

Pursuant to the provisions of the Act on Scientific Activity and Higher Education and the Articles of Incorporation of Algebra University College, the Board of Governors of the institution **University College Algebra**, Zagreb, Ilica 242, registered in the Court Register of the Commercial Court in Zagreb with MBS registration number: 080664742, OIB: 14575159920, with the consent of the founder - ALGEBRA d.o.o., Zagreb, Maksimirska 58a, MBS: 080220316, OIB: 24919984448 (hereinafter: Algebra d.o.o.), represented by its director Tomislav Dominković, M. Eng., on 18.03.2016, hereby passes the following: -----

**STATUTES**  
**of Algebra University College**  
**(consolidated text)**

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**1. GENERAL PROVISIONS**

**Article 1**

The Statutes regulate the status, name, registered office and activity of Algebra University College (hereinafter referred to as: the University College), the structure, powers and the University College's governance, the status of teachers, associates and students, and other issues of relevance to the activities and operation of the University College, in accordance with the Act on Scientific Activity and Higher Education, Act on Quality Assurance in Science and Higher Education, the Articles of Incorporations and the Institutions Act.-----

**Status and Founder**

**Article 2**

The objects of the University College are carried out for the public benefit. -----  
The University College is an educational institution which organizes and performs professional and specialist studies and secondary and adult education programs, engages in professional and scientific activity, applied science, research and development activities by carrying out appropriate projects in accordance with the law and the Statutes. -----  
The University College is a legal entity registered in the court register of institutions and the higher education institutions register at the competent ministry. -----

**Article 3**

The founder of the University College is: -----  
Algebra d.o.o. za obrazovanje odraslih i usluge, Maksimirska 58a, 10000 Zagreb, OIB: 24919984448, -----  
The Founder has issued the Articles of incorporation on 7th July, 2008. -----  
The Founder got a University College Accreditation on 16th June, 2008. -----

**Name/abbreviated name, registered office and trademark**

**Article 4**

The name of the University College in Croatian is: -----  
Visoko učilište Algebra; -----  
The translation of the name of the University College into English shall read: -----  
University College Algebra; -----

### **Article 5**

The registered office of the University College is: Zagreb, Ilica 242. -----  
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### **Article 6**

The University College has a registered trademark (logo).-----  
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### **Article 7**

The Founder shall decide on any changes to the name and registered office, whereas the Board of Governors shall decide on the changes to the business address. Any changes to the name, registered office and business address shall be entered in the court register. -----  
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### **Seal and stamp**

#### **Article 8**

The University College has a round seal, a dry stamp and a stamp with a coat of arms of the Republic of Croatia, with a diameter of 38 mm, which reads:-----  
REPUBLIKA HRVATSKA-----  
(the coat of arms is affixed to the middle) -----  
Visoko učilište Algebra, Zagreb. -----  
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The University College also has a round seal and a stamp with a coat of arms of the Republic of Croatia, with a diameter of 25 mm, which reads:-----  
REPUBLIKA HRVATSKA-----  
(the coat of arms is affixed to the middle) -----  
Visoko učilište Algebra, Zagreb. -----  
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The seal, dry stamp and stamp with a coat of arms of the Republic of Croatia with a diameter of 38 mm are used only to authenticate degrees and certificates as public documents conferred by the University College by the law. The round seal and the stamp with a coat of arms of the Republic of Croatia, with a diameter of 25 mm are used to authenticate statements as public documents. The Dean of the University College shall be responsible for the lawful use of the seal and stamp with the coat of arms of the Republic of Croatia. -----

The University College also has a rectangular stamp sized 18 x 47 mm, without the coat of arms of the Republic of Croatia, containing a trademark and the name of the University College printed in Croatian. The University College has a stamp of the said form and content, containing a trademark and the name of the University College printed in English. The University College shall use the stamps without the coat of arms of the Republic of Croatia in legal, administrative and financial operations, other than the authentication of public documents referred to in paragraph 3 of this Article. -----  
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### **Activity of the University College**

#### **Article 9**

Pursuant to the Articles of Incorporations of the University College, the Institutions Act, Act on Scientific Activity and Higher Education, Act on Quality Assurance in Science and Higher Education, the Statutes of the University College, the regulations and valid decisions made by its bodies in the exercise of their powers, the University College performs the following activities: -----  
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–professional studies for which the University College has been accredited: -----

- \* implementation of a study program for professional studies in Applied Computing; -----
- \* implementation of a study program for professional studies in Multimedia Computing; -
- \* implementation of a specialist graduate professional studies in Applied Computing; -----
- \* implementation of undergraduate professional study program in Digital Marketing -----
- \* implementation of a specialist graduate professional study program in Digital Marketing;

1. higher education in the scientific field of technical sciences, discipline of computer science and in the scientific field of social sciences, discipline of economics, including: -----
  - organization and implementation of undergraduate professional studies -----
  - organization and implementation of specialist graduate professional studies -----
2. scientific and professional activity in the scientific field of technical sciences, discipline of computer science and in the scientific field of social sciences, discipline of economics, including: -----
  - development of scientific and professional projects, reports, studies, analyses, expert witness reports, consultations, surveys, providing consulting services for economic purposes,
  - organization of domestic and international conferences and scientific events and publishing scientific and specialized publications and journals, -----
  - organization and implementation of lifelong learning and training programs.-----
3. other activities carried out to a lesser extent in support of the core activity, adding up the required standard of higher education system and contributing to the fuller utilization of the available capacities of the University College, notably: -----
  - publishing activity in cooperation and co-publishing arrangement with the Founder, campus bookstore activity, -----
  - library activities for teaching purposes, scientific and professional activity, -----
  - IT activities for teaching purposes, scientific and professional activity and other activities of the University College, -----
  - other activities as provided for by law and the Statutes.-----

The Founder shall decide on changes in institutional purpose of the University College at the proposal of the Board of Governors.-----

**Article 10**

As a higher education institution, the University College offers study programs and lifelong learning programs, training and education and conducts appropriate research and development projects in the field of applied sciences or profession. Through the implementation of projects and lifelong learning programs, the University College promotes its own interests, the economic interest of the Republic of Croatia as well as strengthening the activities at the EU level so as to protect its financial interests.-----

