ORDINANCE
ON THE RECOGNITION OF FOREIGN PROFESSIONAL QUALIFICATIONS
BY
THE CROATIAN CHAMBER OF MECHANICAL ENGINEERS
Pursuant to Article 14, paragraph 2 of the Act on Regulated Professions and Recognition of Foreign Professional Qualifications (the Official Gazette of the Republic of Croatia 124/09 and 45/11), at its 10th session held on 20 June 2013, the Assembly of the Croatian Chamber of Mechanical Engineers has passed the following

ORDINANCE

ON THE RECOGNITION OF FOREIGN PROFESSIONAL QUALIFICATIONS

General Provisions

Article 1.

This Ordinance prescribes the procedure for recognition of foreign professional qualifications pursuant to the requirements stipulated by a special law (*lex specialis*).

This procedure for recognition of foreign professional qualifications applies to chartered foreign persons, citizens of contracting states of the Agreement on the European Economic Area (hereinafter: EEA states), who obtained their professional qualifications in the EEA state and want to perform a specific regulated mechanical engineering profession for an employer or as self-employed persons in the Republic of Croatia.

A list of regulated professions referred to in paragraph 2 of this article is adopted by the Government of the Republic of Croatia in accordance with the special law.

Article 2.

With regard to exercising of public authorities and in line with the special law, the Croatian Chamber of Mechanical Engineers (hereinafter: the Chamber) shall be the competent authority for the implementation of the procedure and issuance of an appropriate decision on the recognition of foreign professional qualifications for regulated professions in mechanical engineering, that is:

- for activities related to design and/or professional supervision of construction – chartered mechanical engineer,

- for construction management activities – construction site engineer and mechanical works manager.

The Chamber shall conduct the procedure for the recognition of foreign professional qualifications for chartered foreign persons who want to perform a specific regulated mechanical engineering profession referred to in paragraph 1 of this article permanently, on a temporary or occasional basis in the Republic of Croatia, and to register in the
Directory of foreign chartered mechanical engineers, that is, an adequate records kept by the Chamber.

By registration in the Chamber’s Directory referred to in paragraph 2 of this article, the foreign person shall acquire all the rights and obligations of the members of the Chamber. The foreign person registered in the Directory shall comply with the Code of Professional Conduct, be accountable for his/her professional conduct to disciplinary bodies of the Chamber, and apply the regulations of the Republic of Croatia while exercising the specific regulated profession.

**Article 3.**

The recognition of foreign professional qualifications for regulated professions in mechanical engineering shall be implemented in accordance with the General System of Recognition of Foreign Professional Qualifications, in accordance with the special law.

Regulations governing the general administrative procedure shall be applied to the recognition referred to in paragraph 1 of this Article.

**Article 4.**

The procedure for recognition of foreign professional qualification shall assess the proportionality of professional qualifications required to perform a specific regulated profession in mechanical engineering, that is, activities related to design and/or professional supervision of construction, activities performed by construction site engineers and/or managers of individual works as responsible persons trained in mechanical engineering, in the Republic of Croatia.

The procedure referred to in paragraph 1 of this article shall be initiated at the request of the chartered foreign person, citizen of an EEA state, who obtained the professional qualification and professional experience for performing activities in the regulated profession referred to in Article 2 of this Ordinance according to education and training programs in the EEA state.

The request referred to in paragraph 2 of this article shall be submitted on a prescribed form which is an integral part of this Ordinance (Enclosure 1). The following documents shall be enclosed with the prescribed request form:

- an original or certified copy of a document proving foreign higher education qualification whose recognition is requested, translated into the Croatian language by a court interpreter,
- an original or certified copy of an official document issued by a higher education institution containing the following data: exams passed and grades earned (e.g. Diploma Supplement, transcript of exams with grades), an official name and duration
of a study program and enrolment conditions, translated into the Croatian language by a court interpreter,

- a certified copy of a certificate issued by an employer from the country of establishment confirming the applicant’s professional experience of not less than two years during the last ten years prior to the time of service performance, in case the profession is not a regulated profession in the country of establishment of the certified person, translated into the Croatian language by a court interpreter,

- a certificate of the EEA state which recognized the professional qualification of the certified foreign person who is a third-country citizen, with an evidence produced by an employer proving three years of applicant’s professional experience in the regulated profession, translated into the Croatian language by a court interpreter,

