



Student rules and regulations

ACADEMIC YEAR 2020/2021

Pursuant to Article 21 of the Statute of the Algebra University, and in accordance with Article 82 of the Act on Scientific Activity and Higher Education, the Rector of the Algebra University enacts:

REGULATIONS ON STUDIES AND STUDYING OF THE ALGEBRA UNIVERSITY

I. GENERAL PROVISIONS

Article 1

Subject and content of the Regulations

- (1) The Regulations are a general act regulating the organization and structure of accredited studies to be conducted at the Algebra University, and in particular prescribes provisions related to the acquisition and retention of student status, student progress through studies, organization and implementation of classes, examinations and rights and obligations of students and teachers.

Article 2

Use of terms

- (1) The terms used in the Regulations for persons in the masculine gender are neutral and refer to male and female persons, and in no sense can they be interpreted as a basis for sexual or gender discrimination or privilege.

II. STUDIES

Article 3

Activity and studies

- (1) The Algebra University carries out the activity of higher education by conducting undergraduate university studies for which there are valid permits from the competent ministry. The duration of studies and the acquisition of an academic title upon completion of studies are determined by the study programme in accordance with the *Act on Scientific Activity and Higher Education* (hereinafter: The Act)

Article 4

Types and levels of study

- (1) University education at the Algebra University is acquired by completing studies in accordance with the Act.
- (2) The study is organized and performed in order to acquire an appropriate level of knowledge and skills.
- (3) Within the framework of undergraduate studies, the Algebra University prepares students for professional work in certain occupations and for continuing their studies in the graduate studies.
- (4) The undergraduate level of studies ends with the acquisition of a certain title or degree in accordance with the Act and the accredited study programme.

III. ADMISSIONS

Article 5

The right to enrol in studies

- (1) The right to enrol, the enrolment procedure and the enrolment quotas for studies carried out by the Algebra University are defined by the competition for entry in a particular academic year for a particular study and are publicly published on the University website.

Article 6

How to enrol to studies

- (1) The applicant is obliged to submit an application by the day determined in the competition by filling out the application for enrolment using the online application on the University website or using the national application information system, whereby after the final selection of the higher education institution it is also necessary to fill in the online application on the website of the Algebra University.
- (2) The selection among the applicants is done through the classification enrolment procedure. The classification procedure for enrolling students in vocational studies is based on evaluating success in high school and conducting a classification enrolment

exam. Candidates who have taken the state Matura exam are enrolled based on the results of that exam.

- (3) The description of the classification procedure and the documentation that must be submitted within the study application procedure are prescribed by the competition for enrolment.
- (4) Within the enrolment procedure, the applicants enclose all documents determined by the competition, select the payment model and sign the study contract and pro forma invoice, together with the persons liable to payment and the Algebra University.
- (5) The University Algebra shall prepare a pro forma invoice for each applicant who has acquired the right to enrol as an invitation to payment, which shall be valid within the deadline prescribed by the enrolment competition for the completion of the enrolment procedure. The pro forma invoice as an invitation to payment contains the necessary information, so that the applicants can make a cash payment, request a loan from a commercial bank or obtain payment security instruments in the event of payment of tuition fee by cash payments. The price of tuition determined on the pro forma invoice includes any reduction in the tuition based on recognized courses, scholarships, grants or discounts.
- (6) An applicant who does not complete the enrolment procedure within the enrolment deadline, and especially if he does not make the payment, loses the right to enrol. This right is transferred to the next candidate from the ranking list who did not acquire the right to enrol, but passed the classification threshold.

Article 7

Transfers from other higher education institutions

- (1) During the undergraduate study, a student may transfer from one higher education institution to another only once. The transfer to undergraduate studies is possible only from a related higher education institution before the start of classes in the winter semester. The number of transfer students is limited by the capacity of the Algebra University. Transfer students are also required to pay the tuition fee.
- (2) A student may be granted a transfer to undergraduate studies at the Algebra University if their average at the home faculty is at least 3.50 and they have achieved an average of at least 40 ECTS per active year of study and passed the exam of the course that is equivalent in content to the course "Mathematics I" at the Algebra University.
- (3) Exams passed at the home university will be entered in the records of the transfer student with the original grades and original acquired ECTS credits. The Algebra University decides which of these ECTS credits will be included in the total sum of credits required to obtain an academic title at the Algebra University.

