

Temeljem članka 2. stavka 2. točke 6. i članka 57. stavka 6. Zakona o visokom obrazovanju i znanstvenoj djelatnosti (Narodne novine br. 199/22) i članka 22. Statuta RIT Croatia, uz suglasnost Vijeća veleučilišta, dekanica RIT Croatia dr.sc. Irena Guszak dana 19. travnja 2024. donosi

Pursuant to the Article 2 paragraph 2 item 6 and Article 57 paragraph 6 of the Law on Higher Education and Scientific Activity (Official Gazette no. 199/22) and the Article 22 of the Statute of RIT Croatia, with the approval of the Academic Senate, President and Dean of RIT Croatia Irena Guszak, PhD, on April 19th 2024 adopts

PRAVILNIK O CJELOŽIVOTNOM OBRAZOVANJU RIT CROATIA

RULEBOOK ON LIFELONG LEARNING AT RIT CROATIA

Opće odredbe

General provisions

Članak 1.

Article 1

(1) Ovim Pravilnikom o cjeloživotnom obrazovanju (u daljnjem tekstu: "Pravilnik") uređuje se sustav cjeloživotnog obrazovanja RIT Croatia, vrste programa cjeloživotnog obrazovanja, zadaci i sastav Povjerenstva za cjeloživotno obrazovanje, postupak uvođenja i vrednovanja programa cjeloživotnog obrazovanja, izdavanje potvrda te osiguravanje kvalitete cjeloživotnog obrazovanja.

(1) This Rulebook on Lifelong Learning (hereinafter: "Rulebook") regulates the lifelong learning system of RIT Croatia, the types of lifelong learning programs, the tasks and the composition of the Lifelong Learning Committee, the procedure for the implementation and evaluation of lifelong learning programs, issuance of certificates and quality assurance of lifelong learning.

(2) Izrazi koji se koriste u ovom Pravilniku, a imaju rodno značenje, koriste se neutralno i odnose se jednako na muški i ženski rod.

(2) Terms used in this Rulebook that have gender implications are used neutrally and refer equally to both male and female genders.

Vrste programa cjeloživotnog obrazovanja

Types of lifelong learning programs

Članak 2.

Article 2

(1) Programi cjeloživotnog obrazovanja su različiti obrazovni programi koji se ne smatraju studijskim programima, a temelje se na načelima cjeloživotnog obrazovanja.

(1) Lifelong learning programs are various educational programs which are not considered as study programs and are based on the principles of lifelong learning.

(2) Programi cjeloživotnog obrazovanja mogu biti formalni, neformalni i informalni, a mogu se izvoditi sa ili bez stjecanja ECTS bodova.

(2) Lifelong learning programs can be formal, non-formal and informal and can be carried out with or without the acquisition of ECTS points.

(3) Programi cjeloživotnog obrazovanja koji se izvode s ECTS bodovima moraju uključivati provjeru znanja radi utvrđivanja postizanja planiranih ishoda učenja.

(3) Lifelong learning programs carried out with the acquisition of ECTS points must include an examination to determine the achievement of the planned learning outcomes.

Članak 3.

(1) Programi koji se izvode s mogućnošću stjecanja ECTS bodova (formalni programi) su:

- a) programi usavršavanja s ECTS bodovima usklađeni s Hrvatskim kvalifikacijskim okvirom (HKO),
- b) programi usavršavanja s ECTS bodovima,
- c) razlikovni programi,
- d) programi stjecanja znanja, vještina i kompetencija u okviru akreditiranog studijskog programa.

(2) Programi koji se izvode bez mogućnosti stjecanja ECTS bodova (neformalni i informalni programi) su:

- a) programi usavršavanja bez ECTS bodova,
- b) drugi programi bez ECTS bodova.

Programi usavršavanja s ECTS bodovima usklađeni s HKO-om

Članak 4.

(1) Programi usavršavanja s ECTS bodovima usklađeni s HKO-om temelje se na jednom ili više skupova ishoda učenja koji su upisani u Registar HKO-a.

(2) Skupovi ishoda učenja koji se mogu koristiti kao temelj programa usavršavanja s ECTS bodovima usklađenog s HKO-om moraju imati razinu HKO 5 ili višu razinu.

(3) Programi usavršavanja s ECTS bodovima usklađeni s HKO-om nose najmanje 1 ECTS bod, a najviše 30 ECTS bodova.

