

Pursuant to the Statute of Algebra University and in accordance with the Act on Higher Education and Scientific Activity, the Senate of Algebra University enacted at its 7<sup>th</sup> session, held on 5<sup>th</sup> July 2024, the following

## **BOOK OF REGULATIONS ON STUDY PROGRAMMES AND STUDYING OF ALGEBRA UNIVERSITY**

### **1. GENERAL PROVISIONS**

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#### **Article 1**

##### **Subject and Content of the Book of Regulations**

- (1) This Book of Regulations represents a general act which regulates the issues of organisation and structure of accredited study programmes carried out by Algebra University and in particular stipulates provisions related to enrolment, tuition fees, study infrastructure, organisation and implementation of teaching, acquisition and retention of student status, rights and obligations of students, exams, student progress through studies, and quality assurance through the organisation of work.

### **2. DEFINITIONS OF TERMS**

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#### **Article 2**

- (1) This Book of Regulations uses terms whose meaning is in accordance with the meanings of the terms in the *Act on Higher Education and Scientific Activity* (hereinafter: *Act*).
- (2) Additional terms with the following meaning are also used in the Book of Regulations:
- Syllabus - studies shall be implemented according to the syllabus adopted by the Senate of Algebra University and published in Infoeduka.
  - Applicant - a person who is in the process of applying for enrolment in a study programme on the basis of competition, including persons attending differentiation obligations.
  - External Examiner –a person appointed by Goldsmiths, University of London, who contributes to oversight of the academic standard, programmes and grading for students who will also receive a degree from Goldsmiths, University of London, upon completion of their studies.
  - Special adjustment - adjustment in the form of adapted study conditions that can be requested by a student categorised as an athlete or a top artist studying in regular status when enrolling in a study programme.
  - Reasonable adjustment - adjustment in the form of adapted study conditions that a student with a disability may request when enrolling in a study programme.

### 3. STUDY PROGRAMMES

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#### Article 3

##### Activity and Study Programmes

- (1) Algebra University conducts higher education activities through the implementation of university and professional undergraduate study programmes, university and professional graduate study programmes and professional short-cycle study programmes in accordance with valid licenses issued by the relevant Ministry. The duration of the studies and acquisition of professional titles upon their completion are defined by the University study programme in accordance with the *Act on Higher Education and Scientific Activity* and the *Act on Academic and Professional Titles and Academic Degrees*.

#### Article 4

##### Categories and Levels of Study Programmes

- (1) Higher education at Algebra University is obtained upon completion of a university or professional study programme in accordance with the *Act*.
- (2) The professional study programme qualifies students for performing professional tasks in the private sector, the public sector and society in general.
- (3) The university study programme qualifies students for performing jobs in science, art, and higher education, in the business world, public sector, and society in general, as well as for the development and application of scientific, artistic, and professional achievements.
- (4) The professional study programme is carried out on three levels, namely:
  - a. professional short-cycle study programme
  - b. professional undergraduate study programme
  - c. professional graduate study programme.
- (5) The university study programme is carried out on two levels, namely:
  - a. university undergraduate study programme
  - b. university graduate study programme.
- (6) Each level of studies is completed by obtaining a particular title in accordance with the *Act* and the accredited study programme.

### 4. ADMISSIONS

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#### Article 5

##### Right to Enrolment in Study Programmes

- (1) The right to enrol has any person who has met the conditions for enrolment in a study programme of Algebra University, within the capacity of the University, regardless of gender, race, skin colour, sex, language, religion, political or other beliefs, national or social origin, property, birth, social status, disability, sexual orientation and age.

- (2) Enrolment in a study programme is possible up to 28 days from the official start date of the academic year, prescribed by the **Call for Admissions**, except in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**.
- (3) The applicant can apply for only one study programme offered by Algebra University and at the same time they can study in only one study programme.
- (4) The criteria on the basis of which enrolment is performed include the conditions for enrolment prescribed by the *Act*, specific conditions on previously a completed secondary school or study programme determined by the **Call for Admissions** and study programme.

## Article 6

### Enrolment Procedure

- (1) The enrolment process begins with an online application to the **Call for Admissions**, via the University's website, by the deadline specified in the **Call for Admissions**, along with the documentation specified in the **Call for Admissions**.
- (2) Within the enrolment procedure, the Admissions Office of Algebra University conducts an analysis of success in previous education along with special achievements in the form of participation in competitions, projects and the like, and an orientation interview with each applicant.
- (3) The interview with the applicant includes:
  - a. counselling and professional orientation in choosing a study programme,
  - b. assessment of the level of information and motivation for study,
  - c. assessment of the applicant's specific needs for special adjustment or
  - d. assessment of the applicant's specific needs for reasonable adjustment.
- (4) In case of the need for additional judgment in assessing special adjustment or reasonable adjustment, the Commission will meet, composed of:
  - a. the head of the study programme in which the applicant wishes to enrol
  - b. vice-rector for academic affairs.
- (5) Based on the assessment and depending on the type of adjustment assessed, the Commission shall make one of the following possible recommendations:
  - a. It is recommended to take the applicant into account for enrolment, without the need for special or reasonable adjustment.
  - b. It is recommended to take the applicant into account for enrolment, with a proposal for special or reasonable adjustment.
  - c. It is recommended to advise the applicant to choose another study programme.
- (6) In case of enrolment after the official beginning of the academic year, the head of the Admissions Office decides on the basis of an orientation interview with the applicant and in consultation with the vice-rector for academic affairs whether enrolment should also include reasonable or special adjustment.
- (7) In case of enrolment and a recommendation that includes reasonable adjustments or special adjustment, Algebra University will sign an **Annex to the Learning Agreement** with the student for

whom reasonable adjustment or special adjustment is provided, which will additionally prescribe the rights and obligations of Algebra University and the student which arise from the reasonable adjustment or special adjustment.

- (8) When enrolling in a graduate study programme, depending on the type of the previously completed study programme, the applicant will be offered the mandatory content of the preparatory programme within the enrolment procedure, as defined by the **Call for Admissions**.
- (9) The detailed enrolment procedure and enrolment quotas for studies conducted by Algebra University are defined by the **Call for Admissions** in a particular academic year for a particular study. **Call for Admissions** is adopted by the Board of Trustees at the proposal of the Senate no later than 6 months before the beginning of the academic year to which it relates and is publicly announced and available on the website.
- (10) Applicants can be selected through a classification procedure.
- (11) The Description of the classification procedure and documentation required for submission to Algebra University within the application process are stipulated by the **Call for Admissions** and the **University's Admissions Policy**.
- (12) Within the enrolment procedure, applicants are required to select a model of payment and sign a **Learning Agreement** and **Pro Forma Invoice** together with tuition fee payers and Algebra University.
- (13) By signing the **Learning Agreement**, the student confirms that they are familiar with and accept the conditions under which they enrol in the study programme and the rights and obligations as well as conditions of study as prescribed by this **Book of Regulations**.
- (14) In the case that the student does not sign the **Annex to the Learning Agreement** relating to a reasonable adjustment or special adjustment, by signing the **Learning Agreement** the student confirms that they do not request reasonable adjustments or special adjustment for the study. After enrolling in the 1<sup>st</sup> year of study, the student may request a reasonable or special adjustment only for conditions or statuses that occurred after enrolling in the 1<sup>st</sup> year of study.
- (15) For each applicant who has obtained the right to enrol, Algebra University will prepare a **Pro Forma Invoice** which serves as a request for payment valid within the period stipulated by the **Call for Admissions** for the completion of the enrolment procedure. The **Pro Forma Invoice** serving as a **request for payment** contains 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 **Pro Forma Invoice** also includes possible fee reductions based on acknowledged modules and/or certifications, scholarships, grants or discounts.
- (16) An applicant who does not complete the enrolment procedure within the stipulated time 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 was not given the right to enrol but has earned the minimum admissions score.

