

STUDENT GUIDE

2023/2024



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 programmes. I believe that, by choosing one of these programmes, with our help, you are stepping into a better, digital future.

The present has brought us many challenges, 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. In addition, bearing all this in mind, we invite you to get in touch with us should you encounter any difficulties or challenges during your studies.

Bringing together education and economy is our guiding principle in creating study programmes 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 endeavour. Our college offers professional study programmes, which means they also encompass the practical application of knowledge. This year, we are especially proud to introduce two new professional bachelor programmes: in Game Development and Multimedia Production, which will allow you to work on developing innovations, connect with experts in the field, as well as acquire new, broader knowledge in different areas.

Likewise, according to the new Act on Higher Education and Scientific Activity, as of this academic year, secondary school graduates who have not passed national matriculation exams will not be able to enrol in level 6 studies, even by taking an entrance exam. Therefore, this year Algebra University College is launching a level 5 study programme, the only one of its kind in Croatia – the Professional Short-Cycle Programme in Internet Marketing. Its programme is designed so that all secondary school pupils who have not passed the national matriculation exams have the possibility of further education, which includes pupils of three-year and four-year vocational schools and gymnasiums.

By combining knowledge needed on the modern labour 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 programmes, which offers all 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 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 programme 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 more than 25 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:

PROFESSIONAL SHORT-CYCLE STUDY PROGRAMME IN INTERNET MARKETING

SEVEN PROFESSIONAL BACHELOR STUDY PROGRAMMES/SPECIALISATIONS:

- Professional Bachelor Study Programme in Applied Computer Engineering – Software Engineering
- Professional Bachelor Study Programme in Applied Computer Engineering – System Engineering
- Professional Bachelor Study Programme – Game Development
- Professional Bachelor Study Programme – Multimedia Production
- Professional Bachelor Study Programme – Digital Marketing
- Professional Bachelor Study Programme in Market Communications Design – Design
- Professional Bachelor Study Programme in Market Communications Design – 3D Design

EIGHT PROFESSIONAL MASTER STUDY PROGRAMMES/ SPECIALISATIONS:

- Professional Master Study Programme in Applied Computer Engineering – Software Engineering
- Professional Master Study Programme in Applied Computer Engineering – System Engineering
- Professional Master Study Programme in Applied Computer Engineering – Data Science
- Professional Master Study Programme in Applied Computer Engineering – Game Development
- Joint Master Study Programme in Computer Science – Internet of Things and Artificial Intelligence, with EPITECH, France
- Professional Master Study Programme – Digital Marketing
- Professional Master Study Programme – Creative Market Communications Management
- e-Leadership MBA

The curricula of all study programmes 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, as well as Professional Master study programmes in June 2012, accreditations for both study programmes in digital marketing in January 2015, and accreditation for the e-Leadership study programme 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 the possibility to study in English at Professional Bachelor Study Programmes and Professional Master 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 Programme including MIT's MicroMasters. Students who complete their studies at the integrated programme will receive a diploma from Algebra University College along with the MITx MicroMasters credential in statistics and data science, while students who already acquired this certificate will have a portion of their credits recognised.

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 programmes in the Republic of Croatia.

1 Professional short-cycle study programme

7 Professional Bachelor Study programmes/ specialisations

8 Professional Master Study programmes/ specialisations

1600 higher education students

140 lecturers and teaching associates



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.

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

For all information, enrolments, 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.

A library with reading room and Slavko Krajcar Innovation Lab are available to students on the A level of the building. There are several spacious lounge areas for socialising, refreshment and relaxing between classes, an area with machines for hot and cold beverages and “snack” machines available on the A level and the get-together lounge Družiona on the F level. Družiona is accessible with the X-ica card, and the space is intended for socialising, eating and drinking. All areas are accessible during campus working hours. Nearby, at the Faculty of Textile Technology (Prilaz baruna Filipovića 28a), the Student Centre restaurant is open weekdays from 8:00 a.m. to 2:30 p.m. where, in addition to the usual offer, a menu (hot meal with side dishes) is also available. The restaurant is only 500 meters from our campus, so be sure to visit it.



Right to subsidized meals

The conditions for having the right to subsidised meals are prescribed by the Ordinance on the conditions and manner of exercising the right to cover student meal costs. These regulations are available on the official website of the Ministry of Science, Education and Sports. Detailed information is available on this link

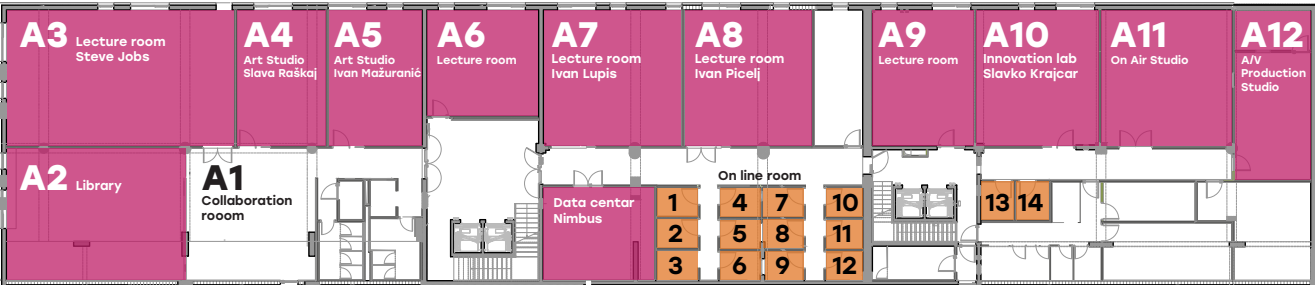
<https://gov.hr/hr/subvensionirana-prehrana/1066>.