IV. TUITION FEE

Article 8

Tuition fee, pro forma invoices and scholarships

- (1) The amount of tuition fee and payment models are defined by the current Decision on Study Costs for a particular academic year, which is published on the website of the Algebra University.
- (2) The student pays the tuition fees for each year of study according to the current amount of the tuition fees for that academic year.
- (3) The Algebra University reserves the right to change tuition fees for the following academic years in accordance with market developments and the decision of the Governing Board.
- (4) For students enrolling in a higher year of study, pro forma invoices for the annual tuition fee are issued immediately before enrolment in the next academic year. When enrolling in a higher academic year, the amount of possible additional payment of the total value of ECTS credits for courses that the student re-enrols from a lower year will be added to their pro forma invoice, separately for each semester.
- (5) Students re-enrolling in the same year of study will be issued pro forma invoices on a semester basis when enrolling in each of the semesters. The pro forma invoice is issued on the monetary amount of the value of ECTS credits of the courses they enrol in each of the semesters, whether it is the first or re-enrolment of the course.
- (6) The rights to the reduction of tuition fee based on the exams recognized at other institutions are prescribed by the current Decision on Study Costs.
- (7) The amount of study costs for one academic year (the annual tuition fee) includes exclusively and only the elements prescribed within the enrolment competition and the study contract.

- (8) In a particular academic year, the Algebra University may award scholarships in accordance with the published scholarship programme in the scholarship competition.

V. STUDY INFRASTRUCTURE

Article 9

Official communication channels

- (1) Students are informed about all events at the study through official communication channels.
- (2) The official communication channels are the digital office system, the official e-mail address and the official website of the Algebra University.
- (3) Students are obliged to regularly check messages, notices and documents received or published through official communication channels.
- (4) Students are obliged to keep their user data and protect it from third parties. If they believe that third parties have misused their user data, they are obliged to report such a case and notify the Algebra University within 5 days of learning of such an event.
- (5) All actions taken by a student through official communication channels are considered to be an expression of their real will and consent to the obligations that arise from it.

Article 10

Official e-mail address

- (1) All students are obliged to use the verified student e-mail address from the domain of the Algebra University which was assigned to them when enrolling in the study, in official communication with teachers, associates and services of the Algebra University.
- (2) Messages sent by students to teachers, associates and services of the Algebra University from other e-mail addresses will not be taken into account.
- (3) Students have the right and obligation to use the student e-mail address free of charge exclusively during their studies at the Algebra University. After the study is interrupted, the account is closed.
- (4) Exceptionally, students who have graduated from one of the studies at the Algebra University reserve the right to use the student e-mail address free of charge even after graduation.
- (5) It is not allowed to give access e-mail information to other students or other persons in any case. For each e-mail activity that is done using the access information of a particular student, all responsibility lies with the student.

Article 11

Digital student office system

- (1) A digital student office system that students will access using a password and access username that is unique to each student.
- (2) Students will receive all official notices and information through the system that is the official "notice board" of the Algebra University.
- (3) Students are obliged to use the system by which they will have active communication with the Algebra University, teachers, office and other students, as well as for registration and cancellation of exams, monitoring the teaching schedule and other activities related to the study.
- (4) It is not allowed to give system access information to other students or other persons in any case. For each activity within the system that is done using the access information of a particular student, all responsibility lies with the student.
- (5) Students are obliged to respect the copyrights of the Algebra University and teachers to the teaching materials they receive in printed or electronic form, or to the materials available to them through the system. It is forbidden to copy, distribute, publish or make available to third parties the materials or parts of the materials of the Algebra University in any way.
- (6) All activities carried out by students within the system will, as a rule, be continuously recorded in order to be able to subsequently determine the justification of possible objections or appeals in procedures such as exam registration or cancellation, etc.