## Article 7

### Recognition of Formal Learning (Academic Recognition)

- (1) Students and applicants may request recognition of competencies 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.
- (2) Students and applicants may request recognition of competencies acquired through formal learning or passed exams related to modules passed at another higher education institution if the module has been passed at the same level of studies. Exceptionally, modules passed at the professional short-cycle study level can be recognised through the enrolment procedure for undergraduate studies.
- (3) Exams passed at another higher education institution may be recognised partially (particular learning outcomes) or entirely.
- (4) Students and applicants submit their requests for recognition to the University in written form by filling in the request form available through the website of the University. Along with the completed request form, students are also required to submit other documents listed in the **Book of Regulations on Academic Recognition**.
- (5) Students submit the request before the beginning of the academic year, i.e. no later than 15 days before the enrolment of the year in which the module for which the student is seeking recognition is held, i.e. before sending the enrolment form.
- (6) Requests for recognition must be submitted within the deadlines prescribed by the **Call for Admissions**.
- (7) The procedure of evaluation of formal learning (academic recognition) is to be paid by applicants and students in accordance with the current **Decision on Tuition and Service Fees**.
- (8) Based on approved requests, students and applicants may be eligible for tuition fee reduction in the monetary value of the ECTS credits of recognised modules, depending on the selected model of tuition fee payment defined by the current **Decision on Tuition and Service Fees**.

## Article 8

### Recognition of Non-formal and Informal Learning

- (1) Students and applicants may request recognition of non-formal and informal learning under the conditions defined by the current **Book of Regulations on the Recognition and Validation of Non-formal and Informal Learning in Higher Education** published on the website of Algebra University.
- (2) Non-formal and informal competences can be recognised as individual learning outcomes or as a total of learning outcomes of a particular module.
- (3) Students are required to register for taking (sitting lectures and examinations) learning outcomes which have not been recognised. For modules regarding which all learning outcomes have been recognised, students are also required to register for taking exams and take an oral exam if one is conducted within a specific module.
- (4) Students are required to submit their request for recognition of non-formal and informal learning in written form to the University by filling in the request form available on the website of Algebra

University. Together with the completed request form, students are also required to submit other documents listed in the **Book of Regulations on the Recognition and Validation of Non-formal and Informal Learning in Higher Education**. Students submit the request before the beginning of the academic year, i.e. no later than 15 days before the enrolment of the year in which the module for which the student is seeking recognition is held, i.e. before sending the enrolment form.

- (5) Applicants are required to submit their request for recognition of non-formal and informal learning to the University within the deadlines prescribed by the **Call for Admissions** in writing by filling in the request form available on website of Algebra University. Together with the completed request form, applicants are also required to submit other documents listed in the **Book of Regulations on the Recognition and Validation of Non-formal and Informal Learning in Higher Education**.
- (6) The procedure of recognition of non-formal and informal learning is to be paid by applicants and students in accordance with the current **Decision on Tuition and Service Fees**.
- (7) Based on approved requests, students and applicants may be eligible for tuition fee reduction in the monetary value of the ECTS credits of recognised module, depending on the selected model of tuition fee payment defined by the current **Decision on Tuition and Service Fees**.

## 5. TUITION FEE

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### Article 9

#### Tuition Fee, Pro Forma Invoices and Scholarships

- (1) The amount of the tuition fee and models of payment are defined by the current **Decision on Tuition and Service Fees** adopted by the Board of Trustees of Algebra University for a particular academic year not later than 3 months before the beginning of the academic year to which the decision applies and are publicly announced on the website of Algebra University.
- (1) The student pays the tuition fee for each year of study in accordance with the current tuition fee for the academic year in question.
- (2) Algebra University reserves the right to alter tuition fees for future academic years in accordance with fluctuations on the market and on the basis of a decision made by the Board of Trustees.
- (3) Students who enrol in higher years of study will be issued a **Pro Forma Invoice** for annual tuition fees before the enrolment in the following year of study. When enrolling in higher years of study, **the Pro Forma Invoice** will include possible additional payments related to the total value of ECTS credits for modules re-enrolled from the previous year which will be issued for each semester separately.
- (4) Students who re-enrol in the same year of study will be issued a **Pro Forma Invoice** per semester when enrolling in each semester. **The Pro Forma Invoice** will be issued for a monetary amount in accordance with the value of ECTS credits related to modules enrolled in each semester, whether in the case of first-time enrolment or re-enrolment of a module.
- (5) The right to tuition fee reductions based on recognition of formal, non-formal and informal learning is stipulated by the current **Decision on Tuition and Service Fees**.
- (6) The tuition fee for one year of study (annual tuition) includes exclusively and only the elements which are stipulated by the **Call for Admissions** and **Learning Agreement**.

- (7) During a particular academic year, Algebra University may award scholarships in accordance with the **Scholarship Programme** announced in the **Call for Scholarships**. The **Scholarship Programme** will be announced on the website of the University no later than 3 months before the beginning of the academic year to which the **Call for Scholarships** refers. The terms of the **Call for Scholarships** are determined by the Rector of Algebra University.

## 6. INFRASTRUCTURE OF STUDYING

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### Article 10

#### Formal Communication Channels

- (1) Through formal communication channels students are informed about any developments relevant to their studies.
- (2) The formal communication channels shall be Infoeduka - a digital student service system, the official university email address and the official website of Algebra University.
- (3) The students are required to check any messages, announcements and documents submitted or published through formal communication channels.
- (4) The students are required to protect their account details and keep them safe from third parties. If they believe that a third party has abused their account details, they shall report any such situation and inform Algebra University thereof within 5 days after they become aware of the incident.
- (5) Any action taken by the student through formal communication channels shall be considered as their genuine intention and consent to any obligation arising therefrom.

### Article 11

#### Official Email Address

- (1) All students are required to use the verified student email address in their formal communication with the teaching staff, associates and services of Algebra University, using the Algebra University domain that they have received when they enrolled in the programme at the University.
- (2) Any email messages sent by the students to the teaching staff, associates and services at Algebra University through an address other than the verified one shall not be taken into consideration.
- (3) The students have the right and the obligation to use the student email address free of charge during their studies at Algebra University only. If students drop out of their studies, their user account shall be closed.
- (4) Exceptionally, the students who graduated from Algebra University may retain the right to use the student email address free of charge after graduation.
- (5) The student must not share the email login details with other students or any third persons in any circumstances. The student shall be held accountable for any email activity undertaken by using their login details.

