

Based on Article 16 of the Statute of the International School for Social and Business Studies (Number: 11/2019 - Statute, hereinafter the Statute) and Article 6 of the Higher Education Act (the Official Gazette of the RS, No. 32/2012 - UPB7, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - ZUPŠ and 65/17), the Senate of the International School for Social and Business Studies at its 115th session on 27 May 2020, adopted the following

## **Rules on the assessment of knowledge**

### **I. General provisions**

#### **Article 1**

These Rules regulate the assessment and evaluation of knowledge of students in the ISSBS study programmes as well as other participants in education at the ISSBS.

### **II. Assessment of knowledge**

#### **Article 2**

Student 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 study obligations are determined by the study programme and / or the decision of the competent commission (in case of enrolment according to the criteria).

It is the student right and duty to be present at all contact hours (CH) of all LU.

LU providers shall keep a nominal record of student attendance, which is forwarded to the Education Service.

LU holders and providers may provide students, not being present at all CH of all LU, with a possibility to demonstrate knowledge and skills defined in the LU curriculum, by specifying the type and scope of additional obligations.

#### **Article 4**

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

Assessment methods are: continuous oral assessment, continuous written assessment, longer written products, public presentation of work results, attendance and participation in meetings, and final written and / or oral exams.

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

The e-classroom enables real-time assessment (monitoring of individual student work, tests, etc.), which can represent up to 50% of the LU grade.

## Article 5

The assessment of knowledge is public. Publicity of assessment shall be provided by announcing the examination deadlines, enabling the student who took the examination to view the assessed products, and publishing the assessment results by taking into account the legal provisions on the protection of personal data. Other students and individuals may also be present at written and oral examinations and public defences.

## Article 6

During the first meeting, LU holders and providers shall give students the following information:

- contents and performance scheme of the LU,
- objectives and competences (general and subject-specific competences),
- learning outcomes,
- student activities,
- basic literature and sources,
- forms of assessment (conditions for the assessment approach, assessment criteria and shares that individual assessment methods contribute to the final grade, as well as the validity of partial grades obtained by individual assessment methods),
- other information relevant to students and fulfilment of study obligations.

## Article 7

The student can perform required study obligations of the enrolled year and the missing study obligations from the previous years' subjects.

In case the student enrolls the LU but does not complete it within the academic year, the LU holder shall decide upon compliance with conditions for taking the examination or validity of the results of the continuous assessment from previous academic years, obtained by individual assessment methods.

## Article 8

Student performance in fulfilling the study obligations is assessed by the LU holder with numerical or descriptive grades in accordance with the LU curriculum.

The numerical grade scale contains grades from 1 to 10. Individual grades are explained as follows:

- 10 (excellent) - exceptional knowledge with negligible faults,
- 9 (very good) – very good knowledge, with some minor faults),
- 8 (very good) - solid knowledge,
- 7 (good) - solid knowledge, but with major faults,
- 6 (sufficient) - knowledge only meets the minimum criteria,
- 5 - 1 (insufficient) - knowledge does not meet the minimum criteria.

The descriptive grade scale contains descriptive grades of "pass" or "fail". In descriptive assessment, the LU holder may exceptionally use numerical grades as well (e.g. Erasmus students).

Positive grades from 6 to 10 inclusive and a descriptive grade of "pass" indicate successfully completed study obligations. Negative grades from 1 to 5 inclusive and a descriptive grade "fail" indicate unsuccessfully completed study obligations.

For the final positive grade at the LU graded with a numerical grading scale, the student has to achieve at least 60% of the possible points.

A unified assessment 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)

Marked as "recognised" are study obligations recognised to the student in accordance with the Rules on the procedure and criteria on the recognition of the knowledge and skills.

### III. Examinations

#### Article 9

The examination is a method of final assessment of knowledge, which the student performs after having completed the LU.

#### Article 10

The examination, taken for the fourth, fifth or sixth time at the same UE, may require a commission, if so requested by the student or the LU holder. The seventh and further examination taking at the same LU is always performed before a commission. If the student does not take the registered examination, one examination deadline is considered to be used.

The examination commission shall have a chairman appointed by the Dean, and one member - the LU holder, also being the examiner in the said examination. For LU of which the Dean is the holder, the examination commission shall be appointed by the Vice-Dean.

