

## ADMISSIONS POLICY OF THE ALGEBRA UNIVERSITY COLLEGE

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Pursuant to Article 33 of the Statutes 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 99<sup>th</sup> regular session held on 27 April 2022, the following:

## ADMISSIONS POLICY OF THE ALGEBRA UNIVERSITY COLLEGE

### 1. Introduction

This Admissions Policy represents a general act which regulates various elements of admissions process in the Algebra University College and, in particular, it stipulates applicants' rights and obligations within the process. Furthermore, it regulates roles and responsibilities for the admissions process within the institution.

In accordance with our Mission and core values, we are committed to the principle of fair admission and seek to operate recruitment, selection and admission procedures that are transparent, reliable and inclusive. In addition, we will at all times, seek to operate procedures that are fair and are in accordance with the laws of the Republic of Croatia.

This document is intended to be publicly accessible, and sets out our overarching policy on the admission of students to undergraduate and graduate study programmes. Admissions procedures and criteria are regularly published in the **Calls for Admissions** for each study programme and each academic year. Call for Admissions specifies in more detail specific requirements for each programme and deadlines for admissions in each academic year. They are available here: <https://www.algebra.hr/visoko-uciliste/en/admissions/>

The Admissions Office and Heads of Study Programmes are, in general, responsible for admissions, while number of other bodies also support the process. Students Office is responsible for issuing student identity cards and other formal students' documents, while **Committee for Admissions Process** deals with students' complaints and appeals as well as with special requests for admissions for particular groups of applicants (i.e. students with disabilities).

All persons involved in the selection process are required to adhere to Algebra Admissions Policy (this document) and commit to execute their responsibilities in a timely and professional manner. Responsibility for ensuring consistency in the implementation of the Admissions Policy lies with the Admissions Office in conjunction with the Heads of Study Programmes.

Responsibility for ensuring clear, transparent and consistent communication of our programmes and their requirements on our website, publications and other places lies with the Admissions Office (for domestic students and communication channels in Croatian Language) and with the International Office (for international students and communication in English).

We recognise the importance of face to face advice (whether in person or virtually) and the value of visiting a potential place of study. Algebra therefore commits to:

- Organising personal visits and meetings within the institution for prospective students as part of admissions process,
- Organising on-line consultations with members of International Office and Heads of Study Programmes for international students,
- Attend international events in other countries,
- Work with network of agents in foreign markets,
- Attend regular recruitment events (such as University Fair in Zagreb and other international events abroad) at which potential applicants can meet experienced staff who are actively and regularly involved in the admissions and recruitment process and who can properly assist applicants in choosing a place of study,
- Organise Open Days and Campus Tours which are published on our website and social media,
- Organise other events in our campus promoting entrepreneurship, technical topics and other topics linked to broad area of STEAM.

The Admissions Policy is reviewed annually by the Admissions Office in consultation with the Heads of Study Programmes, academic departments and students' representatives. Revisions of this document are formally enacted by the Academic Council of the Algebra University College.

## 2. The application processes

### 2.1. *Right to Enrolment in Study Programmes*

As per **Book of Regulations on Study Programmes and Studying**, the right to enrolment, enrolment procedure and enrolment quotas for study programmes of the Algebra University College are defined by the **Call for Admissions** for a particular academic year and study programme. The Call for Admissions is adopted by the Board of Trustees 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 published on the web site.

For programmes delivered in English language, students are required to have obtained IELTS certificate at the level 6.0 for undergraduate programmes and 6.5 for graduate programmes, or equivalent.

### 2.1.1. Bachelor level programmes

In general, all candidates who have completed secondary school in duration of 4 years or more, have the right to enrol in Bachelor programmes, if they fulfil requirements set in Call for Admissions for a specific programme.

Candidates who completed secondary school outside the Republic of Croatia will have to submit a request for academic recognition together with their documents in English language to the International Office, and the fee is to be paid by applicants in accordance with the **Decision on Tuition Fees and Costs of Other Services** <https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>.

