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Algebra University College

Student Guide

for the academic year 2016/2017



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Introduction



Dear students, future fellow IT professionals!

Allow me to present you our Bachelor and Master study programmes in Applied Computer Engineering, Multimedia Computing and Digital Marketing so you can choose your educational institution as well as your career on the basis of key facts and reach a decision of quality. I am doing this mainly because I know that only a few decisions can have such deep and far-reaching consequences as the decision on your career and thus your future position in life.

By recognizing computer engineering and IT as the most competitive export sector of today which has been experiencing a large growth in revenues and number of employees both in the Republic of Croatia as well as in the rest of the world, you are headed in the right direction. In other words, choosing a career in a propulsive and growing industry can put the wind in your sails.

Our educational programs in the field of computer engineering are focused on the acquisition of practical and applicable knowledge required by the IT industry of today and aim to develop readiness for learning and continual adoption of new knowledge. Furthermore, the knowledge in question is confirmed by the international IT certification which has been carefully incorporated in our curriculum in order to ensure high visibility within the profession and high employability for each graduating engineer. By accepting the certification and the newest technology as our guidelines, we have consciously taken the obligation to constantly upgrade and adjust our courses and educational program with the demands of the industry. However, this is not about a race with technology. This is about identifying and predicting global technological and business trends which have shaped this educational program and will continue to do so in the future.

I invite you to visit our website and see what makes us special; how our educational program, teachers, practical experts and international certifications have managed to form a top professional educational institution with no parallel in the educational space of the Republic of Croatia.

In the end, it does make a difference which career you choose and where you develop it. Allow us, therefore, to carry you towards the digital future.

Mislav Balković, PhD
Dean of Algebra University College

Table of contents

3	Introduction	
5	About the Algebra University College	
6	Campus orientation	
7	Plan of the Algebra University College premises	
8	Structure of the study program	
9	Calendar for the school year 2016/2017	
10	Course of the study year	
11	What do I need to know as a student of the Algebra University College?	
11	INFOEDUKA - Digital infrastructure	
12	Student status	
12	What are the conditions for enrollment in higher years of study?	
12	What is the semester status?	
13	What is X-ica and its purpose?	
13	When is the student status at the University College terminated?	
14	ECTS credits and learning outcomes	
14	What are ECTS credits?	
14	What are learning outcomes?	
14	Organization and attendance of classes	
14	Attendance at classes – condition for obtaining signatures	
15	What is attendance of classes through video conference system?	
15	What are additional classes?	
15	EXAMINATIONS	
15	How to pass an exam?	
16	What are mid-term exams and how are they organized?	
16	Examination periods	
17	How to register and cancel mid-term exams and exams?	
17	When has a student failed an exam?	
17	How many times can an exam be taken?	
17	What is the additional fourth exam registration?	
18	How long can I pass a course after enrollment?	
18	How and when can I take certificate exams?	
19	WHAT IF....	
19	...I want to improve a learning outcome?	
19	...I am cheating on an exam?	
20	...I fail to pass an oral exam or refuse a grade?	
20	...I have passed most of the learning outcomes - can I take the oral exam?	
20	...I am repeating a course for which I have obtained a signature during the previous year?	
20	...I do not qualify for a signature?	
20	...I am repeating a year?	
21	...I want to change my sub-specialization or study program?	
21	...I lose a library book?	
22	Study support	
22	Registrar's Office	
22	Vice Dean for Students	
22	Career Center	
23	Student Counseling Center	
23	Student mobility	
24	Other information	
24	Parking	
24	Sports and recreation	
24	Student representatives and Student Ombudsman	
24	Student Council	
25	How can students affect the quality of studies?	
25	Student premises	
26	Medical care	
27	Contacts	

About the University College

Based on the trends recognized in employment of IT qualified professionals through the analysis of employers' needs and based on analyzed characteristics of the labor market in Croatia, the project of establishing Algebra University College was launched in 2006.

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 the University College curriculum.

The University College is a part of the Algebra education group, the founding institution which has been operating on the Croatian market for more than 16 years and has remained the leading educational centre in the region for computing and information technology.

Today, the University College carries out four undergraduate professional programmes and five graduate professional programmes:

documents, instructions and regulations have been published and in case of any further questions we advise you to contact the student office staff.

