

Pursuant to Article 33 of the Statute of the Algebra University College and in accordance with Article 82 of the Act on Scientific Activity and Higher Education, the Academic Council of the Algebra University College enacted, at its 80th regular session held on 30th June 2020, the following:

BOOK OF REGULATIONS ON STUDY PROGRAMS AND STUDYING OF THE ALGEBRA UNIVERSITY COLLEGE

I. GENERAL PROVISIONS

Article 1

Scope and Content of the Book of Regulations

(1) This Book of Regulations represents a general act which regulates the issues of organization and structure of accredited study programs carried out by the Algebra University College and in particular stipulates provisions related to the acquisition and retention of student status, progress of students through studies, organization and implementation of classes, implementation of exams as well as students' and teachers' rights and obligations.

Article 2

(1) The terminology used in this Book of Regulations in masculine gender is neutral and refers to male and female persons and cannot be in any way interpreted as a basis for sexual or gender-based discrimination or favoritism.

II. STUDY PROGRAMS

Article 3

Activity and Study Programs

(1) The Algebra University College conducts higher education activities through the implementation of undergraduate professional study programs and specialized professional graduate study programs in accordance with valid licenses issued by the relevant Ministry. The duration of the studies and acquisition of professional titles upon their completion are defined by the University College study program in accordance with the *Act on Scientific Activity and Higher Education* (hereinafter referred to as Act).

Article 4

Categories and Levels of Study Programs

- (1) Higher education at the Algebra University College is obtained upon completion of a professional study program in accordance with the Act.
- (2) The professional study program is organized and implemented with the aim of enabling the acquisition of an appropriate level of knowledge and skills which are necessary for professional activities and qualify students for participation in the working process.
- (3) The professional study program is carried out on two levels, namely:
 - a. Undergraduate study program
 - b. Graduate study program
- (4) Each level of studies is completed by obtaining a particular title or degree in accordance with the Act or accredited study program.

III. ADMISSIONS

Article 5

Right to Enrollment in Study Programs

(1) The right to enrollment, enrollment procedure and enrollment quotas for study programs carried out by the Algebra University College are defined by the **Call for Admission** for a particular academic year and study program. The Call for Admission is adopted by the Managing Board upon the proposal of the Academic Council not later than six months before the beginning of the academic year to which it refers. The Call for Admissions is publicly announced and available on the web site of the study program.

Article 6

Enrollment Procedure

(1) Applicants are required to submit their application before the deadline stipulated in the Call for Admission by completing an on-line application form available on the website of the University College or by applying through the National Information System for Applications whereby, after the final selection of the higher education institution, it is necessary to complete an on-line application form on the website of the University College.

(2) Candidates are selected through a classification procedure. The classification procedure for enrollment of students in professional study programs is based on the evaluation of secondary education results and implementation of an entrance exam. Candidates who have taken the national secondary school leaving examination are enrolled on the basis of the results thereof.

(3) Description of the classification procedure and documentation required for submission to the Algebra University College within the application process are stipulated by the Call for Admission.

(4) Within the enrollment procedure, candidates are required to submit all documents stipulated by the Call for Admission, select a model of payment and sign a **Learning Agreement** and a **Preliminary Invoice** together with tuition fee payers and the Algebra University College.

(5) For each candidate who has obtained the right to enroll, the Algebra University College will prepare a request for payment valid within the period stipulated by the Call for Admission for the completion of the enrollment procedure. The request for payment contains information necessary in order to make payments in cash, request loans from commercial banks or obtain payment security instruments in the case of tuition fee payment through cash installments. The tuition fee determined by the request for payment includes possible fee reductions based on acknowledged courses and/or certifications, scholarships, grants or discounts.

(6) A candidate who does not complete the enrollment procedure within the stipulated time period, and particularly one who does not make a tuition fee payment loses the right to enroll. This right will be transferred to the applicant following on the ranking list who was not given the right to enroll, but has earned the minimum admission score.

Article 7

Recognition of formal learning (academic recognition)

(1) Students may request recognition of competencies acquired through formal learning or passed exams at an accredited higher education institution in Croatia or elsewhere in the world according to the conditions defined in the current Book of regulations on academic recognition published on the website of the Algebra University College published on the website of the Algebra University College.

(2) Students may request recognition of competencies or exams related to courses passed at another higher education institution if the course has been passed at the same level of studies (undergraduate or graduate level).

(3) Exams passed at another higher education institution may be acknowledged partially (particular learning outcomes) or entirely.

(4) Requests for acknowledgement of exams passed at another higher education institution must be submitted to the Registrar's Office by filling out the request form available through the Infoeduka

system. Along with the completed request form, students are required to submit other documents listed in the Book of regulations on academic recognition.

(5) Requests for acknowledgement of exams passed at another higher education institution must be submitted to the Registrar's Office by filling out the request form available through the Infoeduka system. Along with the completed request form, students are required to submit other documents listed in the Book of regulations on academic recognition.

(6) The procedure of recognition of competencies or exams (academic recognition) is to be paid by applicants and/or students in accordance with the current **Decision on Reimbursement of Expenses**

(7) Based on approved requests, students may be eligible for tuition fee reduction in the monetary value of ECTS credits of acknowledged courses, depending on the selected model of tuition fee payment defined by the current **Decision on Reimbursement of Expenses** adopted by the Managing Board of the Algebra University College not later than 3 months before the beginning of the academic year to which such decision applies. Decision on Reimbursement of Expenses is publicly announced on the website of the Algebra University College..

Article 8

Recognition of non-formal and informal learning

(1) Students may request Recognition of non-formal and informal learning under the conditions defined by the current **Book of regulations on recognition of non-formal and informal learning** published on the website of the Algebra University College.

(2) Non-formal and informal competences can be acknowledged as individual learning outcomes or as a total of learning outcomes of a particular course.

(3) Students are required to register for taking (sitting lectures and examinations) learning outcomes which have not been acknowledged. For courses regarding which all learning outcomes have been acknowledged, students are required to register for taking exams and take an oral exam if one is conducted within specific course, otherwise they do not have to take any additional examinations.

(4) Students are required to submit their request for Recognition of non-formal and informal learning in written form by filling in the Request Form available on web site of Algebra University College . Together with the completed request form, students are required to submit other documents listed in the **Book of regulations on recognition of non-formal and informal learning**.

(5) Requests are to be submitted before the beginning of the academic year and not later than 15 days before the enrollment in the particular year of study during which the course for which the student seeks acknowledgement is held or before submitting the enrollment paper.

