

STUDENT GUIDE

2022/2023



INTRODUCTION



Dear students,

at the start of a new academic year, allow me to wish you a warm welcome to Algebra University College and to present to you our study programs. I believe that, by choosing one of these programs, with our help, you are stepping into a better, digital future.

The present has brought us many challenges: the pandemic and earthquakes have unfortunately become part of our daily lives, but they have once again showed us that even in such dire situations, the human spirit and togetherness can guide us on the path ahead. We will do everything in our power to provide you with the highest quality education, regardless of how classes are administered. In addition, bearing all this in mind, we invite you to get in touch with us if you encounter any difficulties or challenges during your studies.

Bringing together education and economy is our guiding principle in creating study programs adjusted to the existing and future market demands. Our track record and hundreds of alumni employed at leading global and Croatian companies are proof that we have been successful in this endeavor. Our college offers professional study programs, which means they also encompass the practical application of knowledge. This year, we are especially proud to offer an interdisciplinary, project-based course at graduate level, which will allow you become involved in developing innovations, network with experts in the field and acquire new, broader knowledge and skills in different areas. By combining knowledge needed on the modern labor market with practical, hands-on skills, we create highly employable experts of the future. Another confirmation of these skills is the international IT certification, carefully integrated into the curricula of most of our study programs, which offers all of our graduates in computer engineering, multimedia and digital marketing a competitive edge in their respective fields. For those who wish to expand their knowledge through formal education after completing their graduate studies, we offer the possibility of easy access and enrolment in doctoral studies at partner universities. A college degree is valuable when it is backed up by knowledge and the ability to apply this knowledge in different working environments. That is why we strive to achieve the highest quality in both learning and business processes – a fact confirmed by the Agency for Science and Higher Education, which has awarded us the certificate of quality that positions us as currently the highest-ranking professional study program in Croatia.

I believe that you have made a wise decision in choosing Algebra University College, because it does matter which career path you choose and where you will build your career.

Allow us, therefore, to usher you into the digital future.

Assist.Prof. Mislav Balković, PhD
Dean of Algebra University College



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About Algebra University College

Algebra University College is a part of Algebra Education Group, a leading private educational organization which has been present on the Croatian market for almost 20 years.

The goal of the founders was to create a top quality professional higher education institution that was, along with its program, staff and teaching material, ready to meet the demands of employers and the labor market. The accreditation issued by the National Agency for Science and Higher Education, the results of the re-accreditation in 2012, the quality assurance system evaluation performed by Flemish-Dutch accreditation agency NVAO and the status "Approved by FER" (FER – Faculty of Electrical Engineering and Computing) supported the fact that these wishes were not ungrounded and confirmed the high level of Algebra University College curriculum.

The University College carries out a total of:

SIX UNDERGRADUATE PROFESSIONAL STUDY PROGRAMS/SPECIALIZATIONS (BACHELOR):

- **Applied Computer Engineering - Software Engineering**
- **Applied Computer Engineering - System Engineering**
- **Multimedia Computing**
- **Digital Marketing**
- **Market Communications Design - Design**
- **3D Design**

EIGHT SPECIALIST GRADUATE PROFESSIONAL STUDY PROGRAMS/SPECIALIZATIONS (MASTER):

- **Applied Computer Engineering - specialization in Software Engineering**
- **Applied Computer Engineering - specialization in System Engineering**
- **Applied Computer Engineering - specialization in Data Science**
- **Applied Computer Engineering - specialization in Game Development**
- **Joint graduate study programme in Computer Science - Internet of Thing and Artificial Intelligence, with EPITECH, France**
- **Digital Marketing**
- **Design and Communications Management**
- **e-Leadership MBA**

The curricula of all study programs are fully compliant with the ECTS credit system (Bologna Declaration) and are part of the official system of higher education in Croatia, for which the University College received several accreditations from the Ministry of Science, Education and Sports (first temporary accreditation received in June 2008, permanent accreditation in 2010, accreditation for study programs in multimedia computing and graduate study programs in June 2012, accreditations for both study programs in digital marketing in January 2015 and accreditation for e-Leadership study program in April 2016).

Algebra University College signed a partnership agreement with Goldsmiths, University of London in January 2022. Through this partnership, Algebra University College offers the next generation of its students a possibility to study in English at undergraduate and graduate study programmes in the fields of computing, design and management, validated by Goldsmiths, University of London. Students who complete one of these validated programmes will receive a dual degree from Algebra University College and Goldsmiths, University of London.

Algebra offers its Data Science students a Hybrid Graduate Program including MIT's MicroMasters. Students who complete their studies on the integrated program will receive a diploma from Algebra University College along with the MITx MicroMasters credential in statistics and data science, and students who already acquired this certificate will get a part of their credits recognized.

Algebra University College currently employs over 100 teachers and associate lecturers coming from the academic and business sector and according to the quality evaluation results obtained through regular re-accreditation conducted by the National Agency for Science and Higher Education in 2018, represents one of the best study programs in the Republic of Croatia.

6 undergraduate study programs/ specializations

graduate study programs/ specializations **8**

higher education students

1500

140 professors and associate teachers



Campus orientation

Teaching takes place in the auditoriums, classrooms and cabinets equipped with the necessary equipment for all fields of study. University College premises are fully accessible to persons with disabilities. Teaching is held in accordance with epidemiological recommendations. You can find further information in the Organization and Attendance of Classes chapter.

Auditoriums and lecture halls are named after great Croatian and world innovators and pioneers of technological progress (Nikola Tesla, Ruđer Bošković, Faust Vrančić, Eduard Slavoľjub Penkala, Steve Jobs, Ivan Picelj, Ivan Lupis, Slavko Krajar, Ada Lovelace, Ivan Vučetić, Galielo Galilei), while the classrooms are marked by a combination of letters indicating the floor and ordinal number (A1, A2..., C1, C2,...).

For all information, enrollments, application submission, student status and other student issues, the Student Office is at your disposal. It is located on the ground floor of the building.

Algebra University College has an internal library with more than a thousand titles in the field of computing, multimedia, marketing and design.

There are also several spacious lounge areas for rest, relaxation and refreshment as well as space equipped with coffee & tea vending machines, “snack” vending machines. A library with a reading room is available to students on level A of the building.



