



EU- CERT
Grant Agreement No.:
2021-1-DE02-KA220-ADU-000033541
PR4-Handbook



Co-funded by
the European Union



EU-CERT: Europski certifikati i akreditacija za Europske projekte

Rezultat projekta 4

Priručnik za akreditaciju

Upute Korisnika

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**)

projektni partneri: University of Paderborn, Njemačka (P0), Koordinator

Ingenious Knowledge GmbH, Njemačka (P1)

RUTIS-Associa-Azsozia-Claó Rede de Universidades da Terceira
Idade, Portugal (P2)

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

Esquare, Francuska (P4)

STANDO LTD., Cipar (P5)

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.





Sadržaj

EU- CERT
Grant Agreement No.:
2021-1-DE02-KA220-ADU-000033541
PR4-Handbook



Co-funded by
the European Union

Rezultat projekta 4 – Priručnik za akreditaciju	3
Smjernica A – Smjernica za korisnike	3
1. Poveznica na web stranicu alata EU-CERT Accreditation Tool	3
2. Početna stranica	4
a. Odricanje od odgovornosti	8
b. Kontakt	9
c. Prijava	10
d. Jezik	10
3. Registracija	11
4. Landing stranica nakon prijave	12
5. Nova Akreditacija	14
6. Sustavna/Institucionalna Akreditacija	15
a. Upitnik	17
b. Spremiti kao nacrt	21
7. Akreditacija proizvoda, materijala, OER-a i tečajeva	23
8. Automatiziran Povratna informacija	24
9. Moji certifikati	26
a. Tip	27
b. Status	28
c. Stvorena u	28
d. Zadnje ažuriranje	29
e. Moje Certifikati (uredi/izbriši)	29
f. Moji certifikati (Certificirani/Pažnja potrebna)	29
g. Certifikat	31
h. Izvješće o akreditaciji	31
i. Automatizirana povratna informacija	31





Rezultat projekta 4 – Priručnik za akreditaciju

Smjernica A – Smjernica za korisnike

Ova smjernica pomoći će korisnicima alata EU-CERT Accreditation Tool da upravljaju procesom akreditacije web stranice. Uključivat će screenshotove svakog mogućeg koraka zajedno s povezanim objašnjenjima.

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

Korisnici moraju slijediti ovaj link kako bi pristupili web stranici alata EU-CERT Accreditation Tool:



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



2. Početna stranica

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

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

Na početnoj stranici web-mjesta EU-CERT Accreditation Tool pronaći ćete sljedeće stavke.

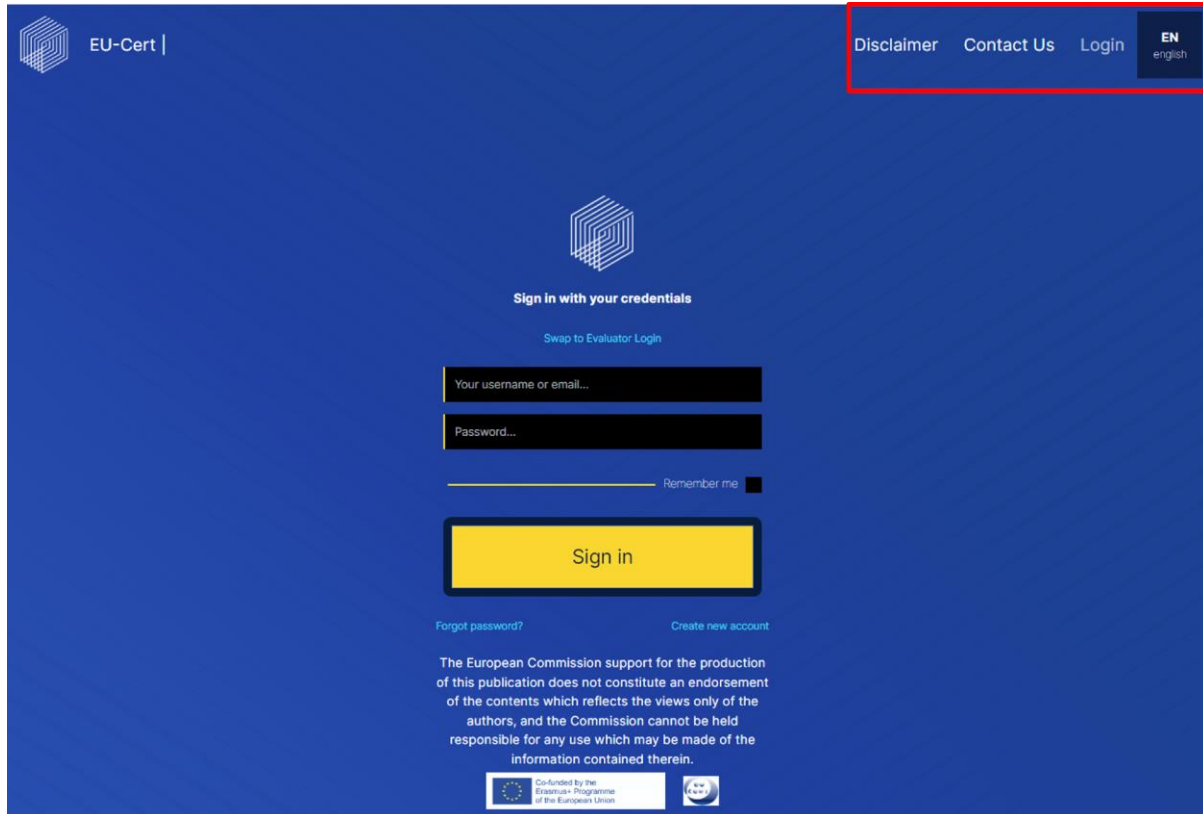


U gornjem lijevom kutu nalazi se logotip web stranice EU-CERT. Možete kliknuti na taj simbol u bilo koje vrijeme i to će vas dovesti natrag na početak.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

