

OPIS POSTUPKA PRIZNAVANJA INOZEMNE VISOKOŠKOLSKE KVALIFIKACIJE

Sva potrebna dokumentacija za priznavanje inozemne visokoškolske kvalifikacije i razdoblja studija koja se mora priložiti uz Zahtjev za priznavanje, navedena je sa dodatnim objašnjenjima na stranici 4. i s napomenama na stranici 5 . Zahtjeva. (Treba paziti na to koje isprave moraju biti predane u izvorniku ili ovjerenoj kopiji – ovjerena kod javnog bilježnika u Republici Hrvatskoj).

Nadalje, sukladno *Pravilniku o visini naknade za troškove postupaka priznavanja i vrednovanja, načinu raspodjele naknade, oslobođenja od plaćanja naknade te drugim pitanjima troškova postupka (N.N. 85/2023)* potrebno je uplatiti iznos od **60,00 EUR-a** za troškove priznavanja diplome na sljedeći račun:

OTP BANKA d.d., Domovinskog rata 61, 21000 Split
IBAN HR0524070001100578938, Model 00, poziv na broj **04-03-25**
(SWIFT - OTPVHR2X - ukoliko plaćanje vršite iz inozemstva)

sa naznakom da se plaćanje vrši u svrhu priznavanja inozemne visokoškolske kvalifikacije.

U opis plaćanja se unosi Vaš OIB.

Zahtjev i dokumentaciju je potrebno dostaviti na adresu: **Sveučilište u Splitu, Ruđera Boškovića 31, 21000 Split** putem pošte ili donijeti osobno (protokol, IV. kat ili soba 3.8, III. kat).

Nakon pregleda zahtjeva i dostavljene dokumentacije ista se šalje fakultetu/odjelu u Splitu na kojem se nastavlja studij na daljnji postupak.

Prema *Pravilniku Sveučilišta u Splitu o akademskom priznavanju inozemnih visokoškolskih kvalifikacija i razdoblja studija*, Sveučilište u Splitu u roku od **15** dana od dana zaprimanja urednog zahtjeva isti dostavlja nadležnoj Umjetničkoj akademiji u Splitu, a vijeće Akademije u roku od **60** dana od dana zaprimanja zahtjeva od Sveučilišta u Splitu donosi konačno rješenje o zahtjevu koje dostavlja stranci direktno, a Sveučilištu na znanje.

Posebno naglašavam da **postupak ne može službeno započeti dok sva potrebna dokumentacija ne bude predana.**

Također napominjem da se **za sve informacije vezane za studijski program kojega želite upisati (postupak upisa, uvjeti, rokovi i sl.) morate obratiti direktno sastavnici Sveučilišta u Splitu na kojem želite nastaviti Vaše obrazovanje.**

DESCRIPTION OF THE PROCEDURE FOR RECOGNITION OF FOREIGN HIGHER EDUCATION QUALIFICATIONS

All required documentation for the recognition of foreign higher education qualifications and study periods, which must be submitted along with the Recognition Request, is listed with **additional explanations on page 4 and with notes on page 5 of the request form**. (Please pay attention to which documents must be submitted in their original form or as a certified copy—certified by a notary public in the Republic of Croatia).

Furthermore, in accordance with the Regulation on the Amount of Fees for the Costs of Recognition and Evaluation Procedures, the Manner of Fee Distribution, Fee Exemptions, and Other Cost-Related Matters (Official Gazette 85/2023), a fee of €60.00 must be paid for the diploma recognition process to the following account:

OTP BANKA d.d., Domovinskog rata 61, 21000 Split

IBAN: HR0524070001100578938, Model: 00, Reference Number: 04-03-25

(SWIFT: OTPVHR2X – for international payments)

The payment should be made with the purpose specified as "Recognition of a Foreign Higher Education Qualification."

When making the payment, please enter your OIB (Personal Identification Number) in the payment description.

The request and supporting documentation must be submitted to the following address:

University of Split, Ruđera Boškovića 31, 21000 Split, either by mail or in person (protocol, 4th floor, or Room 3.8, 3rd floor).

Once the request and submitted documentation are reviewed, they will be forwarded to the relevant faculty/department in Split for further processing.

According to the University of Split Regulations on the Academic Recognition of Foreign Higher Education Qualifications and Study Periods, the University of Split forwards a complete request to the competent Academy of Arts in Split within 15 days of receipt. The Academy Council then makes a final decision on the request within 60 days from the date of receipt from the University of Split. The final decision is sent directly to the applicant and to the University for record-keeping purposes.

Please note that the procedure **cannot officially begin until all required documentation has been submitted**.

Additionally, for any information regarding the study program you wish to enroll in (admission process, requirements, deadlines, etc.), you must contact the respective faculty or department of the University of Split directly.