



EU-CERT:
European Certificates and Accreditation for European Projects

Rezultat projekta 4

Priručnik za akreditaciju

Smjernica Ocjenjivača

Travanj 2024

University of Paderborn

Marc Beutner

Helene Lindenthal

Akronim: EU-CERT

Referentni broj: 2021-1-DE02-KA220-ADU-000033541

Trajanje projekta: 01.02.2022 – 31.05.2024 (**28 mjesec**)

projekt partneri: University of Paderborn, Njemačka (P0), Koordinator
Ingenious Knowledge GmbH, Njemačka (P1)
RUTIS-Associa-Azsocia-Clao Rede de Universidades da Terceira Idade,
Portugal (P2)

TIR Consulting Group j.d.o.o., Hrvatska (P3)

Esquare, Francuska (P4)

STANDO LTD., Cipar (P5)



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Rezultat projekta 4 – Priručnik za akreditaciju

Smjernica B – Evaluator Smjernica

Ova smjernica će pomoći evaluatorima alata EU-CERT Accreditation Tool da upravljaju procesom akreditacije web stranice. Uključivat će screenshotove svakog koraka i povezana objašnjenja.

1. Poveznica na web stranicu alata EU-CERT Accreditation Tool

Evaluatori trebaju slijediti ovaj link za pristup web stranici alata EU-CERT Accreditation Tool:



<https://eucert-tool.eduproject.eu/auth/login-evaluator>

Također možete koristiti ovu poveznicu:



<https://eucert-tool.eduproject.eu/auth/login>

i “Swap to Evaluator Login”.



EU-Cert | Disclaimer Contact Us Login EN english

Sign in with your credentials

Swap to Evaluator Login

Your username or email...

Password...

Remember me

Sign in

[Forgot password?](#) [Create new account](#)

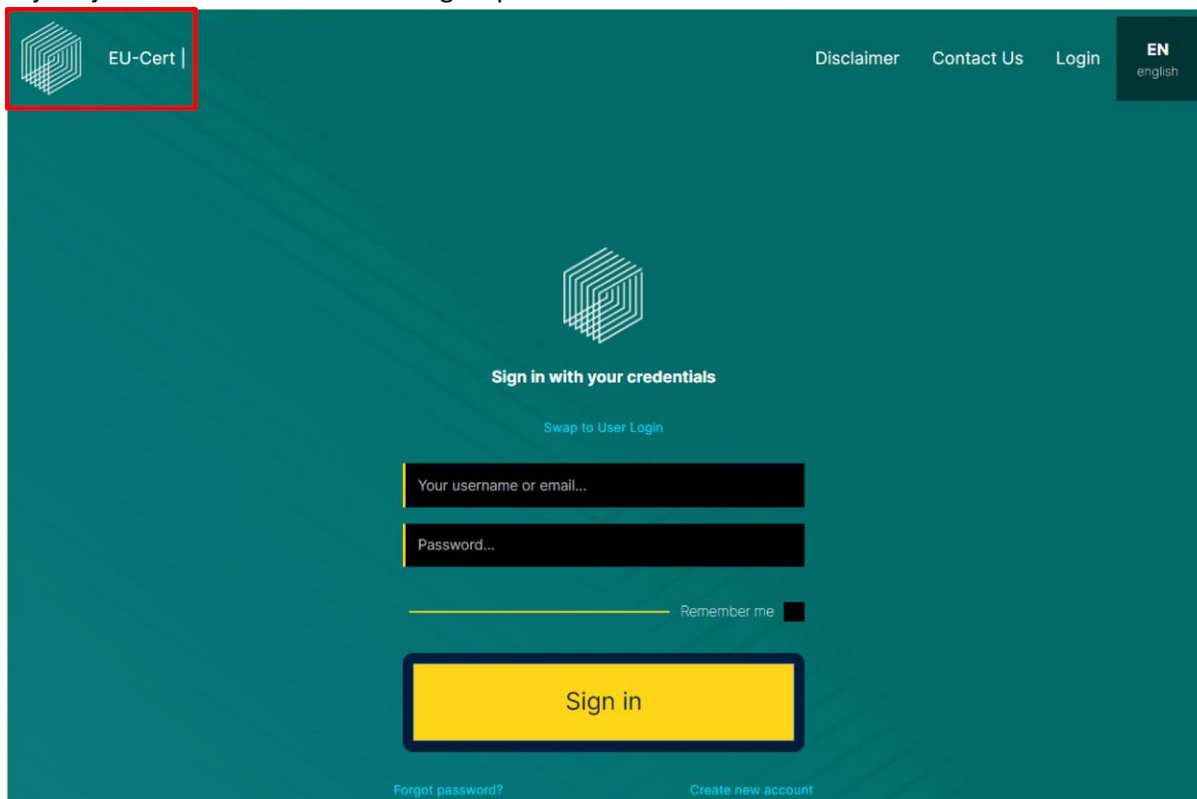
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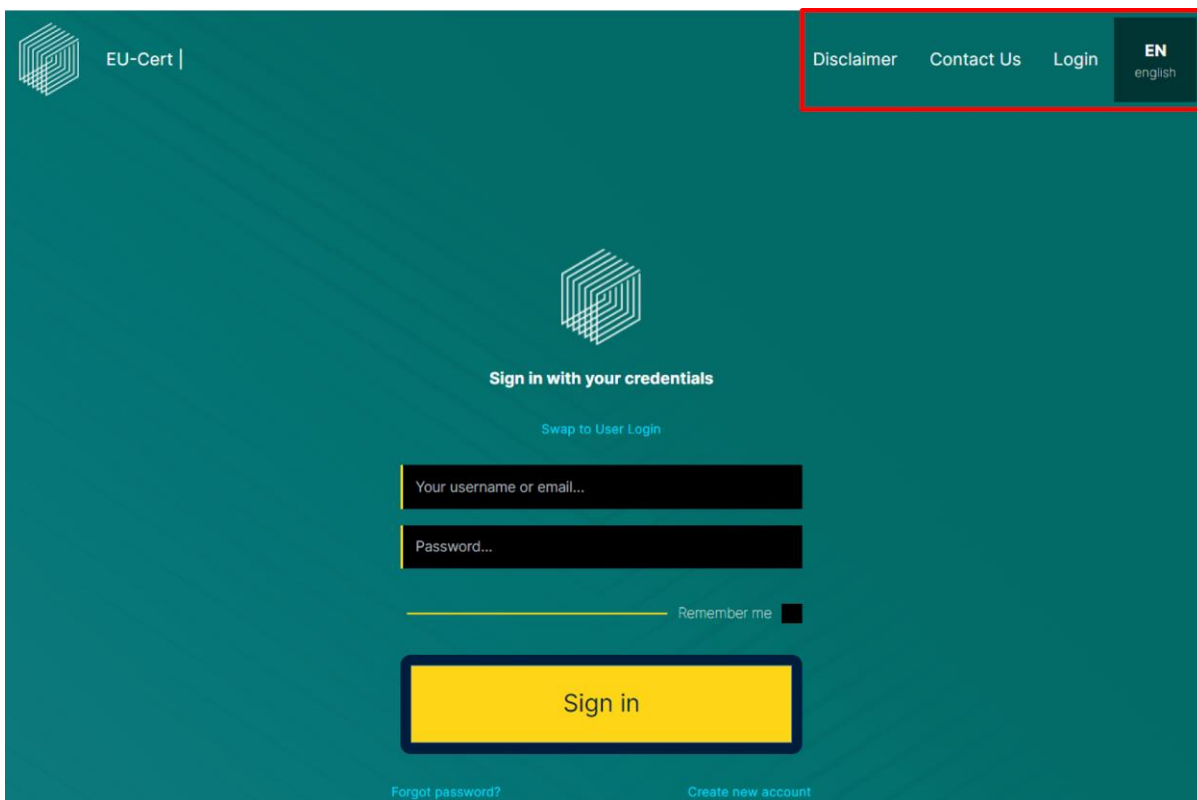
2. Početna stranica

Na početnoj stranici web stranice Evaluatora EU-CERT Akreditacijskog Alata naći ćete sljedeće stavke.

U gornjem lijevom kutu nalazi se logotip web stranice EU-CERT. Možete kliknuti na taj simbol u bilo koje vrijeme i to će vas dovesti natrag na početna stranica.

