

Pursuant to Article 16 of the Statute of the International School for Social and Business Studies (No. 4/2025 - Statute; hereinafter: the Statute) and Article 6 of the Higher Education Act (Official Gazette of the Republic of Slovenia, Nos. 32/12 - official consolidated text, 40/12 - ZUJF, 57/12 - ZPCP-2D, 109/12, 85/14, 75/16, 61/17 - ZUPŠ, 65/17, 175/20 - ZIUOPDVE, 57/21 - Constitutional Court Decision, 54/22 - ZUPŠ-1, 100/22 - ZSZUN and 102/23), at its 162nd meeting held on 18 June 2025, the Senate of the International School for Social and Business Studies adopted the following

Rules on Knowledge Assessment

I. General provisions

Article 1

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

II. Knowledge Assessment

Article 2

A student's knowledge is assessed in order to verify the student's success in achieving the planned learning outcomes (expected knowledge, understanding and abilities) for individual learning units.

Article 3

A student's study obligations are determined by the study programme and/or by a decision of the competent commission (in the case of enrolment in accordance with transfer criteria).

Students have the right and the obligation to attend all contact hours of all learning units.

The instructors of a learning unit shall keep a named attendance record and submit it to the Education Department.

The coordinators or instructors of learning units may allow students who have not attended all contact hours of all learning units to demonstrate the knowledge and skills specified in the syllabus of the learning unit by assigning them additional obligations of a specified type and scope.

Article 4

The methods of knowledge assessment are determined by the study programme and the syllabus of the learning unit.

Knowledge assessment methods include:

- continuous work involving active participation in study activities,
- continuous oral assessment,
- continuous written assessment,
- shorter written assignments;
- longer written assignments,
- a public presentation of work results;
- attendance and participation at meetings;
- mid-term tests;
- final written and/or oral examinations;
- other forms specified in the syllabi.

When assessing a group assignment, the instructor of the learning unit shall award a grade that, as a rule, applies to all members of the group, but may decide otherwise.

Shorter or longer written assignments and presentations may be individual or group assignments.

The e-classroom enables continuous assessment (monitoring students' individual work, tests, etc.), which may account for no more than 50% of the final grade for a learning unit.

Article 5

Knowledge assessment shall be public. Public access to assessment shall be ensured by publishing examination dates, allowing the student who took the examination to inspect assessed work, and publicly publishing assessment results in compliance with the statutory provisions governing personal data protection. Other students and other persons may also attend written and oral examinations, mid-term tests and public defences.

Article 6

At the first meeting of a learning unit, the coordinator or instructor shall provide students with the following information:

- the content and implementation plan of the learning unit;
- objectives and competences (general and subject-specific competences);
- learning outcomes;
- student activities;
- core literature and sources;
- assessment methods, including the conditions for admission to assessment, assessment criteria, the proportions contributed by individual assessment methods to the final grade, and the period of validity of partial grades obtained through individual assessment methods;
- other information relevant to students and to the fulfilment of study obligations.,

Article 7

A student may fulfil the prescribed study obligations of the year in which the student is enrolled and any outstanding study obligations from learning units of previous years.

If a student does not complete a learning unit in the academic year in which the student enrolled the unit in, the coordinator of the learning unit in the current academic year shall decide whether the conditions for admission to the examination are recognised and whether the results of continuous assessment obtained through individual assessment methods in previous academic years remain valid.

Article 8

The student's performance in fulfilling study obligations shall be assessed by the coordinator of the learning unit using numerical or descriptive grades in accordance with the syllabus of the learning unit.

The numerical grading scale comprises grades from 1 to 10. The individual grades have the following meaning:

- 10 (excellent) - outstanding knowledge with negligible errors;
- 9 (very good) - above-average knowledge, but with some errors;
- 8 (very good) - sound knowledge;
- 7 (good) - good knowledge, but with significant errors;
- 6 (sufficient) - knowledge meets the minimum criteria;
- 5 to 1 (fail) - knowledge does not meet the minimum criteria.