(6) The procedure of recognition of non-formal and informal learning is to be paid by applicants and / or students in accordance with the current **Decision on Reimbursement of Expenses**.

(7) Based on approved requests, students may be eligible for tuition fee reduction in the monetary value specified by the current **Decision on Reimbursement of Expenses**.

IV. TUITION FEE

Article 9

Tuition Fee, Preliminary Invoices and Scholarships

(1) The amount of the tuition fee and models of payment are defined by the current **Decision on Reimbursement of Expenses** approved by the Managing Board of the University College for a particular academic year not later than 3 months before the beginning of the academic year to which the decision applies and are publicly announced on the website of the Algebra University College.

(2) The student pays the tuition fee for each year of study in accordance with the current tuition fee for the academic year in question.

(3) The Algebra University College reserves the right to alter tuition fees for future academic years in accordance with fluctuations on the market and on the basis of a decision made by the Managing Board.

- (4) Students who enroll in higher years of study will be issued preliminary invoices for annual tuition fees before the enrollment in the following year of study. When enrolling in higher years of study, preliminary invoices will include possible additional payments related to the total value of ECTS credits for courses re-enrolled from the previous year which will be issued for each semester separately.
- (5) Students who re-enroll in the same year of study will be issued preliminary invoices per semester when enrolling in each semester. Preliminary invoices will be issued for a monetary amount in accordance with the value of ECTS credits related to courses enrolled in each semester, whether in the case of first time enrollment or re-enrollment of a course.
- (6) The right to tuition fee reductions based on exams acknowledged at other institutions and industrial certifications is stipulated by the current **Decision on Reimbursement of Expenses**.
- (7) The tuition fee for one year of study (annual tuition) includes exclusively and only the elements which are stipulated by the Call for Admission and Learning Agreement.
- (8) During a particular academic year, the Algebra University College may award scholarships in accordance with the **Scholarship Program** announced in the **Call for Scholarships**. The Scholarship Program will be announced on the website of University College not later than 3 months before the beginning of the academic year to which the Call for Scholarships refers. The terms of the Call for Scholarships are determined by the Dean of the Algebra University College.

V. INFRASTRUCTURE OF STUDYING

Article 10

Formal Communication Channels

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

Article 11

Official Email Address

- (1) All students are required to use the verified student email address in their formal communication with teaching staff and/or associates and/or student services, using the Algebra University College domain that they have received when they enrolled in the program at the university college.
- (2) Any email messages sent by the students to teaching staff, associates and student services at the Algebra University College through an address other than verified one shall not be taken into consideration.
- (3) The students have the right and the obligation to use the student email address free of charge during their studies with the Algebra University College only. After they leave school, their user account shall be closed.
- (4) The students who had graduated from the Algebra University College may retain the right to use the student email address free of charge after graduation in exceptional circumstances.
- (5) The student must not share the email login details with other students or any third persons in no circumstances. The student shall be held accountable for any email activity undertaken by using his or her login details.

Article 12

Infoeduka – Digital Student Service System

- (1) Infoeduka is a digital student service system accessible to students through the use of a password and username unique for each student.
- (2) Students will receive all official notifications and information through the Infoeduka system which represents the official "**bulletin board**" of the Algebra University College.
- (3) Students are required to use the Infoeduka system in order to maintain active communication with the Algebra University College, its teachers, Registrar's Office, Dean's Office and other students as well as to register and cancel exams, monitor class schedules and perform other activities related to their studies.
- (4) The Infoeduka system is a property of the Algebra University College and is a part of the AAI integrated management system of academic identities managed by CARNET. Students can use AAI access data in order to access other resources provided by CARNET to all students studying in the Republic of Croatia.
- (5) Students are not allowed to share their access data with other students or any other persons in any way. For each activity performed within the Infoeduka system using student's access data, all responsibility is to be taken by the student himself.
- (6) Students are required to respect the copyrights of the Algebra University College and its teachers regarding the teaching materials received in printed or electronic form or available through the Infoeduka system. It is forbidden to copy, distribute or publish materials of the Algebra University College or a part thereof or make them available to third parties in any way.
- (7) All activities carried out by the students within the Infoeduka system will be continuously recorded in order to make it possible to subsequently determinate the justification of any potential complaints or appeals in procedures such as registration and cancellation of exams, etc.

Article 13

Portal for Tuition Fee Payers

- (1) Infoeduka is a digital student service system which can be accessed by tuition fee payers as well through the use of a password and username unique for each tuition fee payer.
- (2) Upon enrolling students and signing Learning Agreements, tuition fee payers receive the access data for the digital student service system.
- (3) Through the Infoeduka system, tuition fee payers can access information about courses and monitor student performance.
- (4) Tuition fee payers through the Infoeduka system have an insight into the finances and can take on the obligation to pay the preliminary invoice.
- (5) In no case it is allowed to share access data with other persons.

VI. CLASSES

Article 14

Academic Year and Calendar of Classes

- (1) In a particular academic year, classes are conducted in accordance with the **Decision on the Calendar of Classes** adopted by the Academic Council not later than 3 months before the beginning of classes. The calendar of classes is publicly announced on the website of the Algebra University College.
- (2) **Schedule of Classes** and **Schedule of Exams** is adopted by the Dean of the Algebra University College not later than one week before the beginning of each semester. Schedule of Classes and Schedule of Exams are announced within the Infoeduka system.
- (3) Possible changes of schedule and location of exams will be announced by the Algebra University College and students who have registered for the exams will be notified within the Infoeduka system.

Article 15

Study Year

- (1) At the undergraduate level and graduate level, the study year begins in September and continues until September of the following calendar year, thus coinciding with the academic year. The study year at the undergraduate level and graduate level begins with the first enrolled winter semester and ends with the second enrolled summer semester of the coinciding academic year.
- (2) At the graduate level, the study year may begin in February and continues until February of the following calendar year and does not coincide with the academic year which means that it begins with the first enrolled summer semester of one academic year, and ends with the second enrolled winter semester of the next academic year.
- (3) Classes of the specialized professional graduate MBA study program are carried out modularly and start in accordance with the **Call for Admission** announced on the website.
- (4) The schedule of courses for full-time and part-time students is stipulated by the **Call for Admission** of a particular study program. In case of an insufficient number of applicants required for the initiation of a study program for full-time and part-time students, the University College will attempt to organize a study program adapted to part-time students.