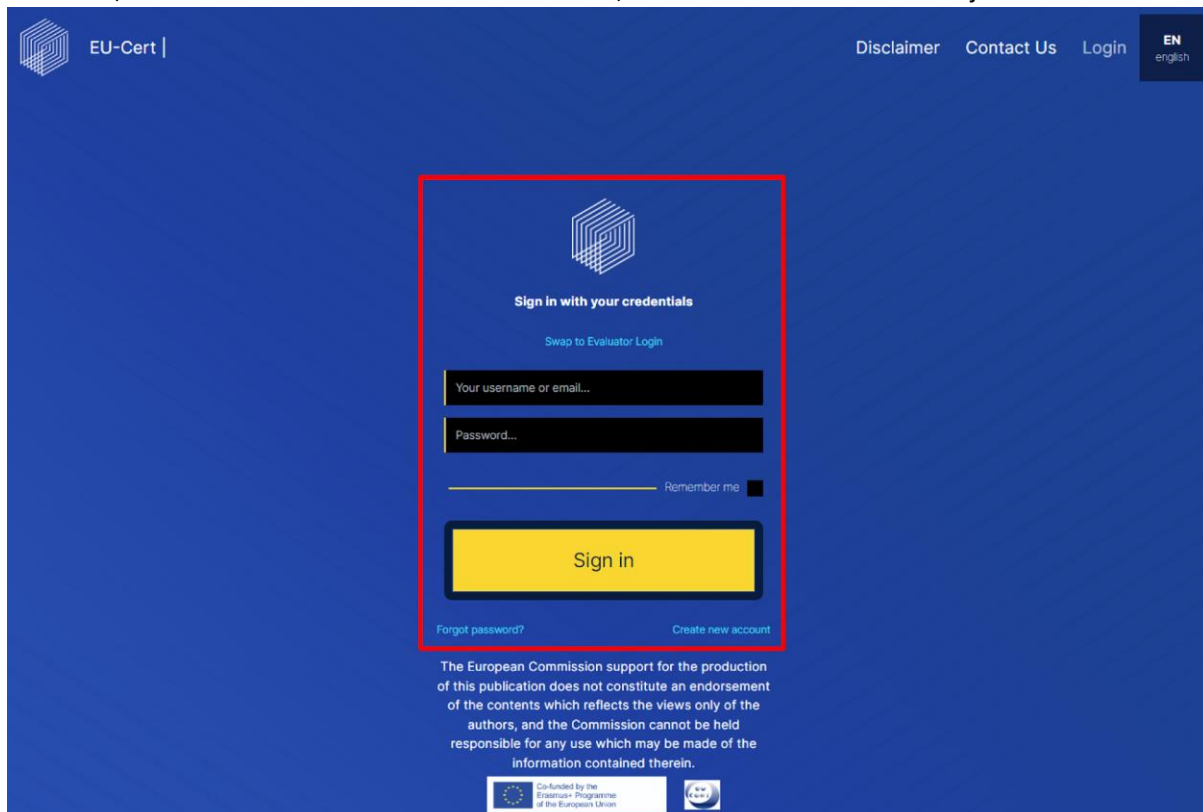


U gornjem desnom kutu možete pronaći odricanje od odgovornosti web stranice, kontakt obrazac, mogućnost prijave i mogućnost promjene jezika web stranice.



The screenshot shows the top navigation menu of the EU-Cert website, which is highlighted with a red rectangular box. The menu items are: [Disclaimer](#), [Contact Us](#), [Login](#), and a language selector button labeled **EN** with english below it. The rest of the page shows the login form with fields for 'Your username or email...' and 'Password...', a 'Remember me' checkbox, and a yellow 'Sign in' button. Below the form are links for 'Forgot password?' and 'Create new account', a disclaimer, and logos for 'Co-funded by the Erasmus+ Programme of the European Union' and 'EU-CERT'.

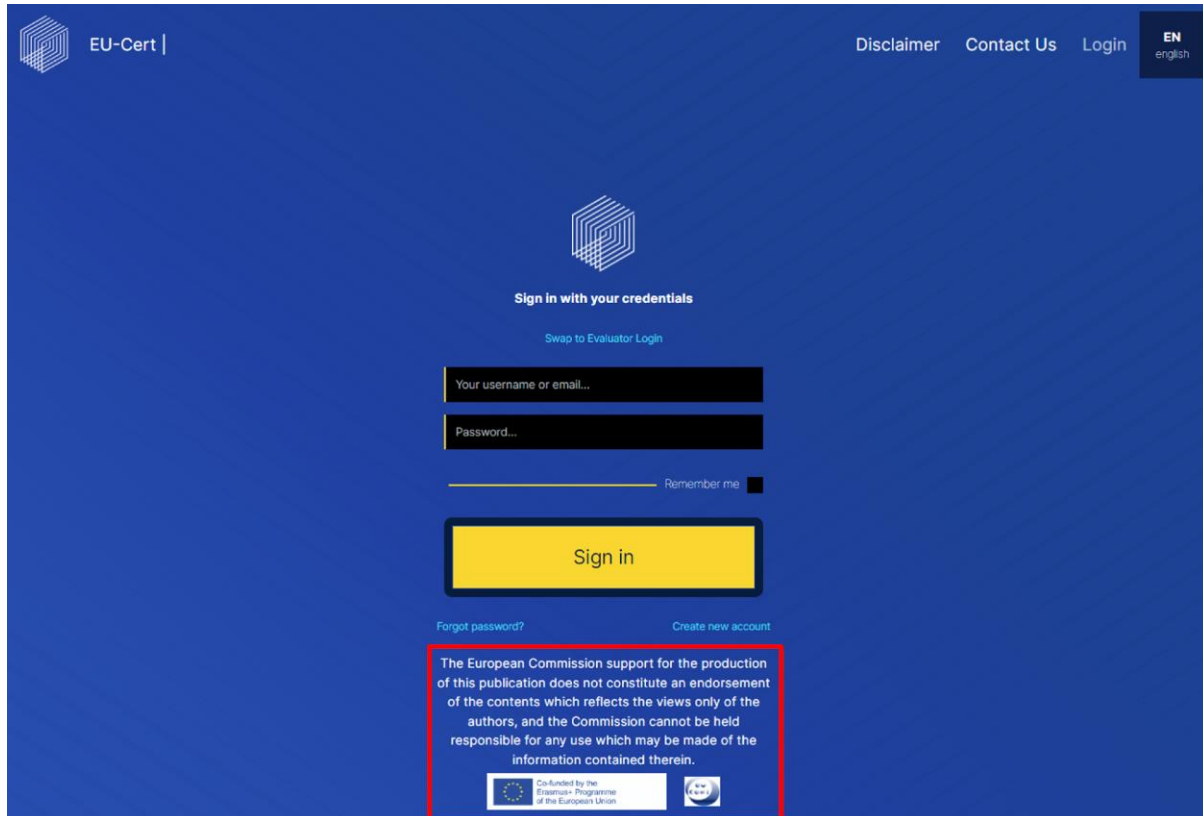
U središtu početne stranice možete se prijaviti na svoj račun s korisničkim imenom ili e-poštom i lozinkom, izraditi novi račun ili stvoriti novu lozinku, ako ste možda zaboravili svoju.



