

Pursuant to Article 9 of the Statute of Algebra University, the Senate of Algebra University enacted at its 4th session, held on 26th March 2024, the following

BOOK OF REGULATIONS ON FEE EXEMPTIONS

1. GENERAL PROVISIONS

Article 1

- (1) This Book of Regulations prescribes the conditions, criteria and method of exercising the right to fee exemptions awarded to its students by Algebra University.
- (2) Students who are in the process of enrolling in the first year of studies and who are enrolled as full-time or part-time students in higher years of any study programme at Algebra University are entitled to a fee exemption. The right to a fee exemption is not available to students who have entered a moratorium on their student obligations in the academic year in which the competition is held.
- (3) Fee exemptions are awarded according to separate ranking lists for each individual type of fee exemption for students who meet the conditions prescribed by this Book of Regulations and earn points according to the criteria prescribed by this Book of Regulations.
- (4) The criteria according to which the points are earned are specific with regard to the type of fee exemption that is awarded. Applicants applying for fee exemptions of any kind can earn a maximum of 100 points.
- (5) The total amount of fee exemptions according to each type of fee exemption depends on the available budget determined by the Rector for each academic year.
- (6) For promotional and communication purposes, instead of the term "fee exemption", it is possible to use other terms, such as "scholarship" or "enrolment benefit".

2. FEE EXEMPTIONS FOR FIRST-YEAR STUDENTS

Article 2

Types of Fee Exemptions for First-Year Students

- (1) Algebra University awards the following fee exemptions to students who are enrolling in the first years of study programmes at Algebra University:
 - a) fee exemptions for students of lower socio-economic status,
 - b) fee exemptions for excellence for first-year undergraduate students,
 - c) fee exemptions from the economic fund.
- (2) Fee exemptions for students of lower socio-economic status are awarded to students who are enrolling in the first year of studies for the first time solely on the basis of real need.
- (3) Fee exemptions for excellence for first-year undergraduate students are awarded to students who are enrolling in the first year of undergraduate studies for the first time and who have achieved 900 or more points in the state matriculation exams in the current school year.

- (4) Fee exemptions from the economic fund are awarded to students who are enrolling in the first year of studies for the first time and who have demonstrated excellence and special achievements through their previous education.

Article 3

Fee Exemptions for Students of Lower Socio-Economic Status

- (1) Applicants for fee exemptions for students of lower socio-economic status should meet the following conditions:
- unfavourable socio-economic status,
 - overall secondary school grade point average of at least 4.20.
- (2) The criteria for awarding fee exemptions to students of lower socio-economic status are:
- total result on the state matriculation exams,
 - results of competitions in the fields of economics, art, computing and graphic technologies,
 - participation in relevant projects,
 - recommendation letter,
 - motivation for studies.

Article 4

Fee Exemptions for Excellence for First-Year Undergraduate Students

- (1) Fee exemptions for excellence for first-year undergraduate students are available to excellent applicants who achieved 900 or more points in the state matriculation exams in the current school year.
- (2) These fee exemptions are granted unconditionally and are valid for covering tuition fees for all three years of enrolled undergraduate studies. These fee exemptions do not cover the possible re-enrolment in certain courses, re-enrolment in the year of studies and fees in the administrative procedure defined by the Decision on Tuition and Service Fees for the current academic year.

Article 5

Fee Exemptions from the Economic Fund

- (1) Applicants for fee exemptions from the economic fund must meet the requirement that they have a secondary school grade point average of at least 4.20.
- (2) The criteria for granting a fee exemption from the economic fund are:
- international or national award in economics, art, computing and/or graphic technologies,
 - excellent results in the state matriculation exams,
 - other notable results during previous education,
 - motivation for studies.

Article 6

Application Procedure for a Fee Exemption for First-Year Students

- (1) An application for a fee exemption for first-year students is submitted by filling in appropriate application form, which is accompanied by the necessary documentation and proof that confirms the fulfilment of the criteria for the fee exemption being applied for. The application is submitted to the

Admissions Office for Higher Education in accordance with the deadlines for enrolment in studies indicated in the enrolment announcements.

- (2) In addition, applicants argue their motivation for the studies in a motivation interview with an expert advisor from the Admissions Office for Higher Education.
- (3) After reviewing the received documentation and conducting a motivation interview, and in accordance with the criteria from this Book of Regulations, the Admissions Office establishes a proposed ranking list for the allocation of fee exemptions for each individual type of fee exemption for students who are enrolling in the first year of studies.
- (4) Based on the established ranking list, and in accordance with the available budget for each academic year, the Rector of Algebra University decides on the allocation of fee exemptions to students who are enrolling in the first year of studies. The fee exemption is awarded in the form of a reduction in the tuition fee.

3. FEE EXEMPTIONS FOR STUDENTS IN HIGHER YEARS OF STUDIES

Article 7

Types of Fee Exemptions for Students in Higher Years of Studies

- (1) Algebra University awards the following fee exemptions to students in higher years of study programmes of Algebra University:
 - a) fee exemptions for excellence for students in higher years of studies,
 - b) fee exemptions for exceptional contribution to the positive perception of Algebra University.
- (2) Fee exemptions for excellence for students in higher years of studies are awarded to students who have demonstrated academic excellence and student engagement in the work Algebra University's bodies.
- (3) Fee exemptions for exceptional contribution in extracurricular activities and to the positive perception of Algebra University in the public are intended for students who in the past academic year made a special contribution to the recognition of Algebra University at the national and/or international level.

