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Pursuant to Article 32 of the Statute of the Algebra University College and in accordance with Article 26 of the Act on Higher Education and Scientific Activity, the Academic Council of the Algebra University College enacted, at its 110th regular session held on 26th April 2023, the following:

# BOOK OF REGULATIONS ON STUDY PROGRAMMES AND STUDYING OF THE ALGEBRA UNIVERSITY COLLEGE

## 1. GENERAL PROVISIONS

### Article 1

**Scope and Content of the Book of Regulations**

(1) This Book of Regulations represents a general act which regulates the issues of organization and structure of accredited study programmes carried out by the Algebra University College and in particular stipulates provisions related to enrolment, tuition fees, study infrastructure, organization and implementation of teaching, acquisition and retention of student status, rights and obligations of students, exams, student progress through studies, and quality assurance through the organization of work.

### Article 2

(1) The terminology used in this Book of Regulations in masculine gender is neutral and refers to male and female persons and cannot be in any way interpreted as a basis for sexual or gender-based discrimination or favouritism.

## 2. DEFINITIONS OF TERMS

### Article 3

(1) This Book of Regulations uses terms whose meaning is in accordance with the meaning of the terms in the *Act on Higher Education and Scientific Activity* (hereinafter referred to as *Act*).

(2) Additional terms with the following meaning are also used:

a. Syllabus- Studies shall be implemented according to the syllabus adopted by Academic council of Algebra University College and published in Infoeduka

b. Applicant - is a person who is in the process of applying for enrolment on the basis of competition, including persons attending differentiation obligations.

c. External Examiner – is a person appointed by Goldsmiths, University of London, who contributes to oversight of the academic standard, programmes and grading for students who will receive a degree from Goldsmiths, University of London, upon completion of their studies.

d. Special adjustment - adjustment in the form of adapted study conditions that can be requested by a student categorized as an athlete or a top artist studying in regular status when enrolling in a study programme.

e. Reasonable adjustment - adjustment in the form of adapted study conditions that a student with a disability may request when enrolling in a study programme.

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## 3. STUDY PROGRAMMES

### Article 4

**Activity and Study Programmes**

(1) The Algebra University College conducts higher education activities through the implementation of professional undergraduate study programmes, professional graduate study programmes and professional short cycle study programmes in accordance with valid licenses issues by the relevant Ministry. The duration of the studies and acquisition of professional titles upon their completion are defined by the University College study programme in accordance with the *Act on Higher Education and Scientific Activity* and the *Act on Academic and Professional Titles and Academic Degrees*

### Article 5

**Categories and Levels of Study Programmes**

(1) Higher education at the Algebra University College is obtained upon completion of a professional study programme in accordance with the *Act*.

(2) The professional study programme qualify students for the work in the private sector, the public sector and society in general.

(3) The professional study programme is carried out on three levels, namely:

    a. professional short cycle study programme

    b. Professional undergraduate study programme

    c. Professional graduate study programme

(4) Each level of studies is completed by obtaining a particular title in accordance with the *Act* and accredited study programme.

## 4. ADMISSIONS

### Article 6

**Right to Enrolment in Study Programmes**

(1) The right to enrol has any person who has met the conditions for enrolment in the study programme of the Algebra University College, within the capacity of the university, regardless of race, skin colour, gender, kind, language, religion, political or other beliefs, national or social origin, property, birth, social status, disability, sexual orientation and age.

(2) Enrolment in study programme 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 exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances.**

(3) The Applicant can apply for only one study programme offered by Algebra University College and at the same time can study in only one study programme.

(4) Criteria, on the basis of which enrolment is performed, include conditions for enrolment prescribed by *Act*, specific conditions on previously completed secondary school or study programme determined by the **Call for Admission** and study programme.

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**Article 7**

**Enrolment Procedure**

(1) The enrolment process begins with an online application on **Call for Admission.** 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 and encloses all documents determined by the **Call for Admission.**

(2) Within the enrolment procedure, the Admission Office of the Algebra University College conducts an analysis of success in previous education with special achievements in the form of participation in competitions in projects and the like, and an orientation interview with each Applicant.

(3) The interview with the applicant includes:

   a. counselling and professional orientation in choosing a study programme

   b. assessment of the level of information and motivation for study

   c. assessment of the specific needs of applicants for special adjustment or

   d. assessment of the specific needs of applicants for reasonable adjustment.

(4) In case of the need for additional judgment in assessing special adjustment or reasonable adjustment, the Commission will meet composed of:

   a. The head of the study programme to which the Applicant wishes to enrol

   b. Vice Dean for Academic Affairs.

(5) Based on the assessment and depending on which type of adjustment assessed, the Commission shall make one of the possible recommendations:

   a. It is recommended to take into account the Applicant for enrolment, without the need for special or reasonable adjustment.

   b. It is recommended to take into account the Applicant for enrolment, with a proposal of special or reasonable adjustment.

   c. It is recommended to advise the Applicant to choose another study programme.

(6) In case of enrolment after the official beginning of the academic year, the Head of the Admission Office decides on the basis of an orientation interview with the applicant and in consultation with the Vice Dean for Academic affairs whether enrolment should include reasonable adjustment or special adjustment.

(7) In case of enrolment and a recommendation that includes reasonable adjustments or special adjustment, the Algebra University College will sign an **Annex to the Learning Agreement** with the student for whom reasonable adjustment or special adjustment is provided, which will additionally prescribe the rights and obligations of the Algebra University College and student which are arising from a reasonable adjustment or special adjustment.

(8) When enrolling in Specialist graduate professional study programme, depending on the type of previously completed study programme, the Applicant will be offered the mandatory content of the preparatory programme within the enrolment procedure, as defined by the **Call for Admission**.

(9) The detailed enrolment procedure and enrolment quotas for studies conducted by the Algebra University College are defined by the **Call for Admission** in a particular academic year for a

particular study. **Call for Admission** is adopted by the Board of Trustees at the proposal of the Academic Council no later than 6 months before the beginning of the academic year to which it relates and is publicly announced and available on the website.

(10) Candidates are selected through a classification procedure.

(11) 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** and **Admission policy**.

(12) Within the enrolment procedure, candidates are required to select a model of payment and sign a **Learning Agreement** and a **Request for payment** together with tuition fee payers and the Algebra University College.

(13) By signing the **Learning Agreement**, the student confirms that he is familiar with and accepts the conditions under which he enrols in the study programme and the rights and obligations and conditions of study as prescribed by this **Book of regulations**.

(14) In the case that the student does not sign the **Annex to the Learning Agreement** relating to a reasonable adjustment or special adjustment, by signing the **Learning Agreement** the student confirms that he / she does not request reasonable adjustments or special adjustment for the study. After enrolling in the 1st year of study, a student may request a reasonable or special adjustment only for conditions or statuses that occurred after enrolling in the 1st year of study.

(15) For each candidate who has obtained the right to enrol, the 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 acknowledged modules and/or certifications, scholarships, grants or discounts.

(16) A 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.

## Article 8

**Recognition of formal learning (academic recognition)**

(1) Students and applicants 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.