The screenshot shows the login form of the EU-Cert website, which is highlighted with a red rectangular box. The form includes the text 'Sign in with your credentials', a link to 'Swap to Evaluator Login', input fields for 'Your username or email...' and 'Password...', a 'Remember me' checkbox, and a yellow 'Sign in' button. Below the form are links for 'Forgot password?' and 'Create new account', a disclaimer, and logos for 'Co-funded by the Erasmus+ Programme of the European Union' and 'EU-CERT'.

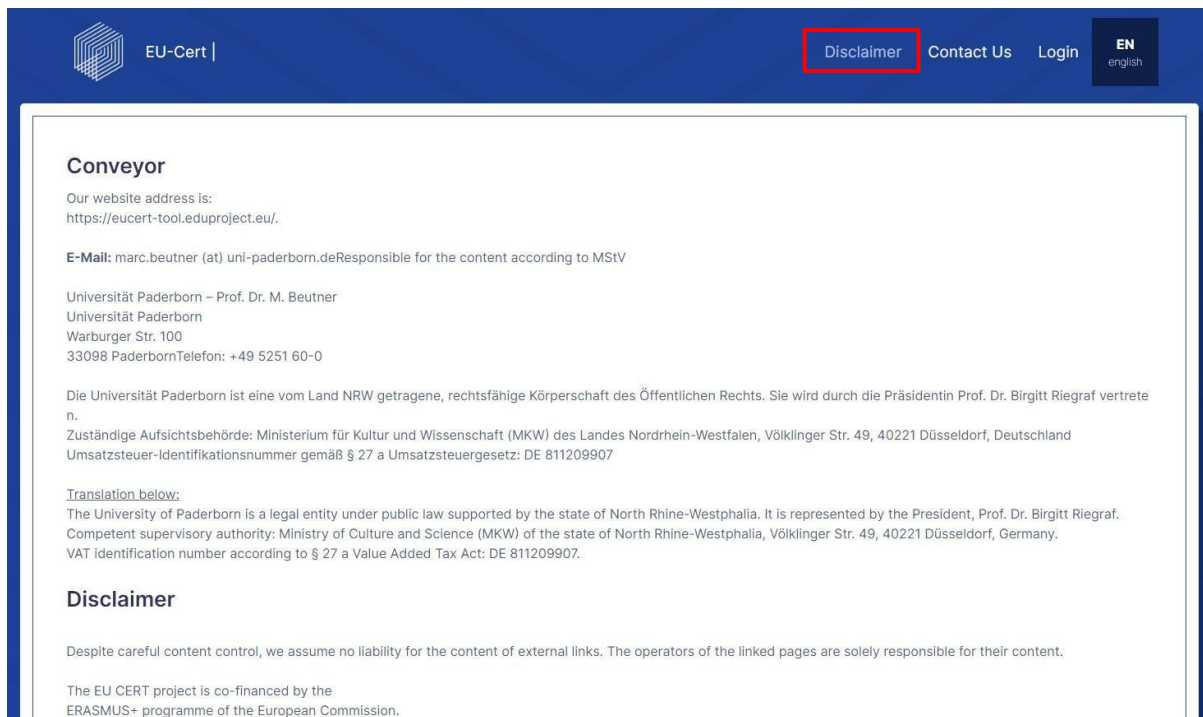
The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

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



a. Odricanje od odgovornosti

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



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



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 kakvim pitanjima.

EU-Cert | Disclaimer **Contact Us** Login EN english

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

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

Send Contact

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the
Erasmus+ Programme
of the European Union

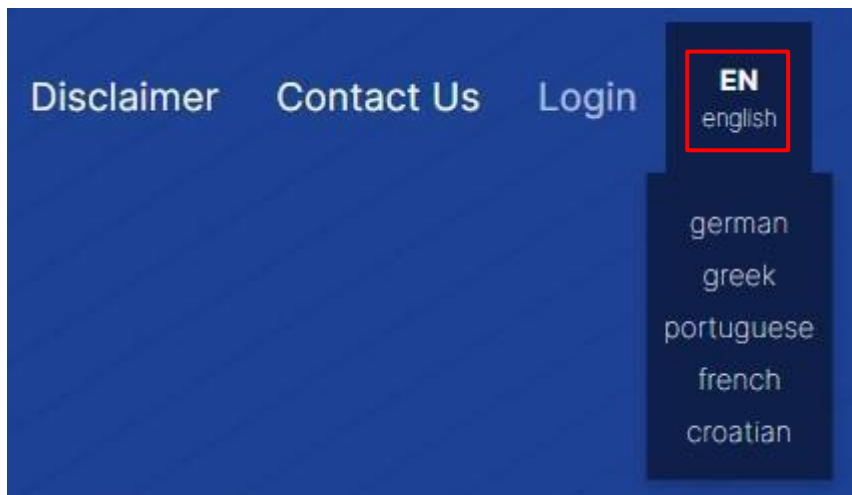


c. Prijava

Kada kliknete na "Prijava/Login" u gornjem desnom kutu, to će vas odvesti natrag 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 nove podatke o računu i registrirati se kao korisnik web stranice EU-CERT Accreditation Tool. Da biste to učinili, morate se složiti s pravilima o privatnosti koja biste trebali pročitati prije nego što se s njima složite.

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Nakon registracije, primit ćete e-mail ako je vaša registracija bila uspješna. Zatim se možete vratiti na "Prijava" i koristiti podatke svog računa.

4. Landing stranica nakon prijave

Nakon što se prijavite s pojedinostima svog računa, bit ćete preusmjereni na određenu stranicu web-mjesta EU-CERT Accreditation Tool.