UNDERGRADUATE PROFESSIONAL PROGRAM (BACHELOR)

- Software engineering
- System engineering
- Multimedia computing
- Digital marketing

GRADUATE PROFESSIONAL PROGRAM (MASTER)

- Software engineering
- System engineering
- Multimedia computing
- Digital marketing
- e-Leadership MBA

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

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 2012, represents one of the best study programs in the Republic of Croatia.

Campus orientation

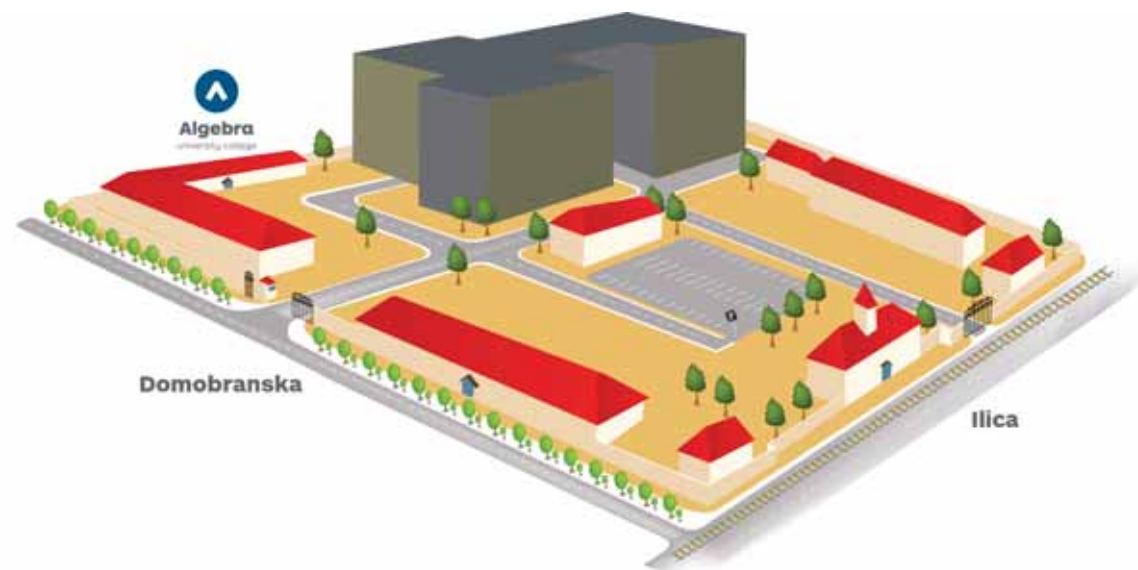


University Campus facilities include conference auditoriums, student classrooms and up-to-date computer laboratories with latest software and network components, continuous Internet access, sound and video conferencing equipment and air-conditioning. University College premises are fully accessible to persons with disabilities.

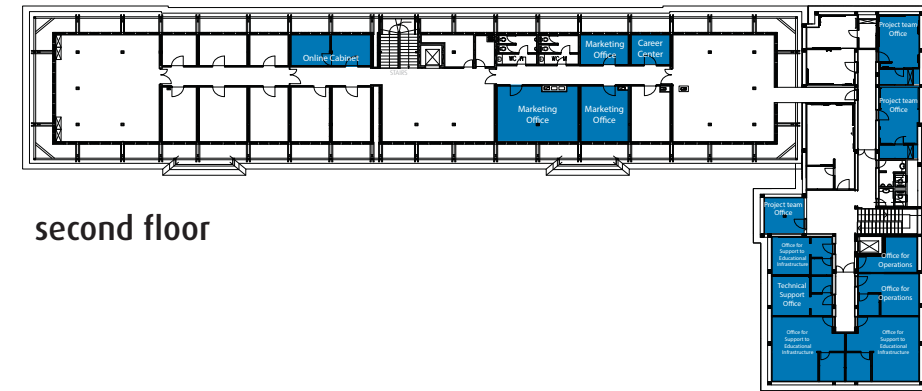
There are also spacious lounge areas for rest, relaxation and refreshment equipped with modern and comfortable furniture, coffee & tea vending machines and open Wi-Fi Internet access. Some University Campus apartments are newly furnished and may provide quality accommodation for quite a few students and teachers who wish to work and stay here.

Available to students and lecturers as a place for work and study is also an Algebra internal library with books and magazines on computing and information science, digital marketing and business. The Algebra University College is proud of its Labos, the first professional gaming studio in the region, which allows students to organize live streaming for various tournaments in computer games, processing of audio, video and other educational content, the production of original content for the YouTube channel and events designed for robotics.