### 2.1.2. Master level programmes

In general, admission to the professional graduate study programmes is open to all applicants who previously completed an undergraduate study programme. as specified in the Call for Admissions for each study programme.

Candidates missing specific learning outcomes at the Bachelor level in a specific field, will have an opportunity to attend preparatory module / programme to be able to successfully study a Master level programme, as specified in the **Call for Admissions** for each study programme. Typically, those preparatory modules / programmes could be physically organised in our facilities in duration of one semester or similar, or could be delivered using on-line platforms, supported by mentoring. All such programmes finish with examination and only positive assessment could be the basis for enrolment to a Master level programme.

Candidates who completed their Bachelor programme outside the Republic of Croatia will have to submit the application for academic recognition with their documents in English language to the International Office, and the fee is to be paid by applicants in accordance with the **Decision on Tuition Fees and Costs of Other Services**. <https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>

## 2.2. Portfolios and written work

Some of our programmes include the assessment of additional material as part of the selection process, for example a creative portfolio or a show-reel for study programmes in Arts. Additional material may be requested as part of the initial application or requested at a later date following a short-listing process. Where the selection process includes the consideration of additional material this information will be published on the individual programme web-pages within Call for Admission. In line with our commitment to operating an admissions process that is fair, transparent and inclusive we will, where possible, provide advice and guidance on how the material will be assessed, and how an applicant might choose to present their creative material.

### 2.3. Admissions exams

Admissions exams may be used as part of the selection process. Admissions exams are normally written tests that are timed and unseen and may be either paper-based or conducted online. Where an admissions exam will form a part of the selection process, this will be indicated in the Call for Admission. Admissions exam is normally held at our premises and applicants are invited by email providing them with details on the format of the exam, along with any necessary information of potential preparation. We will endeavour to provide applicants with data on examination date and time, timely.

### 2.4. Enrolment Procedure

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 (for domestic students: <https://www.algebra.hr/visoko-uciliste/upisi/prijavi-se/> for international students: <https://www.algebra.hr/visoko-uciliste/en/admissions/apply/>) or by applying through the National Information System for Applications.

For students applying through National IS, after their final selection of the higher education institution, it is additionally necessary to complete an on-line application form on the aforementioned website of the Algebra University College, because data entered here are important for us to statistically monitor our applicants and to be able to provide mandatory reports to national Statistical Bureau (Crostat).

Candidates are selected through a classification procedure. The classification procedure for enrolment of students in Bachelor level study programmes is based on the evaluation of secondary education results and implementation of an entrance exam (if one exists for specific study programme). Candidates who have taken the national secondary school leaving examination (Matura exams) are enrolled on the basis of the results thereof.

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.

Within the enrolment procedure, candidates are required to submit all documents stipulated by the Call for Admission, select a model of payment and sign a **Study Agreement** and a **Pro forma invoice** together with tuition fee payers (in case student is not tuition fee payer by himself / herself) and the Algebra University College.

For each candidate who has obtained the right to enrol, Algebra University College will prepare a request for payment valid within the period stipulated by the Call for Admission for the completion of the enrolment 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 instalments. The tuition fee determined by the request for payment includes possible fee reductions based on recognised courses and/or certificates, scholarships, grants or discounts.

Candidate who does not complete the enrolment procedure within the stipulated time period, and particularly one who does not make a tuition fee payment, loses the right to enrol. This right will be transferred to the applicant following on the ranking list who was not given the right to enrol, but has earned the minimum admission score / meet minimum admissions requirements.

#### 2.4.1. Bachelor level programmes

There are three main entry routes for study programmes at the Bachelor level and include enrolment through the Central Admission Office (<https://www.postani-student.hr>) and based on the results of national exams (State Matura exams), or enrolment through the admission exam of the Algebra University College. Third option is for candidates transferring from another higher education institution, in case of such the ECTS already accumulated by the candidate will be considered for recognition. All specific entry requirements are published in the **Call for Admissions** for each programme. The enrolment procedure and criteria need to be in line with the provisions of the Law on Higher Education and Scientific Activity.