EU-Cert | [New Accreditation](#) [My Certifications](#) [Disclaimer](#) [Contact Us](#) [Logout](#) EN english

I WANT TO....
Please select whether you would like to accredit your system/institution or your product, material, OER and course

SYSTEM/INSTITUTIONAL ACCREDITATION

PRODUCT, MATERIAL, OER AND COURSE ACCREDITATION

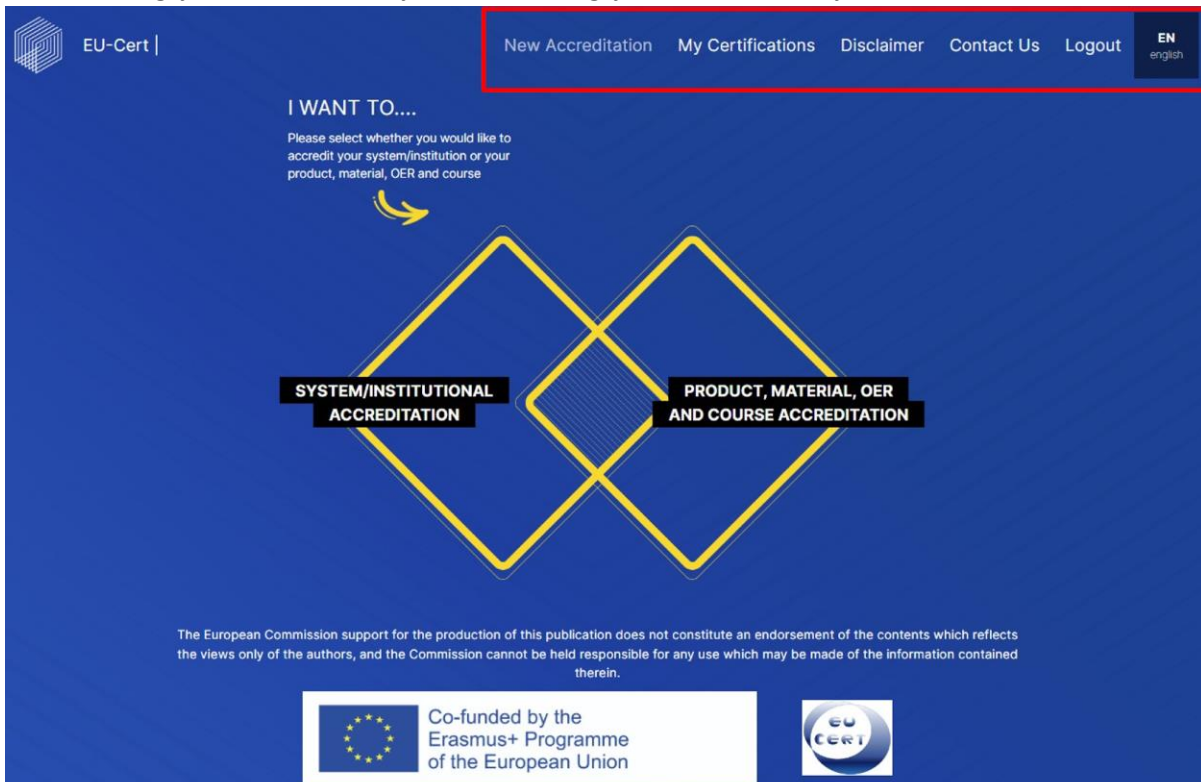
The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

U gornjem lijevom kutu nalazi se logotip web stranice EU-CERT. Možete u bilo kojem trenutku kliknuti na taj simbol, što će vas odvesti natrag na početnu stranicu.



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



The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

5. Nova Akreditacija



The screenshot shows the EU-Cert website interface. At the top, there is a navigation bar with links for 'New Accreditation', 'My Certifications', 'Disclaimer', 'Contact Us', and 'Logout'. A language selector is set to 'EN english'. The main content area is titled 'I WANT TO....' and asks the user to select whether they want to accredit their system/institution or their product, material, OER and course. Below this text is a diagram consisting of two overlapping yellow diamonds. The left diamond is labeled 'SYSTEM/INSTITUTIONAL ACCREDITATION' and the right diamond is labeled 'PRODUCT, MATERIAL, OER AND COURSE ACCREDITATION'. A yellow arrow points from the text above to the left diamond. At the bottom of the screenshot, there is a disclaimer: 'The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.' Below the disclaimer are logos for the European Union and the Erasmus+ Programme of the European Union, and the EU CERT logo.

Ovdje možete odabrati želite li da sustav/institucija ili proizvod, materijal, OER ili tečaj budu akreditirani.

Za sljedeće korake sustavne/institucionalne akreditacije pogledajte poglavlje 6.

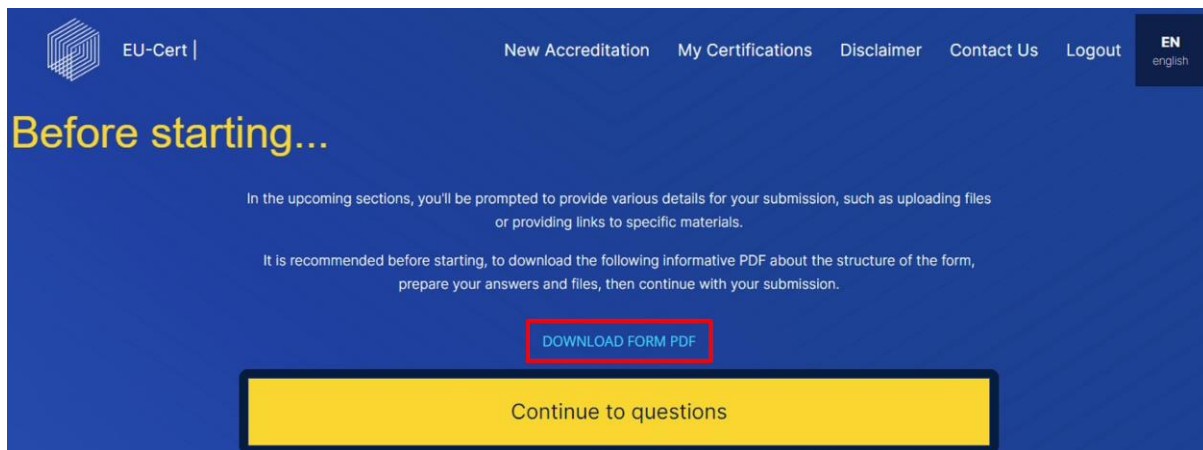
Za sljedeće korake akreditacije proizvoda, materijala, OER-a i tečaja pogledajte poglavlje 7.

6. Sustavna/Institucionalna Akreditacija



The screenshot shows the EU-Cert website interface. At the top, there is a navigation bar with links for 'New Accreditation', 'My Certifications', 'Disclaimer', 'Contact Us', and 'Logout'. A language selector is set to 'EN english'. The main content area features a heading 'I WANT TO....' followed by a prompt: 'Please select whether you would like to accredit your system/institution or your product, material, OER and course'. Below this, a diagram consists of two overlapping yellow diamonds. The left diamond is labeled 'SYSTEM/INSTITUTIONAL ACCREDITATION' and is highlighted with a red border. The right diamond is labeled 'PRODUCT, MATERIAL, OER AND COURSE ACCREDITATION'. A yellow arrow points from the text above to the diamonds. At the bottom of the page, there is a disclaimer: 'The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.' Below the disclaimer are logos for the Erasmus+ Programme and the EU CERT logo.