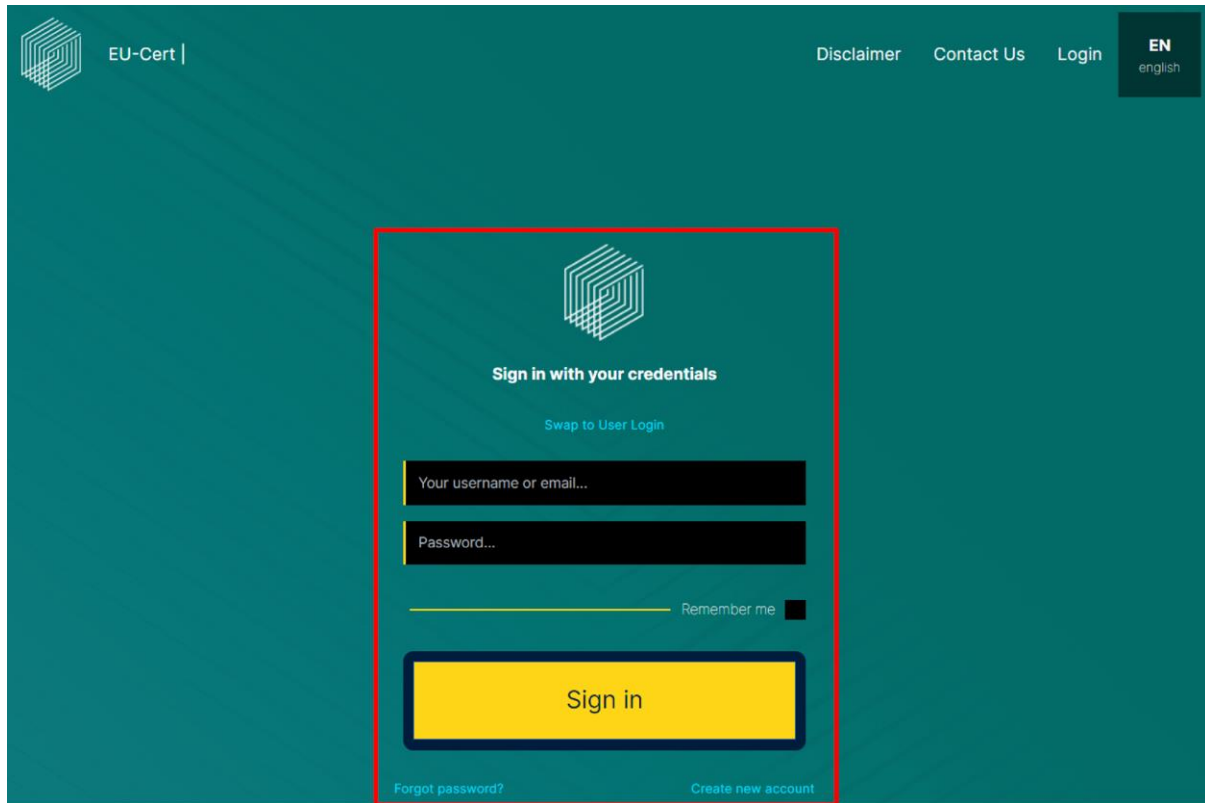


U gornjem desnom kutu možete pronaći odricanje od odgovornosti web stranice, kontakt obrazac, mogućnost prijave i mogućnost promjene jezika web stranice.

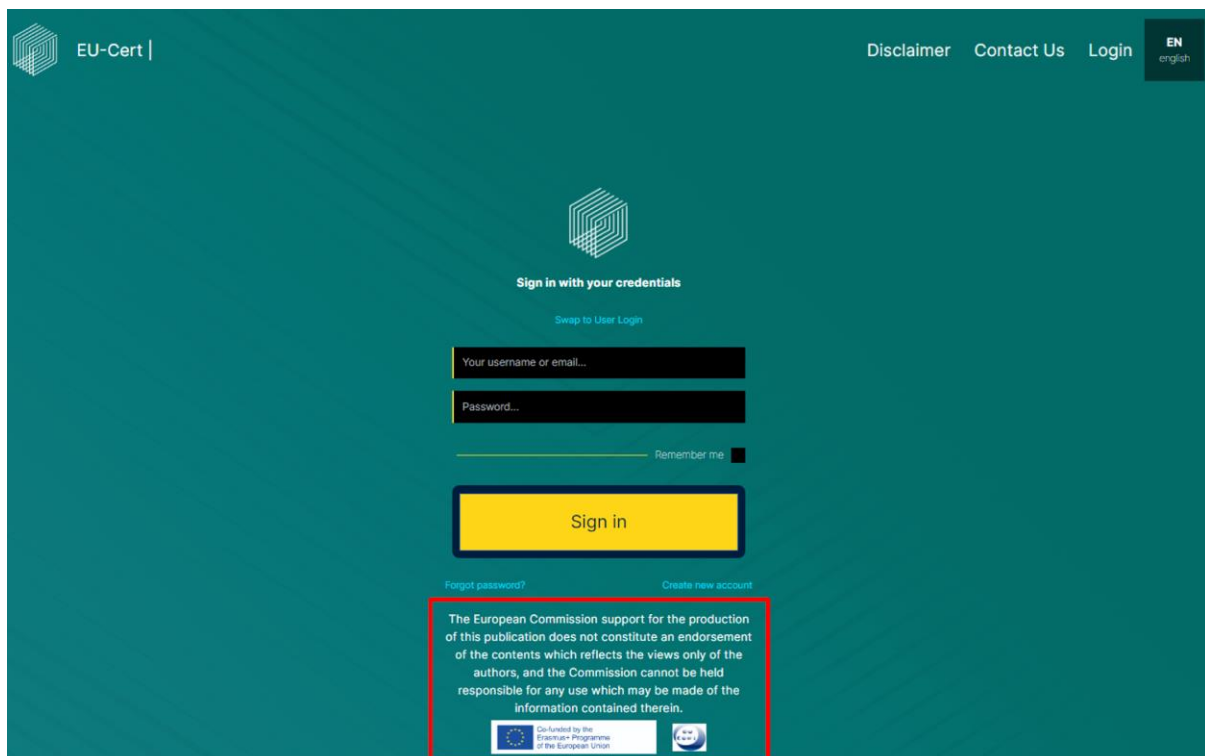


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U centru početne stranice možete se prijaviti na svoj račun s korisničkim imenom ili e-poštom i lozinkom, stvoriti novi račun ili resetirati lozinku ako ste je možda zaboravili.



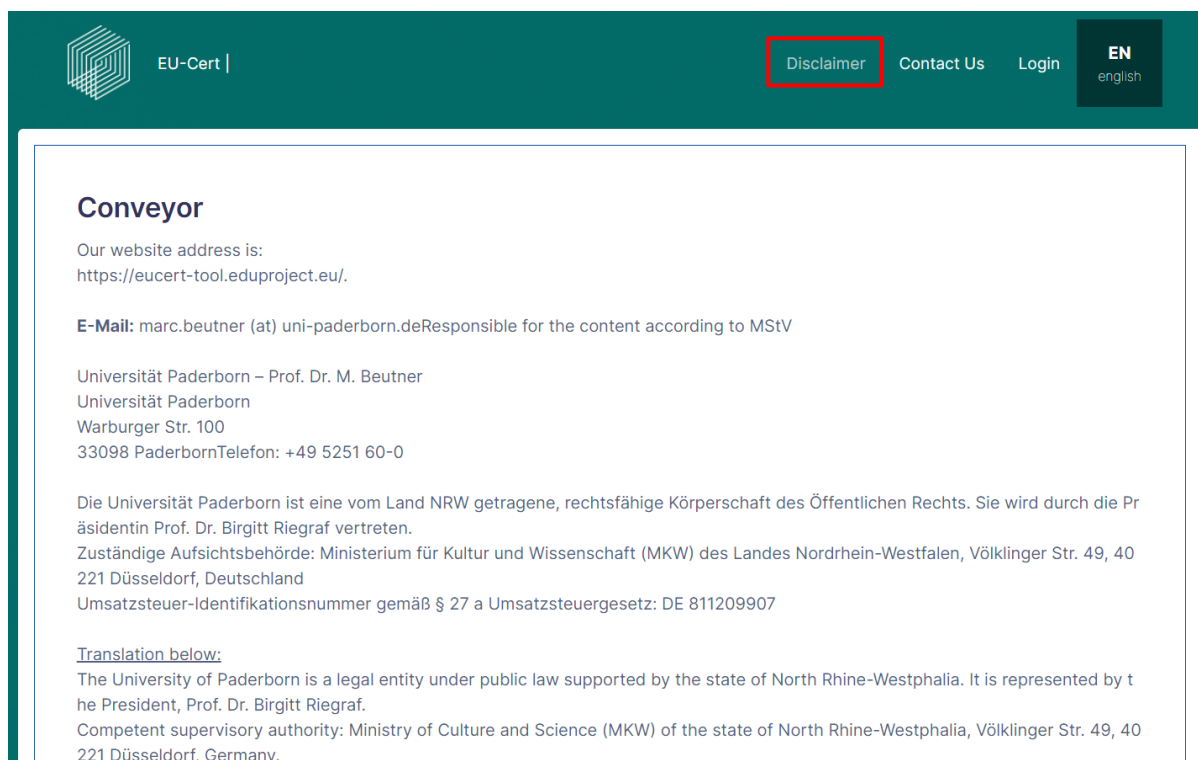
Na dnu početne stranice nalazi se odricanje od odgovornosti Europske komisije, logotip Financiranja Europske unije i logotip projekta EU-CERT.