- certified copies proving the previous higher education qualifications, if available,

- a proof of citizenship of the certified foreign person (certified copy of a passport or an identification card),

- a decision of a competent authority or a copy of a Marriage Certificate (for persons who have changed their first and/or second name),

- Curriculum Vitae in Croatian, detailing the course of education and professional history, examples of good practice: Europass CV,

- a decision on recognition of a foreign higher education qualification issued by the Agency for Science and Higher Education or the Croatian ENIC/NARIC Office,

- one uncertified copy of all enclosed documents,

- a receipt of the recognition procedure fees payment.

The Chamber reserves the right to request other documents/data that may be relevant for the recognition procedure.

**Article 5.**

If the request referred to in Article 4 of this Ordinance is properly prepared, that is, if the documentation submitted along with the request is complete, a certificate confirming that the procedure for
The evaluation of foreign professional qualifications shall be implemented exclusively on the basis of the applicant’s knowledge, skills and competences.

The foreign professional qualification shall be recognized to the extent in which the decision on recognition is based on the knowledge, skills and competences arising from the foreign professional qualification, unless there are substantial differences between the qualification for which recognition is requested and the corresponding type of qualification in the Republic of Croatia.

In the procedure for evaluation of foreign professional qualifications, opinions, recommendations and information may be obtained from the Agency for Science and Higher Education or the Croatian ENIC/NARIC Office and from adequate higher education institutions.

The process of evaluation of foreign professional qualification shall take into account the minimum level, as well as the type of professional qualification required to enter the study program whose completion grants the professional qualification for which recognition is requested, without taking into account previously acquired qualifications.

The evaluation of foreign professional qualifications takes into consideration the major constituting elements of the study program whose completion grants the professional qualification whose recognition is requested.
The Chamber implements the procedure for recognition of the foreign professional qualifications for the purpose of permanent, temporary or occasional employment in the Republic of Croatia.

Evaluation of foreign professional qualifications takes into account a purpose for which the recognition is requested, and the decision on recognition shall specifically indicate the purpose to which the decision applies.

**Article 9.**

The evaluation of professional qualification in the Republic of Croatia shall determine the qualification that is most similar to the foreign qualification regarding the level, volume and type of acquired competences, taking into account the purpose for which recognition is requested.

The evaluation of foreign professional qualification determines a relative position and function of such qualification as compared to other qualifications within the same system of education.

**Article 10.**

The procedure for evaluation of foreign professional qualifications shall determine:

- whether the differences in acquired competences between the foreign professional qualification and the corresponding professional qualification in the Republic of Croatia are substantial enough to implement the procedure for recognition of the foreign professional qualification,

- whether the differences in access to employment between the foreign professional qualification and the corresponding professional qualification in the Republic of Croatia are substantial enough to implement the procedure for recognition of the foreign professional qualification,

- whether the differences in major elements of one or more study programs for acquiring foreign professional qualification established by comparison with the program whose completion grants the professional qualification in the Republic of Croatia are substantial enough to implement the procedure for recognition of the foreign professional qualification. Comparability of the program elements shall be analysed only in order to determine comparability of acquired knowledge and access to future activities, and not as a necessary condition for recognition on its own merit.

**Article 11.**
If the evaluation procedure establishes that the differences in quality between the program and/or institution in which the foreign professional qualification was awarded and the program and/or institution awarding a similar professional qualification against which the recognition is required are sufficiently substantial to implement the procedure for recognition of the foreign professional qualification requested by the applicant, the Chamber in charge shall explain the differences.

**Article 12.**

In the evaluation procedure, the knowledge, skills and competences arising from the foreign professional qualification may be compared with the knowledge, skills and competences acquired in one of the university studies organized in accordance with the law and curriculum.

In the evaluation procedure, the knowledge, skills and competences arising from the foreign professional qualification may be compared with the knowledge, skills and competences acquired at one of the professional qualification levels in the Republic of Croatia.