## Article 12

### Infoeduka – Digital Student Service System

- (1) Infoeduka is a digital student service system accessible to students through the use of a password and username unique for each student.
- (2) Students will receive all official notifications and information through the Infoeduka system which represents the official "bulletin board" of Algebra University.
- (3) Students are required to use the Infoeduka system in order to maintain active communication with Algebra University, its teachers, Student Office, Rector's Office and other students as well as to register and cancel exams, monitor class schedules and perform other activities related to their studies.
- (4) The Infoeduka system is a property of Algebra University and is a part of the AAI integrated management system of academic identities managed by SRCE. Students can use AAI access data in order to access other resources provided by SRCE to all students studying in the Republic of Croatia.
- (5) In no case it is allowed to share access data with other students or any other persons. For each activity performed within the Infoeduka system using a student's access data, all responsibility is to be taken by the student themselves.
- (6) Students are required to respect the copyrights of Algebra University and its teachers regarding the teaching materials received in printed or electronic form. It is forbidden to record, copy, distribute or publish materials the Algebra University or a part thereof or make them available to third parties in any way.
- (7) All activities carried out by the students within the Infoeduka system will be continuously recorded in order to make it possible to subsequently determinate the justification of any potential complaints or appeals in procedures such as registration and cancellation of exams, etc.

## Article 13

### Portal for Tuition Fee Payers

- (1) Infoeduka is a digital student service system which can be accessed by tuition fee payers as well through the use of a password and username unique for each tuition fee payer.
- (2) Upon a student's enrolment in a study programme and the signing of the **Learning Agreement**, tuition fee payers receive the access data for the digital student service system.
- (3) Through the Infoeduka system, tuition fee payers can access information about modules and monitor student performance.
- (4) Through the Infoeduka system, tuition fee payers have an insight into the finances and can take on the obligation to pay the pro forma invoice.



## 7. CLASSES

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### Article 14

#### Calendar of Classes

- (1) In a particular academic year, classes are conducted in accordance with the **Decision on the Calendar of Classes** adopted by the Senate not later than 3 months before the beginning of classes. The calendar of classes is publicly announced on the website of Algebra University.
- (2) The Schedule of Classes is published no later than two weeks before the beginning of each semester. The Schedule of Exams is published no later than four weeks before each individual exam block stipulated by the **Decision on the Calendar of Classes**. The Schedule of Classes and Schedule of Exams are announced within the Infoeduka system.
- (3) Possible changes of schedule and location of exams will be announced by Algebra University and students who have registered for the exams will be notified within the Infoeduka system.
- (4) Generally, classes begin at the end of September or the beginning of October and continue until the end of September of the following calendar year. Classes of one academic year begin with the first-enrolled winter semester and end with the second-enrolled summer semester of the coinciding academic year.
- (5) Exceptionally, the academic year may begin in February and continue until February of the following calendar year and does not coincide with the academic year, which means that it begins with the first-enrolled summer semester of one academic year, and ends with the second-enrolled winter semester of the next academic year.
- (6) Classes of the professional graduate MBA e-leadership study programme are carried out modularly and start in accordance with the **Call for Admissions** announced on the website.
- (7) The schedule of classes for full-time and part-time students is stipulated by the **Call for Admissions** of a particular study programme. In case of an insufficient number of applicants required for the initiation of a study programme for full-time and part-time students, Algebra University will attempt to organise a study programme adapted to part-time students.

### Article 15

#### Implementation of Classes

- (1) Implementation of classes is the basic activity of Algebra University. Classes are implemented in accordance with the study programme approved by the Ministry of Science and Education based on the licenses issued to Algebra University.
- (2) Classes are problem-oriented and based on active participation of students in all forms of classes. Classes are conducted in the following forms: lectures, exercises (auditory and laboratory), seminars and consultations as well as through independent work at home. Students are required to prepare for classes, write homework, prepare presentations and projects, perform practical tasks and complete other activities stipulated by a detailed execution plan of a particular module.
- (3) During classes, student can be evaluated. Thus, obtained results can be added together and influence the final grade of the module in accordance with the module's **Instructions for Attending and Passing Module**.

- (4) In the professional short-cycle study programmes, university undergraduate study programmes and professional undergraduate study programmes, classes are conducted in the Croatian language using manuals and other forms of literature written in Croatian and/or in English. Classes in the professional short-cycle study programmes university undergraduate study programmes and professional undergraduate study programmes can also be conducted in English if more than 20 students in a particular field of study are enrolled in such a form of teaching, using manuals and other literature in English as well. Classes in the university graduate study programmes and professional graduate study programmes are conducted in English language, using manuals and other forms of literature in English. Classes conducted by guest lecturers from abroad are mostly organised in English.
- (5) If within particular study programmes internship or development of projects in cooperation with employers are prescribed, the implementation of these types of classes is regulated by the **Book of Regulations on Internship**.
- (6) In addition to this Book of Regulations, the organisation of classes and assessments within a particular module is defined in detail by the **Instructions for Attending and Passing Module** adopted by the teacher in charge of each particular module as official amendments to this Book of Regulations. Instructions for each module are defined and announced by the teacher within the Infoeduka system not later than after the first lecture of a particular semester.

#### Article 16

##### Optional Modules

- (1) Guided by the criteria of cost effectiveness, Algebra University will organise classes for all optional modules with at least 10 (ten) students. In case that there is a study programme in which less than 20 students are enrolled, the classes shall be organised for those optional modules for which at least 50% of the students enrolled in the given study programme applied.
- (2) An optional module is part of a study programme and, therefore, when elected by a student, the optional module becomes obligatory to pass. In a case in which a student does not pass an optional module within the prescribed period, the student can replace that module with another optional module.

#### Article 17

##### Records of Class Attendance

- (1) Algebra University will monitor students and keep records of their attendance in classes.
- (2) Each teacher of Algebra University will verify the presence of students in each class and keep records of student attendance. In addition, the teachers are also required to use the Infoeduka electronic system for keeping records of attendance.
- (3) Teachers and students are required to attend classes on time and be adequately prepared.
- (4) Students who run late for classes may be excluded from attending classes by the teacher in charge of the module in case such behaviour disrupts the teaching process.

## Article 18

### Class Attendance

- (1) Students are required to be physically present at (attend) a minimum of 50% of lectures and a minimum of 60% of exercises or seminars within each module.
- (2) Students who do not meet the minimum attendance in classes or do not fulfil one of the requirements stipulated by the **Instructions for Attending and Passing Module** determined by the study programme cannot obtain a digital signature from the teacher in charge of a particular module and cannot take exams in the module in question but can re-enrol in the module. Exceptionally, in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**, students may submit a written request for an approval of the signature.

## Article 19

### Study Groups

- (1) During the confirmation of the online application for enrolment in the study programme or enrolment form, students will be assigned to groups.
- (2) Students will be re-assigned to groups each semester and in the case of re-enrolment in modules of previous years of study or partial enrolment of modules of higher years of study, different groups will be formed for modules of each year of study.
- (3) When assigning students to groups, the following criteria will be taken into account:
  - a. date of submission of enrolment form (primary criterion)
  - b. sub-specialisation in which a student is enrolled and student's status
  - c. number of places in the group.
- (4) Students are required to take classes in accordance with the schedule defined for the group/groups to which they are assigned.

## Article 20

### Attendance of Classes through Video Conference System (only for studies performed in the classic format)

- (1) Lectures at Algebra University that are conducted live are transmitted using a video conference system. All other forms of teaching that are conducted live can also be transmitted using a video conferencing system if the technical conditions in the classroom are sufficient and the teacher assesses that transmitting the teaching using a video conferencing system does not jeopardise the quality of teaching in the classroom.
- (2) Classes held through the use of a video conference system do not represent a substitute for classroom teaching but serve primarily as additional aid to students in order to successfully master teaching materials.
- (3) Classes held through the use of a video conference system are not additionally charged and such classes are provided by the University in justified circumstances.