Implementation of study programs and lifelong learning programs, training and education programs means their organization, direct class contact and continuous development in terms of the regularly updated program content and modern didactic methods.-----

**Assets**

**Article 11**

The University College's assets mean the funds provided by the Founder in accordance with the Articles of Incorporation and the Founders' Agreement and the income generated in the ordinary course of a business invested in permanent assets. -----

The University College's operating costs are covered by the tuition fees, scholarships, donations, and business relations with the Founder and other business entities in accordance with the law. -----

Part of the funding may come from the state budget of the Republic of Croatia, when an agreement is reached with the competent ministry. -----

The University College must not acquire, attach an encumbrance to or alienate the third-party property without the Founder's written consent. If their value exceeds the amount of HRK 1,000,000 on the day of conclusion of a specific legal transaction, the consent of the Founder is required for any legal transaction. -----

In accordance with the Founders' Agreement, the University College may use intellectual property which is the property and represents the intellectual assets of Algebra d.o.o., as well as the material assets owned or leased by the Founder. -----

**Article 12**

The use of any surplus assets (profit) generated by the University College requires the approval of the University College's Board. -----

The University College shall be liable with its entire assets for settlement of its financial obligations. The Founder of the University College shall have unlimited joint and several liability for its debts and liabilities. -----

**Article 13**

All study programs, as well as other training courses and projects delivered by the University College, may represent intellectual property owned by the Founder. -----

**Representation and presentation**

**Article 14**

The University College is represented by the Dean. -----

The Dean has the right to undertake any legal measures on behalf of and for the University College for the purpose of teaching, scientific and professional activity and to ensure the material conditions for conducting the University College's activities within the scope of powers set forth in the law, the Articles of Incorporation and the Statutes. -----

The Dean shall be entitled to delegate the ability to represent the University College to another person, within the limits of their powers. -----

**2. BODIES AND ORGANISATION OF THE UNIVERSITY COLLEGE**

**Article 15**

The management of the University College is realized through the following bodies; the Board of Governors, the Dean, the Academic Council and the Economic Council. -----The University College can set up councils, collegiate councils and committees as their advisory and/or expert bodies. -----

**Board of Governors of the University College**

**Article 16**

The Board of Governors shall govern the University College in a way that reflects compliance with the provisions of the law, the Statutes, other University College's rules and regulations and the Articles of Incorporation, and to adhere to the highest standards of academic and business excellence. -----

The Board of Governors shall: -----

- ensure lawful operation -----
- ensure continuous quality in accordance with the highest international standards -----
- ensure efficient human resources management policy -----

In the management of the college, the Governing Board has the following powers and responsibilities and it therefore shall: -----

- pursue the University College's activities, in accordance with the Articles of Incorporation, the Statutes and the law, -----
- ensure and the rational use of the material and human resources of the University College,-
- ensure the implementation of the decisions of the Academic Council and giving their approval for the decisions of the Dean and the Academic Council,-----
- decide on investments and acquisition of valuable equipment, if necessary with the consent of the Founder, -----
- adopt the Statutes of the University College at the proposal of the Academic Council, with the Founder's approval, -----
- adopt specific regulations and other rules proposed by the Academic Council or the Dean,-
- participate in the procedures for the selection of the Dean in line with the Statutes,-----
- decide on the conduct of study programs and adopt the Development Strategy of the University College with the consent of the Founder, and supervise their implementation,-----
- decide on admission requirements at the proposal of the Academic Council, -----
- decide on the annual admission quotas, -----
- decide on the financial plan and the annual budget of the University College,-----
- decide on the use of profit with the consent of the Founder, -----
- propose to the Founder to change or extend the scope of activity,-----
- decide on establishing cooperation with other academic and scientific institutions in Croatia and abroad,-----
- grant the approval to the Academic Council regarding the proposed significant changes to the curriculum and study programs offered by the University College,-----
- decide on the funds that would be spent on scientific and professional development of the teaching staff and other staff of the University College, -----
- give consent to the Dean for concluding transactions over the amount of HRK 500,000,-----
- decide on and perform other activities set forth by the law, the Articles of Incorporation and the Statutes.-----

The financial plan and the annual budget shall be considered a trade secret. -----

**Article 17**

The Board of Governors shall have 5 members, of which 3 members are appointed by the Founder, 1 member is elected by the Academic Council, and 1 member is the University College's employee representative. The employee representative shall be appointed and relieved of their duty by the Works Council. If the Works Council has not been established, the employee representative shall be elected and relieved of their duty by the staff by direct secret ballot, as set forth by the Labor Act in provisions referring to the election of the members of the works council, comprised of one member. -----

Members of the University College's Board of Governors shall elect the chairperson and the vice chairperson of the Council from among their ranks by majority vote. -----

The Dean of the University College shall participate in the work of the Board of Governors without the right to vote. -----

Appointment to the Board of Governors shall be for a four-year term. -----  
Members of the Board of Governors are eligible to stand for re-election or re-appointment. -  
The Founder, the Academic Council, and the employees of the University College may relieve  
their representative of duty in the Board of Governors even before the latter has served his  
full term of office. The procedure of relieving a member elected by the Academic Council of  
duty shall be initiated at the written request of at least one-third of the members of the  
Academic Council. The decision on their relief of duty shall be made by the Academic Council  
by majority vote of all its members. -----  
The term of a newly appointed or a newly elected member shall last until the expiration of the  
term for which the former member was appointed or elected. -----  
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**Article 18**

The Board of Governors shall work in sessions that can be held with a majority of all its  
members present. The Board of Governors shall decide by a majority of all its members  
present. Multimedia or email sessions can also be held. -----  
Sessions shall be prepared, convened and presided over by the Chairperson of the Board of  
Governors. In his or her absence, the deputy chairperson of the Board of Governors shall act  
for the Chairperson of the Board of Governors. -----  
The Dean shall provide for expert and technical requirements necessary for the work of the  
Board of Governors. -----  
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**Article 19**

