

Pursuant to Article 12 of the Act on Higher Education and Scientific Activity ("Official Gazette", No. 119/22), the Senate of Algebra University enacted, with the consent of the founder - ALGEBRA Ltd., Gradišćanska 24, Zagreb MBS: 080220316, OIB: 24919984448, represented by director Tomislav Dominković, dipl. ing., on 26<sup>th</sup> September 2023, the following

## **STATUTE**

### **of Algebra University**

#### **General Provisions**

##### **Article 1**

- (1) This Statute regulates the status, name, headquarters, activities and operations of Algebra University (hereinafter: University), as well as the structure, composition, powers, and decision-making methods of university bodies, and other matters of significance for the University.

#### **University Status**

##### **Article 2**

- (1) Algebra University is a legal entity with the status of a private institution.
- (2) The founder of the University is: Algebra Ltd. for Adult Education and Services, Gradišćanska 24, 10000 Zagreb, OIB: 24919984448.
- (3) The name of the University in Croatian is: Sveučilište Algebra.
- (4) The translation of the name of the University in English is: Algebra University.
- (5) The headquarters of the University is: Zagreb, Gradišćanska 24.
- (6) The decision to change the name, headquarters and business address of the University is made by the Founder. Changes to the name, headquarters and business address of the University are entered into the court register.

#### **Stamp and Seal**

##### **Article 3**

- (1) The University has a stamp with the coat of arms of the Republic of Croatia, with a diameter of 38 mm, which contains the following words: REPUBLIC OF CROATIA (with the coat of arms in the middle) Algebra University, Zagreb.
- (2) The stamp is used for certifying public documents.

- (3) The University also has a rectangular seal with dimensions of 18 x 47 mm, without the coat of arms of the Republic of Croatia, which contains the university logo and the name of the University written in Croatian. The University has a seal of the same shape and content with the University logo and name written in English. The University uses seals in legal, administrative and financial operations.
- (4) The use of the stamp and seal, their number, as well as the manner of their use and storage, is decided by the rector of the University.

## Activities

### Article 4

- (1) The University conducts its activities in accordance with the Act on Higher Education and Scientific Activity, the Act on Adult Education and the Act on Institutions.
- (2) The University carries out the following activities:
  - higher education activities,
  - scientific activity, professional work and artistic creation (creation of scientific, professional and developmental projects, scientific and professional studies, technical documentation, analysis and expertise, etc.),
  - adult education activities,
  - lifelong learning and development of children, youth and adults,
  - publishing activities,
  - publishing and library activities, video game development, media production, printing of magazines and periodical publications, books and brochures, catalogues and other advertisements and communication publications,
  - provision of professional and scientific consultations, project reviewing and revision, expert opinions, reviewing and revision of professional and scientific papers, and laboratory testing,
  - applied research, experimental development and testing, and creation of certified innovative prototypes of systems, devices, and components as well as innovative production and work processes,
  - scientific and professional activities related to the development, design and maintenance of digital products, technical processes and systems, including their impact on society and the environment,
  - provision of research and development services, preparation of expert reports, expertise, and other forms of presentation, such as organising exhibitions, fairs, scientific conferences, symposiums, consultations, seminars, congresses, conferences, etc.,
  - consulting in business and management,

- consulting in the field of intellectual property and support for technology transfer,
  - applied and visual arts (development, creation, production and distribution of products and services of high cultural and artistic value).
- (3) The University may also perform other activities that serve the performance or improvement of the aforementioned activities or contribute to the utilisation of the University's spatial and personnel capacities.
- (4) Changes to the University's activities are decided by the Founder.

## **Assets and Funding**

### **Article 5**

- (1) The University's assets consist of funds provided by the Founder and funds from regular operations invested in permanent assets.
- (2) The University's operating funds are secured through tuition fees in the market, scholarships, donations, and from business relationships with the Founder and other business entities in accordance with the Law.
- (3) The implementation of decisions by the Senate and the rector, the execution of the University's financial plan and the legality of managing the University's financial resources are overseen by the Algebra Governing Body.
- (4) The University cannot acquire, encumber or dispose of real estate without the written consent of the Founder. For all legal transactions exceeding the value of 150,000 euros, the consent of the Founder is required.
- (5) In accordance with the agreement with the Founder, the University may use in its operations intellectual property owned by and representing the intellectual property of the Founder, as well as material goods owned or leased by the Founder.

## **Bodies and Structure of the University**

### **Article 6**

- (1) The bodies of the University are:
- rector,
  - senate,
  - governing body,
  - economic council,
  - other professional and advisory bodies.