(4) Programe usavršavanja s ECTS bodovima usklađene s HKO-om mogu upisati pristupnici koji su prethodno završili najmanje četverogodišnje srednjoškolsko obrazovanje, odnosno posjeduju

Article 3

(1) The programs which are carried out with the possibility to obtain ECTS points (formal programs) are:

- a) training programs with ECTS points aligned with the Croatian Qualifications Framework (CQF),
- b) training programs with ECTS points,
- c) differential programs,
- d) programs for the acquisition of knowledge, skills and competences within an accredited study program.

(2) Programs which are implemented without the possibility to obtain ECTS points (non-formal and informal programs) are:

- a) training programs without ECTS points,
- b) other programs without ECTS points.

Training programs with ECTS points aligned with the CQF

Article 4

(1) Training programs with ECTS points aligned with the CQF are based on one or more sets of learning outcomes recorded in the CQF Registry.

(2) The sets of learning outcomes that can be used as the basis of the training program with ECTS points aligned with the CQF must have a CQF level 5 or higher.

(3) Training programs with ECTS points aligned with the CQF carry at least 1 ECTS point and at most 30 ECTS points.

(4) Training programs with ECTS points aligned with the CQF can be enrolled by candidates who have previously completed at least four years of upper secondary education or who hold a qualification defined as a prerequisite for the

kvalifikaciju definiranu kao preduvjet za upis određenog skupa ishoda učenja na kojem se program temelji.

admission to the specific set of learning outcomes on which the program is based.

Programi usavršavanja s ECTS bodovima

Training programs with ECTS points

Članak 5.

Article 5

(1) Programi usavršavanja s ECTS bodovima mogu biti organizirani u formi predavanja, seminara, tečajeva, radionica, edukacija i drugim sličnim formama.

(1) Training programs with ECTS points may be organized in the form of lectures, seminars, courses, workshops, education and other similar forms.

(2) Programi usavršavanja s ECTS bodovima nose najmanje 1 ECTS bod, a najviše 30 ECTS bodova.

(2) Training programs with ECTS points carry at least 1 ECTS point and at most 30 ECTS points.

(3) Programe usavršavanja s ECTS bodovima mogu upisati pristupnici koji su prethodno završili najmanje četverogodišnje srednjoškolsko obrazovanje.

(3) Training programs with ECTS points may be enrolled by candidates who have previously completed at least four years of upper secondary education.

Razlikovni programi

Differential programs

Članak 6.

Article 6

(1) Razlikovni programi su programi koje pristupnici pohađaju u svrhu promjene studija odnosno upisa na studij, dovršetka ranije započetog studija i priznavanja kompetencija stečenih izvan studija, a koje su uvjet za upis na studij.

(1) Differential programs are programs attended by candidates for the purpose of study enrollment or study program transition, completion of previously started study programs and recognition of competences acquired outside studies, which are a prerequisite for enrollment.

(2) Razlikovni programi mogu imati najmanje 30 ECTS bodova, a najviše 60 ECTS bodova.

(2) Differential programs carry at least 30 ECTS points and at most 60 ECTS points.

(3) Razlikovni programi se mogu provoditi i u okviru postojećih studijskih programa i bez izvođenja nastave, polaganjem ispita predviđenih programom.

(3) Differential programs may be carried out within existing study programs and without teaching, by passing the program examinations.

(4) Razlikovne programe mogu upisati pristupnici koji su prethodno završili najmanje četverogodišnje srednjoškolsko obrazovanje.

(4) Candidates who have previously completed at least four years of upper secondary education may enroll in the differential programs.

Programi stjecanja znanja, vještina i kompetencija u okviru akreditiranog studijskog programa

Programs for the acquisition of knowledge, skills and competences within an accredited study program

Članak 7.

(1) Stjecanje znanja, vještina i kompetencija u okviru akreditiranog studijskog programa je oblik cjeloživotnog obrazovanja u kojem pristupnici koji nemaju nužno formalan status studenta mogu upisati i polagati ispite na pojedinim predmetima ili modulima u okviru postojećeg akreditiranog studijskog programa.

(2) Pripisnici stječu ECTS bodove propisane studijskim programom za predmete koje su položili.

(3) Programe stjecanja znanja, vještina i kompetencija u okviru akreditiranog studijskog programa mogu upisati pristupnici koji su prethodno završili najmanje četverogodišnje srednjoškolsko obrazovanje, odnosno koji posjeduju kvalifikaciju definiranu kao preduvjet za upis određenog programa.