The descriptive grading scale comprises the grades "pass" and "fail". Where descriptive grading is used, the coordinator of the learning unit may exceptionally also award a numerical grade (e.g. to Erasmus students).

Positive grades from 6 to 10 inclusive and the descriptive grade "pass" indicate successful completion of study obligations. Negative grades from 1 to 5 inclusive and the descriptive grade "fail" indicate unsuccessful completion of study obligations.

To receive a final positive numerical grade for a learning unit, the student must obtain at least 60% of the available points.

The following uniform grading scale shall be used for all learning units:

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

Study obligations recognised in accordance with the Rules on the Procedure and Criteria for the Recognition of Knowledge and Skills shall be marked as "recognised".

III. Exams

Article 9

An examination is a form of final knowledge assessment taken by a student after the implementation of a learning unit has been completed.

Article 10

The fourth, fifth and sixth attempt at an examination in the same learning unit may be conducted before an examination commission if requested by the student or the coordinator of the learning unit. The seventh and every subsequent attempt at an examination in the same learning unit shall always be conducted before an examination commission. If the student does not attend the examination, the examination date shall be deemed to have been used.

The examination commission shall consist of a chair appointed by the Dean and one member, namely the coordinator of the learning unit in which the examination before the commission is taken. For learning units coordinated by the Dean, the examination commission shall be appointed by the Vice-Dean.

An examination before a commission may be oral, written, or written and oral.

Where the examination before a commission is oral, questions shall be put to the student. After the oral examination, the two members of the examination commission shall deliberate, assess the student's knowledge and immediately inform the student of the grade awarded.

Where the examination before a commission is written, both members of the examination commission shall assess the written work and determine the grade. The results of the written examination shall be published no later than 10 days after the written examination has been completed.

Minutes shall be drawn up for an examination before a commission. In the minutes, the chair of the examination commission shall record the examination registration, the examination questions and the grade awarded. The minutes shall be signed by both members of the examination commission and then submitted by the chair to the Office of Study Affairs, where they shall be kept in the student's personal file.

IV. Examination procedure

Article 11

A student may take an examination only if the student has fulfilled all conditions for admission to the examination specified in the syllabus of the learning unit (positive partial grades obtained through individual assessment methods) and has registered for the examination in accordance with these Rules.

A student who has not settled financial obligations or has been prohibited from taking examinations may not take the examination, irrespective of whether the conditions referred to in the preceding paragraph have been fulfilled.

Article 12

A student may take an examination in an individual learning unit no more than four times in the same academic year.

At least 10 days must elapse between an examination attempt and a subsequent attempt.

A repeat examination taken following a successful appeal against the grade or the examination procedure shall not count as a repeat examination attempt.

If a student repeats a year, the student's examination in an individual learning unit of that year shall be deemed to be the first attempt, regardless of whether the student had already taken that examination during the first enrolment in that study year.

For a student enrolled in a higher year who is taking examinations of unfinished study units from previous years, examination attempts for an individual learning unit shall continue to be counted, even where the student takes the examination for the first time in the current academic year.

Article 13

ISSBS has four examination periods: one after each trimester and an autumn examination period.

The examination periods for each academic year are determined in the academic calendar of the Faculty. The total duration of the examination periods at ISSBS shall be at least 12 weeks.

During the first examination period, one examination date shall be scheduled for each learning unit of the first trimester and one examination date for each learning unit implemented in previous academic years.

During the second examination period, one examination date shall be scheduled for each learning unit of the second trimester and one examination date for each learning unit of the first trimester.

During the third examination period, two examination dates shall be scheduled for each learning unit of the third trimester, one examination date for each learning unit of the first trimester, two examination dates for each learning unit of the second trimester, and one examination date for each learning unit implemented in previous academic years.

During the fourth examination period, two examination dates shall be scheduled for each learning unit of the third trimester and one examination date for each learning unit of the first two trimesters.

For study programmes and/or learning units implemented outside the trimester structure or over several trimesters, at least two examination dates shall be scheduled during the academic year. Such examination dates may also be scheduled outside the defined examination periods.

For learning units that are not implemented in the current academic year, two examination dates shall be scheduled in the first year following the discontinuation of their implementation. In subsequent years, the student must submit a written request to the Office for Study for an examination date to be determined. The written request shall be submitted by email to referat@mfdds.si. The Dean shall decide on the request.

Examination dates shall be scheduled at the Faculty's registered office or at another appropriate location and, where suitable conditions are ensured, also online. All students must be provided with equal conditions for taking examinations, student identification must be possible, and any form of assistance must be prevented. The conduct of online examinations shall be governed by special instructions adopted by the Senate.

Article 14

Regular examination dates shall be scheduled within examination periods.

Extraordinary examination dates may be scheduled both within and outside examination periods. An examination date outside an examination period may be approved by the Dean upon the proposal of a student, the coordinator of the learning unit or the Vice-Dean.

In a doctoral study programme, examinations may be taken on dates that are not necessarily linked to examination periods. A doctoral student and the coordinator of the learning unit may agree on the examination date.

Record-only examination dates shall be scheduled within examination periods and are intended for entering grades for learning units that do not include a final written and/or oral examination.

Article 15

The schedule of examination dates for individual learning units shall be prepared by the Education Department in agreement with the coordinators of the learning units.

As a rule, examination dates for the current academic year shall be published by November of that academic year. The list of examination dates shall contain the name of the learning unit and the date and time of the examination.

Examination dates shall be published at least seven days before the date of the examination.

Article 16

A student shall register for an examination using an electronic registration form no later than three days before the scheduled examination date. If the information system is not operational, the student shall register within the prescribed period using a paper registration form at the Office for Study. The student is responsible for ensuring that the registration is correct and complete.

Article 17

A student may withdraw from an examination no later than three days before the scheduled examination date by submitting an electronic withdrawal. If the information system is not operational, the student shall withdraw within the prescribed period using a paper withdrawal form at the Office for Study.

If the student does not withdraw the registration within the prescribed period, one examination date shall be deemed to have been used, unless the student was unable to attend the examination due to exceptional circumstances arising after the withdrawal deadline. In such a case, the student must submit appropriate evidence to the Office for Study within seven days after the examination date. The Office for Study shall decide on the adequacy of the evidence within seven days.

Article 18

The list of students registered for an examination date shall be available to the coordinator and instructors of the learning unit in the information system two days before the examination date. The list shall also specify the room in which the examination is to be taken.

Article 19

An examination shall be conducted by a higher education teacher or a faculty assistant.

The coordinator of the learning unit, or the chair of the examination commission in the case of an examination before a commission, shall be responsible for conducting the examination.

The Dean shall adopt internal instructions for oral and written knowledge assessment, which shall be published in the Faculty's information system.

Article 20

A student's knowledge in a learning unit shall be assessed by the coordinator and instructors of the learning unit. The coordinator of the learning unit shall decide on the final grade.

Article 21

A student must bring an identification document to the examination and present it to the person conducting the examination.

Before the examination begins, the person conducting the examination shall verify that the students are included on the list of registered students and shall also verify their identity. A student may take the examination only if included on the list of students registered for the examination.

The person conducting the examination may admit only students who are included on the list of students registered for the examination and who have fulfilled the conditions for admission.

A student who does not attend the examination shall not be graded. In such a case, the person conducting the examination shall enter "did not attend" on the list of registered students. The examination date shall be deemed to have been used.

A student who attends an examination despite not having fulfilled all conditions for admission shall be awarded the negative grade "fail (1)" in the case of numerical grading or "fail" in the case of descriptive grading.

A student who attends a written examination but does not submit the examination paper shall be awarded the negative grade "fail (1)".

