

On the basis of Article 16 of the International School for Social and Business Studies Statute (No: 13/2017 – Statute, hereinafter Statute) and Article 6 of the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/2012-UPB7) the Senate of the International School for Social and Business Studies on the 88th meeting held on 28. 6. 2017 passed the

## **Regulations for knowledge assessment**

### **I. General Provisions**

#### **Article 1**

These Regulations regulate knowledge assessment of students in ISSBS study programmes as well as other participants in ISSBS education.

### **II. Knowledge assessment**

#### **Article 2**

Student's knowledge is assessed for the purpose of checking the performance in achieving the planned learning outcomes (expected knowledge, understanding and abilities) in individual learning units (LU).

#### **Article 3**

Student's study requirements are determined by the study programme and / or decision of the competent board (in case of enrolment according to the criteria).

Student's right and duty is to be present at all contact hours (CH) of all LU.

LU providers keep a student name list attendance records register, being regularly forwarded to the Education Service. If major deviations occur between the number of students present and the envisaged number of students (e.g. absenteeism of more than 30% of students), they are obliged to report to the Education Service immediately, and the Service is obliged to report to Vice-dean.

LU providers may impose additional obligations on students not reaching the minimum level of presence threshold determined by the LU holder, which should enable them to achieve the planned learning outcomes defined by the LU curriculum.

#### **Article 4**

The methods of knowledge assessment are determined by the study programme and the LU curriculum.

Assessment methods are: on-line oral assessment, on-line written assessment, longer written products, public presentation of work results, participation and cooperation and final written and / or oral exams.

When assessing group products, the LU provider evaluates the work with a grade that by rule applies to all group members, but may also determine otherwise.

The e-classroom allows ongoing assessment (monitoring students' individual work, tests, etc.), which can represent up to 50% of the LU score.

#### Article 5

Knowledge assessment is public. Assessment is made public particularly by public announcement of exam deadlines and assessment results. Other students and people can be present at written and oral exams and public defenses.

The knowledge assessment results are published in Novis higher education information system (hereinafter, Novis), taking into account the regulations on the personal data protection.

The student may have access to all written products assessed as well as to clarifications on the result achieved.

#### Article 6

In the first meeting, LU holders or providers provide the following information to students:

- content and performance scheme of the LU,
- objectives and competences (general and subject-specific competences),
- learning outcomes,
- students' activities,
- basic literature and resources,
- assessment methods (conditions for the assessment approach, assessment criteria and shares that individual assessment methods contribute to the final assessment, as well as the validity of the partial assessments obtained by means of individual assessment methods)
- other information relevant to students and meeting the study requirements.

#### Article 7

Student can perform the obligatory study requirements of the ongoing year as well as the not completed study requirements of the previous years.

If the student does not complete the LU in the study year of enrolment, the LU holder of the ongoing year shall decide upon compliance with conditions for student's admission to the exam or upon validity of partial assessments from previous years, acquired by individual assessment methods.

#### Article 8

The student's performance in completing the study requirements is assessed by the LU holder by means of numerical or descriptive grades. The evaluation scales for individual LU are defined by the study program and curricula of individual LU.

The numerical grades scale contains grades from 1 to 10. Individual grades mean:

- 10 (excellent) – exceptional knowledge with negligible errors,
- 9 (very good) - above average knowledge, but with some errors,

- 8 (very good) - solid knowledge,
- 7 (good) - good knowledge, but with major errors,
- 6 (sufficient) - knowledge meets the minimum criteria,
- from 5 to 1 (insufficient) - knowledge does not meet the minimum criteria.

The descriptive grade scale contains descriptive grades "passed" or "failed." In the case of a descriptive grade, the LU holder can exceptionally assess by using a numerical grade as well (e.g. Erasmus students).

Positive grades from 6 to 10 inclusive and the descriptive grade "passed" indicate successfully completed study requirements. Negative grades from 1 to 5 inclusive and the 'failed' descriptive grade indicate unsuccessfully completed study requirements.

In order to get a positive final grade for LU graded with a numerical grading scale, the student must reach at least 60% of possible points.