Ako odlučite pokrenuti 'Sustavnu/Institucionalnu Akreditaciju', sustav će vam dati upute o tome kako se pripremiti za proces akreditacije. Prije početka, možete preuzeti sva potrebna pitanja u PDF formatu.



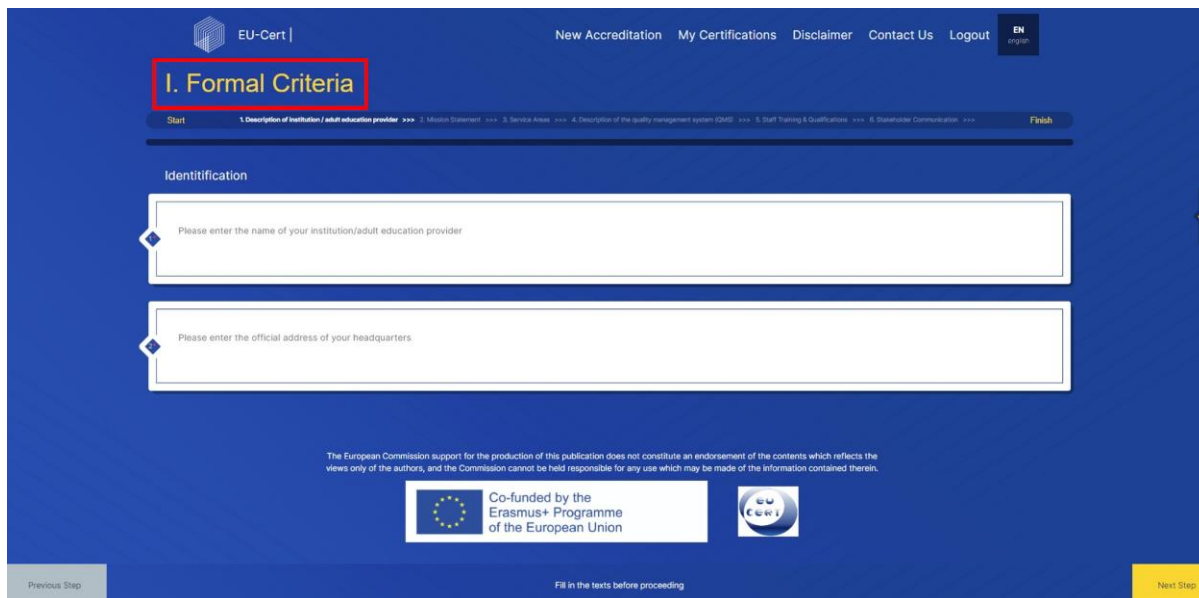
The screenshot shows the 'Before starting...' section of the EU-Cert website. The navigation bar is identical to the previous screenshot. The main heading is 'Before starting...'. Below it, the text reads: 'In the upcoming sections, you'll be prompted to provide various details for your submission, such as uploading files or providing links to specific materials. It is recommended before starting, to download the following informative PDF about the structure of the form, prepare your answers and files, then continue with your submission.' A blue button labeled 'DOWNLOAD FORM PDF' is highlighted with a red border. Below this button is a large yellow button labeled 'Continue to questions'.

Nakon toga, možete se pripremiti i nastaviti s odgovaranjem na pitanja.

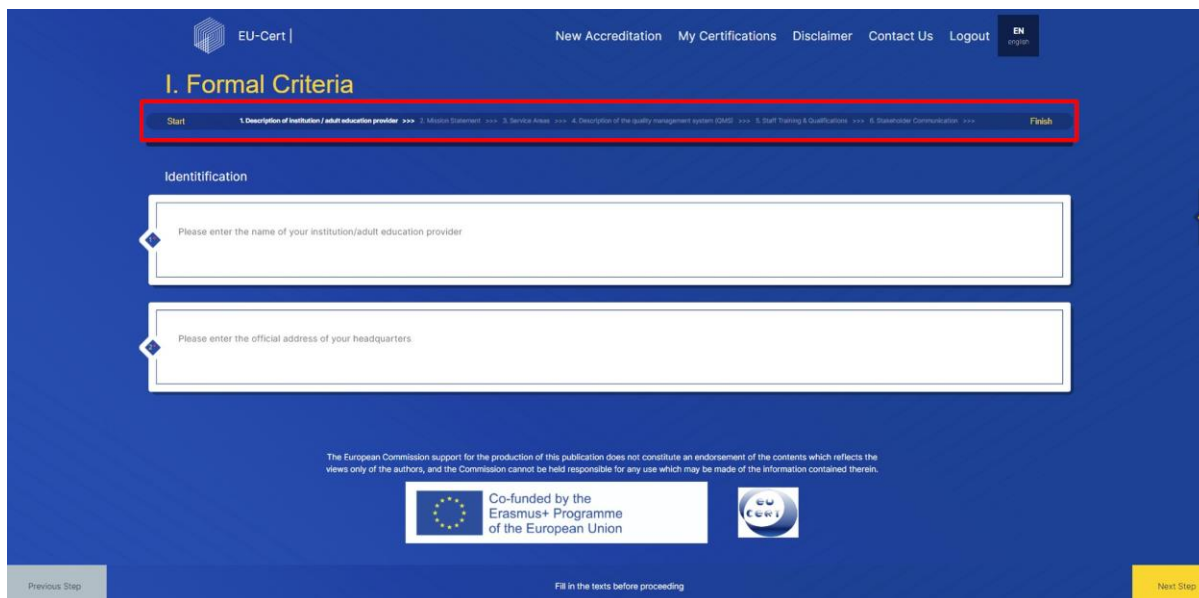
a. Upitnik

Upitnik je podijeljen u dva dijela. Prvi dio odnosi se na formalne kriterije, a drugi na kriterije teme/sadržaja.

Izgled upitnika uvijek je isti. Na vrhu možete vidjeti jeste li u prvom ili drugom dijelu (formalni kriteriji ili kriteriji vezani uz temu/sadržaj).



Na vrhu možete pronaći i traku napretka koja pokazuje vaš trenutni status upitnika.



Na dnu stranice možete vidjeti podnožje koje vam omogućuje povratak na prethodnu stranicu i napredovanje na sljedeća pitanja. U sredini ovog podnožja, možete vidjeti što morate učiniti u ovom



koraku upitnika.