Examination before a commission can be oral, written, or written and oral.

If the examination before a commission is conducted orally, the student shall be asked questions. After having completed the oral examination, the members of the examination commission consult and assess the student's knowledge and immediately inform the student of the grade achieved.

If the examination before a commission is conducted in writing, both members of the examination commission shall evaluate the written work and agree upon a grade. The results

of the written examination are published no later than 10 days after the completion of the written examination.

A record shall be drawn up of the examination before a commission, in which the chairman of the examination commission shall record the application for the examination, the examination questions and the grade obtained. The record is signed by both members of the examination commission, and the chairman then forwards it to the Office of student affairs, where it is put in the student's personal file.

#### IV. Examination rules

##### Article 11

A student can take the examination only if he / she has fulfilled all the curriculum-based conditions for taking the examination within the LU (positive partial grades obtained through individual assessment methods) and has registered for the examination in accordance with the provisions of these Rules.

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

##### Article 12

The student can take the examination for an individual LU up to four times within the same academic year.

A minimum of 10 days has to pass between taking the examination for the first time and re-taking it.

Re-taking the examination on the basis of a successfully resolved complaint concerning the grade or procedure is not considered as re-registering.

If a student is re-enrolled in a year, it shall be considered that he / she is taking the examination at an individual LU for the first time, regardless of whether the student has already taken it while being enrolled in that year for the first time.

For a student who is enrolled in a higher year and takes examinations not taken in previous years, the examination deadlines for an individual LU are further counted, regardless of the fact that the student is taking the examination for the first time in the current academic year.

##### Article 13

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

Examination periods for individual academic year shall be determined by the Study calendar of the Faculty. The total duration of the examination periods at the ISSBS is 12 weeks minimum.

In the first examination period, one examination deadline shall be published for the LU of the 1st trimester and one examination deadline for the LU carried out in previous academic years.

In the second examination period, one examination deadline shall be published for the 2nd trimester LU and one examination deadline for the 1st trimester LU.

In the third examination period, two examination deadlines shall be published for the 3rd trimester LU, one examination deadline for the 1st trimester LU, two examination deadlines for the 2nd trimester LU and one examination deadline for LU carried out in previous academic years.

In the fourth examination period, two examination deadlines shall be published for the 3rd trimester LU and one examination deadline for each LU carried out in the first two trimesters.

For study programmes and / or learning units that are carried out outside or over several trimesters, at least two examination deadlines shall be published in the academic year, and examination deadlines may also be published outside the defined examination periods.

For LU that are not implemented in the current academic year, two examination deadlines shall be published in the first year following the end of implementation. In the years following the end of the implementation of the LU, the student has to submit a written request for setting the examination deadline to the Office of study affairs. The Dean shall decide on the request.

Examination deadlines shall be determined at the Faculty seat or other appropriate location, in appropriate conditions also on-line, so that all students are guaranteed the same conditions for examination taking and that student identification is enabled and any assistance prevented.

#### Article 14

Regular examination deadlines shall be published within examination periods.

Extraordinary examination deadlines can be published both within examination periods and outside them. The call for examination deadline outside the examination periods may be approved by the Dean on the proposal of the student, the LU holder or the Vice-Dean.

In the doctoral study programme, examinations may be taken in deadlines not necessarily being within examination periods. The doctoral student and the LU holder may determine the date of the examination by mutual agreement.

Record examination deadlines shall be published within examination periods and are intended for the registration of grades at LU with no final written and / or oral examination.

#### Article 15

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

Examination deadlines for the current academic year shall usually be published by November of the current academic year. The list of examination deadlines contains information on the title of the learning unit, the date and time of the examination.

Extraordinary examination deadlines shall be published at least 10 days before the examination deadline.

#### Article 16

Student shall register for the examination by means of an electronic application form no later than 3 days before the announced examination deadline. In the event that NOVIS is offline, the student registers by means of a classic application form at the Office of study affairs, within the deadline period. The student is solely responsible for the correctness and completeness of the application.

#### Article 17

The student can deregister from the examination no later than 3 days before the announced examination deadline by an electronic cancellation of registration. In the event that NOVIS is offline, the student deregisters by means of a classic deregistration form at the Office of study affairs, within the deadline period.