Level of subsidy	To whom are they awarded	Basis for awarding rights
0	<ul style="list-style-type: none">Part-time studentsStudents who work while studyingPhD studentsNon-EU citizens (who have not been awarded a scholarship by Ministry of Science and Education)	
1	<ul style="list-style-type: none">Full-time students with place of residence in the county where the study programme is conducted	<ul style="list-style-type: none">Regulated enrollment in the current academic year
2	<ul style="list-style-type: none">Full-time students with place of residenceoutside the county where the study programme is conductedStudents covered by special decisions of the Ministry of Science and EducationForeign nationals taking part in international exchange programmes Erasmus and CEEPUS	<ul style="list-style-type: none">ID cardRegistered mobility of foreign students by the higher education institution
2,5	<ul style="list-style-type: none">Full-time students housed in a dormitory that does not provide meal servicesStudents with an extremely low social status based on the approval of the Ministry of Science and EducationTop athletes with place of residence outside the place of study	<ul style="list-style-type: none">Confirmation of accommodation in a dormitory issued by the Student CentreConfirmation from the Ministry of Science and Education about extremely poor financial circumstances sent to the Centre for subsidy authorisation (CAP)Decision on the status of athlete issued by the Croatian Olympic Committee (category I - III) and ID card

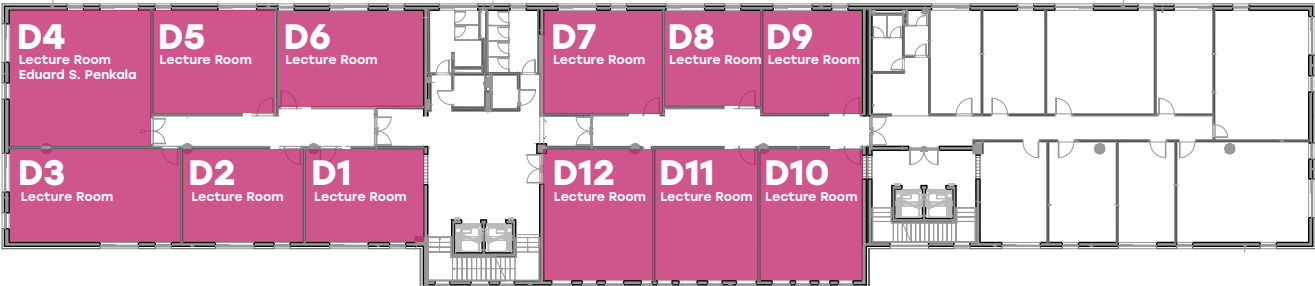
Plan of Algebra University College premises



