

## ADMISSIONS POLICY OF ALGEBRA UNIVERSITY

### CONTENT

1. Introduction .....	2
2. Application Process.....	3
2.1. <i>Right to Enrolment in Study Programmes</i> .....	3
2.1.1. Short-Cycle Study Programmes.....	3
2.1.2. Undergraduate Study Programmes.....	3
2.1.3. Graduate Study Programmes .....	3
2.2. <i>Portfolios and Written Work</i> .....	4
2.3. <i>Admissions Exams</i> .....	4
2.4. <i>Enrolment Procedure</i> .....	4
2.5. <i>Enrolment Conditions</i> .....	5
2.6. <i>Recognition of Formal Learning (Academic Recognition)</i> .....	5
2.7. <i>Recognition and Validation of Non-formal and Informal Learning</i> .....	5
2.8. <i>Tuition Fee Payments for International Students</i> .....	6
2.9. <i>Documentation Verification and Fraud</i> .....	6
3. Policies and Procedures for Specific Applicant Groups .....	6
3.1. <i>Equality and Diversity</i> .....	6
3.2. <i>Applicants under the Age of 18</i> .....	6
3.3. <i>Applicants of a More Mature Age</i> .....	6
3.4. <i>Applicants with Disabilities or Specific Needs</i> .....	7
3.5. <i>International Applicants</i> .....	7
4. Changes to and Discontinuation of Study Programmes.....	7
5. Appeals and Complaints .....	8
5.1. <i>Feedback on Applications to the Study Programme</i> .....	8
5.2. <i>Appeals and Complaints in the Application Procedure</i> .....	8
6. Personal Data Protection Procedures .....	8

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 3<sup>rd</sup> session, held on 29<sup>th</sup> February 2024, the following

## A D M I S S I O N S   P O L I C Y O F   A L G E B R A   U N I V E R S I T Y

### 1. Introduction

This Admissions Policy represents a general act which regulates various elements of the admissions process at Algebra University and it, in particular, stipulates applicants' rights and obligations within the process. Furthermore, it regulates roles and responsibilities for the admissions process within the institution.

In accordance with our mission and core values, we are committed to the principle of fair admission and seek to manage the enrolment procedures that are transparent, reliable and inclusive, in accordance with the laws of the Republic of Croatia.

This document is intended to be publicly accessible and it sets out the admissions policy for undergraduate and graduate study programmes. Enrolment procedures and criteria as well as the conditions and deadlines are published in the **Calls for Admissions** for each study programme and each academic year, available on the website of Algebra University.

The Admissions Office and heads of study programmes are responsible for the admissions process, while number of other bodies also support the process. Students Office is responsible for issuing student identity cards and other formal students' documents, while the **Committee for the Admissions Process** deals with students' complaints and appeals as well as with special requests for reasonable adjustments for certain groups of applicants.

All persons involved in the selection process are required to adhere to Algebra University's Admissions Policy and commit to execute their responsibilities in a timely and professional manner. The responsibility for ensuring consistency in the implementation of the Admissions Policy lies with the Admissions Office in conjunction with the heads of study programmes.

Responsibility for ensuring clear, transparent and consistent communication of our study programmes and their requirements on Algebra University's website, publications and other places lies with the Admissions Office (for domestic students and communication channels in the Croatian language) and with the International Office (for international students and communication in the English language).

We recognise the importance of face-to-face communication (whether in person or virtually) and the value of visiting a potential place of study. Algebra University therefore commits to:

- organising personal visits and meetings within the institution for prospective students as part of the admissions process,
- organising online consultations with members of the International Office and heads of study programmes for international students,
- attending international events in other countries,
- working with a network of agents in foreign markets,

- attending regular events such as the University Fair in Zagreb and other international events abroad at which potential applicants can meet experienced staff who are actively involved in the admissions process and who can properly assist applicants in choosing a study programme,
- organising Open Days and Campus Tours which are published on Algebra University's website and social media,
- organising other events in the campus promoting entrepreneurship, technical topics and other topics linked to the broad area of STEAM.

