

Pursuant to Article 31 of the Statute of the Algebra University College and Articles 6, 19, 32 and 33 of the Book of Regulations on Study Programs and Studying of the Algebra University College, the Academic Council of the Algebra University College enacted at its 99th session, held on 27 April 2022, the following

DECISION ON ACCEPTABLE AND UNACCEPTABLE EXCEPTIONAL CIRCUMSTANCES

GENERAL PROVISIONS

Article 1

- (1) The Algebra University College understands that, immediately upon enrollment in the study program and during their studies, applicants and students may experience exceptional circumstances such as illness or an otherwise unforeseen event beyond their control that temporarily prevents them from:
 - a. enrollment in the study program within the deadline prescribed by the Call for Admission,
 - b. attending classes,
 - c. submission of papers within deadlines,
 - d. taking exams.
- (2) This Decision describes the procedure to be followed in such cases and lists the acceptable and unacceptable exceptional circumstances that may be taken into account and on the basis of which decisions can be taken.

PROCEDURE IN CASE OF PREVENTED ENROLLMENT WITHIN THE PRESCRIBED DEADLINE

Article 2

- (1) In accordance with the Book of Regulations on Study Programs and Studying, Article 6: *Enrollment in study programs is possible up to 28 days from the official start date of the academic year, prescribed by the Call for Admission, except in the case of mitigating circumstances prescribed by the Decision on Acceptable and Unacceptable Circumstances.*
- (2) An applicant who failed to enroll within the deadline defined by Article 6 of the Book of Regulations on Study Programs and Studying of the Algebra University College may submit a written request for subsequent enrollment if, at the time of enrollment, the applicant experienced one or more circumstances prescribed by Article 7 of this Decision.
- (3) The applicant shall submit the request in written form to the Registration Office of the Algebra University College by email or by submitting a signed written document.
- (4) The request must contain a description of the exceptional circumstances and be accompanied by necessary evidence.

- (5) The Registration Office shall process the request and, if necessary, request additional information or evidence from the applicant and forward the entire documentation to the Head of Registration Office for decision-making.
- (6) When making the decision, the Head of Registration Office shall consider the applicant's request and the supporting evidence and, if necessary, consult with the Vice Dean for Academic Affairs. The Head of Registration Office shall base the decision on the assessment of whether the exceptional circumstances justify the delay in enrollment and whether these circumstances were beyond the applicant's control.
- (7) The Registration Office shall communicate with the applicant whether the request has been approved as well as the reasons for the decision and shall act upon the decision.

PROCEDURE IN CASE OF PREVENTED CLASS ATTENDANCE

Article 3

- (1) In accordance with the Book of Regulations on Study Programs and Studying, Article 19: *Students who do not meet the minimum class attendance or do not fulfill one of the requirements stipulated by the Instructions for Attending and Passing Courses 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. Exceptionally, in the case of mitigating circumstances prescribed by the Decision on Acceptable and Unacceptable Circumstances, students may submit a written request for an approval of the signature.*
- (2) A student who has not attended the prescribed amount of classes defined by Article 19 of the Book of Regulations on Study Programs and Studying of the Algebra University College may submit a written request to be granted a signature if, during the course of such classes, the student experienced one or more circumstances prescribed by Article 7 of this Decision.
- (3) The student shall submit the request in written form to the Student Office by email or by submitting a signed written document no later than two weeks before the end of classes, and, exceptionally, if the circumstances occurred during the last two weeks of classes, no later than the end of semestral examination periods – February for winter semester, July for summer semester.
- (4) The request must contain a description of the exceptional circumstances and be accompanied by necessary evidence.
- (5) The Student Office shall process the request and, if necessary, request additional information or evidence from the student and forward the entire documentation to the Vice Dean for Students for decision-making.
- (6) When making the decision, the Vice Dean for Students shall consider the student's request and the supporting evidence and, if necessary, consult with the corresponding teachers. The Vice Dean for Students shall base the decision on the assessment of whether the exceptional circumstances justify the absence from classes and whether these circumstances were beyond the student's control.
- (7) The Student Office shall communicate with the student whether or not the request has been approved as well as the reasons for the decision and process the request through the information system.

PROCEDURE IN CASE OF PREVENTED SUBMISSION OF PAPERS WITHIN THE DEADLINE

Article 4

- (1) In accordance with the Book of Regulations on Study Programs and Studying, Article 32: *The Instructions for Attending and Passing Courses prescribe deadlines for the submission of projects, individual parts of projects, project tasks, assignments, presentations and other types of papers that do not require prior conventional registration through the information system. Students who do not submit their papers by the prescribed deadline shall not be evaluated. Students are required to adhere to stipulated deadlines. Exceptionally, in the case of mitigating circumstances prescribed by the Decision on Acceptable and Unacceptable Circumstances, students may submit a written request for an extension of the deadline.*
- (2) A student who has not submitted a course paper within the deadline defined by the Instructions for Attending and Passing Courses may submit a written request to be granted a subsequent deadline for the submission of the paper if, during the semester in which the student was required to complete the paper, the student experienced one or more circumstances prescribed by Article 7 of this Decision.
- (3) The student shall submit the request in written form to the Student Office no later than two weeks before the date defined for the submission of the paper, and, exceptionally, if the circumstances occurred during the last two weeks before the defined submission date, no later than one week after the defined submission date, by email or by submitting a signed written document.
- (4) The request must contain a description of the exceptional circumstances and be accompanied by necessary evidence.
- (5) The Student Office shall process the request and, if necessary, request additional information or evidence from the student and forward the entire documentation to the Vice Dean for Students for decision-making.
- (6) When making the decision, the Vice Dean for Students shall consider the student's request and the supporting evidence and, if necessary, consult with the corresponding teachers. The Vice Dean for Students shall base the decision on the assessment of whether the exceptional circumstances justify the delay in the submission of the paper and whether these circumstances were beyond the student's control.
- (7) If the request can be approved, in agreement with the subject teacher, a new deadline for the submission of the paper shall be defined, which shall be clearly indicated in the decision.
- (8) The Student Office shall communicate with the student whether or not the request has been approved, the new deadline for the submission of the paper as well as the reasons for the decision and process the request through the information system.