Article 16

Organization of Classes

- (1) Implementation of classes is the basic activity of the Algebra University College. Classes are organized in accordance with the educational plan and program approved by the Ministry of Science, Education and Sports based on the licenses issued to the Algebra University College.
- (2) Classes are problem-oriented and based on active participation of students in all forms of classes. Classes are conducted in the following forms: lectures, exercises (auditory and laboratory), seminars and consultations as well as through independent work at home. Students are required to prepare for classes, write homework, prepare presentations and projects, perform practical tasks and complete other activities stipulated by a detailed execution plan of a particular course.
- (3) During classes, student activity is evaluated through seminar tasks, control tasks, mid-term exams and laboratory exercises. Thus obtained results can be added together and influence the final grade of the course.
- (4) At the undergraduate level, classes are generally conducted in Croatian language using manuals and other forms of literature written in Croatian. At the graduate level, classes are conducted in Croatian or English language using manuals and other forms of literature mostly in English. Classes conducted by guest lecturers from abroad are mostly organized in English. Classes of the graduate MBA study program are conducted exclusively in English.
- (5) Within particular study programs, the curriculum stipulates student work placement or development of projects in cooperation with employers. Organization of these types of classes is regulated by the **Book of Regulations on Work Placement**.
- (6) In addition to this Book of Regulations, the organization of classes within a particular course is defined in detail by the **Instructions for Attending and Taking Courses** adopted by the teacher in charge of each particular course as official amendments to this Book of Regulations. Instructions for each course are defined and announced by the teacher within the Infoeduka system not later than after the first lecture of a particular semester.

Article 17

Elective Courses

- (1) Guided by the criteria of cost effectiveness, the Algebra University College will organize classes for all elective courses with at least 10 (ten) or more applicants. In case that there is a study program in which less than 20 students are enrolled, the classes shall be organized for those elective courses for which at least 50% of the students enrolled in the given study program applied.
- (2) When assigning students to groups, the following criteria will be taken into account;
 - number of compulsory courses passed and average grade obtained in passed courses

- sub-specialization in which the student is enrolled and objective possibility of taking a particular course
- date of submission of enrollment form

(3) The elective course is a part of the educational standard and, therefore, when elected by a student, the elective course becomes a compulsory course, except in the case if a student does not pass it within the prescribed period then the course can be replaced by another elective course.

Article 18

Records of Class Attendance

(1) The Algebra University College will monitor students and keep records of their attendance in classes.

(2) Each teacher of the Algebra University College will verify the presence of students in each class and keep records of student attendance. In addition, the teachers are also required to use the Infoeduka electronic system for keeping records of attendance.

(3) Teachers and students are required to attend classes on time and be adequately prepared.

(4) Students who run late for classes may be excluded from attending classes by the teacher in charge of the course in case such behavior disrupts the teaching process.

Article 19

Class Attendance

(1) Full-time students are required to be physically present at (attend) a minimum of 50% of lectures and a minimum of 70% of exercises within each course.

(2) Part-time students are required to be physically present at (attend) a minimum of 40% of lectures and a minimum of 60% of exercises within each course.

(3) If the classes are conducted as integrated (modular classes of the MBA program), students are required to attend a minimum of 60% of classes.

(4) Full-time students are required to attend a minimum of 60% of Kinesiological culture activities.

(5) Students who do not meet the minimum attendance in classes or do not fulfill one of the requirements stipulated by the Instructions for Attending and Taking Courses and determined by the study program, cannot obtain a digital signature from the teacher in charge of a particular course and cannot take exams, but are required to re-enroll in the course.

(6) The Vice Dean for Students may exceptionally grant a student who has not attended the prescribed amount of classes due to justifiable reasons the possibility to attend additional classes or present a seminar paper or a project. In this case, a student can, before the end of the course, submit a written request on a prescribed form along with presentation of required evidence.

Article 20

Study Groups

(1) During the confirmation of the online application or enrollment form, students will be assigned to groups.

(2) Students will be re-assigned to groups each semester and in the case of re-enrollment in courses of previous years of study or partial enrollment of courses of higher years of study, different groups will be formed for courses of each year of study.

(3) When assigning students to groups, the following criteria will be taken into account;

- date of submission of enrollment form (primary criterion)
- sub-specialization in which a student is enrolled and student's status
- number of places in the group.

(4) Students are required to take classes in accordance with the schedule defined for the group/groups to which they are assigned.

Article 21

Attendance of Classes through Video Conference System

- (1) Classes of the Algebra University College may be transferred through the use of a video conference system.
- (2) Classes held through the use of a video conference system do not represent a substitute for classroom teaching, but serve primarily as additional aid to students in order to successfully master teaching materials.
- (3) Classes held through the use of a video conference system are not additionally charged and such classes are provided by the University College in justified circumstances.
- (4) Presence in classes held through the use of a video conference system is not recorded as class attendance and can in no case compensate or replace mandatory physical attendance in classes stipulated in Article 19 of this Book of Regulations.
- (5) Students are not authorized to create audio or video recordings of lectures or exercises in any way and are neither authorized to make digital copies of classes transmitted through the online system.
- (6) Exceptionally, in case of force majeure or external, extraordinary and unforeseen circumstances (such as a pandemic and the implementation of mandatory measures to protect human health in the event of an epidemic), which cannot be prevented, eliminated or avoided by the Algebra University College, teaching and taking exams will be organized and run online. This form of teaching will be applied until the withdrawal of the instruction by the competent ministry or some other authorized national body.

Article 22

Measures Used to Improve the Success of Studying

- (1) As a part of the teaching process, and with the aim of improving study success, the Algebra University College may organize meetings of students and staff, consultations and, if necessary, additional classes.
- (2) In collaboration with the teachers in charge of specific courses, the professional services of the Algebra University College may organize consultations or additional classes for students who show below-average results. Students are required to respond to an invitation from professional services or staff.
- (3) Algebra University College may conduct student testing for the purpose of researching how students cope with pressure and change when it comes to challenges, control, commitment and self-confidence, and with the aim of better work of advisors with students.
- (4) The professional services of the Algebra University College may assign a student an advisor who will work with the student through individual or group counselling, refer the student to customized workshops and/or education, all with the aim of developing skills not necessarily related to the learning outcomes but can contribute to the personal development of the student and the success of the studying.
- (5) Students of the 1st year of the full-time undergraduate study programme are required to take the test and respond to calls from advisors.
- (6) The schedule of consultations and additional classes will be announced within the Infoeduka system. Additional classes are mandatory for students who are referred to them and records will be kept of such classes.
- (7) Student activities through the Personal Development Workshop are performed outside the schedule of total weekly student obligations in teaching and no ECTS credits are awarded for this. 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 sign. If the student does not receive a signature from the advisor, he / she must re-enroll in the Personal Development Workshop. A signature from the Personal Development Workshop is a condition for enrollment in the 3rd year of study.
- (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 can, if necessary, organize joint meetings of students, tuition fee payers and teachers, all in order to improve the success of studying.

