Pursuant to article 30, paragraph 7 of the Law on National Qualifications Framework of the Republic of Serbia ("Official Gazette of the Republic of Serbia", No. 27/18 and 6/20),

Minister of Education, Science and Technological Development enacts

## RULEBOOK

**ON THE CONTENT AND MANNER OF KEEPING THE REGISTER OF THE NATIONAL QUALIFICATIONS FRAMEWORK OF THE REPUBLIC OF SERBIA**

**Introduction**

**Article 1.**

This Rulebook regulates the content and manner of keeping the Register of the National Qualifications Framework of the Republic of Serbia (hereinafter: the NQFS Register) as well as other issues of importance for keeping the NQFS Register.

## Keeping NQFS Register

## Article 2.

The NQFS Register is maintained by the Qualifications Agency (hereinafter: the Agency) in electronic form, within the Integrated Education Information System (hereinafter: IEIS), in accordance with the law.

Data from the NQFS Register is open and available through the official website of the Agency, which is maintained bilingually - in Serbian and English.

Data on educational institutions and higher education institutions, curricula and accredited study programs is sourced out in electronic form from the IEIS to the NQFS Register.

Identification data on PROAEA and employers where the PROAEA performs the practical part of the program,

is sourced out in electronic form from the Statistical Office of the Republic of Serbia to the NQFS Register.

## NQFS Register Content

## Article 3.

NQFS Register is comprised of three Sub-registers:

1. Sub-register of national qualifications;
2. Sub-register of qualification standards;
3. Sub-register of publicly recognized organizers of adult education activities with employers with

whom practical work is performed (hereinafter: PROAEA Sub-register).

## Sub-Register of National Qualifications

**Article 4.**

Sub-register of national qualifications is established for the purpose of managing data on qualifications, classified by level and type, in accordance with the bylaw which regulates the system according to which qualifications are classified and coded in NQFS (hereinafter: CLASSNQFS).

All new qualifications created from the day of implementation of this Rulebook, as well as qualifications that could be acquired in the education system that have been determined until the beginning of implementation of this Rulebook, that is until the establishment of the NQFS Register, are entered in the Sub-Register of National Qualifications, as follows:

1. For level 1 of NQFS, qualifications acquired upon completion of primary education, primary education of adults and primary music, i.e. ballet education;
2. For level 2 of NQFS, qualifications acquired through professional training, lasting up to one year, through education for work lasting up to two years, starting with the Decision on determining the basic educational profiles of the first, second, third and fourth qualification degree ("Official Gazette of the Socialist Republic of Serbia", number 5/87), i.e. through non-formal education of adults in duration of 120-360 hours of training;
3. For levels 3 to 5 of NQFS, qualifications acquired through secondary education in

three-year and four-year duration and specialist and master education in duration of one to two years on educational profiles which are realized in secondary schools starting from the Decision on determining the basic educational profiles of the first, second, third and fourth qualification degree ("Official Gazette of the Socialist Republic of Serbia", number 5/87);

1. For levels 6.1 to 8 NQFS, qualifications acquired according to regulations governing higher

education from 10 September 2005.

## Information on qualification

**Article 5.**

Sub-register of national qualifications contains the following information on qualification:

1. Name of qualification;
2. Qualification code determined pursuant to the rulebook prescribing CLASSNQFS;
3. Qualification version and names of previous qualification versions;
4. Qualification status - active or archived;
5. Qualification standard, if any;
6. Sub-sector ISCED 13-F according to the CLASSNQFS;
7. Qualification level in NQFS and European Qualifications Framework (hereinafter: EQF) and Qualifications Framework of the European Higher Education Area (hereinafter: QF-EHEA);
8. Qualification type;
9. Forms of learning/method of qualification acquisition (formal education, informal education,

recognition of prior learning);

1. Scope of qualification presented in credit points, that is in years/hours, unless prescribed to be presented in credit points;
2. General description of qualification;
3. Name and address of website of organization in charge of issuing a public document from the

register of institutions and accredited higher education institutions from IEIS and PROAEA Sub-register;

1. Link to the website of the act by which the qualification was adopted within the Legal Information System of the Republic of Serbia (hereinafter: LIS);
2. Name and address of the website of the education programs on which the qualification is acquired from the register of accredited study programs, i.e. the register of curricula from the IEIS, i.e. PROAEA Sub-register;
3. Website of the qualification in the NQFS Register.