#### 2.4.2. Master level programmes

Enrolment in the study programmes at the Masters level includes different entry routes, as specified in the Call for Admission for each study programme. Candidates without a Bachelor degree in a required scientific area / field may be required to demonstrate specific skills and knowledge or to enrol into a specific preparatory course or to additional modules at the Bachelor level. All specific entry requirements are published in the **Call for Admissions** for each programme.

### 2.5. Review of application requirements

Entry requirements are reviewed annually which reflects our commitment to ensuring fair access and assessing a student's ability to succeed in their chosen programme of study.

Specific additional programme requirements are determined by the Heads of Study Programmes, in consultation with the Admissions Office.

Responsibility for adjusting requirements and ensuring that entry requirements are used to identifying those most able to succeed on a given programme lies with the Heads of Study Programmes.

### 2.6. Recognition of formal learning (academic recognition)

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 <https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>.

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).

Exams passed at another higher education institution may be recognised partially (particular learning outcomes) or entirely. Requests for recognition of exams passed at another higher education institution must be submitted to the Admissions Office by filling out the application form available through the Infoeduka IT system together with other documents listed in the Book of regulations on academic recognition.

Applications are to be submitted before the beginning of the study year and not later than 15 days before the enrolment in the year of study in which the course for which the student seeks recognition is held or before submitting the enrolment form.

The costs of the procedure are specified in the **Decision on Tuition Fees and Costs of Other Services** published at the web site: <https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>.

Based on approved requests, students may be eligible for tuition fee reduction in the monetary value of ECTS credits of recognised modules, depending on the selected model of tuition fee payment defined by the **Decision on Tuition Fees and Costs of Other Services**.

## **2.7. Recognition and validation of non-formal and informal learning**

Students may request Recognition of non-formal and informal learning under the conditions defined by the **Book of regulations on recognition and validation of non-formal and informal learning** published on the website of the Algebra University College (<https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>).

Non-formal and informal competences can be recognised or validated as individual learning outcomes or as a total of learning outcomes of a particular course/module.

Students are required to register for taking (sitting lectures and examinations) learning outcomes which have not been recognised or validated.

Students are required to submit their request for recognition and/or validation of non-formal and informal learning in written form by filling in the **Application Form** (<https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>) available on the web site of the Algebra University College, together with other documents listed in the Book of regulations on recognition and validation of non-formal and informal learning.

Applications are to be submitted before the beginning of the academic year and not later than 15 days before the enrolment in the particular year of study during which the course for which the student seeks recognition or validation is held or before submitting the enrolment paper.

The costs of the procedure of recognition and/or validation of non-formal and informal learning is to be paid by applicants in accordance with the Decision on Reimbursement of Expenses.

Based on approved requests, students may be eligible for tuition fee reduction in the monetary value specified by the current Decision on Tuition Fees and Costs of Other Services.

## **2.8. Advanced fee payments for international students**

International applicants (not Croatian residents) will be required to make payment of the application fee in accordance with the current Decision on Tuition Fees and Costs of Other Services published at the web site: <https://www.algebra.hr/visoko-uciliste/en/for-students/documents/>.

International applicants seeking for a Visa to enter Croatia, will be required to make an advanced payment of 70% of the first annual tuition fee to secure their place on the programme. Details of this will be emailed once an offer of a place is made, prior to the start of the visa process.

## **2.9. Documentation verification and fraud**

Decision to allow enrolment to Algebra is made on the basis that the information provided both in the application form and any supplementary information / documents is true and accurate. Where an applicant is suspected to have provided incorrect or false information, further details will be sought by the Admissions Office. Full-time undergraduate applicants suspected of submitting, or found to have submitted, false information will be submitted to our **Ethics Committee** and the **Disciplinary Board**. In the case of international applicants, details may also be passed to Croatian Visas and Immigration authority.