Article 23

Acquisition of ECTS Credits

(1) ECTS credits are acquired after a successful fulfillment of all stipulated obligations and after implementation of suitable methods for the assessment of achievement of defined sets of learning outcomes, i.e. after passing an exam.

(2) It is considered that a student has fulfilled all obligations in an academic/study year if he has passed all exams and has fulfilled all other obligations in accordance with the program, given that the total of acquired ECTS credits should amount to 30 ECTS credits per semester or 60 ECTS credits per academic/study year.

(3) Classes and extracurricular activities for the courses Kinesiological culture 1 and 2 shall be delivered outside the regular weekly course workload, therefore, no ECTS credits shall be awarded for this student activity.

(4) Classes and extracurricular activities for the courses Kinesiological culture 1 and 2 shall be mandatory for all full-time students in the first year of undergraduate studies, and elective for all part-time students and full-time students enrolled in any other year of studies.

VII. STUDENTS

Article 24

Student Status and Acquisition of Student Status

(1) Student status at the Algebra University College is acquired through enrollment in professional undergraduate or specialized professional graduate study program.

(2) Student status is attested by a student identification card (iksica) as a public document.

(3) Records of student identification cards and student status are kept by the Ministry of Science, Education and Sports within the information systems ISAK and ISSP.

Article 25

Student Identification Card/Iksica

(1) A student identification card is a student document and a public document which attests student status.

(2) After the *Ordinance on the Student Identification Card (Official Gazette 90/14)* came into force, the *Ordinance on the Content of the Student Identification Card (Official Gazette 118/13)* was repealed meaning that the student matriculation book ceased to be a public document which attests student status.

(3) The student identification card is issued to all students studying at higher education institutions in the Republic of Croatia regardless of the study program and full-time or part-time student status. In addition, student identification cards are issued to students participating in international mobility programs.

(4) The student identification card ceases to be valid in case of:

- termination of student status
- report of a lost or stolen student identification card
- destruction.

(5) A student cannot be issued a new student identification card if the previous student identification card has not been handed over for cancellation, with the exception of its loss or theft.

(6) A student is not allowed to give his student identification card to another person, nor sell or borrow the card.

(7) It is forbidden to take, buy or use someone else's student identification card as one's own.

(8) Any abuse of student identification card is a disciplinary offense.

(9) The expenses of issuing one duplicate of a student identification card are included in the tuition fee.

Article 26

Full-time/Part-time Students

- (1) Students can be enrolled as full-time or part-time students.
- (2) The status of full-time students enrolled in undergraduate professional study programs can last for a maximum of 4 years. The status of full-time students enrolled in specialized graduate study programs can last for a maximum of 3 years. In the case of a change of study program, the student status of full-time students can last for a maximum of 8 years in total. The duration of the study program does not include a suspension of student status.
- (3) Full-time students have the right to health insurance, subsidized meals and accommodation in student dormitories in accordance with regulations and normative acts of the Republic of Croatia.
- (4) Part-time students do not have the right to health insurance, subsidized meals and accommodation in student dormitories and other special rights reserved for full-time students.
- (5) Full-time and part-time students who are not employed and/or do not run their own craft business, who do not engage in a freelance activity or agriculture and forestry activities shall have equal rights and obligations under the Student Work Act facilitated by the student center or the university college that has established the Centre for Student Standard as its organizational unit, with the accreditation to act as a facilitator issued by the ministry competent for the higher education.

Article 27

Exceptionally Successful Students

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

Article 28

Students' Rights and Obligations

- (1) During the course of their studies, students are entitled to a high-quality and problem-oriented study program as well as to all other rights stipulated by the Act, the Statute of the Algebra University College and other normative acts of the University College.
- (2) In addition to the rights stipulated by the Act and the Statute of the Algebra University College, students have the right to:
 - a. enroll in a suitable study program in accordance with the Act, the Statute of the Algebra University College and conditions determined by the Call for Admission of the first year of study
 - b. attend classes defined by the study program and the curriculum of the program/course in accordance with the Statute of the Algebra University College, this Book of Regulations and other special regulations
 - c. enroll in a higher year of study on the grounds of fulfilled conditions that are determined by this Book of Regulations, the study program and other legal and University College acts
 - d. take exams in a manner and schedule determined by the Statute, this Book of Regulations and the current schedule of examination periods
 - e. quality of education based on the quality of the teaching process determined by the study program
 - f. participate in the work of the University College units
 - g. receive support from the Career Center of the University College
 - h. use student premises (laboratories, libraries,...) during their working hours
 - i. participate in organized sports, artistic and other activities

- j. continue their studies after a long-term interruption in accordance with the Act.
- (3) Students have the obligation to:
- fulfill their duties in accordance with the Statute of the Algebra University College, this Book of Regulations and other special acts
 - participate in the evaluation of courses and teachers
 - guard the reputation and dignity of the Algebra University College and their study program
 - act in accordance with the **Ethical Codex of the Algebra University College, Code of Conduct and the Book of Regulations on Responsibilities and Penal Measures of the Algebra University College.**
 - respect each other and accept differences
- (4) The course of studies and student rights and obligations are stipulated by other general acts which are publicly announced within the Infoeduka system, on the website of the Algebra University College and are available in printed form at the Registrar's Office.

Article 29

Students' Right to Information and Assistance

- (1) Students of the Algebra University College are entitled to information related to their studies and other relevant information which the Algebra University College might have at its disposal and which should be available to students in accordance with the acts of the University College and legal acts of the Republic of Croatia.
- (2) Students have the right to make anonymous or non-anonymous comments, suggestions, complaints and objections at any time by using the box provided for such comments, suggestions and complaints or by contacting the Registrar's Office staff in writing or orally. Each proposal, suggestion or complaint received will be discussed in accordance with the **Book of Regulations on Quality Assurance of the Algebra University College.**
- (3) In order to exercise their right to information or to seek help in protecting their rights, students may contact Registrar's Office employees, and in case they are, for any reason, dissatisfied with the information received or consider the information incomplete, the Vice Dean for Students will be responsible for students' questions and provide instructions and information regarding the protection of student rights.
- (4) The Vice Dean for Students is available to students during working hours upon prior notification and scheduled appointment.
- (5) Students have the right to contact the Student Ombudsman for assistance in accordance with the Statute of the Student Council and the Book of Regulations on Quality Assurance of the Algebra University College.
- (6) Updated contacts of the Student Ombudsman, student representatives on the Committee for Quality Assurance, the president of the Student Council and representatives of all study years in the Academic Council are announced on the website of the Algebra University College.