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a. Odricanje od odgovornosti

Kada kliknete na "Disclaimer" u gornjem desnom kutu, možete pronaći odricanje od odgovornosti web stranice EU-CERT Accreditation Tool.



The screenshot shows the top navigation bar with the EU-Cert logo on the left and links for Disclaimer, Contact Us, Login, and EN (english) on the right. The main content area is titled "Conveyor" and contains the following text:

Our website address is:
<https://eucert-tool.eduproject.eu/>.

E-Mail: marc.beutner (at) uni-paderborn.de
Responsible for the content according to MStV

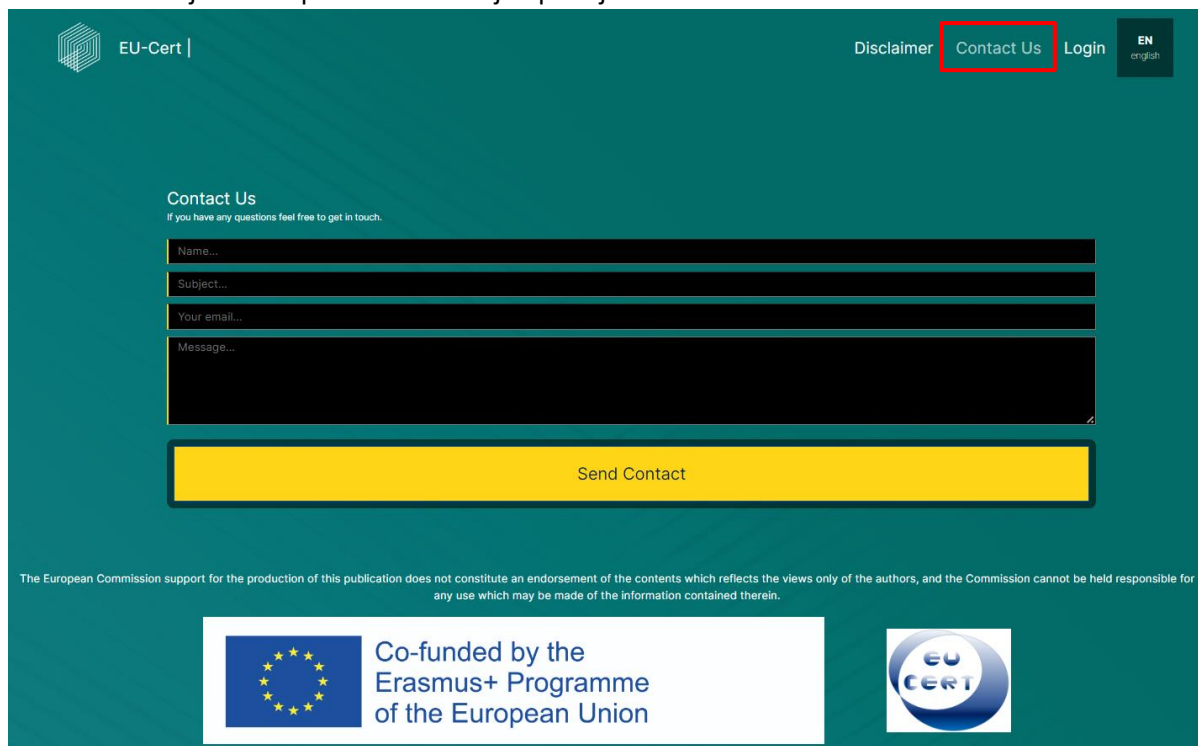
Universität Paderborn – Prof. Dr. M. Beutner
Universität Paderborn
Warburger Str. 100
33098 Paderborn
Telefon: +49 5251 60-0

Die Universität Paderborn ist eine vom Land NRW getragene, rechtsfähige Körperschaft des Öffentlichen Rechts. Sie wird durch die Präsidentin Prof. Dr. Birgitt Riegraf vertreten.
Zuständige Aufsichtsbehörde: Ministerium für Kultur und Wissenschaft (MKW) des Landes Nordrhein-Westfalen, Völklinger Str. 49, 40 221 Düsseldorf, Deutschland
Umsatzsteuer-Identifikationsnummer gemäß § 27 a Umsatzsteuergesetz: DE 811209907

Translation below:
The University of Paderborn is a legal entity under public law supported by the state of North Rhine-Westphalia. It is represented by the President, Prof. Dr. Birgitt Riegraf.
Competent supervisory authority: Ministry of Culture and Science (MKW) of the state of North Rhine-Westphalia, Völklinger Str. 49, 40 221 Düsseldorf, Germany.

b. Kontakt

Kada kliknete na "Contact Us" u gornjem desnom kutu, možete pronaći obrazac za kontakt s EU-CERT timom koji će vam pomoći s bilo kojim pitanjima.



The screenshot shows the top navigation bar with the EU-Cert logo on the left and links for Disclaimer, Contact Us, Login, and EN (english) on the right. The main content area is titled "Contact Us" and contains the following text:


Contact Us
If you have any questions feel free to get in touch.

Name...
Subject...
Your email...
Message...

[Send Contact](#)