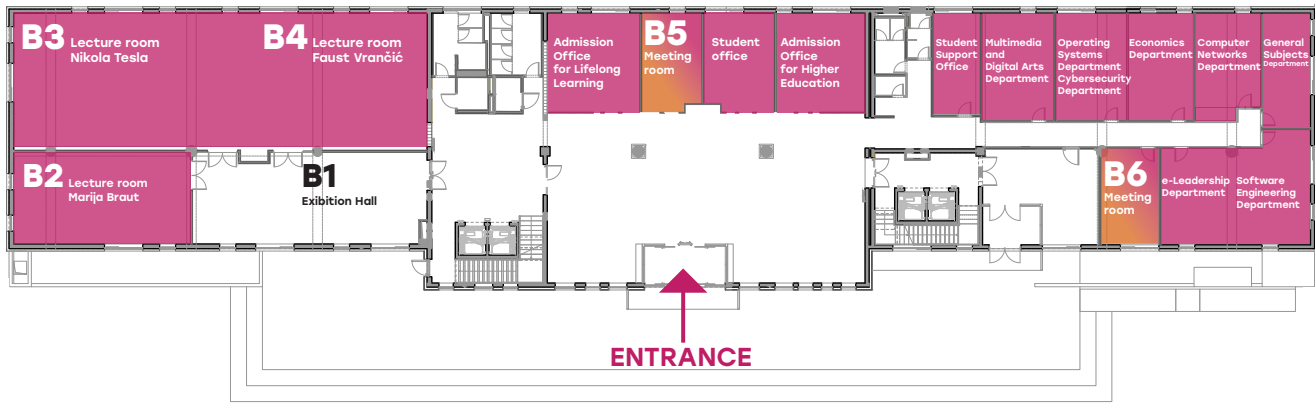
A floor



D floor



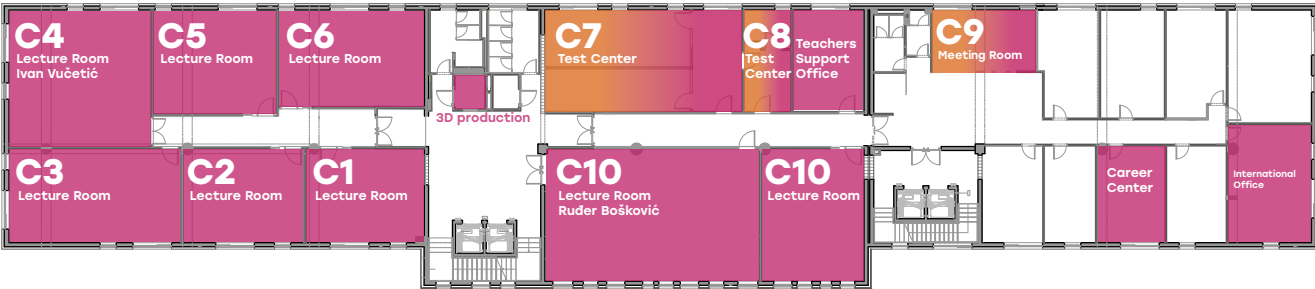
B floor



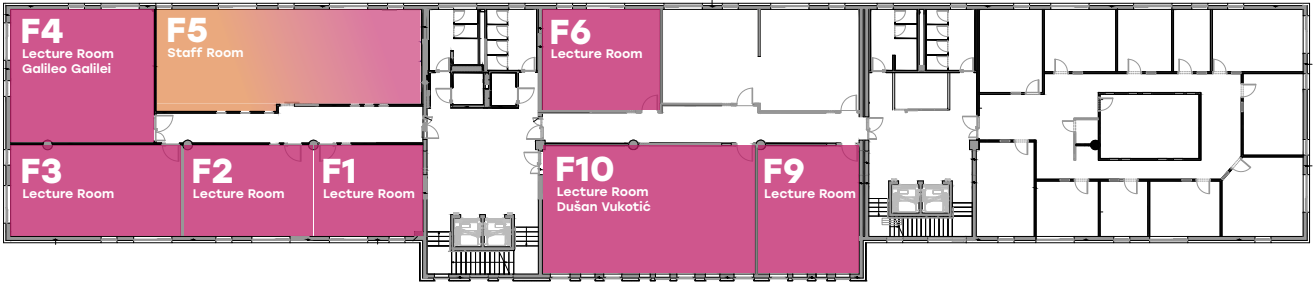
E floor



C floor



F floor





Code of conduct

Pursuant to Article 28 of the 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, on 9 February 2018, the Dean of Algebra University College introduced the

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 realisation of honourable academic work.

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

Students' duties are:

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

The building of the University College is open from 7:30 a.m. to 10:00 p.m. on weekdays and from 7:30 a.m. to 9:00 p.m. on Saturdays.

The campus is closed on Sundays.

- 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 areas 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, Act on Scientific Activity and Higher Education, Statute of Algebra University College, Book of Regulations on Study Programmes 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 at Algebra University College;
- Fair treatment 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 activities;
- Assistance and counselling by the coordinator of the Career Centre with regard to the study process;
- Submitting appeals on the decision or procedure to the competent authority;
- Reward for work, achievement and contribution to the affirmation of Algebra University College;
- Participation in extracurricular activities: cultural, sports, professional conferences and seminars etc.



Unacceptable behaviour is considered to be:

- Impolite and incorrect attitude towards teachers, and other Algebra University College employees or students;
- Being late or leaving any form of teaching and disregarding other study obligations;
- Disturbing any form of teaching;
- Creating noise or disturbance of order and peace;
- Dressing inappropriately with regard to generally accepted rules for the given occasion;
- Using aids during examinations and other tests, except where explicitly permitted, and accepting and providing assistance on exams and other tests;
- Presenting someone else's work as your own;
- Misrepresentation, attending tests on behalf of another person;
- Counterfeiting documents related to studying and exercising student rights;
- Violation of copyright and intellectual property rights;
- Unauthorized access to computer system resources 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 out of recklessness harm the environment of Algebra University College;
- Coming to any form 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 acts legally defined as misdemeanours and criminal offenses.

In case of doubt about the violation of this code, a disciplinary procedure against the student is initiated in accordance with Book of Regulations 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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Written by:	Mislav Balković, PhD
Approved:	Board of Trustees

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 the Algebra University College domain in official communication with teachers and/or associates and/or staff of Algebra University College. The students will receive their designated 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.