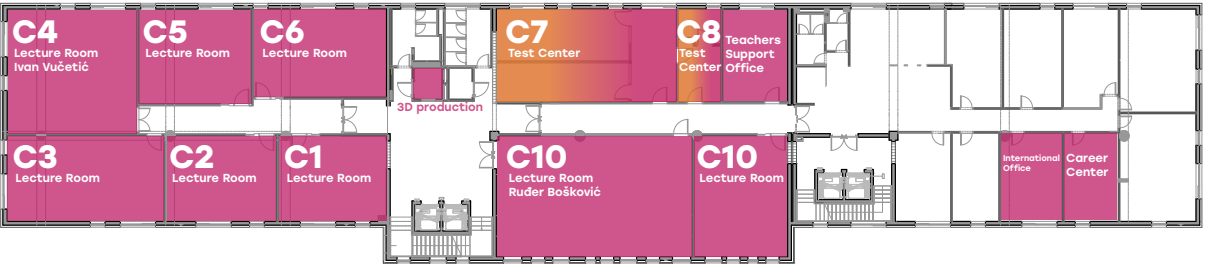
Plan of Algebra University College premises



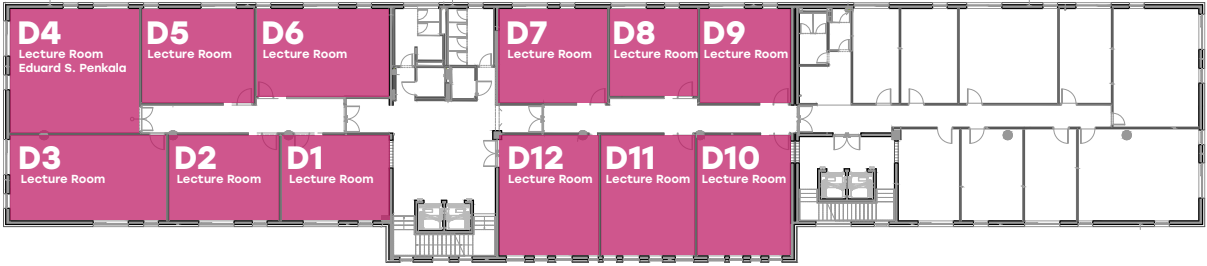
A floor



B floor



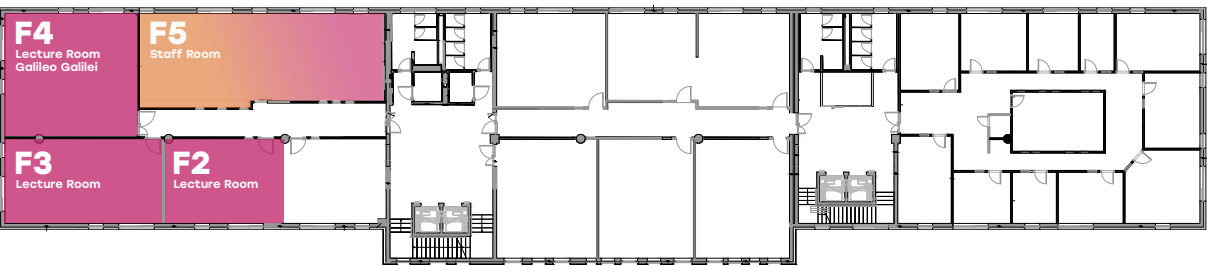
C floor



D floor



E floor



F floor



Code of conduct

Pursuant to Article 28 of Algebra University College Statute, in accordance with the Code of Ethics of Algebra University College and the Book of Regulations on Disciplinary and Material Responsibility of students, teaching and non-teaching staff of Algebra University College, the Dean of Algebra University College on 9th of February 2018 introduces a

CODE OF CONDUCT FOR STUDENTS OF ALGEBRA UNIVERSITY COLLEGE

Students, lecturers, associates and employees of Algebra University College need to work together to create an optimal environment and conditions for the realization of honorable academic work.

The Code is primarily based on the desire of students and teachers to avoid and eliminate unacceptable behavior and to establish a relationship based on mutual respect.

Students' duties are:

- To preserve the reputation and dignity of Algebra University College, students, lecturers and associates;
- To attend lectures, workshops and other forms of teaching without being late;
- To regularly perform and independently organize duties (finances, registering and cancelling exams, number of examinations, attendance at lectures and workshops, etc.)
- Respect the office hours;

Algebra University College building is open from Monday to Sunday from 7:30 am to 10:30 pm.

Library opening hours of the reading room are every working day from 7:30 am to 10:30 pm.

- To attend sessions of the Academic Council and other committees they are members of;
- To be polite and fair towards lecturers, associates and other Algebra University College employees and students;
- If there are special rules of conduct and residence in some faculty area of Algebra University College (e.g. the reading room, lecture rooms, lecture halls and other), you must adhere to them;
- To preserve the property and the environment of Algebra University College.

Students' rights are:

Defined in accordance with regulations such as the Constitution of the Republic of Croatia, Law on Scientific Activity and Higher Education, Statute of Algebra University College, Book of Regulations on Study Programs and Studying, and in particular:

- Equal and inalienable rights regardless of race, nationality, religion, gender, political and other beliefs and views, social status and all other differences;
- The freedom of expression in accordance with the legal decisions and the moral principles of the academic citizen;
- The freedom of non-political association;
- Democratically elected representatives with the right to vote in the Algebra University College Council;
- Giving opinions on issues pertaining to students' rights and obligations through student representatives;
- The availability of Algebra University College Statute and other acts related to students and their rights on Algebra University College;
- A fair relationship by Algebra University College, and in this regard an appeal in case of violation of this right;
- Attending lectures, workshops, seminars and other teaching methods;
- Participation in scientific and professional work;
- Assistance and counseling by the coordinator of the Career Center with regard to the study;
- Handing over the appeal to the decision or procedure to the competent authority;
- Reward for work, achievement and contribution to the affirmation of Algebra University College;
- Participation in supplementary activities: cultural, sports, professional conferences and seminars etc.



Unacceptable behavior is considered to be:

- Impolite and incorrect attitude towards teachers, and other Algebra University College employees or students;
- Being late or abandoning any form of teaching and disregarding other study obligations
- Disturbing any form of teaching;
- Creating noise or disturbance of order and peace;
- Dressing inappropriately according to generally accepted rules for a particular occasion;
- The use of aids on examinations and other tests, except where explicitly permitted, and accepting and providing assistance on exams and other tests;
- Presenting someone else's work as yours;
- Misrepresentation, attending tests on behalf of another person;
- Counterfeiting documents related to studying and realization of student rights;
- Violation of copyright and intellectual property rights;
- Unauthorized access to the resources of the computer system and other entities connected to Algebra University College via the Internet;
- Causing material injury and divestment of assets of Algebra University College;
- Acts that deliberately or from the extreme ignorance pollute the environment of Algebra University College;
- Coming to any forms of teaching under the influence of alcohol or narcotic drugs;
- All other acts that are in opposition to the moral norms accepted in society and the acts that are legally defined as misdemeanors and criminal offenses.