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

I. Formal Criteria

Start 1. Description of institution / adult education provider >>> 2. Mission Statement >>> 3. Service Areas >>> 4. Description of the quality management system (QMS) >>> 5. Staff Training & Qualifications >>> 6. Stakeholder Communication >>> Finish

Identification

Please enter the name of your institution/adult education provider

Please enter the official address of your headquarters

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU CERT

Previous Step Fill in the texts before proceeding Next Step

Ako niste ispravno ispunili neko polje, sustav vam neće dopustiti napredovanje.

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

I. Formal Criteria

Start 1. Description of institution / adult education provider >>> 2. Mission Statement >>> 3. Service Areas >>> 4. Description of the quality management system (QMS) >>> 5. Staff Training & Qualifications >>> 6. Stakeholder Communication >>> Finish

Identification

Please enter the name of your institution/adult education provider

Please enter the official address of your headquarters

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU CERT

Previous Step Please make sure that all fields are filled in before moving to the next questions. X

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



Iznad podnožja također možete vidjeti odricanje odgovornosti Europske komisije, njihov logotip za financiranje i logotip projekta EU-CERT.

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

I. Formal Criteria

Start 1. Description of institution / adult education provider >>> 2. Mission Statement >>> 3. Service Areas >>> 4. Description of the quality management system (QMS) >>> 5. Staff Training & Qualifications >>> 6. Stakeholder Communication >>> Finish

Identification

Please enter the name of your institution/adult education provider

Please enter the official address of your headquarters

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU-CERT

Previous Step Fill in the texts before proceeding Next Step

U sredini stranice možete pronaći sva pitanja. Upitnik se sastoji od različitih vrsta pitanja.

Otvoreno pitanje: Ovdje možete vidjeti otvorena pitanja u koja možete upisati svoj odgovor u prazno.

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

I. Formal Criteria

Start 1. Description of institution / adult education provider >>> 2. Mission Statement >>> 3. Service Areas >>> 4. Description of the quality management system (QMS) >>> 5. Staff Training & Qualifications >>> 6. Stakeholder Communication >>> Finish

Identification

Please enter the name of your institution/adult education provider

Please enter the official address of your headquarters

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU-CERT

Previous Step Fill in the texts before proceeding Next Step

Da/Ne: Postoje pitanja na koja možete jednostavno odgovoriti s da ili ne. U većini slučajeva, ako odaberete da, pojaviti će se dodatna pitanja.

6 Do you have a mission statement, that summarizes your institutional purpose, values and goals?

Yes No

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Padajući izbornik: Uz neka pitanja, imat ćete priliku odabrati odgovor iz dostupnih opcija jednostavnim klikom na strelicu s desne strane. Tada možete odabrati svoj odgovor.

Višestruki izbor: Neka pitanja zahtijevaju da odaberete odgovore označavanjem okvira. Ovdje također možete vidjeti objašnjenja predmeta s desne strane.

Ostalo: Ako neki odgovori ne odgovaraju vašim odgovorima, možete sami napisati odgovor.

Ostalo: Ako neki odgovori ne odgovaraju vašim odgovorima, možete sami napisati svoj odgovor.

Savjet: Ponekad ćete primijetiti žuti upitnik u izjavi. Ovdje možete lebdjeti iznad simbola i to će vam dati napomenu.


Funkcija prijena: Ponekad imate mogućnost učitati datoteku i/ili link. Ako želite učitati datoteku, samo kliknite na gumb i odaberite datoteku s vašeg računala.

8.2 Please upload your QM document


UPLOAD FILE 	UPLOAD LINK 
---	---

Ako želite učitati vezu, samo kliknite na gumb i umetnite vezu web stranice.

8.2 Please upload your QM document

UPLOAD FILE 	<input type="text" value="Enter link..."/>
---	--

Kada odgovorite na sva pitanja i kliknete na posljednji gumb 'Sljedeći korak/ Next Step', alat će vas pitati jeste li sigurni da želite napustiti i poslati svoj upitnik.



Warning

From this point forwards you will not be able to edit your submission until it has been reviewed. Are you sure you wish to continue?

No, return and edit my answers	Yes, continue and submit
--------------------------------	--------------------------

Ako kliknete na 'Da, nastavite i pošaljite', alat će dostaviti vaš upitnik.

Ako kliknete na 'Ne, vratite se i uredite moje odgovore', imate priliku ponovno proći kroz upitnik i urediti svoje odgovore.

Dok ispunjavate upitnik, uvijek imate mogućnost spremanja vašeg dosadašnjeg napretka i nastavka u nekom drugom trenutku. Da biste to učinili, kliknite na 'Spremi kao nacrt'. Za dodatne informacije nastavite čitati poglavlje b. Spremi kao nacrt.

b. Spremiti kao nacrt

Opcija 'Spremi kao nacrt' uvijek se nalazi na desnoj strani stranice.



EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN origin

I. Formal Criteria

Start 1. Description of institution / adult education provider >>> 2. Mission Statement >>> 3. Service Area >>> 4. Description of the quality management system (QMS) >>> 5. Staff Training & Qualifications >>> 6. Stakeholder Communication >>> Finish

Identification

Please enter the name of your institution/adult education provider

Please enter the official address of your headquarters

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

Previous Step Fill in the texts before proceeding Next Step



Kada zatim kliknete na ovaj gumb, alat će vas upitati jeste li sigurni da želite spremiti podnošenje. Ako jeste, svi prethodni koraci bit će spremljeni na stranici "Moje certifikacije" i možete nastaviti u drugom trenutku. Ako ne, možete nastaviti s ispunjavanjem upitnika.

Are you sure you wish to save your submission?

As you have not completed the current step, only the previous steps will be saved. You can complete this step, then save, or save now and lose the current step and continue your submission at any point from your 'My Certifications' page.