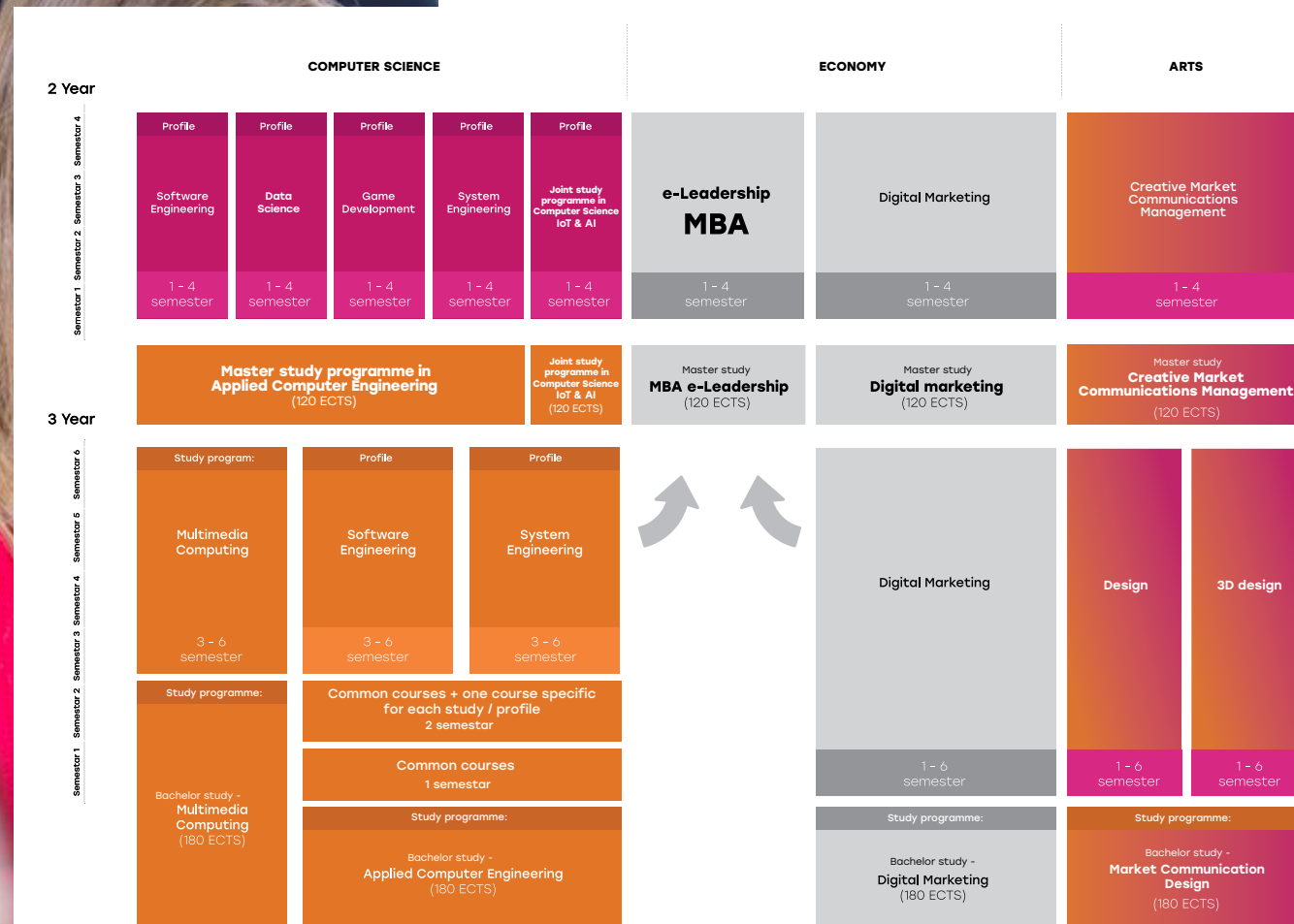
Study structure



Academic year 2023/2024 calendar

The academic year consists of two semesters. The so-called winter semester starts at the end of September or beginning of October, while the summer semester starts after the winter examination period in February. Each semester consists of 15 weeks of classes and a total of 4 weeks of examination periods. After the eighth week of classes, the first mid-term exams are held for one week. The fifteenth week of classes will be followed by the second mid-term examination period and make-up examination periods.

The fall examination period awaits you before the end of the study year and will take place over two weeks. More information on mid-term exams and examination schedules can be found below.



ACADEMIC CALENDAR 2023./2024.

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

NOVEMBER 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	30	31	1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
M1	27	28	29	30			

DECEMBER 2023							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
M1					1	2	3
9	4	5	6	7	8	9	10
10	11	12	13	14	15	16	17
11	18	19	20	21	22	23	24
P	25	26	27	28	29	30	31

JANUARY 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
12	1	2	3	4	5	6	7
13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	21
15	22	23	24	25	26	27	28
M2+I1	29	30	31				

FEBRUARY 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
M2+I1				1	2	3	4
I4 (S)	5	6	7	8	9	10	11
I2	12	13	14	15	16	17	18
O-P	19	20	21	22	23	24	25
1	26	27	28	29			

MARCH 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1					1	2	3
2	4	5	6	7	8	9	10
3	11	12	13	14	15	16	17
4	18	19	20	21	22	23	24
5	25	26	27	28	29	30	31

APRIL 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6	1	2	3	4	5	6	7
7	8	9	10	11	12	13	14
8	15	16	17	18	19	20	21
M1	22	23	24	25	26	27	28
9	29	30					

MAY 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

JULY 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
I2	1	2	3	4	5	6	7
O-P	8	9	10	11	12	13	14
P	15	16	17	18	19	20	21
P	22	23	24	25	26	27	28
P	29	30	31				

AUGUST 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P					1	2	3
P	5	6	7	8	9	10	11
P	12	13	14	15	16	17	18
P	19	20	21	22	23	24	25
P	26	27	28	29	30	31	

SEPTEMBER 2024							
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
P							1
I	2	3	4	5	6	7	8
I	9	10	11	12	13	14	15
O-P	16	17	18	19	20	21	22
P	23	24	25	26	27	28	29

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

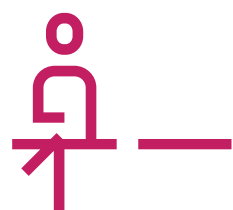
The best path to success is to gradually pass courses through mid-term exams. Take advantage of this opportunity and don't leave everything for the end of the semester! Course lecturers and associates will provide you with further instructions about mid-term exams.

Accurate information about classroom weeks, mid-term exams and examination weeks, as well as public holidays and closed 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/2/2023/07/Kalendar-nastave-2023-2024.pdf>



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

Infoeduka – the digital student service or digital notice board

Digital student service Infoeduka is a digital notice board with all available information, personalised 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 it from any location. It also makes it easier to study, reducing administration, and improving the organisation of the study process.