Programi usavršavanja bez ECTS bodova

Članak 8.

(1) Programi usavršavanja bez ECTS bodova mogu biti organizirani u formi predavanja, seminara, tečajeva, radionica, edukacija i drugim sličnim formama.

(2) Pravila upisa i pohađanja programa iz stavka 1. ovog članka ovise o pojedinom programu i propisana su programom.

Drugi programi bez ECTS bodova

Članak 9.

(1) Drugim programima bez ECTS bodova smatraju se oni programi koji spadaju u programe cjeloživotnog obrazovanja, ali se ne mogu svrstati u neku od ostalih kategorija programa iz ovog Pravilnika.

Article 7

(1) The acquisition of knowledge, skills and competences through an accredited study program is a form of lifelong learning in which candidates who do not necessarily have formal student status can enroll and take exams in individual courses or modules within an existing accredited study program.

(2) Candidates earn the ECTS points prescribed by the study program for the courses they have completed.

(3) Programs for the acquisition of knowledge, skills and competences within an accredited study program may be enrolled by candidates who have previously completed at least four years of upper secondary education, or who hold a qualification defined as a prerequisite for admission to a particular program.

Training programs without ECTS points

Article 8

(1) Training programs without ECTS points may be organized in the form of lectures, seminars, courses, workshops, education and other similar forms.

(2) The rules for enrollment and attendance in the programs referred to in paragraph 1 of this Article are program-specific and will be prescribed by the program.

Other programs without ECTS points

Article 9

(1) Other programs without ECTS points are those which are a part of lifelong learning program but which cannot be classified in any of the other categories of programs referred to in this Rulebook.

(2) The rules for enrollment and attendance in the programs referred to in paragraph 1 of this Article

(2) Pravila upisa i pohađanja programa iz stavka 1. ovog članka ovise o pojedinom programu i propisana su programom.

are program-specific and will be prescribed by the program.

Povjerenstvo za cjeloživotno obrazovanje

Lifelong Learning Committee

Članak 10.

Article 10

(1) Povjerenstvo za cjeloživotno obrazovanje je tijelo koje provodi postupke uvođenja i vrednovanja programa cjeloživotnog obrazovanja na RIT Croatia, skrbi o osiguravanju kvalitete programa cjeloživotnog obrazovanja, te obavlja druge poslove vezane uz sustav cjeloživotnog obrazovanja propisane ovim Pravilnikom.

(1) The Lifelong Learning Committee is the body that carries out the procedures for the implementation and evaluation of lifelong learning programs at RIT Croatia, ensures the quality of lifelong learning programs, and performs other tasks related to the lifelong learning system prescribed by this Rulebook.

(2) Povjerenstvo za cjeloživotno obrazovanje ima pet članova.

(2) The Lifelong Learning Committee has five members.

(3) Četiri člana Povjerenstva za cjeloživotno obrazovanje imenuje dekan RIT Croatia među zaposlenicima RIT Croatia, od kojih najmanje dva člana moraju biti zaposlena na nastavnom radnom mjestu.

(3) Four members of Lifelong Learning Committee are appointed by the Dean of RIT Croatia from among RIT Croatia employees, of whom at least two members must be employed in a teaching position.

(4) Peti član Povjerenstva za cjeloživotno obrazovanje je potpredsjednik Zajednice diplomanata RIT Croatia kao vanjski dionik.

(4) The fifth member of the Lifelong Learning Committee is the Vice President of the RIT Croatia Alumni Community as an external stakeholder.

(5) Administrativnu podršku Povjerenstvu za cjeloživotno obrazovanje pruža Ured za osiguravanje kvalitete.

(5) Administrative support to the Lifelong Learning Committee is provided by the Quality Assurance Office.

Postupak uvođenja i vrednovanja programa cjeloživotnog obrazovanja

The procedure for the implementation and evaluation of lifelong learning programs

Članak 11.

Article 11

(1) Program cjeloživotnog obrazovanja može predložiti svaki zaposlenik RIT Croatia putem prijavnog obrasca (Prilog 1. ovog Pravilnika).

(1) Any RIT Croatia employee can propose a lifelong learning program via the application form (Annex 1 of this Rulebook).