The Founder has the right to dismiss the Board of Governors if he or she considers that the  
way it works does not comply with the law and the University College general rules and  
regulations, or that their work is contrary to the legitimate interests of the University College  
and/or the Founder and contrary to the provisions of the Articles of Incorporation. -----  
In the event that the Founder, the employees or the Academic Council expressed  
substantiated concerns about the legality of actions of the Board of Governors member  
appointed or elected and/or representing the legal interests of the University College and/or  
the Founder, or fulfilling duties in accordance with the provisions of the Statutes, the Founder,  
the employees or the Academic Council shall initiate the procedure for the temporary  
suspension of the member in question. The suspension procedure shall be initiated following  
a duly substantiated request in writing, in accordance with Art. 20 of the Statutes. -----  
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The procedure for suspending a member of the Board of Governors may be initiated by any  
other member of the Board of Governors. -----  
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**Article 20**

A motion to suspend a member of the board shall be submitted to the Chairperson of the  
Board of Governors, or to the Dean if the suspension procedure relates to the Chair, who will  
then proceed to the examination of the admissibility within 8 days of receipt of the request  
before the appropriate commission established for that purpose.-----  
The commission that is to assess the admissibility of the request shall be composed of 3 (three)  
members: -----  
- Authorized Representative of the Founder, -----

- Dean, -----  
- Chairperson of the Board of Governors in the event that the temporary suspension procedure does not relate to the chairperson, or the deputy chairperson of the Board of Governors if the procedure relates to the chairperson. -----  
The Commission tasked with assessing the merits of the request shall respond within 8 days of receipt of the request. The opinion shall consist of written conclusions on the results of the investigation to determine the merits of the request, along with the decision, submitted to the chairperson of the Board of Governors, or to the Dean in the event that the temporary suspension procedure relates to the chairperson. -----  
Based on the commission's opinion, the Board of Governors shall implement the decision of the Commission regarding relieving the member of duty within 8 days of receipt of the opinion. -----  
During the procedure of determining the merits of the motion and the decision regarding relieving the member of duty, the temporarily suspended member of the Board of Governors shall not participate in the Council's work.-----  
In case of the dismissal of a member by the Board of Governors, the Founder or the Academic Council shall appoint or elect a new member of the Board of Governors within 30 days.-----  
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If the decision on suspension is not confirmed by vote, the Board of Governors shall withdraw the temporary suspension, and its composition shall remain unchanged. -----  
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#### **Article 21**

A member of the Board of Governors may be relieved of duty before the expiration of the term of office and in cases where: -----  
- the member resigns,-----  
- the member loses the ability to perform their duties because of ill health,-----  
- in other cases provided for by the law and the rules and regulations of the University College.-  
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#### **Dean**

#### **Article 22**

The Dean of the University College means the head and the academic leader of the University College with a status of the director of the institution. -----  
The Dean shall be elected if he or she meets the requirements set forth in law, and if he or she speaks and uses Croatian at the level required to perform the duties. -----  
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#### **Article 23**

The Dean shall be elected and dismissed by the Board of Governors in the manner and according to the procedure established by the Statutes. The Dean shall be appointed for a term of four years, and he or she may be re-elected. -----  
The procedure for the elections of a dean shall be initiated by the Academic Council no later than ninety days prior to the expiry of the incumbent's mandate. The election and appointment process of the Dean must be completed no later than 30 days prior to the expiry of the incumbent's mandate. -----Election procedure shall be instituted by the Decision on Appointment of the Electoral Commission comprised of 3 members, and by issuing a notification of vacancy to teaching staff and employees of the University College or a public invitation for candidacies. -----

The proposals submitted to the Electoral Commission shall contain the curriculum vitae and proof of compliance with the requirements set out in the invitation, police clearance certificate and the candidate's agenda and development program for the University College in the mandate period. -----

In cases where the position is open publicly to external candidates, the commission shall publish the notification of vacancy in a daily newspaper. -----

Notification of vacancy must contain the requirements that must be met by the candidate, the term of office, application deadline, the documents that need to be attached as a proof that the candidate meets the requirements, methods of delivery and the deadline in which the candidates will be informed of the decision. -----

The application deadline shall not be shorter than the deadline set forth in the law. -----

The deadline in which the candidates must be informed of the selected candidate shall not be longer than 45 days from the application deadline. -----

**Article 24**

The Electoral Commission shall collect the candidacy proposals, compile a list of shortlisted candidates out of those who meet the requirements set out in the notification of vacancy, and shall report to the Academic Council within 8 days from the application deadline on the shortlisted candidates who meet the requirements.-----

After receiving the report and documentation from the previous paragraph, the Dean shall convene and organize a session of the Academic Council within 15 days. On that occasion, candidates who fulfil the requirements shall present their programs. Public presentation shall not be longer than 30 minutes. After the public presentation, the members of the Academic Council have the right and obligation to ask questions about the overall development and activities of the University College and the program presented by the candidates.-----

Following the presentations, the members of the Academic Council shall individually assess the respective program as "acceptable" or "unacceptable", taking into account the consistency of the proposed program with the University College's development guidelines.-- Within 8 days from the date of presentations, the Commission shall establish a list of candidates containing the number of individual marks given by the members of the Academic Council and submit it to the Board of Governors along with the documents referred to in paragraph 4.-----

**Article 25**

The Board of Governors shall hold the election session within 15 days of the receipt of the files referred to in the previous Article of the Statutes.-----The

Board of Governors shall elect the Dean by secret ballot, after the established list of candidates whose programs were mostly evaluated as "acceptable" has been discussed.-----

The Dean shall be elected by a majority vote of all the members of the Board of Governors.--

If there is only one candidate in the first round of elections and he or she does not receive the required majority, the procedure of election shall be repeated. -----

Should there be several candidates in the first round, and none of them obtains the required majority of the votes, the two candidates with the highest number of votes in the first round of elections shall have the right to stand for the second round.-----

Should none of the two candidates obtain the required majority of votes in the second round, the procedure of election shall be repeated. -----

The election procedure shall be repeated if all the candidates have the same number of votes or if one of the candidates won the relative majority in the elections, and the others obtained equal number of votes.-----