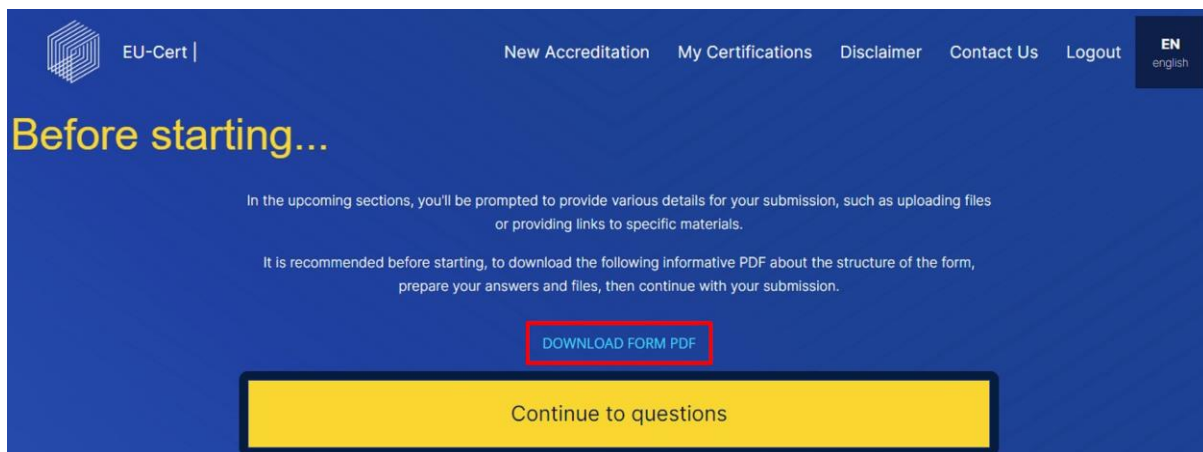
No, continue Yes, save and lose this step

7. Akreditacija proizvoda, materijala, OER-a i tečajeva



The screenshot shows the EU-CERT website interface. At the top, there is a navigation bar with links for 'New Accreditation', 'My Certifications', 'Disclaimer', 'Contact Us', and 'Logout'. The main content area is titled 'I WANT TO....' and asks the user to select whether they want to accredit a system/institution or a product, material, OER, and course. A diagram with two overlapping diamonds is shown, with the left one labeled 'SYSTEM/INSTITUTIONAL ACCREDITATION' and the right one labeled 'PRODUCT, MATERIAL, OER AND COURSE ACCREDITATION'. The right diamond is highlighted with a red border. Below the diagram, there is a disclaimer and logos for the European Commission and EU-CERT.

Ako odlučite pokrenuti 'Akreditaciju proizvoda, materijala, OER-a i tečajeva', sustav će vam pružiti upute o tome kako se pripremiti za proces akreditacije. Prije početka, možete preuzeti sva potrebna pitanja kao PDF.



The screenshot shows the 'Before starting...' section of the EU-CERT website. It provides instructions for the upcoming sections, including uploading files and providing links to specific materials. A red box highlights the 'DOWNLOAD FORM PDF' button, and a yellow button labeled 'Continue to questions' is also visible.

Nakon toga, možete se pripremiti i nastaviti s pitanjima.

Budući da je postupak sličan kao u 'Sustavna/institucionalna akreditacija', pogledajte poglavlje 6.a. za daljnje upute o tome kako ispuniti upitnik.

8. Automatiziran Povratna informacija

Nakon što pošaljete upitnik, EU-CERT Accreditation Tool će vam pružiti prvu automatsku povratnu informaciju.

Dobit ćete pregled onoga što ste poslali i koliko bodova sustav dodjeljuje vašim unosima.

Prvo, vidjet ćete koju ste akreditaciju odabrali i koje su vaše glavne informacije.

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

System/Institution Accreditation

Automated Feedback

Information Formal Criteria Subject- / content-related criteria Total Score

1. Q: Please enter the name of your institution/adult education provider
A:

2. Q: What type of institution does your institution/adult education provider belong to? What is the primary focus?
A:

3. Q: In which country are you headquartered?
A:

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU-CERT

Previous Step Automated Feedback - Information - 24.04.2024 Next Step

EU-Cert | New Accreditation My Certifications Disclaimer Contact Us Logout EN english

System/Institution Accreditation

Automated Feedback

Information Formal Criteria Subject- / content-related criteria Total Score

1. Q: Please enter the name of your institution/adult education provider
A:

2. Q: What type of institution does your institution/adult education provider belong to? What is the primary focus?
A:

3. Q: In which country are you headquartered?
A:

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the Erasmus+ Programme of the European Union

EU-CERT

Previous Step Automated Feedback - Information - 24.04.2024 Next Step

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Zatim ćete vidjeti svoje bodove u formalnom dijelu kriterija.

System/Institution Accreditation

★ ★ ★
★ Automated Feedback

Information **Formal Criteria** Subject- / content-related criteria Total Score

Section	Acquired points
1. Description of institution / adult education provider	
2. Mission Statement	
3. Service Areas	
4. Description of the quality management system (QMS)	
5. Staff Training & Qualifications	
6. Stakeholder Communication	
Formal Criteria Total Score	

Tada ćete vidjeti pregled koliko ste bodova postigli u drugom dijelu, kriterijima koji se odnose na predmet/sadržaj.

System/Institution Accreditation

★ ★ ★
★ Automated Feedback

Information Formal Criteria **Subject- / content-related criteria** Total Score

Section	Acquired points
7. Decision-making processes, competencies and responsibilities	
8. Independence of the quality assessments	
9. Resource allocation	
10. Ensurance and continuous development of functionality and effectiveness in relation to adult education quality	
11. Impact	
12. Types of used documentation	
13. Cooperations	
14. Updating the skill set and materials with time	
Subject- / content-related criteria Total Score	

Na kraju, vidjet ćete pregled svog ukupnog rezultata. Također možete preuzeti prve automatske povratne informacije. Rezultat je samo orijentacija za evaluatora, to nije vaša konačna procjena.

System/Institution Accreditation

★ ★ ★ Automated Feedback

Information Formal Criteria Subject- / content-related criteria **Total Score**

Formal Criteria

Subject- / content-related criteria

Total Score

Download PDF

Da biste pogledali sve svoje podneske, možete otići na odjeljak "My Certificates" u gornjem desnom kutu web stranice.

9. Moji certifikati

Sve vaše prijave i certifikati možete pronaći u odjeljku 'My Certificates'.

EU-Cert | New Accreditation **My Certifications** Disclaimer Contact Us Logout EN english

I WANT TO....
Please select whether you would like to
accredit your system/institution or your
product, material, OER and course

SYSTEM/INSTITUTIONAL
ACCREDITATION

PRODUCT, MATERIAL, OER
AND COURSE ACCREDITATION

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

Co-funded by the
Erasmus+ Programme
of the European Union

The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.

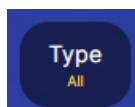
Na ovoj stranici ćete pronaći vrstu vašeg podneska, trenutni status, datum podnošenja i datum posljednjeg ažuriranja.

Nakon što pošaljete upitnike, vidjet ćete da su navedeni kako slijedi.

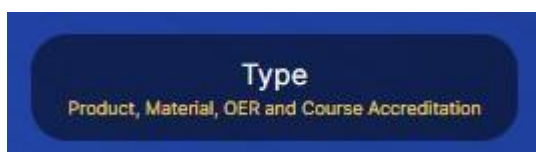
Što se tiče redoslijeda vaših certifikata, imate različite opcije:

a. Tip

Narudžbu možete promijeniti klikom na simbol.