If the student does not withdraw the application within the deadline, it shall be considered that one examination deadline has been used, unless the student was not able to take the examination due to exceptional circumstances that occurred after the deadline for possible cancellation. In such a case, the student has to submit the relevant evidence to the Office of study affairs within 7 days of the examination deadline. The Office of study affairs shall decide on the adequacy of the evidence within 7 days.

#### Article 18

The list of students registered for the examination deadline shall be available to both LU holder and provider in NOVIS, two days in advance. The list also includes the location of the examination.

#### Article 19

The examiner is a higher education teacher or higher education staff member.

The LU holder is responsible for carrying out the examination - or, in the case of examination before a commission, the chairman of the commission.

For oral and written knowledge assessment, the Dean shall adopt internal instructions, published in the NOVIS higher education information system.

#### Article 20

The student knowledge at the LU shall be assessed by the LU holder and providers, the final grade is decided by the holder of the LU.

#### Article 21

When taking examination, the student has to be in possession of an identification document in order to present it to the examiner for inspection.

Before the beginning of the examination, the examiner shall check whether students are on the registered list, and at the same time check the identity of the students. A student shall be able to take the examination only if being on the list of students registered for the examination.

The examiner may allow only those students being on the list and having fulfilled the conditions to take the examination.

A student who did not take the examination is not given a grade. In such a case, the examiner shall write "failed to take" on the list of registered students. The student is considered to have used one examination deadline.

A student who has used the examination deadline, despite not having satisfied all the conditions for taking the examination, is graded negative (1) in the case of numerical assessment or "fail" in the case of descriptive assessment.

However, a student who has taken the written examination but did not hand over the examination paper is graded negative (1).

#### Article 22

During the written examination, students shall be provided with examination questions or examination papers in a written form. The written examination cannot exceed a maximum of 4 regular lessons.

Before the beginning of the examination, the examiner is obliged to acquaint the present students with the accessories permitted during the examination.

During the examination, a student shall not leave the examination room without the approval of the examiner.

Students are not allowed to use mobile phones, tablets, smart watches and other electronic devices during the examination.

The student shall return the written examination questions together with the completed examination paper at the end of the examination

#### Article 23

The oral examination is conducted in the form of a personal dialogue between the examiner and the student. The oral examination grade is announced on the day of the examination. The oral examination can be carried out individually or in a group of students with duration up to 30 minutes per individual student.

#### Article 24

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

The oral and the written part of the examination form a unit, which is assessed with one grade.

#### Article 25

The results of the examination shall be published in NOVIS by the LU holder no later than 10 days after the examination deadline; regulations on the protection of personal data have to be respected. Exceptions are possible for objective reasons only.

The LU holder shall submit the signed examination report to the Office of study affairs.

#### Article 26

The student has the right to inspect all assessed written products and to have the achieved result explained within 15 days from the publication of the examination results.

#### Article 27

A student already having a positive grade at the LU, but wanting to improve it, can apply for a re-examination (by the end of the study) once for each LU only, but no later than within one calendar year after having passed the examination. The higher of the two grades obtained is then entered into records.

#### V. Grade complaint or complaint against the course of the examination

#### Article 28

The student can file a complaint against the grade or against the course of the examination. The student addresses a complaint with additional explanation to the Dean, no later than 8 days after the publication of the result of the oral examination or after inspecting the assessed written product, but no later than 15 days after the publication of the results.

#### Article 29

The Dean shall, no later than 8 days after having received the written complaint, nominate the examination commission (hereinafter the commission). For LU of which the Dean is the holder, the examination commission shall be appointed by the Vice-Dean. The examination commission consists of a chairman and one member - the LU holder, also being the examiner in the said examination.

#### Article 30

The commission shall examine the complaint within 15 days following the appointment.

During with the complaint procedure, the commission first verifies whether the complaint relates to the examination grade or to the course of the examination.

Shall the complaint relate to the examination grade, the commission reviews the available documentation and decides on a possible re-assessment of the student's knowledge. If the disputed examination had been oral, the commission carries out an oral examination of the student's knowledge, and if the student took the disputed examination in writing, the commission evaluates the written product.