Follow the signs on the walls and floor – they will take you to your destination room.



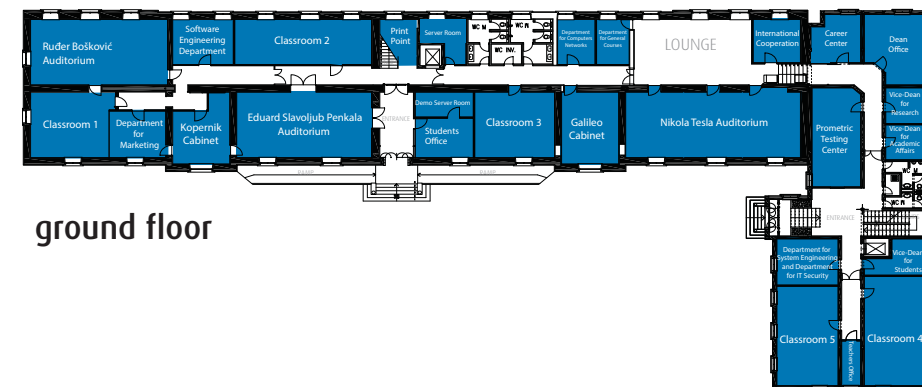
Plan of University College premises



second floor

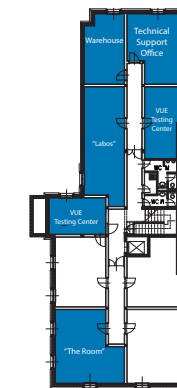


first floor

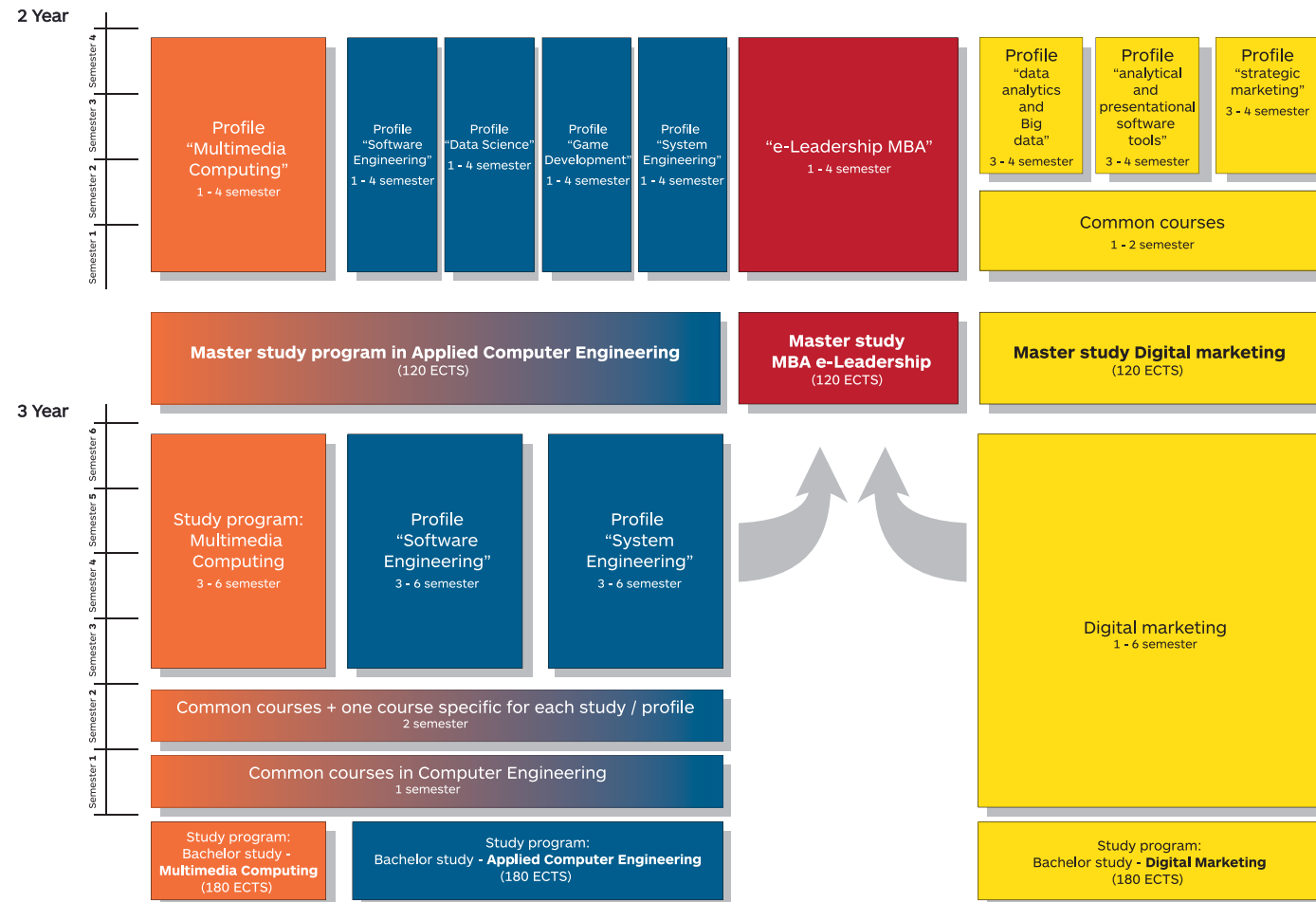


ground floor

basement



Description of the study



Calendar for the academic year 2016/2017

Course of the study year

The academic year consists of two semesters (similar to school terms). The so-called winter semester starts at the end of September or beginning of October and the summer semester starts after the winter examination period in February. Each semester consists of 15 weeks of classes and a total of 5 weeks of examination periods. After the eight week of classes, the first mid-term exams will be held for two weeks. The fifteenth week of classes will be followed by the second mid-term examination period and corrective examination periods.

The autumn examination period awaits you before the end of the study year and will be held for four weeks. More information on mid-term exams and examination schedules can be found below.

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!

slika

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



Calendar for the academic year 2012/2013

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



CALENDAR OF CLASSES 2016/2017

OCTOBER 2016							NOVEMBER 2016							DECEMBER 2016									
week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	3	4	5	6	7	8	9	5	31	1	2	3	4	5	6	M1	5	6	7	8	9	10	11
2	10	11	12	13	14	15	16	6	7	8	9	10	11	12	13	9	12	13	14	15	16	17	18
3	17	18	19	20	21	22	23	7	14	15	16	17	18	19	20	10	19	20	21	22	23	24	25
4	24	25	26	27	28	29	30	8	21	22	23	24	25	26	27	P	26	27	28	29	30	31	
								M1	28	29	30	1	2	3	4								

JANUARY 2017							FEBRUARY 2017							MARCH 2017									
week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
							1	15	30	31	1	2	3	4	5	P							