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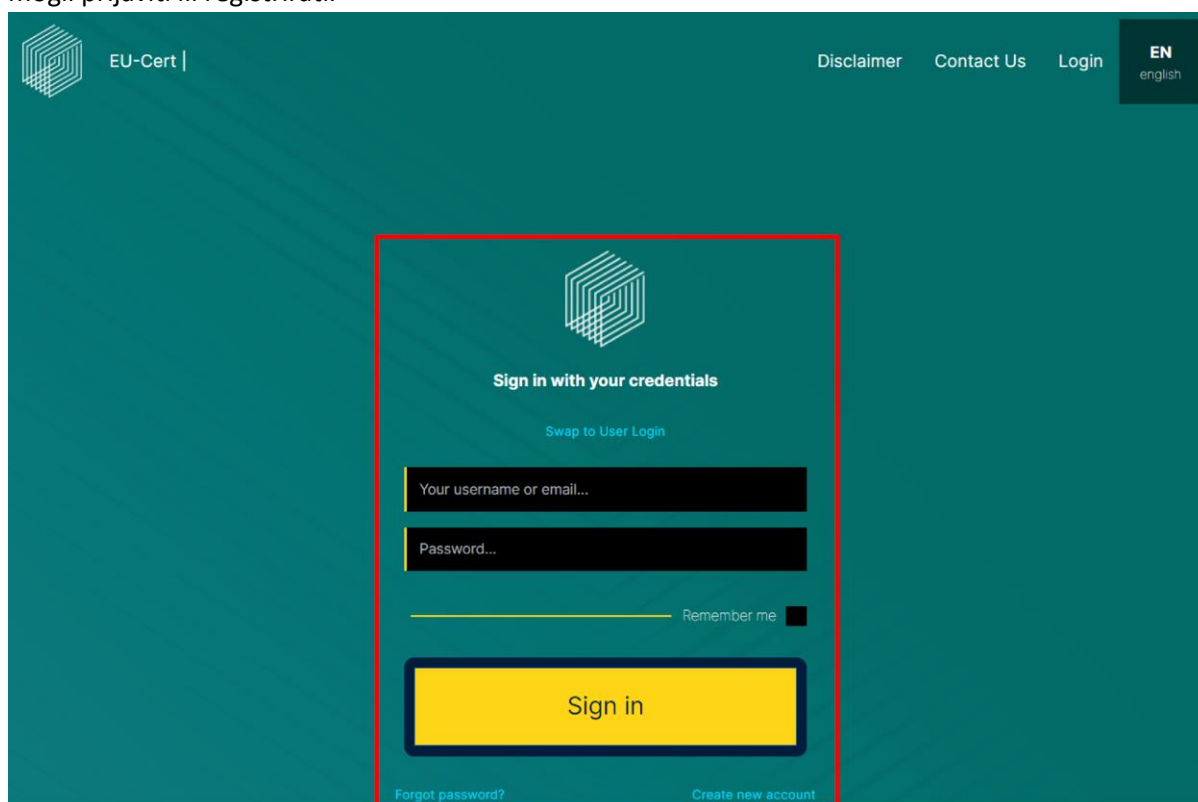
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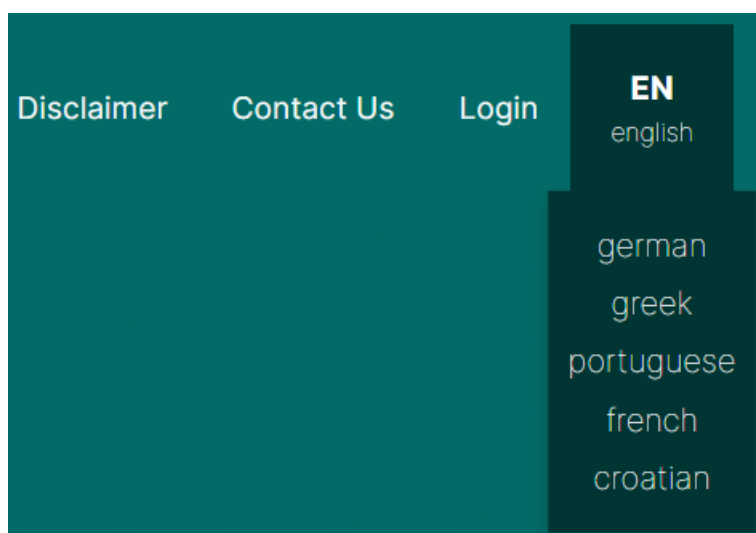
c. Prijava

Kada kliknete na "Login" u gornjem desnom kutu, bit ćete vraćeni na početnu stranicu kako biste se mogli prijaviti ili registrirati.



d. Jezik

Kada kliknete na "EN english" u gornjem desnom kutu, imate mogućnost promjene jezika web stranice na Njemački, Grčki, Portugalski, Francuski ili Hrvatski.

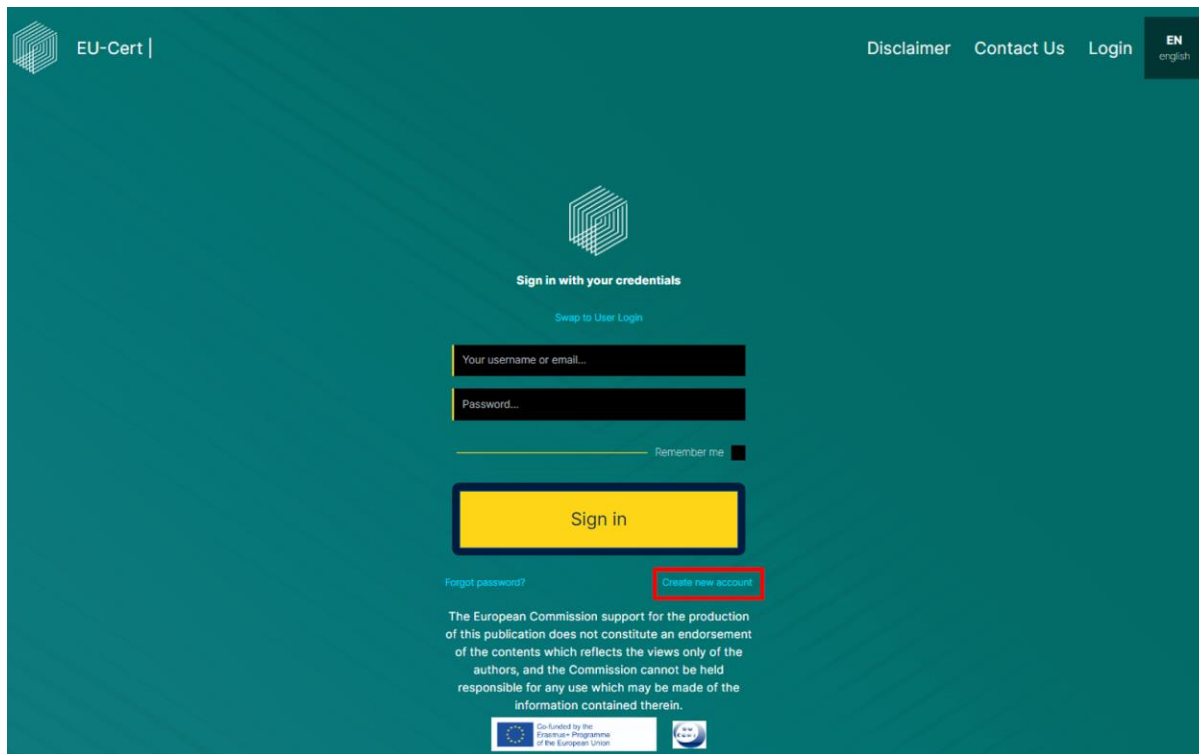


3. Registracija

Kada kliknete na "Stvorite novi račun" u središtu početne stranice, možete unijeti svoje nove podatke o računu i registrirati se kao evaluator web stranice EU-CERT Accreditation Tool. Da biste to

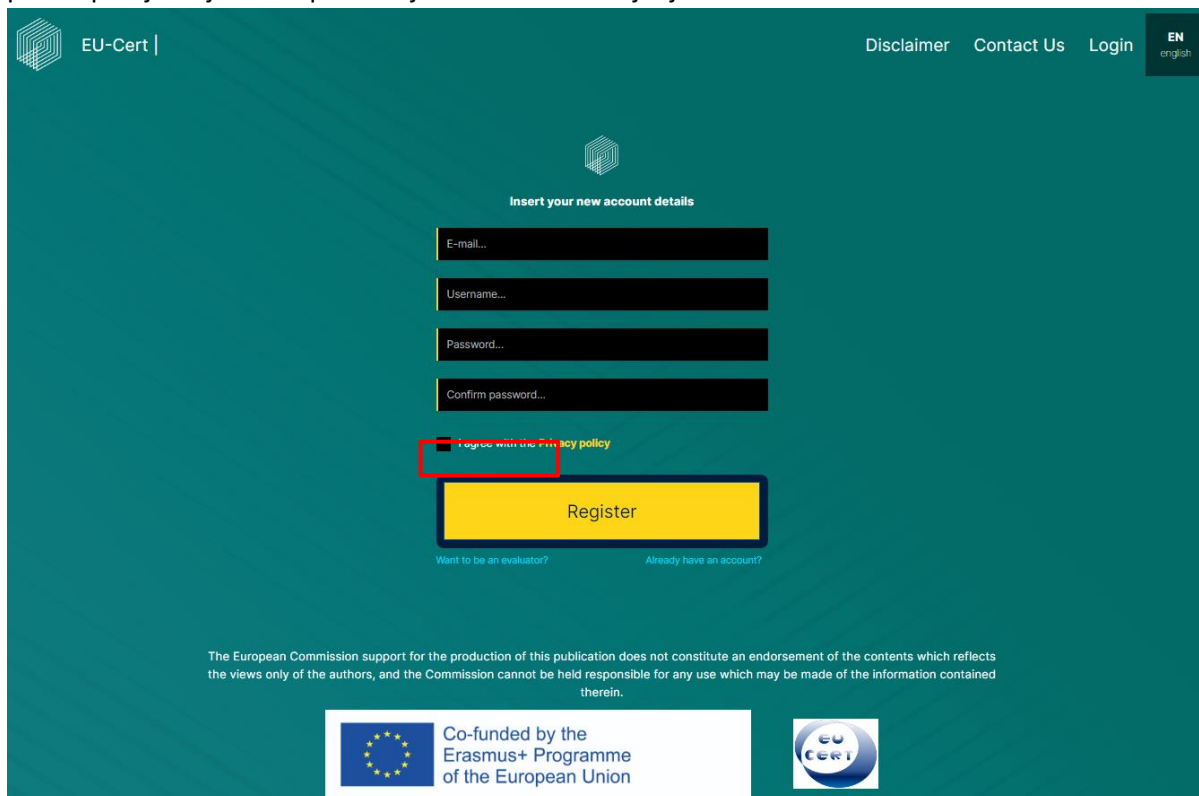
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učinili, morate se složiti s pravilima o privatnosti koja biste trebali pročitati prije nego što se s njima složite.