Article 30

International Student Mobility

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

VIII. EXAMS, FINAL PAPER AND GRADUATE THESIS

Article 31

Exam Grading

- (1) Students' acquired knowledge can be assessed and graded during classes through written and oral techniques defined by the Instructions for Attending and Taking Courses, while the final grade is determined at the exam. The exam grade is based on the student's overall activity in classes and the fulfillment of stipulated sets of learning outcomes.
- (2) The students' results in exams or in other forms of knowledge testing are expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).
- (3) Only passing grades are entered in the Infoeduka digital student service system and the examination list, i.e. 5, 4, 3 and 2. The insufficient grade (1) is a fail grade and it is entered only on the examination list. The student graded with the grade insufficient (1) failed to pass the exam.
- (4) Instructions for Attending and Taking Courses can stipulate that some forms of classes may be conducted without grading or by descriptive grading.
- (5) A student or tuition fee payer has the right to review exam documentation without the right to make copies of exam material in any form.

Article 32

Registration and Cancellation of Exams

- (1) A student can register for an exam through the Infoeduka digital student service system. The exam may be cancelled through the same procedure.
- (2) Students must register for exams not later than 3 (three) days before the scheduled exam (three days before until 23.59) and cancel the exam not later than 1 (one) day (previous day until 23.59) before the scheduled exam.
- (3) As an exception, due to more demanding organization of final practical exams, students may register for the final practical exam not later than 7 (seven) days before the exam date and cancel the exam not later than 3 (three) days before the scheduled exam.
- (4) When registering or cancelling exams, students automatically receive a confirmation of the action performed. Students who have not registered for an exam on time cannot take the exam, nor can the results thus achieved be acknowledged.
- (5) If a student has not cancelled an exam on time and has not attended the exam in question for any reason, the exam will be considered as taken, but not passed.

Article 33

Examination and Acknowledgement of a Previously Obtained Signature

- (1) Students can take exams during a period of 12 months after the date of enrollment in a particular course, during which they can take the exam 3 (three) times. Exceptionally, for courses that are defined as project courses, the number of exams may be defined differently, ie by the Instructions for attending and taking courses.
- (2) Exams may be taken by students who have completed all requirements stipulated by the Instructions for Attending and Taking Courses. Approval for registering exams or proof of completion of all obligations will be issued by the teacher in charge of the course through the Infoeduka system by giving the student a digital signature which is a prerequisite in order to register for an exam within a particular course.
- (3) For reasons of impartiality and objectivity, written exams and mid-term exams are conducted in controlled environments and their regularity is to be assured by external persons who are not employed as teachers or assistants at the Algebra University College. The teacher or assistant is required to personally attend the beginning of each written exam or mid-term exam and will, during a period of 15 (fifteen) minutes, answer any questions and ambiguities raised regarding the exam tasks if samples of test questions were not previously announced.
- (4) Persons responsible for the implementation of knowledge assessment (exams and mid-term exams) are authorized to ensure authenticity of examinations and may suspend from the exam students who

are obstructing the implementation of the exam process in any way or are threatening the credibility of the examination results in accordance with the **Decision on the Implementation of Exams**.

(5) In the case of oral exams, the teacher and student have the right to request public examination.

(6) It is considered that a student failed an exam during an examination period if;

- a student failed to pass a part of the exam,
- a student registered for an exam, but did not attend the written or oral exam during an examination period in accordance with the announced exam schedule
- a student refused to accept the grade offered by the teacher at the time of the oral exam or during the registration of grades.

(7) In order to re-take an exam which was failed for any reason, a student must re-register for the same exam within the stipulated deadlines.

(8) A student may be graded exclusively during the examination period for which he has registered if he has met all requirements necessary for obtaining a positive grade determined by the teacher in charge of the course or stipulated for the course in question.

(9) If a student does not manage to successfully pass the exam within 12 (twelve) months after enrollment in the course, the right to take the exam will be lost and the student can pay to re-enroll in the same course regardless of the signature obtained and the number of exams taken within the course.

(10) Exceptionally, a student who has obtained a signature may, after re-enrollment in a course, request acknowledgement of a signature received in any of the previous years of study, taking into account that, regardless of the signature acknowledged, the student will be required to pass the exam in the form in which it is carried out during the re-enrolled study year along with possible changes of sets of learning outcomes, learning outcomes, crediting, etc. Acknowledgement of signature does not include transfer of credits from previous years of study nor will the student be exempt from paying tuition fee for this particular course.

(11) Obtaining a signature for the courses Kinesiological culture 1 and 2 shall mean that the student has met all the requirements for the course. If the student fails to obtain a signature for the course within 12 months from enrollment to the course, he or she will need to re-enroll in the same course.

(12) The student who needs to re-enroll in the courses Kinesiological culture 1 and 2 shall be exempt from paying tuition fee for this particular course.

Article 34

Additional (fourth) Exam Registration

(1) If a period of 12 months from the date of enrollment has not expired, students who have failed to pass an exam three times can register for one exclusive additional examination in order to pass the course in question. Exceptionally, for courses that are defined as project courses, the number of exams may be defined differently, ie by the Instructions for attending and taking courses.

(2) The price of the first three examinations is included in the tuition fee and the additional exam registration is charged in accordance with the price stipulated by the current **Decision on Reimbursement of Expenses**.

(3) Prerequisites for additional exam registration and examination are equal to those of regular examinations and are stipulated by the **Instructions for Attending and Taking Courses**.

(4) Students who do not pass the additional exam, may re-enroll and pay for the course in question.

Article 35

Exam Notification

(1) A teacher is required to announce the results of a written exam through the Infoeduka digital student service system and notify the students about the oral exam results immediately upon examination as well as announce the results within the digital student service system.

