

Pursuant to Article 21 of the Statute of the EMUNI University (hereinafter: Statute) and Article 6 of the Higher Education Act (Official Gazette of RS, No. 32/2012-UPB7), the Senate of the EMUNI University at its 19. session on 23 September 2014 adopted

RULES ON THE ASSESSMENT OF KNOWLEDGE AT THE EMUNI UNIVERSITY

1 General Provisions

Article 1 (Content of the Rules)

These Rules regulate the assessment of knowledge of the students of EMUNI study programmes and other participants of education.

2 Knowledge Assessment

Article 2 (The purpose of the knowledge assessment)

The lecturer assesses the student (knowledge, skills, competencies) for the purpose of obtaining grades and credit points (CP) for individual study units (SU) of the study programme. The term SU is used for: courses, practical training, professional internship, individual research, the final work, diploma thesis, master's thesis, doctoral dissertation, etc.

Article 3 (Study requirements)

Study requirements are determined by the study programme.

The student's right and duty is to be present at all contact hours (hereinafter referred to as CH) for all SU.

SU lecturers record lists of the presence of students by their names. During the implementation or at the end of the SU they submit these lists to the Education Department (ED). In the event of a significant deviation between the actually present students and the anticipated number of students (e.g. absence of more than 30 % of students), the coordinator shall immediately inform the ED about this.

To a student who does not meet the minimum percentage of attendance at CH, the coordinator may determine a type and scope of supplementary obligations, at which the student shall demonstrate knowledge, skills and competencies defined in the curriculum of the SU.

Article 4

(Methods of the knowledge assessment)

Methods of knowledge, skills and competencies assessment are determined by the study programme and the syllabus of the SU and are mainly the following: written and/or oral examination, test, paper, project work, active participation in contact hours, shorter and longer written work, public presentation, report of the professional internship, individual research, diploma thesis, final work, master's thesis and doctoral dissertation.

Completing study requirements may be individual or group, in addition, also the assessment of products may be individual or group. By the group products the coordinator may assess the product with a grade, which shall apply to all members of the group if not determined otherwise by the coordinator.

Article 5

(The public availability of the knowledge assessment)

Assessment of knowledge, skills and competencies is made public.

Public knowledge assessment is assured in particular by the announcement of examination terms and results of the assessment of knowledge.

It is required to allow students an insight to all assessed written papers and assure the explanation of the result achieved in accordance with the provisions of these Rules.

Students and other persons may be present at written and oral examination and public defense.

Results of SU knowledge assessment shall be published in the information system of the EMUNI University having regard to the provisions on the protection of personal data and in accordance with the provisions of these Rules.

Article 6

(Informing students about the SU study requirement and about the assessment)

Each academic year at the first lecture the SU coordinator / lecturer informs the students about:

- The content and implementation plan of the SU,
- The objectives and competencies (general and course-specific competencies),
- The learning outcomes (knowledge and understanding),
- Basic references and resources,

- Method of assessment (conditions for the access to examinations, criteria for the assessment and shares of individual assessment methods in the final grade)
- Other information relevant for students in the fulfilment of study requirements.

Article 7
(Completing study requirements)

Students can complete the necessary study requirements for the current academic year and missing study requirements of the previous years.

In the event that a student does not pass the SU in the academic year when the he enrolled in the SU, the SU coordinator decides on the validity of individual methods of assessment of SU (partial assessments) of previous academic years.

Article 8
(Completing study requirements after the discontinuation of study)

Students can complete study requirements after the discontinuation of the study.

Article 9
(Numerical and descriptive assessment of knowledge)

SU shall be assessed either by numerical or descriptive assessments. Assessment is defined by the study programme and / or syllabus.

The student performance in completing study requirements is assessed by the SU coordinator with grades from 1 to 10. The grading corresponds to the following grading scale:

- 10 (excellent) - outstanding results with negligible mistakes,
- 9 (very good) – high pass with minor mistakes,
- 8 (very good) - solid knowledge,
- 7 (good) – sound knowledge with major mistakes,
- 6 (satisfactory) – adequate knowledge suiting the minimum criteria,
- 5 to 1 (insufficient) - failure, poor knowledge below minimum criteria.

Grades from 6 to 10 and descriptive assessment "pass" indicate that the candidate successfully completed study requirements.

Grades from 1 to 5 and descriptive assessment "fail" indicate unsuccessfully completed study requirements.