The screenshot shows the login page of the EU-CERT system. At the top left is the EU-CERT logo and the text "EU-Cert |". At the top right are links for "Disclaimer", "Contact Us", "Login", and a language selector "EN english". The main heading is "Sign in with your credentials" with a "Swap to User Login" link below it. There are input fields for "Your username or email..." and "Password...", followed by a "Remember me" checkbox. A large yellow "Sign in" button is centered. Below the button are links for "Forgot password?" and "Create new account" (highlighted with a red box). A disclaimer text is present, along with logos for the Erasmus+ Programme and the European Union.

Za registraciju kao ocjenjivač morate ispuniti upitnik i poslati ga timu EU-CERT. Oni će pregledati vaš profil i provjeriti jeste li ispunili uvjete za EU-CERT ocjenjivača.



The screenshot shows the registration page of the EU-CERT system. At the top left is the EU-CERT logo and the text "EU-Cert |". At the top right are links for "Disclaimer", "Contact Us", "Login", and a language selector "EN english". The main heading is "Insert your new account details". There are input fields for "E-mail...", "Username...", "Password...", and "Confirm password...". Below these is a checkbox labeled "I agree with the Privacy policy" (highlighted with a red box). A large yellow "Register" button is centered. At the bottom, there are links for "Want to be an evaluator?" and "Already have an account?". A disclaimer text is present, along with logos for the Erasmus+ Programme and the European Union.

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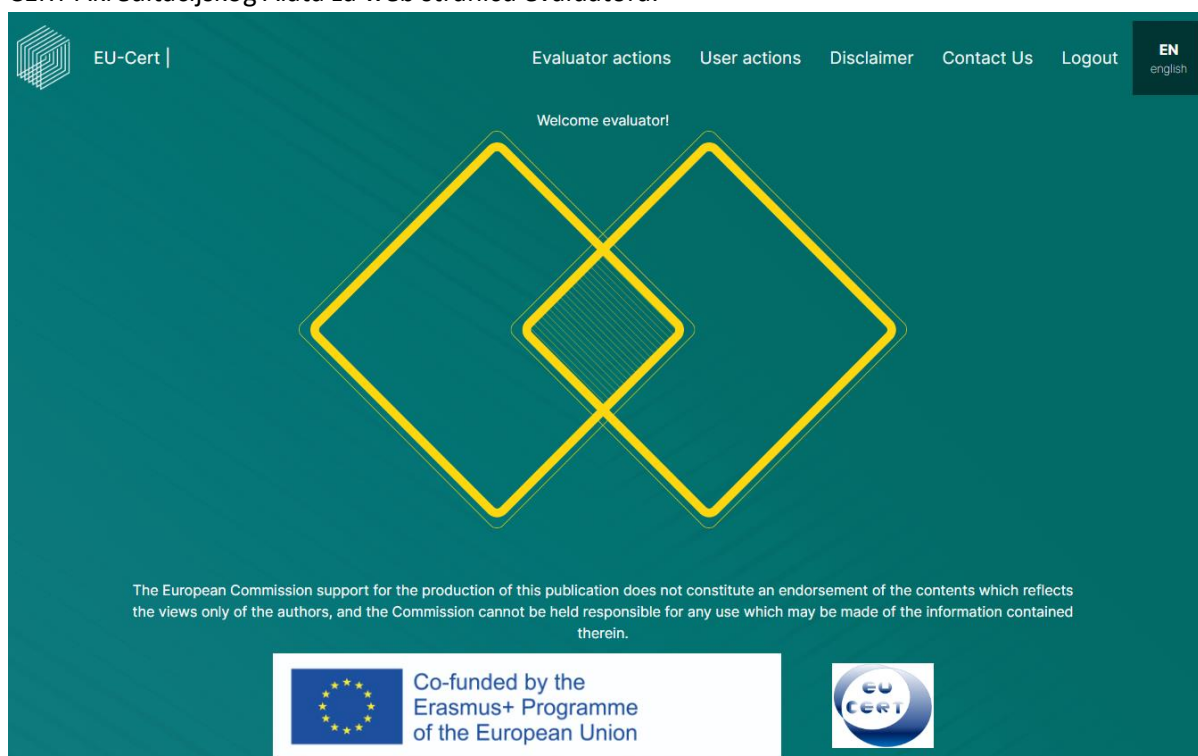
Nakon što EU-CERT tim pregleda vašu prijavu, prihvatit će vas ili odbiti kao evaluatora.

Nakon registracije, primit ćete e-mail ako je vaša registracija bila uspješna. Zatim se možete vratiti na "Login" i koristiti podatke svog računa te koristiti prvu lozinku koju je generirala platforma EU-CERT. Lozinka se mora promijeniti iz sigurnosnih razloga.

Kada završite sve ove korake, bit ćete spremni započeti s akreditacijama.

4. Landing stranica nakon prijave

Nakon što se prijavite s pojedinostima svog računa, bit ćete preusmjereni na landing stranicu EU-CERT Akreditacijskog Alata za web stranicu evaluatora.



U gornjem lijevom kutu nalazi se logotip web stranice EU-CERT. Možete kliknuti na taj simbol u bilo koje vrijeme i to će vas odvesti natrag na početnu stranicu.



EU-Cert | Evaluator actions User actions Disclaimer Contact Us Logout EN english

Welcome evaluator!

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U gornjem desnom kutu možete odlučiti želite li pokrenuti novu akreditaciju, otići na svoje prethodne potvrde, pogledati odricanje od odgovornosti, kontaktirati EU-CERT tim, odjaviti se s računara ili odabrati drugi jezik za web-lokaciju.

EU-Cert | Evaluator actions User actions Disclaimer Contact Us Logout EN english

Welcome evaluator!

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5. Evaluatorske Akcije

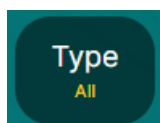
U odjeljku "Evaluatorske akcije" možete pronaći sve prijedloge EU-CERT korisnika koji su vam dodijeljeni i zahtijevaju evaluatorsku akciju.

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Review Started	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024
Product, Material, OER and Course Accreditation	Pending review	2024	2024

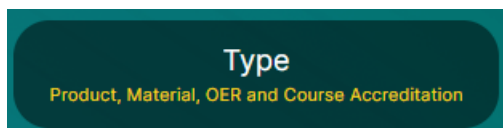
Možete vidjeti sljedeće kategorije s lijevog na desni stupac:

a. Tip

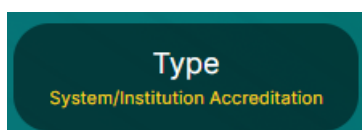
Narudžbu možete promijeniti klikom na simbol.



S opcijom 'Type All' vidjet ćete sve vrste podneske.



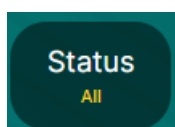
S opcijom 'Type Product, Material, OER i Course Accreditation' vidjet ćete samo one.