In case of doubt about the violation of this code, a disciplinary procedure against the student is initiated in accordance with rulebook on disciplinary and material responsibility of students, teaching and non-teaching staff. This Code shall enter into force on the date of its adoption and shall be published on Algebra University College website.

Zagreb, 9 February 2017

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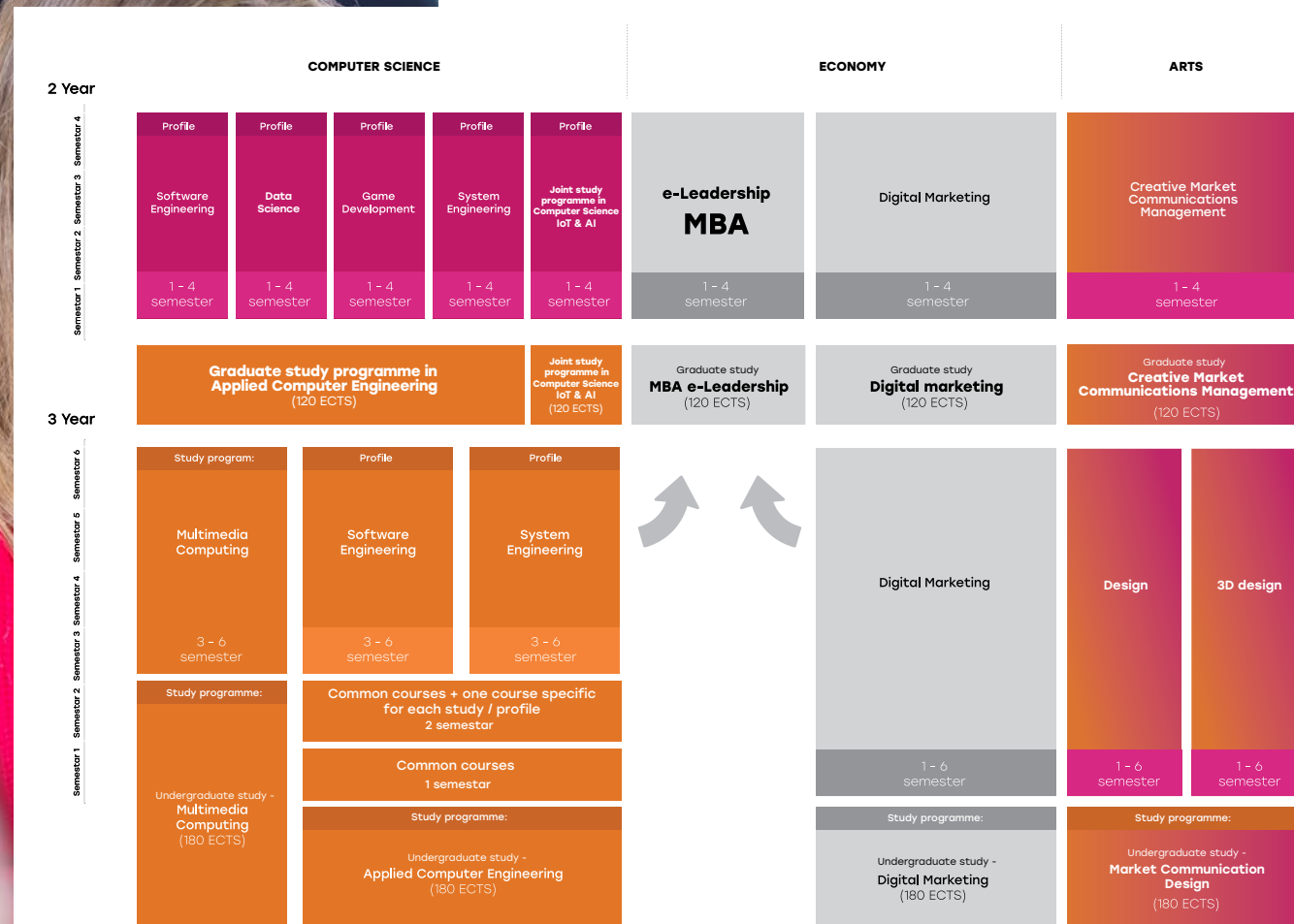
Dean of
Algebra University College
Assist.Prof. Mislav Balković, PhD

Due to the protection of personal information, all students are required to use a verified student e-mail address from Algebra University College domain in official communication with teachers and/or associates and/or staff of Algebra University College. The students will receive the e-mail address upon enrolling in their studies. E-mails sent by students from other e-mail addresses to teachers and/or associates and/or staff of Algebra University College will not be taken into account.



Calendar for the academic year 2022/2023

Study structure



ACADEMIC CALENDAR 2022./2023.

OCTOBER 2022							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	26	27	28	29	30	1	2
2	3	4	5	6	7	8	9
3	10	11	12	13	14	15	16
4	17	18	19	20	21	22	23
5	24	25	26	27	28	29	30

NOVEMBER 2022							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6	31	1	2	3	4	5	6
7	7	8	9	10	11	12	13
8	14	15	16	17	18	19	20
M	21	22	23	24	25	26	27
9	28	29	30				

DECEMBER 2022							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9				1	2	3	4
10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	18
12	19	20	21	22	23	24	25
V	26	27	28	29	30	31	

JANUARY 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
V							1
13	2	3	4	5	6	7	8
14	9	10	11	12	13	14	15
15	16	17	18	19	20	21	22
E	23	24	25	26	27	28	29

FEBRUARY 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
E	30	31	1	2	3	4	5
E	6	7	8	9	10	11	12
O+V	13	14	15	16	17	18	19
1	20	21	22	23	24	25	26
2	27	28					

MARCH 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
2			1	2	3	4	5
3	6	7	8	9	10	11	12
4	13	14	15	16	17	18	19
5	20	21	22	23	24	25	26
6	27	28	29	30	31		

APRIL 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6						1	2
7	3	4	5	6	7	8	9
8	10	11	12	13	14	15	16
M	17	18	19	20	21	22	23
9	24	25	26	27	28	29	30

MAY 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
10	1	2	3	4	5	6	7
11	8	9	10	11	12	13	14
12	15	16	17	18	19	20	21
13	22	23	24	25	26	27	28
14	29	30	31				

JUNE 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
14			1	2	3	4	
15	5	6	7	8	9	10	11
E	12	13	14	15	16	17	18
E	19	20	21	22	23	24	25
E	26	27	28	29	30		

