of Birth	Državljanstvo / Citizenship	Spol / Sex	Ulica i broj / Street	Poljanski broj i naziv / Postal code and name	Država / Country	E-pošta / E-mail	Telefonski broj / Phone number
Alba	Garcia	18.2.2002	Granada	Spanish	Žensko / Female	C. Arriola 3	18001, Granada	Spain	leida.rizvan@gmail.com

Each individual request can be printed:

17. 07. 2025. 12:36 Obrascac zahtjeva / Application form

[View results](#)

Respondent
Anonymous

41:28
Time to complete

PODACI O PODNOSITELJU ZAHTJEVA / INFORMATION ABOUT APPLICANT
Ostali podaci podnosioca 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 *

<https://forms.dot.microsoft.com/Design/DesignPageV2.aspx?src=orig&shell&src=NavPortalPage&subpage=design&id=6abce74de454a0f6b8f6f6e5d370e1a2&src=FUGZVYUUFyDT1ASQzVOTE8RMEgKND&...> 1/8

To the email address provided in the form will be sent a message confirming receipt of the request and also a link for uploading documents.

Potvrda primitka Vaseg odgovora / Acknowledgment of receipt of Your reply

 **University of Split - Office for academic recognition of foreign higher education qualifications** <academic.recognition@unizg.hr>
prima ja

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

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

Prateću dokumentaciju možete priložiti na sljedećoj poveznici / You can attach the accompanying documentation at the following link
[Učitavanje dokumenata / Document upload](#)

S poštovanjem / Yours faithfully

Sveučilište u Splitu / University of Split
Ured za akademsko priznavanje inozemnih obrazovnih kvalifikacija /
Office for academic recognition of foreign higher education qualifications

Page for upload documents:

University of Split - Office for academic recognition of foreign higher education qualifications is requesting files for

Dokumentacija koju je potrebno priložiti uz obraza...

Select files

University of Split - Office for academic recognition of foreign higher education qualifications is requesting files for

Dokumentacija koju je potrebno priložiti uz obraza...

Certificate.pdf	×
CV.pdf	×
Diploma.pdf	×

+ Add more files Total 3 files - 96.2 KB

First name * Last name *

Alba Garcia

Upload

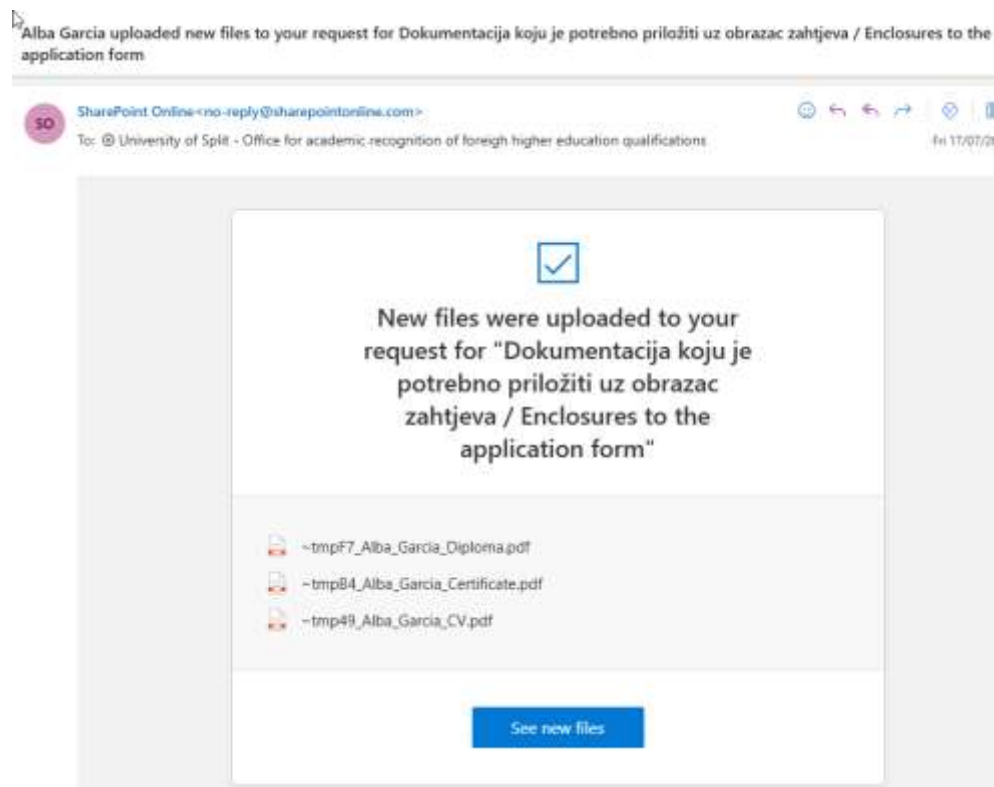


Finished uploading

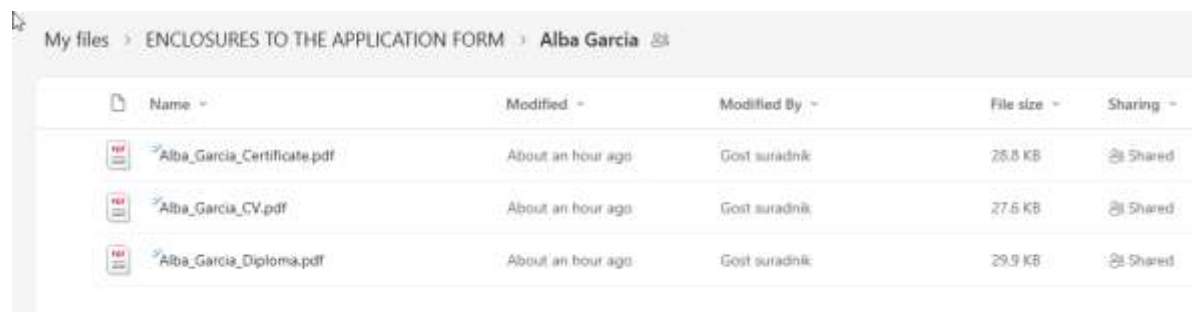
We'll let University of Split - Office for academic recognition of foreign higher education qualifications know that you uploaded files.

Upload more

People employed in the Office for academic recognition of foreign higher education qualifications will receive email message:



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



The folder can be shared with other people involved in the approval process.

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.
- ...