(2) Program može biti predložen i organiziran u izvedbi od strane zaposlenika RIT Croatia, ili u suradnji s partnerima ili fizičkim osobama izvan RIT Croatia (institucijama, udrugama, tijelima državne i lokalne uprave i samouprave, trgovačkim društvima, obrtima i vanjskim suradnicima).

(2) The program can be proposed and organized by RIT Croatia employees, or in cooperation with partners or individuals outside RIT Croatia (institutions, associations, state and local government entities, companies, trades and external collaborators).

(3) Izvođači obrazovanja na programima cjeloživotnog obrazovanja mogu biti zaposlenici RIT Croatia, zaposlenici drugih visokih učilišta, kao i drugi stručnjaci.

Članak 12.

Prijedlog Programa mora sadržavati:

- ime programa,
- ime voditelja (predlagatelja) programa,
- pretpostavke za završetak programa uključujući način održavanja ispita, ako su predviđeni programom,
- trajanje programa u satima,
- oblik praćenja kvalitete (ankete polaznika ili na drugi način),
- broj ECTS bodova koji se ostvaruje po završetku, ako se program izvodi sa stjecanjem ECTS bodova i
- ishode učenja.

Članak 13.

(1) Zaposlenik RIT Croatia koji predlaže program cjeloživotnog obrazovanja upućuje prijedlog programa Povjerenstvu za cjeloživotno obrazovanje.

(2) Povjerenstvo odlučuje o prijedlogu u roku od mjesec dana od dana zaprimanja prijedloga.

(3) Povjerenstvo će prijedlog koji ne sadržava sve elemente propisane člankom 12. ovog Pravilnika, odnosno prijedlog kojem su potrebne dorade, vratiti predlagatelju na doradu.

(4) Kada Povjerenstvo usvoji prijedlog programa cjeloživotnog obrazovanja, upućuje ga u roku 15 dana Vijeću veleučilišta na potvrdu.

(5) Vijeće veleučilišta će na sjednici razmoriti prijedlog i donijeti konačnu odluku o davanju ili

(3) Education providers on lifelong learning programs can be employees of RIT Croatia, employees of other higher education institutions, as well as other experts.

Article 12

(1) The Program Proposal must contain:

- the name of the program,
- the name of the program manager (applicant),
- prerequisites for completing the program, including the method of the examination, if provided by the program,
- the duration of the program in hours,
- form of quality monitoring (participant surveys or other means),
- number of ECTS points earned upon completion, if the program is carried out with the acquisition of ECTS points and
- learning outcomes.

Article 13

(1) An employee of RIT Croatia who proposes a lifelong learning program submits the program proposal to the Lifelong Learning Committee.

(2) The Committee decides on the proposal within one month from the date of receipt of the proposal.

(3) The Committee will return a proposal that does not contain all the elements prescribed in Article 12 of this Rulebook, or a proposal that needs revisions, to the proposer for revision.

(4) When the Committee adopts the proposal of the lifelong learning program, it sends it to the Academic Senate for confirmation within 15 days.

(5) The Academic Senate will consider the proposal at the session and adopt the final

uskrtati suglasnosti na predloženi program cjeloživotnog obrazovanja.

decision on granting or withholding consent to the proposed lifelong learning program.

Završetak programa cjeloživotnog obrazovanja

Completion of the lifelong learning program

Članak 14.

Article 14

(1) Polazniku Programa koji je ispunio obveze propisane programom o završetku Programa, izdaje se potvrda o završetku programa, koja mora sadržavati:

(1) A certificate of completion of the program is issued to the participant of the Program who has fulfilled the obligations prescribed by the program, which must contain:

- naziv programa,
- broj stečenih ECTS bodova, ako se program izvodi sa stjecanjem ECTS bodova,
- datum stjecanja potvrde.

- the name of the program,
- the number of ECTS points obtained, if the program is carried out with the acquisition of ECTS points,
- the date of the certificate acquisition.

(2) Izvješće o održanom programu cjeloživotnog obrazovanja sastavlja i potpisuje voditelj programa.

(2) The report on the lifelong learning program shall be drawn up and signed by the program manager.

(3) Izvješćem voditelj programa cjeloživotnog obrazovanja potvrđuje da je svaki izvođač cjeloživotnog obrazovanja uredno održao predviđeno obrazovanje i ostvario pravo na isplatu naknade odnosno zahvalnicu.

(3) The report of the program manager shall confirm that each instructor has duly delivered their modul and acquired the right to the payment of remuneration or a thank-you certificate.

