

Pursuant to the Act on Scientific Activity and Higher Education ("Official Gazette", No. 123/03, 105/04, 174/04, 2/07 – Constitutional Court decision, 46/07, 45/09, 63/11, 94/13, 139/13, 101/14 – Constitutional Court decision and decree, 60/15 – Constitutional Court decision 131/17), the Croatian Qualifications Framework Act ("Official Gazette", No. 22/13, 41/16, 64/18, 20/21, Constitutional Court decision U-I-2854/2018 and U-I-2855/2018), the Act on Quality Assurance in Science and Higher Education ("Official Gazette", No. 45/09), the Ordinance on the content of license and conditions for issuing license for performing higher education activities, carrying out a study programme and re-accreditation of higher education institutions ("Official Gazette", No. 24/2010) and the Algebra University College Statute, the Academic Council of the Algebra University College enacted at its 85th session, held on 19 April 2021, the following

## **BOOK OF REGULATIONS ON ADOPTION AND IMPROVEMENT OF STUDY AND EDUCATIONAL PROGRAMMES**

### **I. GENERAL PROVISIONS**

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#### Article 1

- (1) This Book of Regulations prescribes:
- Principles of development and procedure for adoption of study programmes of the Algebra University College
  - Procedures for evaluation, periodic revision and improvement of study programmes of the Algebra University College
  - Principles of development and procedure for adoption of educational programmes of the Algebra University College
  - Procedures for evaluation, periodic revision and improvement of educational programmes of the Algebra University College
  - Quality assurance in the adoption and improvement of study and educational programmes.

### **II. PRINCIPLES OF DEVELOPMENT AND PROCEDURE FOR ADOPTION OF STUDY PROGRAMMES**

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#### Article 2

##### **Principles of development of study programmes**

- (1) The Algebra University College prepares and organises professional undergraduate study programmes, specialist professional graduate study programmes, joint study programmes and short cycle study programmes and conducts them upon obtaining a license from the Ministry of Science and Education in accordance with the study plan of the study programme.
- (2) When developing study programmes, the Algebra University College is guided by the following principles:

- a. compliance with the context of the Algebra University College mission
- b. compliance with the latest scientific knowledge and corresponding skills
- c. compliance with the strategic document of the network of higher education institutions
- d. compliance with the national priorities and sector needs
- e. needs analyses and consultation with stakeholders in higher education
- f. comparability with accredited study programmes of European Union countries
- g. ensuring mobility within the European Higher Education Area
- h. flexibility and transparency in curriculum development
- i. student-centred approach and respect for diversity of the student body
- j. modernisation of learning and teaching methods
- k. transparency and reliability of evaluation procedures and criteria
- l. determining learning outcomes and associated workload
- m. relevance of knowledge and skills with regard to employment opportunities
- n. acquisition of generic (transversal) skills and knowledge and skills specific to the field of study
- o. determining learning outcomes at the programme level and at the level of individual programme components in accordance with the level descriptors of learning outcomes of the Croatian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the European Higher Education Area and the corresponding qualification standard (if any).

### Article 3

#### **Elements and structure of study programmes**

- (1) Study programmes of the Algebra University College contain the following elements:
  - a. reference to the qualification standard of the Register of the Croatian Qualifications Framework (if any)
  - b. level according to the Croatian Qualifications Framework and according to the European Qualifications Framework
  - c. professional title acquired upon completion of the study programme
  - d. academic requirements for enrolment in the study programme, requirements for student enrolment in the following semester, i.e. following year of the study programme, as well as the preconditions for the registration of study obligations
  - e. intended learning outcomes achieved through completion of individual study obligations, study modules and overall study programme as well as number of hours anticipated for each study obligation that ensures the acquisition of intended learning outcomes
  - f. corresponding number of ECTS credits awarded for each study obligation based on the average total workload invested by the student in order to achieve intended learning outcomes
  - g. form of teaching and method for assessment of learning outcomes achieved for each study obligation
  - h. list of other study programmes in which ECTS credits may be acquired
  - i. requirements for completion of the study programme
  - j. provisions on whether and under which conditions students who have discontinued their study programme or have lost the right to study may continue their studies
  - k. other relevant information.