(2) The teacher will grade an exam with an insufficient (1) grade if a student:

- a. does not demonstrate a sufficient level of knowledge for a passing grade, either in written or oral part of the exam
 - b. leaves the room in which the written part of the exam is held or quits an oral examination in progress
 - c. does not take the oral part of the examination after the written examination
 - d. is removed from the examination as a consequence of disturbing other students, acting inappropriately or using unallowable devices.
- (3) In accordance with the Act and the Statute of the University College, the teacher must keep official records on students' exam achievements.
- (4) The teacher must sign the filled in examination lists of conducted exams and submit them to the Registrar's Office not later than 7 (seven) working days after the end of the examination period.
- (5) In the case of discrepancy between the grade entered in the Infoeduka system and the grade written on the exam list, the grade written on the signed exam list will be considered valid.

Article 36

Appeal against the Examination Process or Grade

- (1) A student who believes that the examination procedure was not carried out in accordance with the regulations or that the exam assessment was not correct, has the right to appeal to the Vice Dean for Education in written form within 3 (three) working days after the assessment and demand the exam to be repeated before an examining committee.
- (2) In the case of justified student's appeal against the implementation of the examination process or exam results, the University College will, upon the decision of the Vice Dean for Education, repeat the exam before the examining committee.
- (3) This exam does not reduce the number of possible registrations stipulated by this Book of Regulations and will not be additionally charged.
- (4) The examining committee is nominated by the Vice Dean for Education within 24 hours after the receipt of the appeal at the latest.
- (5) The examining committee has 3 members and its president cannot be the teacher against whose grade the student has appealed.
- (6) The committee's president determines the date of the exam which must be held 3 days after the receipt of the appeal at the latest.
- (7) The examining committee makes the decision about the grade by the majority of votes.
- (8) The examination before the committee is recorded in the minutes.
- (9) The committee's decision cannot be appealed against.
- (10) The committee's decision about the grade is final.
- (11) For courses without oral exams where grades are entered on the basis of acquired points, a student has the right to contact the teacher in charge of the course within five days after the grade has been entered in the system and refuse the grade. Instead of the grade refused, the teacher will enter the final grade insufficient (1) within the Infoeduka system under that examination period. Subsequently, it will no longer be possible to re-enter the refused grade and the student will need to re-register for the exam and re-take the exam.

Article 37

Certification Exams

- (1) Students of undergraduate and graduate study programs can take certification exams which are included in the tuition fee if such examinations are still available at the time the student decides to take them.
- (2) Students are not required to take certification exams.
- (3) As a rule, a student can take the certification exam in a particular field only after he has successfully passed the relevant exam at the end of all courses related to the certification exam in question or after

fulfilling the necessary conditions for taking certification exams which are announced on the website of the University College within the current **List of Available Certifications**.

(4) Students who fulfill the requirements announced have the right to one free registration for the exam and one free examination.

(5) If the student does not pass the certification exam during the first attempt, the Algebra University College can allow the student to re-take the exam upon his request and payment of exam expenses in accordance with the current price list of the certification institution responsible for the examination procedure.

(6) The Test Center of the Algebra University College is in charge of the implementation of the certification exams and the person responsible is the coordinator of the Algebra University College test systems.

(7) Certification exams are taken within the examination period in accordance with the preannounced schedule of Algebra Test Center and need to be registered for through the application form on the website of the Algebra University College.

(8) Certification exams do not replace the exams taken at the end of each course.

(9) The right to take certification exams included in the tuition fee is valid for a maximum of 6 months after the successful completion of the study program or the date of disenrollment on any other basis.

(10) Certification exams are generally conducted in English language.

Article 38

Defense of the Final Paper and Diploma Thesis

(1) Students may apply for the defense of their final papers after they have obtained a signature from the Registrar's Office and a signature of the president of the Committee for the Defense of Final Papers and Diploma Theses in accordance with the conditions stipulated and listed within the **Book of Regulations on Final Paper and Final Exam** and the **Book of Regulations on Diploma Thesis and Diploma Exam** for a specific study program.

(2) Deadlines for registration and defense are determined annually and announced within the Infoeduka system.

(3) The defense of the final paper is regulated by the Book of Regulations on Final Paper and Final Exam for a specific study program.

(4) The defense of the diploma thesis is regulated by the Book of Regulations on Diploma Thesis and Diploma Exam for a specific study program.

IX. PROGRESS THROUGH STUDIES

Article 39

Obligation of Regulating Enrollment Status and the Enrollment Form

(1) Students are required to regulate their status and enroll semester after semester by submitting an electronic enrollment form through the Infoeduka system after they have passed all exams intended to be taken during the previous examination period and not later than 5 (five) working days before the beginning of classes in the new semester in accordance with the notification announced within the Infoeduka digital student service system.

(2) Students who do not enroll in a higher year of study within 15 (fifteen) working days after the beginning of classes in a particular academic year are considered to have inactive study status. Students may have an inactive study status until the end of the academic year in which they did not regulate status. Students who do not regulate their study status in the next academic year will be disenrolled from the study program.

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

Article 40

Decision Making after the Stipulated Procedure Deadline

(1) Students may submit requests to the Registrar's Office regarding decision making after the expiration of the stipulated procedure deadline in order to create changes in data entered on the enrollment form.

(2) The deadline for submitting requests regarding decision making after the expiration of the stipulated procedure deadline is not pre-determined, except in the case of substitution of courses enrolled in a particular semester which can be requested not later than 15 days after the beginning of classes in the semester in question as well as regarding changes in data concerning models of payment which can be requested before the student is issued a preliminary invoice or final invoice.

(3) Decision making after the stipulated procedure deadline will be charged in accordance with the price specified by the current Decision on Reimbursement of Expenses announced on the website of the Algebra University College.

Article 41

Enrollment Right

(1) A student is entitled to enroll in a higher year of study if he or she has duly fulfilled, before the enrollment deadline, all requirements stipulated by the study program, the decisions of the Academic Council and other general acts, if he has settled all financial obligations, returned all borrowed library materials and passed all exams from courses that enable enrollment in a higher year of study in accordance with the credit system determined by the study program.

(2) A student has the right to appeal to the head of the Registrar's Office and the Vice Dean for Students against the decision or the procedure related to the enrollment in a higher year of study.

(3) A student who has not fulfilled the conditions for enrollment in a higher year of study can repeat the year with the obligation of paying for the remaining courses in accordance with the value of unobtained ECTS credits from the previous year of study.

(4) A student who is repeating a year must re-enroll in courses he has not passed during the previous year or, in the case of elective courses, replace them with others.

(5) A student has the right to enroll in the same course twice.