VI. TEACHING AND TEACHING ORGANIZATION

Article 12

Curriculum implementation plan

- (1) The study is performed according to the curriculum as a full-time study.
- (2) The implementation curriculum shall determine:

- teachers and associates who will teach according to the study programme,
 - places of teaching (physical, virtual),
 - beginning and end of classes and teaching hours,
 - forms of teaching (lectures, seminars, auditory exercises, projects, laboratory exercises, consultations, field work, knowledge testing, e-learning and other forms),
 - manner, criteria and schedule of knowledge tests,
 - reading list,
 - the language in which the classes will be conducted,
 - teaching methods (classical form, mixed form of e-learning, distance learning) and
 - other important facts for proper teaching.
- (3) The teaching calendar for each academic year is adopted before the end of the previous academic year. The teaching calendar must be published on the official website of the Algebra University.
 - (4) The curriculum implementation plan for the academic year is published before the beginning of classes. The curriculum implementation plan must be published on the digital student office system.
 - (5) The curriculum implementation plan may also be changed during the academic year, if there is a justifiable reason for that change.

Article 13

Types of courses

- (1) Courses at the undergraduate level are divided into compulsory and elective courses.
- (2) The elective course becomes compulsory for the student who enrolls it.
- (3) For all enrolled courses, the student is obliged to fulfil the obligations determined by the curriculum implementation plan and study programme, and to pass the exams, thus earning ECTS credits in accordance with the curriculum implementation plan.
- (4) The study program also includes skills courses, laboratory courses and courses for extremely successful students. Skills courses are graded only with grades "passed" or "failed". Laboratory courses and those for exceptionally successful students are evaluated in accordance with Article 23 of these Regulations.

Article 14

How to choose and enrol elective courses

- (1) The student selects elective courses to be enrolled in agreement with the mentor.
- (2) A student may enrol only in those courses for which they have acquired the prerequisites.
- (3) An elective course is taught only if it is chosen by at least ten students.

Article 15

Course enrolment

- (1) A student enrolls in teaching obligations in the academic year on a semester basis. Deadlines for enrolment are set by the Algebra University and published through official communication channels.
- (2) A student may enrol only those courses for which they have acquired the prerequisites according to the study programme and the curriculum implementation plan by taking the exams.
- (3) In an individual semester, a student may enrol in the courses referred to in paragraph 2 of this Article in a total workload of up to 35 ECTS credits. A student who regularly fulfils their obligations may be allowed to enrol in more than 35 ECTS credits with the aim of completing their studies faster or acquiring a broader education.
- (4) In an individual semester, the student enrolls in the courses referred to in paragraph 2 of this Article in a total workload of at least 25 ECTS credits.
- (5) As an exception to the provision referred to in paragraph 4 of this Article, a student may enrol in courses in total workload and less than 25 ECTS credits if they have not acquired the prerequisites for enrolling a sufficient number of courses or if by the end of the study they need to enrol in courses in which they acquire less than 25 ECTS credits.

Article 16

Forms of teaching

- (1) Direct teaching consists of the following forms of teaching: lectures, seminars, auditory and laboratory exercises, experiments in lectures, demonstration exercises, knowledge tests, consultations, etc.
- (2) Independent student work consists of the following forms of teaching: preparation of seminar papers, construction exercises, acquisition of skills, programming exercises,

e-learning, other forms of group or independent learning, etc.

- (3) Mentoring-led classes include work with the supervisor in the course of the Final Thesis, in the courses Project, Project from programme support, etc.
- (4) Additional forms of student teaching may be professional practice, professional visits and similar activities.

Article 17

Teaching organization and student workload

- (1) Teaching is organized by semesters in accordance with the provisions of the implementation plan.
- (2) The academic year has 44 working weeks, of which 30 weeks of direct teaching and 14 weeks in which there is no direct teaching, which are used for exams and independent students' work.
- (3) Classes in individual subjects may be organized in a shorter time as classes in shifts or as block classes.
- (4) Teaching and extracurricular activities of students in Physical Education are performed as compulsory in the first and second year of undergraduate study and as optional in other years of study.

Article 18

Method of teaching and knowledge testing

- (1) Classes are conducted according to the teaching schedule. Knowledge is tested continuously during the semester and in exams.
- (2) At the undergraduate study, teaching takes place in two cycles during the semester. After the first cycle, midterm exams are held, and after the second cycle, final exams.
- (3) Midterm exams and final exams are considered part of direct teaching.