- (2) Study programmes are organised in a way that one year of full-time study typically leads to the acquisition of at least 60 ECTS credits, where ECTS credits are awarded based on the average total workload invested by the student in order to achieve intended learning outcomes, and one ECTS credit represents, as a rule, 30 hours of total average student workload invested in the acquisition of learning outcomes.
- (3) Study programmes are organised in a way that may include various components, such as modules, courses, professional practice, research projects, laboratory work and other relevant activities related to learning as well as other community activities that are consistent with the learning outcomes at the programme level and with ECTS credits awarded.
- (4) Learning outcomes at the level of the components of the study programme should contain recommended and relevant evaluation methods in order to ensure constructive alignment of learning outcomes with the activities related to learning, teaching and evaluation.
- (5) Learning outcomes at the level of the study programme and learning outcomes at the level of the components of the study programme must be interrelated.

#### Article 4

##### **Procedure for development and adoption of study programmes**

- (1) Study programmes of the Algebra University College are prepared and adopted in accordance with the Algebra University College Statute and this Book of Regulations.
- (2) The development of a study programme is initiated by the decision of the Board of Trustees.
- (3) The Programme Committee of the study programme, appointed by the Academic Council, shall prepare a study plan of the study programme on a template prescribed by the Agency for Science and Higher Education that includes a feasibility study for the establishment of the study programme in accordance with the strategic document of the higher education institutions network.
- (4) The Programme Committee of the study programme includes teachers in the scientific field of the study programme that is being developed who participate in its implementation, as well as employers and students, while the development and consultation process includes alumni, scientists, researchers, experts, social partners and other stakeholders in higher education.
- (5) The Vice Dean for Quality and Development of the Algebra University College coordinates, monitors and guides the work of the Programme Committee ensuring that the study programme complies with higher education regulations, general acts of the Algebra University College and principles of Article 2 of this Book of Regulations.
- (6) With the consent of the Quality Committee, the Programme Committee proposes the study programme to the Academic Council.
- (7) The study programme shall be adopted by the Board of Trustees of the Algebra University College at the proposal of the Academic Council.
- (8) The request for the implementation of a new study programme adopted by the Board of Trustees of the Algebra University College shall be submitted to the Ministry of Science and Education in accordance with the regulations governing quality assurance in higher education.

## **II. PROCEDURES FOR EVALUATION, PERIODIC REVISIONS AND IMPROVEMENT OF STUDY PROGRAMMES**

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### Article 5

#### **Evaluation of study programmes**

- (1) Study programmes are regularly improved and modernised in order to ensure the quality of higher education and relevance of knowledge and skills developed through teaching and research activities of the Algebra University College. Improvements are implemented, among other things, based on the results of research involving employers, alumni communities and students of the Algebra University College.
- (2) Surveys of employers include employers who have employed Algebra University College graduates, internship supervisors, i.e. persons who are in charge of monitoring students during their internship with employers who represent the teaching base of the Algebra University College, and other employers.
- (3) The survey of employers shall be conducted by the Career Centre of the Algebra University College.
- (4) Surveys on the employability of graduates acquired at the Algebra University College are conducted longitudinally and include the determination of the percentage of Algebra University College graduates that have been employed, vertical and horizontal match of the study field and level of qualification with the relevant field of work, survey on the satisfaction with the quality of the study programme, assessment of competences acquired at the Algebra University College and analysis of other relevant information on the quality and relevance of study programmes.
- (5) Surveys are usually conducted for each generation at the time of graduation and within the period of 6 months to 1 year from the moment of obtaining the qualification, and at the same time for previous generations, and are conducted by the Career Centre of the Algebra University College.
- (6) The Career Centre shall compile a report on the findings based on the collected data that shall be analysed by the heads of study programmes and serve as a basis for the proposal for improvement of a study programme. The report of the Career Centre, i.e. the obtained analysis, shall serve as a basis for the discussion by the Quality Committee, the Academic Council and Economic Council of the Algebra University College and the Board of Trustees, which may propose improvements based on data and conclusions.
- (7) At least once in each semester, the Algebra University College shall conduct a survey of students that examines, among other things, the student workload necessary for the acquisition of learning outcomes provided by the components of the study programme, expressed in ECTS credits. The student survey shall be conducted by the Quality Committee.
- (8) Major or minor changes to study programmes may be proposed by teachers, students, employees of the Algebra University College or the teaching base of the Algebra University College as well as by the members of the Economic Council.
- (9) The proposal for the improvement of a study programme may be given ex officio by the Quality Committee, the heads of study programmes and heads of departments whenever the procedure for

self-evaluation, evaluation or proposals, remarks and reviews received demonstrate the need for the revision of the study programme.