JULY 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
E						1	2
O+V	3	4	5	6	7	8	9
V	10	11	12	13	14	15	16
V	17	18	19	20	21	22	23
V	24	25	26	27	28	29	30

AUGUST 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
V	31	1	2	3	4	5	6
V	7	8	9	10	11	12	13
V	14	15	16	17	18	19	20
V	21	22	23	24	25	26	27
V	28	29	30	31			

SEPTEMBER 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
V					1	2	3
E	4	5	6	7	8	9	10
E	11	12	13	14	15	16	17
O+V	18	19	20	21	22	23	24
V	25	26	27	28	29	30	

teaching examinations some oral examinations/non working days non working days bank holiday



September 26, 2022
Start of the winter semester

November 21, 2022 - November 26, 2022
Midterm exams

December 24, 2022 - January 01, 2023
Christmas holidays

January 23, 2023 - February 11, 2023
Final exams of the winter semester

February 20, 2023
Start of the summer semester

April 17, 2023 - April 22, 2023
Midterm exams

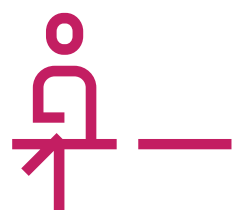
June 12, 2023 - July 1, 2023
Final exams of the summer semester

September 4, 2023 - September 16, 2023
Exam retake terms

The best path to success is to gradually pass courses through mid-term exams. Take advantage of this opportunity and don't leave everything for the end of the semester! Course lecturers and associates will provide you with further instructions about mid-term exams.

Accurate information about the weeks with classes, weeks with mid-term exams and examination weeks as well as public holidays and non-working days can be found in the student calendar.

Algebra University College reserves the right to change the student calendar. The current calendar is available at: <https://www.algebra.hr/visoko-uciliste/wp-content/uploads/sites/2/2022/05/Academic-calendar-2022-2023-1.pdf>



What do I need to know as a student of Algebra University College?

Infoeduka – digital student service or digital notice board

Digital student service Infoeduka is a digital notice board with all available information, personalized schedule, teaching materials, information about the number of points per subject and learning outcomes, payment information, various notifications about changes, news, and more.

Infoeduka enables you to have all the information you need in one place and access them from any location. It also has the purpose of making it easier to study, reducing administration, and improving the organization of the study process.

You can use Infoeduka to track information and perform most of your study activities:

- Keep track of important information relevant for studying
- Follow the personalized schedule of lectures
- Keep track of your attendance in the classroom
- To reach the repository of teaching materials
- Track financial debts
- Register and cancel your exams
- Review exam grades
- Review class calendar and exams schedule
- Enroll and test a semester or year
- Review the state of the collected credits within the course
- Access e-learning contents
- Access on-line services (forum, webmail)
- Access e-library
- Search for certification
- Control and adjust receiving messages about events that are important for your studies
- Register your graduation thesis

We can say: If it isn't in Infoeduka, it didn't happen!

You can sign in to Infoeduka with access information you received when enrolling on the following link: <https://student.racunarstvo.hr/pretinac/>. Infoeduka link can also be found on the left side of our every web page.



Student status

Student status is acquired through enrollment at the University College and is terminated upon completion of the study program, disenrollment from the University College or discontinuation of studies for other reasons.

What are the conditions for enrollment in higher years of study?

The conditions for enrollment in higher years of study are equal for full-time and part-time students.

In order to enroll in the second year of study, students are required to pass all courses of the first year. 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.

In order to enroll in the third year of study, students are required to pass all courses of the first and second year. 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 at least 40 ECTS credits.

In order to enroll in the final year of study, students are required to pass all courses and exceptionally, they can enroll if they have passed courses of the third year with a total of at least 40 ECTS credits and all courses of the first and second year.

If you are enrolling in a higher year of study and simultaneously repeating courses of the previous year, such enrollment may result in overlapping of schedules of lectures or exercises. If you are, at your request, simultaneously enrolling in courses of different study years, such possibility is considered knowingly accepted.

Acquired ECTS credits are reviewed in September during the enrollment period for undergraduate study programs and in February for graduate study programs.

Number of ECTS credits acquired by September or February determines the year of study you will be able to enroll and fulfillment of conditions for enrollment in higher years or re-enrollment in the previous year of study.

All courses that have not been passed during the period of 12 months after their enrollment must be re-enrolled.

If you have not passed all courses of the previous year and are transferring them to the next academic year, please keep in mind the following: it is better to pass all courses of the winter semester and transfer courses of the summer semester, since the courses of the summer semester can still be passed in February (12 months after their enrollment). If you succeed to pass courses of the summer semester during this period (until February of the following year), you do not need to re-enroll them and pay for their enrollment.

What is the semester status?

In order to enroll in each semester, you are required to complete and submit the Enrollment Form, which defines all enrolled courses and status of the enrolled semester, through the Infoeduka system. A semester can be enrolled in the following statuses:

- Enrolled – if you are enrolling in the semester (year) for the first time;
- Re-enrolled – if you have not acquired enough ECTS credits during the previous year in order to enroll in the higher year of study, you must re-enroll in the same semester (year);
- Suspension – you can request a suspension of student obligations for a period of one academic year due to justifiable reasons by sending a digital enrollment form and submitting a written request together with accompanying documentation to the Vice Dean for Students.

The suspension is always terminated with the end of the study year during which the suspension has been enrolled, no matter when it started!

Suspension of obligations is possible during military service, pregnancy and up to one year of age of the child, prolonged illness and in similar justified cases. During that time, the rights and obligations are suspended, and in that period the student does not have the right to subsidized housing costs in student dormitories, the right to cover food costs, transportation costs or the right to state scholarships. Moreover, in the opinion of the Ministry, if the student is not able to perform his/her study obligations for justified reasons, then he/she cannot perform student work via student work contracts. In the year in which the suspension of study obligations is enrolled, students are suspended from all rights of the student status, except for the right to health insurance).

Students enroll in higher semesters twice during the academic year – in September and in February.

In addition, a request for disenrollment from the study program must be submitted through the Enrollment Form tool within the Infoeduka system.

What is X-ica and its purpose?

The student identification card or the popular X-ica is an identification document which attests student status (the student matriculation book is no longer required as a document that attests student status in Croatia and neither at Algebra University College). The student identification card is active from October of the

current year until October of the following year, except in case of termination of student status.

If you are an EU student with a full-time student status you have the right to subsidized meals, and if you own a European Health Insurance Card (EHIC), you have the right to free health insurance. All full time students (EU and non-EU) have subsidized transportation (ZET, bus, etc.) and a variety of benefits such as discounts for theatre tickets and others. Furthermore, all full time students have the right to apply for accommodation in student dormitories, but keep in mind that it is difficult to get a place in said accommodation. Part-time students do not have the right to said state subsidies.