Descriptive assessments are: "pass" and "fail". In the case of a descriptive assessment for the SU, which is attended by a student on mobility exchange, the SU coordinator also gives a numerical grade.

The description "recognized" refers to study requirements, which the student completed outside the EMUNI University and were recognized to students in accordance with the Rules on the recognition of knowledge and skills.

3 Examinations

Article 10 (Regular exam)

The method of final knowledge assessment that the student performs at the end of the SU is an examination.

Students can take the examination for each SU up to four times in the same academic year or more often, but only if the Coordinator of the study programme (CSP) approves it on the basis of a request received by the student.

Article 11 (Commission examination)

The fourth and further examination for the same SU are commission exams, if requested so by the student or the SU coordinator.

Examination Commission is composed of a Chairman and one member – SU coordinator, who is the examiner of the commission examination. The CSP shall appoint the Chairman of the Examination Commission, who is responsible for the conduct of the commission examination.

The commission examination may be oral, written, or both - oral and written.

If the commission examination is conducted as an oral examination, the student is asked questions. After completing the oral examination, the examiners consult and assess student's knowledge and immediately inform him with the grade achieved.

If the commission exam is conducted as a written examination, both members of the examination commission assess the written product and determine a grade. The results of the written examination shall be published no later than ten days after the written examination.

Minutes about the commission examination shall be drawn up, with which the Chairman of the examination commission keeps records on the application for the examination, the examination questions and the grade achieved. The minutes shall be signed by all members of

the examination commission, and the Chairman then sends it to the Department of Education, where it is kept in the personal file of the student.

4 Examination Rules

Article 11

(Conditions for taking the examination)

A student may take the examination for the SU, for which he has fulfilled all the conditions for the examination prescribed by the syllabus.

A student who has not yet settled financial obligations, or has been disqualified from taking the examinations cannot take the examination, regardless of the fulfilment of the conditions referred to in the first paragraph of this Article.

Article 13

(Re-taking the examination)

At least 15 days shall pass between taking an examination and re-taking the examination.

Students can attend the examination for each SU up to four times during the academic year or more often, if approved by the coordinator of the study programme on the basis of a requests received by the student.

The student may attend any announced examination term (date) in accordance with these Rules, except in case of prohibition, imposed on the basis of the provisions of this Rules.

Re-taking the exam on the basis of successful appeal against to the achieved grade is not considered as re-taking the exam.

Article 14

(Examination periods)

The EMUNI University has at least two examination terms:

- June / July
- August / September

Examination periods for each academic year are set out in the study calendar of the EMUNI University. The total duration of the examination periods is at least 10 weeks. In each examination period, two examination terms for the individual SU are set as a rule.

Examination terms are announced at the headquarters of EMUNI or respectively at other suitable locations, or also on line providing that adequate conditions are fulfilled, in a way that all students are guaranteed equal conditions for taking examinations.

Article 15

(Regular and additional examination terms)

Regular examination terms are announced in examination periods.

Additional examination terms are announced in addition to the terms in the examination periods. Taking examinations in addition to the announced examination terms may be approved by the coordinator of the study programme on a proposal of the student, the ED or the SU coordinator.

Article 16

(SU examination periods, which are not implemented in the academic year)

For SU, which are not implemented in the academic year, 2 regular examination terms are set.

For SU, which terminated, the following shall be determined:

- two regular examination terms in the first year after the termination of the implementation;
- as a rule 1 regular examination term in the second year following the termination of the implementation;
- in the third year and in further years after the termination, the student shall submit a written request to the ED for the determination of the examination term.

As a rule, the examination period is implemented by the university teacher, who in the last year implemented the SU, however, the study programme coordinator may also determine another university teacher.

Article 17

(Schedule and announcement of the examination terms)

Schedule of examination terms for individual SU is prepared by the ED on the basis of an arrangement with the SU coordinators.

Regular examination terms are published for a whole academic year in advance, no later than until November. The list shall include the following information about the examination term: name of the SU, place, date and hour of the examination.

Additional examination terms are generally published fifteen days before the date of examination.

Article 18
(Procedure of the application to the examination)

The student applies to the examination by an application form, which shall be submitted at least three working days before the examination term.

The student is responsible for the accuracy and completeness of the application.

Article 19
(The process of withdrawal of the application)

If a student does not intend to approach the examination, to which he applied, he shall withdraw his application. He can withdraw no later than three working days before the announced examination term by a note of withdrawal.