The criteria for evaluation of foreign professional qualifications pursuant to paragraphs 1 and 2 of this article, and training in the field of fundamental technical sciences and mechanical engineering studies for graduate mechanical engineers include:

- theoretical and practical knowledge acquired in an adequate study program (undergraduate and graduate university studies or integrated undergraduate and graduate university studies) in the field of: Power Plants (SE); Storage and Transmission of Gases and Liquids (SU); Heating, Ventilation and Air Conditioning (HVAC), Refrigeration, Water Pretreatment and Treatment (SG); Process and Other Facilities (SP); Mechanical Support Structures (SK).

**Article 13.**

Training of graduate mechanical engineers includes graduation from an adequate undergraduate and graduate university studies or an integrated undergraduate and graduate studies by which an academic title is obtained of a master of mechanical engineering or graduation from an adequate specialist professional graduate studies by which the professional title is obtained of a professional specialist in mechanical engineering and if minimum 300 ECTS points are earned throughout the entire studies.

Training under paragraph 1 of this article shall be balanced and include both theoretical and practical aspects of education in mechanical
engineering, while enabling that knowledge and skills be acquired (see the learning outcomes below).

**COURSES IN THE FIELD OF POWER PLANTS – LEARNING OUTCOMES AND COMPETENCES**

Graduation from one of the study program provides the student with theoretical and practical knowledge in the field of power engineering. Information obtained in this way are necessary to follow-up the thermal and power engineering issues. Knowledge of and ability to analyse power conversion in thermal power plants for electricity and heat generation. Learning about thermal power plants with steam and gas turbines. Knowledge needed for development of energy balance and efficiency of thermal power plants with steam and gas cycles. Ability to analyse and explain efficiency factors for the thermal power plants. Knowledge of and ability to calculate the major components of the thermal power plants (steam generators, turbines, condensers, regenerative water heaters, cooling towers, gas turbines, compressors, heat recovery steam generators-HRSGs). Knowledge of major factors affecting thermal power plants design process.

Ability to analyse and resolve in-plant problems arising during the thermal power plant operation.

Understanding physical meaning of laws and equations in fluid dynamics and thermodynamics, capacity for resolving problems and developing design documentation in the field of fluid dynamics and thermodynamics. Understanding of fundamentals and methods for selection of hydraulic machinery and analysis of its operation in various operating modes. Understanding functioning of a complex system consisting of several pieces of turbomachinery. Knowledge necessary for design engineering, calculations and operating of power generation and process equipment, particularly steam generators and heat turbines. Knowledge of theoretical aspects of fuels and lubricants, and process water treatment. Understanding functioning of lubricants and additives. Resolving essential problems related to fuels and lubricants, and water treatment. Capacities and competences for resolving of various engineering problems related to the environmental protection and finding efficient technical solutions for prevention and mitigation of the environmental pollution. Developed capacity for introduction and application of the state-of-the-art technologies that enable sustainable development. Mastering theoretical knowledge and developing skills for resolving practical problems in design and use of
compressors. Building skills enabling resolving of practical problems related to use of internal combustion engines. Building skills enabling resolution of practical problems arising in design of systems for utilisation of renewable energy sources. Knowledge of structures, methods of use and design of solar collectors, photovoltaic cells, fuel cells, wind turbines/wind farms, hydroelectric power plants, and heat pumps. Theoretical knowledge of and skills in resolving practical problems in design engineering and use of process equipment. Adopting knowledge necessary for resolving practical problems with heat exchange and capacity for development of thermal calculations and heat exchanger designs for thermal and power engineering systems. Knowledge of the field of application and significant properties of cooling equipment and heat pumps, and of cooling system components. Ability to make calculations of thermodynamic processes, knowledge of compression and adsorption devices design. The knowledge gained on various refrigerants and heat transfer agents in refrigeration, knowledge of the technical field and method of its application and the environmental impact. Mastered theoretical and practical knowledge of analysing mechanical system vibrations. Understanding importance of vibration analysis in order to mitigate its detrimental impact on operating performances of machinery and structures.

**POWER PLANTS COURSES**

Thermodynamics; Fluid Dynamics; Hydraulic Machinery; Thermal Machinery and Devices; Power Generation and Process Devices; Fuels, Lubricants and Water; Environmental Engineering; Compressors; Engines; Renewable Energy Sources; Heat Exchangers; Refrigeration; Thermal Power Plants; Heat Turbines; Vibrations; Standardisation and Technical Regulations; Legal Regulation in Design Engineering

**COURSES IN THE FIELD OF STORAGE AND TRANSMISSION OF GASES AND LIQUIDS – LEARNING OUTCOMES AND COMPETENCES**

Graduation from one of the study program provides the student with theoretical and practical knowledge in the field of storage and transmission of gases and liquids.