Article 22

In a written examination, examination questions or examination tests shall be provided to students in writing. A written examination may last no more than four academic hours.

Before the examination begins, the person conducting the examination shall inform the students present of the aids permitted during the examination.

During the examination, a student may not leave the examination room without the approval of the person conducting the examination.

During an examination, students may not use mobile phones, tablets, smart watches or other electronic devices.

At the end of the examination, the student shall return the written examination questions together with the completed examination paper.

Article 23

An oral examination shall take the form of a personal interview between the person conducting the examination and the student. The grade for the oral examination shall be announced on the day of the examination. An oral examination may be conducted individually or with a group of students and may last up to 30 minutes per student.

Article 24

When the results of the written part of the examination are published, the schedule for the oral part shall also be published.

The oral and written parts of the examination shall constitute a single whole and shall be assessed with one grade.

Article 25

The coordinator of the learning unit shall publish the examination results in the information system no later than 10 days after the examination, in compliance with personal data protection regulations. Exceptions shall be permitted only for objective reasons.

The coordinator of the learning unit shall submit the signed examination record to the Office for Study.

Article 26

A student has the right to inspect all assessed written work and to receive an explanation of the result achieved within 15 days of the publication of the examination results.

Article 27

A student who has already received a positive grade in a learning unit and wishes to improve the grade may, once during the period up to the completion of studies, register for reassessment in that learning unit, but no later than one calendar year after successfully passing the examination in that learning unit. The higher of the grades obtained shall be entered in the official record.

V. Appeal against a grade or the conduct of an examination

Article 28

A student may lodge an appeal against a grade received in an examination or against the conduct of the examination. The student shall address a reasoned written appeal to the Dean no later than eight days after the publication of the result of an oral examination or after inspecting the assessed written work, but in any event no later than 15 days after the publication of the examination results.

Article 29

No later than eight days after receiving the appeal, the Dean shall appoint an examination commission (hereinafter: the commission). For learning units coordinated by the Dean, the examination commission shall be appointed by the Vice-Dean. The commission shall consist of a chair and one member, namely the coordinator of the learning unit in which the examination before the commission is taken.

Article 30

The commission shall examine the appeal within 15 days of its appointment.

In considering the appeal, the commission shall first determine whether the appeal concerns the examination grade or the conduct of the examination.

If the appeal concerns the examination grade, the commission shall review the available examination documentation and decide whether the student's knowledge should be reassessed. If the disputed examination was oral, the commission shall conduct an oral reassessment of the student's knowledge. If the disputed examination was written, the commission shall reassess the written work.

If the appeal concerns the conduct of the examination, the commission may not change the examination grade, but may decide that the student shall retake the examination.

The commission shall adopt a decision on the grade and submit its proposal to the Dean.

The chair of the commission shall direct the work of the commission and ensure that minutes are drawn up and signed by both commission members. One copy of the minutes shall be served on the student and the other shall be sent to the Office for Study, where it shall be kept in the student's personal file.

Article 31

The Dean shall decide on the appeal by issuing a decision based on the commission's proposal.

The student may appeal against the Dean's decision to the ISSBS Senate within eight days. The decision of the ISSBS Senate shall be final.

VI. Calculation of the average grade

Article 32

The average grade for the studies shall be calculated as the arithmetic mean of all numerical grades obtained for successfully completed learning units at ISSBS. The grade awarded for a final project, diploma thesis, master's thesis, doctoral dissertation and/or bridging requirements shall not form part of the average grade for the studies.