ECTS Credits and Learning Outcomes

As previously mentioned, the curricula of all study programs are fully consistent with the ECTS credit system (Bologna Declaration) and each course is defined through learning outcomes.

What are ECTS credits?

ECTS credits (European Credit Transfer System) are related to the Bologna system of studying and indicate the study load expected of students during the execution of all obligations related to a particular course. They are defined by the expected number of hours that a student will spend learning, practicing and preparing papers and seminars in order to pass a certain course. One ECTS credit indicates 25 – 30 hours of work. Each course requires a certain number of ECTS credits.

If you successfully complete all requirements and pass all exams during one semester, you will acquire 30 ECTS credits and 60 ECTS credits during one year. The undergraduate study program in the duration of three years equates to 180 ECTS credits, while the graduate study program in the duration of two years equates 120 ECTS credits.

What are learning outcomes?

Learning outcomes are statements that specify what the student is expected to know, understand and be able to do on successful completion of the learning process. The learning outcomes are thematically linked to the sets of learning outcomes.

For each course, the course leader defines from 2 to 5 sets of learning outcomes. In order to pass the course, it is necessary to pass each learning outcome, that is, at least 50 % of the possible points predicted for that learning outcome. This means that at the same time you passed the set of learning outcomes.

Specifically defined learning outcomes and the methods for verifying their adoption for each course can be found in the Instructions for attending and passing the course. The instructions are published in the repository of teaching materials for each course separately.



Organization and attendance of classes

Classes are organized in accordance with the Decision on the Calendar of Classes, upon which a detailed schedule of classes is based. The schedule is always available through the Infoeduka digital student service system. The schedule is also available in the mobile version of Infoeduka.

Why is it important to attend classes?

Attending lectures and workshops is mandatory and is a prerequisite for obtaining the lecturer's signature. Without the signature you are not allowed to take exams and are automatically "failing" that class.

Students are obliged to attend in person at least 50% of lectures and at least 60% of labs or seminar teaching as part of each course.

- If teaching is performed in an integrated manner (e.g. modular MBA program), class attendance of at least 60 % is mandatory.

Students who do not meet the minimum attendance or do not fulfill any of the other obligations defined by the "Instructions for attending and taking courses" document, cannot obtain a digital signature from their lecturer, and are therefore not allowed to enter the exam and pass the course. If that happens, students have to re-enroll in the same course.

Faced with the COVID-19 pandemic, Algebra is doing its best to ensure the continuity of teaching in physical or online form in accordance with all applicable epidemiological measures. Follow Infoeduka regularly for all timely information on the mode of teaching as well as the manner of recording attendance in class.

All lectures can be accessed via the video conference system, as well as some labs, which the lecturer deems sensible to share via video.

Instructions for accessing a video conference are announced within the Infoeduka system notifications

During the crisis caused by the COVID-19 pandemic, the form of teaching is adapted to the epidemiological situation and the recommendations prescribed by the competent authorities. Students are informed about changes in the mode of delivery in a timely manner through notifications in Infoeduka system. The customized mode of delivery lasts as long as the recommendations for exceptional circumstances are prescribed.

What are additional classes?

Additional classes are a form of assistance to students who, for whatever reason, do not manage to pass the learning outcomes as planned or have difficulties with mastering teaching materials (due to low prior knowledge, absence from classes due to a long illness or other reasons). Additional classes are generally organized (based on the results of previous generations) for more difficult courses which include specific theoretical or practical tasks.

If you receive a notification saying that you have been referred to additional classes, use them as an additional form of free exercises and a possibility to catch up with the materials missed at regular classes! This will increase your chances of passing the course.

Additional classes are free for students and represent study support.



Examinations

The final goal of the educational process is to train the students for particular jobs. The training is realized through the acquisition of knowledge and skills which are defined by learning outcomes. A passed examination is proof that the student has mastered all stipulated learning outcomes and has thus acquired certain knowledge and skills.

How to pass an exam?

The learning outcomes of each course are evaluated through various methods and each evaluation method is accompanied by a certain number of points, while each course carries a maximum of 100 points.

The points are rounded to two decimal places (these are not ECTS credits).

The points are acquired through several methods used for the evaluation of learning outcomes: participation in classes (attendance), first mid-term exam, second mid-term exam, short tests, homework, oral exam and some courses may include seminar papers, school assignments, projects, practical work, workshops, etc. They are defined for each particular course and each teacher will indicate the required student obligations during the introductory lecture.

Make an effort to prepare homework, pass short tests and fulfill other tasks because these "small" points can help you out if you are close to the minimum number of points required for passing a particular learning outcome!

What are mid-term exams and how are they organized?

Mid-term exams allow you to gradually pass courses, in parts. During a semester, two mid-term exams will be organized for each course.

Each mid-term exam covers several learning outcomes and at the beginning of classes, the teacher will clearly define the exact learning outcomes covered by each mid-term exam. In addition, it will be evident from the examination materials which questions and tasks refer to a particular outcome.

First mid-term exams will be organized after the eighth week of classes during one week.

They cover learning outcomes that have been processed during these eight weeks of classes.

Second mid-term exams will be organized after the end of the semester and actually represent the beginning of the winter and summer examination periods. The second mid-term exam will cover tasks related to learning outcomes addressed during the second half of the semester (after the first mid-term exam), after which you can retake all earlier learning outcomes you didn't manage to pass or want to improve. Registration for the second mid-term exam counts as a first exam registration.

Classes will not be held during mid-term exams.

Examination periods

During the study year, you will have three examination periods:

Winter examination period:

- organized after the end of the winter semester (in February)
- 2 examination periods will be organized for courses of the winter semester and 1 examination period for courses of the summer semester

Summer examination period:

- organized after the end of the summer semester (in June and July)
- 2 examination periods will be organized for courses of the summer semester and 1 examination period for courses of the winter semester

Autumn examination period:

- organized after the summer holidays (in September)
- 1 examination period will be organized for courses of the winter semester and 1 examination period for courses of the summer semester

Examination schedules (date, time and halls) are announced within the Infoeduka system. Keep track of examination periods and register for exams on time!

After successful completion of all learning outcomes through short tests, homework, seminar papers and oral exams (you should acquire a minimum of 50% of possible points on each learning outcome), you can access the oral exam (if an oral exam is scheduled as a part of the course). If you successfully pass the oral exam and acquire a minimum of 50.01 points, the teacher will

determine the final grade of the course and the course will be considered as passed. The grade and the associated number of ECTS credits are entered in the Infoeduka system.