The Admissions Policy, the admissions conditions and the admissions procedure are reviewed annually by the Admissions Office in consultation with the Heads of Study Programmes, academic departments and students' representatives. Revisions of this document are formally enacted by the Senate of Algebra University.

## 2. Application Process

### 2.1. Right to Enrolment in Study Programmes

As per the **Book of Regulations on Study Programmes and Studying**, the right to enrolment, enrolment procedure and enrolment quotas for study programmes of Algebra University are defined by the **Call for Admissions** for a particular academic year and study programme. The Call for Admissions is adopted by the Rector not later than six months before the beginning of the academic year to which it refers. The Call for Admissions is published on the University's website.

For programmes delivered in the English language, students are required to have obtained an IELTS certificate at the level 6.0 for undergraduate programmes and 6.5 for graduate programmes, or the equivalent.

#### 2.1.1. Short-Cycle Study Programmes

All candidates who have completed secondary school have the right to enrol in professional short-cycle study programmes, if they meet the conditions established in the Call for Admissions for a specific programme.

#### 2.1.2. Undergraduate Study Programmes

All candidates who have completed secondary school in the duration of 4 years or more have the right to enrol in undergraduate programmes, if they fulfil requirements established in the Call for Admissions for a specific programme.

#### 2.1.3. Graduate Study Programmes

The admission to the graduate study programmes is open to all applicants who previously completed an undergraduate study programme and fulfil requirements as specified in the Call for Admissions for each study programme.

Candidates who have not completed undergraduate studies in the appropriate scientific field may be required to pass a differential exam proving specific skills and knowledge, enrol in differential courses at the undergraduate level or complete a specific preparatory programme.

Candidates missing specific learning outcomes at the undergraduate level in a specific field will have an opportunity to attend a preparatory programme to be able to successfully study at the graduate study programme, as specified in the **Call for Admissions** for each study programme. The preparatory programmes are organised on the University's premises, in duration of approximately one semester, or are delivered using online platforms, supported by teachers of Algebra University. All such programmes

finish with an examination and only a positive grade can be the basis for enrolment in a graduate level study programme.

## **2.2. Portfolios and Written Work**

Some of our programmes include the assessment of additional material as part of the selection process, for example a creative portfolio for study programmes in the fields of arts. Where the selection process includes the consideration of additional material, this information will be published on the website and within the Call for Admissions. In line with our commitment to managing an admissions process that is fair, transparent and inclusive, we will, where possible, provide advice and guidance on how the material will be assessed, in order for the applicant to prepare and present their creative material as successfully as possible.

## **2.3. Admissions Exams**

Admissions exams may be used as part of the selection process. The admissions exam is normally held on the premises of Algebra University, and applicants are invited by email providing them with details on the format of the exam, along with any necessary information of the preparation. We will provide applicants with information on the examination date and time in a timely manner.

## **2.4. Enrolment Procedure**

Applicants are required to submit their application before the deadline stipulated in the Call for Admissions by applying through the National IT System for Applications to Higher Education Institutions (NISpVU). After their final selection of the higher education institution, it is additionally necessary to complete an online application form on the website of Algebra University, because data entered there are important for statistically monitoring applicants providing mandatory reports to the Croatian Bureau of Statistics (Crostat).

Candidates are selected through a classification procedure. The classification procedure for the enrolment of students in professional short-cycle and in undergraduate level study programmes is based on the evaluation of secondary education results and the implementation of an admissions exam (if one exists for a specific study programme). Candidates who have taken the National Secondary School Leaving Examination (Matura Exams) are enrolled on the basis of the results thereof.

Enrolment conditions, description and the documentation required for the submission to Algebra University within the application process are stipulated by the Call for Admissions.

Within the enrolment procedure, candidates are required to submit all documents stipulated by the Call for Admissions, select a model of payment and sign a **Study Agreement** and a **Pro Forma Invoice** together with the tuition fee payer (in case the student is not the tuition fee payer themselves) and Algebra University.