11	2	3	4	5	6	7	8	M2+1	6	7	8	9	10	11	12	1	6	7	8	9	10	11	12
12	9	10	11	12	13	14	15	M2+1	13	14	15	16	17	18	19	2	13	14	15	16	17	18	19
13	16	17	18	19	20	21	22	I2	20	21	22	23	24	25	26	3	20	21	22	23	24	25	26
14	23	24	25	26	27	28	29	P	27	28						4	27	28	29	30	31	1	2

APRIL 2017							MAY 2017							JUNE 2017									
Week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	3	4	5	6	7	8	9	M1	1	2	3	4	5	6	7	11				1	2	3	4
6	10	11	12	13	14	15	16	M1	8	9	10	11	12	13	14	12	5	6	7	8	9	10	11
7	17	18	19	20	21	22	23	9	15	16	17	18	19	20	21	13	12	13	14	15	16	17	18
8	24	25	26	27	28	29	30	10	22	23	24	25	26	27	28	14	19	20	21	22	23	24	25
								11	29	30	31					15	26	27	28	29	30	1	2

JULY 2017							AUGUST 2017							SEPTEMBER 2017									
week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun	week	Mon	Tue	Wed	Thu	Fri	Sat	Sun
M2+1	3	4	5	6	7	8	9	P		1	2	3	4	5	6	I3	4	5	6	7	8	9	10
M2+1	10	11	12	13	14	15	16	P	7	8	9	10	11	12	13	I4	11	12	13	14	15	16	17
I2	17	18	19	20	21	22	23	P	14	15	16	17	18	19	20	I4	18	19	20	21	22	23	24
P	24	25	26	27	28	29	30	P	21	22	23	24	25	26	27		25	26	27	28	29	30	1
P	31							I3	28	29	30	31	1	2	3								

classes
 examination
 Non-working days
 holidays

University College reserves the right to change the student calendar. The current calendar is available at: <http://algebra.university/for-students/calendar-of-classes/>

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


INFOEDUKA - Digital infrastructure

Students studying at the University College are entitled to use the complete higher education information infrastructure supported by the AAI authentication system. In addition to access to the University College services such as the Infoeduka – digital student service, e-mail system, video conference system and forum, each student is entitled to use services provided by CARNET as well as favorable Internet access options provided by commercial telecommunication service providers.