## Entry in the Sub-Register of National Qualifications

**Article 6.**

The Agency shall enter general and professional qualifications of levels 1 to 5 of the NQFS in the Sub-Register of National Qualifications within eight days from the day of receipt of the act of the ministry in charge of education (hereinafter: the Ministry) on the adoption of qualification standards.

Agency shall enter academic and professional qualifications of levels from 6.1 to 8 of the NQFS accredited in accordance with the law governing higher education, in the Sub-Register of National Qualifications after receiving notification of accreditation from the National Entity for Accreditation and Quality Assurance in Higher Education, in accordance with the Law on National Qualifications Framework of the Republic of Serbia (hereinafter: the Law).

Data on qualifications from para. 1 and 2 of this Article, the Ministry, i.e. the National Entity for Accreditation and Quality Assurance in Higher Education shall submit to the Agency in electronic form, in accordance with Article 5 hereof.

The qualification that replaces the existing qualification is assigned the same code and designation of the version number with the first following ordinal number of the version, in accordance with the rulebook prescribing CLASSNQFS.

## Archives of the Sub-Register of National Qualifications

**Article 7.**

The qualification that is replaced by a new qualification, i.e. that is repealed and not replaced by a new qualification, retains the code and version number of the existing qualification and is transferred to the archives of the Sub-Register of National Qualifications.

Data from archives of the Sub-Register of National Qualifications is publicly available in electronic form within the NQFS Register.

For qualifications determined before the qualifications referred to in Article 4, paragraph 2, item 1) -4) of this Rulebook, for which, in accordance with Article 49 of the Law, the equivalence of the level of the NQFS has been determined, the following data is entered in the archives:

1. qualification name;
2. qualification code;
3. qualification version, if any;
4. type of educational institution where the qualification was acquired;
5. scope of the qualification expressed in years/hours of the duration of the educational program for acquiring the qualification.

Sign "\*", which serves for differentiation of the qualifications determined under regulations applicable before and after 10 September 2005, is added to the qualification name referred to in paragraph 1, item 1) of this article of the levels 6.1 to 8.

## Excerpt from the Sub-Register of National Qualifications

**Article 8.**

For the purposes of keeping records on the type and level of qualifications, i.e. education of persons in the Central Register of Compulsory Social Insurance, the National Employment Service and Statistical Office of the Republic of Serbia, the Agency publishes an excerpt from the Sub-Register of National Qualifications on its official website no later than April 1 of the current year. (hereinafter: List of Qualifications).

List of Qualifications referred to in paragraph 1 of this article contains the data on name and code of qualification for all active and archived qualifications from the Sub-Register of National Qualifications.

## Sub-Register of Qualification Standards

**Article 9.**

Sub-Register of Qualification Standards is established for the purposes of managing data on qualification standards.

Sub-Register of Qualification Standards contains the following data on qualification:

1. qualification name;
2. qualification code determined in accordance with the rulebook prescribing CLASSNQFS;
3. qualification standard versions and names of previous versions;
4. status of qualification standard - active or archived;
5. sub-sector ISCED 13-F under CLASSNQFS;
6. qualification level in the NQFS, EQF and QF-EHEA;
7. qualification type;
8. scope of the qualification presented in credit points, i.e. years/hours if not prescribed to be presented in credit points;
9. forms of learning/method of qualification acquisition (formal education, non-formal education, i.e. recognition of prior learning);
10. precondition for acquiring qualification;
11. additional preconditions for qualification acquisition, if any;
12. permeability in NQFS;
13. general description of qualification;
14. learning outcomes;
15. manner of checking the achievement of learning outcomes;
16. qualifications of the implementer of the program by which the qualification is acquired;
17. the name of the public document on the acquired qualification;
18. name and address of the website of the organization responsible for issuing public document from the register of institutions and accredited higher education institutions from IEIS and PROAEA Sub-Register;
19. name and address of the website of the education programs on which the qualification is acquired from the register of accredited study programs, i.e. the register of curricula from IEIS, i.e. PROAEA Sub-register;
20. address of the website of the qualification standard in the NQFS Register.
21. name and code of the occupational standard with which the qualification is linked;
22. name and code of the occupational standard with which the qualification is linked, pursuant to a by-law governing the codebook of occupations;
23. link to the website of the act by which the qualification was adopted on LIS;
24. date of effectiveness of the qualification standard;
25. date of repeal of the qualification standard.

## Entry in the Sub-Register of Qualification Standards

**Article 10.**

The Agency shall enter the standards of general, professional, academic and vocational qualifications of levels 1 to 8 of the NQFS in the Sub-Register of Qualification Standards within eight days from the day of receipt of the act of the Ministry on the adoption of qualification standards.

Data on qualification standards referred to in paragraph 1 of this Article shall be submitted by the Ministry to the Agency in electronic form, in accordance with Article 8 of this Rulebook.

The qualification standard that replaces the existing qualification standard is assigned the same code and designation of the version number with the first following ordinal number of the version, in accordance with the rulebook prescribing CLASSNQFS.

## Archives of qualification standards

**Article 11.**

A qualification standard that is replaced (updated) by a new qualification standard, i.e. that is repealed and not replaced by a new qualification standard, retains the existing code and version number and is transferred to the archive of the Sub-Register of Qualifications Standards.

Data from the archive of the Sub-Register of Qualifications Standards is publicly available in electronic form within the NQFS Register.

## PROAEA Sub-Register

**Article 12.**

PROAEA Sub-Register is established for the purpose of managing data on PROAEA that have been granted or revoked approvals, approved adult education activities and employers with whom PROAEA perform practical work.

PROAEA Sub-Register contains:

1. PROAEA name;
2. PROAEA code in Sub-Register;
3. PROAEA status – active or archived, and archiving date;
4. type of adult education activity for which PROAEA has been given approval;
5. general data on PROAEA:
   1. identification /registration number;
   2. tax identification number;
   3. address;
   4. contact details – contact person name, phone number, website address and e-mail address;
   5. tax identification number;
6. information on programs for which PROAEA was granted approval:
   * 1. program name;
     2. program code;
     3. program status – active or archived, and archiving date;
     4. type of adult education activity;
     5. sub-sector ISCED 13F under CLASSNQFS;
     6. name of public document, certificate i.e. certificate issued on completion of the program;
     7. data from the Sub-Register of Qualifications Standards, if the qualification is acquired through the program, standard of professional competencies, i.e. partially realized standard of professional competencies;
     8. short description of the program;
     9. prerequisites for enrollment in the program;
     10. special prerequisites for enrollment in the program;
     11. program duration (theoretical part, practical part and total);
     12. data on qualifications of facilitator of theoretical and practical part of the training and professional associates;
     13. data on conditions in terms of space, equipment and teaching instruments and record of the educational inspector on performed verification of fulfillment of conditions;
     14. issuing authority, number and date of issuance of the ruling on program approval;
     15. date of expiration of program approval;
     16. issuing authority, number, date and reason for revocation of program approval;
     17. website of PROAEA where the self-evaluation report is posted;
     18. external quality evaluation report;
7. data on employers with which practical work is realized:
   * 1. employer name;
     2. status of employer - active or archived and archiving date;
     3. identification /registration number;
     4. tax identification number;
     5. address;
     6. contact details – phone number, website and e-mail address;
     7. name and registration number of PROAEA which performs practical work with that employer;
     8. name of program with PROAEA with which an employer realizes practical work.