- (2) The composition, establishment method, scope and powers of the bodies of the University are regulated by this Statute, in accordance with the Law.

## **Rector**

### **Article 7**

- (1) The rector of the University has the authority and responsibilities of the head of the institution.
- (2) A person who meets the criteria of a scientific-teaching position can run for the position of rector. The rector is elected, appointed and dismissed by the Governing Body.
- (3) The rector's mandate lasts until dismissal.
- (4) The rector may be dismissed from office in case of:
  - termination of the employment contract,
  - abuse of the position,
  - voluntary resignation,
  - loss of ability to perform duties,
  - violation of legal regulations, provisions of the Statute or general acts of the University,
  - conduct damaging to the reputation of their office or the University.
- (5) The decision to dismiss the rector is made by the Governing Body. In case of the rector's dismissal, the Governing Body appoints an acting rector and initiates the process of electing a new rector.

### **Article 8**

- (1) The rector performs the following activities:
  - organises the work and operations of the University,
  - convenes and chairs the sessions of the Senate,
  - proposes the adoption of general acts to the Senate and enacts general acts that are not within the competence of the Senate,
  - proposes to the Governing Body the University's financial plan,
  - manages the implementation of the University's financial plan in accordance with the Law and the University Statute,
  - submits reports on the operations of the University to the Governing Body,
  - represents and acts on behalf of the University within their authority,

- proposes measures to improve the work and development of the University to the Senate,
  - issues acts on the establishment of job positions,
  - decides on the establishment and termination of employment relationships of employees, the hiring of external associates, with the consent of the Governing Body,
  - is responsible for the legality of operations,
  - performs other tasks determined by the Law, the Statute and other general acts of the University.
- (2) Within the scope of their authority, the rector may authorise another person to represent and act on behalf of the University.
- (3) The rector is responsible to the Senate for academic matters, and to the Governing Body for the legality of financial operations and the rational use of material and human resources.
- (4) The rector may have one or more vice-rectors. The rector proposes vice-rectors, who are appointed and dismissed by the Senate. The number and title of vice-rectors as well as their scope of work and tasks are determined by the rector.

## **Senate**

### **Article 9**

- (1) The Senate is an expert body composed in a manner that ensures a balanced representation of various fields of science and arts in which the University operates, as well as individual scientific and teaching units of the University.
- (2) The Senate consists of members according to the functions they hold at the University, as follows:
- rector,
  - vice-rectors,
  - secretary general,
  - heads of university departments,
  - heads of chairs,
  - heads of organisational units operating within the University,
  - student representatives,
  - representatives of learners or alumni community in adult education.
- (3) Student representatives, elected by students in accordance with the law governing student organisations and this Statute, constitute 10% of the Senate members.

- (4) The mandate of Senate members lasts until the termination of the function they hold at the University.

### Article 10

- (1) The Senate has the following powers:
- adopts decisions on teaching, scientific, artistic and professional matters,
  - enacts the statute and other general acts,
  - establishes the mission and development strategy of the University,
  - adopts the University's financial plan,
  - decides on the status changes of the University,
  - decides on the establishment, dissolution and change of the status of constituent units,
  - sets additional criteria for the appointment to scientific-teaching, artistic-teaching, teaching, associate and professional positions of the University employees,
  - conducts reappointment and appointment to scientific-teaching, artistic-teaching, teaching, associate and professional positions of the University employees,
  - conducts reappointment and appointment of nominal teachers of the University,
  - conducts the procedure for obtaining doctoral degrees,
  - approves the annual report of the rector,
  - performs other tasks in accordance with the Law, the Statute and other general acts of the University.
- (2) The Senate of the University also performs other tasks in accordance with the Law, the Statute and other general acts of the University.
- (3) The Senate makes decisions at sessions held physically, remotely in a combined form or by voting via email. The session is convened and chaired by the rector. The working methods and decision-making of the Senate are regulated by its rules of procedure.
- (4) When the Senate decides on matters of special interest to students, student representatives have the right of suspensive veto. These matters relate to changes in the study system, ensuring the quality of studies, adoption of study programmes, determination of study syllabi and student standards.
- (5) The right of suspensive veto can only be exercised if all student representatives in the Senate request it. After the suspensive veto is lodged, the decision is taken out of the voting procedure, and the Senate discusses it again at the next Senate session.

## **Governing Body**

### **Article 11**

- (1) The Founder appoints the Governing Body of the University.
- (2) The Governing Body ensures the legality of the University's operations, rational use of material and human resources, and has the following powers:
  - supervises the implementation of decisions made by the Senate and the rector,
  - oversees the execution of the University's financial plan and management of financial resources in accordance with the Law and the Statute,
  - selects, appoints and dismisses the rector,
  - performs other duties in accordance with the Statute and other general acts of the University.