Unified grading scale is used for all LU:

Lower point limit	Upper point limit	Grade
0	15	Insufficient (1)
16	30	Insufficient (2)
31	40	Insufficient (3)
41	50	Insufficient (4)
51	59	Insufficient (5)
60	67	Sufficient (6)
68	75	Good (7)
76	83	Very good (8)
84	91	Very good (9)
92	100	Excellent (10)

"Recognised" determines study requirements that student completes outside the ISSBS and are recognised in accordance with the Regulations on the procedure and criteria for knowledge and skills recognition.

### III. Exams

#### Article 9

The exam is a method of final knowledge assessment that the student takes after having completed the LU.

#### Article 10

Taking the exam at the same LU for the fourth, fifth and sixth time can be done in front of a competent board upon request of the student or LU provider. The seventh and further taking of the exam at the same LU is always done in front of a competent board. If a student does not take the exam, it is considered to have used the exam deadline.

The exam board has a president appointed by the Dean and one member - the LU holder who conducts exam in front of a board.

The board exam can be oral, written or written and oral.

If the board exam is carried out orally, the student is asked questions. After the oral exam, the members of the exam board consult, assess the student's knowledge and immediately inform him of the grade achieved.

If the board exam is carried out in writing, both members of the exam board assess the written product and decide on a grade. Results of the written exam are published no later than 10 days after the written exam.

A record of the board exam is made; the president of the exam board records the exam application, exam questions and the grade achieved. The record is signed by all members of the exam board, and the president then transfers it to the Office where it is kept in the student's personal folder.

#### IV. Exam procedure

##### Article 11

A student can only register for exam if all curriculum requirements (positive partial grades obtained by individual assessment methods) are met.

A student who has not settled financial obligations, or has been banned from taking the exam, regardless of complying with the conditions from the first paragraph of this article, can not take the exam.

##### Article 12

A student may take the exam for each LU up to four times in the same study year.

A minimum of 14 days must pass between taking the exam for the first time and retaking it.

Retaking the exam on the basis of a successfully resolved complaint concerning the grade or the procedure is not considered as retaking of the exam.

If the student is re-enrolled, it shall be considered that the exam for each LU is taken for the first time, regardless of whether he has already took the exam after first enrolment in this study year.

A student who is enrolled in a higher year and takes exams from the previous years, the exam deadlines for an individual LU are considered to continue, regardless of the fact that the exam is taken for the first time in the ongoing academic year.

##### Article 13

ISSBS has 4 exam periods (after every trimester and the autumn exam period).

Exam periods for individual academic year are determined by the Faculty's Study Calendar. The total duration of the ISSBS exam periods is 12 weeks minimum.

During the first exam period, one exam deadline for LU of the first trimester and one exam deadline for LU completed in the previous study years are issued.

During the second exam period, one exam deadline for LU of the second trimester and one exam deadline for LU of the first trimester are issued.

During the third exam period, two exam deadlines for the LU of the third trimester, one exam deadline for the LU of the first trimester, two exam deadlines for the LU of the second trimester and one exam deadline for the LU completed in the previous study years are issued.

During the fourth exam period, two exam deadlines for the LU of the third trimester and one exam deadline for the LU of the first two trimesters are issued.

For the LU, which are not being performed in the ongoing study year, two exam deadlines are available in the first year after end of performance. In the years following the end of performance, the student must submit a written request for fixing the exam deadline to the Office. The decision is made by the Dean.

Exam deadlines activities are carried out at the faculty or at another suitable location, providing appropriate conditions, as well as on-line, by providing all students the same conditions for passing the exams, and by enabling student identification and preventing any help.

#### Article 14

Regular exam deadlines are issued during exam periods.

Extraordinary exam deadlines are normally issued outside exam periods. The exam deadline outside the exam periods may be approved by the Dean on the proposal of the student, the LU holder or the Vice-Dean.

The registration exam deadlines are issued during the exam periods and they are intended for inscription of grades of the LU with no final written and / or oral exam.

#### Article 15

The schedule of exam deadlines for individual LU is prepared by the Education Service on the basis of an agreement with LU holders.

The exam deadlines for the ongoing year are published no later than in November of the ongoing academic year. The list of exam deadlines contains information about the name of the study unit, the date and time of the exam.

Extraordinary exam deadlines are normally published 15 days before the exam deadline.

#### Article 16

The student registers for the exam by electronic application no later than 3 days before the issued exam deadline. If Novis is offline, the student will register at the Office by means of a

classical application form. The student makes sure that the application is correct and complete.