PROCEDURE IN CASE OF PREVENTED EXAMINATION

Article 5

- (1) In accordance with the Book of Regulations on Study Programs and Studying, Article 33: *If a student did not cancel an exam on time and did not attend the exam or was prevented from completing the exam, the student may submit a written request to cancel the exam registration in the case of mitigating circumstances prescribed by the Decision on Acceptable and Unacceptable Circumstances.*
- (2) A student who did not cancel an exam on time and did not attend the exam or was prevented from completing the exam may submit a written request to cancel the exam registration if, immediately before or during the exam, the student experienced one or more circumstances prescribed by Article 7 of this Decision.
- (3) The student shall submit the request in written form to the Student Office no later than one week after the exam date by email or by submitting a signed written document.
- (4) The request must contain a description of the exceptional circumstances and be accompanied by necessary evidence.
- (5) The Student Office shall process the request and, if necessary, request additional information or evidence from the student and forward the entire documentation to the Vice Dean for Students for decision-making.
- (6) When making the decision, the Vice Dean for Students shall consider the student's request and the supporting evidence and, if necessary, consult with the corresponding teachers. The Vice Dean for Students shall base the decision on the assessment of whether the exceptional circumstances justify the inability to take the exam and whether these circumstances were beyond the student's control.
- (7) The Student Office shall communicate with the student whether or not the request has been approved as well as the reasons for the decision and process the request through the information system.

RIGHT TO APPEAL

Article 6

- (1) Students who are dissatisfied with the outcome of their request have the right to appeal in accordance with the Algebra University College procedures for academic appeals.

LIST OF CATEGORIES OF ACCEPTABLE CIRCUMSTANCES AND SUPPORTING EVIDENCE:

Article 7

Circumstances	Necessary evidence
Serious bodily injuries or medical conditions that require urgent hospital admission or hospitalization or constant supervision by a medical practitioner for a period longer than one month.	Written evidence from a registered medical practitioner with the specific diagnosis and dates of the period during which the student was affected by the condition
Serious injury or illness of a child, spouse, partner or parent, but not extended family, that requires urgent hospital admission or hospitalization or constant supervision by a medical practitioner for a period longer than one month.	Document verifying the supporting evidence issued by the school's medical practitioner for full-time

Serious deterioration or acute episode of pre-existing and ongoing medical or mental condition or physical disability. High-risk pregnancy.	students or sick leave certificate for students in employment
Death of a parent (including adoptive parent and legal guardian), child, siblings, spouses or partners.	Death certificate
Victim of a serious criminal offence ¹ (e.g. rape, assault, robbery), terrorist incident, natural disaster, major fire in the residential space.	Written confirmation of the reported criminal offense from the competent authority
Unexpected caring responsibilities caused by sudden death or illness or deterioration of current health status of a child, spouse, partner or parent for a period longer than one month.	Written evidence from a registered medical practitioner
Jury service or presence at court as a witness, defendant or plaintiff.	Official correspondence from the court
Visa problems.	Official correspondence

LIST OF CATEGORIES OF UNACCEPTABLE CIRCUMSTANCES:

Article 8

Circumstances
Ongoing medical conditions, disability, learning difficulties or ongoing mental health conditions. Minor illnesses or injuries or any other health conditions, illnesses and difficulties not included within those described as acceptable circumstances (such as colds, headaches, hay fever, etc.). Normal pregnancy.
Financial problems or employment issues. Minor problems with accommodation or relocation. General family problems. Exam-related stress, including written examinations.
Ongoing caring responsibilities (e.g. child care). Caring responsibilities for minor illnesses, accidents or injuries.
Attendance at court as a supporting friend or relative.
Any circumstances that have not clearly affected academic performance or do not clearly relate to the time of the assessment. Current business liabilities. IT equipment failure or unreliability.

¹ As regulated by the Criminal Code of the Republic of Croatia ("Official Gazette", No. 125/11, 144/12, 56/15, 61/15, 101/17, 118/18, 126/19 and 84/21).

Circumstances
Misjudgment of preparation time. Misunderstanding of schedule. Multiple exams in a short period of time. Failure of private or public transport, holidays or travel, attendance at family events such as weddings, etc.

TRANSITIONAL AND FINAL PROVISIONS

Article 9

- (1) The Dean of the Algebra University College is responsible for the interpretation of the provisions of this Decision.
- (2) This Decision applies to all applicants, enrolled students and final year students of the Algebra University College.
- (3) This Decision shall enter into force on the day of its adoption.
- (4) On the effective day of this Decision, the following shall cease to be valid:
 - a. Decision on Determining the List of Categories of Acceptable and Unacceptable Circumstances of 22 September 2021, CLASS: 602-04/21-01/24, REF. NO.: 251-321-21-03-12.

CLASS:	602-04/22-01/13
REF. NO.:	251-321-22-03-04
Pages:	6
Written by:	Ana Tecilazić, Silvija Grgić, Nada Kaurin Knežević
Adopted by:	Academic Council

Chairman of the Academic Council of the Algebra University College
Dean
Assistant Professor, Mislav Balković, PhD