

Pursuant to Article 9 of the Statute of Algebra University and in line with the Regulations on the Content and Use of Information Systems in Higher Education ("Official Gazette" 36/2023), the Senate of Algebra University enacted at its 1<sup>st</sup> session, held on 12<sup>th</sup> December 2023, the following

## **BOOK OF REGULATIONS ON RECORDS**

### **1. GENERAL PROVISIONS**

#### **ARTICLE 1**

##### **Subject and Purpose of the Regulations**

- (1) The Book of Regulations on Records prescribe the records in higher education maintained at Algebra University, including the manner of keeping records, the procedure for data entry and modification, as well as the authorisation for data entry and certification.

#### **ARTICLE 2**

##### **Terms and Their Meanings**

- (1) Record is any set of structured, organised, interconnected, and harmonised data maintained by Algebra University.
- (2) Data content is a set of data that includes personal data in accordance with regulations governing the protection of personal data, as well as other data processed in records and registers for the purpose of performing legally determined tasks and duties of public bodies.

### **2. RECORDS IN HIGHER EDUCATION**

#### **ARTICLE 3**

##### **Infoeduka**

- (1) Algebra University's records related to data in higher education are maintained in the Infoeduka information system, which is interoperable with the central registry of the relevant ministry.
- (2) The following records are kept in the Infoeduka information system:
  - a) records of individuals registered for the enrolment process
  - b) student records
  - c) records of certificates, diplomas, and additional study documents
  - d) employee records
  - e) other records.

## ARTICLE 4

### Records of Individuals Registered for the Enrolment Process

- (1) The records of individuals registered for the enrolment process contain personal data of those applying for the enrolment process, data on success in previous education, data necessary for the right to enrol in a study programme according to special regulations, and the results of the process.
- (2) Personal data, data on success in previous education, and data necessary for the right to enrol in a study programme according to special regulations are entered by individuals applying for the enrolment and are certified by the Admissions Office of Algebra University based on authentic documents provided by the person applying for the enrolment process.
- (3) The Admissions Office of Algebra University enters data on the results of the process in accordance with the data content prescribed in Annex 1 of the Regulations on the Content and Use of Information Systems in Higher Education and based on the conducted application. i.e. enrolment procedure.
- (4) The data in the records of individuals registered for the enrolment process cannot be subsequently modified.

## ARTICLE 5

### Student Records

- (1) In the student records, information about students and student documents, data on studying, mobility, student progression through the study, and acquired qualifications are maintained.
- (2) Personal data about students and data on previous education are extracted from the records of individuals registered for the enrolment process. Changes to the personal data of a student that occurred after entry during the application and enrolment process are made based on a request submitted by the student to the Student Office, along with the provision of appropriate evidence.
- (3) Information about a student's studies and progress through the programme, including the data content prescribed in Annex 2 of the Regulations on the Content and Use of Information Systems in Higher Education, are authentic data generated at Algebra University. The Student Office and professors in the programme in which the student is enrolled can input information about the student's studies and progress through the programme. The Department of International Cooperation at Algebra University records information about student mobility during their studies.

## ARTICLE 6

### Records of Issued Graduation Documents

- (1) The record of issued graduation documents and acquired professional titles contains basic personal information about individuals who have completed their studies, information about the programme, the student's academic achievements, and other data necessary for issuing public and supplementary study documents, as well as digitised public and supplementary study documents. The Student Affairs Office maintains data on issued graduation documents.

- (2) Algebra University, as the creators of public and supplementary study documents, is obligated, by November 1 of the current calendar year, in accordance with the data content prescribed in Annex 3 of the Regulations on the Content and Use of Information Systems in Higher Education, to digitally convert data on diplomas and other public documents in higher education from the previous academic year and submit them to the Central Registry.

## ARTICLE 7

### Employee Records

- (1) In the employee records of Algebra University, personal data about employees and participants in classes are maintained, including their basic qualifications, teaching workload, and scientific workload in accordance with specific regulations in science, higher education, and quality assurance.
- (2) The Department for Teaching Support at Algebra University enters basic information about participants in classes, status data, information about workload, qualifications, and progress into the information system of Algebra University, in accordance with the data content prescribed in Annex 4 of the Regulations on the Content and Use of Information Systems in Higher Education.

## ARTICLE 8

### Extraction, Certification, and Submission of Data to the Central Registry

- (1) Algebra University may also extract data on students and employees from records as outlined in this Book of Regulations from fundamental registers of public bodies.
- (2) The following individuals have the authorisation to certify data:
  - a) Rector
  - b) vice-rectors
  - c) head of the department for professional services.
- (3) The Infoeduka information system diligently records all changes related to the subject of the records, specifying the reason and date of the change in accordance with the powers prescribed by this Book of Regulations.
- (4) Algebra University, following the instructions of the relevant ministry, submits datasets from Annex 1 – 4 of the Regulations on the Content and Use of Information Systems in Higher Education to the central registry.
- (5) Data from records of individuals registered for the enrolment process are transmitted to the central registry upon the completion of the enrolment process. Information from other records is updated no later than 15 days from the date of knowledge of the occurrence or change of the data, and is regularly submitted to the central registry of the relevant ministry.
- (6) Records specified in this Book of Regulations are retained permanently.

### 3. TRANSITIONAL AND FINAL PROVISIONS

#### ARTICLE 9

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

#### ARTICLE 10

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

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