(2) Students and applicants may request recognition of competencies or exams related to modules passed at another higher education institution if the module has been passed at the same level of studies. Exceptionally, modules passed at the professional short cycle study level can be recognized through the enrolment procedure at the undergraduate level.

(3) Exams passed at another higher education institution may be acknowledged partially (particular learning outcomes) or entirely.

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(4) Requests for recognition of exams passed at another higher education institution must be submitted by filling out the request form available through the website of the Algebra University College. Along with the completed request form, students are required to submit other documents listed in the **Book of regulations on academic recognition**.

(5) Students submit the application before the beginning of the academic year, ie no later than 15 days before the enrolment of the year in which the module for which the student is seeking recognition is held, ie before sending the enrolment form.

(6) Requests for recognition must be submitted within the deadlines prescribed by the **Call for Admission.**

(7) The procedure of recognition of formal learning (academic recognition) is to be paid by applicants and/or students in accordance with the current **Decision on Tuition Fees and Costs of Other Services.**

(8) Based on approved requests, students and applicants 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 current **Decision on Tuition Fees and Costs of Other Services**.

## Article 9

**Recognition of non-formal and informal learning**

(1) Students and applicants may request Recognition of non-formal and informal learning under the conditions defined by the current **Book of regulations on recognition of non-formal and informal learning** published on the website of the Algebra University College.

(2) Non-formal and informal competences can be recognised as individual learning outcomes or as a total of learning outcomes of a particular module.

(3) Students are required to register for taking (sitting lectures and examinations) learning outcomes which have not been recognised. For modules regarding which all learning outcomes have been recognised, students are required to register for taking exams and take an oral exam if one is conducted within specific module, otherwise they do not have to take any additional examinations.

(4) Students are required to submit their request for recognition of non-formal and informal learning in written form by filling in the Request Form available on web site of Algebra University College. Together with the completed request form, students are required to submit other documents listed in the **Book of regulations on recognition of non-formal and informal learning**. Students submit the application before the beginning of the academic year, ie no later than 15 days before the enrolment of the year in which the module for which the student is seeking recognition is held, ie before sending the enrolment form.

(5) Applicants are required to submit their request for recognition of non-formal and informal learning within the deadlines prescribed by the **Call for Admission** in writing by filling in the Request Form available on web site of Algebra University College. Together with the completed request form, applicants are required to submit other documents listed in the **Book of regulations on recognition of non-formal and informal learning**.

(6) The procedure of recognition of non-formal and informal learning is to paid by applicants and / or students in accordance with the current **Decision on Tuition Fees and Costs of Other Services.**

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

## 5. TUITION FEE

### Article 10

**Tuition Fee, Preliminary Invoices and Scholarships**

(1) The amount of the tuition fee and models of payment are defined by the current **Decision on Tuition Fees and Costs of Other Services** adopted by the Board of Trustees of the Algebra University College for a particular academic year not later than 3 months before the beginning of the academic year to which the decision applies and are publicly announced on the website of the Algebra University College.

(2) The student pays the tuition fee for each year of study in accordance with the current tuition fee for the academic year in question.

(3) The Algebra University College reserves the right to alter tuition fees for future academic years in accordance with fluctuations on the market and on the basis of a decision made by the Board of Trustees.

(4) Students who enrol in higher years of study will be issued **Request for payment** for annual tuition fees before the enrolment in the following year of study. When enrolling in higher years of study, **Request for payment** will include possible additional payments related to the total value of ECTS credits for modules re-enrolled from the previous year which will be issued for each semester separately.

(5) Students who re-enrol in the same year of study will be issued **Request for payment** per semester when enrolling in each semester. **Request for payment** will be issued for a monetary amount in accordance with the value of ECTS credits related to modules enrolled in each semester, whether in the case of first-time enrolment or re-enrolment of a module.

(6) The right to tuition fee reductions based on recognition of formal, non-formal and informal learning is stipulated by the current **Decision on Tuition Fees and Costs of Other Services.**

(7) The tuition fee for one year of study (annual tuition) includes exclusively and only the elements which are stipulated by the **Call for Admission** and **Learning Agreement**.

(8) During a particular academic year, the Algebra University College may award scholarships in accordance with the **Scholarship Program** announced in the **Call for Scholarships**. The **Scholarship Program** will be announced on the website of University College not later than 3 months before the beginning of the academic year to which the **Call for Scholarships** refers. The terms of the **Call for Scholarships** are determined by the Dean of the Algebra University College.

## 6. INFRASTRUCTURE OF STUDYING

### Article 11

**Formal Communication Channels**

(1) Formal communication channels mean communication channels through which students are informed about any developments relevant to their studies.

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(2) Formal communication channels shall be Infoeduka - a digital student service system, university college email address and the official web site of the Algebra University College.

(3) The students are required to check any messages, announcements and documents submitted or published through formal communication channels.

(4) The students are required to protect their account details and keep them safe from the third parties. If they believe that the third party has abused their account details, they shall report any such situation and inform the Algebra University College thereof within 5 days after they become aware of the incident.

(5) Any action taken by the student through formal communication channels shall be considered as their genuine intention and consent to any obligation arising therefrom.

## Article 12

**Official Email Address**

(1) All students are required to use the verified student email address in their formal communication with teaching staff and/or associates and/or student services, using the Algebra University College domain that they have received when they enrolled in the programme at the university college.

(2) Any email messages sent by the students to teaching staff, associates and student services at the Algebra University College through an address other than verified one shall not be taken into consideration.

(3) The students have the right and the obligation to use the student email address free of charge during their studies with the Algebra University College only. If students drop out of their studies, their user account shall be closed.

(4) Exceptionally, the students who had graduated from the Algebra University College may retain the right to use the student email address free of charge after graduation.

(5) The student must not share the email login details with other students or any third persons in no circumstances. The student shall be held accountable for any email activity undertaken by using his or her login details.

## Article 13

**Infoeduka – Digital Student Service System**

(1) Infoeduka is a digital student service system accessible to students through the use of a password and username unique for each student.

(2) Students will receive all official notifications and information through the Infoeduka system which represents the official "bulletin board" of the Algebra University College.

(3) Students are required to use the Infoeduka system in order to maintain active communication with the Algebra University College, its teachers, Student Office, Dean's Office and other students as well as to register and cancel exams, monitor class schedules and perform other activities related to their studies.

(4) The Infoeduka system is a property of the Algebra University College and is a part of the AAI integrated management system of academic identities managed by SRCE. Students can use AAI access data in order to access other resources provided by SRCE to all students studying in the Republic of Croatia.

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(5) In no case it is allowed to share access data with other students or any other persons in any way. For each activity performed within the Infoeduka system using student's access data, all responsibility is to be taken by the student himself.

(6) Students are required to respect the copyrights of the Algebra University College and its teachers regarding the teaching materials received in printed or electronic form. It is forbidden to record, copy, distribute or publish materials of the Algebra University College or a part thereof or make them available to third parties in any way.

(7) All activities carried out by the students within the Infoeduka system will be continuously recorded in order to make it possible to subsequently determinate the justification of any potential complaints or appeals in procedures such as registration and cancellation of exams, etc.

## Article 14

**Portal for Tuition Fee Payers**

(1) Infoeduka is a digital student service system which can be accessed by tuition fee payers as well through the use of a password and username unique for each tuition fee payer.