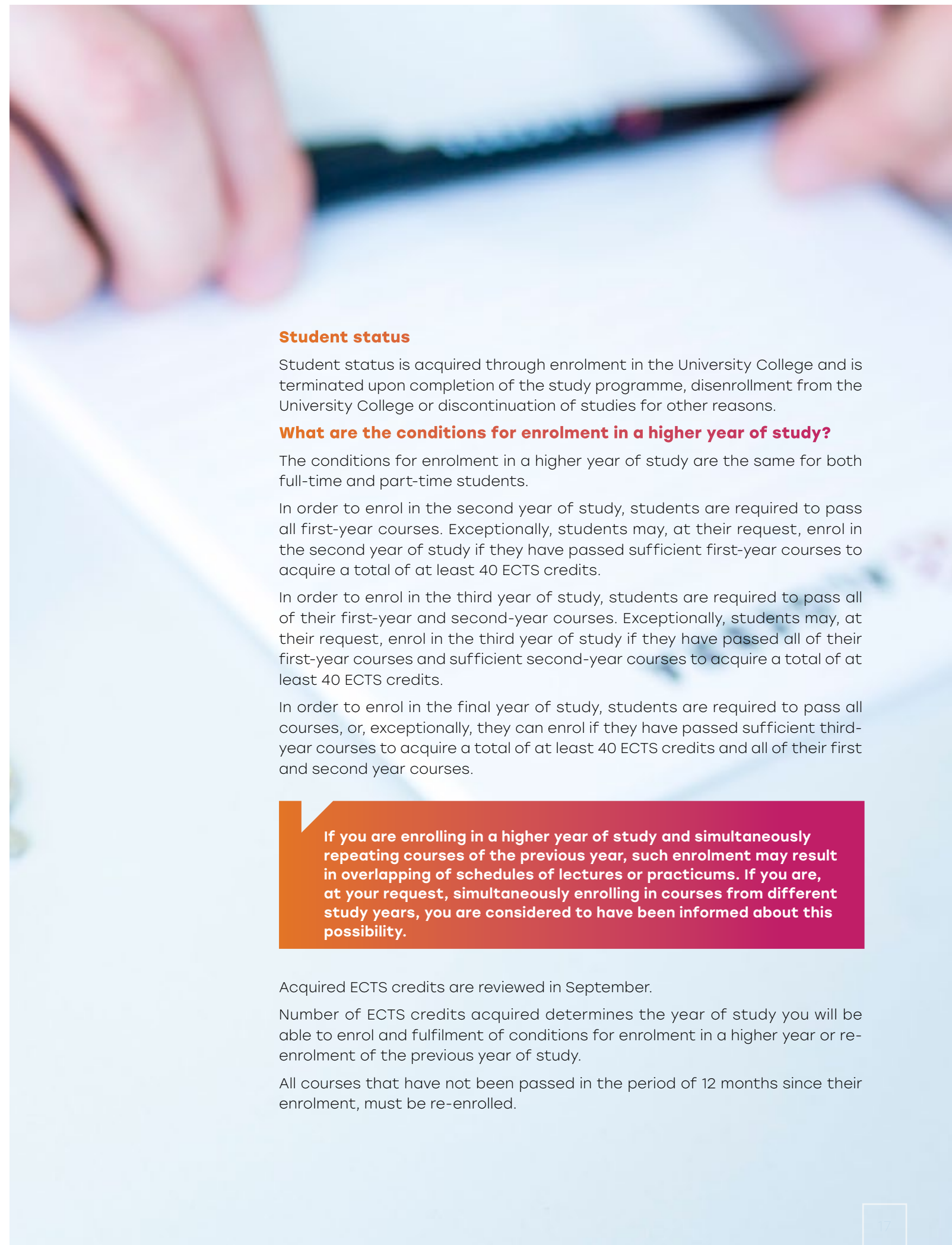
You can use Infoeduka to track information and perform most of your study activities:

- Keep track of important information regarding studying
- Follow the personalised lecture schedule
- Keep track of your classroom attendance
- Access the repository of teaching materials
- Track financial obligations
- Register and cancel your exams
- Review exam grades
- Review class calendar and exams schedule
- Enrol and validate a semester or year
- Review number of earned credits within a course
- Access e-learning contents
- Access on-line services (forum, webmail)
- Access e-library
- Submit requests to receive certificatee
- Control and adjust receiving notifications about events relevant to for your studies
- Register your graduation thesis

It's safe to say: If it isn't on 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/>.

The Infoeduka link can also be found on the left side of our every web page.



Student status

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

What are the conditions for enrolment in a higher year of study?

The conditions for enrolment in a higher year of study are the same for both full-time and part-time students.

In order to enrol in the second year of study, students are required to pass all first-year courses. Exceptionally, students may, at their request, enrol in the second year of study if they have passed sufficient first-year courses to acquire a total of at least 40 ECTS credits.

In order to enrol in the third year of study, students are required to pass all of their first-year and second-year courses. Exceptionally, students may, at their request, enrol in the third year of study if they have passed all of their first-year courses and sufficient second-year courses to acquire a total of at least 40 ECTS credits.

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

If you are enrolling in a higher year of study and simultaneously repeating courses of the previous year, such enrolment may result in overlapping of schedules of lectures or practicums. If you are, at your request, simultaneously enrolling in courses from different study years, you are considered to have been informed about this possibility.

Acquired ECTS credits are reviewed in September.

Number of ECTS credits acquired determines the year of study you will be able to enrol and fulfilment of conditions for enrolment in a higher year or re-enrolment of the previous year of study.

All courses that have not been passed in the period of 12 months since their enrolment, 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 summer semester courses, since the summer semester courses can still be passed in February (12 months after their enrolment). 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-enrol them and pay for their enrolment.

What is the semester status?

In order to enroll in each semester, you are required to complete and submit the Enrolment 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 enrol in the higher year of study, you must re-enrol in the same semester (year).

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 enrol 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 that attests student status (the student matriculation book is no longer required as the document attesting student status at Croatian institutions, including Algebra University College). The student ID 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 full-time student status, you have the right to subsidised 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 subsidised transportation (ZET, bus, etc.) and a variety of benefits, such as discounts for theatre tickets, etc. Furthermore, all full-time students have the right to apply for accommodation in a student residence, 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 programmes 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 study 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 given course. One ECTS credit indicates 25 to 30 hours of work. Each course requires a certain number of ECTS credits.

If you successfully complete all requirements and pass all exams, you will acquire 30 ECTS credits during one semester, and 60 ECTS credits during one year. The Professional Bachelor Study Programme with the duration of three years equates to 180 ECTS credits, while a Professional Master Study Programme with the duration of two years equates to 120 ECTS credits.