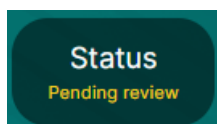
S opcijom 'Type System/Institution Accreditation' vidjet ćete samo one.

b. Status

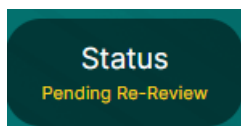
Narudžbu možete promijeniti klikom na simbol.



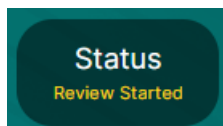
S opcijom 'Status All' vidjet ćete sve podneske, bez obzira na njihov status.



S opcijom 'Status Pending review' vidjet ćete samo one podneske koji trenutno čekaju vašu recenziju kao evaluator.



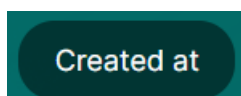
S opcijom 'Status Pending Re-Review' vidjet ćete samo one podneske koje ste već pregledali, ali ste dali korisniku priliku da nešto promijeni. Sada morate ponovno pregledati podnesak.



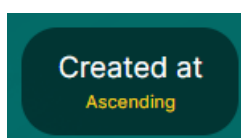
S opcijom 'Status Review Started' vidjet ćete samo one podneske koje ste već započeli, ali nisu završeni.

c. Stvorena u

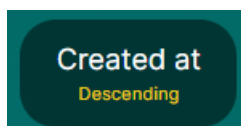
Narudžbu možete promijeniti klikom na simbol.



S opcijom 'Created at', vidjet ćete sve podneske i certifikate, bez obzira na datum stvaranja



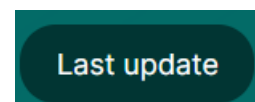
S opcijom 'Izrađen u Ascending', vidjet ćete svoje podneske i certifikate koji su poredani uzlazno, tako da će prvi biti na vrhu.



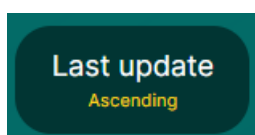
S opcijom 'Izrađen u Descending', vidjet ćete svoje podneske i certifikate koji su poredani silazno, tako da će posljednji biti na vrhu.

d. Zadnje ažuriranje

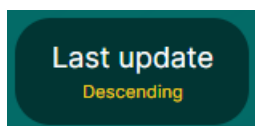
Narudžbu možete promijeniti klikom na simbol.



S opcijom 'Last update', vidjet ćete sve podneske, bez obzira na zadnje ažuriranje.



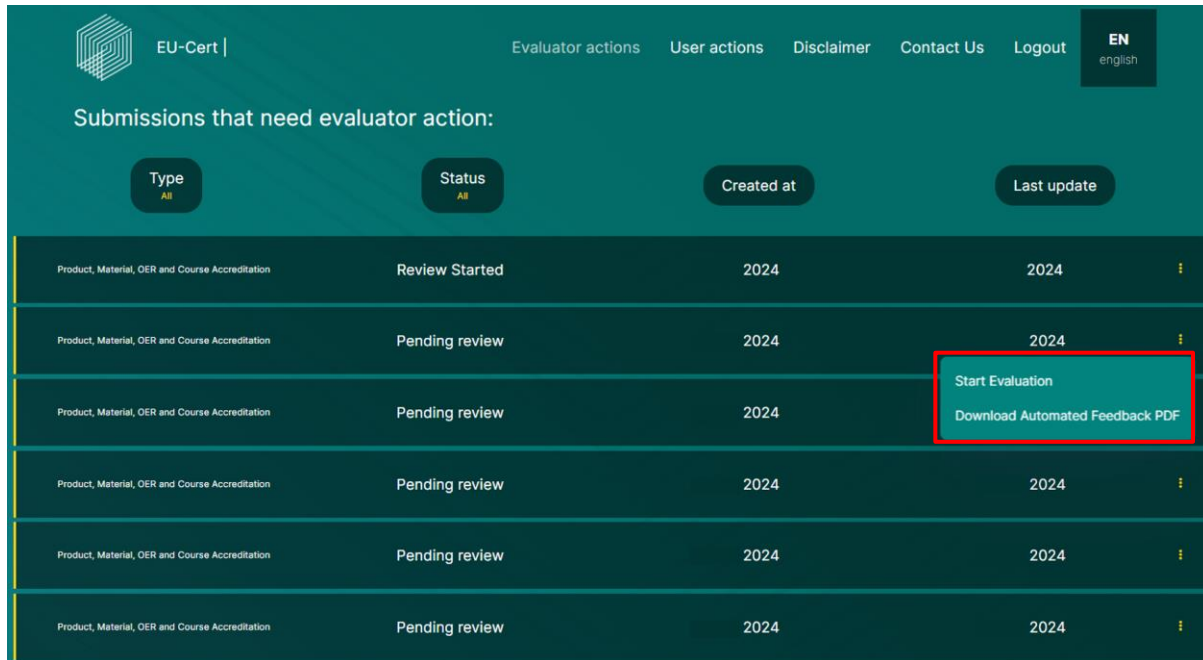
S opcijom 'Posljednje ažuriranje Ascending', vidjet ćete podneske i certifikate koji se poredaju uzlazno, tako da će prvi biti na vrhu.



S opcijom 'Posljednje ažuriranje Descending', vidjet ćete podneske i certifikate koji se poredaju silazno, tako da će posljednji biti na vrhu."

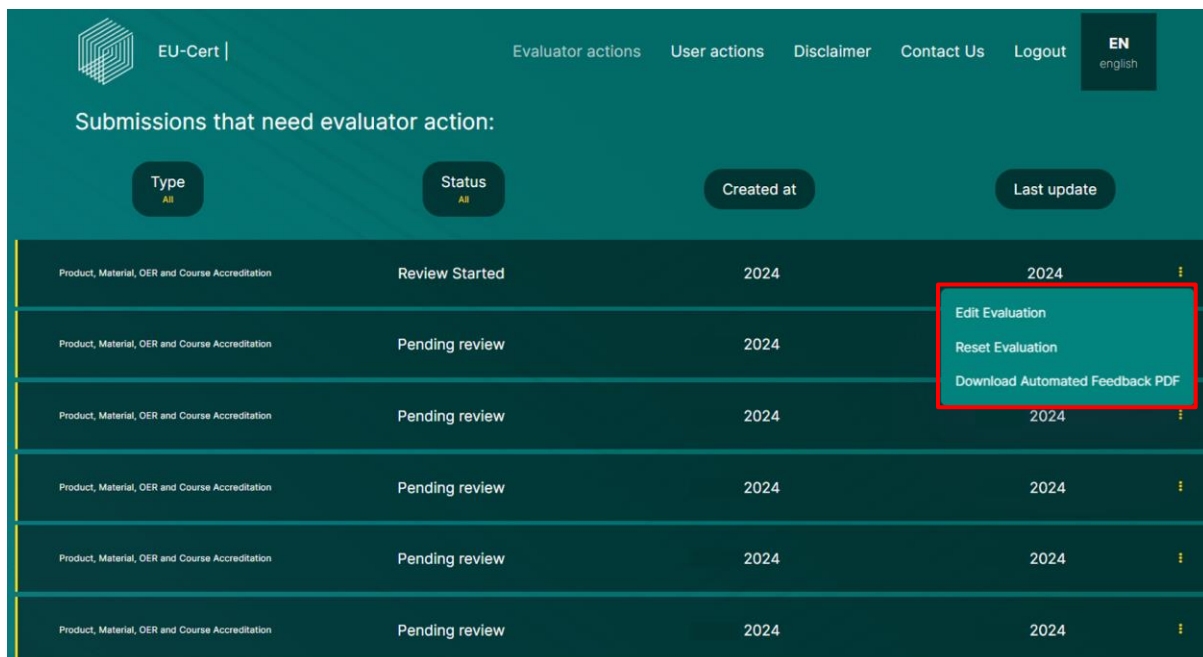
Klikom na tri točke s desne strane reda možete odabrati radnju.

Za "Pending Review" podneske, možete ili započeti proces evaluacije klikom na "Start Evaluacija" ili preuzeti "Automatizirane Povratne informacije PDF" i koristiti ih kao orijentaciju.