- (10) Based on the received recommendations and determined needs for improvement, the revision and improvement shall be carried out through major or minor changes to the study programme.
- (11) The assessment of major and minor changes shall be made by the Vice Dean for Quality and Development in consultation with the head of the study programme and, depending on the assessment, the appropriate procedure shall be applied.

#### Article 6

#### **Major changes to study programmes**

- (1) Major changes to the study programme are those that are substantial and significantly impact the idea of the study programme and the purpose of the qualification acquired upon the completion of the study programme, they require changes to the license based on which the study programme is conducted and changes to data of the Register of Higher Education Institutions and Study Programmes of the Ministry of Science and Education and include the following changes:
  - a. name and headquarters of the university college
  - b. name and type of study programme
  - c. duration of study programme in years
  - d. number of ECTS credits acquired upon the completion of the study programme
  - e. location of the study programme (in or outside the university college headquarters)
  - f. professional title acquired upon the completion of the study programme
  - g. optimal number of students stated in the submitted study plan on the implementation of the study programme
  - h. scientific area and field in which the study programme is classified
  - i. language of the study programme, if conducted as a comprehensive study programme in other language than in Croatian
  - j. specific way of conducting a comprehensive distance study programme that requires prior consent of the National Council for Science, Higher Education and Technological Development.
- (2) The procedure prescribed for the adoption of study programmes shall be applied to study programmes for which major changes to the study programme have been proposed.
- (3) The request for major changes to the study programme shall be submitted to the Ministry of Science and Education no later than six months before the beginning of the academic year in which the revised study programme shall be implemented.
- (4) Students enrolled in a study programme that is under revision, shall complete the study programme according to the programme they enrolled.
- (5) Students who register for differential ECTS credits, repeat a year of study or continue studying after suspension or interruption of student status, are required to pass differential exams or acquire ECTS credits in accordance with the new study programme.

## Article 7

### **Minor changes to study programmes**

- (1) Minor changes to the study programme are those that refer to regular and necessary periodic improvements in order for the study programmes of the Algebra University College to retain their relevance in relation to changes in the economy and society and ensure the application of contemporary scientific knowledge and technological achievements in high-quality teaching activities.
- (2) Minor changes to the study programme include changes to learning outcomes in the total amount of more than 20% of ECTS credits of all elective and compulsory courses combined, in relation to the total number of all ECTS credits of the study programme which include all elective and compulsory courses. Changes to the study programme are assessed in relation to the study plan of the study programme for which a license from the Ministry of Science and Education has been obtained.
- (3) The proposal for minor changes to the study programme, initiated with the prior consent of the Dean, shall be presented by the head of the study programme on a standardised form to the Vice Dean for Quality and Development who shall refer the proposal for review.
- (4) Upon the proposal of the Vice Dean for Quality and Development, the Dean of the Algebra University College shall appoint two independent reviewers, at least one of which is preferred to be a foreign expert. Reviewers shall be selected on the basis of their professional and scientific competences in the field or area in which the study programme is being reviewed.
- (5) Each reviewer shall conduct a review of the proposed changes to the study programme according to the standardized questionnaire and issue a recommendation for their adoption or rejection. The review should show that the study programme has been changed in accordance with the regulations in the field of quality assurance in higher education, European standards and good practices and principles referred to in Article 2 of this Book of Regulations.
- (6) Changes to the study programme, with the prior consent of the Quality Committee, shall be adopted by the Academic Council of the Algebra University College.
- (7) Key changes to the study programme shall be published on the website of the Algebra University College within 8 days and all enrolled students shall be notified of the changes through the digital student service system.
- (8) Students enrolled in a study programme that is under revision, shall complete the study programme according to the programme they enrolled.
- (9) Exceptionally, students who register for differential ECTS credits, repeat a year of study or continue studying after suspension or interruption of student status, are required to pass differential exams or acquire ECTS credits in accordance with the new study programme.