What are learning outcomes?

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

For each course, the course Head defines between 2 and 5 sets of learning outcomes. In order to pass the course, it is necessary to pass each learning outcome, that is, earn at least 50% of possible points predicted for that learning outcome. This means that you have also passed that set of learning outcomes.

Specifically defined learning outcomes and methods for verifying their adoption for each course may 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.



Classes organisation and attendance

Classes are organised in accordance with the Decision on the Class Calendar, upon which a detailed class schedule 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 practicums is mandatory and it is a prerequisite for obtaining the lecturer's signature. Without the signature you are not allowed to take exams and automatically "fail" that class.

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

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

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

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

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

Video conference viewing of classes is not recorded as class attendance and only serves to help students in situations when they are unable to attend in the classroom.

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 lower prior knowledge, absence from classes due to a long illness or other reasons). Additional classes are generally organised (based on the results of previous generations) for more difficult courses that 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 gratuitous practice and a chance to catch up with the materials missed during 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 prepare students for particular jobs. The training is realised through the acquisition of knowledge and skills 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 up to two decimal spaces (these are not ECTS credits).

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

Make an effort to prepare homework, pass short tests and fulfil other tasks since these few points can prove helpful if you are a few points "short" of the required minimum for passing a particular learning outcome!

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

Mid-term exams allow you to pass courses in step-by-step instalments. During a semester, two mid-term exams will be organised for each course.

Each mid-term exam covers several learning outcomes and at the start 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 organised after the eighth week of classes, over the course of one week.

They encompass learning outcomes covered during these eight weeks of classes.

Second mid-term exams will be organised 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 did not 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 academic 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 organised 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 the 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 for each learning outcome), you may 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 they have simultaneously passed all learning outcomes (obtained a minimum of 50% of possible points for each outcome) and have achieved a minimum of 50.01 points for a particular course.

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

Students are required to register for exams no later than 3 (three) days before the scheduled exam (three days prior, until 11:59 midnight) and cancel an exam registration by the cancellation deadline defined in Infoeduka for each exam term separately. Exceptionally, due to the demanding organisation of final practical exam scheduling, students may register for the final practical exam no later than 7 (seven) days before the exam date and cancel their registration by the cancellation deadline defined in Infoeduka.

When registering for an exam or cancelling a registration, students automatically receive confirmation of this activity. Keep this confirmation so that you may

present it in the event of technical difficulties. Students who did not register for the exam on time cannot take the exam, nor can their results be admitted. If the student did not cancel their exam registration on time and did not take the exam, or was prevented from passing the exam, they may submit a written request to cancel the exam registration in case of exceptional circumstances defined by the Decision on categories of acceptable and unacceptable circumstances.

All relevant information about the exams can be found in the document Decision on the rules for conducting exams at Algebra University College, published on the website in the section "About us" – "Documents". Read this document in order to adequately prepare for the exams.

In case of overdue payments, it is not possible to register or take exams. Since the payments are registered only after being received in the University College account, students who registered the exam but were in the meantime denied access to the exam due to unfulfilled financial commitments, may 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 receipt, after which the student will be issued permission to take the exam. The student is obligated to show that permission to the exam supervisor.

IMPORTANT:

- This possibility may only be used by students who registered their exam on time
- The permission may only be received during the working hours of the Student Office
- The payment confirmation has to be brought to the Student Office in person by the student
- Payment confirmations sent via e-mail will not be taken into account.

When has a student failed an exam?

It is considered that a student has failed an exam if:

- they failed to pass any part of the exam,
- they registered for an exam, but did not attend the written or oral exam during an examination period, in accordance with the announced exam schedule,
- they 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 section of the exam in order to increase the number of points and the final grade. However, rejection of a grade will be considered as an unsatisfactory grade and it is not possible to "restore" the rejected grade.

How many times can an exam be taken?

Each exam can be taken up to four times through three regular exam sittings and an additional fourth attempt. Registration of the second mid-term exam is considered as the first exam sitting (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 failed! This way you would be losing one exam sitting.

What is the additional fourth exam registration?

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 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 fee stipulated by the current Decision on Tuition Fees. The prerequisites for additional exam registrations are equal to those for regular exam sittings and the exam is taken under the same conditions. A student, who does not pass the additional exam, must re-enrol and pay tuition for the course in question.

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

How long do I have to pass a course after enrolment?

Each enrolled course is valid for 12 months after the date of enrolment and during this period you are expected to fulfil 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-enrol and repeat the course. This will require not only an additional investment of time but will also be 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 the course. 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 one (or more) learning outcomes on your first mid-term exam and you are not content with the number of points earned, you can improve on these results. You can increase your points in the second mid-term exam and the next examination period.

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

...I cheat on an exam?

Students are expected to participate in classes, write homework, take mid-term exams, final exams, 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 already been 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 enrolment form through the Enrolment Form tool in 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, they are obliged to pass the course in a manner stipulated during the year of re-enrolment (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.

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

...I do not qualify for a signature?

If you do not fulfil the requirements for obtaining the signature, you will automatically need to re-enrol 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-enrolment, entails paying new tuition, satisfying the minimum attendance requirement, and prolonging your study time.

...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.

... 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 deadlines for submission of work, or take exams), such as illness or an otherwise unforeseen event that is outside your control. If these circumstances are in accordance with the circumstances defined 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 defined acceptable circumstances, the request will not be granted.

...I am repeating a year?