If a student does not withdraw the application in accordance with the provisions of this Article it is considered that his application was not withdrawn and he used one examination term, unless the student was not able to withdraw the application due to exceptional circumstances and if he submits relevant evidence to the Department of Education within seven days from the date of the execution of the examination.

Article 20
(Preparation and announcement of the list of students, applied for the examination)

The list of applied students for the examination term is accessible to the SU coordinator two working days before the examination term. The list also includes the place of taking the exam.

Article 21
(Responsibility for executing the examination)

The SU coordinator or the Chairman of the examination commission, in case the examination is executed in the presence of the examination commission, is responsible for the proper conduct of the examination. The responsible person in cooperation with the Education Department provides all necessary arrangements for the execution of the examination.

At the examination, the knowledge of the student is assessed by the university teacher, who is the SU coordinator, or in agreement and with the consent of the SU coordinator also by another university teacher, who was appointed to the title for the SU area of expertise in which the examination is taken.

Knowledge can also be assessed by the examination commission in cases provided for by this Rules.

The coordinator of the execution of a written examination (hereinafter referred to as the examiner) may be by agreement and with the consent of the SU coordinator also another university teacher or associate.

Article 22

(Checking the presence and identity of students)

At the examination, the student must be carrying an identification document.

Before the start of the examination the examiner shall check whether the students are entered to the list of applied students and at the same time he shall verify the identity of students.

The examiner shall only allow only students who are entered to the list of the students who applied to the examination, to take the examination.

Students who did not attend the examination are not graded. In this case the examiner writes "failed to appear" on the list of applied students. The student is considered to have used the examination term.

Article 23

(Process and implementation of a written examination and announcement of results)

A written examination is conducted in a form of written assignments. By the written examination, students receive examination questions or examination tests in written form. The written examination in general takes at least one and up to three lessons.

Before the start of the examination the examiner is obliged to explain to the candidates the allowed materials to be used by the examination.

During the examination the student shall not leave the room in which the examination is taken without the approval of the examiner.

At the request of the examiner the student shall return the written examination questions.

The results of the examination shall be published by the SU coordinator no later than ten days after the examination. Exceptions are only possible for objective reasons, which the students are informed of.

The signed examination minutes are submitted to the ED by the SU coordinator, as a rule within eight days after the announcement of the results.

A student who started to take the examination, but did not return the examination paper, is assessed by a negative grade (1) and is considered to have used one examination term.

Article 24

(Process and implementation of an oral examination and publication of results)

The oral examination is conducted in the form of a personal questioning of a student with the university teacher. The oral examination can take place individually or in a group of students and can last a maximum of two academic hours.

Assessment of the oral examination shall be announced on the day of the examination.

The provisions of the preceding Article apply to publishing the results of this examination.

Article 25

(Process and implementation of a combined assessment and announcement of results)

With the announcement of the results of the written part of the examination, also the schedule of the oral part of the examination shall be published.

The oral and written parts of the examination form the whole examination, which is assessed only by one grade. The final grade is published by the SU coordinator no later than 10 days after the examination. Exceptions are only possible for objective reasons, of which students are informed.

Article 26

(Access to the assessed written product and explanation regarding the grade obtained)

Students have the right to see their assessed written product and to explanations regarding the obtained grade within fifteen days of the announcement of examination results. Individual grades for the answers to particular questions need to be evident from the assessed written product.

Together with the results, the SU coordinator may also publish time and place for the possibilities for an insight into the products.

Article 27

(Improving the examination grade)

A student who has already obtained a positive grade for the SU, but wants to improve the grade, may in the time (until the end) of the study apply for the re-examination, i.e. once for

each SU, but no later than one calendar year after the successful performance at the examination for this SU.

The higher obtained grade is considered for the entry into the records.

5 Appeal against the given grade

Article 28

(The reasons and deadlines for the appeal)

A student may appeal against the given grade, which was received at the examination. The appeal may also refer to the examination procedure.

The student may also address a reasoned appeal in writing to the coordinator of the study programme, but no later than 8 days after the publication of the result of the oral examination and after the insight into the graded written product, but no later than within 15 days after the publication of the results of the written examination.

Article 29

(Nomination of the Committee)

The coordinator of the study programme appoints the Examining Committee no later than 8 days after the receipt of the appeal. The Examining Committee shall have a Chairman and one member - the SU coordinator, who is the commission examination examiner.

