



next
level

STUDENT

GUIDE

ACADEMIC YEAR 2025/2026

 **ALGEBRA
BERNAYS**
UNIVERSITY



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Introduction

Algebra Bernays University has truly become what we, as founders, have been advocating for years – it has become a central hub for career development in digital technologies. It is not just about education in technology, but about an approach that significantly utilizes and anticipates technological development and its impact on our careers and our lives. The study programmes we have developed over the past few years reflect the direct needs of the modern career arena – from cybersecurity, communication management, multimedia production, video game development, data science and artificial intelligence, digital marketing and digital economics, all of which equip current and future students with the knowledge and skills necessary to easily navigate an increasingly complex business environment. The strategic partnership with Edward Bernays University of Applied Sciences will further support these goals. The most modern university campus in the country, equipped with a professional studio and production room, and state-of-the-art classrooms equipped with the latest technologies, allows students to start their digital story from the first day of classes. Our staff, professors, and instructors will always provide students with the support and encouragement that they need to successfully complete their story. However, there are no shortcuts on the path to success, only with a great investment in one's own improvement can one achieve excellent results. We have believed in excellence in education from day one, and are confident that, with the collaboration of our students and faculty, we will achieve even better results in the coming years and continue to push the boundaries of education in Croatia.

Associate Professor Mislav Balković, PhD
Rector of Algebra Bernays University



Academic Calendar

2025/2026

The academic year is divided into two semesters. The winter semester starts in late September or early October, while the summer semester begins in February after the winter examination period. The academic calendar sets out the schedule for classes, mid-term assessments and examinations. In addition to this Guide, you can also find it on the University's website. There you will also be able to see the official holidays and non-working days, when access to the University is limited and lecturers and support services may not be available.

ACADEMIC CALENDAR FOR ACADEMIC YEAR 2025/2026

OCTOBER 2025						
Week	Mon	Tue	Wed	Thu	Fri	Sat
1	29	30	1	2	3	4
2	6	7	8	9	10	11
3	13	14	15	16	17	18
4	20	21	22	23	24	25
5	27	28	29	30	31	

NOVEMBER 2025						
Week	Mon	Tue	Wed	Thu	Fri	Sat
5					1	2
6	3	4	5	6	7	8
7	10	11	12	13	14	15
8	17	18	19	20	21	22
9	24	25	26	27	28	29

DECEMBER 2025						
Week	Mon	Tue	Wed	Thu	Fri	Sat
10	1	2	3	4	5	6
11	8	9	10	11	12	13
12	15	16	17	18	19	20
13	22	23	24	25	26	27
14	29	30	31			

JANUARY 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
14				1	2	3
15	5	6	7	8	9	10
16	12	13	14	15	16	17
17	19	20	21	22	23	24
18	26	27	28	29	30	31

FEBRUARY 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
11	2	3	4	5	6	7
12	9	10	11	12	13	14
13	16	17	18	19	20	21
14	23	24	25	26	27	28

MARCH 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
2	2	3	4	5	6	7
3	9	10	11	12	13	14
4	16	17	18	19	20	21
5	23	24	25	26	27	28

APRIL 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
6			1	2	3	4
7	6	7	8	9	10	11
8	13	14	15	16	17	18
9	20	21	22	23	24	25

MAY 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
10				1	2	3
11	4	5	6	7	8	9
12	11	12	13	14	15	16
13	18	19	20	21	22	23

JUNE 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
15	1	2	3	4	5	6
16	8	9	10	11	12	13
17	15	16	17	18	19	20
18	22	23	24	25	26	27

JULY 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
12			1	2	3	4
13	6	7	8	9	10	11
14	13	14	15	16	17	18
15	20	21	22	23	24	25

AUGUST 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
16					1	2
17	3	4	5	6	7	8
18	10	11	12	13	14	15
19	17	18	19	20	21	22

SEPTEMBER 2026						
Week	Mon	Tue	Wed	Thu	Fri	Sat
19	31	1	2	3	4	5
20	7	8	9	10	11	12
21	14	15	16	17	18	19
22	21	22	23	24	25	26

classes examinations oral examinations / non-working days non-working days bank holidays



- September 29, 2025
Start of winter semester
- November 24, 2025 - November 29, 2025
Mid-term examinations
- December 24, 2025 - January 1, 2026
Christmas holidays
- January 26, 2026 - February 14, 2026
Winter semester final examinations
- February 23, 2026
Start of summer semester
- April 20, 2026 - April 25, 2026
Mid-term examinations
- June 15, 2026 - July 6, 2026
Summer semester final examinations
- August 31, 2026 - September 12, 2026
Exam retake terms

The best path to success is to gradually pass courses through mid-term exams. Take advantage of this opportunity and don't leave everything for the end of the semester! Course lecturers and associates will provide you with further instructions about mid-term exams.