- (4) Presence in classes held through the use of a video conference system is not recorded as class attendance and can in no case compensate or replace mandatory physical attendance in classes stipulated in Article 19 of this Book of Regulations.
- (5) Students are not authorised to create audio or video recordings of held lectures, exercises, consultations, exam insight or any other form of activities in any way and are neither authorised to make digital copies of lectures, exercises, consultations, exam insight or any other form of activities transmitted through the online system. The subject teacher decides and realises whether any segment of teaching or its parts will be recorded and distributed to students as additional teaching material.
- (6) Exceptionally, in case of force majeure or external, extraordinary and unforeseen circumstances (such as a pandemic and the implementation of mandatory measures to protect human health in the event of an epidemic), which cannot be prevented, eliminated or avoided by Algebra University, teaching and taking exams will be organised and run online. This form of teaching will be applied until the withdrawal of the instruction by the relevant ministry or some other authorised national body.

#### **Article 21**

##### **Additional Regulations for Online Study Programmes**

- (1) Alongside the provisions outlines in this Book of Regulations, the organisation of online classes and assessments for study programmes accredited as online study programmes shall be intricately delineated within the Instructions for Online Study Programmes.

#### **Article 22**

##### **Measures Used to Improve the Success of Studying**

- (1) Heads of study programmes are responsible for monitoring students' academic progress.
- (2) Comprehensive guidance on the steps, criteria, and processes for monitoring academic progress shall be delineated within the Manual for Monitoring the Quality of Study Programmes.
- (3) The Student Support Centre should ensure that every effort is made to support and retain students demonstrating unsatisfactory academic performance and/or attendance using, among others, the Probation Procedure.
- (4) Comprehensive guidance on the steps, criteria, and processes of the Probation Procedure shall be delineated within the Probation Policy and Procedures.
- (5) As a part of the teaching process, and with the aim of improving study success, Algebra University may organise meetings of students with Algebra University's academic staff, counselling sessions (Personal Development Workshop), consultations and, if necessary, additional classes.
- (6) In collaboration with the teachers in charge of specific module, the professional services of Algebra University may organise consultations or additional classes for students who show below-average results. Students are required to respond to the invitation from the professional services.
- (7) Algebra University may conduct student testing for the purpose of researching how students cope with pressure and change when it comes to challenges, control, commitment and self-confidence, and with the aim of better work of advisors with students.

- (8) The professional services of Algebra University may assign a student an advisor who will work with the student through individual or group counselling (Personal Development Workshop), refer the student to customised workshops and/or education, all with the aim of developing skills not necessarily related to the learning outcomes of a study programme but which can contribute to the personal development of the student and their success of the studying.
- (9) The schedule of consultations, additional classes and Professional Development Workshops will be announced within the Infoeduka system. Additional classes, consultations and Personal Development Workshops are mandatory for students who are referred to them and records will be kept of such classes.
- (10) Student activities through the Personal Development Workshop are performed outside the schedule of total weekly student obligations in classes and no ECTS credits are awarded for this.
- (11) Professional services are authorised to inform tuition fee payers about the probation, success of studies and about possible absences of students from classes, additional classes, consultations, Personal Development Workshops and other teaching activities, by phone, by e-mail, in writing or in any other appropriate way.

### Article 23

#### Acquisition of ECTS Credits

- (1) ECTS credits are acquired after a successful fulfilment of all stipulated obligations and after the implementation of suitable methods for the assessment of achievement of defined sets of learning outcomes, i.e. after passing an exam.
- (2) It is considered that a student has fulfilled all obligations in an academic/study year if they have passed all exams and have fulfilled all other obligations in accordance with the programme, given that the total of acquired ECTS credits should amount to 30 ECTS credits per semester or 60 ECTS credits per academic/study year.

## 8. STUDENTS

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### Article 24

#### Student Status and Acquisition of Student Status

- (1) The student status at Algebra University is acquired through enrolment.
- (2) The student status is attested by a student identification card (iksica) issued by Algebra University.
- (3) Records of student identification cards and the student status as well as the rights of students from the student standard are kept by the Ministry of Science and Education within the information systems ISAK and ISSP.

### Article 25

#### Student Identification Card/Iksica

- (1) The student identification card is issued to all students studying at Algebra University regardless of the study programme and their full-time or part-time student status. In addition, student identification cards are issued to students participating in international mobility programmes.

- (2) The student identification card ceases to be valid in case of:
  - a. termination of the student status
  - b. report of a lost or stolen student identification card
  - c. destruction.
- (3) A student cannot be issued a new student identification card if the previous student identification card has not been handed over for cancellation, with the exception of its loss or theft.
- (4) A student is not allowed to give their student identification card to another person, sell or borrow the card.
- (5) It is forbidden to take, buy or use someone else's student identification card as one's own.
- (6) Any abuse of the student identification card is a disciplinary offense.
- (7) The expenses of issuing one copy of a student identification card are included in the tuition fee.

#### Article 26

##### Full-time/Part-time Students

- (1) Students can be enrolled as full-time or part-time students.
- (2) The student is obliged to complete the studies no later than within a period that is twice as long as the duration of the studies. A full-time student has the right, at most once, to repeat each study year.
- (3) A full-time student who is not employed and does not run their own craft business or is not engaged in a freelance activity has the right to health insurance, the right to subsidised housing and food, the right to perform student work in accordance with the act regulating student employment and the right to state scholarships and other financial support.
- (4) A part-time student who is not employed and does not run their own craft business or is not engaged in a freelance activity has the right to perform student work in accordance with the act regulating student employment.

#### Article 27

##### Exceptionally Successful Students

- (1) A student is considered exceptionally successful if they have passed all exams of enrolled modules with an average grade of at least 4.9 and has never repeated a year.
- (2) Exceptionally successful students may be allowed to finish their studies in a period shorter than the stipulated study duration. The conditions for accelerated progress during the study programme are determined by the Senate of Algebra University.

#### Article 28

##### Students' Rights and Obligations

- (1) During the course of their studies, students are entitled to a high-quality and problem-oriented study programme as well as to all other rights stipulated by the Act, the **Statute of Algebra University** and other normative acts of the University.

- (2) In addition to the rights stipulated by the Act and the **Statute of Algebra University**, students have the right to:
- enrol in a suitable study programme in accordance with the Act, the **Statute of Algebra University** and conditions determined by the Call for Admissions and other internal acts of Algebra University;
  - attend classes defined by the study programme and the curriculum of the programme/module in accordance with the **Statute of Algebra University**, this Book of Regulations and other special regulations;
  - enrol in a higher year of study on the grounds of fulfilled conditions that are determined by this Book of Regulations, the study programme and other legal acts as well as Algebra University's acts;
  - take exams in a manner and according to the schedule determined by the **Statute**, this Book of Regulations and the current Schedule of Exams;
  - receive quality education based on the quality of the teaching process determined by the study programme;
  - participate in the work of Algebra University units;
  - receive support from the Career Centre of the University;
  - use student premises during their working hours;
  - participate in organised sports, artistic and other activities;
  - continue their studies after a long-term interruption in accordance with the Act.
- (3) Students have the obligation to:
- fulfil their duties in accordance with the **Statute of Algebra University**, this Book of Regulations and other special acts;
  - participate in the evaluation of modules and teachers;
  - guard the reputation and dignity of Algebra University and their study programme;
  - act in accordance with the Code of **Ethics**, the **Code of Conduct** and the **Book of Regulations on Disciplinary and Material Responsibility** of Algebra University;
  - respect each other and accept differences.
- (4) The course of studies and student rights and obligations are also stipulated by other general acts which are publicly announced within the Infoeduka system or on the website of Algebra University.