Article 8

Fee Exemptions for Excellence for Students in Higher Years of Studies

- (1) Students in higher years of studies applying for a fee exemption for excellence should meet the following conditions:
 - a) having all courses of the previous year of the same studies passed,
 - b) having a minimum grade point average of 4.0,
 - c) having all financial obligations settled.
- (2) Academic excellence is evaluated according to the grade point average of the courses taken in the previous academic year. Points are earned for the grade point average of the courses taken in the previous year as follows:
 - c) for a grade point average of 4.91 to 5.00 – 40 points,
 - d) for a grade point average of 4.81 to 4.90 – 30 points,

- e) for a grade point average of 4.51 to 4.80 – 20 points,
- f) for a grade point average of 4.00 to 4.50 – 10 points.

- (3) Student engagement is evaluated on the basis of active participation in one of the following bodies of Algebra University: Student Union, Senate of Algebra University, Quality Committee, Ethics Committee, Disciplinary Board, active participation in the work of student coordination and on the basis of playing the role of student ombudsman. As proof of active participation in the work of the abovementioned structures, the minutes from the sessions and the record of participation in the sessions are taken. For this criterion, it is possible to achieve 20 points.

Article 9

Fee Exemption for Exceptional Contribution to the Positive Perception of Algebra University

- (1) Students in higher years of studies applying for a fee exemption for an exceptional contribution to the positive perception of Algebra University should fulfil the condition of having all financial obligations settled.
- (2) The criterion for awarding a fee exemption for an exceptional contribution to the positive perception of Algebra University is the effect by which the students have contributed to the visibility and positive perception of Algebra University in the public, which is measurable by various available and acceptable visibility indicators and evidence.
- (3) Students who achieve the same number of points in the competition for any type of fee exemptions share a place on the ranking list and have equal rights to a fee exemption.

Article 10

Procedure for Applying for and Awarding a Fee Exemption to Students in Higher Years of Studies

- (1) Fee exemptions are awarded on the basis of a competition that is announced once a year, for each academic year. The competition for the award of fee exemptions is published in Infoeduka in Croatian and English.
- (2) Students can apply for the competition for the award of only one type of fee exemption. Applications for the competition are submitted to the Student Office with all relevant proof as stated in the text of the competition.
- (3) Applications are considered valid if submitted on time, with complete documentation and within the prescribed deadline specified in the competition. Applications with incomplete documentation or applications that have not been submitted within the prescribed period will not be considered.
- (4) Supplementary documentation, submitted as an attachment to the application, received outside the prescribed deadline for application submission will not be considered.

Article 11

Fee Exemptions Committee

- (1) The competition for awarding fee exemptions to students in higher years of studies is conducted by the Fee Exemptions Committee, in accordance with this Book of Regulations.
- (2) The Fee Exemptions Committee consists of three members:
 - a. vice-rector for quality,
 - b. vice -rector for academic affairs,

- c. student representative at the proposal of the Student Union.
- (3) The vice-rector for quality convenes sessions and chairs the Committee. The Committee performs tasks within its jurisdiction at sessions that can also be held in electronic form. The Committee makes decisions unanimously. Administrative support to the work of the Committee is provided by the Vice-Rectorate for Quality.
- (4) After the deadline for application submission and consideration of all complete and timely applications, the Committee establishes a proposal for a ranking list for each type of fee exemptions based on the criteria outlined in this Book of Regulations.

Article 12

Publication of Results

- (1) In order to ensure the transparency of the procedure, the ranking lists of students who have qualified for fee exemptions are published in Infoeduka no later than five days after the end of application submission.
- (2) The ranking list from paragraph 1 of this Article contains the following information: OIB (Croatian personal identification number), year of study enrolment, name of study programme, year of studies, total number of points achieved.

Article 13

Complaints

- (1) Within eight days from the publication of the ranking list, students who were not awarded a fee exemption can submit a written complaint to the Student Office.
- (2) The Rector of Algebra University appoints the Complaints Committee, which consists of members who did not participate in conducting the competition procedure and at least one student, upon the proposal of the Student Union.
- (3) The Complaints Committee considers complaints received within the deadline, and no later than five days after the deadline for submitting complaints it proposes final decisions on accepting or rejecting complaints to the Fee Exemptions Committee, together with a list of winners of fee exemptions based on the results of the competition and accepted complaints.

Article 14

Awarding Fee Exemptions to Students in Higher Years of Studies

- (1) Based on the established ranking list, and in accordance with the available budget for each academic year, the Rector of Algebra University decides on the awarding of fee exemptions to students in higher years of studies.
- (2) Fee exemptions are awarded in the form of tuition fee reductions before enrolment in the next academic year. It is possible to reduce the amount of tuition fees in percentages of 30%, 20% or 10%.

4. TRANSITIONAL AND FINAL PROVISIONS

Article 15

Interpretation of the Provisions of the Book of Regulations

- (1) The Senate of Algebra University is responsible for the interpretation the provisions of this Book of Regulations.

Article 16

Entry into Force

- (1) This Book of Regulations shall enter into force on the day of its adoption.

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