For each candidate who has obtained the right to enrolment, Algebra University will prepare a request for payment containing information necessary in order to make payments in cash, request loans from commercial banks or obtain payment security instruments in the case of tuition fee payment through cash instalments. The tuition fee determined by the request for payment includes possible fee reductions based on recognised certificates, given scholarships or granted discounts.

The applicant who does not complete the enrolment procedure within the stipulated period, and particularly one who does not make a tuition fee payment, loses the right to enrol. This right will be transferred to the applicant following on the ranking list who meets admissions requirements.

## **2.5. Enrolment Conditions**

The conditions for enrolment in study programmes of Algebra University are evaluated and determined anew every year, with the aim of ensuring fair access and creating a well-founded assessment of the potential of each candidate to successfully complete the chosen study programme. Special specific conditions for enrolment are determined by heads of study programmes, in agreement with the Admissions Office.

The responsibility for determining the enrolment conditions in order to make sure those who have the greatest potential to achieve success in a particular programme enrol in it is the responsibility of heads of study programmes.

## **2.6. Recognition of Formal Learning (Academic Recognition)**

Students may request recognition of competences acquired through formal learning or passed exams at an accredited higher education institution in Croatia or elsewhere in the world according to the conditions defined in the current **Book of Regulations on Academic Recognition** published on the website of Algebra University.

Students may request recognition of exams passed at another higher education institution if the course has been passed at the same level of studies (undergraduate or graduate level). Exams passed at another higher education institution may be recognised partially (particular learning outcomes) or entirely. Requests for the recognition of exams passed at another higher education institution must be submitted to the Admissions Office by filling in the application form available through the Infoeduka IT system together with other documents listed in the Book of Regulations on Academic Recognition.

Applications are to be submitted before the beginning of the academic year and no later than 15 days before the enrolment in the year of studies in which the course for which the student seeks recognition is held or before submitting the enrolment form.

The costs of the procedure are specified in the **Decision on Tuition and Service Fees** published on the website of Algebra University

Based on approved requests, students may be eligible for a tuition fee reduction in the monetary value of the ECTS credits of the recognised courses, depending on the selected model of tuition fee payment defined by the **Decision on Tuition Service Fees**.

## **2.7. Recognition and Validation of Non-formal and Informal Learning**

Students may request recognition of non-formal and informal learning under the conditions defined by the **Book of Regulations on the Recognition and Validation of Non-formal and Informal learning in Higher Education** published on the website of Algebra University.

Non-formal and informal competences can be recognised or validated as individual learning outcomes or as a total of learning outcomes of a particular course. Students are required to submit their request for the recognition and/or validation of non-formal and informal learning in written form by filling in the request in the form available on the website of Algebra University, together with other documents listed in the Book of Regulations on the Recognition and Validation of Non-formal and Informal Learning in Higher Education.

The costs of the procedure of the recognition and/or validation of non-formal and informal learning are to be paid by applicants in accordance with the Decision on Tuition and Service Fees.

Based on approved requests, students may be eligible for a tuition fee reduction in the monetary value specified by the current Decision on Tuition and Service Fees.

### ***2.8. Tuition Fee Payments for International Students***

Foreigners who reside outside the Republic of Croatia and who are interested in applying to a study programme of Algebra University will be required to make payments in accordance with the current Decision on Tuition and Service Fees. International applicants seeking for a visa to enter Croatia will be required to make a payment of 70% of the first annual tuition fee to secure their place in the programme. Details on this will be emailed to them once an offer of a place in a study programme is made to them, prior to the start of the visa issuance procedure.

### ***2.9. Documentation Verification and Fraud***

A decision on enrolment to Algebra University is made on the basis of the information provided both in the application form and any additional documents that have to be true and accurate. Where an applicant is suspected to have provided incorrect or false information, further details will be sought by the Admissions Office. Applicants suspected of submitting, or found to have submitted, false information will be submitted to the **Ethics Committee** and the **Disciplinary Board**. In the case of international applicants, details may also be passed to the Croatian visas and immigration authority.