## Article 29

### Students' Right to Information and Assistance

- Students of Algebra University are entitled to information related to their studies and all other relevant information which Algebra University might have at its disposal and which should be available to students in accordance with the valid acts of the University and other acts of the Republic of Croatia.
- Students have the right to file a written complaint or appeal in accordance with the provisions and procedures stipulated by the **Complaints and Appeals Policy and Procedures**.

- (3) Students have the right to make anonymous or non-anonymous comments and suggestions at any time by using the e-box provided for such comments and suggestions at [letusknow@algebra.hr](mailto:letusknow@algebra.hr) or by contacting the Student Office in writing or orally.
- (4) In order to exercise their right to information or to seek help in protecting their rights, students may contact teachers, their mentor, Student Office staff or any other non-teaching staff whose contacts are published on the web-site of the University, and in case they are, for any reason, dissatisfied with the information received or consider the information incomplete, the vice-rector for academic affairs will be responsible for students' questions and providing instructions and information regarding the protection of student rights.
- (5) The vice-rector for academic affairs is available to students during working hours upon prior notification and scheduled appointment.
- (6) Students have the right to contact the student ombudsman for assistance.
- (7) Updated contacts of the student ombudsman, student representatives on the Quality Committee, the president of the Student Council and representatives of all study years in the Senate are announced on the website of Algebra University.

### Article 30

#### International Student Mobility

- (1) Student mobility refers to studying or work placement at a host institution after which the student returns to the home institution and completes the enrolled study programme.
- (2) Activities related to the implementation of the international student mobility are coordinated by the Erasmus+ programmes and mobility coordinator of Algebra University on the basis of the **Book of Regulations on Mobility**.
- (3) Additional information regarding the possibilities, regulations and rights related to mobility are available on the website of Algebra University and within the **Book of Regulations on Mobility**.

## 9. EXAMS, FINAL AND GRADUATE THESIS

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### Article 31

#### Assessment Methods and Marking Criteria

- (1) Various assessment methods are used to assist students in developing, providing constructive feedback and ensuring the successful achievement of learning outcomes for individual modules and programmes.
- (2) The list of possible assessment methods is defined in the document **Assessment Methods** which is publicly announced to students in the Infoeduka system.
- (3) Marking criteria serve to further ensure uniform and transparent grading on the same types of assessment methods and are defined in the document **Marking Criteria** which is publicly announced to students in the Infoeduka system.
- (4) In addition to the prescribed **Marking Criteria**, and for the purpose of better and clearer grading by several examiners, the so-called *Rubrics*, i.e. detailed marking criteria specific to the grading of certain types of work or performance may be defined, in accordance with the **Marking Criteria**



document. *Rubrics* criteria do not have to be publicly announced to students but must be available for insight.

- (5) All summative assessment methods are subject to some form of double marking. The type of double marking used should be appropriate to the nature, quantity and the method of assessment and be in accordance with the **Moderation and Feedback Policy**.
- (6) In addition, for students studying in the double degree system, a sample of assessed work will be scrutinised by an external examiner.
- (7) It is the obligation of every teacher to provide students with quality feedback on all evaluated work by organising insights into students' assessed works. The date and time at which the feedback will be given to the students must be publicly announced.
- (8) Students studying in the double degree system, in addition to the feedback provided orally, will also receive written feedback in accordance with the **Moderation and Feedback Policy**.

### Article 32

#### Exam Grading

- (1) Students' acquired knowledge and skills can be assessed and graded during classes through written and oral methods defined by the **Instructions for Attending and Passing Module**. The final grade on the module is based on the student's overall activity in classes, results on all assessments (achieved points) and the fulfilment of stipulated sets of learning outcomes.
- (2) The final grade on the module is expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).
- (3) Only passing grades, i.e. 5, 4, 3 and 2, are entered in the Infoeduka digital student service system and the examination list. The insufficient grade (1) is a fail grade and it is entered only in the examination list. The student graded with the grade insufficient (1) failed to pass the exam.
- (4) **Instructions for Attending and Passing Module** can stipulate that some forms of classes may be conducted without grading or by descriptive grading.
- (5) The **Instructions for Attending and Passing Module** prescribe deadlines for the submission of projects, individual parts of projects, project tasks, assignments, presentations and other types of work that do not require prior conventional registration through the information system. Students who do not submit their work by the prescribed deadline shall not be evaluated. Students are required to adhere to stipulated deadlines. Exceptionally, in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**, students may submit a written request for an approval for an extension of the deadline.
- (6) A student or tuition fee payer has the right to review exam documentation without the right to make copies of exam material in any form.

### Article 33

#### Registration and Cancellation of Exams

- (1) A student can register for an exam through the Infoeduka digital student service system. The exam may be cancelled through the same procedure.

- (2) The exams can be taken during mid-terms and exam periods. The mid-terms and exam periods are defined in the **Calendar of Classes**.
- (3) Students must register for exams no later than 3 (three) days before the scheduled exam (three days before until 23.59) and cancel the exam until the deregistration deadline defined in the Infoeduka digital student service system for each term separately.
- (4) As an exception, due to more a demanding organisation of final practical exams, students may register for the final practical exam no later than 7 (seven) days before the exam date and cancel until the deregistration deadline defined in the Infoeduka digital student service system.
- (5) When registering or cancelling exams, students automatically receive a confirmation of the action performed. Students who have not registered for an exam on time cannot take the exam, nor can the results thus achieved be acknowledged.
- (6) If a student did not cancel an exam on time and did not attend the exam or was prevented from completing the exam, the student may submit a written request to cancel the exam registration in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**.

#### Article 34

##### Examination and Acknowledgement of a Previously Obtained Module Signature

- (1) Students can take exams during a period of 12 months after the date of enrolment in a particular module, during which they can take the exam 3 (three) times. Exceptionally, for modules that are defined as project modules, the number of exams may be defined differently, i.e. by the **Instructions for Attending and Passing Module**.
- (2) Exceptionally, students who are on mobility or internship abroad for more than 30 days may be extended the period for taking the exam referred to in Paragraph 1 of this Article minimally for the duration of the mobility.
- (3) If the teaching of an individual module was predominantly or entirely performed in Croatian, all questions, tasks, instructions and materials of all assessments on that module will also be in Croatian. Any kind of written or spoken work/ answers of students in all those assessments must be in Croatian.
- (4) If the teaching of an individual module was predominantly or entirely performed in English, all questions, tasks, instructions and materials of all assessments on that module will also be in English. Any kind of written or spoken work/ answers of students in all those assessments must be in English.
- (5) Exams during exam periods may be taken by students who have completed all requirements stipulated by the **Instructions for Attending and Passing Module**. Approval for registering exams or proof of completion of all obligations will be issued by the teacher in charge of the module through the Infoeduka system by giving the student a digital signature which is a prerequisite in order to register for an exam within a particular module.
- (6) For reasons of impartiality and objectivity, exams are conducted in controlled environments and the correctness of the exam procedure is to be assured by external persons who are not employed as teachers or teaching assistants at Algebra University. The teacher or teaching assistant is required to personally attend the beginning of each exam and will, during a period of 15 (fifteen) minutes, answer

any questions and ambiguities raised regarding the exam tasks if samples of test questions were not previously announced or if it was not explained in class how the exam was conceived.