Accurate information about classroom weeks, mid-term exams and examination weeks, as well as public holidays and closed days can be found in the student calendar.

Algebra Bernays University reserves the right to change the student calendar. The current calendar is available at:
<https://www.algebra.hr/sveuciliste/en/for-students/class-schedule/>

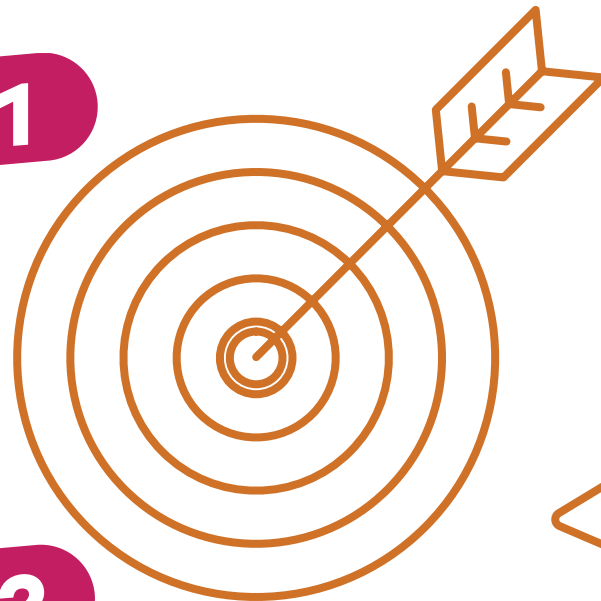
What do I need to know as a **student of Algebra** **Bernays University?**

GOLDEN RULE NO. 1

At Algebra Bernays University, you can't get a free pass on attendance. The one thing that you have to do is attend 50% of lectures and 60% of labs, but we'd like to see you at 100% of classes. **We are 100% here for you.**

GOLDEN RULE NO. 2

Half a point short of a pass is unfortunately not a pass. We all know that. We also know that you'll try harder and **turn that half a point into a total victory** at next exam period.



GOLDEN RULE NO. 3

You can't apply for exams late. You can't turn in your papers late. Look at your calendar, keep track of your obligations, finish them on time, and we promise you'll get a nice reward: **your own success.**

GOLDEN RULE NO. 4

Don't even think about copying because we do not tolerate cheating in any form. Imagine if we copied your diploma and put a different name on it? **Together, we are building a world of authenticity and integrity** in which your degree becomes more valuable with every honest step.



Student Status and Study Regulations

Student Status

Student status is acquired upon enrolment at the University and ceases once studies are completed. The rights and obligations associated with student status are defined by the Act on Higher Education and Scientific Activity and the University's Regulations on Studies and Studying.

Confirmation of Student Status

Confirmation of student status is available through the e-Citizens system, so there is no longer a need to obtain it in person from the Student Office. The service, called the E-record of student status, is available to all students free of charge. The confirmation includes basic personal data, the student's home University, the level of study (professional undergraduate, professional graduate, integrated study, etc.), the type of study (professional or university), as well as the academic year of enrolment. All you need to do is log in with your AAI@EduHr credentials (the same details you use for Infoeduka) and simply download and print the confirmation in PDF format.

Progression Requirements

The conditions for progression to the next year of study are set out in the Regulations on Studies and Studying. It is mandatory to regulate student status each semester by submitting the Enrolment Form, and students are notified of this requirement via announcements in Infoeduka.

Attendance

Attendance at both regular and additional classes is compulsory. The minimum required attendance is defined by the Regulations on Studies and Studying and by the Decision on Attendance of Additional Classes (for students required to attend them). Students who do not meet the minimum attendance requirement or fail to complete another obligation that is a prerequisite for a signature (for courses where this applies), will have to re-enrol and repeat the course in the following academic year.