A student has passed an exam if he/she has simultaneously passed all learning outcomes (has obtained a minimum of 50% of possible points for each outcome) and has achieved a minimum of 50.01 points for a particular course.

How to register and cancel mid-term exams and exams?

Mid-term exams and exams are registered through the Infoeduka system not later than 3 days before the scheduled exam and can be cancelled not later than 24 hours before the beginning of the exam while subsequent registrations and cancellations of exams are not possible. For the practical exam of the course Development of Final Project/Professional Practice, the deadlines are 7 days before the scheduled exam for registration and 3 days before the scheduled exam for cancellation due to greater technical complexity of organization of these exams.

In case of overdue payments, it is not possible to register or take the exams. Since the payments are recorded after being entered in the accounts, students who registered the exam but were in the meantime denied access to the exam due to uncompleted financial commitments, can access the exam if they fulfilled their payment obligations in the meantime.

In that case, the student has to personally inform the Student Office and bring the payment order, after which the student will receive the confirmation to access the exam. The student is obliged to give that confirmation to their exam supervisor.

IMPORTANT:

- This possibility can only be carried out by students who registered their exam on time
- The confirmation can only be received during the working hours of the Student Office
- The payment order has to be personally brought by the student to the Student Office
- Payment orders sent via e-mail will not be taken into account

During the crisis caused by the COVID-19 pandemic, the mode of conducting examinations is adjusted to the epidemiological situation and to the recommendations and conditions prescribed by the competent **authorities**. **Students are informed about information important for taking the exam through Infoeduka system notifications.**

When has a student failed an exam?

It is considered that you have failed an exam 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 lecturer at the time of the oral exam or during the registration of grades.

A student has the right to reject a grade and retake the whole or a part of the exam in order to increase the number of points and the grade. However, rejection of a grade will be considered as an unsatisfactory grade and it is not possible to return the rejected grade.

How many times can an exam be taken?

Each exam can be taken up to four times through three regular exam takes and through an additional fourth take. Registration of the second mid-term exam is considered as the first exam take (pre-examination period).

If you have registered for an exam and decided not to take the exam, make sure to cancel the exam on time because the exam will otherwise be considered as taken and not passed! This way you would be losing one exam take.

What is the additional fourth exam registration?

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. The price of the first three regular examinations is included in the tuition fee while the additional exam registration is charged in accordance with the price stipulated by the current Decision on Tuition Fees. Prerequisites for additional exam registrations are equal to those of regular exam takes and the exam is taken under the same conditions. A student, who does not pass the additional exam, must re-enroll and pay for the course in question.

Most students do not even need additional exam takes. With regular work and study, you can pass a course without any problems through the mid-term exam and three exam takes!

When can I pass a course after enrollment?

Each enrolled course is valid for 12 months after the date of enrollment and during this period you are expected to fulfill all requirements related to the course and pass all learning outcomes that enable you to pass the course. If you do not manage to pass the exam within 12 months, you will need to re-enroll and repeat the course. This will require not only additional time engagement, but will also represent an additional financial burden.

How and when can I take certificate exams?

Certificate exams included in the tuition fee are not mandatory and free certificate exams are available only to students who meet all precertification requirements as prescribed. This usually refers to passing exams in related courses or obtaining a certain number of credits within the certificate exam preparation system.

In case the student fails to pass a certificate exam, the University College will provide an opportunity for re-evaluation through a second exam upon payment of costs determined by the price-list issued by the certification institution responsible for the test procedure.

Certificate exams can be taken within exam terms according to a pre-announced schedule, but are not connected to the exams held at the end of each course.

Certificate exams cannot replace exams conducted at the end of classes. Students generally take certificate exams in a particular field only after successfully passing the exam / exams related to the respective certificate exam. The right to take certificate exams included in the tuition fee is valid for a maximum of 12 months after the expiry of student rights, in case these expire on the basis of successful completion of studies, or after the date of disenrollment or of cessation of student rights in case these rights cease on any other basis.



What if...

...I want to improve a learning outcome?

If you have succeeded in passing a learning outcome (or more) on your first mid-exam and you are not content with the number of points you have achieved, you can correct the results. Repairs are possible on the second mid-exam and next examination period.

If you are correcting some of the learning outcomes you already passed, Infoeduka records the points from that correction, regardless of whether you did better or worse than the first time. This means that during the correction of the already passed learning outcome it is possible to fail.

...I am cheating on an exam?

Students are expected to participate in classes, write homework, take mid-term exams, final exam, etc. Each of these activities must be done individually (unless otherwise specified).

Copying from another student is considered a minor disciplinary offense and measures will be applied in accordance with Article 8 of the Book of Regulations on Disciplinary and Material Responsibility. Measures are usually taken against both students involved, the one who was copying and the one who was copied from.

In case copying reoccurs after a disciplinary measure has been already imposed in accordance with Article 8 of the Book of Regulations on Disciplinary and Material Responsibility it will be considered a serious disciplinary offense and measures will be applied as stipulated in Article 7 of the aforementioned Book of Regulations.

Believe in yourself, your abilities and your own potential! Algebra University College promotes academic integrity.

...I fail to pass an oral exam or refuse a grade?

If the student obtains an unsatisfactory grade based on knowledge demonstrated in the oral exam or refuses the grade offered by the teacher, the student can re-register for the exam during one of the following exam terms and retake the oral exam (if satisfied with the points obtained for each learning outcome during the course).

...I am repeating a course for which I have obtained a signature during the previous year?

If you are retaking a course and have obtained a signature during the previous year, you can request the acknowledgement of a previously obtained signature. The acknowledgement of a signature must be requested when submitting the digital enrollment form through the Enrollment Form tool within the Infoeduka system (this is possible if you have previously qualified for a signature in this course and have not registered for the exam four times).

Regardless of the acknowledged signature, a student has the right to attend classes of the re-enrolled course, but is not required to achieve mandatory attendance. Nevertheless, he/she is obliged to pass the course in a manner stipulated during the year of re-enrollment (with possible changes in learning outcomes, grading, etc.). The acknowledgement of a signature does not transfer points from previous years nor is the student exempted from paying the course tuition fee.

...I have passed most of the learning outcomes - can I take the oral exam?

The oral exam can be taken only after all outcomes have been marked as "green", that is, after you have achieved a minimum of 50% of possible points – all outcomes need to be passed.

Although this may seem as a nice opportunity to students, it is not recommended to avoid classes during re-enrollment (even if you have obtained a signature). If you were not able to pass the course after attending lectures and exercises, it will definitely be more difficult to pass the course without class attendance. Students are therefore recommended to re-attend all classes!

...I do not qualify for a signature?