- (7) In accordance with the **Decision on the Rules for Conducting Exams** adopted by the Senate, persons authorised for the implementation of the authenticity of assessment (exams) may suspend or expel from the exam students who are obstructing the implementation of the exam process in any way or are threatening the credibility of the examination results.
- (8) Only the written student's work that can be unambiguously read can be assessed. Students must ensure that the written work submitted for assessment is legible and coherent.
- (9) If the teacher cannot read the student's work, the procedure of transcribing the work may be organised. The costs of the work of the person who will rewrite the student's work are borne by the student themselves.
- (10) If the student's work must be transcribed in order to be assessed, the student will dictate the submitted work to the person who will transcribe it legibly, under supervision. The rewritten version should match line by line and page by page with the original. Both the original work and the transcript will then be returned to the teacher for assessment.
- (11) In the case of oral exams, the teacher and student have the right to request public examination.
- (12) It is considered that a student failed an exam during an examination period if:
  - a. the student failed to pass a part of the exam,
  - b. the student registered for an exam, but did not attend the written or oral exam during the examination period in accordance with the announced exam schedule,
  - c. the student refused to accept the grade offered by the teacher at the time of the oral exam or during the registration of grades.
- (13) In order to retake an exam which was failed for any reason, a student must re-register for the same exam within the stipulated deadlines.
- (14) A student may be graded exclusively during the examination period for which they have duly registered if they have met all requirements necessary for obtaining a positive grade determined by the teacher in charge of the module or the requirements stipulated for the module in question.
- (15) If a student does not manage to successfully pass the exam within 12 (twelve) months after enrolment in the module, the right to take the exam will be lost and the student can pay to re-enrol in the same module regardless of the signature obtained and the number of exams taken within the module.
- (16) Exceptionally, a student who has obtained a signature may, after re-enrolment in a module, request acknowledgement of the signature received in any of the previous years of study, taking into account that, regardless of the signature acknowledged, the student will be required to pass the exam in the form in which it is carried out during the re-enrolled study year along with possible changes of sets of learning outcomes, learning outcomes, crediting, etc. Acknowledgement of signature does not include transfer of credits from previous years of study nor will the student be exempt from paying tuition fee for that particular module.

## Article 35

### Additional (Fourth) Exam Registration

- (1) If a period of 12 months from the date of enrolment has not expired, students who have failed to pass an exam three times can register exclusively for one additional examination in order to pass the module in question. For modules that are defined as project modules, the number of exams may be defined differently by the **Instructions for Attending and Passing Module**.
- (2) The price of the first three examinations is included in the tuition fee and the additional exam registration is charged in accordance with the price stipulated by the current **Decision on Tuition and Service Fees**. Prerequisites for additional exam registration and examination are equal to those of regular examinations and are stipulated by the **Instructions for Attending and Passing Module**.
- (3) Students who do not pass the additional exam may re-enrol and pay for the module in question.

## Article 36

### Exam Notification

- (1) A teacher is required to announce the results of any assessment through the Infoeduka digital student service system and notify the students about the oral exam results immediately upon examination as well as announce the results within the digital student service system.
- (2) The teacher will grade an exam with an insufficient (1) grade if the student:
  - a. does not demonstrate a sufficient level of knowledge for a passing grade,
  - b. leaves the room in which the exam is held or quits an oral examination in progress,
  - c. refuses the offered grade,
  - d. does not take the oral part of the examination, and the oral exam is obligatory to pass in order to pass a module,
  - e. is expelled from the examination due to violation of the provisions prescribed by the **Code of Ethics** or by the **Book of Regulations on Disciplinary and Material Responsibility** and as a result a disciplinary measure was imposed against them.
- (3) In accordance with the Act and the **Statute of Algebra University**, the teacher must keep official records on students' exam achievements.

## Article 37

### Appeal against the Examination Process

- (1) A student who believes that the examination procedure was not carried out in accordance with the regulations has the right to appeal in accordance with the **Complaints and Appeals Policy and Procedures**.

## Article 38

### Certification Exams

- (1) Students can take certification exams which are included in the tuition fee if such examinations are still available at the time the student decides to take them.

- (2) Students are not required to take certification exams.
- (3) As a rule, a student can take the certification exam in a particular field only after they have successfully passed the relevant exam at the end of all modules related to the certification exam in question or after fulfilling the necessary conditions for taking certification exams which are announced on the website of the University within the current **List of Available Certifications**.
- (4) Students who fulfil the requirements announced have the right to one free registration for the exam and one free examination.
- (5) If the student does not pass the certification exam during the first attempt, Algebra University can allow the student to retake the exam upon their request and payment of exam expenses in accordance with the current price list of the certification institution responsible for the examination procedure.
- (6) The Test Centre of Algebra University is in charge of the implementation of certification exams and the person responsible is the coordinator of the Algebra University test systems.
- (7) Certification exams are taken within the examination period in accordance with the preannounced schedule of Algebra Test Centre and need to be registered for through the application form on the website of Algebra University.
- (8) Certification exams do not replace the exams taken at the end of each module.
- (9) The right to take certification exams included in the tuition fee is valid for a maximum of 12 months after the successful completion of the study programme or the date of disenrollment on any other basis.
- (10) Certification exams are generally conducted in the English language.

### Article 39

#### Defence of the Final and Graduation Thesis

- (1) Deadlines for the registration and defence are determined once a year and announced within the Infoeduka system.
- (2) The defence of the final and graduation thesis is regulated by the **Book of Regulations on the Final and Graduation Thesis and the Final Exam**.

## 10. PROGRESS THROUGH STUDIES

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### Article 40

#### Obligation of Regulating Enrolment Status and the Enrolment Form

- (1) Students are required to regulate their status and enrol in semester after semester by submitting an electronic enrolment form through the Infoeduka system after they have passed all exams intended to be taken during the previous examination period and no later than 5 (five) working days before the beginning of classes in the new semester, in accordance with the notification announced within the Infoeduka digital student service system.
- (2) Students who do not enrol in a higher year of study within 15 (fifteen) working days after the beginning of classes in a particular academic year and do not regulate their enrolment status are considered to have an inactive study status. Students may have an inactive study status until the end

of the academic year in which they did not regulate their status. Students who do not regulate their study status in the next academic year will be disenrolled from the study programme. An inactive student status is counted in the total duration of studies.

- (3) Students who are approved suspension are also required to regulate their study status for each semester by enrolling in semester after semester and submitting a digital enrolment form through the Infoeduka digital student service system.

#### Article 41

##### Decision-Making after the Stipulated Procedure Deadline

- (1) Students may submit requests to the Student Office regarding decision-making after the expiration of the stipulated procedure deadline in order to create changes in the data entered on the enrolment form.
- (2) The deadline for submitting requests regarding decision-making after the expiration of the stipulated procedure deadline is not pre-determined, except in the case of substitution of a module enrolled in in a particular semester which can be requested by the student no later than 15 days after the beginning of classes in the semester in question as well as regarding changes in the data concerning models of payment which can be requested before the student is issued a pro forma invoice or final invoice.
- (3) Decision-making after the stipulated procedure deadline will be charged in accordance with the price specified by the current **Decision on Tuition and Service Fees** announced on the website of Algebra University.