If you do not acquire enough credits for enrolment in a higher year of study (a minimum of 40 ECTS), you must re-enrol that same year. When repeating a year, you must re-enrol all the courses of the previous year that have not been passed and pay a tuition fee in the amount corresponding to the number of re-enrolled courses. Also, if you have earned between 25 and 39 ECTS points, you may, at your own request, enrol in a maximum of six (three in each semester) courses from the higher year, in addition to the courses you need to re-take.

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

In case you are enrolled in courses from two different study years in the same academic year (e.g. you are repeating a portion of the courses from the second year and have enrolled several courses from the third year), it is possible that there will be some overlap in the schedule of the lectures or practicums, as well as exam dates. If you decide to do this, i.e., enrol in courses from different study years, upon submitting your enrolment form, you must confirm that you accept such a possibility and that you are aware this may lead to challenges in organising your time and obligations in a particular course. In this situation, the University College is not obligated to ensure that the courses you take do not overlap, but we will be happy to make adjustments, if there is opportunity to do so.

...I want to change my sub-specialisation or study programme?

If you want to change your sub-specialisation, or your study programme, it is best to do it as early as possible, in the first year of undergraduate studies, because that way will have to make up the smallest difference of courses. You may request a change of the study programme at the start of the academic year (in September), while you may also request a change of sub-specialisation when registering for a new semester (in September or February). All of your requests should be submitted via the Infoeduka system using the Enrolment Form tool.

...I want to borrow a library book?

If you want to borrow a book from the library, you can do so via the Infoeduka system, using 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, it will say 'available' next to the title of the book. You can order the book by clicking on the order button and once you do, you will see that the order

was sent on the screen. When the Student Office receives the order and prepares the book, you will receive a notification to pick up the book. If the book is currently unavailable, it will say 'unavailable' next to the title of the book.

All the information about borrowing and returning books and the use of the college reading room are available in the Regulations on the use of the library and the college reading room, which may be found on our website in the section "About us" – "Documents".

...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 stating the purchase value of the book.

In addition, you can borrow books from the National and University Library (NSK) that also provides an additional space for studying. More information is available at: www.nsk.hr/en/. Books can also be borrowed from the Zagreb City Libraries (KGZ). The current membership fee is 7,00 EUR and enables you to borrow books from any library in the network (there are close to 40). More information is available at: www.kgz.hr/en/about-us/zagreb-city-libraries-today/523. Check out NSK and KGZ websites for information on exact membership fees.



Study support

During the whole study programme at Algebra University College, please feel free to contact any of the professional services provided to support our students and their studying process.

Student Office

The Student Office is a service that is primarily focused on helping students to study successfully and have the best possible student experience. The Student Office enables students to resolve any doubts and cross barriers they might encounter during their studies by assisting them to stay on the 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:

- validating forms for enrolment in a higher semester/year of study
- preparing preliminary invoices
- lending and re-entering books and manuals of Algebra University College library and organising the distribution of compulsory literature for each course (before the start of each semester)
- conducting the organisation of the examination process (examination periods, records of exam registrations and cancellations, exam lists)
- keeping student records (student files, registry book, student identification cards, statistical data, certificates, requests and decisions, scholarships, transcripts)
- conducting the termination of the study process (based on disenrollment, successful completion of study programme)
- organising student graduation ceremonies.

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

Career Center

The Career Centre provides you with all the necessary information on various traineeship possibilities and our partner companies on the labour market with whom we have established different types of cooperation. The Career Centre 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 observes 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 organised 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 programme for those of you who are starting your academic journey, to accompany you throughout the first year of your studies, alongside your mentors.

Take advantage of the opportunities provided by the mentoring programme, because it is designed precisely to help you better cope with the responsibilities that await you during your studies. At the meetings with the mentors, you can get answers to questions related to your studies, and the mentors will be happy to share with you their experiences gained during the many years of working with students. In addition to mentoring meetings, in cooperation with experts from various fields, we organise workshops that can help you better manage your time, adopt new learning techniques, overcome exam jitters, and more. Don't miss the opportunity to participate in this programme.



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 programmes and shorter mobility programmes (International Summer School programmes and BIP).

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 programme before using a 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 recognised 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 labour market requirements in different countries, develop specific skills and better understand the economic and social differences in various countries.

Blended intensive programmes (BIP) are short, intensive programmes that use innovative ways of learning and teaching, including the use of more flexible mobility formats that combine physical mobility with a virtual segment. The duration of the physical segment is between 5 and 30 days, and upon successful completion of the programme, the student is awarded 3 to 6 ECTS credits (depending on the programme specifications).

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

International Office:

international-office@algebra.university

erasmus@algebra.hr

In 2023, we launched 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 Summer School

Algebra is organising the International Summer School for the 8th year running, with the aim of introducing students to the quality of our study programs. Our International Summer School programmes are anything 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 programmes in 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 the International Summer School, visit www.algebra.hr/international-school/, and for more information on all international student opportunities, contact the **International Office** at: international-office@algebra.university.

ABC BootCamps summer programmes

In addition to the International Summer School in Croatia, Algebra University College organises ABC BootCamps summer programmes in various globally known destinations. This opportunity is open to all students and young entrepreneurs who wish to turn their ideas into reality, meet success-driven individuals from different sides of the world, and acquire up-to-date knowledge and skills in the fields of business, innovation, and technology.

Interactive lectures led by US and Canadian professors, along with inspiring guest speakers from different industries and visits to renowned companies, immerse participants in the modern business world. This experience nurtures innovative thinking and broadens networks.

Previous ABC BootCamps summer programmes have taken place in vibrant Toronto (Canada) and the innovative Silicon Valley (California) as well as in Munich (Germany). Information about planned destinations for the current year is available on our website: www.abcbbootcamps.com. For any additional information and special benefits for Algebra students, reach out to the International Office. Embark on your ABC adventure this summer!