Understanding physical meaning of laws and equations in fluid dynamics and thermodynamics, capacity for resolving problems and developing design documentation in the field of fluid dynamics and thermodynamics. Understanding of fundamentals and methods for
selection of hydraulic machinery and analysis of its operation in various operating modes. Understanding functioning of complex systems consisting of several pieces of turbomachinery. Theoretical knowledge of and skills in resolving practical problems in design engineering and use of equipment for storage and transmission of gases and fluids.

Knowledge of and ability to analyse and resolve practical problems and develop design documentation and resolving of in-plant problems arising from operation of supply, storage and distribution facilities for gaseous and liquid fuels; medical and process gasses; potable and process water; wastewater; plants and pipelines for land reclamation (pumping stations, pressure pipelines for irrigation and drainage); gaslines; hot and warm water pipelines; steam and condensate pipelines; oil lines; water supply pipelines; pipelines for different media in processing industry (diaries, breweries, refineries, pharmaceutical industry, food industry, chemical industry).

Developed skills in design engineering and resolving of practical problems in operation of fuel tanks and with different agents in processing industry; fuel and other media; unloading facilities; fuel pump stations; gas stations; metering and reducing stations, block valve stations, receiving pigging stations, launching pigging stations; gas farm compressor stations; compressor stations, compressed (service and instrumentation) air treatment and distribution; liquefied natural gas (LNG) terminals; liquefied petroleum gas (LPG) facilities; compressed natural gas (CNG) facilities.

Developed capacity for introduction and application of the state-of-the-art technologies that enable sustainable development.

**STORAGE AND TRANSMISSION OF GASES AND LIQUIDS COURSES**

Thermodynamics; Fluid Dynamics; Hydraulic Machinery; Gas Engineering; Compressors; Water, Fuel and Lubricants; Gas Dynamics; Pipelines; Reciprocating Compressors; Pumps and Fans; Introduction to Turbomachinery; Environmental Engineering; Standardisation and Technical Regulations; Legal Regulation in Design Engineering
COURSES IN THE FIELD OF HEATING, VENTILATION AND AIR CONDITIONING (HVAC), REFRIGERATION AND WATER PRETREATMENT AND TREATMENT – LEARNING OUTCOMES AND COMPETENCES

Graduation from one of the study program provides the student with theoretical and practical knowledge in the field of heating, ventilation, air conditioning (HVAC), refrigeration, water pretreatment and treatment. Competences of experts – design engineers in this field include primarily understanding of physical meaning of laws and equations in fluid dynamics and thermodynamics, including transfer of heat and matter. Understanding and capacity to resolve problems and develop design documentation in the field of heating, ventilation and air conditioning (HVAC), refrigeration and water treatment. Understanding basics and principles of regulation used in heating, ventilation and air conditioning (HVAC) systems, knowledge of operating modes of central monitoring and control systems in thermal power plants. Knowledge of and capacity for development of calculations and design documentation for thermal engineering plants for heating, ventilation, air conditioning (HVAC) and refrigeration.

Insight into principles and practice of development and design of machinery and devices for such facilities. Understanding and application of principles of process dynamics, automatic regulation, in-process measurements and expert knowledge on characteristic types of power machinery and devices, such as turbomachinery (pumps, fans, compressors), internal combustion engines, reciprocating compressors, thermal apparatuses and devices, boilers, pumps, cooling towers, process water pretreatment plants, drying plants. Practical application of knowledge of characteristics and service media for individual plants (water, fuels and lubricants) and knowledge on the environmental protection in this field. Capacity to resolve structural and design assignments related to the professional field by the operating principle. Capacity for preparation of design documentation and design concepts, ability to operate, mount and maintain the heating, ventilation, air conditioning and refrigeration equipment and units and their components, such as pumps, fans, compressors, heat exchangers, pipelines, etc. Ability to prepare various technical solutions for use of thermal engineering systems, such as residential building heating, heating and ventilation of industrial facilities, air conditioning for computer installations or hospitals, cooling and freezing in cool storages, etc. Understanding and application of energy conservation principle by using renewable
energy sources where possible. Knowledge of problems and application of knowledge in design of facilities, machinery and devices used to generate useful form of energy from primary energy resources, respecting the environmental and economic aspects of energy sector development at different levels. Capacity for preparation of technical and economic analyses of energy conversion and use under given market conditions, design of facilities and machinery, devices and equipment, operation and upgrading of the existing thermal engineering facilities. Use of state-of-the-art engineering methods and computer tools for simulation of flow, thermal and mechanical phenomena in parts of machinery and facilities, simulation of behaviour of technical systems in unsteady conditions, etc.