The applicants will be required to submit for inspection the original documentation on the obtained qualifications listed in the application, on the basis of which the decision of meeting the conditions for enrolment in the study programme was made. Algebra University reserves the right to cancel enrolment in case of.

## **3. Policies and Procedures for Specific Applicant Groups**

### ***3.1. Equality and Diversity***

Algebra University is committed to providing equal opportunities of studying to all its students and equal treatment to all its applicants in line with this Policy, Act on Higher Education and Scientific Activity, the Statute of Algebra University and other regulations. We believe that the equality of treatment and the diversity of our student population are true values we shall fully support and continue developing. We invest significant resources and efforts to provide an opportunity for studying for groups of students with specific learning needs in order to give access to higher education to a diverse student population (with respect to sex, age, race, skin colour, religion, ethnicity...) student population. Delivering all our study programmes in English is one notable example of supporting diversity and attracting international students.

### ***3.2. Applicants under the Age of 18***

Algebra University does not discriminate applicants based on their age but specifies what type of secondary school programme students should have finished in order to enrol in Algebra University's study programmes. Students who are under the age of 18 are considered children in terms of Croatian regulations in order to ensure that adequate care is provided for minors, Algebra University is required to maintain emergency contact information.

### ***3.3. Applicants of a More Mature Age***

In order to best support more mature applicants and those who are employed, we provide an opportunity for an applicant to enrol study programmes as part-time students, which includes different options (i.e. taking exams at different time) and additional support. Part-time students are offered the possibility of recognition and validation of prior learning, among other things, through work experience, which makes it possible to shorten the time until the end of the studies.

### **3.4. Applicants with Disabilities or Specific Needs**

Algebra University tends to attract applicants from underrepresented and disadvantaged groups, which includes students with specific learning difficulties and different health conditions. For applicants with specific learning difficulties, the University is prepared to offer a “reasonable adjustment” in learning and teaching, depending on the possibilities.

A reasonable adjustment can include additional time for exams; accessible space for conversation; additional consideration of factors that may have influenced previous academic success. However, we would not be able to make some adjustments if they required specific technologies and tools that we do not have or involved a request for exemption from prescribed learning outcomes within the programme.

Furthermore, we have invested in the architectural adaptation of our premises (i.e. access to all classrooms for the disabled, special ramps, a special elevator for the disabled, toilets for the disabled etc.).

Being a private higher education institution providing fee-based study programmes, we extremely care about ensuring quality and successful acquisition of the learning outcomes set within the study programme.

### **3.5. International Applicants**

Algebra tends to attract prospective students from outside Croatia, which is the responsibility of the International Office of Algebra University. International applicants who have completed studies in a language other than English will have to prove their English language proficiency as stipulated in this Policy.

## **4. Changes to and Discontinuation of Study Programmes**

Algebra University constantly changes and develops its programmes in order for them to be up-to-date and to provide best career opportunities to our graduates. Still, we strive to minimise any changes to programmes once applications for study programmes begin. However, sometimes changes are unavoidable and in those circumstances the Admissions Office will notify applicants as soon as possible if there is a significant change to a study programme after their application. Significant changes may include:

1. changes to the content of the programme applied for;
2. changes regarding the accreditation status of the programme;
3. discontinuation of a study programme.

Applicants have the opportunity to withdraw from their enrolment (as a result of such change to the programme), whereby Algebra University refunds the funds paid.

If a study programme changes during the period of studies, students will have right to finish their studies according to the programme they initially enrolled in. This opportunity will be available only to students who regularly enrol in higher years of studies. In case of re-enrolments in a course which has changed, Algebra University will not be obliged to allow the student to attend studies according to the old programme, but the student enrolls in the course according to the new programme. If students wish to switch to a new programme during the period of their studies (and not finish the programme they initially enrolled in), they might have such an option if the entire student body would like to change the programme and if Algebra University would be capacitated to offer such a new programme to already enrolled students. In such cases students would still have to collect 180, 240, 60 or 120 ECTS points

(depending on the study programme type and study level) and meet other programme requirements to obtain their degree (qualification).