Type	Status	Created at	Last update	
Product, Material, OER and Course Accreditation	Review Started	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	Start Evaluation Download Automated Feedback PDF
Product, Material, OER and Course Accreditation	Pending review	2024		
Product, Material, OER and Course Accreditation	Pending review	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	

U slučaju "Review Started", možete ili "Uredi Evaluaciju", što znači da ste već započeli proces evaluacije i želite ga nastaviti, ili možete "Resetiraj Evaluaciju", što znači da možete izbrisati proces ocjenjivanja i započeti ponovno. Također možete "Preuzmi Automatizirane Povratne informacije PDF", što znači da možete pregledati rezultate prve generirane automatske povratne informacije sustava. To možete koristiti kao orijentaciju za ocjenu.



Type	Status	Created at	Last update	
Product, Material, OER and Course Accreditation	Review Started	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024		Edit Evaluation Reset Evaluation Download Automated Feedback PDF
Product, Material, OER and Course Accreditation	Pending review	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	
Product, Material, OER and Course Accreditation	Pending review	2024	2024	

Za daljnje upute o postupku ocjenjivanja pogledajte poglavlje 7.

6. Korisničke radnje

U odjeljku "User Actions" naći ćete sve certifikate i podneske koji zahtijevaju korisničko djelovanje.

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EU-Cert | Evaluator actions **User actions** Disclaimer Contact Us Logout EN english

Certified/Submissions that need user action:

Type All Status All Created at Last update

There are no submissions that need user action or are certified.

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Ovdje također možete promijeniti redoslijed certifikata i podnesaka klikom na Tip/Status/Stvorena u/Zadnje ažuriranje.

Za daljnje upute o promjeni redoslijeda predmeta, molimo pogledajte poglavlje 5a-d.

7. Proces evaluacije

Ako započnete postupak ocjenjivanja, vidjet ćete ovu stranicu. Počet ćete s formalnim kriterijima, baš kao što ih je korisnik ispunio u upitniku. Nakon toga proći ćete kroz kriterije vezane uz predmet/sadržaj.

EU-Cert | Evaluator actions User actions Disclaimer Contact Us Logout EN english

I. Formal Criteria

Start 1. Institution >>> 2. Type of Product, Material, OER and Course >>> 3. Target group >>> 4. Transparency >>> 5. Timeliness >>> 6. Interdisciplinary learning opportunities >>> 7. Openness > Finish

Automated Score: 6/6 Evaluator Score: 0/6

Identification

1. Q: Please enter the name of your institution A: [Green checkmark]

2. Q: Please enter the official address of your headquarters A: [Green checkmark]

Previous Step Next Step

Tijekom procesa procjene možete vidjeti dvije trake napretka koje pokazuju vaš trenutni status evaluacije.

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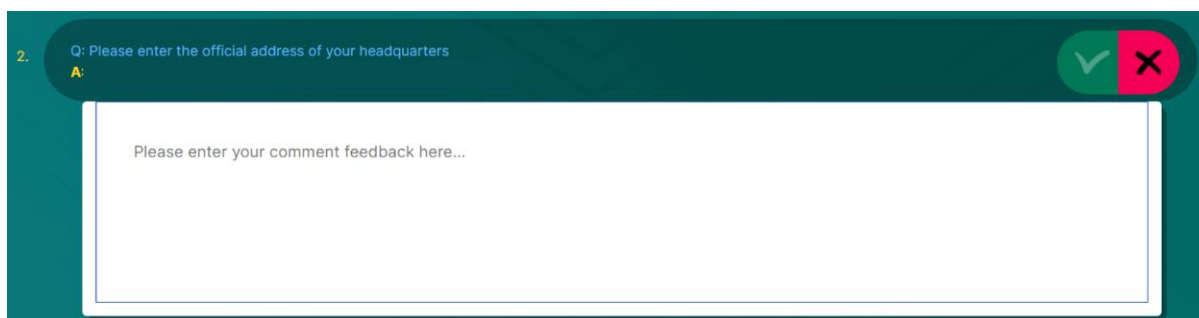
U centru stranice možete vidjeti pitanja upitnika (plave boje) i povezane odgovore koje je dao korisnik (žute boje).

Na dnu stranice imate priliku nastaviti dalje ili se vratiti na prethodni korak. Ako niste završili evaluaciju na ovoj stranici, program vas neće pustiti dalje dok ne popunite sve potrebne informacije.

Glavni dio procesa evaluacije je ocjenjivanje odgovora na pitanja korisnika koji je ispunio upitnik i želi dobiti certifikat.

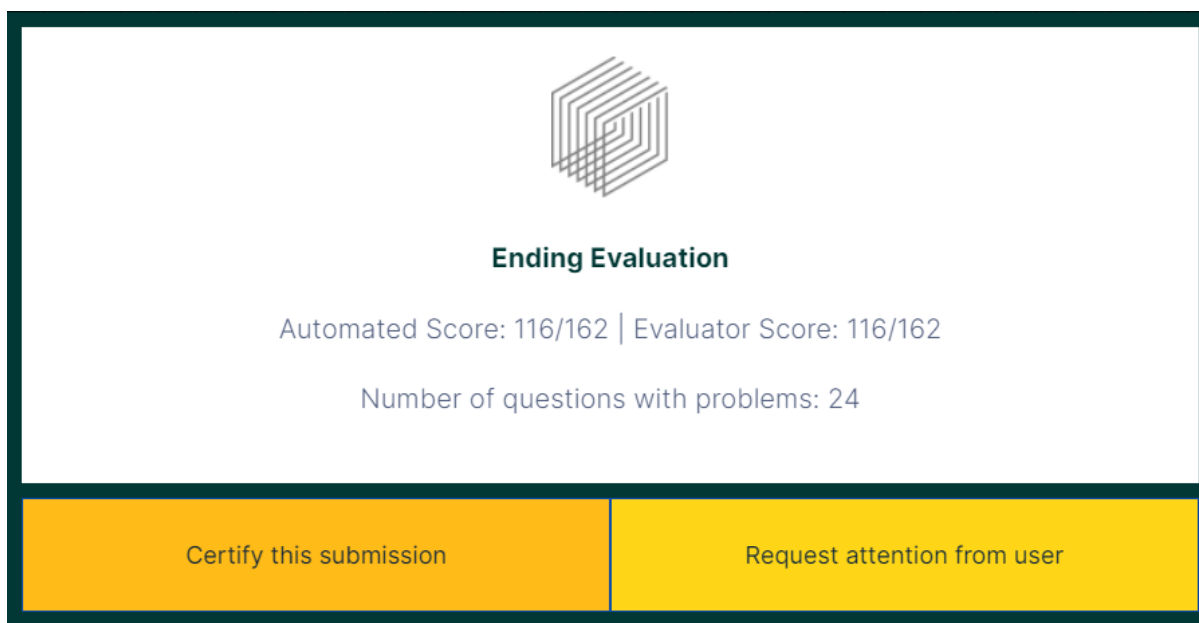
Nakon što pročitate pitanje i povezani odgovor korisnika, možete označiti odgovor kao prihvatljiv, kao što je prikazano ovdje:

Ili možete označiti odgovor kao nije prihvatljiv. U tom slučaju možete dodati komentar i dati povratne informacije zašto smatrate da ovaj odgovor nije prihvatljiv. Ono što nedostaje je netočno ili se traži objašnjenje.




Nakon što prođete kroz sva pitanja i ocijenite upitnik, završite postupak ocjenjivanja. Pojaviti će se dodatni prozor koji će vam pružiti informacije o ovoj evaluaciji. Prikazat će vam ukupni rezultat automatskih povratnih informacija, ukupni rezultat vaših povratnih informacija i ukupan broj pitanja za koje ste odlučili da nisu prihvatljiva i zahtijevaju pažnju korisnika. Čak i ako ste pronašli neke probleme, možete odlučiti izravno potvrditi podnesak ili zatražiti pažnju korisnika i odlučiti kasnije. U svakom slučaju, korisnik će biti obaviješten da još uvijek postoji potrebna pažnja.