**Article 26**

If there are no candidates for the dean position, or none of the candidates who applied for the position is elected, the election procedure shall be repeated. The Board of Governors will appoint an acting dean within 8 days, to serve until the new appointee takes office. -----  
The acting Dean shall serve until the appointment of a Dean, and acting dean appointments for periods longer than a year shall not be allowed. -----  
The Board of Governors may at any time, by a majority vote, relieve the acting Dean of his or her duties. -----

**Article 27**

The Board of Governors shall relieve the Dean of his or her duties: -----  
- if the Dean resigns before his or her term of office expires,-----  
- for reasons that, according to the special regulations or regulations governing labor relations, normally lead to the termination of the employment contract, -----  
- if the Dean fails to comply with the legislation or rules and regulations of the University College, or if he or she fails to implement lawful decisions of the governing bodies without a valid reason, or acts contrary to such decisions, -----  
- if the Dean causes major damage to the University College due to workplace negligence or wrongdoing, or if he or she neglects or carelessly performs his or her duties, which has lead or would have led to major disruptions in the functioning of the University College.-----  
The Dean may be relieved of duty: -----  
- if he or she abuses the function of the dean or exceeds their powers, -----  
- if he or she performs a service, or engages in a job or activity that is incompatible with the Dean's duties, -----  
- if he or she hurts the reputation of his or her function, -----  
- if the Academic Council, by a majority vote of all members, votes no confidence in academic matters to the Dean, ----- - if the Dean loses his or her ability to perform the duties.-----  
The Board of Governors shall relieve the Dean of all his or her duties if the annual financial statements point to a deterioration in the college's financial health, which was caused by poor management. -----  
The Board of Governors shall adopt the decision on initiating the procedure to relieve the Dean from duty upon written request of at least half of all members of the Academic Council following a vote of no confidence to the Dean, or upon request of at least three members of the Board of Governors.-----  
The Board of Governors shall decide on such a dismissal in an open ballot, by a majority vote of all members of the Board of Governors. -----  
Before such a decision is adopted, the Dean must be granted the opportunity to express his or her views on the reasons for which his or her relief from duty was requested. -----  
In the event when the dean is relieved of duty, the Board of Governors shall appoint the acting dean for a period up to one year and start new elections procedure no later than 30 days from the appointment of the acting dean.-----

**Article 28**

- The Dean shall: -----
- organize and manage the business operations of the University College,-----
  - represent the University College and act on behalf thereof, -----
  - undertake any legal measures on behalf of the University College, -----
  - propose the appointment of a vice-deans, heads of departments and advisors, -----
  - delegate the powers in writing to a third person to represent the University College in legal transactions within the limits of his or her authority, -----
  - appoint the persons authorised to sign financial and other documents, -----
  - act as a Chairperson of the Academic Council, -----
  - issue rules and regulations with the consent of the Board of Governors, -----
  - report to the Board of Governors and the Academic Council on the University College activities within deadlines set by special regulations and at least once a year, -----
  - propose the annual budget of the University College, -----
  - perform other duties provided by law and contained in the Statutes, -----
  - adopt a regulation on the work arrangements, with the approval of the Board of Governors, -----
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- decide on entering into and termination of an employment contract, hiring associates with the approval of the Board of Governors and the Founder, -----
  - propose relevant measures to the Board of Governors to improve the University College operations, -----
  - be held responsible for the legitimacy of the college’s operations, -----
  - implement the decisions of the Board of Governors and participate in their work without the right to vote, -----
  - perform other duties provided by law and contained in the Statutes and other rules and regulations of the University College.-----

As for the academic matters, the Dean reports to the Academic Council, while he or she reports to the Board of Governors regarding the legitimacy of the financial operations and the rational use of material and human resources. -----

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**Article 29**

The University College may enter into a contract with the Dean as its employee, according to which the Dean shall also be eligible for an acting allowance, on top of the salary. -----

In case that the elected Dean is not an employee of the University College, the institution shall sign a temporary contract of employment for the duration of the term of office, in accordance with the general labor regulations. -----

In lieu of the contract of employment, the University College and the Dean can also sign a special agreement on performing tasks within the dean's competence for the duration of the term of office, with rights and obligations set forth by the statutes and by law (management contract). -----

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**Article 30**

Without the Board of Governors’ consent, the Dean shall not close any deals regarding the acquisition, burden or alienation of real property, nor contract any other business on behalf of the University College if the value of the individual contract exceeds the amount of HRK 500,000.00. -----

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**Article 31**

Vice-Deans may assist the Dean in organizing the programs offered by the University College. For matters of special interest, advisors may assist the Dean. -----  
Vice-Deans and advisors shall be appointed and dismissed by the Academic Council at the Dean's proposal, during the term of office of the Dean. -----  
In the event of his or her absence or disability, the Dean may delegate his or her powers to the Chairperson of the Board of Governors, within the limits of competence delegated by the Dean. -----  
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**Academic Council**

**Article 32**

The Academic Council is composed of the teachers and associates of the University College, along with an employee representative and student representatives. -----  
The Dean of the University College is the Chairman and member of the Academic Council, while the remaining members may be as follows: -----

- vice-deans,-----
- heads of departments or heads of studies, -----
- chair of the Committee for Quality Assurance, -----
- up to three active or retired professors, -----
- up to three part-time members from the ranks of the business sector of the college,-----
- student representatives, -----
- employee representative.-----

The employee representative shall be appointed and dismissed by the Works Council. If the Works Council has not been established, the employee representative shall be elected and dismissed by the staff by direct secret ballot, as set forth by the Labor Act in provisions referring to the election of the works council members, consisting of one member. -----

Students are represented in the Academic Council through their representatives, whose minimum number and mandate is set forth by law. -----

Student representatives are elected separately, in accordance with the Student Council and other Student Organizations Act, the law, the Statutes and Student Council Statutes. -----

Student representatives shall participate in the work of the Academic Council and decisions on issues of special interest for students, in particular: -----

- evaluation of a particular teacher, or the quality of a study program as a part of the procedures within the quality assurance system, -----
- decisions regarding disciplinary liability (with the right to veto) or another specific student right or obligation,-----
- issues related to student internships and study visits, -----
- changes to the study system and conditions for fulfilling the study obligations that are discussed in the course of the studies, -----
- designing study programs and curricula, and setting student standards.-----