Article 19

Teaching in groups

- (1) Direct teaching of subjects is carried out according to the established implementation plan in groups whose size is determined on the basis of available capacities of the Algebra University. If possible, there will be no more than 75 students in the group.
- (2) Independent students' work is performed in groups or individually in the premises of the Algebra University and/or outside the Algebra University.
- (3) Laboratory exercises are performed by students with the help and under the supervision of teaching staff according to a pre-determined schedule, taking into account that the student can perform the activities provided for in the implementation plan.

Article 20

Student Assistants

- (1) Student Assistants are students who assist teachers in performing practical exercises.
- (2) Student Assistants are selected from the ranks of excellent and very good students who show a penchant for pedagogical, professional or scientific work.
- (3) Student Assistants shall receive a certificate for assistance in performing practical exercises.

Article 21

Seminar course

- (1) In the course Seminar at the undergraduate study, students individually prepare and present current topics from the profession or science.
- (2) When enrolling in the course Seminar at the undergraduate study, the seminar leader is appointed for the student. The leader of the seminar at the undergraduate study can be a person with a scientific-teaching or associate title. All seminar leaders lead approximately the same number of students.
- (3) Each activity in the course Seminar is scored so that the sum of all planned activities for the course is a maximum of 100 points.

Article 22

Project course

- (1) In the undergraduate course Project, students in groups of three to eight students consolidate knowledge of teamwork and project management on a specific problem.
- (2) The Project course is led and evaluated by a mentor.
- (3) Within these courses, the mentor may refer the student to a course or a visit to the

company, in order to master the course programme.

- (4) The mentor evaluates the students' results in these courses on the basis of paper work, project presentation and practical solution of the given problem by the end of the semester in which they are enrolled.
- (5) Each project development activity is scored so that the sum of all planned activities for the course amounts to a maximum of 100 points.

Article 23

Teaching via videoconferencing system

- (1) Lectures at the Algebra University can be transmitted using a videoconferencing system.
- (2) Teaching using a videoconferencing system is not a substitute for classroom teaching, but serves primarily as an additional assistance to students in successfully mastering the course material.
- (3) Teaching using a videoconferencing system is not charged to students additionally, and the Algebra University provides it when it is justified.
- (4) Students are not authorized in any way to record audio or video sessions of lectures or exercises and are not authorized to create digital copies of classes transmitted through the online system.
- (5) Exceptionally, in case of force majeure or external, extraordinary and unforeseeable circumstances (such as a pandemic and the implementation of mandatory measures to protect human health in the event of an epidemic), which the Algebra University cannot prevent, eliminate or avoid, classes and exams will be organized and performed online. This form of teaching will be applied until the competent ministry or other authorized national body withdraws the instructions.

VII. EXAMS

Article 24

Conducting continuous knowledge testing and exams

- (1) Students' knowledge is checked and assessed during the semester. Continuous knowledge assessment during the study must include one midterm and final exam and at least one of the components of continuous assessment that include: homework, short tests, laboratory exercises, active participation of students in classes and more. The components of the continuous knowledge test are defined by the curriculum for each course and communicated through the official communication channels of the Algebra University before the start of classes.
- (2) All components of continuous knowledge assessment referred to in paragraph 1 of this Article shall be scored so that the sum of all possible points achieved on the basis of the implementation plan of the components for an individual course is 100 points, including midterm exams and final exams.
- (3) A student who has not passed a course within the continuous knowledge assessment may take the exam in that course no more than twice in the same academic year if they have acquired the conditions prescribed by the performance plan. The components of the knowledge test on the exam are defined by the curriculum.
- (4) The components of the knowledge test referred to in paragraph 3 of this Article shall be scored so that the sum of all possible points achieved on the basis of the components envisaged in the implementation plan for an individual course is 100 points.
- (5) In addition to the two regular examination terms referred to in paragraph 3 of this Article, an additional examination may be approved by an additional exam conducted in the same way the exams referred to in paragraph 3 of this Article.
- (6) A student who has passed the course within the continuous knowledge test or exam, and is not satisfied with the achieved result, shall send a request to the lecturer to access to the next exam referred to in paragraph 3 of this Article. In doing so, they waive the points achieved in the knowledge tests which are equivalent to the components of the knowledge test in the exam referred to in paragraph 3 of this Article.
- (7) Final exams of continuous knowledge assessment referred to in paragraph 1 of this Article and exams referred to in paragraph 3 of this Article shall be conducted in written, oral or in written and oral form.
- (8) The assessment of students on the basis of achieved points is defined by the curriculum for each course.
- (9) The implementation plan may stipulate that some forms of teaching are conducted without assessment or that they are assessed descriptively.
- (10) A detailed description of the manner and conduct of exams in individual courses, as

well as a description of the manner of assessment, shall be published on the course website before the beginning of classes.