(2) Upon enrolling students and signing **Learning Agreement**, tuition fee payers receive the access data for the digital student service system.

(3) Through the Infoeduka system, tuition fee payers can access information about modules and monitor student performance.

(4) Tuition fee payers through the Infoeduka system have an insight into the finances and can take on the obligation to pay the preliminary invoice.

## 7. CLASSES

## Article 15

**Calendar of Classes**

(1) In a particular academic year, classes are conducted in accordance with the **Decision on the Calendar of Classes** adopted by the Academic Council not later than 3 months before the beginning of classes. The calendar of classes is publicly announced on the website of the Algebra University College.

(2) The Schedule of Classes is published no later than two weeks before the beginning of each semester. The Schedule of Exams is published no later than four weeks before each individual exam block stipulated by the **Decision on the Calendar of Classes.** Schedule of Classes and Schedule of Exams are announced within the Infoeduka system.

(3) Possible changes of schedule and location of exams will be announced by the Algebra University College and students who have registered for the exams will be notified within the Infoeduka system.

(4) Generally, classes begin at the end of September or the beginning of October and continue until the end of September of the following calendar year. Classes of one academic year begin with the first enrolled winter semester and end with the second enrolled summer semester of the coinciding academic year.

(5) Exceptionally, the academic year may begin in February and continues until February of the following calendar year and does not coincide with the academic year which means that it begins

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with the first enrolled summer semester of one academic year, and ends with the second enrolled winter semester of the next academic year.

(6) Classes of the professional graduate MBA e-leadership study programme are carried out modularly and start in accordance with the **Call for Admission** announced on the website.

(7) Appropriate times for teaching on which schedule is made for full-time and part-time students is stipulated by the **Call for Admission** of a particular study programme. In case of an insufficient number of applicants required for the initiation of a study programme for full-time and part-time students, the University College will attempt to organize a study programme adapted to part-time students.

## Article 16

**Organization of Classes**

(1) Implementation of classes is the basic activity of the Algebra University College. Classes are organized in accordance with the study programme approved by the Ministry based on the licenses issued to the Algebra University College.

(2) Classes are problem-oriented and based on active participation of students in all forms of classes. Classes are conducted in the following forms: lectures, exercises (auditory and laboratory), seminars and consultations as well as through independent work at home. Students are required to prepare for classes, write homework, prepare presentations and projects, perform practical tasks and complete other activities stipulated by a detailed execution plan of a particular module.

(3) During classes, student can be evaluated. Thus, obtained results can be added together and influence the final grade of the module in accordance with the module's **Instructions for Attending and Passing Module.**

(4) At the professional short cycle and undergraduate level, classes are conducted in Croatian language using manuals and other forms of literature written in Croatian and/or in English. Classes on the professional short cycle and undergraduate level can also be conducted in English if more than 20 students in a particular field of study are enrolled in such a form of teaching, in that case using manuals and other literature will also be in English. At the graduate level, classes are conducted in English language using manuals and other forms of literature in English. Classes conducted by guest lecturers from abroad are mostly organized in English.

(5) If within particular study programmes Internship is proscribed or development of projects in cooperation with employers, organization of these types of classes is regulated by the **Book of Regulations on Internship**.

(6) In addition to this Book of Regulations, the organization of classes and assessments within a particular module is defined in detail by the **Instructions for Attending and Passing Module** adopted by the teacher in charge of each particular module as official amendments to this Book of Regulations. Instructions for each module are defined and announced by the teacher within the Infoeduka system not later than after the first lecture of a particular semester.

## Article 17

**Optional Modules**

(1) Guided by the criteria of cost effectiveness, the Algebra University College will organize classes for all optional modules with at least 10 (ten) or more applicants. In case that there is a study programme

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in which less than 20 students are enrolled, the classes shall be organized for those optional modules for which at least 50% of the students enrolled in the given study programme applied.

(2) The optional module is a part of the programme and, therefore, when elected by a student, the optional module becomes obligatory to pass. In a case in which, a student does not pass optional module within the prescribed period the student can replace that module with another optional module.

## Article 18

**Records of Class Attendance**

(1) The Algebra University College will monitor students and keep records of their attendance in classes.

(2) Each teacher of the Algebra University College will verify the presence of students in each class and keep records of student attendance. In addition, the teachers are also required to use the Infoeduka electronic system for keeping records of attendance.

(3) Teachers and students are required to attend classes on time and be adequately prepared.

(4) Students who run late for classes may be excluded from attending classes by the teacher in charge of the module in case such behaviour disrupts the teaching process.

## Article 19

**Class Attendance**

(1) Students are required to be physically present at (attend) a minimum of 50% of lectures and a minimum of 60% of exercises or seminars within each module.

(2) Students who do not meet the minimum attendance in classes or do not fulfil one of the requirements stipulated by the **Instructions for Attending and Passing Module** determined by the study programme, cannot obtain a digital signature from the teacher in charge of a particular module and cannot take exams, but are required to re-enrol in the module. Exceptionally, in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**, students may submit a written request for an approval of the signature.

## Article 20

**Study Groups**

(1) During the confirmation of the online application or enrolment form, students will be assigned to groups.

(2) Students will be re-assigned to groups each semester and in the case of re-enrolment in modules of previous years of study or partial enrolment of modules of higher years of study, different groups will be formed for modules of each year of study.

(3) When assigning students to groups, the following criteria will be taken into account;

   a. date of submission of enrolment form (primary criterion)

   b. sub-specialization in which a student is enrolled and student's status

   c. number of places in the group.

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(4) Students are required to take classes in accordance with the schedule defined for the group/groups to which they are assigned.

## Article 21

**Attendance of Classes through Video Conference System (only for studies performed in the classic format)**

(1) Lectures at the Algebra University College that are conducted live are transmitted using a video conference system. All other forms of teaching that are conducted live can also be transmitted using a video conferencing system if the technical conditions in the classroom are sufficient and the teacher assesses that transmitting the teaching using a video conferencing system does not jeopardize the quality of teaching in the classroom.

(2) Classes held through the use of a video conference system do not represent a substitute for classroom teaching, but serve primarily as additional aid to students in order to successfully master teaching materials.

(3) Classes held through the use of a video conference system are not additionally charged and such classes are provided by the University College in justified circumstances.

(4) Presence in classes held through the use of a video conference system is not recorded as class attendance and can in no case compensate or replace mandatory physical attendance in classes stipulated in Article 19 of this Book of Regulations.

(5) Students are not authorized to create audio or video recordings of lectures, exercises, consultation, exam insight or any other form of activity in any way and are neither authorized to make digital copies of lectures, exercises, consultation, exam insight or any other form of activity transmitted through the online system. The subject teacher decides and realizes whether any segment of teaching or its parts will be recorded and distributed to students as additional teaching material.

(6) Exceptionally, in case of force majeure or external, extraordinary and unforeseen circumstances (such as a pandemic and the implementation of mandatory measures to protect human health in the event of an epidemic), which cannot be prevented, eliminated or avoided by the Algebra University College, teaching and taking exams will be organized and run online. This form of teaching will be applied until the withdrawal of the instruction by the competent ministry or some other authorized national body.