Infoeduka is a digital student service system that supports students during studies and is used for:

- Overview of notifications – official bulletin board of the University College
- Registration and cancellation of exams
- Overview of attendance in classes
- Instructions for attending courses
- Instructions for preparation of seminar papers
- Access to all materials related to classes
- Access to LMS learning system
- Contacts with student office
- Mailbox
- Overview of exams passed and points collected
- Communication with teachers and assistants
- Overview of books available at the internal library
- Overview of financial obligations towards the University College
- Printing out student status certifications issued to full-time students
- Infoeduka system represents an official communication channel and by signing the student contract students commit to follow notifications published by teachers, assistants and other entities of the University College.
- Notifications published within the Infoeduka system contain information about the time of consultations, exam results, oral exams schedules, results of seminar papers and other information.

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

Digital student service system can be accessed by clicking on the icon  on the left side of the Algebra University College main page (www.algebra.university) or through the following web address: <https://student.racunarstvo.hr/pretinac/main.php>.

Student status

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

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

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

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

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

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

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

Acquired ECTS credits are reviewed in September during the enrollment period for undergraduate study programs and in February for graduate study programs. Number of ECTS credits acquired by September or February determines the year of study you will be able to enroll and fulfillment of conditions for enrollment in higher years or re-enrollment in the previous year of study.

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

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

What is the semester status?

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

- Enrolled – if you are enrolling in the semester (year) for the first time;
- Re-enrolled – if you have not acquired enough ECTS credits during the previous year in order to enroll in the higher year of study, you must re-enroll in the same semester (year);

- Suspension – you can request a suspension of student obligations for a period of one academic year due to justifiable reasons by sending a digital enrollment form and submitting a written request together with accompanying documentation to the Vice Dean for Students.

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

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

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

What is X-ica and its purpose?

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

If you have full-time student status, you have the right to free health insurance, supplemental health insurance, subsidized meals and accommodation in student dormitories, the right to work through Student Service, subsidized transportation (ZET, bus, etc.) and a variety of benefits such as discounts for theatre tickets and others.

When is the student status at the University College terminated?

The student status will be terminated if:

- you successfully complete your studies
- you disenroll from the University College or study program at your request
- you do not regulate your student status
- you do not pay tuition fee
- you do not complete your studies within the deadline stipulated by the Book of Regulations, the Statute or other general act
- you are expelled from the study program under conditions and procedure stipulated by the Statute or other general acts
- there are other reasons stipulated by the Act, the Statute or other general act.

ECTS Credits and Learning Outcomes

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

What are ECTS credits?

ECTS credits (European Credit Transfer System) are related to the Bologna system of studying and indicate the study load expected of students during the execution of all obligations related to a particular course. They are defined by the expected number of hours that a student will spend learning, practicing and preparing papers and seminars in order to pass a certain course. One ECTS credit indicates 25 – 30 hours of work. Each course requires a certain number of ECTS credits. If you successfully complete all requirements and pass all exams during one semester, you will acquire 30 ECTS credits and 60 ECTS credits during one year. The undergraduate study program in the duration of three years equates to 180 ECTS credits.

What are learning outcomes?

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

Learning outcomes are defined by course holders for all courses conducted at the University College. Each course is defined by 4 – 9 learning outcomes. Learning outcomes are fully covered by the curriculum and assessment methods are defined for each course within the document entitled “Instructions for attending and taking courses”.

In order to pass the course, the student must achieve a minimum of 50% in EACH of the learning outcomes identified for the course in question!

Part-time students must attend at least 60% of the total number of lecture hours and at least 60% of the total number of exercise hours in order to obtain signatures.

What is attendance of classes through video conference system?

If you are not able to attend classes due to justifiable reasons (illness, work related absence, etc.), you can follow the lectures through video conference system.

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. This type of class attendance is not additionally charged and is provided in justified circumstances. In addition, classes monitored through the use of a video conference system are not recorded as class attendance.