Shall the complaint relate to the course of the examination, the commission is not able to change the examination grade, but to decide to allow the student take the examination again.

The commission shall decide on the grade and forwards the proposal to the Dean.

The chairman of the commission shall lead the work of the commission and ensure that minutes are drawn up and signed by both members of the commission. One copy of the minutes is handed to the student, and the other copy is sent to the Office of study affairs, where it is kept in the student's personal file.

#### Article 31

The Dean shall adopt a decision on the basis of a proposal given by the commission.

The student may appeal against the decision of the Dean to the ISSBS Senate within 8 days. The decision of the ISSBS Senate is final.

#### VI. Method of calculating the average grade

##### Article 32

The average grade of the studies is calculated as the arithmetic mean of all numerical grades of positively completed LU at the ISSBS. The grade of the final thesis, diploma thesis, master's thesis, doctoral dissertation and / or bridging obligations is not an integral part of the average grade of studies.

#### VII. Violations in the process of evaluation and related sanctions

##### Article 33

Minor violations:

1. inappropriate behaviour that damages the reputation of the ISSBS,
2. inappropriate attitude towards other students, higher education teachers and staff and other employees at the ISSBS,
3. hindering other students in the educational process or in other work at the ISSBS.

Serious violations:

1. violation of the examination rules,
2. taking the examination in place of a registered student,
3. plagiarism in any written product at individual LU and repeated or multiple submission of the same or largely identical written product (e.g. seminar paper, report, etc.) at different LU,
4. unauthorized acquisition of examination papers and other materials intended to assess student knowledge, and the use or transmission of such materials to other persons,
5. third and subsequent repetitions of minor violations.

##### Article 34

The sanction in case of a serious violation shall be immediate - the student is not allowed to continue the examination, and his product is assessed with an insufficient grade (1). The sanction is carried out by the examiner and the violation is recorded in the list in the knowledge assessment procedure and reported to the Office of study affairs. The LU holder

may, at the proposal of the examination provider, submit a request for the initiation of disciplinary proceedings to the Office of study affairs. The request is decided upon by the Dean as a first instance body in disciplinary proceedings.

In the event of a serious violation, the Dean may prohibit taking examination from the LU where the violation was detected, for one examination period. After the 2nd serious violation, the student is not allowed to take the examination at any of the LU for the duration of one examination period.

The said sanctions shall also apply *mutatis mutandis* to the sanctioning of violations referred to in points 4 and 5 of the second paragraph of Article 35 of these Rules, which are subject to disciplinary proceedings.

#### VIII. Recording of completed study obligations Article 35

Examinations results shall be entered in the official records kept by the Office of study affairs. The date of the examination is entered in the official records as the date of taking the examination.

#### Article 36

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

#### Article 37

The LU holder is obliged to keep own records of the results of the continuous assessment of the student knowledge at the LU, which also includes a record of the meeting the requirements for the student to take the examination.

Examination papers and all written products of students at the LU shall be kept by the LU holder for at least 30 days from the day of the examination deadline; after the expiration of this deadline they can be destroyed, unless the student objects to the examination grade or the course of examination.

#### IX. Students with special needs Article 38

The LU holder shall enable students with special needs to perform their study obligations in a way that takes into account specific problems of an individual student.

The student may address the application for a specific manner of performing the study obligation, depending on the specific problems, to the Commission for student affairs.

#### X. Contributions and assessment Article 39

Individual services in the assessment process, for which a fee is to be paid, shall be charged to students according to the valid price list of the Faculty.

## XI. Transitional and final provisions

### Article 40

Personal data of students shall be collected and processed for the purposes of the assessment procedures under this Rules, according to the principles and provisions of the Personal Data Protection Act (the Official Gazette of the R.S., No. 94/2007).

All persons involved in the assessment process are obliged to act accordingly to the principles and provisions of the Higher Education Act, the Personal Data Protection Act and the Rules on the protection of personal and confidential data of the Faculty.

### Article 41

These Rules shall enter into force immediately after their adoption by the ISSBS Senate and shall be published on the ISSBS website. By entry into force of these Rules, the Rules on knowledge assessment, number: 18/2019-P knowledge assessment from 25 September 2019 shall cease to apply.

Celje, 27 May 2020  
Number: 16/2020-P ocenjevanje znanja

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