Article 30

(Commission's work regarding the appeal)

The Commission shall decide on the appeal within fifteen days after the appointment.

In the process of the consideration of the appeal, the Commission shall first check whether the appeal refers to the examination grade or to the procedure of the examination.

If the appeal refers to the examination grade, the commission examines the available documentation of the examination and decides on a possible re-examination of the student. If the student executed an oral examination, the commission shall execute another oral examination of the student, whereas if the student executed the examination in a written form, the commission shall evaluate the written product.

The higher grade obtained is recorded after the re-examination based on the student's appeal.

If the appeal refers to the procedure of the examination, the commission cannot change the examination grades, but it can decide that a student re-takes the exam.

The commission shall take a decision on the grade and submit the decision to the coordinator of the study programme.

The chairman of the commission manages the work of the commission and ensures that minutes are written, signed by both members of the commission. A copy of the minutes shall be submitted to the student, while one copy is sent to the Department of Education, which stores the student's personal file.

Article 31 (Decision on the appeal)

The coordinator of the study programme adopts the decision on the appeal with a Decision on a basis of the proposal of the commission.

The student may object against the Decision of the coordinator of the study programme within 8 days to the EMUNI University Senate. The decision of the Senate is final.

6 The method of calculating the average grade

Article 32 (Average study grade)

The average study grade is calculated as the arithmetic mean of all passed SU at the EMUNI University. The grade of the final work / diploma thesis / master 's thesis is an integral part of the average study assessment.

Students, who according to the criteria for advances, enrol in the next year at the EMUNI University, are calculated the average study grade on the basis of all positive grades of SU in the time of the study at the EMUNI University. These are: study requirements of the study programme of the EMUNI University, including the bridging examinations or bridging programmes.

7 Breaches in the assessment process and sanctions

Article 33 (Breaches)

Minor and major breaches are defined in the Rules on Disciplinary Accountability of EMUNI Students.

Article 34
(Sanctions)

The sanction in the event of a serious breach is performed by the examiner (ban from continuing with the exam, SU is given a negative mark), who makes a note on the breach of the procedure in the assessment of knowledge and informs the ED about the breach. The SU coordinator may submit a request for the start of disciplinary proceedings to the ED. The SPC shall adopt a decision about the request as the body of first instance in the disciplinary proceedings.

8 Recording the completed study requirements

Article 35
(Official Records of the Education Department)

The examinations results shall be entered into the official records maintained by the Education Department.

The date of the examination shall be entered into the official records as the date of the examination.

The completed list of students (examination minutes), signed by the SU coordinator, is permanently kept by the EMUNI University.

Article 36
(Course-and-grade book of the student)

Course-and-grade book of the student is an official record on successfully completed SU.

Article 37
(The records of the SU coordinator)

The SU coordinators are required to keep their own records of the results of the formative assessment of student knowledge of the SU, which include a note on the eligibility for a student to approach the examination. In general they shall keep a record of the formative assessment for the current academic year.

Examination papers and all written work of students at the SU shall be kept by the SU coordinator for at least thirty days from the date of the announcement of examination results, while they may be destroyed after this period, unless within this time period the student

appealed against the assessment or the examination procedure by submitting the materials in the process of appeal.

In the retention of data on the results of the assessment of knowledge, the SU coordinator is bound to comply with the rules on the protection of personal and confidential data.

9 Students with Special Needs

Article 38 (Students with disabilities)

Until the adoption of the rules, details on completing study requirements for students with special needs are determined by the SU coordinator, and where appropriate, the Commission for Student and Academic Affairs.

10 Contributions and evaluation

Article 39 (Contributions for study in the processes of knowledge assessment)

Individual services in the assessment process, for which payment is envisaged, are charged to students according to the valid Price List of the EMUNI University.

11 Transitional and final provisions

Article 40 (Protecting personal and confidential data)

Personal data of students are collected and processed for the purposes of the assessment of knowledge under these Rules and in accordance with the principles and provisions under the Personal Data Protection Act (Official Gazette of RS, no. 94/2007).

All persons involved in the process of knowledge assessment are bound to act in accordance with the principles and provisions of the Personal Data Protection Act and Rules on the Protection of Personal and Confidential Information of the University.

Article 41 (Validity of the Rules)

These rules shall enter into force on 1. 10. 2014 and will be published on the EMUNI bulletin board.

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