Bologna Process, ECTS and Learning Outcomes

Study programmes are aligned with the Bologna Declaration, which means that each course is defined by a specific number of learning outcomes and ECTS credits. ECTS credits (European Credit Transfer System) are linked to the Bologna study system and represent the workload expected of you in fulfilling all obligations related to a course. They are defined by the estimated number of hours an average student will spend on studying, practice, writing assignments and seminars to pass a course. One ECTS credit corresponds to 25–30 hours of work. Each course carries a certain number of ECTS credits, and to progress to the next year of study you must collect the required number of ECTS credits (as specified in the Regulations on Studies and Studying).



In addition to ECTS credits, every course has defined learning outcomes. Learning outcomes describe what a student is expected to know, understand and be able to do upon successful completion of the course. To pass a course, each learning outcome must be achieved, and you must earn a minimum of 50.01 points overall across all outcomes. Detailed information on learning outcomes and the methods used to assess them for each course can be found in the Course Attendance and Assessment Guidelines.

Assessment Methods

Learning outcomes in each course are assessed using different methods, each contributing a specific number of points. The maximum number of points you can earn in a course is 100. Points are collected through various forms of assessment: first mid-term, second mid-term (which also serves as the first examination period), quizzes, homework, oral examinations, and in some courses through seminar papers, written assignments, project work, practical tasks, exercises, etc. These requirements are defined for each course, and lecturers explain them at the introductory class.

Examinations

Examinations are regulated by two documents: the Teaching Calendar and the Decision on Examination Regulations, both available on the University website. The Teaching Calendar sets out the examination dates, while the Decision outlines the rules and procedures under which examinations are conducted. It is advisable to review these documents before the exam periods.

Exam Registration and Attempts

To take a mid-term, exam and/or project defence, you must register for it in Infoeduka. The registration deadline is displayed in Infoeduka, and after this deadline the exam cannot be registered. If you are unable to attend an exam, you must cancel your registration on time. Each exam may be taken up to four times; three attempts are included in the tuition fee, while the fourth attempt requires an additional fee.

Financial Obligations

It is not possible to register for or sit an exam if you have outstanding financial obligations. However, if you registered for the exam on time and a financial block was imposed afterwards, you will still be able to take the exam.

Further Information

Further information on examinations and recognition of previously obtained signatures in courses can be found in the Regulations on Studies and Studying.



Study support

During the whole study programme at Algebra Bernays University, please feel free to contact any of the professional services provided to support our students and their studying process.

Student Office

The Student Office is a service that is primarily focused on helping students to study successfully and have the best possible student experience. The Student Office enables students to resolve any doubts and cross barriers they might encounter during their studies by assisting them to stay on the path when they need guidance and strategic support. In addition, the Student Office encourages students to develop a personal sense of their obligations, as well as rights. Some of the tasks performed by the Student Office:

- validating forms for enrolment in a higher semester/year of study
- preparing preliminary invoices
- lending and re-entering books and manuals of Algebra Bernays University library and organising the distribution of compulsory literature for each course (before the start of each semester)
- conducting the organisation of the examination process (examination periods, records of exam registrations and cancellations, exam lists)
- keeping student records (student files, registry book, student identification cards, statistical data, certificates, requests and decisions, scholarships, transcripts)
- conducting the termination of the study process (based on disenrollment, successful completion of study programme)
- organising student graduation ceremonies.

Regarding the above mentioned, the Student Office can be contacted at: studentska.referada@algebra.hr.

Student Support Office

The Student Support Office (SSC) is a department and part of Algebra Bernays University that is always available to students to help them during all stages of life that students go through during their studies. It also ensures cooperation with associations, organisations and institutions in the local community that provide support to young people in specific areas. The SSC provides appropriate support to students in acquiring competencies, developing generic skills, mastering academic obligations, preparing them for future employment, and it also takes care of the overall psychophysical health of students.

The vision is to create an inspiring and inclusive environment that supports every student in realising their full potential. We aim to be an indispensable resource on the path to success, providing students with comprehensive support, motivation and education.

The mission is to provide continuous support to students throughout their studies, enabling them to achieve their academic, social and professional success with as few challenges and as easy as possible. Through personalised services, resources and programmes, we strive to develop their academic skills, emotional intelligence and personal growth.



Community

Our University is not only a place of learning. It is a community of motivated people where everyone can find space for their interests, whether connected to their studies or extracurricular activities. At our University we learn from one another, share experiences, and build friendships and partnerships that last a lifetime.

Our community brings together students, lecturers, alumni, employers, mentors and researchers, who shape new experiences with us, develop projects, support one another, and create a vibrant academic life.