#### Article 42

##### Enrolment Right

- (1) A student is entitled to enrol in a higher year of study if they have duly fulfilled, before the enrolment deadline, all requirements stipulated by the study programme, the decisions of the Senate and other general acts, if they have settled all financial obligations, returned all borrowed library materials and passed all exams from modules that enable enrolment in a higher year of study in accordance with the credit system determined by the study programme. Instead of returning the borrowed library material, the student, upon enrolment, has the option of purchasing the borrowed titles, at a new purchase price increased by 50%, in accordance with the valid **Decision on Tuition and Service Fees**.
- (2) A student has the right to complain against the decision or the procedure related to the enrolment in a higher year of study.
- (3) A student who has not fulfilled the conditions for enrolment in a higher year of study can repeat the year with the obligation of paying for the remaining modules in accordance with the value of the unobtained ECTS credits from the previous year of study.
- (4) A student who is repeating a year must re-enrol in the modules they have not passed during the previous year or, in the case of optional modules, replace them with others.
- (5) A student has the right to enrol in the same module more than once.
- (6) In the case of changes in the study programme, a student who enrolls in differential ECTS credits, repeats a year of study or continues studying after suspension of student status or interruption is

required to pass differential exams or obtain ECTS credits in accordance with the new study programme.

### Article 43

#### Change of Study Programme, Sub-specialisation and Student Status

- (1) By submitting an electronic enrolment form through the Infoeduka system, students can change enrolled study programme, sub-specialisation and student status.
- (2) Students may request a change of enrolled study programme when enrolling in a higher year of study, thereby accepting the obligation to take differential modules and pay tuition fee for their enrolment.
- (3) Students may request a change of enrolled sub-specialisation when enrolling in each semester, thereby accepting the obligation to take differential modules and pay tuition fee for their enrolment. A change of sub-specialisation within the same study programme is not considered a change of study programme and does not extend the deadline for completing studies prescribed by the Act.
- (4) Students may request a change of their student status when enrolling in each semester. Exceptionally, students may request a change of their student status in the middle of a semester by submitting a written request form to the Student Office.

### Article 44

#### Conditions for Enrolment in Higher Years

- (1) Students may enrol in a higher year of study if they have passed all exams stipulated by all previous years of study and acquired a total number of ECTS credits available within all modules of the current academic year until the beginning of classes in the next academic year. In addition, students of graduate study programmes are required, if necessary, to pass differential pre-semester modules or preparatory programme modules in order to enrol in a higher year of study or second year of study.
- (2) Conditions for enrolment in higher years of study are equal for full-time and part-time students. Enrolment in higher years of study is possible until the student's deadline for completing studies prescribed by the Act expires.
- (3) Undergraduate study programmes in the duration of 3 years:
  - a. A student may enrol in the second year of study if they have passed all modules of the first year of study.
  - b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the first year which are re-enrolled with the modules of the second year of study, which the students knowingly accept by submitting their enrolment form.
  - c. A student may enrol in the third year of study if they have passed all modules of the first and second year of study.
  - d. Exceptionally, students may, at their request, enrol in the third year of study if they have passed all modules of the first year and modules of the second year of study with a total of at least 40 ECTS

credits until the beginning of classes in the third year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the second year which are re-enrolled with the modules of the third year of study, which the students knowingly accept by submitting their enrolment form.

(4) Undergraduate study programmes in the duration of 4 years:

a. A student may enrol in the second year of study if they have passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the first year which are re-enrolled with the modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

c. A student may enrol in the third year of study if they have passed all modules of the first and second year of study.

d. Exceptionally, students may, at their request, enrol in the third year of study if they have passed all modules of the first year and modules of the second year of study with a total of at least 40 ECTS credits until the beginning of classes in the third year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the second year which are re-enrolled with the modules of the third year of study, which the students knowingly accept by submitting their enrolment form.

e. A student may enrol in the fourth year of study if they have passed all modules of the first, second and third year of study.

f. Exceptionally, students may, at their request, enrol in the fourth year of study if they have passed all modules of the first and second year and modules of the third year of study with a total of at least 40 ECTS credits until the beginning of classes in the fourth year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the third year which are re-enrolled with the modules of the fourth year of study, which the students knowingly accept by submitting their enrolment form.

(5) Professional short-cycle study programmes in the duration of 2 years:

a. A student may enrol in the second year of study if they have passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in an overlapping of the schedules of classes and/or exams of the modules of the first year which are re-enrolled with the modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

(6) Graduate study programmes in the duration of 2 years:

a. A student may enrol in the second year of study if they have passed all modules of the first year of study.



b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in an overlapping of the schedules of classes of the modules of the first year which are re-enrolled with the modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

#### Article 45

##### Re-enrolment in a Year

- (1) Students who do not meet the requirements for enrolment in the next year of study stipulated by the previous article need to re-enrol in the same year. A full-time student has the right, at most once, to repeat each study year. A part-time student has the right, more than once, to repeat each study year as long as the deadline for completing studies prescribed by the Act does not expire.
- (2) When re-enrolling in a year of study, the student must re-enrol in all modules of the previous years which they have not passed and may enrol in additional modules in accordance with the conditions for partial enrolment in modules of a higher year of study stipulated by the following Article, if they have submitted a request for enrolment in additional modules.
- (3) Each module that has not been passed during the period of 12 (twelve) months after the date of the initial enrolment must be re-enrolled by the student.
- (4) When re-enrolling in a year of study, the student pays a tuition fee which represents a total of the prices of all such modules, whereby the price of each module is calculated according to the formula stipulated by the current **Decision on Tuition and Service Fees**, whereby the price of each module includes the right to take an exam three times.

#### Article 46

##### Conditions for Partial Enrolment in Modules of a Higher Year of Studies in Case of Re-enrolment

- (1) Students who re-enrol in the same year of study (re-enter a year of study), cannot enrol in additional modules of a higher year of study along with the re-enrolled modules if they have passed exams valued with 25 ECTS credits or less.
- (2) Partial enrolment in modules of a higher year –undergraduate study programmes in the duration of 3 years:
  - a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, they may exceptionally, at their request, partially enrol in modules of the higher year of study and may, together with the re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester, with the exception of the inability to enrol in modules of the third year if they have not passed any of the exams of the first year.
- (3) Partial enrolment in modules of a higher year –undergraduate study programmes in the duration of 4 years:
  - a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, they may exceptionally, at their request, partially enrol in modules of the higher year of study and may, together with the re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each

semester, with the exception of the inability to enrol in modules of the third year if they have not passed any of the exams of the first or the second year.

- (4) Partial enrolment in modules of a higher year – professional short-cycle study programmes in the duration of 2 years:
  - a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, they may exceptionally, at their request, partially enrol in modules of the higher year of study and may, together with the re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester.
- (5) Partial enrolment in modules of a higher year –graduate study programmes in the duration of 2 years:
  - a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, they may exceptionally, at their request, partially enrol in modules of the higher year of study and may, together with the re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester, with the exception of the inability to enrol in modules of the second year if they have not passed any of the exams of the differential pre-semester modules or preparatory programme.
- (6) Partial enrolment in modules of a higher year of study is indicated within the Infoeduka system as re-enrolment in a year of study and can result in an overlapping of the schedules of classes and/or exams of the modules of the previous year of study which are re-enrolled with the modules of the higher year of study, which the student knowingly accepts by submitting the enrolment form.