If you do not fulfill the requirements for obtaining a signature, you will automatically need to re-enroll in the course because you will not be able to take the exam. The same course must be re-enrolled in the following academic year, which in addition to re-enrollment, includes tuition repayment, minimum attendance obligation and prolonged study time.

... I can't attend the exam I registered for?

We understand that you may find yourself in circumstances that temporarily make it impossible to study (attend classes, respect deadline for submission of work, and take exams), such as illness or an otherwise unforeseen event that is outside your control. If these circumstances are in accordance with the circumstances prescribed in the Decision on Acceptable and Unacceptable Exceptional Circumstances (link: https://www.algebra.hr/visoko-uciliste/wp-content/uploads/sites/2/2022/07/Odluka-okolnosti_27.04.22.pdf) you have the right to submit a written request for approval of the signature, cancellation of the exam registration or extension of the deadline for submission of work. If the circumstances in which you find yourself are not in accordance with the prescribed acceptable circumstances, the request will not be granted.

...I am repeating a year?

If you do not acquire enough credits for enrollment in a higher year of study (a minimum of 40 ECTS), you must re-enroll in the same year. When repeating a year, you must re-enroll in all courses of the previous year that have not been passed and pay tuition fee in the amount corresponding to the number of re-enrolled courses. In doing so, you have the right (depending on the number of acquired ECTS credits) to enroll in additional courses of the higher year of study and if you have acquired 39 ECTS credits during the previous year, you can enroll in up to six new courses of the higher year of study together with the re-enrolled courses (three in each semester).

If you are repeating the second year and have not passed a course of the first year, you cannot enroll in courses of the third year!!

Such enrollment may result in overlapping of schedules of exercises or lectures of the courses of the previous year re-enrolled together with courses of the higher year of study, which the student knowingly accepts by submitting the enrollment form.

...I want to change my sub-specialization or study program?

If you want to change your sub-specialization or study program, it is best to do so as early as possible during the first year of the undergraduate study program when the difference between exams is the smallest. Within the Computer Engineering study program (Applied Computer Engineering and Multimedia Computing), the first semesters are completely overlapping and there are no differences in exams when changing your program after the first semester.

During the second semester, the sub-specializations differ in one course. From the third semester onwards, the differences are large and a change of study program during the second or third year will be followed by a large number of differential exams. A change of study program can be requested at the beginning of the academic year (in September), while a change of sub-specialization can be requested during enrollment in a new semester (in September or February). All requests will be addressed within the Infoeduka system through the Enrollment Form tool.

The Digital Marketing study program represents a different field of study and from the very beginning there are large differences in relation to Computer Engineering. However, if you want to transfer from Computer Engineering to Digital Marketing, and vice versa, it is best done immediately after the first semester when particular courses can be acknowledged.

...I want to borrow a library book?

If you want to borrow a book from the library, you can do that via Infoeduka system, under the Library tool. You will select an area and/or enter a key word from the title or author's name, and a list of books will appear in the drop-down menu. After that, you can choose the book you want to borrow and click on the check button to see if it is available. If available, beside the title of the book it will say available. You can order the book by clicking on the order button and then you will see on the screen that the order was sent. When the register's office receives the order and prepares the book, you will receive a note about picking up the book. If the book is currently unavailable, next to the title of the book, it will say inaccessible.

...I lose a library book?

If you lose a library book, the University College will charge you for the amount needed in order to purchase a new copy and you will be issued an invoice containing the purchase value of the book.

In addition, you can borrow books from the National and University Library which is provided with an additional space for studying. More information is available at www.nsk.hr/en/. Books can also be borrowed from Zagreb City Libraries. The current membership fee is 50 Kuna and enables you to borrow books from any library of the network (there are about 40). You can get more information on www.kgz.hr/en/about-us/zagreb-city-libraries-today/523. On NSK and KGZ web pages you can find out the exact membership fee.



Study support

During the whole study program at Algebra University College, please feel free to contact professional services that are provided in order to support students and studying process.

Student Office

The Student Office is a service that is primarily focused on helping students to study successfully and achieve the best student experience possible. The Student Office enables students to solve their doubts and cross barriers they might encounter during their studies by assisting them to return to their path when they need guidance and strategic support. In addition, the Student Office encourages students to develop a personal sense of their obligations as well as rights. Some of the tasks performed by the Student Office:

- confirms forms for enrollment in higher semesters/years of study
- prepares preliminary invoices
- lends and returns books and manuals of Algebra University College library and organizes the distribution of compulsory literature for each course (before the beginning of each semester)
- conducts the organization of the examination process (examination periods, records of exam registrations and cancellations, exam lists)
- keeps records of students (student files, registry book, student identification cards, statistical data, certificates, requests and decisions, scholarships, transcripts)
- conducts the termination of study program (based on disenrollment, successful completion of study program)
- organizes student graduation ceremonies.

Regarding the above mentioned, the Student Office can be contacted at: studentska.referada@algebra.hr.

Career Center

The Career Center provides you with all necessary information on various traineeship possibilities and our partner companies on the labor market with whom we have established different types of cooperation. The Career Center can be contacted at: centar.karijera@algebra.hr.

Vice Dean for Students

The Vice Dean for Students keeps track of your needs on a regular basis and participates in the creation of processes that contribute to your student experience. The Vice Dean maintains regular communication with students and monitors your academic development and needs. Make sure to follow Infoeduka, your računarstvo email address and Ms Teams notifications for all information about events and activities organized for the purpose of elevating your student experience.

Mentoring program

We are aware that coming to a new environment and facing various new obligations can be demanding and somewhat confusing, and we want to make it as easy as possible for you to start your academic education.

This is precisely why we have designed a mentoring program for those of you who are starting your academic journey, to accompany you throughout the first year of your studies, alongside your mentors.



Go global

Algebra University College students have the opportunity to spend part of their studies at a foreign partner higher education institution within the Erasmus+ programme, bilateral exchange programs and shorter mobility programs (summer and winter school programs).

Study visits can last from 3 to 12 months. A mobility plan will be defined for each student in agreement with the head of the study program before going on mobility. The mobility plan lists the courses that will be acknowledged by the home institution following the return from mobility, as well as any additional student obligations. Courses that are not acknowledged will be recognized in the diploma supplement.

Traineeships can last from 2 to 12 months. Thanks to student traineeships abroad, you will be able to adapt more easily to specific labor market requirements in different countries, develop specific skills and better understand the economic and social difference in various countries.

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

International Office:

international-office@algebra.university

erasmus@algebra.hr

For the 2022 intake, we are launching a new joint study programme in Computer Science - Internet of Things and Artificial Intelligence in collaboration with EPITECH from France. Students can experience studying in Zagreb and Paris while earning dual degrees.