## Article 8

### **Modernisation of courses**

- (1) Regular modernisation of study programmes refers to changes to learning outcomes in the amount of less than 20% of ECTS credits of all elective and compulsory courses combined, in relation to the total

number of all ECTS credits of the study programme which include all elective and compulsory courses. Changes to the study programme are assessed in relation to the study plan of the study programme for which a license from the Ministry of Science and Education has been obtained.

- (2) Multiple changes to study programmes expressed as a percentage of ECTS credits and the corresponding revised learning outcomes are calculated cumulatively in relation to the study programme for which a license from the Ministry of Science and Education has been obtained. If the total changes to the study programme are greater than 20% of the total number of ECTS credits, the procedure referred to in Article 7 of this Book of Regulations shall apply to the procedure for the revision of the study programme.
- (3) Regular modernisation of the study programme shall also include changes to:
  - a. organisation of the study programme
  - b. introduction of mobility windows through changes to the organisation of the study programme
  - c. teachers involved in the implementation of the study programme
  - d. literature
  - e. methods of learning, teaching and student evaluation
  - f. compliance of the components of the study programme with contemporary knowledge.
- (4) The subject teacher is in charge of the regular modernisation of the course.
- (5) The head of the department monitors and approves the proposed regular modernisation of the course.
- (6) It is not necessary to perform a special procedure for the regular modernisation of the course.
- (7) The subject teacher is required to publish the course changes as part of the course description and the Instructions for Attending and Taking Courses prior to the beginning of classes.

### **III. PRINCIPLES OF DEVELOPMENT AND PROCEDURE FOR ADOPTION OF EDUCATIONAL PROGRAMMES**

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#### Article 9

##### **Elements and structure of educational programmes**

- (1) Educational programmes are programmes that are not considered study programmes in the sense of the Act on Scientific Activity and Higher Education and are based on the principles of lifelong learning and opening of higher education to non-traditional groups of students.
- (2) The principles of development of study programmes prescribed by this Book of Regulations shall be applied accordingly to the development of educational programmes (lifelong learning programmes).
- (3) Educational programmes may be organised as separate modules of the existing study programmes of the Algebra University College, as differential (preparatory) programmes for the acquisition of learning outcomes required for enrolment in one of the study programmes of the Algebra University College or as independent educational programmes.
- (4) The educational programmes of the Algebra University College contain the following elements:

- a. name of the educational programme
  - b. link to the qualification standard or set of learning outcomes in the CROQF Register (if any)
  - c. requirements for enrolment in the educational programme
  - d. intended learning outcomes achieved by completing individual obligations and the overall educational programme, as well as the anticipated number of hours for each obligation
  - e. corresponding number of ECTS credits assigned for each obligation (in case of learning outcomes at the CROQF level 5 or more) based on the average total workload invested by the student in order to achieve the intended learning outcomes
  - f. form of teaching and method for evaluating learning outcomes achieved for each obligation
  - g. other relevant information.
- (5) Upon successful completion of educational programmes, partial qualifications shall be acquired in case of a total of 10 ECTS credits or more, i.e. certificates of achieved learning outcomes and corresponding ECTS credits in case of learning outcomes at the CROQF level 5 or higher.

#### Article 10

#### **Procedure for development and adoption of educational programmes**

- (1) Educational programmes (lifelong learning programmes) of the Algebra University College are developed and adopted in accordance with the Algebra University College Statute and this Book of Regulations.
- (2) The educational programme shall be developed and proposed in a consultation process with teachers, students, learners, alumni, experts, employers and other stakeholders in higher education.
- (3) The Vice Dean for Quality and Development of the Algebra University College ensures that the educational programme complies with the higher education regulations, general acts of the Algebra University College and principles stipulated in the Article 2 of this Book of Regulations.
- (4) Prior to its adoption, the educational programme shall be evaluated by at least one expert in the field of the educational programme as an independent reviewer appointed by the Quality Committee.
- (5) The Quality Committee gives its prior consent for the adoption of the educational programme by the Academic Council.