#### Article 47

#### Suspension of Student Obligations

- (1) A student may, in cases stipulated by the Act, submit a request for a suspension of their rights or obligations within a study programme. The University decides on the request for the suspension of the rights and obligations of the student.
- (2) Except in cases prescribed by the Act, students attending a student exchange or student internship abroad in which they do not earn ECTS credits which can be recognised as part of the study programme in which they are enrolled have the right during their student exchange or student internship abroad to submit a request for a suspension of their rights and obligations equal in the duration of the exchange or student internship.
- (3) The deadline for completing studies is extended for the duration of the suspension of students' rights and obligations.
- (4) During a suspension of student obligations, the student pays only participation for the costs of study whose price is defined in the current **Decision on Tuition and Service Fees**. During a suspension of student obligations, the student has no right to enrol in modules and attend classes, but they may take exams if they have fulfilled all requirements stipulated by the respective modules and the 12-month deadline from their enrolment has not expired.
- (5) A student who has already paid their tuition fee will be, upon continuation of studies, acknowledged the previously paid tuition fee for the period of suspension. The Board of Trustees of Algebra University will decide upon the amount of the acknowledged previously paid tuition fee.

- (6) If there is a difference between the study programme attended by the student before suspension and the current study programme, the student is obliged to re-enrol in modules in accordance with the current study programme.
- (7) A student who does not enrol in modules after the expiration of the approved suspension period loses their student status.

#### Article 48

##### Disenrollment from the Study Programme

- (1) A student has the right to disenroll from a study programme for any reason.
- (2) A student who voluntarily disenrolls or is disenrolled from a study programme at Algebra University may enrol in the same or different study programme at Algebra University again.
- (3) Disenrollment from a study programme takes place automatically if one or more of the conditions set out in Paragraph 1 of Article 49 are met.
- (4) Exceptionally, during the procedure of disenrollment, Algebra University may exempt a student from the obligation to pay a part of the tuition fee or refund a portion of already paid tuition fee in a manner defined by the **Learning Agreement** signed during enrolment.

#### Article 49

##### Termination of Student Status

- (1) The student status will be terminated:
  - a. by completion of the study programme
  - b. by disenrollment from the study programme
  - c. if a student is expelled from the study programme in the procedure and under the conditions determined by this **Book of Regulations**, the **Statute** or other general acts
  - d. if a student does not complete their studies within the period determined by Paragraph 6 of Article 77 of the *Act on Higher Education and Scientific Activity*
  - e. if a student does not regulate their student status
  - f. if a student does not pay tuition fee
  - g. if a student's performance during the probation period has not been improved sufficiently.
- (2) With the termination of the student status, the student loses all rights acquired by enrolment. The termination of the student status does not end their other obligations regarding the payment of remaining tuition fee instalments for a part of studies they attended or the obligation to pay tuition for all modules enrolled before the termination of the student status.
- (3) A student who loses their student status based on Point c, Paragraph 1 of this Article does not have the right to re-enrol in any of the study programmes of Algebra University.
- (4) A student who exceeds the deadline pursuant to Point d, Paragraph 1 of this Article and loses the right to complete their studies has the right to enrol in another study within Algebra University.

## Article 50

### Completion of Study Programme

- (1) University undergraduate study programmes and professional undergraduate study programmes are completed by students passing all required exams, completing student internship, finishing all other study obligations and writing a final thesis and taking a final exam in accordance with the study programme.
- (2) University graduate study programmes and professional graduate study programmes are completed by students passing all required exams, finishing all other study obligations and writing a graduation thesis and taking a graduation exam in accordance with the study programme.
- (3) Professional short-cycle study programmes are completed by students passing all required exams, completing student internship, finishing all other study obligations and writing a final thesis and taking a final exam in accordance with the study programme.
- (4) All rights and all obligations concerning the final exam and graduation exam are stipulated by the **Book of Regulations on the Final and Graduation Thesis and the Final Exam**.

## Article 51

### Diploma and Diploma Supplement

- (1) Upon completion of the university undergraduate study programme, professional undergraduate study programme, university graduate study programme or professional graduate study programme, a student is awarded a diploma which confirms the completion of a study programme and acquisition of a particular professional title. Students who enrol and graduate from the dual-degree programme of Algebra University and Goldsmiths, University of London, an additional degree from Goldsmiths, University of London will be issued.
- (2) Upon completion of the professional short-cycle study programme, a student is awarded a certificate which confirms the completion of the study programme and acquisition of a particular professional title.
- (3) Together with the diploma or certificate, a student is issued a diploma supplement in both Croatian and English. The diploma supplement attests to the exams passed, grades achieved and other information necessary to understand the acquired qualification. If a student requires a duplicate of the diploma supplement or a diploma supplement in another language, they will be charged a particular fee, in accordance with the **Decision on Tuition and Service Fees**.
- (4) Certificates, diplomas and diploma supplements are issued by the University free of charge, in Croatian and English, in signed and certified printouts and in digital form.
- (5) In accordance with the **Book of Regulations on Remuneration of Students, Teaching and Non-teaching Staff** of Algebra University, the diploma supplement will include awards and honourable mentions as well as severe disciplinary measures in accordance with the **Book of Regulations on Disciplinary and Material Responsibility** of Algebra University.
- (6) Certificates, diplomas, diploma supplements and certificates of completion of studies are public documents, issued by Algebra University on the basis of public authority which confirm that the student has completed a certain study programme and acquired the right to a professional title.

## 11. QUALITY ASSURANCE AND ORGANISATION OF WORK

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### Article 52

#### Quality Assurance of the Study Programme

- (1) Quality assurance of the study programme is regulated at Algebra University by the *Act on Quality Assurance in Science and Higher Education* and by the internal quality assurance system acts of Algebra University.
- (2) Internal quality assurance and improvement system of Algebra University is a system of measures and activities that is implemented through coordinated activities in accordance with the **Book of Regulations on Quality Assurance** of Algebra University announced on the website of Algebra University.

### Article 53

#### Teachers

- (1) Each teacher of Algebra University will verify the presence of students during each class and keep records of student attendance. The teachers are also obliged to use the Infoeduka information system implemented by Algebra University in order to enter students' grades, place teaching materials on a mutual repository of documents, keep records of past learning units, keep records of the number of educational hours conducted, announce schedules of consultations or exam insight, refer students to additional classes, keep records of student attendance and other activities stipulated by the contractual relationship between Algebra University and its teachers.
- (2) A teacher who runs late for classes, shortens classes or comes unprepared will experience disciplinary measures in accordance with the normative acts of the University.

### Article 54

#### Surveys

- (1) A survey is an important form of evaluation of teachers and the teaching quality level conducted by Algebra University.
- (2) Students are obliged to participate in surveys.
- (3) Surveys are conducted anonymously or non-anonymously through the use of electronic survey systems or paper forms.
- (4) Surveys may be conducted before, during and after classes.
- (5) Teachers are required to complete reports on the implementation of modules using survey results. Such reports will serve as an input element in the development of a high-quality teaching process.
- (6) The University can make complete survey results available to students and the public.

## 12. TRANSITIONAL AND FINAL PROVISIONS

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### Article 55

#### Interpretation of the Provisions of the Book of Regulations and to Whom It Applies

- (1) The Rector of Algebra University is responsible for the interpretation of the provisions of this Book of Regulations.
- (2) This Book of Regulations applies to all enrolled students, teachers, associates and employees of Algebra University.

### Article 56

#### Alignment of General Acts

- (1) All general acts related to study- programme matters must be aligned with this Book of Regulations no later than 6 months from the date of its entry into force.

### Article 57

#### Entry into Force

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

### Article 58

#### Application of Specific Provisions

- (1) The provisions of this Book of Regulations shall apply from the academic year 2023/2024.
- (2) Exceptionally, the provisions of the articles relating to enrolment in the study programmes shall apply from the day of its adoption to all applicants enrolling for the first time into a study programme of Algebra University in the academic year 2023/2024.

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