- (11) A student who has not passed the exam during one academic year is obliged to re-enrol it in the following academic year.

Article 25

Appeal against the examination procedure or the grade

- (1) A student who considers that the examination procedure was not conducted in accordance with the rules, i.e. that they were incorrectly graded at the exam, has the right to request that the exam be repeated before the examination commission no later than 2 (two) working days after the exam.
- (2) In the case of a justified complaint of a student about the implementation procedure or the results of the exam, the Algebra University shall conduct a re-examination before the teaching examination committee.
- (3) The examination committee has 3 members, and one of the members is the course lecturer whose grade the student is not satisfied with. The course lecturer cannot be the chairman of the committee.
- (4) The president of the committee determines the date of taking the exam, which must be held no later than 3 working days from the appointment of the committee.
- (5) The examination committee shall make a decision on the assessment by a majority of votes.
- (6) Records shall be kept on the course of the exam held before the examination committee.
- (7) The decision on the assessment of the examination committee may not be appealed.
- (8) The decision on the evaluation of the examination committee is final.

VIII. STUDENTS

Article 26

Student status and acquiring student status

- (1) Student status at the Algebra University is acquired by enrolling in the study.
- (2) The status of a student is proved by a student ID card (so-called Iksica) as a public document.
- (3) Records on student ID cards and student status shall be kept at the competent ministry in the ISAK and ISSP information systems.

Article 27

Student ID card/“Iksica”

- (1) A student ID card is a student document, i.e. a public document, which proves the status of a student.
- (2) The student ID card is issued to all students at higher education institutions in the Republic of Croatia, regardless of the study programme they are attending, as well as regardless of whether they are full-time or part-time students. Student ID cards are also issued to students participating in international mobility programmes.
- (3) The student card ceases to be valid by:
 - termination of student status,
 - reporting the loss or theft of a student ID card or
 - destruction.
- (4) A new student ID card may not be issued to a student if the previous student card has not been submitted for annulment, except in the case of its loss or theft.
- (5) A student may not give, sell or lend a student ID card to another person.
- (6) It is prohibited to take, buy or use someone else's student ID card as one's own.
- (7) Any misuse of a student ID card is a disciplinary offense.
- (8) The cost of issuing one copy of a student ID card is included in the tuition fee.

Article 28

Exceptionally successful students

- (1) A successful student is a student who regularly fulfils their obligations even though they did not have to, nor must, re-enrol in a subject and has passed all the courses prescribed by curriculum by the set deadline.
- (2) An exceptionally successful student is one who meets the conditions referred to in paragraph 1 of this Article and whose grade point average of all courses passed so far is equal to or greater than 4.50.
- (3) An exceptionally successful student may be approved to enrol in courses that together carry more than 35 ECTS credits in order to complete their studies faster and more

successfully and gain a broader education, but not more than 60 ECTS credits per semester.