## Article 22

**Measures Used to Improve the Success of Studying**

(1) As a part of the teaching process, and with the aim of improving study success, the Algebra University College may organize meetings of students and staff, consultations and, if necessary, additional classes.

(2) In collaboration with the teachers in charge of specific module, the professional services of the Algebra University College may organize consultations or additional classes for students who show below-average results. Students are required to respond to an invitation from professional services or staff.

(3) Algebra University College may conduct student testing for the purpose of researching how students cope with pressure and change when it comes to challenges, control, commitment and self-confidence, and with the aim of better work of advisors with students.

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(4) The professional services of the Algebra University College may assign a student an advisor who will work with the student through individual or group counselling (Personal development workshop), refer the student to customized workshops and/or education, all with the aim of developing skills not necessarily related to the learning outcomes but can contribute to the personal development of the student and the success of the studying.

(5) The schedule of consultations and additional classes will be announced within the Infoeduka system. Additional classes are mandatory for students who are referred to them and records will be kept of such classes.

(6) Student activities through the Personal Development Workshop are performed outside the schedule of total weekly student obligations in teaching and no ECTS credits are awarded for this.

(7) Professional services are authorized to inform tuition fee payers about the success of studies and about possible absences of students from classes, additional classes, consultations, personal development workshops and other teaching activities, by phone, e-mail, in writing or in any other appropriate way.

## Article 23

**Acquisition of ECTS Credits**

(1) ECTS credits are acquired after a successful fulfilment of all stipulated obligations and after implementation of suitable methods for the assessment of achievement of defined sets of learning outcomes, i.e. after passing an exam.

(2) It is considered that a student has fulfilled all obligations in an academic/study year if he has passed all exams and has fulfilled all other obligations in accordance with the programme, given that the total of acquired ECTS credits should amount to 30 ECTS credits per semester or 60 ECTS credits per academic/study year.

## 8. STUDENTS

## Article 24

**Student Status and Acquisition of Student Status**

(1) Student status at the Algebra University College is acquired through enrolment.

(2) Student status is attested by a student identification card (iksica) issued by the Algebra University College.

(3) Records of student identification cards and student status and rights of students from the student standard are kept by the Ministry within the information systems ISAK and ISSP.

## Article 25

**Student Identification Card/Iksica**

(1) The student identification card is issued to all students studying at higher education institutions in the Republic of Croatia regardless of the study programme and full-time or part-time student status. In addition, student identification cards are issued to students participating in international mobility programmes.

(2) The student identification card ceases to be valid in case of:

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a. termination of student status

b. report of a lost or stolen student identification card

c. destruction.

(3) A student cannot be issued a new student identification card if the previous student identification card has not been handed over for cancellation, with the exception of its loss or theft.

(4) A student is not allowed to give his student identification card to another person, nor sell or borrow the card.

(5) It is forbidden to take, buy or use someone else's student identification card as one's own.

(6) Any abuse of student identification card is a disciplinary offense.

(7) The expenses of issuing one duplicate of a student identification card are included in the tuition fee.

## Article 26

**Full-time/Part-time Students**

(1) Students can be enrolled as full-time or part-time students.

(2) The student is obliged to complete the studies no later than within a period that is twice as long as the duration of the studies. A full-time student has the right, at most once, to repeat each study year.

(3) Full-time students who is not employed and/or does not run their own craft business or is not engaged in a freelance activity has the right to health insurance, the right to subsidized housing and food, the right to perform student work (in accordance with the *Student Work Act*) and the right to state scholarships and other financial support.

(4) Part-time students who is not employed and/or does not run their own craft business or is not engaged in a freelance activity has the right to perform student work in accordance with the *Student Work Act*.

## Article 27

**Exceptionally Successful Students**

(1) A student is considered exceptionally successful if he has passed all exams of enrolled modules with an average grade of at least 4.9 and has never repeated a year.

(2) Exceptionally successful students may be allowed to finish their studies in a period shorter than the stipulated study duration. The conditions for accelerated progress during the study programme are determined by the Academic Council of the Algebra University College.

## Article 28

**Students' Rights and Obligations**

(1) During the course of their studies, students are entitled to a high-quality and problem-oriented study programme as well as to all other rights stipulated by the *Act*, the **Statute of the Algebra University College** and other normative acts of the University College.

(2) In addition to the rights stipulated by the *Act* and the **Statute of the Algebra University College**, students have the right to:

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a.  enrol in a suitable study programme in accordance with the *Act*, the **Statute of the Algebra University Colleg**e and conditions determined by the **Call for Admission** and other internal acts.

b.  attend classes defined by the study programme and the curriculum of the programme/module in accordance with the **Statute of the Algebra University College**, this Book of Regulations and other special regulations

c.  enrol in a higher year of study on the grounds of fulfilled conditions that are determined by this Book of Regulations, the study programme and other legal and University College acts

d.  take exams in a manner and schedule determined by the **Statute**, this Book of Regulations and the current Schedule of Exams.

e.  quality of education based on the quality of the teaching process determined by the study programme

f.  participate in the work of the University College units

g.  receive support from the Career Center of the University College

h.  use student premises during their working hours

i.  participate in organized sports, artistic and other activities

j.  continue their studies after a long-term interruption in accordance with the *Act*.

(3)  Students have the obligation to:

a.  fulfil their duties in accordance with the **Statute of the Algebra University College**, this Book of Regulations and other special acts

b.  participate in the evaluation of modules and teachers

c.  guard the reputation and dignity of the Algebra University College and their study programme

d.  act in accordance with the **Ethical Codex** of the Algebra University College, **Code of Conduct** and the **Book of regulations on disciplinary and material responsibility** of the Algebra University College.

e.  respect each other and accept differences

(4)  The course of studies and student rights and obligations are stipulated by other general acts which are publicly announced within the Infoeduka system or on the website of the Algebra University College.

### Article 29

**Students' Right to Information and Assistance**

(1)  Students of the Algebra University College are entitled to information related to their studies and other relevant information which the Algebra University College might have at its disposal and which should be available to students in accordance with the acts of the University College and other acts of the Republic of Croatia.

(2)  Students have the right to file a written complaint or appeal in accordance with the provisions and procedures stipulated by the Complaints and Appeals Policy and Procedures.

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(3) Students have the right to make anonymous or non-anonymous comments and suggestions, at any time by using the e-box provided for such comments and suggestions at letusknow@algebra.hr or by contacting the Student Office staff in writing or orally.

(4) In order to exercise their right to information or to seek help in protecting their rights, students may contact teachers, mentor, Student Office staff or any other staff whose contacts are published on web site of the University College, and in case they are, for any reason, dissatisfied with the information received or consider the information incomplete, the Vice Dean for Academic Affairs will be responsible for students' questions and provide instructions and information regarding the protection of student rights.

(5) The Vice Dean for Academic Affairs is available to students during working hours upon prior notification and scheduled appointment.

(6) Students have the right to contact the Student Ombudsman for assistance.

(7) Updated contacts of the Student Ombudsman, student representatives on the Committee for Quality Assurance, the president of the Student Council and representatives of all study years in the Academic Council are announced on the website of the Algebra University College.