## **Economic Council**

### **Article 12**

- (1) The Economic Council is an advisory body established by the Governing Body upon the proposal of the rector.
- (2) Members are selected from prominent domestic and international businesspeople, managers, scientists and members of relevant professional associations.
- (3) The Economic Council discusses issues and proposes the strategic development of the University and its positioning as an institution that promotes scientific research as well as teaching excellence and actively participates in knowledge and technology transfer to the economy.

## **Andragogical Coordinators**

### **Article 13**

- (1) The head of the Lifelong Learning and Adult Education Centre and full-time employed andragogical coordinators participate in organising and conducting adult education activities at the University. Andragogical coordinators are appointed and dismissed by the rector. An andragogical coordinator must meet the conditions prescribed by the Adult Education Act.

## University Structure

### Article 14

- (1) The University is structured as an integrated university with university departments, chairs, research institute, university library, business school, student centre, lifelong learning and adult education centre, institute and other organisational units within its composition. The components of the University do not have legal personality.

### Article 15

- (1) University departments conduct university or professional studies and develop scientific, artistic and professional work in a specific field or interdisciplinary scientific or artistic area. The work of university departments is supervised and organised by heads of departments. Heads of departments are accountable for their work to the vice-rector responsible for quality and development. The university departments are:

- university department of computer science,
- university department of economics,
- university department of informatics,
- university department of graphic technology,
- university department of design.

Decisions regarding the establishment, status changes and dissolution of university departments are made by the Senate of the University upon the proposal of the rector.

- (2) Chairs are established as organisational units where the teaching activities of the University are organised. Heads of chairs are accountable for their work to the vice-rector responsible for teaching.
- (3) For the implementation of teaching activities outside the headquarters, the University may establish a branch as a teaching unit without legal personality. The branch operates in legal transactions under the name Algebra University. The decision to establish a branch is made by the Governing Body.
- (4) For the implementation of study programmes outside the headquarters, the University must obtain appropriate acts in accordance with regulations governing the field of higher education.
- (5) For the implementation of adult education programmes outside the headquarters, the University must obtain appropriate acts in accordance with regulations governing the field of adult education.



## Article 16

- (1) Algebra LAB University Institute is an independent component of the University established for the development of scientific research activity, knowledge dissemination as well as and technology transfer and commercialisation. The head of the university institute is accountable for their work to the vice-rector responsible for research and development.
- (2) The University library is a component of the University that performs library and information activities. The operation of the University library is regulated by the Book of Regulations on the Use of Library, in accordance with the Act on Libraries and this Statute.
- (3) The University includes a Business School that organises and conducts study programmes and professional development programmes.
- (4) The Student Centre is a component of the University established by the University to perform tasks related to student standards, including diet, accommodation, occasional and temporary employment of students, organisation of cultural and sports activities for students, and other activities. The Student Centre has legal personality and participates in legal transactions under the name of the University and its own name or the name of the company.
- (5) The Centre for Lifelong Learning and Adult Education is established as a component of the University that organises and conducts adult education programmes in accordance with the Adult Education Act. The activities of the Centre for Lifelong Learning and Adult Education are further regulated by the general acts of the University and this Statute.
- (6) The Institute for the Quality of Education is established as a component of the University that performs tasks related to the development of education quality through cooperation with schools and other educational institutions.
- (7) Other organisational units within the University are established to support and assist students, teachers and other employees of the University, as well as to support the operations and activities of the University.

## Teachers and Associates in Higher Education

### Article 17

- (1) Teaching, professional and scientific research activities are carried out by teachers and associates appointed to scientific-teaching, teaching and associate positions.
- (2) Scientific-teaching titles at the University are: assistant professor, associate professor, full professor, full professor with tenure. Teaching positions at the University are: lecturer, senior lecturer, professor of professional studies, professor of professional studies with tenure.
- (3) The associate position at the University is the position of a teaching assistant.

- (4) The criteria for appointment and the appointment procedure for scientific-teaching, teaching, and associate positions, the duration of appointment, reappointment, appointment to a higher position, the hiring of nominal teachers and nominal associates, are regulated by the book of regulations enacted by the Senate.