If the programme is discontinued, students which enrolled in it will have the chance to finish their studies following the programme they initially enrolled in. This option does not apply to students who re-enrol in certain courses.

## **5. Appeals and Complaints**

### ***5.1. Feedback on Applications to the Study Programme***

Algebra University undertakes to provide information about the reasons to the applicant who does not exercise the right to enrol in the study programme. The Admissions Office will provide feedback to the applicant within 28 days of receiving the request. Any applicants wishing to appeal against the decision in light of the feedback received should do so in accordance with the prescribed procedure for submitting appeals and complaints.

### ***5.2. Appeals and Complaints in the Application Procedure***

Algebra University is committed to providing a fair and efficient enrolment procedure and encourages applicants to inform the institution of any difficulties encountered during the enrolment procedure in order for the procedures to be regularly reviewed and improved. It is hoped, therefore, that most queries and complaints can be resolved informally. However, where this is not possible, applicants are advised to follow the procedure outlined here:

1. Applicants should submit any complaints in the application process in writing (e-mail or s-mail) to the head of Admissions Office or to the vice-rector for academic affairs (their contacts are listed on the website of the institution).

A complaint is defined as a statement of dissatisfaction with the manner in which the application to the study programme was processed. Reasons for such a complaint can include an administrative error, the behaviour of an Algebra University's staff member, the conduct of an interview (where applicable) or the amount of the fee charged. Whilst we will consider all complaints apart from those based on dissatisfaction with the judgement of meeting the academic enrolment requirements.

The complaint should be submitted in writing as early as possible and no later than within 14 days of the event to which the complaint relates.

2. The vice-rector for academic affairs will convene the **Committee for the Admissions Procedure** to deal with each received complaint. The Committee consists of: the vice-rector for academic affairs, head of the Admissions Office, vice-rector for quality, head of the study programme for which the candidate applied, head of the Ethics Committee.
3. The Committee for the Admissions Procedure will decide on the complaint at a session organised no longer than 3 working days after the complaint was received. The decision of the Committee is final and can change the decision reached within the application procedure.

## **6. Personal Data Protection Procedures**

The rules for personal data processing apply to all processing of personal data at Algebra University. The rules refer to all employees, all personal data and business-sensitive data in any format – paper and digital form and include the following:

1. The processing of personal data is legal, which means that we apply and can prove that we process personal data in accordance with regulations.



2. All personal data are stored in secure way to prevent the loss or unauthorised access that would constitute a violation of regulations on the processing of personal data.
3. We apply strict restrictions on the right of access to personal data in any form – digital and paper. Access rights are prescribed and updated regularly through periodic audits.
4. All incidents involving personal data use are reported to the personal data protection officer immediately and without delay. All incidents must be investigated and recorded in the incident record and filed with evidence. If there is a personal data breach, the appropriate procedure is applied.
5. All personal data processing systems must record (log) accesses, changes and activities of personal data processing, wherever applicable. This is especially applicable for transaction logs. The same rule applies also to physical access to personal data.
6. The development, education and testing of systems or applications are not carried out on personal data.
7. Disclosure of personal data processed by Algebra University is possible only on the basis of a contractual obligation, if a personal data protection contract has been signed, and on the basis of a legal obligation.
8. Each request of the respondent must be addressed to the personal data protection officer immediately and without delay.

<b>CLASS:</b>	029-03/24-01/33
<b>REF. NO.:</b>	251-785-01-02-24-01
<b>Pages:</b>	9
<b>Written by:</b>	Working Group
<b>Adopted by:</b>	Senate

Assistant Professor, Mislav Balković, PhD

RECTOR