Other information

Sports and leisure

It is a well-known and scientifically proven fact 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 fourth leading risk factor for mortality in the world, while physically active persons have significantly reduced risks various diseases (World Health Organization, 2017).

Our sports manager, Tin Petračić is responsible for organising, implementing and running our sports recreational programmes, and you can contact him at: 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 spokespersons, so 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 organisations that connect students from different colleges, such as organised sports competitions, travelling and other activities. One of the most important goals of the Student Council is enlivening student life outside of the formal framework of lectures and auditory exercises. Members of the Student Council are happy to assist all interested students with coursework as teaching aids, and with the help of teaching assistants. More information on the Student Council may 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 programmes and studying. Each year it has one representative for every study programme and every specialisation, with student representatives, lecturers, heads of study programmes, heads of departments, members of the Dean's Office and non-teaching staff meeting approximately twice a semester to discuss topics relevant to study programmes and studying. Our goal is to join forces in discussing possible improvements to study programmes or relevant student issues. Student Coordinators are selected at the beginning of the academic year at the call for proposals of 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 programme, you will participate in surveys regarding your satisfaction with the study programme and organisation of classes and you will be able to make suggestions regarding any improvements. Surveys are conducted twice during a semester, consist of 5 units, while access data for taking a survey is published within the Infoeduka system.

The surveys are mandatory and important because their results allow us to analyse the quality of the study programme and introduce improvements!

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

Complaints and appeals

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

If the complaint or appeal is not resolved in a satisfactory manner, a formal complaint or appeal may 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 may be submitted in writing to the staff of the Student Office. In order for the case to be properly examined, students should be specific in describing the cause and nature of their complaint or appeal.

More detailed instructions are available at:

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

Student areas

Students have the premises of the college Reading Room (library), Slavko Krajcar Innovation Lab and Družiona at their disposal.

- The college reading room is located on the A level and is available for studying and working, while students may also use it to examine specialised literature. During your stay at the library, please do not disturb the work of other users, speak loudly, bring in food or drinks, use mobile phones, and do preserve the library materials.
- The Slavko Krajcar Innovation lab is located on the A level and contains equipment, mostly computers and programmes used in the classroom. Students may use the equipment during campus working hours, and it is also possible to work on team projects at the Lab.
- The social area Družiona is located on the F level and is designed for socialising, eating and drinking.

The student areas are accessible using the student ID X-ica.

Important: Students must leave the building and the student premises no later than 10:00 p.m. on weekdays and 9:00 p.m. on Saturdays. The campus is closed on Sundays.

Parking

Parking is possible in the garage within the building. Parking is payable by SMS or using the “ParkWallet Premium” mobile application. There are parking areas in the vicinity of the building, which are charged according to the Zagreb parking zone 3 tariff.

Medical care

Boosting and maintaining mental health

According to the World Health Organization, mental health is the state of well-being in which an individual realises their potential, is able to cope with the stress of daily life, work productively and fruitfully, and contribute to their community. By focusing our attention and activities on caring for our own mental health, we work to maintain balance, preserve our mental health and quality of life. Everyone can take steps to strengthen and preserve their mental health. There are numerous free options available to us, including the following:

- Manual for self-help and empowerment of students “Radim na sebi”, published by the Croatian Institute of Public Health, available on the link: https://stampar.hr/sites/default/files/2021-06/prirucnik_radim_na_sebi.pdf.
- Advice for students are offered on this link: <https://mentalnozdravlje.zagreb.hr/savjeti-strucnjaka/briga-za-mentalno-zdravlje-savjeti-za-studentel/>.
- The link <https://mentalnozdravlje.zagreb.hr/vjezbe-i-podrška/> offers advice and exercises for dealing with certain difficulties.
- Little School for Freshmen appears at: <https://www.czm.hr/blog/za-studente/mala-skola-za-brucose>.
- Tips for adapting to student life <https://www.czm.hr/blog/za-studente/prilagodba-na-studentski-zivot>.

For a self- evaluation of your mental health, use the following questionnaires:

- The association Kako si? questionnaire is available on the link: <https://mentalnozdravlje.zagreb.hr/saznaj-kako-si-ispuni-upitnik-dass-21/>
- The questionnaire for self-assessment of mental health difficulties published by the Office for Psychological Support and Mental Health Protection of the University of Zagreb is available here: https://mentalno-zdravlje.info/measures/measures_psih-2020_index.php

The school doctor can also help you in case of difficulties related to learning as well as possible problems caused by changes and adaptation to college life. For students of Algebra University College, the office of dr. Matea Bračić at the designated school clinic ‘Medveščak’ is located at Laginjina Street 16.

Other instances you can contact during your studies in Zagreb can be found on these links: <https://mentalnozdravlje.zagreb.hr/ustanove/n>, or <https://www.vef.unizg.hr/studij/urkaps/popis-ustanova-za-pruzanje-psiholoske-pomoci/> or <https://www.psiholoskapomoc.hr/portfolio/>, containing the contacts for psychological support providers from all of Croatia.

If you feel that you cannot overcome the difficulties you are facing on your own, be sure to seek professional help

You can keep track of Infoeduca notifications, where we will inform you about initiatives, workshops and events related to strengthening and maintaining mental health.

Sources:

- Mental health - important notions, <https://www.unicef.org/croatia/mentalno-zdravlje-vazni-pojmovi>
- What is mental health, <https://mentalnozdravlje.zagreb.hr/sto-je-mentalno-zdravlje/>
- Office for Psychological Support and Mental Health Protection of the University of Zagreb
- Andrija Stampar Teaching Institute of Public Health
- Project “Centre for Mental Health Protection” – Zagreb Health Clinic

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



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