### **Article 18**

- (1) Teachers and associates are obliged to diligently fulfil teaching and other duties established by the Law, this Statute and other general acts of the University, and particularly:
- to conduct all forms of teaching (lectures, exercises, seminars, individual and group consultations, exams) determined by the study programme and syllabus,
  - to participate in scientific-research and professional work,
  - to participate in lifelong learning and development,
  - to participate in informing and advising students,
  - to participate in the work of professional and other bodies of the University,
  - to participate in mentoring students and supervising the preparation of their final, graduate, doctoral and other theses,
  - to participate in performing other activities of the University as determined by this Statute.
- (2) The University has the right to prescribe the compulsory participation of teachers in professional, methodological workshops and other training programs organised and paid for by the University.
- (3) The standardisation of teachers' work in the teaching process and other academic activities of the University is regulated by appropriate normative mechanisms established by the rector.

## **Teaching and Non-teaching Staff in Adult Education**

### **Article 19**

- (1) The activity of the University in the field of adult education is carried out by teaching staff which includes teachers, lecturers and andragogical professionals, as well as non-teaching staff consisting of andragogical coordinators and other associates and employees.
- (2) Teaching and non-teaching staff in adult education establish employment relationships at the University in accordance with the provisions of the law regulating employment relationships or engage in collaboration in accordance with the provisions of other laws.

- (3) Teaching staff participating in the implementation of education programmes or evaluation programmes must meet the requirements set by the education programme or evaluation programme as well as other conditions in accordance with regulations in adult education.
- (4) Teaching staff in adult education, the head of the Lifelong Learning and Adult Education Centre as well as andragogical coordinators at the University have the right and obligation to continuously undergo professional development and training in their sector and in the field of andragogical competences, which is documented by the University, in accordance with the University's general regulations.

## **Business Secret**

### **Article 20**

- (1) The work of the University is public. The University informs the public through publications, websites, providing individual notices and by other means.
- (2) Business secrets are data and documents whose disclosure could have harmful consequences for the University, as well as those declared as business secrets.
- (3) Business secrets include:
  - data and documents marked as business secrets by the rector, the Governing Body and/or the Founder,
  - documents classified as confidential by the relevant body of state authority and provided to the University,
  - measures and procedures in case of extraordinary circumstances,
  - plan for physical-technical security of the University's premises and assets,
  - other data and documents labelled as "Business Secret".
- (4) Only the Founder, members of the Governing Body or the rector may disclose data and documents representing a business secret to other individuals if there is mutual consensus among them and they obtain the consent of the Founder.
- (5) All employees of the University, as well as individuals who have entered into cooperation agreements, service contracts or copyright contracts with the University, are obligated to keep the University's business secrets.
- (6) Violation of the duty to keep business secrets constitutes a serious breach of work obligation as well as liability for compensation. If employees and individuals who have entered into cooperation agreements, service contracts or copyright contracts with the University violate business secrets and thereby cause damage to the University, they are obliged to compensate it in the proven amount and scope.

- (7) Breach of the obligation to keep business secrets constitutes grounds for immediate termination of the employment contract or the cooperation agreement/service contract/copyright contract.

## **Classes**

### **Article 21**

- (1) Classes at the University are conducted according to study programmes and aligned syllabi, professional development programmes and adult education programmes, and are further regulated by appropriate books of regulations and other general acts on studying and conducting classes within adult education programmes and evaluation programmes at the University.
- (2) The University establishes and conducts professional short-cycle studies, university and professional undergraduate and graduate studies as well as doctoral studies according to study programmes and syllabi in accordance with the permits obtained from the relevant ministry.
- (3) Study programmes and syllabi are carried out according to the Book of Regulations on Study Programmes and Studying which regulates the study system, rights and obligations of students and teachers and other issues related to the studies.
- (4) The University establishes professional development programmes for lifelong learning purposes through which competences aligned with occupational standards or sets of competences and qualification standards or sets of learning outcomes from the Croatian Qualifications Framework Register are acquired, as well as differential obligations of students for the purpose of changing studies or enrolling in studies, completing earlier enrolled studies and recognition of competences acquired outside the studies which are a condition for enrolment in the studies.
- (5) Studies and professional development programmes at the University are conducted in Croatian and English. The literature used is in Croatian or English.
- (6) The University establishes and conducts adult education programmes which include, in accordance with the Adult Education Act, secondary adult education, retraining, training, and further education, programmes for acquiring and evaluating sets of learning outcomes, education programmes for acquiring partial qualifications and micro-credentials, programmes for acquiring full qualifications and other programmes in the adult education system.
- (7) Professional development programmes and adult education programmes are conducted according to the Book of Regulations on the Implementation of Programmes for Obtaining Micro-Credentials and Partial Qualifications, issued by the Senate of the University, which regulates the rights and obligations of learners and teachers and other issues related to attending programmes.