The video conference system can only be used to attend lectures; exercises cannot be attended in this manner!

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

What are additional classes?

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

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

ORGANIZATION AND ATTENDANCE OF CLASSES

Classes are organized in accordance with the Decision on the Calendar of Classes, upon which a detailed schedule of classes is based. This schedule is always available within the Infoeduka digital student service system and through the following link: <http://algebra.university/for-students/calendar-of-classes/> (you can check the schedule here if you are not able to access Infoeduka).

Attendance at classes – condition for obtaining signatures

Attendance is not mandatory, but in order to qualify for the teacher's signature students are required to attend classes as stipulated by article 34 of the Book of regulations on study. Attendance of each student is recorded through the Infoeduka digital student service system.

Full-time students must attend at least 70% of the total number of lecture hours and at least 80% of the total number of exercise hours in order to obtain signatures.

EXAMINATIONS

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

How to pass an exam?

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

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

The points are acquired through several methods used for the evaluation of learning outcomes: participation in classes (attendance), first mid-term exam, second mid-term exam, short tests, homework, oral exam and some courses may include seminar

papers, school assignments, projects, practical work, exercises, etc. They are defined for each particular course and each teacher will indicate the required student obligations during the introductory lecture.

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

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

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

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

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

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

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

Classes will not be held during mid-term exams.

Examination periods

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

Winter examination period:

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

Summer examination period:

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

Autumn examination period:

- organized after the summer holidays (in August and September)
- 2 examination periods will be organized for courses of the winter semester and 2 examination periods for courses of the summer semester

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

After successful completion of all learning outcomes through short tests, homework, seminar papers and oral exams (you should acquire a minimum of 50% of possible

points on each learning outcome), you can access the oral exam (if an oral exam is scheduled as a part of the course). If you successfully pass the oral exam and acquire a minimum of 50.01 points, the teacher will determine the final grade of the course and the course will be considered as passed. The grade and the associated number of ECTS credits are entered in the Infoeduka system.

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

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

Mid-term exams and exams are registered through the Infoeduka system not later than 3 days before the scheduled exam and can be cancelled not later than 24 hours before the beginning of the exam while subsequent registrations and cancellations of exams are not possible.

For the practical exam of the course Development of Final Project/Professional Practice, the deadlines are 7 days before the scheduled exam for registration and 3 days before the scheduled exam for cancellation due to greater technical complexity of organization of these exams.

If you do not register or cancel an exam within the above mentioned deadlines, you will not be able to do so later! Therefore, keep an eye on these deadlines!

When has a student failed an exam?

It is considered that you have failed an exam if you have not fulfilled the requirements of any part of the exam, if you have registered for an exam, but have not taken the exam nor cancelled the exam on time or if you have rejected the grade offered by the teacher in charge of the course at the oral exam during the registration of grades.

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

How many times can an exam be taken?

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

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

What is the additional fourth exam registration?

If a period of 12 months from the date of enrollment has not expired, students who have failed to pass an exam three times can register for one exclusive additional examination in order to pass the course in question. The price of the first three regular examinations is included in the tuition fee while the additional exam registration is charged in accordance with the price stipulated by the current Decision on Reimbursement of Expenses. Prerequisites for additional exam registrations are equal to those of regular exam takes and the exam is taken under the same conditions. A student, who does not pass the additional exam, must re-enroll and pay for the course in question.

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

How long can I pass a course after enrollment?

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

How and when can I take certificate exams?

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

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

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

Certificate exams cannot replace exams conducted at the end of classes. Students generally take certificate exams in a particular field only after successfully passing the exam / exams related to the respective certificate exam. The right to take certificate exams included in the tuition fee is valid for a maximum of 6 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?

Learning outcomes can be improved during pre-term exams (conducted at the same time as third mid-term exams) or during exam terms.

If you retake your exam in order to improve a particular learning outcome, be aware that the results of the new exams will be noted in Infoeduka.

...I am cheating on an exam?

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

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

In case copying reoccurs after a disciplinary measure has been already imposed in accordance with article 8 of the Book of regulations on responsibilities and penal measures 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 your knowledge, not other peoples! University College Algebra 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). Each time the student retakes the exam as described above, it will be calculated within the total number of exam attempts allowed (3+1) and the exam will be considered as failed.

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

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

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

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

...I do not qualify for a signature?

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

...I am repeating a year?