## Article 30

**International Student Mobility**

(1) Student mobility refers to studying or work placement at a host institution after which the student returns to the home institution and completes the enrolled study programme.

(2) Activities related to the implementation of the international student mobility are coordinated by the Erasmus+ programmes and mobility coordinator of the Algebra University College on the basis of the **Book of Regulations on Mobility**.

(3) Additional information regarding the possibilities, regulations and rights related to mobility are available on the website of the Algebra University College and within the **Book of Regulations on Mobility**.

# 9. EXAMS, FINAL PAPER AND GRADUATE THESIS

## Article 31

**Assessment methods and Marking criteria**

(1) Various assessment methods are used to assist students in developing, providing constructive feedback and ensuring the successful achievement of learning outcomes for individual modules and programmes.

(2) The list of possible assessment methods is defined in the document **Assessment methods**, which is publicly announced to students in the Infoeduke system.

(3) Marking criteria serve to further ensure uniform and transparent grading on the same types of assessment methods and are defined in the document **Marking Criteria** which is publicly announced to students in the Infoeduke system.

(4) In addition to the prescribed **Marking Criteria**, and for the purpose of better and clearer grading by several examiners, there may be defined, in accordance with the **Marking Criteria** document, and

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the so-called *Rubrics* or more detailed marking criteria specific to the grading of certain types of work or performance. *Rubrics* do not have to be publicly announced to students but must be available for review.

(5) All summative assessment methods are subject to some form of double marking. The type of double marking used should be appropriate to the nature, quantity and assessment method and be in accordance with the **Moderation and Feedback Policy**.

(6) In addition, for students studying in the double degree system, a sample of assessed work will be scrutinised by the External Examiner.

(7) It is the obligation of every teacher to provide students with quality feedback on evaluated work by organizing insights into students' assessed works. The date and time at which the feedback will be given to the students must be publicly announced.

(8) Students studying in the double degree system, in addition to feedback provided orally, will also receive written feedback in accordance with the **Moderation and Feedback Policy**.

## Article 32

**Exam Grading**

(1) Students' acquired knowledge and skills can be assessed and graded during classes through written and oral methods defined by the **Instructions for Attending and Passing Module.** The final grade on the module is based on the student's overall activity in classes, results on all assessments (achieved points) and the fulfilment of stipulated sets of learning outcomes.

(2) The final grade on the module may be expressed by the following grades: excellent (5), very good (4), good (3), sufficient (2), insufficient (1).

(3) Only passing grades are entered in the Infoeduka digital student service system and the examination list, i.e. 5, 4, 3 and 2. The insufficient grade (1) is a fail grade and it is entered only on the examination list. The student graded with the grade insufficient (1) failed to pass the exam.

(4) **Instructions for Attending and Passing Module** can stipulate that some forms of classes may be conducted without grading or by descriptive grading.

(5) The Instructions for Attending and Passing Module prescribe deadlines for the submission of projects, individual parts of projects, project tasks, assignments, presentations and other types of work that do not require prior conventional registration through the information system. Students who do not submit their work by the prescribed deadline shall not be evaluated. Students are required to adhere to stipulated deadlines. Exceptionally, in the case of exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances**, students may submit a written request for an approval of an extension of the deadline

(6) A student or tuition fee payer has the right to review exam documentation without the right to make copies of exam material in any form.

## Article 33

**Registration and Cancellation of Exams**

(1) A student can register for an exam through the Infoeduka digital student service system. The exam may be cancelled through the same procedure.

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(2) The exams can be taken during mid-terms and exam periods. The mid-terms and exam periods are defined in the Calendar of Classes.

(3) Students must register for exams not later than 3 (three) days before the scheduled exam (three days before until 23.59) and cancel the exam until the deregistration deadline defined in Infoeduka for each term separately.

(4) As an exception, due to more demanding organization of final practical exams, students may register for the final practical exam not later than 7 (seven) days before the exam date and cancel until the deregistration deadline defined in Infoeduka.

(5) When registering or cancelling exams, students automatically receive a confirmation of the action performed. Students who have not registered for an exam on time cannot take the exam, nor can the results thus achieved be acknowledged.

(6) 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 exceptional circumstances prescribed by the **Decision on Acceptable and Unacceptable Exceptional Circumstances.**

## Article 34

**Examination and Acknowledgement of a Previously Obtained Signature**

(1) Students can take exams during a period of 12 months after the date of enrolment in a particular module, during which they can take the exam 3 (three) times. Exceptionally, for modules that are defined as project modules, the number of exams may be defined differently, ie by the **Instructions for Attending and Passing Module.**

(2) Exceptionally, students who are on mobility or internship abroad for more than 30 days may be extended the period for taking the exam referred to in paragraph 1 of this Article minimally for the duration of the mobility.

(3) If the teaching of an individual module was predominantly or entirely performed in Croatian, all questions, tasks, instructions and materials of all assessments on that module will also be in Croatian. Any kind of written or spoken work/ answers of students in all those assessments must be in Croatian.

(4) If the teaching of an individual module was predominantly or entirely performed in English, all questions, tasks, instructions and materials of all assessments on that module will also be in English. Any kind of written or spoken work/ answers of students in all those assessments must be in English.

(5) Exams during exam periods may be taken by students who have completed all requirements stipulated by the **Instructions for Attending and Passing Module.** Approval for registering exams or proof of completion of all obligations will be issued by the teacher in charge of the module through the Infoeduka system by giving the student a digital signature which is a prerequisite in order to register for an exam within a particular module.

(6) For reasons of impartiality and objectivity, exams are conducted in controlled environments and their regularity is to be assured by external persons who are not employed as teachers or assistants at the Algebra University College. The teacher or assistant is required to personally attend the beginning of each exam and will, during a period of 15 (fifteen) minutes, answer any questions and ambiguities raised regarding the exam tasks if samples of test questions were not previously announced or explained in class how the exam was conceived.

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(7) In accordance with the **Decision on the rules for conducting the exams** adopted by the Academic Council, persons authorized for the implementation of the authenticity of assessment (exams) may suspend or expel from the exam students who are obstructing the implementation of the exam process in any way or are threatening the credibility of the examination results.

(8) Only the written student's work that can be unambiguously read can be assessed. Students must ensure that the written work submitted for assessment is legible and coherent.

(9) If the teacher cannot read the student's work, the procedure of transcribing the work may be organized. The costs of the work of the person who will rewrite the student's work are borne by the student himself.

(10) If the student's work must be transcribed in order to be assessed, the student will dictate the submitted work to the person who will transcribe it legibly, under supervision. The rewritten version should match line by line and page by page with the original. Both the original work and the transcript will then be returned to the teacher for assessment.

(11) In the case of oral exams, the teacher and student have the right to request public examination.

(12) It is considered that a student failed an exam during an examination period if;

    a. a student failed to pass a part of the exam,

    b. 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

    c. a student refused to accept the grade offered by the teacher at the time of the oral exam or during the registration of grades.

(13) In order to re-take an exam which was failed for any reason, a student must re-register for the same exam within the stipulated deadlines.

(14) A student may be graded exclusively during the examination period for which he has registered if he has met all requirements necessary for obtaining a positive grade determined by the teacher in charge of the module or stipulated for the module in question.