VII. Violations of the examination procedure or knowledge assessment procedure and disciplinary measures

Article 33 (violations of the examination procedure or knowledge assessment procedure)

Any violation of the examination procedure or knowledge assessment procedure shall constitute a serious violation under the ISSBS Rules on the Disciplinary Responsibility of Students, in particular:

- a) the use of unauthorised aids or applications, or cooperation with another person during an examination, mid-term test, continuous assessment or another form of knowledge assessment;
- b) taking an examination or another form of knowledge assessment on behalf of another person, or allowing another person to take an examination on behalf of the student;
- c) unauthorised acquisition of examination tests and other materials intended for knowledge assessment, and their use or disclosure to third parties;
- d) copying or submitting work, including seminar papers, reports and final works, without appropriate acknowledgement of sources (plagiarism);
- e) the use of generative artificial intelligence where such use is not permitted or has not been appropriately disclosed;
- f) multiple or repeated submission of the same or substantially identical written work in different learning units without appropriate consent;
- g) disruption of the knowledge assessment process in a manner not specified in the preceding points.

Article 34 (disciplinary measures and further procedures)

In the event of a violation referred to in points (a), (b) or (c) of Article 33 of these Rules, and with the appropriate application of the ISSBS Rules on the Disciplinary Responsibility of Students, the examination supervisor shall immediately:

- terminate the assessment procedure; the student may not continue the examination or knowledge assessment;
- record the violation on the examination paper and on the list of registered students;
- notify the Office for Study and the coordinator of the learning unit;
- on the basis of the recorded violation, the coordinator of the learning unit shall award the grade "fail (1)" or "fail" and submit a proposal for the initiation of disciplinary proceedings.

Where a violation referred to in points (d), (e) or (f) of Article 33 of these Rules is established, and with the appropriate application of the ISSBS Rules on the Disciplinary Responsibility of Students, a higher education teacher or the coordinator of the learning unit may, subject to prior agreement with the Dean, use additional forms of knowledge assessment even if they are not provided for in the syllabus.

The Dean shall confirm the disciplinary measure in official minutes, which shall be submitted to the Office for Study. Official records shall be kept in the student's personal file and in the Faculty's higher education information system.

Each repeated serious violation shall be treated as a grave violation.

The provisions of the ISSBS Rules on the Disciplinary Responsibility of Students shall apply *mutatis mutandis* to proceedings for determining students' disciplinary liability and deciding on disciplinary measures.

VIII. Recording completed study obligations

Article 35

Examination results shall be entered in the official record maintained by the Office for Study. The date of the examination shall be entered in the official record as the date on which the examination was taken.

Article 36

The student's grade record is the official record of successfully completed learning units. It shall be available to the student in electronic form.

Article 37

The coordinator of a learning unit shall maintain a separate record of the student's continuous assessment results in the learning unit, including a record of fulfilment of the conditions for the student's admission to the examination.

The coordinator of the learning unit shall retain examination papers and all written student work for at least 30 days from the examination date. After that period, such materials may be destroyed unless the student has lodged an appeal against the grade or the conduct of the examination within the prescribed period.

IX. Students with special needs

Article 38

For students with special needs, the coordinator of the learning unit shall enable the fulfilment of study obligations in a manner that takes account of the student's specific difficulties.

Taking account of the student's specific difficulties, the student may submit an application concerning the manner of fulfilling a study obligation to the Commission for Student Affairs.

X. Fees and assessment

Article 39

Individual services in the assessment procedure for which a fee is payable shall be charged to students in accordance with the Faculty's current price list.

XI. Transitional and final provisions

Article 40

Students' personal data shall be collected and processed for the purposes of knowledge assessment procedures under these Rules in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 163/22).

All persons involved in the knowledge assessment procedure shall act in accordance with the principles and provisions of the Higher Education Act, the Personal Data Protection Act and the ISSBS Rules on Personal Data Protection.

Article 41

These Rules shall enter into force immediately upon their adoption by the ISSBS Senate and shall be published on the ISSBS website. Upon the entry into force of these Rules, the Rules on Knowledge Assessment, No. 24/2021-P ocenjevanje znanja of 22 September 2021, shall cease to apply.

Celje, 18 June 2025
Number: 12/2025-P ocenjevanje znanja

Prof. dr. Kristijan Breznik
ISSBS Dean