Applicants will be required to show hard copy original documentation of qualifications listed in the application upon which the decision to offer a place was made. Algebra will accept soft copies but only after original proof was shown to the Admissions Office.

Algebra reserves the right to withdraw an offer of a place and/or cancel an enrolment if fraud is discovered following an applicant receiving an offer.

## **3. Policies and procedures specific to particular applicant groups**

### **3.1. Equality and diversity**

Algebra is committed to provide same opportunities of studying to all its students and same treatment to all its applicants in line with this policy, Law on Scientific Activity and Higher Education, its Statutes and other regulations. We believe that equality of treatment and diversity of our student population are true values we shall fully support and further develop. Having said that, we so far invested significant resources and efforts to provide opportunity for studying for groups of students with specific learning needs and we constantly invest in order to gather



diverse (in respect to sex, age, race, skin colour, religion, ethnicity, ...) student population. Delivering all our study programmes in English is one notable example of supporting diversity and trying to attract international students (both fee based and exchange) from different countries and from all continents.

### **3.2. *Applicants under the age of 18***

According to the Article 77 of the Law on Scientific Activity and Higher Education, Algebra is not allowed to discriminate students based on their age, but should specify what type of secondary school programme students should have finished in order to enrol. Students who are under the age of 18 years are considered as children in terms of Croatian law. In order to ensure that its duty of care towards such students is properly fulfilled, Algebra recognises the importance of collecting and maintaining emergency contact information.

### **3.3. *Mature applicants***

In order to best support mature applicants and those who are employed, we provide opportunity to enrol in part time study programmes which includes other opportunities (i.e. to sit exams during different time) and additional support. They are in many cases offered RPL opportunities through the admissions process in order to recognise their skills and knowledge acquired through different forms and therefore shorten their route towards completing the studies.

### **3.4. *Applicants with disability or specific learning needs***

Algebra University College welcomes applicants from underrepresented and disadvantaged groups, which includes those with specific learning difficulties and long-term health conditions, and is committed to a policy that allows, as far as possible and to extent of "reasonable adjustments", for equality of opportunity and access to higher education. We invested in accessibility architectural adjustments of our facilities (i.e. access to all classrooms for disabled, special ramps, special elevator for disabled, disabled toilet and similar). Being private educational provider providing fee-based programmes, we are equally interested in opportunity for our students to access higher education as well as for their opportunity to successfully finish their programme and acquire all learning outcomes set within the programme.

Applicants are provided the opportunity throughout the admissions process to request reasonable adjustments, which can include, but are not limited to: additional time in admissions tests; an accessible interview space; extra consideration of factors that may have impacted upon prior academic performance. Still, we would not be able to make some of the adjustments if they would require specific and non-existent technologies or skipping some of the prescribed learning outcomes within the programmes.

### **3.5. International applicants**

Algebra welcomes applications from prospective students from outside Croatia. These candidates are supported by the International Office of the Algebra University College. International applicants who have completed studies in a language other than English will have to prove their English language proficiency as stipulated in this Admissions policy.

## **4. Changes to and discontinuation of programmes**

Algebra constantly changes and develops its programmes in order for them to be up-to-date and to provide best career opportunities to our graduates. Still, we strive to minimise any changes to programmes once applications begin to be processed for the next intake date. However, sometimes changes are unavoidable and in these circumstances the Admissions Office will notify applicants as soon as possible if there is a significant change to a programme of study after the receipt of application. Significant changes may include:

- Substantial changes to the content of the programme applied for;
- Changes regarding the status of the programme (e.g. validation by a professional or statutory body);
- Discontinuation of a programme of study.

Applicants will have the opportunity to withdraw from their acceptance if desired (as a result of such change to the programme) and to have any fees already paid to Algebra refunded.