### **V. PROCEDURES FOR EVALUATION, PERIODIC REVISION AND IMPROVEMENT OF EDUCATIONAL PROGRAMMES**

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#### Article 11

#### **Evaluation of educational programmes**

- (1) Educational programmes are regularly advanced and modernised with the aim of ensuring quality and relevance of knowledge and skills developed through teaching and research activities of the Algebra University College.



- (2) If the educational programmes represent integral parts of the existing study programmes of the Algebra University College, changes to the relevant study programmes shall also apply to its components that are organised as separate units of the study programme.
- (3) If the educational programmes are organised as differential (preparatory) programmes prescribed as requirements for enrolment in a study programme of the Algebra University College, changes to the relevant study programme in the form of necessary entry competences for enrolment in the study programme require corresponding changes to the differential educational programme.
- (4) If the educational programmes are organised as independent study programmes, the Algebra University College shall conduct a survey of stakeholders, at least once every two years, on their relevance and quality using tools developed for the evaluation of study programmes that are accordingly applied to the evaluation of educational programmes.
- (5) The proposal for changes to educational programmes may be submitted by teachers, students, course takers and employees of the Algebra University College or the teaching base of the Algebra University College and members of the Economic Council.
- (6) The proposal for the improvement of the educational programme shall be submitted ex officio by the Quality Committee, heads of study programmes and heads of departments whenever the procedure for self-evaluation, evaluation or proposals, remarks and reviews received demonstrate the need for the revision of the educational programme.
- (7) Based on the received recommendations of identified needs for improvement, revision and improvement shall be conducted through changes to the educational programmes.

## **VI. QUALITY ASSURANCE**

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### Article 12

#### **Quality assurance**

- (1) The procedures for the improvement of study and educational programmes are an integral part of the internal quality assurance system of the Algebra University College and are as such subjected to regular external evaluation conducted by the Agency for Science and Higher Education.
- (2) In accordance with the Book of Regulations on Quality Assurance System of the Algebra University College, the Quality Committee shall initiate twice a year, after the end of the winter and summer semester, a thematic session of the Academic Council concerned with the issues of quality. As part of the thematic session, the Academic Council shall discuss the need for the revision of study and educational programmes as well as the modernisation of courses that has been realised since the previous thematic session.

## **VII. TRANSITIONAL AND FINAL PROVISIONS**

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### Article 13

#### **Interpretation of the provisions of the Book of Regulations and to whom it applies**

- (1) To all situations not included or specified by this Book of Regulations, the provisions of the Act on Quality Assurance in Science and Higher Education ("Official Gazette", No. 45/09) shall be applied accordingly along with the provisions of the Ordinance on the content of license and conditions for issuing license for performing higher education activities, carrying out a study programme and re-accreditation of higher education institutions ("Official Gazette", No. 24/2010), the Instructions for the procedure for revision of approved study programmes of the Ministry of Science and Education of 26 June 2020 (CLASS: 602-04/20-13/00086, REF. No.: 533-04-20-0001) and amendments to the Instructions of the Ministry of Science and Education of 10 February 2021 (CLASS: 602-04/20-13/00086, REF. No.: 533-04-20-0005).
- (2) The Dean of the Algebra University College is responsible for the interpretation of the provisions of this Book of Regulations.
- (3) This Book of Regulations refers to study and educational programmes of the Algebra University College.

#### Article 14

#### Entry into force

- (1) This Book of Regulations shall enter into force one day after the date of its publication on the Algebra University College website.
- (2) On the effective day of this Book of Regulations, the following shall cease to be valid:
  - a. Book of Regulations on Procedure for Improvement of Study Programmes of the Algebra University College of 25 September 2020, CLASS: 602-04/20-01/30, REF. NO.: 251-321-20-03-09.
  - b. Book of Regulations on Performance Procedures of Study Programmes of the Algebra University College of 15 February 2018, CLASS: 602-04/18-03/10, REF. NO: 251-321-18-03-20.

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