Get involved and discover what drives you – whether through student events, workshops, training sessions, cultural and sports activities, student clubs, competitions, or humanitarian initiatives and social gatherings. Our University offers countless opportunities for students to grow and develop in everything that interests them.

Do you have an idea, want to present a student initiative, or wish to get involved in student bodies? Contact us at ivan.pakozdi@algebra.hr.

Connect. Create. Explore. Have fun.

Career Guidance and Development Office

Our University cares about the professional future of its students from the very first day of their studies. The Career Guidance and Development Office are the central place where students, employers, and the academic and business communities meet.

Through the organisation of internships, Career Days, workshops, training sessions and career counselling, we help students develop their skills and build connections that will open doors to the business world.

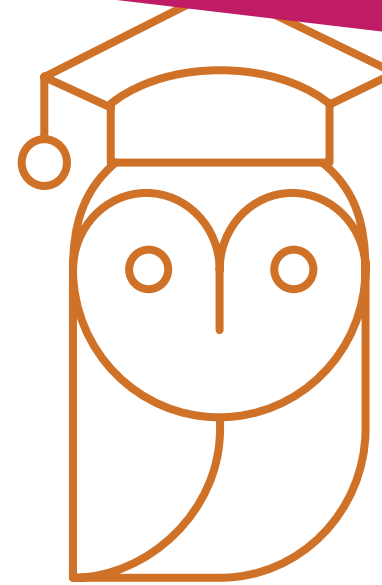
With our support, students will find the ideal placement with numerous industry partners, gain practical experience beyond the classroom, and discover opportunities that best suit their interests and goals.

Through mentoring programmes and individual counselling, we help students recognise their talents, develop a career plan, and gain confidence in entering the labour market. Our mission is to connect students' knowledge and ambitions with the right opportunities, making their first steps into the professional world easier.

Don't yet have a career plan? Get in touch with us at centar.karijera@algebra.hr.

**Welcome to
Career Center!**





Go global

Algebra Bernays University students have the opportunity to spend part of their studies at a foreign partner higher education institution within the Erasmus+ programme, bilateral exchange programmes and short-term mobility programmes (International Summer School and Blended intensive programmes (BIPs)).

Long-term mobility can last from 3 to 12 months. A mobility plan is defined for each student before the mobility in agreement with the head of the study programme. The mobility plan lists the courses that will be acknowledged by the home institution following the return from mobility, as well as any additional student obligations. Courses that are not recognized will be listed in the Diploma Supplement.

Erasmus+ traineeships last from 2 to 12 months. Erasmus+ traineeships

help students adapt more easily to specific labour market requirements in different countries, develop specific skills and better understand the economic and social differences in various countries. Blended intensive programmes (BIPs) are short, intensive programmes that use innovative ways of learning and teaching, including the use of more flexible mobility formats that combine physical mobility with a virtual component. The duration of the physical component is usually 5 days. Upon successful completion of the programme, the student is awarded with up to 6 ECTS (depending on the programme specifications).

International Office:

international-office@algebra.hr

erasmus@algebra.hr

International Summer School

For the tenth consecutive year, Algebra Bernays University is organizing the International Summer School where students from all over the world can attend one of our short micro-credentials programs and explore Croatia during the summer. Our summer school is anything but boring! Students can meet outstanding and ambitious peers from around the world and, by attending our programs, gain knowledge in attractive areas of digital technologies. Participants of our International Summer School are taken on trips to world-famous locations in Croatia, where they explore the country's rich historical and cultural heritage, while also enjoying unforgettable experiences at numerous events and festivals.

In addition to our own International Summer School, students can also participate in summer schools at our partner institutions in countries such as France, China, Canada, or South Korea.

For more information about the International Summer School at Algebra Bernays University, [visit our website](#). For further details about all international opportunities for students, please contact the International Office.



Other information

Students' Union

The Students' Union is the heart of the student community: it represents students' voices and encourages their participation in key matters affecting their education and overall student experience. It plays a crucial role in delivering a wide range of aims and activities that enhance student life – the foundation of any successful student community.

Together with other University offices and bodies, the Students' Union helps create a dynamic and supportive environment in which every student can feel included. It organizes a variety of events – from freshers' parties, sports tournaments and cultural programmes to workshops, seminars and charity initiatives – where students have fun, learn and develop their skills.

The Union informs students about their rights, offers advice and support with challenges encountered during studies, and connects students with organisations and partners beyond the University. It nominates student representatives to the University Senate and other relevant bodies, elects the Student Ombudsperson (who also serves on the University's Ethics and Disciplinary Committees), participates in selecting student representatives on the Quality Committee, and appoints student coordinators by year and programme who act as its "extended hands" to ensure better information flow about issues students face across all programmes and year groups.