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



S opcijom 'Type Product, Material, OER i Course Accreditation' vidjet ćete samo takve certifikate."

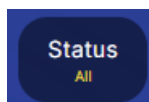
The European Commission support for the production of this publication does not constitute an endorsement of the contents which reflects the views only of the authors, and the Commission cannot be held responsible for any use which may be made of the information contained therein.



"S opcijom 'Type System/Institution Accreditation' vidjet ćete samo takve certifikate.

b. Status

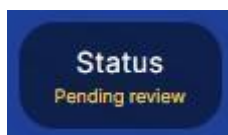
Narudžbu možete promijeniti klikom na simbol.



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



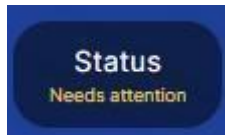
S opcijom 'Status Draft' vidjet ćete samo one certifikate koji su trenutno spremljeni kao nacrt.



S opcijom 'Status Pending review' vidjet ćete samo one podneske koji trenutno čekaju pregled evaluatora..



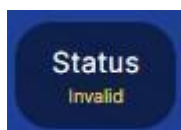
S opcijom 'Status Pending Re-Review' vidjet ćete samo one podneske koji trenutno čekaju evaluatora da ponovno pregleda vaš uređeni podnesak.



S opcijom 'Status Needs Attention' vidjet ćete samo one podneske koji su već pregledani od strane procjenitelja i trebaju vašu pažnju kako biste uredili vašu prijavu i/ili poslali dodatne dokumente.



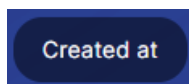
S opcijom 'Status Certified' vidjet ćete samo one podneske koje je ovjerio procjenitelj.



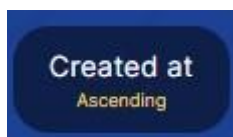
S opcijom 'Status inval' vidjet ćete samo one podneske koji su trenutno nevažeći.

c. Stvorena u

Narudžbu možete promijeniti klikom na simbol.



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



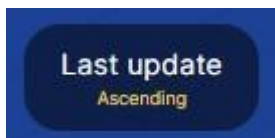
S opcijom 'Created at Ascending', vidjet ćete svoje podneske i certifikate koji se penju, tako da će prvi biti na vrhu.



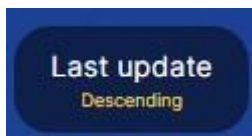
S opcijom 'Created at Descending', vidjet ćete svoje podneske i certifikate koji se spuštaju, tako da će posljednji biti na vrhu.

d. Zadnje ažuriranje

Narudžbu možete promijeniti klikom na simbol.



S opcijom 'Last update Ascending', vidjet ćete svoje podneske i certifikate koji se penju, tako da će prvi biti na vrhu.



S opcijom 'Last update Descending', vidjet ćete svoje podneske i certifikate koji se spuštaju, tako da će posljednji biti na vrhu.

e. Moje Certifikati (uredi/izbriši)

Ako ste spremili nacrt, možete urediti ovaj upitnik klikom na tri točke s desne strane i odabirom opcije 'Edit'.

Također možete izbrisati svoj podnesak klikom na tri točke s desne strane i odabirom opcije 'Delete'.

Type	Status	Created at	Last update
Product, Material, OER and Course Accreditation	Draft	2024	2024
System/Institution Accreditation	Invalid	2024	2024

f. Moji certifikati (Certificirani/Pažnja potrebna)

Nakon što je evaluator pregledao podnesak, vaš će podnesak biti certificiran ili će zahtijevati pažnju.

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

U slučaju da vaš podnesak zahtijeva pažnju, možete kliknuti na tri točke s desne strane reda kako biste pregledali obavijesti evaluatora. Također možete preuzeti automatske povratne informacije u obliku PDF-a.

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

Ako odlučite pregledati "Obavijesti" evaluatora, bit ćete preusmjereni na drugu stranicu. Ovdje možete pregledati sve pitanja i odgovore u kojima je evaluator primijetio problem. Komentari evaluatora ili povratne informacije (žute) bit će navedeni ispod pitanja (plave). Također možete vidjeti broj pitanja povezanih s tom temom.

Notifications

After you've solved every issue, your submission will automatically return to a state of review.

Question Number	Evaluator comments	
Q: 8.1	Please upload your overview of staff qualification documents Please upload proof of qualifications listed in question/answer 8.	Solve

Ako želite riješiti problem, možete kliknuti na "Riješi". Zatim će se pojaviti drugi prozor gdje možete prenijeti datoteku ili vezu i ažurirati svoj odgovor. Evaluator će biti obaviješten o vašim ažuriranjima. Također imate mogućnost vratiti se i riješiti problem kasnije.

8.1 Please upload your overview of staff qualification documents

UPLOAD FILE

UPLOAD LINK

Solve later

Update answer

Proces rješavanja problema i ocjenjivač koji vam daje obavijesti nastavit će se sve dok ocjenjivač ne pronađe bilo koji drugi problem s vašim podnošenjem koji dobiva certifikat.

U slučaju da je vaš podnesak potvrđen, možete preuzeti potvrdu i preuzeti izvješće o akreditaciji.

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

Download Certificate

Download Accreditation Report

g. Certifikat

Na certifikatu ćete pronaći informacije o certifikacijskoj udruzi, serijskom broju certifikata, vrsti certifikacije, nazivu institucije, razdoblju važenja certifikata, datumu certifikacije, potpisu koordinatora EU-CERT-a te izjavi o odricanju od odgovornosti Europske unije.

h. Izvješće o akreditaciji

Izvješće o akreditaciji sadrži informacije o instituciji koja je podnijela zahtjev, pregled formalnih kriterija i njihovih sekcija, pregled kriterija vezanih uz predmet/sadržaj i njihovih sekcija, te pregled automatski dodijeljenih bodova od strane sustava, kao i bodova dodijeljenih od strane ocjenjivača za svaku sekciju. Također će biti prikazan ukupan broj bodova za formalne kriterije dodijeljenih od strane sustava i ocjenjivača, kao i ukupan broj bodova za kriterije vezane uz predmet/sadržaj. Na kraju će biti prikazan ukupni broj bodova.

i. Automatizirana povratna informacija

Automatizirane povratne informacije pruža sustav. To će vam dati uvid u to kako je podnesak ocijenjen. Možete pregledati formalne kriterije, kriterije vezane uz predmet/sadržaj i vidjeti koliko bodova je sustav dodijelio za vaše odgovore.