HEATING, VENTILATION AND AIR CONDITIONING (HVAC), REFRIGERATION AND WATER PRETREATMENT AND TREATMENT COURSES

Thermodynamics; Fluid Dynamics; Hydraulic Machinery; Thermal Machinery and Devices; Compressors; Water, Fuel and Lubricants; Renewable Energy Sources; Gas Engineering; Heat Exchangers; Refrigeration; Air Conditioning and Automatic Control; Thermodynamics of Mixtures; Thermal Engineering (HVAC); Cooling and Heat Pumps; HVAC Systems Modelling; Cooling System Design; Energy Efficiency in Building Construction; Heating and Air Conditioning; Air Conditioning Systems Automation and Control; Standardisation and Technical Regulations; Legal Regulation in Design Engineering

COURSES IN THE FIELD OF PROCESS AND OTHER PLANTS – LEARNING OUTCOMES AND COMPETENCES

Graduation from one of the study programs provides the student with theoretical and practical knowledge on process and other plants. Knowledge and ability to analyse production processes, knowledge of major influential factors in design of process and other plants. Knowledge needed for preparation of energy balance and efficiency calculations for hydropower and other plants. Ability to analyse and explain influential factors of efficiency of hydropower plants. Ability to analyse and resolve in-plant problems occurring during the process plant operation.

Understanding physical meaning of laws and equations in fluid dynamics and thermodynamics, capacity for resolving problems and developing design documentation in the field of fluid dynamics and
thermodynamics. Understanding of fundamentals and methods for selection of hydraulic machinery and analysis of its operation in various operating modes. Knowledge needed for design engineering, calculation and usage of process equipment. Knowledge of theoretical aspects of technological production processes, process water pretreatment and wastewater treatment. Capacities and competences for resolving of various engineering problems related to the environmental protection and finding efficient technical solutions for prevention and mitigation of the environmental pollution. Developed capacity for introduction and application of the state-of-the-art technologies that enable sustainable development. Theoretical knowledge of and skills in resolving practical problems in design engineering and use of compressors. Theoretical knowledge of and skills in resolving practical problems in design engineering and use of process equipment. Adopting knowledge necessary for resolving practical problems with heat exchange and capacity for development of thermal calculations and heat exchanger designs within thermal engineering and power generation systems. Knowledge of the field of application and significant properties of cooling equipment and heat pumps, and of cooling system components. Ability to make calculations of thermodynamic processes, knowledge of compression and adsorption cooling device designs. Knowledge gained on various service and heat transfer agents in heat transfer technology, knowledge of the field and method of their application and the environmental impact. Mastered theoretical and practical knowledge of analysing mechanical system vibrations. Understanding importance of vibration analysis in order to mitigate its detrimental impact on operating performances of equipment and structures.

**PROCESS AND OTHER PLANTS COURSES**

Thermodynamics; Fluid Dynamics; Hydraulic Machinery; Elements of Transport Technique; Power Generation and Process Devices; Hydraulics and Pneumatics; Environmental Engineering; Compressors; Process Engineering; Technological Process Design; Refrigeration; Thermodynamics of Mixtures; Transportation Systems; Vacuum Engineering; Drying Processes; Process Plant Equipment; Power Generation and Process Devices; Standardisation and Technical Regulations; Legal Regulation in Design Engineering
COURSES IN THE FIELD OF MECHANICAL SUPPORT STRUCTURES – LEARNING OUTCOMES AND COMPETENCES

Graduation from one of the study programs provides the student with theoretical and practical knowledge in the field of mechanical support structures. Skills and knowledge necessary for detailed static and dynamic analysis and synthesis of mechanical structures, stress analysis and structural design of components, methodical design, detailing and application of computer-aided computation methods. Knowledge of elastic, elastoplastic and plastic analysis of structures and matrix methods of structural analysis. Understanding and knowledge of essential technologies for manufacture and design of new mechanical structures, basic numerical methods, experimental stress and strain analysis methods and testing of dynamic characteristics of structures, machinery and mechanisms.