The Students' Union at Algebra Bernays University is not merely a representative body – it is a driver of positive change and the place where student voice turns into action.

By taking part in the Union's work, you not only shape your own studies – you help shape the future of the entire student community. Contact us at studentski.zbor@algebra.hr.



Sports Office

A healthy body and a healthy mind go hand in hand, which is why sport is an essential part of student life. Promoting an active lifestyle and physical literacy among students is one of the foundations of successful study, bringing more energy, better concentration and everyday balance.

Through the Sports Office, we promote healthy living, provide education on beneficial habits, and organise recreational activities so that students can take an active break from their obligations, build team spirit and maintain psycho-physical balance.

Throughout the academic year, students can join a range of sports activities and competitions – whether they are professional athletes or simply want to train recreationally and be part of the sporting community. Our goal is to enable every student to find a way to lead an active life during their studies, recreationally or competitively, and to create opportunities to achieve excellent results in city, national and international student competitions.

Our sports teams bring together professional athletes from respected Croatian and international clubs, as well as amateurs and enthusiasts who simply love sport and want to stay active through University programmes. Join student sport – get involved, get moving and become part of the team! Contact us at sport@algebra.hr.

Complaints and appeals

All complaints submitted in good faith will be considered fairly and any student who initiates this procedure will not be put in a disadvantaged position for having done so. It is expected that most issues can be resolved in a friendly and informal way. Therefore, we recommend that you first try to resolve any complaint or appeal informally with the person whose work or lack of action is the object of your complaint or appeal.

If the complaint or appeal is not resolved in a satisfactory manner, a formal complaint or appeal may be submitted using the email boxes provided for this purpose.

Complaints are sent to: complaints@algebra.hr.

Appeals are sent to: appeals@algebra.hr.

Both may be submitted in writing to the staff of the Student Office. In order for the case to be properly examined, students should be specific in describing the cause and nature of their complaint or appeal.

Student areas

Students have the premises of the university Reading Room (library), Slavko Krajcicar Innovation Lab and Družiona at their disposal.

- The university reading room is located on the A level and is available for studying and working, while students may also use it to examine specialised literature. During your stay at the library, please do not disturb the work of other users, speak loudly, bring in food or drinks, use mobile phones, and do preserve the library materials.
- The Slavko Krajcicar Innovation lab is located on the A level and contains equipment, mostly computers and programmes used in the classroom. Students may use the equipment during campus working hours, and it is also possible to work on team projects at the Lab.
- The social area Družiona is located on the F level and is designed for socialising, eating and drinking.

The student areas are accessible using the student ID X-ica.



Important: Students must leave the building and the student premises no later than 10:00 p.m. on weekdays and 9:00 p.m. on Saturdays. The campus is closed on Sundays.

Parking

Parking for cars is available in the **Algebra garage**, at public parking spaces around the building (ZagrebParking, zone 2).

On level -2 of the Algebra campus there is a public garage with a capacity of 93 parking spaces, open 24/7 throughout the year. Upon vehicle arrival at the entrance, the system automatically reads the vehicle’s license plate and raises the barrier without the need to collect a parking ticket.

Before returning to your vehicle, parking must be paid by sending an SMS with the vehicle’s license plate (without spaces or dashes) to the number 707038 (example: ZG1234AB), or via card payment using the **ParkWallet Premium mobile app**.

Download the mobile application via QR code:



Payment is considered successful once you receive a confirmation message via SMS or the app. SMS payment is available only from Croatian mobile operator numbers.

When exiting the garage, the barrier will automatically raise if the parking has been paid and at least 60 seconds have passed since the payment confirmation. Billing is done for each hour started. If there are no available spaces in the garage and the driver exits within 20 minutes, parking is free of charge.

Discounted multi-hour passes are available through the app, designed as **student packages** aligned with the expected daily stay at the faculty.

Download the price list via QR code:



The parking lot for **bicycles** is located in the northern part of the courtyard, and bicycles are allowed to be parked only in the specified place.