S problemima (poziv na akciju):



Bez problema:



Ending Evaluation

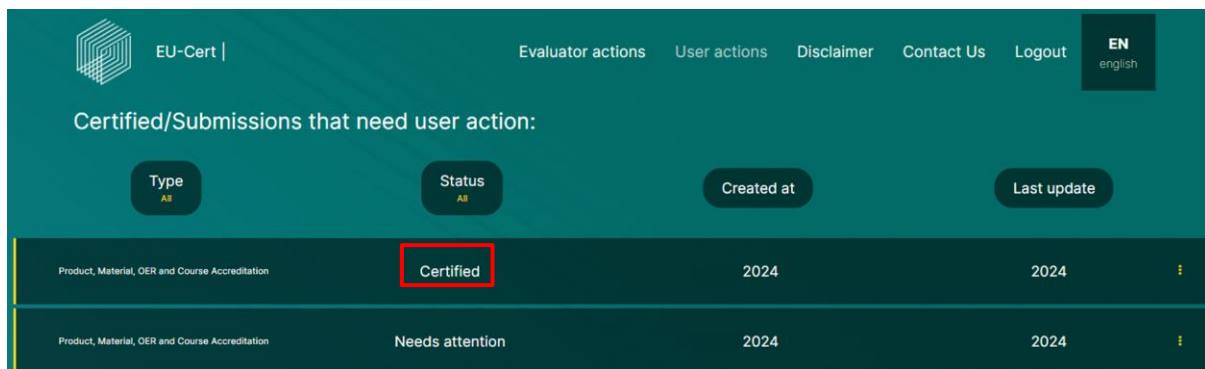
Automated Score: 116/162 | Evaluator Score: 116/162

Number of questions with problems: 0

Certify this submissionRequest attention from user

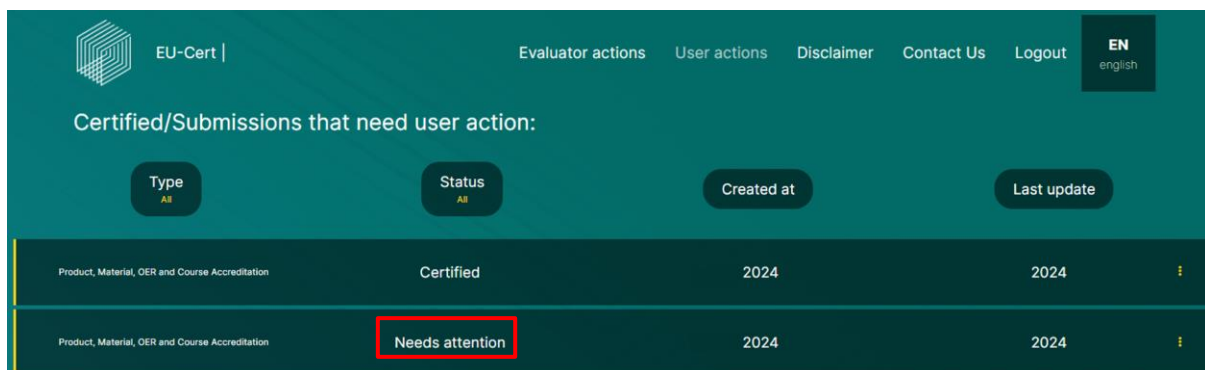
Nakon procesa evaluacije i završetka ocjenjivanja, status podnesaka mijenja se u odjeljku "Korisničke aplikacije".

Podnesak se tada može označiti kao "Certified".



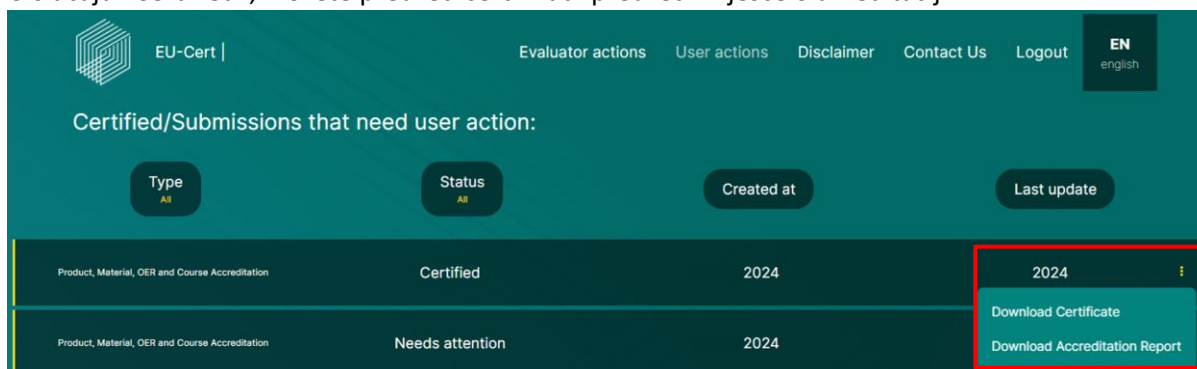
Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024

Ili kao "Needs attention":



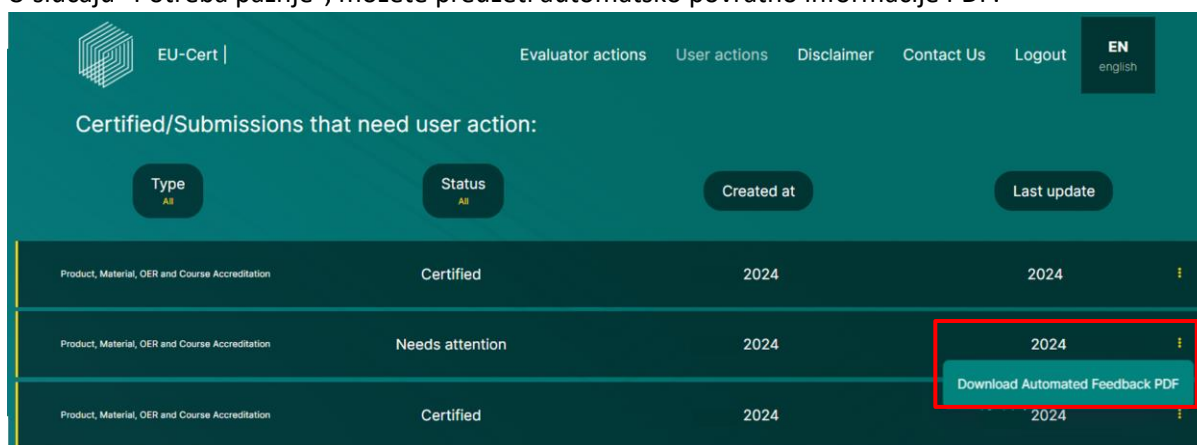
Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024

U slučaju "Certified", možete preuzeti certifikat i preuzeti izvješće o akreditaciji.



Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024 Download Certificate Download Accreditation Report
Product, Material, OER and Course Accreditation	Needs attention	2024	

U slučaju "Potreba pažnje", možete preuzeti automatsko povratno informacije PDF.



Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Certified	2024	2024
Product, Material, OER and Course Accreditation	Needs attention	2024	2024 Download Automated Feedback PDF
Product, Material, OER and Course Accreditation	Certified	2024	2024

a. *Certifikat*

Na certifikatu se nalaze informacije o certifikacijskoj udruzi, serijskom broju certifikata, vrsti certifikacije, nazivu institucije, periodu važenja certifikata, datumu certifikacije, potpisu koordinатора EU-CERT-a i izjavi o odricanju odgovornosti Europske unije.

b. *Izvješće o akreditaciji*

Izvješće o akreditaciji sadrži informacije o instituciji za podnošenje prijave, pregled formalnih kriterija i njihovih odjeljaka, pregled kriterija povezanih s predmetom/sadržajem i njihovih odjeljaka, te pregled automatiziranih točaka koje je dao sustav, kao i točaka koje je dao ocjenjivač za svaki odjeljak. Ukupan broj bodova za formalne kriterije koje su dodijelili sustav i ocjenjivač, kao i ukupan broj bodova za kriterije povezane s predmetom/sadržajem koje su dodijelili sustav i ocjenjivač, bit će prikazan. Na kraju slijedi pregled ukupnog broja bodova.

c. *Automatizirana povratna informacija*

Automatizirana povratna informacija pruža pregled o tome kako je podnesak ocijenjen. Pruža orijentaciju o tome kako je podnesak postignut. Možete vidjeti pregled formalnih i kriterija povezanih s predmetom i njihovih odjeljaka, te koliko bodova je sustav dodijelio korisniku za njihove odgovore.