Student representatives have the right to veto. When the student veto is exercised, the Academic Council shall review the issue again after the expiration of 8 days from the veto. ---  
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**Article 33**

Academic Council shall: -----

- decide on professional and educational matters, and independently decide on specific decisions and regulations,-----

- appoint vice-deans, heads of departments and advisors at the Dean's proposal, -----
- establish and propose to the Board of Governors the candidates for the Dean according to the Statutes -----
- propose the Statutes, Regulations and the Code of the University College and their modifications to the Board of Governors, -----
- elect one member to the Board of Governors of the University College,-----
- propose the study program and curriculum to the Board of Governors, -----
- propose the admission requirements and enrolment quotas for specific programs to the Board of Governors of the University College,-----
- appoint committees to address certain issues falling within their competence, -----
- launch a call for admission to the teaching or associate positions,-----
- hold elections to the teaching and associate titles in accordance with the law, -----
- make a proposal to the Board of Governors of the University College regarding the professional and scientific development opportunities for teaching and other staff, -----
- make a proposal to the Board of Governors regarding establishing cooperation with other academic and scientific institutions in Croatia and abroad, -----
- handle student requests in the second instance, -----
- perform other duties as defined by the Statutes and other rules and regulations of the University College, -----
- monitor the discipline at the University College along with the Dean, and gives an opinion on student dismissal from the college, -----
- perform other duties provided for in the Statutes and by law. -----

The Dean shall convene and chair the sessions, and ensure proper professional and technical working conditions for the Academic Council. The Academic Council shall work at sessions, while decisions shall be made by the majority vote of the members present at the session. The Academic Council shall make legally valid decisions at sessions with a majority of all its members present. The Academic Council can work and conduct decision-making meetings by email or by other suitable methods. -----

Up to three part-time members from the ranks of the business system of the University College shall be appointed to the Academic Council by the chairperson of the Board of Governors, depending on the agenda at the session of the Academic Council. -----

The sessions of the Academic Council shall be held at least once a semester. -----  
The session of the Academic Council must be convened upon request filed with the Dean by at least 1/3 of the members. -----

The first configuration of the Academic Council shall be appointed by the Chairperson of the Board of Governors, before the election of the Dean, within 6 months of the date when the University College became operational. Until the creation of the Academic Council and the election of the Dean, the University College shall be managed by an acting dean, appointed and relieved of duty by the Fonder of by the Board of Governors. -----

### **Economic Council**

#### **Article 34**

The Economic Council, as an advisory body, shall have up to thirty members and shall be elected by the Board of Governors at the Dean's proposal. -----

Members shall be appointed from the ranks of prominent businessmen, managers, scientists and representatives of professional associations. -----

The Economic Council shall discuss professional matters relevant for the University College and make suggestions and issue opinions in the field relevant for the University College's activity. -----

The Chair of the Economic Council shall be appointed by the Board of Governors. -----

The rights and obligations of the members of the Economic Council and their term of office, as well as the election mechanism are regulated by the Rules of Procedure of the Economic Council. -----

**Organization**

**Article 35**

The activity of the University College shall be performed in academic units. The academic units at the University College shall be the chairs and other organizational units as provided by law. Each academic unit shall have a head/chair. The term of office of the chair shall be in line with the dean's term of office. -----

In order to run classes outside the registered office, the University College may establish a branch as an academic unit without legal personality. To establish a branch, the University College must get an accreditation in accordance with the law. -----Administrative and general tasks at the University College shall be performed by the Student Office and the Dean's Office. -----

**Article 36**

The internal structure of the University College is regulated by a regulation adopted by the Dean, in agreement with the Board of Governors. -----

**TEACHING STAFF AND ASSOCIATES**

**Article 37**

The activity of the University College shall be performed by teaching staff and associates admitted to the teaching and associate positions, as well as other associates and employees.-

-----Teaching staff at the University College shall perform teaching and other academic activities, prepare and give exams in the subjects for which they were admitted, supervise student research and perform other tasks set forth in the Statutes, other general rules and regulations and study program.-----

Teaching staff at the University College shall perform teaching and other academic activities according to the highest standards of excellence according to the criteria established by the College's Management Board and they shall continuously develop their skills to that end. ---

Deans, vice-deans, teaching staff, employees (administrative and technical staff) shall sign temporary or permanent employment contracts with the University College. -----

When there are reasons that either prevent signing a contract of employment or make it an inadequate solution, the persons referred to in the previous Article may do their job on the basis of a service contract, copyright contract, or some other arrangement. -----

Teachers who sign copyright contracts with the University College shall deliver classroom teaching according to the curriculum, but based on the syllabus they had prepared, by using their own teaching material and teaching equipment.-----

In order to deliver all of its activities, the University College may also sign a cooperation agreement with another legal entity whose activities correspond to the type of work that needs to be done. -----

Any serious violation of the provisions of the Statutes, the Book of regulations and other rules and regulations of the University College shall constitute a serious breach of the employment obligation which may result in the extraordinary termination of the contract of employment, service contract, copyright contract, or any other arrangement. -----

**Article 38**

Teaching activity at the University College shall be delivered by teachers and associates admitted to teaching and associate titles and positions in accordance with the law. -----

Teaching at the University College may also be conducted by trainee teachers who have not yet been admitted to teaching and associate titles, provided that they are admitted to a title within a reasonable time. The deadline for admission to a title and other requirements for teaching staff who are not elected to teaching and associate titles shall be specified in the separate Book of regulations. -----

The teaching titles at the University College are: lecturer, senior lecturer, university college professor, tenured university college professor. The scientific-teaching titles at the University College are: assistant professor, associate professor, full professor, tenured professor. -----

The associate title and position at the University College is: graduate teaching assistant and assistant. -----

The requirements for admission to teaching and scientific-teaching titles are set forth in the law. The requirements for admission to associate title include a university degree, or high school diploma in exceptional circumstances, along with a high level of expertise in the field proved by international certifications. -----

**Article 39**

The University College shall carry out the procedure of admission to teaching and associate titles and corresponding positions based on a public notification of vacancy, according to the procedure and in compliance with the Statutes and the law. -----