Vrednovanje programa cjeloživotnog obrazovanja

Evaluation of lifelong learning programs

Članak 15.

Article 15

(1) Završetkom obrazovanja iz pojedinog programa cjeloživotnog učenja, voditelj programa dužan je provesti vrednovanje programa (provođenjem ankete ili na drugi prikladan način).

(1) At the end of a lifelong learning program, the program manager is obliged to carry out an evaluation of the program (through a survey or by other appropriate means).

(2) Povjerenstvo za cjeloživotno obrazovanje provodi vrednovanje programa cjeloživotnog obrazovanja:

(2) The Lifelong Learning Committee carries out the evaluation of lifelong learning programs:

- kod uvođenja novog programa cjeloživotnog obrazovanja,

- when a new lifelong learning program is introduced,
- when applicable legislative framework is significantly amended,

- kod značajne izmjene primjenjivog zakonodavnog okvira,
- nakon isteka tri godine od uvođenja programa cjeloživotnog obrazovanja ili posljednje prosudbe programa (periodička prosudba).

- after the expiry of three years from the introduction of the lifelong learning program or the last assessment of the program (periodic assessment).

(5) Povjerenstvo za cjeloživotno obrazovanje osigurava usklađenost programa cjeloživotnog obrazovanja s hrvatskim zakonodavstvom, hrvatskim standardima za akreditaciju i reakreditaciju visokih učilišta i drugim aktima i uputama nadležnih tijela.

(5) The Lifelong Learning Committee ensures the compliance of lifelong learning programs with Croatian laws and regulations, Croatian standards for accreditation and reaccreditation of higher education institutions and other acts and instructions provided by authorities.

Završne odredbe

Final provisions

Članak 16.

Article 16

Ovaj Pravilnik stupa na snagu osmog dana nakon objave na oglasnoj ploči RIT Croatia.

This Rulebook enters into force on the eighth day after its publication on the RIT Croatia bulletin board.

DEKANICA/PRESIDENT AND DEAN
Dr. sc. Irena Guszak

KLASA/Class No.: 011-01/24-01/4
URBROJ/Ref. No.: 2117-50-12-24-1

Odobrilo:	Vijeće veleučilišta
Odobreno dana:	19. travnja 2024.
Objavljeno dana:	19. travnja 2024.
Stupa na snagu od:	27. travnja 2024.

Approved by:	Academic Senate
Approved on:	April 19 th 2024
Published on:	April 19 th 2024
Enters into force:	April 27 th 2024

PRIJAVNI OBRAZAC

Obrazac za izradu obrazovnog programa cjeloživotnog obrazovanja

1. Podaci o programu	
Naziv programa	
Voditelj programa	
Sektor programa prema HKO-u	
Razina programa prema HKO-u	
Obujam u ECTS bodovima	
Znanja, vještine i sposobnosti koje se stječu završetkom programa	
2. Skupovi ishoda učenja s kojima je program povezan	
Skup ishoda	
Skup ishoda	
Skup ishoda	
3. Izvedbeni plan programa	
Trajanje programa	
Način izvođenja programa	
Način provjere znanja i vještina, napredovanja	
Završetak programa	
4. Uvjeti za upis i završetak programa	
Uvjeti za upis programa	
Uvjeti za završetak programa	
Materijalni uvjeti i okruženje za učenje potrebni za izvedbu programa	
5. Praćenje kvalitete programa	
Preporučeni način praćenja kvalitete i uspješnosti programa	
Predviđeni datum revizije programa	

U Zagrebu/Dubrovniku, dana _____

Potpis voditelja programa:

APPLICATION FORM

New lifelong learning program form

1. Information about the program	
Name of the program	
Program manager	
CQF program sector	
CQF program level	
Total in ECTS points	
Knowledge, skills and abilities acquired at the end of the program	
2. Sets of learning outcomes with which the program is associated	
Set of learning outcomes	
Set of learning outcomes	
Set of learning outcomes	
3. Implementation plan of the program	
Program duration	
Implementation method	
Method of assessing knowledge and skills, advancement	
Completion of the program	
4. Conditions for enrollment and completion of the program	
Conditions for enrollment	
Conditions for completion	
Material conditions and learning environment necessary for the implementation of the program	
5. Monitoring the quality of the program	
Recommended method for monitoring the quality and performance of the program	
Estimated date of program revision	

In Zagreb/Dubrovnik, date _____

Program manager signature:
