



CLASS: 602-04/21-01/03-01  
NUMBER: 2170-57-005-01-21-11  
Rijeka, 9th December 2021

Pursuant to Article 32 of the Ordinance of the Department of Biotechnology, University of Rijeka (CLASS: 003-01/18-01/03-01, NO: 2170-57-005-01-18-2 dated 11<sup>th</sup> December 2018), Decision on amendments to the Ordinance of the Department of Biotechnology University of Rijeka (CLASS: 003-01/19-01/02-01, NO: 2170-57-005-01-19-1 dated 4<sup>th</sup> April 2019), and Decisions on amendments to the Decision on recognition of ECTS credits for extracurricular activities (CLASS: 602-04/21-01/03-01, NO: 2170-57-005-01-21-10 dated 9<sup>th</sup> December 2021), the Council of the Department of Biotechnology at its 48<sup>th</sup> session of the Departmental Council held on December 9<sup>th</sup> 2021, adopts the following:

### DECISION ON RECOGNITION OF ECTS POINTS FOR EXTRACURRICULAR ACTIVITIES

#### I

For undergraduate and master's students of the University of Rijeka, Department of Biotechnology (hereafter: the department), ECTS credits for participation in extracurricular activities can be recognized according to the criteria in the table (attachment 1) in accordance with the Ordinance on Studies of the University of Rijeka (consolidated text of 5<sup>th</sup> June 2018) and the Ordinance on the recognition and evaluation of previous learning of the University of Rijeka (as of September 24<sup>th</sup> 2019).

This document serves as a supplement to the conditions prescribed by the Ordinance on the recognition and evaluation of prior learning University of Rijeka from 24<sup>th</sup> September 2019 (CLASS: 011-01/19-01/24, NO: 2170-57-01-19-1).

ECTS credits are recognised exclusively for extracurricular activities at university level related to the field of study. Extracurricular activities conducted as part of regular classes are not recognised, unless the student has a pre-signed approval from the course leader.

A request for the award of ECTS credits for extracurricular activities should be sent by students or activity leaders exclusively to the address: [ured@biotech.uniri.hr](mailto:ured@biotech.uniri.hr) (forms can be found on the website: <http://www.biotech.uniri.hr/hr/dokumenti>). Applications will be evaluated by the Committee for Extracurricular Activities of the University of Rijeka of the Department of Biotechnology (hereafter: the Committee) and to make a Decision on the recognition and evaluation of prior learning (hereafter: the Decision) for a period not exceeding two months. The decision shall return the application i) in full acceptance, ii) recognise it in part or iii) reject it. The decision must be reasoned and contain instruction on the right to object.

The Committee consists of four members, whose membership was confirmed by the Council of the Department of Biotechnology, University of Rijeka (hereafter: the Council). The President of the Committee



must be an employee of the Department in an academic position of assistant professor or higher. Two members of the Committee must be scientific and/or teaching employees of the Department, of which at least one must be a doctoral student at the Department. One member of the Committee must be an undergraduate or master's student. All decisions are made by a majority vote (i.e. with a minimum of three votes in agreement).

The President of the Committee or the authorised deputy before the Council shall represent the decision of the Committee.

The Committee reserves the right to evaluate each individual request. The committee reserves the right to invite students to resubmit the request if they believe that additional evidence could lead to a change in the decision. The student has the opportunity to object to the decision, described in the Ordinance on the recognition and evaluation of prior learning of the University of Rijeka (CLASS:011-01/19-01/24, NO:2170-57-01-19-3) or according to the terms of the document that is legally superior to it. The aforementioned Ordinance stipulates the submission of a written complaint to the Head of the Department within 8 days of receiving the Decision.

ECTS credits can only be claimed for the academic year in which the extracurricular activity was performed (defined by the date of completion of the activity or the date of acceptance in the case of publications). For the purposes of this document, the academic year is defined as the period from October 1<sup>st</sup> to September 30<sup>th</sup> of the following year, except in cases of extraordinary circumstances in which the Senate of the University of Rijeka decides to change the duration of the academic year. Applications for a particular academic year must be submitted during that same academic year or within the first 30 days of the following academic year (i.e. by 30<sup>th</sup> October or a new date decided by the Senate) if the applicant is not a final year student. Applications submitted after the specified period of 30 days, and concerning the previous academic year, will be considered invalid. Final year ECTS students must claim credits for their extracurricular activities strictly within the academic year in which they completed the activity in order to be evaluated before graduation.

## II

Students can apply for ECTS credits in two ways: as **replacement** or **supplementary** ECTS credits. In both cases students may claim credits for any activity listed in Appendix 1. The award of replacement ECTS credits is additionally defined in Article III, and the allocation of supplementary ones in Article IV.

## III

**Students may request the replacement of one or more elective courses of the Department, with one or more activities worth the same or more ECTS credits (replacement).**

Students may request the replacement of one or more elective courses with extracurricular activities worth the same or more ECTS credits. These activities can be elective courses from other departments, faculties



or universities and must be at the same level of study (undergraduate or master's study) as the course they want to replace.

All requests for replacement of ECTS credits must be related to activities that are in accordance with the study program of the Department of Biotechnology, which will be subject to evaluation by the Committee. In the case of colleges of other departments, faculties or universities, the President of the Committee may consult with the Deputy Head of the Department and/or the President of the Teaching Committee before making a decision.

Applications for replacement ECTS credits must be submitted on a completed form entitled "Form for recognition of extracurricular activities" (hereafter "Form") and submitted before the start of the extracurricular activities. This rule will be strictly enforced in order to minimise the risk of not being able to collect the ECTS credits required for the successful completion of the academic year.

If the Committee approves the application, students will be awarded ECTS credits after completing the course and submitting proof of successful completion of the course with the above Form, certified and signed by the Committee and delivered via e-mail [ured@biotech.uniri.hr](mailto:ured@biotech.uniri.hr) as a single PDF document. In case of rejection of the request for **replacement** ECTS credits, the student can request **supplementary** ECTS credits for the same activity.

The total number of replacement ECTS credits awarded to a student may not exceed 5% of their total program (i.e. 9 ECTS credits for undergraduate study of 180 ECTS credits or 6 ECTS credits for a master's study of 120 ECTS credits). Also, a student cannot be awarded more than 6 ECTS credits in a single academic year (defined by the end date of the activity, such as the conference date, the date of the final course exam or the date of acceptance of the publication, etc.). If a student applies for more ECTS credits than prescribed by this document, the Committee has the right to award less ECTS credits than requested, in order to equal the total number of replacement credits within the prescribed 6 or in order to equalise the total number of awarded credits during the entire program within 5% of the credits of the total program.

Students can submit a request for more activities that, in combination, can provide a sufficient number of ECTS credits to replace the elective course. In case the applications for all activities are not successfully accepted or if all elective activities are not successfully completed, the student may retroactively convert the same application into an application for **supplementary** ECTS credits.

The maximum number of **replacement** ECTS credits that the Committee may award for an individual activity (or the total number for several activities within the same application) is equal to the number of ECTS credits of the elective course to be replaced.

The stated rules for awarding replacement ECTS credits do not apply to courses enrolled in as part of an ERASMUS program.



#### IV

#### **Students may request additional ECTS credits to be recorded in their diploma supplements (supplementary).**

Students may request **supplementary** ECTS credits to be recorded in their diploma supplements, but these ECTS credits do not add up to the ECTS credits required to successfully complete the academic year (normally 60 ECTS credits).

Students can request supplementary ECTS credits for courses from other departments, faculties and universities. Such courses must be the same levels of study (undergraduate or master's) as the program they want to attend.

All requests for **supplementary** ECTS credits must be related to activities that are in line with the study program of the Department of Biotechnology, which will be subject to evaluation by the Committee. However, the assessment of these requirements will be less rigid compared to the requirements for **replacement** ECTS credits.

Applications for supplementary ECTS credits must be submitted on the completed Form before, during or after the completion of the activity that is the subject of the application.

In case of a positive decision by the Committee, students will be awarded ECTS credits:

- immediately, if the activity has been completed and proof of successful completion of the activity has been provided
- after the successful completion of the activity and the submitted proof of successful completion (on the completed Form).

A student cannot be awarded more than 6 ECTS credits in a single academic year (defined by the end date of the activity). If a student applies for more ECTS credits than prescribed here, the Committee has the right to award fewer ECTS credits than requested, in order to equal the total number of supplementary credits within the prescribed 6 credits.

#### IV.a

Courses from other components of the University of Rijeka or from other institutions that award only a completion status (passed/failed) and not a grade, can only be recognized as **supplementary** ECTS, not as **replacement**.

The described method of recognition of ECTS credits from this article will be applied starting from the academic year 2022/2023.



## V

**When sending the request for the award of ECTS credits (supplementary or replacement) BEFORE the start of the activity, the following must be submitted with the completed Form:**

### **1. For the recognition of professional practice and/or laboratory work:**

- a letter from the proposed mentor confirming that the activity will take place

### **2. For the recognition of conference presentations:**

- an email or letter confirming that the student has been selected for presentation at the conference in question
- conference description

### **3. For recognition of passive participation in conferences, activities for popularisation of science and attending workshops, summer schools or similar courses:**

- an email or letter confirming that the student will participate in the events
- description of events

### **4. Elective courses**

- course syllabus

NOTE: for courses from the University of Rijeka or other YUFE universities, if a full formal teaching plan and program is not available for pre-application, the Committee may make a decision on approval to attend the course on the basis of a brief official summary or other documents issued by the institutions, provided that the Committee determine that they contain sufficient information on which the decision can be based. The full curriculum is required for the award of ECTS after the completion of the program.

### **5. Publication**

- a copy of the final version/formatted article or chapter containing the name and surname of the applicant  
or
- a copy of the unformatted text containing the name and surname of the applicant and the email or letter of the publisher by which it is confirmed that the article has been accepted for publication

Note: Unlike other extracurricular activities, in the case of publishing to replace ECTS credits, it is not necessary to send applications in advance. However, students are warned that the review process may take some time and does not guarantee acceptance of the paper by the journal.

**Additionally, upon completion of the activity, the following evidence must be attached (along with the completed Form):**



**1. For the recognition of professional practice and/or laboratory work:**

- copy of a work diary / lab book
- signed internship program or signed mentor's report on implemented activities

**2. For the recognition of conference presentations:**

- conference program (a copy of the program or a printout from the website can be attached)
- a summary of the presentation and/or a presentation or poster in the form of a pdf document (e.g. an official summary of acceptance for the conference or if there is none, subsequently written summary showing the names, surnames and affiliations of all authors presentations; the mentor of the student who presented it should certainly be indicated)

**3. For recognition of passive participation in conferences, activities for popularisation of science and attending workshops, summer schools or similar courses:**

- certificate of participation
- state the duration and attach the program of the conference, symposium, summer school, workshop, etc. (a copy of the program or a printout from the conference website, etc. may be attached)
- for workshops with practical work, an official confirmation and/or a signed report of activities is required from the mentor

**4. Elective course**

- course syllabus
- transcript confirming the successful completion of the course

NOTE: if it is a course from the University of Rijeka or other YUFE universities, and if the program has been previously approved by the Commission in the last 5 years, and if the course name, ECTS number and course leader have not changed from that approval, then a new copy of the curriculum does not need to be submitted

**VI**

**When sending a request for supplementary ECTS credits after the completed activity, the following evidence must be attached (agreement on the amount of forms):**

**1. For the recognition of professional practice and/or laboratory work:**

- copy of work diary
- signed internship program or signed mentor's report on implemented activities

**2. For the recognition of conference presentations:**

- conference program (a copy of the program or a printout from the website can be attached)
- summary of the presentation and/or presentation or poster in the form of a pdf document (e.g. the official abstract accepted for the conference, or if not, subsequently written abstract showing the



names, surnames and affiliations of all authors of the presentation who presented; student mentor should be indicated)

### **3. For recognition of passive participation in conferences, activities for popularisation of science and attending workshops, summer schools or similar courses**

- certificate of participation
- state the duration and attach the program of the conference, symposium, summer school, workshop, etc. (a copy of the program or a printout from the conference website, etc. may be attached)
- For workshops with practical work, an official confirmation and/or a signed report on the implemented activities is required from the mentor

### **4. Elective course**

- course syllabus
- a transcript confirming the successful completion of the course

### **5. Publication**

- A copy of the final version/formatted article or chapter containing the name and surname of the applicant  
or
- A copy of the unformatted text containing the name and surname of the applicant and the email or letter of the publisher by which it is confirmed that the article has been accepted for publication

## **VII**

The Committee reserves the right to make decisions based on the interpretation of this document in all cases where judgment is unclear and in unforeseen situations.