The University College may sign a contract of employment with persons admitted to teaching and associate titles subject to the conditions prescribed by law. -----

**Article 40**

Teaching activity at the University College may be delivered both by the teachers and associates appointed to a titular position. -----

Teaching at the University College may also be conducted by teachers appointed to scientific-teaching positions or titular scientific-teaching positions at the university. -----

The University College and associates referred to in paragraphs 1 and 2 of this Article shall work together without signing a contract of employment, according to the procedure and subject to the conditions prescribed by law. -----

The experts who had not been appointed to the teaching position (visiting scholar) may also be entrusted to teach a particular subject by the decision of the Dean, according to the procedure and subject to the conditions set forth by law. -----

**Admission Procedure to Teaching and Associate Positions  
Article 41**

The admission procedure to scientific and associate position as well as the corresponding position shall be based on the public notification of vacancy, announced by the Academic Council. -----

In the process, along with adopting a Decision on announcing the notification, the Academic Council shall appoint the Assessment Board responsible for submitting proposals of candidates. -----

The Assessment Board shall have three members, who shall hold the same or a higher scientific position as compared to the position being the subject of the appointment procedure. -----

The notification of vacancy shall be published on the official website of the University College, as well as in other Croatian and international public media in accordance with the law. -----

----- The requirements for admission to the teaching or associate titles and the corresponding position shall be listed in the notification of vacancy in accordance with the law. -----

**Article 42**

The Assessment Board referred to in the previous article shall issue an opinion on whether the candidates fulfil the requirements for the title and position. ----- The Assessment Board shall, within the prescribed time limits, prepare a report on the eligible candidate who meets the requirements to be admitted to the title and position and submit it to the competent Committee.-----

**Article 43**

Admissions to the title and corresponding position shall be granted by the Academic Council from the ranks of the candidates who meet the requirements, based on the opinion of the competent committee and the proposal made by the Assessment Board. -----

Admissions to the associate title and the appropriate position shall be granted by the Academic Council from the ranks of the candidates who meet the requirements in accordance with the relevant Book of regulations.-----

Admissions to the titular titles shall follow the same procedure, without granting the corresponding position. As a rule, the procedure of admission to teaching titles shall be subject to a fee.-----

**Admission Procedure to Non-Academic Positions at the University College**

**Article 44**

The decision on the selection of the University College staff and signing a contract of employment or another type of contract related to administrative, technical, sales, marketing and other duties to be performed at the University College or the Dean's Office shall be made by the Dean outside of the procedure set forth in the Statutes related to the admission to teaching or associate titles. -----

The requirements for the positions referred to in paragraph 1 of this Article shall be defined in the competition notice. -----

**Teaching Staff and Associates Obligations**

**Article 45**

The teacher shall conduct teaching and educational activities in accordance with the study program and curriculum, as well as perform other duties set forth in the Statutes and the law.

Under the direct supervision of the professor, the assistant shall assist the professor with teaching, organize practical work and internships, perform practical training, as well as other teaching-related professional tasks.

**Article 46**

Teachers and associates shall perform their teaching and other duties set forth in the law, the Statutes and other rules and regulations of the University College, in particular:

- perform all forms of teaching (lectures, practical training, seminars, individual and group consultations, examinations) set forth in the study program and curriculum,
- participate in scientific and professional activities,
- participate in continuing education and training,
- participate in student counselling and support,
- participate in the work of professional and other bodies of the University College,
- participate in the University College management,
- participate in the role of a student supervisor until they complete their studies,
- participate in guiding the student in preparing their final papers and graduation thesis,
- participate in the performance of other college activities set forth in the Statutes.

The University College shall have a right to impose to the teaching staff a compulsory attendance to professional workshops and other training programs organized and paid by the University College, according to a previously adopted schedule. All teachers are required to play an equal part in the joint activities of the University College: lectures, examinations, seminars, council, department and committee meetings, and other meetings to which they are invited by the governing bodies and activity directors at the University College.

The standardization of teaching staff activities in the teaching process and other academic activities at the University College shall be regulated by appropriate mechanisms adopted by the Dean.

**Article 47**

A teacher, an assistant or an employee of the University College working under a contract of employment may accept teaching, scientific and professional assignments outside the University College only upon the written consent of the Dean. Teachers, assistants and employees are required to inform the Dean in writing before accepting any assignment at another university college and/or institution and/or company.

Should a teacher or associate act contrary to the provisions of this Article, such an action shall constitute a serious breach of the employee's obligations and they shall bear the consequences set forth in the Labor Act.

**Article 48**

Should they fail to fulfil their obligations set forth in the law, the statutes or other rules or regulations of the University College, such actions of the teachers, associates and other employees shall constitute a breach of the employee's duty and they shall bear the consequences set forth in the Labor Act or in special contracts concluded with the College. –

**Article 49**

All University College employees and persons who have signed a cooperation agreement, special service agreement or a copyright contract with the University College shall observe professional secrecy with regard to the University College. -----

The information protected by professional secrecy shall include: -----

- information and documents classified as confidential by the Dean, the Chairperson of the Board of Governors and/or the Founder, -----
- information and documents presented as confidential to the University College by the competent authorities, -----
- measures and procedures in the event of exceptional circumstances, -----
- site security plan for the University College's premises and property, -----
- other information and documents categorised as "secret".-----

Information and documents categorised as secret may be disclosed to third persons only by the Founder, the Chairman of the Board of Governors and the Dean, if there is a mutual consensus and if they were given the Founder's consent. -----

**Article 50**

Breach of confidentiality shall constitute a serious breach of their duties and shall therefore be liable for damages. In the event that the employees and persons who signed a cooperation agreement, special service agreement or a copyright contract with the University College breach confidentiality, which in turn results in damage to the university college, they shall recover such damage to the extent of the proven losses and impact. -----

A breach of confidentiality shall constitute grounds for extraordinary termination of the contract of employment, or cooperation agreement, special service agreement or a copyright contract. -----

**STUDIES**

**Teaching**

**Article 51**

Teaching at the University College is centered on interaction and problem-oriented learning, and is conducted in study groups according to the Bologna Process guidelines, standards and criteria. -----