If you do not acquire enough credits for enrollment in a higher year of study (a minimum of 40 ECTS), you must re-enroll in the same year. When repeating a year, you must re-enroll in all courses of the previous year that have not been passed and pay tuition fee in the amount corresponding to the number of re-enrolled courses. In doing so, you have the right (depending on the number of acquired ECTS credits) to enroll in additional courses of the higher year of study and if you have acquired between 26 and 39 ECTS credits during the previous year, you can enroll in up to six new courses of the higher year of study together with the re-enrolled courses (three in each semester).

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

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

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

If you want to change your sub-specialization or study program, it is best to do so as early as possible during the first year of the undergraduate study program when the difference between exams is the smallest. Within the Computer Engineering study program (Applied Computer Engineering and Multimedia Computing), the first semesters are completely overlapping and there are no differences in exams when changing your program after the first semester. During the second semester, the sub-specializations differ in one course. From the third semester onwards, the differences are large and a change of study program during the second or third year will be followed by a large number of differential exams. A change of study program can be requested at the beginning of the academic year (in September), while a change of sub-specialization can be requested during enrollment in a new semester (in September or February). All requests will be addressed within the Infoeduka system through the Enrollment Form tool.

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

...I lose a library book?

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

All students of the Algebra University College have the right to use the library of the Faculty of Electrical Engineering and Computing and have access to the internal reading room on the first floor.

In addition, you can borrow books from the National and University Library which is provided with an additional space for studying. More information is available at www.nsk.hr. Books can also be borrowed from Zagreb City Libraries. The current membership fee is 50 Kuna and enables you to borrow books from any library of the network (there are about 40). You can browse the available books through the catalog (<http://katalog.kgz.hr/pages/search.aspx?¤tPage=1&searchById=-1>), make free reservations through e-mail, etc. For more information, visit www.kgz.hr.

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

STUDY SUPPORT

Registrar's Office

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

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

Regarding the above mentioned, the Registrar's Office can be contacted at: studentska.referada@racunarstvo.hr.

Vice Dean for Students

The Vice Dean for Students monitors the needs of students and participates in the creation of processes that contribute to the affirmation of students. The Vice Dean communicates regularly with students and monitors their academic development and needs. In addition, the Vice Dean participates in solving complex problems related to the study program and in cooperation with other departments, proposes and implements activities that will contribute to the quality of the study program. For any questions and suggestions, please contact Nataša Trojak, Vice Dean for Students, at: natasa.trojak@racunarstvo.hr.

Career Center

The Career Center performs an advisory role in all areas necessary for students: assistance and support with successful studying, professional psychological help, organization of supplementary and additional classes, planning and realization of internships, career counseling and consultations on further academic development and employment assistance.

The Career Center can be contacted for any questions regarding the enrollment procedure and study programs, planning and realization of internships, participation in projects and competitions as well as for guidance on academic development and employment.

When studying results are not in accordance with expectations, many additional problems can appear. Causes of failure often lie in inefficient techniques and learning strategies, poor time management, lack of motivation and inability to find pleasure in learning and continuous postponement of the execution of student obligations. The Career Center of the Algebra University College deals with these issues as well.

Student Counseling Center

Life does not consist only of studying, but its challenges can certainly influence studying! Contact the Student Counseling Center, where you can talk in absolute discretion about all kinds of problems that complicate your academic path or functioning in everyday life. Pluck up the courage, make the most of your time, find your spiritual potentials, choose the best for yourself and help others! For questions and appointments at the Student Counseling Center, please contact Nebojša Stanić, MSc at: nebojsa.stanic@zg.t-com.hr.

Student mobility

During the course of your studies, you have the opportunity to spend a part of your study program at a foreign higher education institution and gain additional experience, knowledge and friendships. This is available through the Erasmus+ program.

In this sense, you have two options:

Study visits that can last between 3 and 12 months. Courses attended and passed by students during their study visits abroad will be acknowledged by the home institution. If the course passed at the foreign university matches, according to its program, any of the courses held at the home institution, the course will be acknowledged as passed at the home institution.

Student internships that can also last between 3 and 12 months. Thanks to student internships abroad, you will be able to adapt more easily to specific labor market requirements in different countries, develop specific skills and better understand the economy and society of various countries through work experience.