MECHANICAL SUPPORT STRUCTURES COURSES

Structural Elements; Structural Strength; Elastic-Plastic Mechanics; Theory of Elasticity; Theory of Plasticity; Continuum Mechanics; Materials; Damage Mechanics and Fracture Mechanics; Service Strength; Cost-effective Design; Methodical Design; Numerical Structural Analysis; Optimisation of Structures; Design of Transport System; Welded Structure Quality Assurance; Corrosion and Protection; Corrosion Protection Mechanisms; Welding and Erection; Dynamics of Machinery; Dynamic Stability of Mechanical Systems; Non-linear Structural Analysis; Structural Mechanics; Calculation of Structural Joints; Theory of Mechanisms; Computer-aided Design (CAD); Dynamics of Structural Systems; Dynamic Strength of Thin-walled Structures; Vibration Theory; Computational Structural Dynamics; Structural Elements; Elements of Transport Technique; Construction and Design; Mechanics of Materials; Optimal Structural Design; Thin-walled Structures; Structural Stability; Thermomechanics; Transportation Systems; Fracture Mechanics; Machine Elements; Technology; Metal Structures; Finite Element Method (FEM); Measurement and Experimental Analysis of Vibrations; Optimisation Method; Material Protection; Structural Design and Calculations; Structural Service Strength; Surface Protection; Calculation and Design of Welded Structures; Standardisation and Technical Regulations; Legal Regulation in Design Engineering

Procedure for Recognition of Foreign Professional Qualifications
Article 14.

The procedure for recognition of foreign professional qualifications shall be implemented by the Chamber, namely by a competent body of the Chamber.

Article 15.

The procedure for recognition of foreign professional qualification shall be conducted in the following cases:

- if a foreign professional qualification is comparable to a professional qualification acquired in the Republic of Croatia for performing activities related to regulated mechanical engineering professions, that is, activities related to design and/or professional supervision of construction, activities performed by construction site engineers and/or managers of individual works, provided that the applicant possesses a certificate of competence or evidence of formal qualifications,

- if the foreign professional qualification was acquired in an EEA state, a state of establishment in which this profession is not a regulated profession, and provided that the applicant has worked in this profession full time for at least two years in the last ten years in the EEA state in which this profession is not regulated, and that the applicant possesses one or more certificates of competence or evidence of formal qualifications,

- for nationals of third countries, who obtained their professional qualifications in a third country, provided that applicant’s qualifications have already been recognized by an EEA state, under the condition that the applicant provides a certificate from the employer proving that he/she has three years of professional experience in performing the regulated profession for which recognition was requested in an EEA state.

Certificates of competence or evidence of formal qualification referred to in paragraph 1 of this Article shall meet the following requirements:

- they shall be issued by a competent authority of the EEA state,

- they shall confirm at least that level of professional qualification that directly precedes the level of qualification required in the Republic of Croatia,

- in case referred to in paragraph 1, subparagraph 2 of this Article, they shall certify that the applicant was trained to perform the particular profession.

Article 16.
The procedure for recognition of foreign professional qualifications shall be implemented on the basis of acquired knowledge, skills and competences arising from the foreign higher education qualification of the applicant.

In the procedure for recognition of foreign professional qualifications, the Chamber shall consider the following:

- the educational system in a foreign country in which the higher education professional qualification was obtained,
- accreditation from the higher education institution at which the professional qualification was obtained and the study program on the basis of which it was obtained,
- the requirements for enrolment in the study program,
- the duration of education,
- the rights awarded by the foreign higher education institution in the state in which the qualification was obtained,
- the decision of the Croatian ENIC/NARIC Office on the recognition of the foreign higher education qualification,
- other circumstances/facts significant for the recognition of foreign professional qualifications.

**Article 17.**

Once completed, the recognition of a foreign professional qualification shall not be subject to a repeated procedure and shall apply to all subsequent cases of recognition of the same professional qualifications.

In order to act in accordance with an earlier made decision on evaluation, it is necessary that the professional qualification whose recognition and been requested corresponds to the previous qualification regarding the following: institution that issued the documents, curriculum, and title of acquired professional qualification, year of enrolment into the study program and the year the professional qualification was obtained.

In case the Chamber has already positively evaluated the submitted request for recognition of a foreign professional qualification, and the level of education, duration of study and professional and academic titles and academic level are the same as those referred to in paragraph 2 of this Article, the Chamber shall issue a decision comprising:

- applicant’s personal data,
- reason for request for recognition,
- reference number of earlier issued decision on recognition of foreign professional qualification, that is, on positive evaluation of a study program,

- a determination that the two study programs are identical.

**Article 18.**

If, during the process for verification of documentation for the recognition of foreign professional qualification, the Chamber determines that there is a relevant difference between the applicant’s professional qualifications and the professional qualifications required by the regulations of the Republic of Croatia for performance of activities in a specific regulated mechanical engineering profession, that may lead to endangerment of public health and safety of people due to providing services with inadequate professional qualifications, the Chamber shall invite the applicant to choose one of the additional measures:

- verification of professional qualification in the regulated profession, that is, a proficiency test, or

- a period of adjustment for up to three years, during which the applicant shall fulfil the requirements for recognition of suitability of his/her professional qualifications.

**Article 19.**

The foreign professional qualification shall not be recognized, that is, one of additional measures shall apply as provided for by the special law, in case of relevant differences between the professional qualifications required to be recognized and adequate professional qualifications obtained at a corresponding higher education institution in the Republic of Croatia.

Relevant differences in professional qualifications are deemed to be:

- that it was issued exclusively to be exercised in the state in which it had been obtained,

- that the conditions for enrolment into the study program at the higher education institution at which the foreign professional qualification was obtained are significantly different from the ones required for this study program at a higher education institution in the Republic of Croatia,

- that the conditions for access to further education in the country in which the foreign professional qualification was obtained are
significantly different from such conditions at the corresponding higher education institution in the Republic of Croatia,

- that the duration of study at a higher education institution at which the foreign professional qualification was obtained is significantly shorter (for more than one semester) than the duration of the study leading to obtaining such professional qualification or the most similar one at the corresponding higher education institution in the Republic of Croatia,

- that a final thesis (undergraduate, graduate) had not preceded obtaining of the foreign professional qualification, if this is necessary and prescribed condition for obtaining of such professional qualification at the corresponding higher education institution in the Republic of Croatia,

- that it does not comprise the key elements/modules/courses comprised by the accredited study programs at the corresponding higher education institution in the Republic of Croatia, leading to such or the most similar qualification,

- other differences determined by the Chamber to be relevant to such an extent that the recognition of the professional qualification cannot be done without the implementation of additional measures.

If, during the process of evaluation the Chamber determines difference between quality of study program and/or institution which has awarded the foreign professional qualification and quality of study program and/or institution awarding similar professional qualification according to whose requirements the recognition is requested the Chamber shall, in order to allow recognition of the foreign professional qualification as requested by an applicant, explain the differences and based on such explanation propose additional measures or ask from the applicant to determine such measures.

**Article 20.**

The verification of qualifications is a test of professional knowledge for the purpose of determining the qualification of an applicant for performing activities related to the regulated mechanical engineering profession in the Republic of Croatia.

The Chamber shall implement the verification of qualifications.
Additional measures of verification of qualifications shall be determined by a temporary decision, passed by the Chamber within 30 days from the day of the submission of the request. In the temporary decision, the Chamber shall determine the items that were not covered by evidence on formal qualifications and items that are subject to the verification of qualifications, which are relevant for the performance of a specific regulated mechanical engineering profession in the Republic of Croatia.

The applicant has the right to appeal to the competent ministry against the temporary decision of the Chamber referred to in paragraph 3 of this Article.

After the verification of qualifications, the Chamber shall issue a certificate of the results to the applicant.