Teaching at the college shall partly be organized in the form of fieldwork and practical training, consultations, seminars and supervision, depending on the specific course. -----

Courses are taught according to the study program and coordinated curriculum prepared by the teaching staff, and they are regulated by the University College's books of regulations and other academic rules and regulations. -----

**Article 52**

The University College shall organize and conduct professional undergraduate studies and specialist graduate professional studies according to the study programs and curricula in accordance with the accreditation granted by the competent ministry. -----

Upon completion of professional studies, the student shall be awarded the professional title of professional baccalaureus/baccalaurea with a reference to a specialisation in accordance with the law. Upon completion of specialist professional graduate studies, the student shall be awarded a title of a specialist in a given profession (spec.) in accordance with the law. -----

**Article 53**

The requirement for admission to undergraduate professional studies is the completion of a three-year or four-year secondary school program and passing the entrance exam or achieving good results in state matura. -----

The requirement for admission to specialist graduate professional studies is completion of an undergraduate professional or undergraduate university study program (established according to the Act on Scientific Activity and Higher Education) with at least 180 ECTS credits, completion of a professional undergraduate study program (established before the Act on Scientific Activity and Higher Education entered into force) which was shorter than 3 years and led to an associate degree, if the acquired title is equal to the professional title "professional baccalaureus/baccalaurea" according to the special List of professional titles, completion of university undergraduate studies and completion of corresponding undergraduate studies that lasted at least 3 years (established according to the law). -----

The level of previously completed studies shall be checked against the specialist graduate professional study program, while those who had completed their studies under previous legislative requirements, or those who graduated from the programs in a different field may be required to pass the exams from undergraduate professional study program upon admission to the graduate professional study program. -----

**Article 54**

Undergraduate professional studies last for three to four years with a full-time workload (180 or 240 ECTS). -----

Specialist graduate professional studies last for one to two years with a full-time workload (60 or 120 ECTS) according to the study program for which the school was accredited. -----The total number of credits earned in the undergraduate and specialist graduate professional studies is at least 300 ECTS credits. -----

**Study Program and Curriculum**

**Article 55**

Undergraduate professional studies and specialist graduate professional studies (hereinafter: the studies) are organized according to the study program and curriculum. -----

The study program shall contain: -----

1. professional title acquired upon completion of study program, -----
2. academic requirements for admission to the study program, expected requirements that the student has to meet to progress to the next semester or trimester, or the next year of studies, as well as course prerequisites, -----
3. anticipated learning outcomes achieved by completing individual study obligations, study modules and overall study program as well as the number of hours needed for each study obligation to make sure that the learning outcomes would be achieved,-----
4. ECTS credits allocated to each study assignment based on the average total time spent to achieve learning outcomes as part of this requirement, -----
5. mode of teaching and assessment methods for acquired learning outcomes for each course requirement, -----
6. list of other study programs from which the student can earn ECTS credits, -----
7. considerations about finishing the studies, -----

8. provisions on whether and under what conditions the students who have either dropped out of study or lost the right to study can pursue their studies, -----
9. the syllabus of the mandatory and elective courses and the number of hours required to meet the requirements, -----
10. the credit value of each subject in accordance with the European Credit Transfer System (ECTS), -----
11. course delivery and assessment formats. -----

#### **Article 56**

The study programs are conducted according to the curriculum, which shall specify: -----

- professors and associates who will conduct teaching according to the program of study, -----
- venue, -----
- start date and end date, as well as the teaching schedule, -----
- forms of teaching (lectures, seminars, practical training, consultations, exams etc.), -----
- method of examination, -----
- examination schedule, -----
- possibility of teaching in a foreign language, -----
- thoroughly elaborated syllabus (detailed curriculum) with a well-defined list of appropriate teaching units and related exercises and examples, -----
- other important facts related to teaching. -----

A detailed curriculum shall be subject to a professional confidentiality obligation. -----

#### **Article 57**

The study program and curriculum are conducted in the academic year, in semesters in a duration specified under rules and regulations of the University College regulating the system of studies, in accordance with the law and the Statutes. -----

#### **Article 58**

The courses at the University College are taught in Croatian, but they can also be taught in English. Reference materials used are in Croatian or English. -----

#### **Article 59**

The system of studies at the University College shall be regulated by the Book of Regulations on Study Programs adopted by the Academic Council, which regulates the rules of studying at the University College based on the study program and curriculum. -----

### **Examinations and grading scheme**

#### **Article 60**

Students' knowledge may be tested and assessed during the academic year, while the final grade shall be determined at the examination. -----

#### **Article 61**

A student's performance at the examination is expressed in grades: excellent (5), very good (4), good (3), sufficient (2) and insufficient (1). -----

Only passing grades shall be entered in student records: excellent (5), very good (4), good (3) and sufficient (2). -----

It may be determined by the curriculum that some forms of instruction shall be conducted without grading, or that grading shall be descriptive. -----

**Article 62**

Each student has a supervisor (mentor) who is selected from the list of potential supervisors approved each year by the Dean, who shall help the student prepare their final paper or graduation thesis. The supervisor that a student wants to choose shall be approved by the Chair of the Committee for Final Examinations. -----

**Article 63**

Examinations (written, oral, practical part of exams etc.) and other important circumstances related to examinations are regulated by the Book of Regulations on Study Programs and Studying referred to in Art. 59 of the Statutes, regulating the rules of study. -----

**Completion of Studies**

**Article 64**

The studies at the University College shall be completed by passing all examinations, producing the final paper or graduation thesis and passing the final examination, if the latter is provided by the program of study. -----

The final paper or graduate thesis and the final exam shall be graded by the Examination Committee that has three members. The President of the Committee for Final Examinations determines the composition of the Examination Committee, which consists of the Chair, supervisor and a member of the examination committee. Members of the Examination Committee may come from the ranks of the Committee for Final Examinations, the college's teaching staff admitted to teaching or scientific-teaching title, and persons elected to teaching or scientific-teaching title who are not employed by the University College. -----

