

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

Implementation 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
Activity 5	Presentation of the final version of the solution to the staff members of the Office for the Academic Recognition of Foreign Higher Education Qualifications and external collaborators, followed by the implementation of the new solution, the preparation of user documentation, and user training.
Report Period	March 1, 2026 to June 30, 2026
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EPIR project partners:



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Introduction

To improve the procedure for the recognition of foreign higher education qualifications for the purpose of continuing studies at the University of Split, the project leveraged the tools available in Microsoft 365. Access to the Microsoft 365 environment is provided to public higher education institutions and public research institutes in Croatia by the Ministry of Science, Education and Youth.

Overview of the Implemented System

Access to information on the procedure for the recognition of foreign higher education qualifications for the purpose of continuing studies at the University of Split has been improved on the [English version of the University website](#). Clear guidance, an [online application form](#), and the possibility for applicants to upload all required supporting documents electronically are now available.

The administrative staff responsible for processing applications were provided with guidance on creating a dedicated electronic folder for each individual case and on sharing that folder with external collaborators involved in the evaluation process, depending on the type of study programme to which the applicant is seeking admission.

Implementation Activities

Following testing, during which staff members of the Office for the Academic Recognition of Foreign Higher Education Qualifications, external collaborators, and international students undertaking a traineeship tested the solution, implementation proceeded relatively smoothly.

The following project objectives were successfully achieved:

- Easy access to the required information on the official University website.
- A user-friendly online application form that can be completed on both desktop computers and mobile devices.
- Immediate confirmation of successful application submission.
- Instant availability of submitted application 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.

Conclusion

The implemented solution represents a significant improvement for both applicants and the staff responsible for processing applications.

Should the University of Split become an integrated institution in the future, all staff involved in processing applications would belong to the same organisation. This would allow even greater use of Microsoft 365, particularly by enhancing security, facilitating collaboration, and enabling more efficient monitoring of the status of individual applications.