<http://algebra.university/international-office/>

International Office: iva.vunaric@racunarstvo.hr

We especially emphasize the possibility of obtaining Croatian and Irish undergraduate diplomas in the field of computer engineering by studying at two campuses: in Zagreb and in Dublin. Students who choose to study at two campuses and obtain two diplomas will, during enrollment procedure, receive recommended additional courses of the first and second year that must be passed prior to their departure to Ireland for their third year of study. Additional information is available at: <http://algebra.university/international-office/study-in-dublin/> and can be obtained at the Registration Office.

Other information

Parking

Inside the complex area there is a parking lot and parking is charged by the owners of the complex in the amount of 5 Kuna per hour. Parking tickets will be charged by the security guard (at the entrance) at the time when you leave the complex. Outside the complex area, there are parking lots which are currently not charged because the parking zone is unmarked.

Sports and recreation

The University College takes particular care of sports activities organized for students and employees. With this purpose, the University College Commissioner for Sports organizes and takes care of various sports activities. The Student Council, in cooperation with the Commissioner for Sports, participates in the organization and preparation of students for their successful performance at sports competitions organized by the University of Zagreb Sport Federation. At this moment we participate in five-a-side soccer and basketball. Every spring, the University College Sports games are organized and due to the existing rivalry between system and software engineering students the atmosphere is already heated. In addition to that, other sports initiatives are organized on a monthly basis (e.g. student chess tournaments, skiing, etc.).

The college also provides free use of sports hall for all students of the University College regardless of membership in sports teams or students' association. Students will be notified through the Infoeduka system of the time and place scheduled for usage.

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 Professional Council, Committee for Quality Assurance and other bodies. The student representatives are your spokesmen and make sure to contact them with your problems, questions, critiques and suggestions. Information on student representatives can be found at: <http://algebra.digital/zastudente/predstavnici-studenata/>.

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

Student Council

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

How can students affect the quality of studies?

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

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

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

During your studies, you can share your suggestions, compliments, opinions or thoughts with the persons responsible for the organization and implementation of the study program by using the box provided for comments and suggestions. This box is located near the entrance to Classroom 02. Your suggestions, compliments, opinions and impressions can be inserted anonymously or signed. The University College will reply in writing to all persons who submitted their suggestions and comments or announce the replies within the Infoeduka system or on the college bulletin board in case of anonymous suggestions.

The traditional mailbox was chosen deliberately (in comparison to web forms) in order to ensure compete anonymity of suggestions and comments.

Student premises

Students have access to the Room, Lab and Library.

- Room can be accessed until 4pm and is equipped with computer equipment used for computer exercises.
- Library is accessible throughout the day for studying and work and students can use the available literature.
- Lab is specially equipped for additional student activities and extracurricular activities (e.g. development of 3D models, digital video, gaming, etc.) and is designed for students who participate in these activities.

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

Important: Students must leave the building no later than 11pm when the entrance door will be locked and the alarm turned on.

MEDICAL CARE

Each full-time student studying at the University College has two medical doctors: family physician chosen by the student (who should be contacted when you are feeling unwell) and student doctor, a specialist in school and university medicine. Each faculty has its own official student doctor.

You can contact your student doctor during your studies:

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

For students studying at the Algebra University College the responsible MD is:

Dr. Tatjana Petričević Vidović

Address: Laginjina 16, Zagreb

Phone: 01/4843 - 049

Working hours

EVEN DATES in the morning

ODD DATES in the afternoon

Compulsory health insurance is eligible for full-time students after 26 years if they meet certain conditions. Check out the conditions in Infoeduka!

Contacts

University College Algebra

Ilica 242

Phone: +385 1 2222 182; +385 1 2332 861

Fax: +385 1 2222 183

e-mail: info@racunarstvo.hr; prijave@racunarstvo.hr

Registrar's Office

Head of Registrar's Office

Tihana Babić

+385 1 2222 182

tihana.babic@racunarstvo.hr

studentska.referada@racunarstvo.hr

Vice Dean for Students

Nataša Trojak

+385 1 2222 159

natasa.trojak@racunarstvo.hr

Vice Dean for Academic Affairs

Silvija Grgić

+385 1 2222 168

silvija.grgic@racunarstvo.hr

Admission Office

Head of Admission Office

Milan Dukić

+385 1 2222 148

milan.dukic@racunarstvo.hr

International Office

Iva Vunarić

+385 1 2222 313

iva.vunaric@racunarstvo.hr

address: Ilica 242, Zagreb

Phone: +385 1 2222 182

e-mail: info@racunarstvo.hr; international-office@algebra.university

www.algebra.university

