

Pursuant to Article 33 of the Statute of the Algebra University College, the Academic Council of the Algebra University College and the Articles 19 and 33 of the Book of Regulations on Study Programmes and Studying of the Algebra University College (CLASS: 602-04/21-01/12; REF. NO.: 251-321-21-03-1), enacted, at its 91st regular session held on 22nd September 2021, the following

**DECISION
ON DETERMINING
THE LIST OF CATEGORIES OF ACCEPTABLE
AND UNACCEPTABLE CIRCUMSTANCES**

I.

Pursuant to the Article 19 of the Book of Regulations on Study Programmes and Studying of the Algebra University College, students are required to physically attend a minimum of 50% of lectures and a minimum of 60% of exercises or seminars within each course in order to obtain a digital signature from the teacher in charge, which is a precondition to take exams.

II.

Students may experience exceptional circumstances that temporarily make it impossible for them to participate in their studies, such as illness or an otherwise unforeseen event that is outside the student's control.

III.

In such exceptional circumstances, a student who did not attend the classes as required, can submit a written request to be given an opportunity to attend additional classes, deliver a presentation or submit a seminar paper or a project in order to fulfil the precondition and to be able to take the exam. Such a request shall be submitted by the student, on a standardised form, to the Student Office at least two weeks before the end of the semester and with describing the circumstances and providing the supporting evidence.

IV.

The Student Office will process the application, writing to the student to request further information or another documentary evidence, if required.

V.

The Vice Dean for Students shall discuss the matter with the department concerned and may grant to the student an opportunity to attend additional classes, deliver a presentation or submit a seminar paper or a project in order to fulfil the precondition and to be able to take the exam in the circumstances listed in this Decision as categories of acceptable circumstances and evidence.

In reaching the decision the Vice Dean for Students will consider the application from the student, the supporting evidence, the comments of relevant academic staff. The Vice Dean for Students will base the decision on the assessment of whether the circumstances have or have not justified an absence from lectures and whether those circumstances were outside the student's control.

VI.

The Student Office will then communicate with the student whether or not his/her application has been accepted and the reasons for making the decision.

VII.

Students who are dissatisfied with the outcome of their application have the right of appeal, following the Algebra University College procedures for academic appeals.

VIII.

The list of categories of acceptable circumstances and supporting evidence:

Circumstances	Evidence Required
Serious personal injury or medical condition. Serious injury or illness of a child, partner or close relative (parent) but not extended family. Serious worsening or acute episode of pre-existing and ongoing medical condition or physical disability.	Written evidence from a registered medical practitioner with a specific diagnosis, with dates of period student was affected by their condition.
Death of parent (including stepparents and legal guardian), child, siblings, spouses or partners, a close relative or a friend.	Death Certificate
Victim of serious crime ¹ (e.g. rape, assault, mugging), terrorist incident, natural disaster, major fire in a residence.	Written corroboration of reported crime from a responsible authority
Unexpected caring responsibilities caused by sudden death or illness or worsening of ongoing medical condition to child, partner or close relative.	Written evidence from registered medical practitioner
Jury service or attendance at court or tribunal as a witness, defendant or plaintiff.	Official correspondence from Court.

¹ As regulated by the Criminal Law of the Republic of Croatia (OG 125/11, 144/12, 56/15, 61/15, 101/17, 118/18, 126/19, 84/21)

IX.

The list of categories of unacceptable circumstances:

Circumstances
Ongoing medical conditions, disabilities, learning difficulties or mental health conditions, minor illnesses or injuries (such as colds, headaches, hay fever). Normal pregnancy.
Minor crime ² . Financial problems or employment issues. Minor accommodation problems or choosing to move house. General family problems. Stress related to undertaking assessment including written examinations.
Ongoing caring responsibilities (e.g. childcare). Caring responsibilities for minor illnesses, accidents or injuries.
Acting as a supporting friend or relative at Court or Tribunal.
Any circumstances which have not clearly impacted on academic performance or do not clearly relate to the timing of the assessment. Visa problems. Failure or unreliability of IT equipment. Misjudging preparation time. Misreading the timetable. Multiple assessments required in a short period of time. Private or public transport failure, holidays or booked travel arrangements, attendance at family occasions such as weddings.

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Ref. No.:	251-321-21-03-09
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Written by:	Ana Tecilazić, Secretary General
Adopted by:	Academic Council

Academic Council Chairman at the Algebra University
College

Dean
Assistant Professor, Mislav Balković, PhD

² As regulated by the Misdemeanor Law of the Republic of Croatia (OG 107/07, 39/13, 157/13, 110/15, 70/17, 118/18) and the Criminal Law of the Republic of Croatia (OG 125/11, 144/12, 56/15, 61/15, 101/17, 118/18, 126/19, 84/21)