If a study programme changes during the period of study, students will have right to finish their study according to the programme they initially enrolled to. This opportunity will be available only to students who do not prolong studying through re-enrolments to some modules. In case of re-enrolments to a module which has changed, Algebra will not be obliged to offer opportunity to student to sit an old programme but would rather offer student opportunity to finish his / her studies according to a new one. If students would like to switch to a new programme during period of their studying (and not finishing the programme they initially enrolled to), they might have such option if whole student cohort would like to change programme and if Algebra would be capacitated to offer such new programme to already enrolled students. In such cases students would still have to collect 180 or 120 ECTS (depending on the programme level) and meet other programme requirements to get their degree (qualification).

If programme is discontinued, students which enrolled to it will have the chance to finish their study following the programme they initially enrolled to. This opportunity will be available only to students who do not prolong studying through re-enrolments to some modules.

## 5. Appeals and complaints in the application process

### 5.1. Feedback on applications

Algebra recognises the need to respond to an applicant's request for information as to why their application was deemed unsuccessful. The Admissions Office will provide feedback on an individual basis in response to receiving a formal request from the applicant within 28 days of the request. Any applicants wishing to appeal against a decision in light of their feedback should refer to the complaint procedure set in this document.

### 5.2. Appeals and complaints in the application process

Algebra is committed to providing a fair and efficient admissions service, and encourages applicants to inform the institution of any difficulties encountered during the admissions process in order that procedures can be regularly reviewed and improved. It is hoped, therefore, that most queries and complaints can be resolved informally, but where this is not possible, applicants are advised to follow the complaints procedure outlined here:

1. Candidates should submit any complaints in the application process in a written form (e-mail or s-mail) to the Head of Admissions Office and to the Vice Dean for Academic Affairs (their contacts are on the web page of the institution).

A complaint is defined as a statement of dissatisfaction with the manner in which an application has been handled in relation to the institution's admissions policies and procedures. The reasons for such a complaint will include administrative error, the behaviour of a member of Algebra staff, the conduct of an interview (where applicable) or the result of a fee classification. Whilst we will routinely consider all complaints that relate to the administration of an application, we will not consider appeals based on dissatisfaction with the academic judgement underpinning a decision made on an application.

A complaint should be lodged in writing as close as possible to the point at which it arises and always within 14 days of the relevant activity.

2. Vice Dean for Academic Affairs will assemble **Committee for Admissions process** to deal with each received complaint. Committee will be formed of: Vice Dean for Academic Affairs, Head of Admissions Office, Head of QA Department, Head of Study Programme for which candidate applied, Head of Ethics Committee
3. Committee for Admissions process will reach its judgment during session organised no longer than 3 working days after a complaint was received. Judgment of the Committee is final and it could change decision taken within admissions process.

## 6. Data protection procedures

The rules for personal data processing apply to all processing of personal data in Algebra. The rules refer to all Algebra employees, all personal data and to business-sensitive data in any

format - paper and digital form. The rules are the basis for the creation, maintenance and application of rules for the processing of personal data of each department.

1. Processing of personal data is lawful, which means that we apply and can prove one of the legitimacies of the processing of personal data.
2. All personal data are stored in secured environment and in secure way to prevent the loss or an unauthorized access that both constitute a data breach of personal data.
3. We apply strict restrictions on the right of access to personal data in any form - digital and on paper. Access rights are prescribed and updated regularly with periodic audits.
4. All incidents involving personal data are reported to the Data Protection Officer immediately and without delay. All incidents must be investigated and recorded in the Incident Record, and evidence stored. If there is a personal data breach, the Personal Data Breach Management Process follows.
5. All personal data processing systems must record (log) approaches, changes and activities of personal data processing, wherever applicable. This is especially true for transaction logs. The same rule applies to physical access to personal data.
6. Development, education and testing of systems or applications are not done with personal data.
7. Disclosure of personal data processed by the Algebra is possible only on the basis of a contractual obligation, if an NDA and a personal data protection contract have been signed, and on the basis of a legal obligation.
8. Each request of the respondent must be addressed to the Personal Data Protection Officer immediately and without delay.

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President of the Academic Council of the Algebra  
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