#### Article 17

The student can unregister from the exam at least 3 days before the exam deadline, by means of an electronic check-out. If Novis is offline, the student will unregister at the Office by means of a classical unregister procedure.

If the student does not withdraw the application on time, it shall be deemed that one exam deadline has been used, unless the student could not take the exam due to exceptional circumstances that occurred after the said period. The student must provide appropriate supporting documents within 7 days from the exam deadline .

#### Article 18

The list of students registered for the exam deadline is available to the holder and providers of LU in Novis 2 days before the exam deadline. The location of the exam is also available.

#### Article 19

A written exam is carried out by a higher education teacher or higher education co-worker.

The LU holder is responsible for conducting the exam; also the chair of the exam board, if the exam is conducted in front of the exam board

The responsible person prepares the exam questions, enters them into the exam paper and - by rule - prints it on the school printer. In case the responsible person is not present during the exam deadline, the printing of the exam papers may be done by the Office. In this case, the person responsible for conducting the exam is also responsible for collecting the exam papers after the exam deadline is completed.

#### Article 20

Student's LU knowledge is assessed by the LU holder and providers; the final grade is a decision of the LU carrier.

#### Article 21

The student must bring an identification document to the exam.

Before the exam, the examiner checks if students are on the register list, while also checking their identity.

Only students being on the exam list and meeting the entry requirements are allowed to take the exam.

A student who did not take the exam is not graded. In this case, the examiner notes "did not accede" to the list of applicants. A student is deemed to have used one exam deadline.

A student who has acceded to the registration exam deadline, but has not fulfilled all the conditions, is assessed with a negative grade (1).

A student who has acceded to the written exam, but did not submit the paper, is assessed with a negative grade (1).

#### Article 22

In the written exam, students are given exam questions or exam tests in a written form. Written exam usually lasts not less than 1 and a maximum of 4 school periods.

Before the beginning of the exam, the examiner is obliged to inform the students about the approved help tools.

During the course of the exam the student is not be allowed to leave without the approval of the examiner.

Students are not allowed to use mobile phones, tablets or other electronic devices during the exam.

The written exam questions are returned at the end of the exam together with the completed exam paper.

#### Article 23

The oral exam is carried out in the form of a personal conversation between the examiner and the student. The grade of the oral exam is published on the exam day. The oral exam can be conducted individually or in a group of students, it takes from 10 to 30 for every individual student.

#### Article 24

If the LU exam consists of oral and written part, the successfully passed written part of the exam is a condition to take the oral exam.

By publishing the results of the written part of the exam, the schedule of the oral part of the exam is published as well.

The oral and written exams form a unit, assessed with one grade. The final grade is published by the LU holder.

#### Article 25

The results of the exam are published by the LU holder no later than 10 days after the exam. Exceptions are possible for objective reasons only.

The LU holder submits the signed test record to the Office.

## Article 26

Student has the right to inspect the assessed written product and to get the achieved grade explained within 15 days from the publication of the test results.

The LU holder can publish the place and the time when the written product can be inspected at the same time with the results.

## Article 27

Student already been graded positively at the LU and wants to improve the grade achieved, can apply for a reexamination (until the end) of the study, once only for every individual LU, but no later than one calendar year after successfully passing the exam. Higher of the two grades is considered when entering the records.

### V. Complaint against the grade or the course of the exam

## Article 28

A student may complain about the grade received at the exam or about the course of the exam. A reasoned written objection should be addressed to the Dean no later than 8 days after publishing the oral exam results or after inspecting the assessed written product, but not later than 15 days after the publication of the exam results.

## Article 29

The Dean, not later than 8 days after receiving the complaint, appoints an exam board (hereinafter: board). The board consists of a president and one member - the LU holder who carries out the exam in front of the board.

## Article 30

The board examines the complaint within 15 days from the appointment.

Dealing with the complaint, the board first verifies whether the complaint relates to the exam grade or to the course of the exam.

If the complaint relates to the exam, the board examines the available exam documentation and decides on a possible reexamination of the student's knowledge. If the student took the oral exam, the board performs an oral exam of student's knowledge; however, if the student took the contested exam in writing, the board assesses the written product.