(15) If a student does not manage to successfully pass the exam within 12 (twelve) months after enrolment in the module, the right to take the exam will be lost and the student can pay to re-enrol in the same module regardless of the signature obtained and the number of exams taken within the module.

(16) Exceptionally, a student who has obtained a signature may, after re-enrolment in a module, request acknowledgement of a signature received in any of the previous years of study, taking into account that, regardless of the signature acknowledged, the student will be required to pass the exam in the form in which it is carried out during the re-enrolled study year along with possible changes of sets of learning outcomes, learning outcomes, crediting, etc. Acknowledgement of signature does not include transfer of credits from previous years of study nor will the student be exempt from paying tuition fee for this particular module.

## Article 35

**Additional (fourth) Exam Registration**

(1) If a period of 12 months from the date of enrolment 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

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module in question. Exceptionally, for modules that are defined as project modules, the number of exams may be defined differently, ie by the **Instructions for Attending and Passing Module.**

(2) The price of the first three examinations is included in the tuition fee and the additional exam registration is charged in accordance with the price stipulated by the current **Decision on Tuition Fees and Costs of Other Services.** Prerequisites for additional exam registration and examination are equal to those of regular examinations and are stipulated by the **Instructions for Attending and Passing Module**.

(3) Students who do not pass the additional exam, may re-enrol and pay for the module in question.

## Article 36

**Exam Notification**

(1) A teacher is required to announce the results of any assessment through the Infoeduka digital student service system and notify the students about the oral exam results immediately upon examination as well as announce the results within the digital student service system.

(2) The teacher will grade an exam with an insufficient (1) grade if a student:

    a. does not demonstrate a sufficient level of knowledge for a passing grade,

    b. if the student refuses the offered grade,

    c. leaves the room in which the the exam is held or quits an oral examination in progress

    d. does not take the oral part of the examination and the oral exam is obligatory to pass in order to pass a module

    e. is expelled from the examination due to violation of the provisions prescribed by the Ethical Codex of Algebra University College or by the Book of Regulations on disciplinary and material responsibility and as a result, a disciplinary measure was imposed against him.

(3) In accordance with the *Act* and the **Statute of the University College**, the teacher must keep official records on students' exam achievements.

## Article 37

**Appeal against the Examination Process**

(1) A student who believes that the examination procedure was not carried out in accordance with the regulations has the right to appeal in accordance with the **Complaints and Appeals Policy and Procedures.**

## Article 38

**Certification Exams**

(1) Students can take certification exams which are included in the tuition fee if such examinations are still available at the time the student decides to take them.

(2) Students are not required to take certification exams.

(3) As a rule, a student can take the certification exam in a particular field only after he has successfully passed the relevant exam at the end of all modules related to the certification exam in question or after fulfilling the necessary conditions for taking certification exams which are announced on the website of the University College within the current **List of Available Certifications**.

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(4) Students who fulfil the requirements announced have the right to one free registration for the exam and one free examination.

(5) If the student does not pass the certification exam during the first attempt, the Algebra University College can allow the student to re-take the exam upon his request and payment of exam expenses in accordance with the current price list of the certification institution responsible for the examination procedure.

(6) The Test Center of the Algebra University College is in charge of the implementation of the certification exams and the person responsible is the coordinator of the Algebra University College test systems.

(7) Certification exams are taken within the examination period in accordance with the preannounced schedule of Algebra Test Center and need to be registered for through the application form on the website of the Algebra University College.

(8) Certification exams do not replace the exams taken at the end of each  module.

(9) The right to take certification exams included in the tuition fee is valid for a maximum of 6 months after the successful completion of the study programme or the date of disenrollment on any other basis.

(10) Certification exams are generally conducted in English language.

## Article 39

**Defence of the Final Thesis**

(1) Deadlines for registration and defence are determined annually and announced within the Infoeduka system.

(2) The defence of the Final thesis is regulated by the **Book of Regulations on Final Thesis and Final Exam**.

# 10. PROGRESS THROUGH STUDIES

## Article 40

**Obligation of Regulating Enrolment Status and the Enrolment Form**

(1) Students are required to regulate their status and enrol semester after semester by submitting an electronic enrolment form through the Infoeduka system after they have passed all exams intended to be taken during the previous examination period and not later than 5 (five) working days before the beginning of classes in the new semester in accordance with the notification announced within the Infoeduka digital student service system.

(2) Students who do not enrol in a higher year of study within 15 (fifteen) working days after the beginning of classes in a particular academic year are considered to have inactive study status. Students may have an inactive study status until the end of the academic year in which they did not regulate status. Students who do not regulate their study status in the next academic year will be disenrolled from the study programme. Inactive study status is counted in the total duration of studies.

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(3) Students who are approved suspension are also required to regulate their student status for each semester by enrolling semester after semester and submitting a digital enrolment form through the Infoeduka digital student service system.

## Article 41

**Decision Making after the Stipulated Procedure Deadline**

(1) Students may submit requests to the Student Office regarding decision making after the expiration of the stipulated procedure deadline in order to create changes in data entered on the enrolment form.

(2) The deadline for submitting requests regarding decision making after the expiration of the stipulated procedure deadline is not pre-determined, except in the case of substitution of module enrolled in a particular semester which can be requested not later than 15 days after the beginning of classes in the semester in question as well as regarding changes in data concerning models of payment which can be requested before the student is issued a preliminary invoice or final invoice.

(3) Decision making after the stipulated procedure deadline will be charged in accordance with the price specified by the current **Decision on Tuition Fees and Costs of Other Services** announced on the website of the Algebra University College.

## Article 42

**Enrolment Right**

(1) A student is entitled to enrol in a higher year of study if he or she has duly fulfilled, before the enrolment deadline, all requirements stipulated by the study programme, the decisions of the Academic Council and other general acts, if he has settled all financial obligations, returned all borrowed library materials and passed all exams from module that enable enrolment in a higher year of study in accordance with the credit system determined by the study programme. Instead of returning the borrowed library material, the student, upon enrolment, has the option of purchasing the borrowed titles, at a new purchase price increased by 50%, in accordance with the valid **Decision on Tuition Fees and Costs of Other Services.**

(2) A student has the right to complain against the decision or the procedure related to the enrolment in a higher year of study.

(3) A student who has not fulfilled the conditions for enrolment in a higher year of study can repeat the year with the obligation of paying for the remaining modules in accordance with the value of unobtained ECTS credits from the previous year of study.

(4) A student who is repeating a year must re-enrol in modules he/she has not passed during the previous year or, in the case of optional modules, replace them with others.

(5) A student has the right to enrol in the same module more then once.

(6) In the case of changes in the study programme, a student who enrols in differential ECTS credits, repeats a year of study or continues studying after suspension of student status, is required to pass differential exams or obtain ECTS credits in accordance with the new study programme.

## Article 43

**Change of Study Programme, Sub-specialization and Student Status**

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(1) By submitting an electronic enrolment form through the Infoeduka system, students can change enrolled study programme, sub-specialization and student status.

(2) Students may request a change of enrolled study programme when enrolling in a higher year of study, thereby accepting the obligation to take differential modules and pay tuition fee for their enrolment.