Article 29

Students' rights and obligations

- (1) During their studies, students have the right to quality, problem-oriented study as well as all other rights determined by the Act and the Statute of the Algebra University and other normative acts of the University.
- (2) In addition to the rights determined by the Act and the Statute of the Algebra University, students also have:
 - the right to enrol in the appropriate study in accordance with the Act, the Statute of the Algebra University and based on the fulfilled conditions determined in the competition for enrolment in the first year of study;
 - the right to attend classes determined by the study programme and the study/course implementation plan in accordance with the Statute of the Algebra University, these Regulations and other special acts;
 - the right to enrol in a higher year of study based on fulfilled conditions determined by these Regulations, study programme and other legal and University acts;
 - the right to take the exam in the manner and within the deadlines determined by the Statute, these Regulations and the current schedule of exam deadlines;
 - the right to the quality of education based on the quality of the teaching process determined by the study programme;
 - the right to participate in the work of the bodies of the Algebra University;
 - the right to use student premises (laboratories, library, etc.) during the working hours of those premises;
 - the right to organized sports, artistic and other activities; and
 - the right to continue studies after several years of interruption in accordance with the Act.
- (3) Students are required to:
 - perform their obligations in accordance with the Statute of the Algebra University, these Regulations and other special acts;
 - regulate their status;
 - participate in the evaluation of teaching and teachers;
 - preserve the reputation and dignity of the Algebra University and the studies at which they study;
 - act in accordance with the Code of Ethics and the Regulations on Disciplinary and Material Responsibility of Students, Teaching and Non-Teaching Staff of the Algebra University; and
 - respect each other and respect differences.
- (4) The conduct of studies and students' rights and obligations of are prescribed by other general acts that are publicly available within the digital student office system, on the Algebra University website, and are available in printed form in the student office.

Article 30

Enrolling dormant status during the study

- (1) A student may, in cases prescribed by law, request the suspension of obligations within the study.
- (2) A student may be granted suspension of obligations (dormant status) for a maximum of one academic year, whereby the initiated suspension always ends with the end of the academic year in which they are enrolled, regardless of when the suspension of obligations began.
- (3) During the suspension of obligations, the student pays only the contribution for the costs of studies, the price of which is defined by the Decision on study costs. During the suspension of obligations, the student has no right to enrol in courses or attend classes, but may take exams, if they have met all the conditions for taking these exams.
- (4) A student who has already paid the tuition fee will be recognized, when continuing their studies, the previously paid tuition fee for the period in which the dormant status lasts. The decision on the amount of recognized previously paid tuition is made by the Governing Board of the Algebra University.
- (5) If there is a difference between the study programme that the student attended and which continues, the student is obliged to re-enrol courses according to the valid study programme.
- (6) A student who does not enrol in courses after the expiration of the approved time of dormant status, loses the student status.

Article 31

Disciplinary responsibility of students

- (1) In case of violation of the Statute of the Algebra University, the Code of Ethics of the Algebra University, the Regulations on Studies and Studying or the Regulations on Disciplinary and Material Responsibility of Students, Teaching and Non-Teaching Staff of the Algebra University, disciplinary proceedings are initiated against the student.
- (2) Disciplinary proceedings are conducted in accordance with the provisions of the Regulations on Disciplinary and Material Responsibility of Students, Teaching and Non-Teaching Staff of the Algebra University.

Article 32

Disenrollment from the study

- (1) A student has the right to disenroll from studies for any reason.
- (2) A student who voluntarily disenrolls or who is expelled from the study of the Algebra University, may re-enrol in the same or another study at the Algebra University.
- (3) Disenrollment from studies occurs automatically if one or more conditions referred to in Article 32, paragraph 1 are met.
- (4) Exceptionally, when disenrolling, the Algebra University may release the student from the obligation to pay part of the tuition fee or refund part of the already paid tuition fee in the manner defined by the Study Agreement signed upon enrolment.
- (5) Before submitting the request for disenrollment, the student is obliged to settle all financial obligations to the Algebra University and return all borrowed books and equipment.

Article 33

Termination of student status

- (1) Student status ceases by:
 - completion of studies,
 - disenrollment from the study, with the date of issuance of the disenrollment certificate,
 - when a student does not enrol in the next academic year,
 - when a student does not achieve at least 35 ECTS credits in two consecutive academic years,
 - when the student uses twice the time from the prescribed duration of studies, whereby the time of dormancy status is not included in the time of study,
 - if a student does not pass the exam in the course enrolled for the second time,
 - if a student does not defend the final paper enrolled for the third time and
 - due to the expulsion on the basis of a disciplinary decision which implies permanent expulsion from the Algebra University, with the day when the decision on expulsion becomes final.

Article 34

The right of students to information and assistance

- (1) Students of the Algebra University have the right to information related to the study and all other relevant information available to the Algebra University, which should be available to students on the basis of valid acts of the Algebra University and the laws of the Republic of Croatia.
- (2) Students have the right at any time to anonymously or anonymously give remarks, suggestions, complaints and objections using the available box for objections, suggestions and remarks or orally or in writing in contact with the staff of the student office.
- (3) In order to exercise their right to information or to seek assistance in protecting their rights, students may turn to the staff of the student office.