## **VIII**

Requests for ECTS credits are submitted exclusively via the e-mail address [ured@biotech.uniri.hr](mailto:ured@biotech.uniri.hr). The work of the Committee in deciding on the submitted requests is independent. Contacts with the Committee after the submission of the request can be realised only on the initiative of a member of the Committee, in the event that the Committee officially contacts the applicant to clarify the request.

## **IX**

Amendments to the Decision on the recognition of ECTS credits for extracurricular activities of the Department of Biotechnology (Art. V page I. item 4, and Art. V page II. item 4) shall enter into force on the



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day of its adoption (09<sup>th</sup> December 2021), while the application of Art. IV.a will be postponed until the beginning of the new academic year 2022/2023.

The provisions of Art. IX. Decisions on the recognition of ECTS credits for extracurricular activities of the Department of Biotechnology (CLASS:602-04/20-01/09-01, NO:2170-57-005-01-20-11 of 25<sup>th</sup> September 2020) remain unchanged.

Continuing the Decision on Amendments to the Decision on Recognition of ECTS Credits for Extracurricular Activities (CLASS:602-04/21-01/03-01, NO:2170-57-005-01-21-10 of 9<sup>th</sup> December 2021), the expert service of the Department of Biotechnology on 9<sup>th</sup> December 2021 determined a new consolidated text of the Decision on the recognition of ECTS credits for extracurricular activities. The consolidated text of the Decision includes the Decision on the recognition of ECTS credits for extracurricular activities of the Department of Biotechnology (CLASS: 602-04/20-01/09-01, NO:2170-57-005-01-20-11 of 25<sup>th</sup> September 2020) and the Decision on amendments to the Decision on the recognition of ECTS credits for extracurricular activities (CLASS:602-04/21-01/03-01, NO:2170-57-005-01-21-10 of 9<sup>th</sup> December 2021).

Attachment:

- Table of ECTS credits

Head of the Department of Biotechnology  
prof. dr. sc. Miranda Mladinić Pejatović





Attachment 1

Table of ECTS credits:

Activity	No. ECTS credits		Explanations
Professional practice or time in a laboratory of an academic institution (e.g. Erasmus and IAESTE exchanges)	1-6	One point for each week's work of at least 30 hours	Research work performed as part of the study program cannot be credited.
Professional practice or time in laboratory in industry (e.g. Fidelta, JGL, Pliva, etc.)	1-3	One point for each week's work of at least 30 hours	
Conference presentation	3	Oral presentation at an international gathering	Only original work can be credited e.g. seminars evaluated within regular classes and subsequently presented elsewhere will not be credited.
	2	Oral presentation at a Croatian conference (with or without international participation) or first authorship on a poster at an international gathering	
	1	First authorship of a poster at a Croatian conference or co-author on a poster at an international gathering	
Passive participation in conference	1	One conference lasting at least 30 hours or three one-day conferences	
Workshops, summer schools or others education related to the content of studies	2	Workshops lasting at least 30 hours that include practical work	
	1	Workshops lasting up to 30 hours or one day workshops with practical work	



Activities for the promotion of science, etc.	1-3	Science promotion and student competitions: one point for every week of work of at least 30 hours	
	1	Membership of the leadership organisation or organising student project, etc.	
	1	Outstanding contribution to performance activities of the Festival of Science or similar events	Recognised only at the mentor's request, selected activities for those students who have invested at least 30 hours of preparation for activities.
Attendance of courses at other colleges or universities	1-6	Equal number of ECTS credits as on the original course.	
Publications of scientific papers	3-6	First authorship in journals citing Current Contents or Web of Science	The size of the contribution is estimated based on the description and explanation of the mentor.
	1-3	Co-authorship in journals citing Current Contents or Web of Science	
	1	First authorship in scientific papers published outside Current Contents or Web of Science	The size of the contribution is estimated based on the description and explanation of the mentor.