Medical care Boosting and maintaining mental health

According to the World Health Organization, mental health is the state of well-being in which an individual realises their potential, is able to cope with the stress of daily life, work productively and fruitfully, and contribute to their community. By focusing our attention and activities on caring for our own mental health, we work to maintain balance, preserve our mental health and quality of life. Everyone can take steps to strengthen and preserve their mental health. There are numerous free options available to us, including the following:

- Manual for self-help and empowerment of students “Radim na sebi”, published by the Croatian Institute of Public Health, available on the link: https://stampar.hr/sites/default/files/2021-06/prirucnik_radim_na_sebi.pdf.
- Advice for students are offered on this link: <https://mentalnozdravlje.zagreb.hr/savjeti-strucnjaka/briga-za-mentalno-zdravlje-savjeti-za-studente/>.
- The link <https://mentalnozdravlje.zagreb.hr/vjezbe-i-podrska/> offers advice and exercises for dealing with certain difficulties.
- Little School for Freshmen appears at: <https://www.czm.hr/blog/za-studente/mala-skola-za-brucose>.
- Tips for adapting to student life <https://www.czm.hr/blog/za-studente/prilagodba-na-studentski-zivot>.

For a self- evaluation of your mental health, use the following questionnaires:

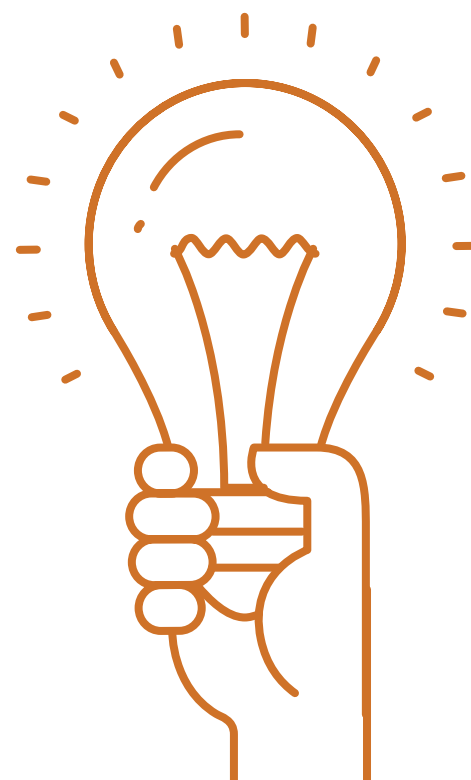
- The association Kako si? questionnaire is available on the link: <https://mentalnozdravlje.zagreb.hr/saznaj-kako-si-ispuni-upitnik-dass-21/>
- The questionnaire for self-assessment of mental health difficulties published by the Office for Psychological Support and Mental Health Protection of the University of Zagreb is available here: https://mentalno-zdravlje.info/measures/measures_psih-2020_index.php

School Doctor

The school doctor can also support you with any difficulties related to learning, as well as challenges caused by changes and adjustment to university life.

For students of Algebra Bernays University, the responsible practice is the **Medveščak School Health Clinic**, located at Mirogojska 16 (1st floor).

- **Nurse:** Dragica Krajinović, bacc. med. techn. dragica.krajinovic@stampar.hr 01/4843 818
- **Doctor:** Dr Daniela Franulić, MD – the doctor responsible for students of our University. daniela.franulic@stampar.hr



Other instances you can contact during your studies in Zagreb can be found on these links: <https://mentalnozdravlje.zagreb.hr/ustanove/n>, or <https://www.vef.unizg.hr/studij/urkaps/popis-ustanova-za-pruzanje-psiholoske-pomoci/> or <https://www.psiholoskapomoc.hr/portfolio/>, containing the contacts for psychological support providers from all of Croatia.

If you feel like you can't overcome the difficulties you're facing on your own, feel free to reach out to our Student Support Centre via the following link: www.algebra.hr/sveuciliste/en/student-support-centre/contact/. We're here to listen and provide appropriate support and assistance.

You can keep track of Infoeduka notifications, where we will inform you about initiatives, workshops and events related to strengthening and maintaining mental health.

Sources:

- Mental health - important notions, <https://www.unicef.org/croatia/mentalno-zdravlje-vazni-pojmovi>
- What is mental health, <https://mentalnozdravlje.zagreb.hr/sto-je-mentalno-zdravlje/>
- Office for Psychological Support and Mental Health Protection of the University of Zagreb
- Andrija Stampar Teaching Institute of Public Health
- Project “Centre for Mental Health Protection” – Zagreb Health Clinic

Students from EU Member states must hold an European Health Insurance Card. Students from countries outside the EU must hold a valid health insurance policy.



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W: www.algebra.hr

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