(6) In the event of changes of the study program, a student who enrolls in differential ECTS credits, repeats a year of study or continues studying after suspension of student status, is required to pass differential exams or obtain ECTS credits in accordance with the new study program.

Article 42

Change of Study Program, Sub-specialization and Student Status

(1) By submitting an electronic enrollment form through the Infoeduka system, students can register all changes of their study program, sub-specialization and student status.

(2) Students may request a change of study program when enrolling in a higher year of study, thereby accepting the obligation to take differential courses and pay tuition fee for their enrollment. Exceptionally, students of the first year of computer engineering may request a change of study program in the middle of the study year or after completion of the first semester.

(3) Students may request a change of sub-specialization when enrolling in each semester thereby accepting the obligation to take differential courses and pay tuition fee for their enrollment.

(4) Students may request a change of their student status when enrolling in each semester. Exceptionally, students may request a change of their student status in the middle of a semester by submitting a written request for to the Registrar's Office.

Article 43

Conditions for Enrollment in Higher Years

(1) Students of undergraduate and graduate study programs may enroll in a higher year of study if they have passed all exams stipulated by all previous years of study and acquired a total number of ECTS credits available within all courses of the current academic year until the beginning of classes in the next academic year. In addition, students of specialized graduate study programs are required, if necessary, to pass differential pre-semester exams or preparatory program in order to enroll in a higher year of study or second year of study.

(2) Conditions for enrollment in higher years of study are equal for full-time and part-time students.

(3) Undergraduate study programs:

- a. A student may enroll in the second year of study if he has passed all courses of the first year of study. Exceptionally, students may, at their request, enroll in the second year of study if they have passed courses of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrollment may result in overlapping of schedules of exercises or lectures of the first year which are re-enrolled together with courses of the second year of study, which the students knowingly accept by submitting their enrollment form.
- b. A student may enroll in the third year of study if he has passed all courses of the first and second year of study. Exceptionally, students may, at their request, enroll in the third year of study if they have passed all courses of the first year and courses of the second year of study with a total of 40 ECTS credits until the beginning of classes in the third year of study, whereby such enrollment may result in overlapping of schedules of exercises or lectures of the second year which are re-enrolled together with courses of the third year of study, which the students knowingly accept by submitting their enrollment form.
- c. A student may enroll in the final year of study if he has passed all courses of the first, second and third year. Exceptionally, students may, at their request, enroll in the final year of study if they have passed all courses of the first and second year and courses of the third year with a total of at least 40 ECTS credits until the beginning of classes in the final year of study.

(4) Graduate study programs:

- a. A student may enroll in the second year of study if he has passed all courses of the first year of study. Exceptionally, students may, at their request, enroll in the second year of study if they have passed courses of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrollment may result in overlapping of schedules of exercises or lectures of the first year which are re-enrolled together with courses of the second year of study, which the students knowingly accept by submitting their enrollment form.
- b. A student may enroll in the final year of study if he has passed all courses of the first and second year. Exceptionally, students may, at their request, enroll in the final year of study if they have passed all courses of the first year and courses of the second year with a total of at least 20 ECTS credits until the beginning of classes in the final year of study.

Article 44

Re-enrollment in a Year

(1) Students who do not meet the requirements for enrollment in the next year of study stipulated by the previous article need to re-enroll in the same year.

(2) When re-enrolling in a year of study, a student must re-enroll in all courses of the previous years which he has not passed and may enroll in additional courses in accordance with conditions for partial enrollment in courses of a higher year of study stipulated by the following article if he has submitted a request for enrollment of additional courses.

(3) Each course that has not been passed during the period of 12 (twelve) months after the date of the initial enrollment must be re-enrolled by the student.

(4) When re-enrolling in a year of study, a student pays a tuition fee which represents a total of the prices of all such courses, whereby the price of each course is calculated according to the formula

stipulated by the current Decision on Reimbursement of Expenses whereby the price of each course includes the right to take the exam three times.

Article 45

Prerequisites for Partial Enrollment in Courses of a Higher Year of Studies in Case of Re-enrollment

(1) Students who re-enroll in the same year of study (re-enter a year of study), both at undergraduate and graduate level, cannot enroll in additional courses of the higher year of study along with re-enrolled courses if they have passed exams valued with less than or at least 25 ECTS credits.

(2) Partial enrollment in courses of a higher year – undergraduate study programs:

if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enroll in courses of the higher year of study and may, together with re-enrolled courses, enroll in a maximum of 6 courses related to the higher year of study by enrolling in 3 courses per each semester, with the exception of inability to enroll in courses of the third year if he has not passed any of the exams of the first year.

(3) Partial enrollment in courses of a higher year – graduate study programs:

if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enroll in courses of the higher year of study and may, together with re-enrolled courses, enroll in a maximum of 6 courses related to the higher year of study by enrolling in 3 courses per each semester, with the exception of inability to enroll in courses of the second year if he has not passed any of the exams of the compulsory pre-semester courses.

(4) Partial enrollment in courses of a higher year of study is indicated within the Infoeduka system as re-enrollment in a year of study and can result in overlapping of schedules of exercises or lectures of the previous year of study which are re-enrolled together with courses of the higher year of study, which the student knowingly accepts by submitting the enrollment form.

Article 46

Suspension of Student Obligations

(1) A student may, in cases stipulated by the law, request a suspension of student obligations within a study program by submitting a request and/or a digital enrollment form through the Infoeduka digital student service system.

(2) A suspension of student obligations may be granted for a period of one academic year at the longest, and in exceptional cases, for a period of two consecutive years of study, on the basis of a written request and accompanying documentation and upon a decision made by the Vice Dean for Students, whereby a suspension always terminates with the end of the study year in question regardless of when the suspension of student obligations began.

(3) During a suspension of student status, the student pays only partial payment toward costs of study, according to the current Decision on Costs of Study. During a suspension of student obligations, the student has no right to enroll in courses and attend classes, but he may take exams if he has fulfilled all requirements stipulated by the related courses and before the expiration of a 12 months deadline after their enrollment.

(4) A student who has already paid his tuition fee, while he, upon continuation of studies, acknowledged the previously paid tuition fee for the period of suspension. The Managing Board of the Algebra University College will decide upon the acknowledged amount of the previously paid tuition fee.

(5) Students who are taking part in student exchange or work placement abroad have the right to an additional suspensions of student obligations within the study program for a period equal to the duration of the exchange or work placement.