For more information, visit our official website:

www.algebra.hr/visoko-uciliste/en/studij/graduate-professional-program/iot-and-ai/

International School

Algebra has been organizing International Summer and Winter Schools for the fifth year in a row, with the aim of introducing students to the quality of our study programs. Our Winter and Summer School programs are everything but boring! Students have the opportunity to meet outstanding and ambitious colleagues from around the world. We'll take you to some of the world-famous places in Croatia, help you explore the rich historical and cultural heritage of our country and give you the chance to have an unforgettable time at various events and festivals in Zagreb and many other interesting locations. Our teaching programs from various fields of digital technologies are created to be both creative and applicable and suitable for groups of foreign and domestic students with different study backgrounds. Furthermore, students can also attend the summer schools of our partner institutions in countries such as China, Canada, or South Korea. For more information about international schools, visit www.algebra.hr/international-school/, and for more information on all international student opportunities, contact the **International Office** at: international-office@algebra.university.



Other information

Sports and leisure

It is generally well known and scientifically proven that regular and appropriate physical activity improves human health. Insufficient physical activity and reduced stimulus to the locomotor system are negatively reflected on the normal functioning of all organs. Physical inactivity is the 4th leading risk factor for mortality in the world, while physically active persons have significantly reduced the risk of illness from various diseases (World Health Organization, 2017).

Our sports manager, Tin Petračić is responsible for organization, implementation and control of sports recreational programs and you can contact him on: sport@algebra.hr.

Student representatives and Student Ombudsman

The student representatives are elected by the students of each study year and represent the interests of students within the Academic Council, Committee for Quality Assurance and other bodies. The student representatives are your spokesmen and make sure to contact them with your problems, questions, critiques and suggestions. Information on student representatives can be found at: www.algebra.hr/visoko-uciliste/en/campus/student-representatives/.

The students are also represented by the Student Ombudsman who is responsible for protection and promotion of student rights.

Student Council

The Student Council gathers all students interested in establishing and deepening communication between students as well as between various organizations that connect students from different colleges such as organized sports competitions, travelling and other activities. One of the most important goals of the Student Council is the revival of student life outside of the formal framework of lectures and auditory exercises. Members of the Student Council are happy to assist all interested students as teaching assistants responsible for various courses with the help of assistant professors. More information on the Student Council can be found at: www.algebra.hr/visoko-uciliste/en/campus/student-council/.

Student Coordination

The Student Coordination is a body that enables more students to engage in discussions related to study programs and studying. It has one representative each year for every study program and every specialization and approximately twice a semester student representatives, lecturers, heads of study programs, heads of departments, members of the Dean's Office and non-teaching staff meet to discuss topics relevant to study programs and studying. Our goal is to discuss together possible improvements in study programs or relevant issues that students notice. Student Coordinators are selected at the beginning of the academic year at the call for proposals by the Vice Dean for Students.

How can students affect the quality of studies?

Students can and should affect the quality of studies with their suggestions. All suggestions are welcomed and will be considered.

During the course of the study program, you will participate in surveys regarding your satisfaction with the study program and organization of classes and you will be able to make suggestions regarding the improvement of classes. Surveys are completed twice during the semester, consist of 5 units and access data for surveys will be published within the Infoeduka system.

The surveys are mandatory and important because their results enable analyses of the quality of the study program and introduction of improvements!

Suggestions and comments are regularly recorded through feedback forms or student representative meetings and can be submitted at any time using the e-mail box provided for comments and suggestions at letusknow@algebra.hr, in writing or verbally to the staff of the Student Office.

Complaints and appeals

All complaints submitted in good faith will be considered fairly and any student who invokes the procedure will not be put in a disadvantaged position for having done so. It is anticipated that most issues can be resolved in a friendly and informal way. Therefore, we recommend that you try to resolve every complaint or appeal informally first with the person whose work or lack of action is the object of the complaint or appeal.

If the complaint or appeal is not satisfactorily resolved, a formal complaint or appeal can be submitted using the email boxes provided for this purpose.

Complaints are sent to: complaints@algebra.hr.

Appeals are sent to: appeals@algebra.hr.

Both can be sent in writing to the staff of the Student Office. In order for the case to be properly examined, students must be specific in describing the cause and nature of the complaint or appeal.

More detailed instructions are available at:

https://www.algebra.hr/visoko-uciliste/wp-content/uploads/sites/2/2022/07/Politika-i-postupci-prigovora-i-zalbi_eng-_27.4.2022.pdf

Innovation Lab

Students have access to the Lab and Library.

- Library is open to students throughout the day for studying and working. Literature is available to students for use.
- The Innovation Lab is open to students throughout working hours as a maker space and workshop for the preparation of final theses.

Student premises can be accessed through simple use of the student identification card "X-ica".

Important: Students must leave the building no later than 10:30 PM when the entrance door will be locked and the alarm turned on.

Parking

Parking is possible in the garage within the building. Parking can be paid by SMS or by using the "ParkWallet Premium" mobile application. There are parking lots in the vicinity of the building, which are charged according to the tariff of the third parking zone in Zagreb.

Medical care

Students who are experiencing health issues are advised to contact the International Office for further assistance. International students studying full-time at Algebra University College, or as part of an exchange program, have access to the student doctor, a specialist in school and university medicine for medical assistance.

You can contact your student doctor during your studies:

1. in case of difficulties related to learning as well as possible problems caused by changes and adjustment to college
2. in case you need consultations on reproductive health as well as counseling on chronic diseases
3. for medical examinations necessary in order to apply for student dormitories and achieve the right to a single room based on medical reasons
4. for a note of excuse in case of illness (bring a certificate issued by your family physician or specialist or a letter of discharge within two weeks after the end of treatment or discharge from the hospital)
5. if you are unable to take part in physical education classes (chronic patients need to bring a specialist's report and A COPY OF THE LAST MEDICAL REPORT not older than one year at the beginning of the semester or a letter of discharge within one month after the end of treatment or discharge from the hospital)
6. in case of suspension of student obligations due to health reasons.

STUDENT DOCTOR:

Matea Bračić, MD matea.bracic@stampar.hr

Dragica Krajinović, nurse - dragica.krajinovic@stampar.hr

Telefon: 00385 1 4843-049

Working hours: EVEN DATES in the morning, ODD DATES in the afternoon

Students from EU Member states must hold the European Health Insurance Card. Students from countries outside the EU must hold a valid health insurance policy.



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T: 00385 1 2222 182
Fax: 00385 1 2222 183
E: student@algebra.hr
W: www.algebra.university