(3) Students may request a change of enrolled sub-specialization when enrolling in each semester thereby accepting the obligation to take differential modules and pay tuition fee for their enrolment. A change of sub-specialization within the same study programme is not considered a change of study programme and does not extend the deadline for completing studies prescribed by the *Act*.

(4) Students may request a change of their student status when enrolling in each semester. Exceptionally, students may request a change of their student status in the middle of a semester by submitting a written request for to the Student Office.

## Article 44

**Conditions for Enrolment in Higher Years**

(1) Students may enrol in a higher year of study if they have passed all exams stipulated by all previous years of study and acquired a total number of ECTS credits available within all modules of the current academic year until the beginning of classes in the next academic year. In addition, students of professional graduate study programmes are required, if necessary, to pass differential pre-semester exams or preparatory programme in order to enrol in a higher year of study or second year of study.

(2) Conditions for enrolment in higher years of study are equal for full-time and part-time students. Enrolment in higher years of study is possible until the student's deadline for completing studies prescribed by the *Act* expires.

(3) Professional undergraduate study programmes in a duration of 3 years:

a. A student may enrol in the second year of study if he/she has passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the first year which are re-enrolled together with modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

c. A student may enrol in the third year of study if he has passed all modules of the first and second year of study.

d. Exceptionally, students may, at their request, enrol in the third year of study if they have passed all modules of the first year and modules of the second year of study with a total of 40 ECTS credits until the beginning of classes in the third year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the second year which are re-enrolled together with modules of the third year of study, which the students knowingly accept by submitting their enrolment form.

(4) Professional undergraduate study programmes in a duration of 4 years:

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a. A student may enrol in the second year of study if he/she has passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the first year which are re-enrolled together with modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

c. A student may enrol in the third year of study if he has passed all modules of the first and second year of study.

d. Exceptionally, students may, at their request, enrol in the third year of study if they have passed all modules of the first year and modules of the second year of study with a total of 40 ECTS credits until the beginning of classes in the third year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the second year which are re-enrolled together with modules of the third year of study, which the students knowingly accept by submitting their enrolment form.

e. A student may enrol in the fourth year of study if he has passed all modules of the first, second and third year of study.

f. Exceptionally, students may, at their request, enrol in the fourth year of study if they have passed all modules of the first and second year and modules of the third year of study with a total of 40 ECTS credits until the beginning of classes in the fourth year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the third year which are re-enrolled together with modules of the fourth year of study, which the students knowingly accept by submitting their enrolment form.

(5) Professional short cycle study programmes in a duration of 2 years:

a. A student may enrol in the second year of study if he/she has passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the first year which are re-enrolled together with modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

(6) Professional graduate study programmes in a duration of 2 years:

a. A student may enrol in the second year of study if he has passed all modules of the first year of study.

b. Exceptionally, students may, at their request, enrol in the second year of study if they have passed modules of the first year and acquired a total of at least 40 ECTS credits until the beginning of classes in the second year of study, whereby such enrolment may result in overlapping of schedules of classes and/or exams of the first year which are re-enrolled together with modules of the second year of study, which the students knowingly accept by submitting their enrolment form.

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**Article 45**

**Re-enrolment in a Year**

(1) Students who do not meet the requirements for enrolment in the next year of study stipulated by the previous article need to re-enrol in the same year. A full-time student has the right, at most once, to repeat each study year. A part-time student has the right, more than once, to repeat each study year as long as the deadline for completing studies prescribed by the Act does not expire.

(2) When re-enrolling in a year of study, a student must re-enrol in all modules of the previous years which he has not passed and may enrol in additional modules in accordance with conditions for partial enrolment in modules of a higher year of study stipulated by the following article if he has submitted a request for enrolment of additional modules.

(3) Each module that has not been passed during the period of 12 (twelve) months after the date of the initial enrolment must be re-enrolled by the student.

(4) When re-enrolling in a year of study, a student pays a tuition fee which represents a total of the prices of all such modules, whereby the price of each module is calculated according to the formula stipulated by the current **Decision on Tuition Fees and Costs of Other Services** whereby the price of each module includes the right to take the exam three times.

**Article 46**

**Prerequisites for Partial Enrolment in Modules of a Higher Year of Studies in Case of Re-enrolment**

(1) Students who re-enrol in the same year of study (re-enter a year of study), cannot enrol in additional modules of the higher year of study along with re-enrolled modules if they have passed exams valued with less than or at least 25 ECTS credits.

(2) Partial enrolment in modules of a higher year – professional undergraduate study programmes in a duration of 3 years:

a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enrol in modules of the higher year of study and may, together with re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester, with the exception of inability to enrol in modules of the third year if he has not passed any of the exams of the first year.

(3) Partial enrolment in modules of a higher year – professional undergraduate study programmes in a duration of 4 years:

a. if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enrol in modules of the higher year of study and may, together with re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester, with the exception of inability to enrol in modules of the third year if he has not passed any of the exams of the first or the second year.

(4) Partial enrolment in modules of a higher year – professional short cycle study programmes in a duration of 3 years:

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(5) if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enrol in modules of the higher year of study and may, together with re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester. Partial enrolment in modules of a higher year – professional graduate study programmes:

   a.  if a student has passed exams valued between 26 ECTS credits and 39 ECTS credits until the beginning of classes in the next year of study, he may exceptionally, at his request, partially enrol in modules of the higher year of study and may, together with re-enrolled modules, enrol in a maximum of 6 modules related to the higher year of study by enrolling in 3 modules per each semester, with the exception of inability to enrol in modules of the second year if he has not passed any of the exams of  the compulsory pre-semester modules or preparatory programme.

(6) Partial enrolment in modules of a higher year of study is indicated within the Infoeduka system as re-enrolment in a year of study and can result in overlapping of schedules of classes and/or exams of the previous year of study which are re-enrolled together with modules of the higher year of study, which the student knowingly accepts by submitting the enrolment form.

## Article 47

**Suspension of Student Obligations**

(1) A student may, in cases stipulated by the *Act*, submit a request for suspension of his/her rights or obligations within a study programme. The higher education institution decides on the request for suspension of the rights and obligations of the student.

(2) Except in cases prescribed by the *Act*, student attending a students exchange or student internship abroad in which do not earn ECTS credits which can be recognized as the part of the study programme in which the student is enrolled, have the right to submit a request for suspension of rights or obligations equal to the duration of the exchange or student internship.

(3) The deadline for completing studies is extended for the duration of suspension of students' rights and obligations.

(4) During a suspension of student status, the student pays only partial payment toward costs of study, according to the current **Decision on Tuition Fees and Costs of Other Services.** During a suspension of student obligations, the student has no right to enrol in modules and attend classes, but he may take exams if he has fulfilled all requirements stipulated by the related modules and before the expiration of a 12 months deadline after their enrolment.

(5) A student who has already paid his tuition fee, while be, upon continuation of studies, acknowledged the previously paid tuition fee for the period of suspension. The Board of Trustees of the Algebra University College will decide upon the acknowledged amount of the previously paid tuition fee.

(6) If there is a difference between the study programme attended by the student before suspension and the current study programme, the student is obliged to re-enrol in modules in accordance with the current study programme.