- (8) Adult education programmes are conducted in Croatian and the Latin script, and may also be conducted in a foreign language, in accordance with adult education regulations. Adult education programmes are implemented through regular classes, consultative-instructional classes, correspondence-consultative classes, open classes, tele-classes, distance learning, by means of multimedia and other appropriate methods.
- (9) Study programmes, professional development programmes and adult education programmes, as well as their amendments, are enacted by the Senate of the University in accordance with the University's general acts. The structure and implementation of study programmes, professional development programmes and adult education programmes are an integral part of the internal quality assurance and improvement system and are subject to external quality assurance and improvement procedures in an appropriate manner.

## **Students and Learners in Professional Development Programmes**

### **Article 22**

- (1) Citizens of the Republic of Croatia and foreign nationals who have fulfilled the requirements prescribed by the Law, this Statute as well as decisions and general acts of the University have the right to enrol in studies.
- (2) Enrolment in a study programme is carried out based on a public competition. The competition for enrolment includes: admission requirements, the number of available places, the enrolment procedure, information on the documents to be submitted and deadlines for applying to the competition.
- (3) Upon enrolment in a study programme, the University enters into a contract with the student, specifying the rights and obligations of the institution as well as the rights and obligations of the student.
- (4) Students of the University may have the status of full-time or part-time students. The acquisition of the status, rights and obligations of students are regulated by the Book of Regulations on Study Programmes and Studying.
- (5) Learners in professional development programmes in higher education acquire competences aligned with the occupational standards or sets of competences and qualification standards or sets of learning outcomes from the Croatian Qualifications Framework Register, or they enrol in differential obligations for the purpose of changing studies, enrolling in studies, completing earlier enrolled studies and recognising competences acquired outside the studies which are a condition for enrolment in the studies.
- (6) Upon enrolment in a professional development programme, the University enters into a contract with the learner, specifying the rights and obligations of the institution as well as the rights and obligations of the learner.

- (7) The acquisition of the status, rights and obligations of learners in professional development programmes are regulated by the Book of Regulations on the Implementation of Programmes for Obtaining Micro-Credentials and Partial Qualifications.

## **Learners and Applicants in Adult Education Programmes**

### **Article 23**

- (1) An adult education learner can be an individual who is at least 14 years old and meets other requirements specified by the programme.
- (2) The selection of candidates for enrolment in adult education programmes is conducted in accordance with the University's general acts.
- (3) The learner status is obtained by enrolling in the University's adult education programme and ceases upon completion of the programme, withdrawal from the programme or by other means specified in the University's internal acts.
- (4) The applicant status is obtained by applying for the programme of the evaluation of sets of learning outcomes and ceases upon completion of the external evaluation procedure of sets of learning outcomes in accordance with the University's internal acts.
- (5) Upon enrolment in the education programme/evaluation programme, the University enters into a contract with the learner, specifying the rights and obligations of the institution as well as the rights and obligations of the learner.
- (6) The acquisition of the status, rights and obligations of learners in adult education programme are regulated by the Book of Regulations on the Implementation of Programmes for Obtaining Micro-Credentials and Partial Qualifications.
- (7) Examination periods in adult education are determined by the University's annual plan and programme for adult education programmes.
- (8) Knowledge and skills acquired through adult education programmes, verified in accordance with adult education regulations, are evidenced by a public document whose title, content and form are prescribed by the minister responsible for adult education.
- (9) Within the framework of conducting adult education activities, the University issues certificates, attestations and confirmations of facts it maintains records of, in accordance with the Law and other regulations as well as its general acts.
- (10) The University maintains andragogical documentation in accordance with regulations enacted by the minister responsible for adult education. The University keeps records of the adult education programmes it develops and implements, adult education learners, teachers and other staff as well as records of other data relevant for monitoring the status and development of activities, in accordance with regulations enacted by the minister responsible for adult education.

## Transitional and Final Provisions

### Article 24

- (1) This Statute is ratified by the Founder and shall enter into force upon its publication on the website of Algebra University.
- (2) The Senate of Algebra University shall adopt the general acts of the University no later than 30 days after the merger of Algebra University College with the University.
- (3) Until the general acts of the University enter into force, the relevant general acts of Algebra University College shall apply.

Rector of Algebra University

Assistant Professor, Mislav Balković, PhD

---

This Statute is ratified by the Founder on 26<sup>th</sup> September 2023:

ALGEBRA Ltd. for Adult Education and Services

Director: Tomislav Dominković, dipl. ing.

---

CLASS: 602-03/23-01/10

REF. NO.: 251-785-02-23-01

Zagreb, 26<sup>th</sup> September 2023