If the complaint relates to the course of the exam, the board can not change the grade, but it may decide that the student is allowed to retake the exam.

The Commission decides on the grade and transfers the proposal to the Dean.

The chairman of the board leads the board's work and ensures that that a report is written and signed by both members of the board. A copy of the record is served on the student, and the second copy is sent to the Office where it is kept in the student's personal folder.

## Article 31

The Dean decides on the complaint by a decision based on the board proposal.

Student can appeal against the Dean's decision to the ISSBS Senate within 8 days. The decision of the ISSBS Senate is final.

## VI. Method of average grade calculation

### Article 32

The average study grade is calculated as the arithmetic mean of all numerical grades of positively performed LU on ISSBS. The assessment of the final work, the diploma work or the master's thesis is not an integral part of the average study grade.

For students who, according to the criteria for transfer pass directly to the senior year at ISSBS, the average study grade is calculated on the basis of all numerical grades from positively completed LU during the ISSBS study. These are study obligations in compliance with the ISSBS study program, including a bridging program or an additional year.

## VII. Violations in the assessment process and sanctions

### Article 33

Lighter violations are:

1. inappropriate behavior damaging the reputation of the ISSBS,
2. inappropriate attitude towards other students, higher education teachers and other employees of ISSBS,
3. obstructing other students in the educational process or in other work on ISSBS.

Heavier violations are:

1. violation of the exam procedure,
2. passing an exam in place of a registered student,
3. plagiarism in all written products of individual LU and repeated or multiple submission of the same or mostly the same written product (e.g. seminar work, report, etc.) for different LU,
4. unauthorised acquisition of exams and other materials intended for checking students' knowledge, and the use or transmission of materials thus obtained to other persons,
5. third and subsequent repetitions of lighter violations.

### Article 34

Sanction in case of a heavier violation is immediate - the student is forbidden to continue the exam, and his product is graded as insufficient (1). The sanction is carried out by the examiner who records the violation in the exam procedure in the list and reports it to the Office. The LU holder may, at the proposal of the examiner, make a request for the initiation of a disciplinary procedure to the Office. The Dean as the first instance body decides on the request in the disciplinary procedure.

In case of a heavier violation, the Dean may prohibit taking the exam from the LU in which the violation occurred, for one examination period. After the 2nd heavier violation, the student is forbidden to take the exam at any of the LU during one exam period.

The said sanctions shall apply *mutatis mutandis* to the sanctioning of violations from points 4 and 5 of the second paragraph of Article 35 of these Regulations for which disciplinary proceedings are introduced.

#### VIII. Recording of completed study obligations

##### Article 35

The results of the exams are recorded in the official records kept by the Office. As the date of passing the exam, the date of the exam deadline is entered in the official record.

##### Article 36

The student index is the official record of successfully completed LU. The index is accessible to the student in electronic form.

##### Article 37

The LU holder is obliged to keep his own record of the results of the ongoing student's knowledge assessment, also including a record on the fulfillment of the conditions in order for the student being able to take the exam. Records of the ongoing assessment are generally kept for the current year.

Exam papers and all written products of students at LU are kept by the LU holder for at least 30 days from the day of the exam; after this deadline, they can be destroyed, unless the student complains about the grade or the course of the exam within the specified deadline.

#### IX. Students with special needs

##### Article 38

The LU holder enables students with special needs to perform study obligations by taking into account the specific problems of the student.

The student can also apply for a different approach to fulfilling obligations at the Student Affairs Commission.

#### X. Contributions and assessment

##### Article 39

Individual services in the assessment process for which the contribution payment is envisaged are charged to the students according to the valid price list of the faculty.

## XI. Transitional and final provisions

### Article 40

Students' personal data is collected and processed for the needs of the assessment procedures according to this Regulation in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/2007).

All persons involved in the process of knowledge assessment are obliged to comply with the principles and provisions of the Personal Data Protection Act and the Regulations on the protection of personal and confidential information at the faculty.

### Article 41

These Regulations come into effect on the 1. 7. 2017 and are published in the Novis higher education information system as well as on the ISSBS website. By entry into force of these Regulations, the Regulations for knowledge assessment, No: 27/2015-P knowledge assessment from 30. 9. 2015 is terminated.

Celje, 28.6.2017  
Number: 19/2017-P ocenjevanje znanja

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