(7) The student who does not enrol in modules after the expiration of the suspension period loses his student status.

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## Article 48

**Disenrollment from the Study Programme**

(1)  A student has the right to disenroll from a study programme for any reason.

(2)  A student who voluntarily disenrolls or is disenrolled from a study programme at the Algebra University College may enrol in the same or different study programme at the Algebra University College again.

(3)  Disenrollment from the study programme takes place automatically if one or more of the conditions set out in Article 49 (1) are met.

(4)  Exceptionally, during the procedure of disenrollment, the Algebra University College may exempt a student from the obligation to pay a part of the tuition fee or refund a portion of already paid tuition fee in a manner defined by the **Learning Agreement** signed during enrolment.

## Article 49

**Termination of Student Status**

(1)  The student status will be terminated:

    a.  by completion of the study programme

    b.  by disenrollment from the study programme

    c.  if a student is expelled from the study programme under conditions and procedure determined by this Book of regulations the **Statute** or other general acts

    d.  if the student does not complete his studies within the period prescribed by Article 77, Paragraph 6 of the *Act* on Higher Education and Scientific Activity

    e.  if a student does not regulate his/her student status

    f.  if a student does not pay tuition fee

(2)  With the termination of student status, the student loses all rights acquired by enrolment. The termination of student status does not end other obligations regarding the payment of remaining instalments for studies attended or the obligation to pay tuition for all modules enrolled before the termination of student status.

(3)  A student who loses his status based on the letter c of paragraph 1 of this Article does not have the right to re-enrol in any of the study programmes of the Algebra University College.

(4)  A student who loses the right to complete his studies based on point d, paragraph 1 of this Article, has the right to enrol in another study within the College of Algebra.

## Article 50

**Completion of Study Programme**

(1)  Professional undergraduate study programmes are completed by passing all required exams, completing student internship and by finishing all other study obligations and by writing a Final thesis and taking a final exam in accordance with the study programme.

(2)  Professional graduate study programmes are completed by passing all required exams, finishing all other study obligations and by writing a diploma thesis and taking a diploma exam in accordance with the study programme.

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(3) Professional short cycle study programmes are completed by passing all required exams, completing student internship and by finishing all other study obligations and by writing a Final thesis and taking a final exam in accordance with the study programme.

(4) All rights and all obligations concerning the final exam and diploma exam are stipulated by the **Book of regulations on the final thesis and the final exam**.

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**Article 51**

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**Diploma and Diploma Supplement**

(1) Upon completion of the professional undergraduate study programme or professional graduate study programme, a student is awarded a diploma which confirms the completion of a study programme and acquisition of a particular professional title. Students who enrol and graduate from the dual degree programme with Algebra University College and the Goldsmiths an additional degree from the Goldsmiths, University of London will be issued.

(2) Upon completion of the professional short cycle study programme, a student is awarded a certificate which confirms the completion of a study programme and acquisition of a particular professional title.

(3) Together with the diploma or certificate, a student is issued a diploma supplement in both Croatian and English language. The diploma supplement attests to the exams passed, grades achieved and other information necessary to understand the acquired qualification. If a student requires a duplicate of the diploma supplement or a diploma supplement in another language, an additional fee will be charged in accordance with the **Decision on Tuition Fees and Costs of Other Services**.

(4) Certificates, diplomas and diploma supplements are issued by the University College free of charge, in Croatian and English, in signed and certified printouts and in digital form.

(5) In accordance with the **Book of Regulations on Remuneration of Students, Teaching and Non-teaching Staff** of the Algebra University College, the diploma supplement will include awards and honourable mentions as well as severe disciplinary measures in accordance with the **Book of regulations on disciplinary and material responsibility** of the Algebra University College.

(6) Certificates, diplomas, diploma supplements and certificates of completion of studies are public documents, issued by Algebra University College on the basis of public authority, which confirm that the student has completed a certain study programme and acquired the right to a professional title.

# 11. QUALITY ASSURANCE AND ORGANIZATION OF WORK

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**Article 52**

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**Quality Assurance of the Study Programme**

(1) Quality assurance of the study programme is regulated at the Algebra University College by the *Act on Quality Assurance in Science and Higher Education* and by the internal quality assurance system acts of the Algebra University College.

(2) Internal quality assurance and improvement system of the Algebra University College is a system of rules and activities that is implemented through coordinated activities in accordance with the **Book of Regulations on Quality Assurance** of the Algebra University College announced on the website of the Algebra University College.

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**Article 53**

**Teachers**

(1) Each teacher of the Algebra University College will verify the presence of students during each class and keep records of student attendance. The teachers are also obliged to use the Infoeduka information system implemented by the Algebra University College in order to enter students' grades, place teaching materials on a mutual repository of documents, keep records of past learning units, number of educational hours conducted, announces schedules of consultations or date and time at which the oral feedback will be given, refer students to additional classes, keep records of student attendance and other activities stipulated by the contractual relationship between the Algebra University College and its teachers.

(2) A teacher who runs late for classes, shortens classes or comes unprepared will experience disciplinary measures in accordance with the normative acts of the University College.

**Article 54**

**Surveys**

(1) A survey is an important form of evaluation of teachers and teaching quality conducted by the Algebra University College.

(2) Students are obliged to participate in surveys.

(3) Surveys are conducted anonymously or non-anonymously through the use of electronic survey systems or paper forms.

(4) Surveys may be conducted before, during and after classes.

(5) Teachers are required to complete reports on the implementation of modules using survey results. Such reports will serve as an input element in the development of a high-quality teaching process.

(6) Complete survey results can be made available to students and public.

## 12. TRANSITIONAL AND FINAL PROVISIONS

**Article 55**

**Interpretation of the Book of Regulations and its Application**

(1) The Dean of the Algebra University College is responsible for the interpretation of the regulations stipulated herein.

(2) This Book of Regulations applies to all students, teachers, associates and employees of the Algebra University College.

**Article 56**

**Compliance with General Provisions**

(1) All general provisions related to study matters must be complied with this Book of Regulations not later than 6 months from the date this Book of Regulations entered into force.

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## Article 57

**Entry into Force**

(1) This Book of Regulations enters into force on 2nd of October 2023.

(2) On the date of the entry into force of this Book of Regulations, the following Book of Regulations ceases to have effect:

a. Book of Regulations on study programmes and studying from 26th April 2022, CLASS: 602-04/22-01/13 REF. NO.: 251-321-22-03-03

## Article 58

**Application of Specific Provisions**

(1) The provisions of this Book of Regulations shall apply from the academic year 2023/2024.

(2) Exceptionally, the provisions of the articles relating to enrolment in the study programmes shall apply from the day of its adoption to all applicants enrolling for the first-time into a study programme of the Algebra University College in the academic year 2023/2024.

| CLASS: | 602-03/23-01/23 |
|---|---|
| REF. NO.: | 251-784-03-23-01 |
| Pages: | 29 |
| Written by: | Working group for the development of the Book of Regulations on Study Programmes and Studying |
| Adopted by: | Academic Council |

Chairman of the Academic Council of the Algebra University College

Dean
Assistant Professor, Mislav Balković, PhD