## Entry in PROAEA Sub-Register

**Article 13.**

Data on other organizations which have been granted or revoked approvals for acquiring the status of PROAEA shall be entered by the Agency in the PROAEA Sub-Register on the day which follows the day of adoption of the ruling on approval or revocation of approval.

Data on primary and secondary schools that have been granted or revoked approvals for acquiring the status of PROAEA shall be entered by the Agency in the PROAEA Sub-Register on the next day from the day of submission of the notification on approval or revocation of approval by the Ministry.

Data on employers where practical work is realized are entered by the Agency together with the data from paragraphs 1 and 2 of this Article.

Data on primary and secondary schools referred to in paragraph 2 of this Article shall be submitted by the

Ministry to the Agency in electronic form as well, in accordance with Article 12 of this Rulebook.

## Assigning PROAEA code and PROAEA program code

## Article 14.

PROAEA that receives approval for the program for the first time shall be assigned a five-digit code by the Agency under which it is kept in the PROAEA Sub-Register.

Agency shall assign a program code to PROAEA which has been granted approval in accordance with the law. Program code consists of 13 digits, as follows:

1. PROAEA registration number comprising five digits;
2. number of program of PROAEA comprising three digits;
3. type of adult education activity that contains one character – for non -formal education of adults by which competencies and/or qualifications are acquired for performing, improving or changing occupation, job, job function or work operation - number 1 is assigned, for education of adults

by which knowledge, skills and abilities are improved, aimed at personal and professional development and socially responsible behavior, improving life quality, general education and culture (by non - formal education and informal learning) - number 2 is assigned, for career guidance and counseling - number 3 is assigned, and for recognition of prior learning , number 4 is assigned;

1. sub-sector ISCED 13-F under CLASSNQFS which contains four numbers/digits.

## Archives of PROAEA Sub-Register

**Article 15.**

Programs for which a PROAEA does not receive new approval, or for which approval is revoked, retain the program code and are transferred to the archives of the PROAEA Sub-Register.

PROAEA that does not have any active programs retains the PROAEA code and is transferred to the archive of the

PROAEA Sub-Register.

Employers with whom practical work is realized and whose contract with a PROAEA is terminated, i.e. who cease to realize practical work, are transferred to the archives of the PROAEA Sub-Register.

## Data updating in sub-registers

## Article 16.

Data referred to in Articles 5, 9 and 12 of this Rulebook on educational institutions, higher education institutions, PROAEA approved by the Ministry, teaching and learning plans and programs and accredited study programs are updated electronically by downloading data from the relevant register of IEIS .

Data on employers where practical work is carried out are updated electronically by downloading data from the appropriate database of Statistical Office of the Republic of Serbia.

Agency shall change the data on other organizations that have acquired the status of PROAEA within eight days from the day of the decision on the change of approval.

## Transitional Provisions

**Article 17.**

Data on the name and code of the qualification will be downloaded in the Sub-Register of National

Qualifications from the excerpt from the qualification database kept by the Ministry in accordance with the law.

Notwithstanding Article 8 of this Rulebook, until the beginning of the operational functioning of the IEIS electronic platform and the NQFS Register, the Ministry shall publish the List of Qualifications based on excerpts from the database of qualifications on its website and the Agency's website.

Data on qualifications, qualification standards, PROAEA and PROAEA programs determined before the effectiveness of this Rulebook shall be entered by the Agency in the appropriate sub-registers within two years from the date of operational functioning of the NQFS Register and IEIS.

## Effectiveness

**Article 18.**

This Rulebook shall become effective on the day following the day of its publication in the "Official

Gazette of the Republic of Serbia".

Number 110-00-00356/2020-18

In Belgrade, 28 December 2020

Minister,

Branko Ružić