**Documents on Completion of Study**

**Article 65**

Upon completion of studies, the student shall be awarded a degree certifying the completion of study and the academic title. In addition to the degree, a diploma supplement shall be issued certifying the examinations passed, grades achieved and ECTS credits earned, and outlining the course content. Diploma and Diploma Supplement shall be deemed official documents. The content thereof shall be prescribed by the minister of the competent ministry. -----

**STUDENTS**

**Student Status**

**Article 66**

Student status at the University College is acquired in the following ways: -----

- by enrolling in the study programme according to admission requirements, -----
- by paying a non-refundable instalment of a tuition fee, -----
- by signing the study contract with the University College.-----

The status of a college student cannot be granted by the University College if any one of those three elements is missing. -----

The student status is proved by a student ID. The content and form of the student ID shall be prescribed by the minister of the competent ministry. -----

**Article 67**

Foreign citizens shall be admitted to study under the same conditions as Croatian citizens if they meet the admission requirements set forth by the law, the statutes and decisions and regulations of the University College. -----

**Article 68**

Students pursuing their studies at the University College may have full-time or part-time student status. Status, rights and obligations of full-time and part-time students shall be regulated by the Statutes, the Book of regulations on study programs or the general rules and regulations of the University College, as well as the relevant legislation. -----The costs of the study shall be borne by students or another person liable to pay for such costs on the basis of a contract. A part of the costs of study may also be borne by the competent ministry. -----

**Article 69**

Admission shall be performed on the basis of public competition announced by the Board of Governors in accordance with the law. -----  
The notice of competition shall contain: admission requirements, number of available places for the course, admission process, supporting documents and college application deadlines. -

**Article 70**

Student selection is based on the entrance exam for all eligible applicants. Entrance exam is defined by a general regulation governing the rules of study, in accordance with the law. ----

**Student Rights and Obligations**

**Article 71**

The student shall have the right to: -----  
- attend high-quality study program, -----  
- participate in scientific and professional activities, -----  
- consultation and supervision (mentoring), -----  
- freedom of thought and freedom of expression in class, -----  
- evaluate the quality of teaching and teacher quality, -----  
- participate in decision-making processes under the Statutes, -----  
- complain about the violation of their rights, -----  
- other rights in accordance with the law, the Statutes and the general rules and regulations of the University College.-----

**Article 72**

The student shall have the obligation to respect the rules of study, the Statutes and other general rules and regulations of the University College, and to properly carry out their student obligations set forth in the study program and curriculum. -----

Disciplinary liability of a student is regulated by the Book of regulations on Disciplinary Procedures, by the Statutes, by general rules and regulations of the University College and by a contract signed between the University College and the student. -----

**Termination of the Student Status**

**Article 73**

The student status shall terminate automatically:

- upon the student's withdrawal from study,-----
- when a student interrupts their studies, -----
- when a student stops paying tuition fees, -----
- upon his/her expulsion for breach of contract signed with the University College, or for violation of the Statutes and other general rules and regulations, -----
- upon completion of the studies, -----
- If their right to study has expired, as determined by the statutes, the general rules and regulations of the University College and the law, -----
- for other reasons established by the Statutes, the Book of Regulations on Study Programs or other rules of the University College.-----

**Article 74**

If a student meets their legal and contractual obligations, he or she shall retain student status until they defend the final paper or graduation thesis. -----

**Studying at the University College**

**Article 75**

Studying at the University College is an interactive process of knowledge transfer involving a compulsory participation in all forms of teaching, as set forth in rules and regulations. -----

Studying at the University College is conducted in accordance with the Bologna Process guidelines, standards and criteria. -----

Studying at the University College includes standard methods of assessment prescribed by law and common for all higher education institutions, which are performed according to a defined and published examination timetable. -----

Throughout their studies at the University College, students can use the teaching material for specific courses at the University College. -----

The study process is regulated by the corresponding regulations of the University College and the contract signed between a student and the University College. -----

**Student Records**

**Article 76**

The University College keeps the following student records: -----

1. records of candidates that applied for the entrance exam, including the results thereof, ---
2. student records, -----
3. student personal records, -----
4. student performance and other obligations records, -----
5. records of documents issued upon the completion of studies and conferred degree, -----
6. other records prescribed by the law, implementing acts and general rules and regulations of the University College.-----

The records shall be kept by the University College. The methods for collecting and storing such records are prescribed by law. -----

**PUBLICITY OF ACTIVITIES**

**Article 77**

The University College's activities shall be public. -----  
The University College shall duly and transparently keep the community informed about the activities for which it was established. -----  
The University College can issue periodicals, publish information on the Internet, and submit reports on its activities to keep the community informed. -----  
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**Article 78**

The methods of informing the public referred to in the previous article shall be established by the Dean. -----  
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**TRANSITIONAL AND FINAL PROVISIONS**

**Article 79**

The Book of regulations on study programs and studying, which further regulates the rules of studying, shall be adopted in accordance with the Statutes within ninety days from the adoption of the Statute. -----  
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**Article 80**

The University College shall be established for an indefinite period. -----  
The University College starts to operate on 01/09/2008. -----  
The University College ceases to exist: -----  
- upon the Founder's Decision, -----  
- upon a decision of the competent state authority passed in accordance with the law, -----  
- in any other way set forth in law. -----  
-----

**Article 81**

In case of any issue that has not been regulated by the provisions of the Statutes, the provisions of the Act on Scientific Activity and Higher Education, the Institutions Act, the Civil Obligations Act, the Companies Act, the Act on Quality Assurance in Science and Higher Education and other valid regulations in the Republic of Croatia shall apply. -----  
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**Article 82**

The Statutes shall be confirmed by the Founder and shall enter into force on the eighth day following its publication on the College's notice board. The Statutes may be amended only by a written instrument. -----  
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In Zagreb, 18th March, 2016 -----  
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President of the Board of Governors of the Algebra University College: -----

HRVOJE JOSIP BALEN, M.Eng.  
(signature illegible)

-----  
The Statutes have been approved by the Founder:  
ALGEBRA d.o.o. za obrazovanje odraslih i usluge  
Tomislav Dominković, M.Eng., director

*(signature illegible)*

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Seal: Algebra limited liability company  
for adult education and services  
Maksimirska 58a, 10 000 Zagreb