(6) The 12 months deadline for taking exams will be extended for students referred to in paragraph 5 of this Article in accordance with the period of student exchange or work placement abroad.

(7) If there is a difference between the study program attended by the student before suspension and the current study program, the student is obliged to re-enroll in courses in accordance with the current study program.

(8) The student who does not enroll in courses after the expiration of the suspension period loses his student status.

Article 47

Disenrollment from the Study Program

(1) A student has the right to disenroll from a study program for any reason.

(2) A student who voluntarily disenrolls or is disenrolled from a study program at the Algebra University College may enroll in the same or different study program Algebra University College again.

(3) Disenrollment from the study program takes place automatically if one or more of the conditions set out in Article 48 (1) are met.

(4) Exceptionally, during the procedure of disenrollment, the Algebra University College may exempt a student from the obligation to pay a part of the tuition fee or refund a portion of already paid tuition fee in a manner defined by the Learning Agreement signed during enrollment.

Article 48

Termination of Student Status

(1) The student status will be terminated in the following cases:

- a. by successful completion of the study program
- b. by disenrollment from the University College or the study program upon student's request
- c. if a student does not regulate his student status
- d. if a student does not pay tuition fee
- e. if a student does not complete the study program within a deadline determined by this Book of Regulations, the Statute or other general act
- f. if a student is expelled from the study program under conditions and procedure determined by the Statute or other general acts
- g. for other reasons determined by the Act, the Statute or other general act.

(2) With the termination of student status, the student loses all rights acquired by enrollment. The termination of student status does not end other obligations regarding the payment of remaining installments for studies attended or the obligation to pay tuition for all courses enrolled before the termination of student status.

(3) A student who loses his status based on the letter f of paragraph 1 of this Article does not have the right to re-enroll in any of the study programs of the Algebra University College.

(4) A student who loses his status of a full-time student due to the expiration of the deadline stipulated in Article 26 related to letter e of this Article, may, in case of fulfillment of other requirements stipulated by this Book of Regulations, continue his studies as a part-time student.

Article 49

Completion of Study Program

(1) Undergraduate professional study programs are completed by passing all required exams, completing student work placement (if required by the curriculum of the study program), obtaining the signature for the course Kinesiological culture 1 and Kinesiological culture 2 (if required by the curriculum of the study program) and by finishing all other study obligations and by writing a final paper and taking a final exam in accordance with the study program.

(2) Specialized professional graduate study programs are completed by passing all required exams, finishing all other study obligations and by writing a diploma thesis and taking a diploma exam in accordance with the study program.

(3) All rights and all obligations concerning the final exam and diploma exam are stipulated by the Book of Regulations on Final Paper and Final Exam and Book of Regulations on Diploma Thesis and Diploma Exam.

Article 50

Diploma and Diploma Supplement

(1) Upon completion of an undergraduate professional study program or specialized professional graduate study program, a student is awarded a diploma which confirms the completion of a study program and acquisition of a particular academic title.

(2) Together with the diploma, a student is awarded a diploma supplement in both Croatian and English language, free of charge. The diploma supplement attests to the exams passed, grades achieved and other information necessary to understand the acquired qualification. If a student requires a duplicate of the diploma supplement or a diploma supplement in another language, an additional fee will be charged in accordance with the Act and Decisions on reimbursement of study costs.

(3) In accordance with the Book of Regulations on Remuneration of Students, Teaching and Non-teaching Staff of the Algebra University College, the diploma supplement will include awards and honorable mentions as well as severe disciplinary measures in accordance with the Book of Regulations on Responsibilities and Penal Measures of the Algebra University College.

(4) Diplomas, diploma supplements and certificates issued by the Algebra University College are public documents.

X. QUALITY ASSURANCE AND ORGANIZATION OF WORK

Article 51

Quality Assurance of the Study Program

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

(2) Internal quality assurance and improvement system of the Algebra University College is a system of rules and activities that is implemented through coordinated activities in accordance with the Book of Regulations on Quality Assurance of the Algebra University College announced on the website of the Algebra University College.

Article 52

Teachers

(1) Each teacher of the Algebra University College will verify the presence of students during each class and keep records of student attendance. The teachers are also obliged to use the Infoeduka information system implemented by the Algebra University College in order to enter students' grades, place teaching materials on a mutual repository of documents, keep records of past learning units, number of educational hours conducted, confirm schedules of consultations, refer students to additional classes, keep records of student attendance and other activities stipulated by the contractual relationship between the Algebra University College and its teachers.

(2) A teacher who runs late for classes, shortens classes or comes unprepared will experience disciplinary measures in accordance with the normative acts of the University College.

Article 53

Surveys

(1) A survey is an important form of evaluation of teachers and teaching quality conducted by the Algebra University College.

(2) Students are obliged to participate in surveys.

- (3) Surveys are conducted anonymously or non-anonymously through the use of electronic survey systems or paper forms.
- (4) Surveys may be conducted during classes or through the internet.
- (5) Teachers are required to complete reports on the implementation of courses using survey results. Such reports will serve as an input element in the development of a high-quality teaching process.
- (6) Complete survey results can be made available to students and public.

XI. TRANSITIONAL AND FINAL PROVISIONS

Article 54

Interpretation of the Book of Regulations and its Application

- (1) The Dean of the Algebra University College is responsible for the interpretation of the regulations stipulated herein.
- (2) This Book of Regulations applies to all students, graduates, teachers, associates and employees of the Algebra University College.

Article 55

Compliance with General Provisions

- (1) All general provisions related to study matters must be complied with this Book of Regulations not later than 6 months from the date this Book of Regulations entered into force.

Article 56

Entry into Force

- (1) This Book of Regulations enters into force on 5 October 2020.
- (2) On the date of the entry into force of this Book of Regulations, the following Book of Regulations ceases to have effect:
 - Book of Regulations on Study from 14th July 2016, CLASS: 602-030/16-03/08, REF. NO.: 251-321-16-03/38 together with all amendments and published revised texts of this Book of Regulations.

Article 57

Application of Specific Provisions

- (1) The provisions of this Book of Regulations shall apply from the academic year 2020/2021.

Class:	602-04/20-01/22
Ref. No.:	251-321-20-01-02
Revision:	
Date of revision:	
Pages:	21
Written by:	Working group for the development of the Book of Regulations on Study Programs and Studying
Approved by:	Academic Council
The consolidated text contains:	

President of the Academic Council
of the Algebra University College

Dean
Mislav Balković, PhD, Assistant Professor