**Article 21.**

If the applicant chose the additional measure of adjustment, the Chamber shall issue a temporary decision in which it will determine the duration and conditions for adjustment including additional education or professional development and training, and appoint a qualified professional to supervise the imposed measures, as well as the criteria for evaluation of the success of adjustment.

The applicant has the right to appeal to the competent ministry against the temporary decision of the Chamber referred to in paragraph 1 of this Article.

After the completion of the adjustment period, the Chamber shall issue a certificate of the results of the adjustment to the applicant.

**Decision on the Recognition of the Foreign Professional Qualification**

**Article 22.**

After the procedure for verification of eligibility for the recognition of a foreign professional qualification has been completed, the Chamber shall issue a decision:

- when it determines that the professional qualifications of the applicant correspond with the professional qualifications necessary for performing the regulated mechanical engineering profession in accordance with the regulations of the Republic of Croatia,

- when the applicant submits a certificate of successful completion of the adjustment period or a certificate of
successfully conducted verification of qualification, issued by the Chamber.

On the basis of the decision on the recognition of foreign professional qualification, the applicant shall be given an approval to perform the regulated profession for which he/she is qualified in an EEA state, under the same conditions applied to the citizens of the Republic of Croatia.

After the completion of the procedure, the Chamber may reject the request of the applicant for recognition of foreign professional qualification, in accordance with the special law.

The applicant has the right to appeal to the competent ministry against the decision of the Chamber referred to in paragraphs 1 and 3 of this Article.

The decision referred to in paragraph 1 of this Article shall be entered into the record of persons granted recognition of foreign professional qualification, kept by the Chamber.

**Article 23.**

The procedure for recognition of foreign professional qualification shall be implemented by the competent body of the Chamber, which shall issue a decision within 90 days from the date of receipt of a complete request.

**Article 24.**

The decision on the recognition of foreign professional qualification shall be in writing and it represents an administrative act. The decision referred in paragraph 1 of this Article shall be composed of a header, introduction, disposition, rationale, legal remedy instructions, signature of the official and official stamp imprint.

Along with elements referred to in paragraph 2 of this Article, the decision shall also contain the following data:

- applicant’s personal data,
- reason for submission, that is, legal interest in recognition of a foreign professional qualification,
- data on the foreign higher education institution where the study program which is the subject of the recognition is performed,
- academic achievements of the applicant,
- a recognized professional or academic title in relation to the Act on Academic and Professional Titles and Academic Degree, that
is, the List of Academic Titles and Academic Degrees and their abbreviations, issued by the Rector's Council, and the List of Professional Titles and their Abbreviations issued by the Croatian Council of Politechnics and University Colleges of Applied Sciences and the Rector’s Council; if this is not possible, only the original title acquired at the foreign higher education institution is indicated.

**Article 25.**

The foreign person to which the Chamber has issued a decision on the recognition of a foreign professional qualification for performing activities related to design and/or professional supervision of construction and construction management as the person responsible, shall perform the activities using the professional title from the country of origin.

The professional title referred to in paragraph 1 of this Article shall be stated in the official language or in one of the official languages in the member state of establishment in such a way so as to avoid possible confusion with a professional title in the Republic of Croatia.

In case there is no professional title for the required profession in the member state of establishment of the applicant, the applicant shall state the title acquired after completion of formal education in the official language or in one of the official languages of the EU Member State or a third country.

**Recognition Procedure Costs**

**Article 26.**

The applicant shall pay the costs before the procedure for verification of professional qualifications starts or the adjustment period begins.

The amount of the fee covering the costs of the adjustment period under the guidance of a qualified professional, that is, the amount of the fee covering the costs of possible additional education or professional development and training during the adjustment period, and for the verification of a candidate's professional qualification, are prescribed by the Chamber.

The fee covering the costs referred to in paragraph 2 of this Article shall not exceed the actual costs of the procedure.

**Transitional and Final Provisions**
**Article 27.**

Information about the applicant obtained during the recognition procedure implemented in accordance with this Ordinance, shall be used respecting the regulations governing the protection of personal data.

**Article 28.**

The Request for Recognition of Professional Qualifications is enclosed to this Ordinance and constitutes an integral part thereof.

**Article 29.**

This Ordinance shall enter into force on the date of its passing.

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Zagreb, 20 June 2013

President
Croatian Chamber of Chartered Engineers

Luka Čarapović, MScME