IX. COMPLETION OF STUDIES

Article 35

- (1) The procedure for completing studies shall take place in accordance with the provisions of the current regulations on university undergraduate and graduate studies at the University of Zagreb, Faculty of Electrical Engineering and Computing.

X. QUALITY ASSURANCE AND WORK ORGANIZATION

Article 36

Quality assurance of studies

- (1) Quality assurance of studies at the Algebra University is regulated by the Act on Quality Assurance in Science and Higher Education and internal acts of the quality assurance system of the Algebra University.

Article 37

Surveys

- (1) A survey is an important form of evaluating the work of teachers and the level of teaching quality conducted by the Algebra University.
- (2) It is the obligation of students to participate in the survey.
- (3) Surveys shall be conducted as anonymous or non-anonymous using an electronic survey system or using paper forms.
- (4) Surveys may be conducted during classes or students may complete them online.
- (5) The summary results of the survey may be made available to students and the public by the Algebra University.

Article 38

Measures to improve study success

- (1) Within the teaching process, and with the aim of improving the success of studies, the Algebra University can organize student interviews with professional staff of the Algebra University, counselling (Personal Development Workshop), consultations and, if necessary, additional classes.
- (2) The professional services of the Algebra University may, in cooperation with the course teachers, organize consultations or additional classes for students who show below-average results. Students are required to respond to the call of professional services.
- (3) The 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, with the goal of better work of advisors with students.
- (4) The professional services of the Algebra University can assign a student an advisor who will work with the student through individual or group counselling (Personal development workshop), refer the student to customized workshops and/or education, all with the aim of developing skills not necessarily related to learning outcomes of the study programme, but that can contribute to the personal development of the student and the success of studying.
- (5) Students of the 1st year of full-time undergraduate university study are obliged to take the test and respond to the calls of counsellors, i.e. to attend the Personal development workshop.
- (6) The schedule of consultations, additional classes and the Personal Development Workshop shall be published within the digital office system. Additional classes, consultations and the Personal Development Workshop are mandatory for all students referred to them and records are kept.
- (7) The activities of students at the Personal Development Workshop are performed outside the schedule of the total weekly obligations of students in teaching and no ECTS credits are awarded for that. Students who are referred to the Personal Development Workshop are required to be physically present (attend) to at least 60% of the activities in order to exercise the right to be given lecturer's signature. If the student does not receive a signature from the counsellor, they must re-enrol in the workshop.
- (8) Professional services are authorized to inform tuition fee payers about the success of studies and about possible absences of students from classes, additional classes, consultations, Personal Development Workshops and other teaching activities, by phone, e-mail, in writing or in any other appropriate way.
- (9) Professional services may, if necessary, organize joint meetings of students, tuition fee payers and teachers, all with the aim of improving the success of studies.

XI. OTHER PROVISIONS

Article 39

Deciding after the expiration of the prescribed deadline for the procedure

- (1) Students may submit to the office an application for decision-making after the expiration of the prescribed deadline for the procedure in order to make a change in the data entered on the enrolment form.
- (2) The deadline for submitting an application for deciding after the prescribed deadline for the procedure is not predetermined, except for changing courses that a student enrolls in a semester, which the student may request no later than 15 days after the start of classes in a semester, and for changing information regarding payment they may request it before a pro forma invoice or invoice has been issued.
- (3) Deciding after the expiration of the prescribed period for the procedure is paid according to the price stated in the Decision on study costs stated on the website of the Algebra University.

XII. TRANSITIONAL AND FINAL PROVISIONS

Article 40

Interpretation of the provisions of the Regulations and to whom it applies

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

Article 41

Compliance of general acts

- (1) All general acts relating to study matters shall comply with these Regulations no later than six months after the entry into force of these Regulations.

Article 42

Entry into force and application of certain provisions

- (1) The Regulations shall enter into force on the day following its publication.
- (2) The provisions of these Regulations shall apply from the academic year 2020/2021.

Rector of the Algebra University
Professor Ph. D. Slavko Krajcar