

On 23 June 2022, the Senate of Alma Mater Europaea – European Center, Maribor adopted a consolidated text with changes based on the Statute of Alma Mater Europaea – European Center, Maribor with amendments from 16 May 2024

**THE RULE
ON VERIFICATION AND ASSESSMENT OF KNOWLEDGE ON
ALMA MATER EUROPAEA – EUROPEAN CENTER, MARIBOR**

1. GENERAL PROVISIONS

1. Article

- (1) This rulebook regulates the verification and assessment of knowledge in study programs and currently valid study programs and study programs for advanced studies.
- (2) The regulations govern the verification and assessment of the knowledge of enrolled full-time and part-time students, individuals who have lost their student status, and other participants in education at Alma Mater Europaea – European Center, Maribor (hereinafter: Alma Mater).

2. Article

- (1) In this rulebook, expressions referring to persons and written in the masculine grammatical form are used as neutral for the feminine and masculine genders.
- (2) In these regulations, the term teaching unit is used for subjects, modules, diploma exam, diploma thesis, seminar diploma exam, etc.

2. VERIFICATION AND EVALUATION OF KNOWLEDGE

2.1. Purpose of checking and evaluating knowledge

3. Article

- (1) The performance of students in fulfilling the obligations of the study program is determined by checking and evaluating knowledge. Checking and evaluating knowledge is the basis for obtaining a grade and credit points for individual study units of the study program and for the advancement of students and their guidance for further studies, while at the same time giving them feedback on the level of their acquired knowledge.
- (2) Students' knowledge is tested and evaluated through final exams and/or on-the-spot knowledge checks throughout the duration of the study process, which ensures a comprehensive review and evaluation of the student's mastery of the content of individual learning units. In this way, active and responsible participation of students in the study process and appropriate progression through the study program is enabled.

2.2. Informing students about methods of testing knowledge

4. Article

- (1) Before the start of the study process, the study plans of the study units are published in such a way that information about their study obligations and forms of knowledge verification for individual study units of the study program is available to students.
- (2) Every academic year, at the introductory lecture, the head of the study unit informs the students in detail about the method of checking and evaluating the knowledge of each study unit, which is defined by the study program, namely:
 - with the content, goals and implementation plan of the learning unit,
 - with expected study results (knowledge, understanding, skills, etc.),
 - with basic study resources,
 - with the study obligations of students,
 - with the conditions for approaching the individual knowledge test,
 - with the forms and method of checking and evaluating knowledge,
 - with evaluation criteria and the shares that individual components of knowledge testing and evaluation contribute to the final evaluation,
 - with other information that is important for students in fulfilling their study obligations (deadlines for fulfilling individual obligations, etc.)
- (3) Alma Mater publishes the contents from paragraphs 1 and 2 of this article in the e-classroom.
- (4) The holder and other participants in the implementation of the learning unit may not prescribe or require additional study obligations from students that are not provided for in the accredited study program.

2.3. Forms and methods of testing knowledge

5. Article

- (1) Forms of knowledge verification and evaluation are exams, group exams from several learning units, colloquiums, assessment of seminar assignments and works, tests and other forms of knowledge verification and evaluation determined by the curricula of individual learning units.
- (2) The knowledge test can be oral or written or orally and in writing. It can also take place by checking written, graphic, technical and other products or tasks and their defense or by checking the practical work or in a combination of several forms in accordance with the course curriculum. Knowledge verification can also take place electronically.
- (3) Knowledge verification can also be group, whereby it is necessary to determine the criteria for the contribution to the overall assessment of each of the members of the work group that performs the group project, during which knowledge is verified and evaluated.

2.4. Exams

Article 6

- (1) An exam or a partial exam is a regular form of final verification and assessment of knowledge, which is performed by the student after the completion of the study process.
- (2) In the exam, the knowledge of the material is checked, which is determined by the curriculum for the individual study unit. If so determined by the study program, the exam also has a practical part.
- (3) For each study unit, the type and method of taking the exam and the conditions for taking the exam are determined by the curriculum, which is an integral part of the study program.
- (4) When oral and written parts of the exam are planned, they form a whole, which is evaluated with one mark.

7. Article

- (1) Verification and assessment of knowledge in the exam is public.
- (2) Publicity of examinations is ensured in the following ways:
 - by announcing the deadlines for knowledge testing at the beginning of the academic year (date, time and place),
 - by enabling the presence of other students at the oral exam,
 - by continuously informing students about the results achieved in the knowledge test,
 - by providing insight into the assessed written, graphic, technical and other products to the student who took the exam,
 - with the public announcement of exam results, taking into account the legal provisions on the protection of personal data.

8. Article

- (1) A student can complete the prescribed study obligations and exams of the year in which he is enrolled, as well as missing study obligations and exams from previous years.
- (2) A student can complete the prescribed study obligations and exams from the study units of the higher year, when he has completed all the obligations of the current year with the prior consent of the head of the study unit, if the material and organizational conditions of the work permit.

9. Article

- (1) A candidate who has lost student status retains the right to take the missing exams in the same study program, if the program has not changed in accordance with these regulations.

10. Article

- (1) Taking exams or taking exams outside the announced exam deadlines can be approved by the head of the teaching unit in agreement with the responsible person based on the student's written request, if there are justified reasons for this and attached supporting documents (going to study or professional practice abroad, prolonged hospitalization during the exam period periods, participation in a professional or cultural event or top sports competition, students with special needs, etc.).

11. Article

- (1) A student who has not passed the exam or partial exam can take it again.
- (2) In the academic year, as a rule, four exam dates are announced for each study unit. As part of the tuition fee, the student can attend two exam dates for each study unit.
- (3) The third and every subsequent approach to the exam period is charged in accordance with the Alma Mater price list.
- (4) The curriculum can determine a smaller number of possible approaches to the exam or other knowledge tests, which students must be informed about in advance.
- (5) A student can take an individual exam, partial exam or colloquium a maximum of six times. In the event that the student has not passed an individual exam, partial exam or colloquium for the sixth time, he/she will be discharged from the Alma Mater.
- (6) If the student does not pass the exam, partial exam or colloquium in the fifth attempt, the Office of Academic Affairs informs the head of the individual study program at the Alma Mater, who asks the university teacher with whom the student took the exam to write a justification within 8 days to the last unsuccessful attempt to take an exam, partial exam or colloquium for a specific student. The Student Council is informed about the last approach to the exam, partial exam or colloquium.
- (7) The exam papers of an individual student for an individual study unit are kept:
 - at least 30 days after the publication of a positive grade, if the student does not object to the exam grade,
 - until the determination of the commission referred to in Article 28 of these regulations, if the student objects to the evaluation of the exam.
- (8) Article 11 of these Regulations applies to students enrolled at the Alma Mater in the 2016/17 academic year for the first time from 1 October 2016, for students who were already enrolled at Alma Mater in the current or previous academic years, from 1 October 2017.

12. Article

- (1) The head of the teaching unit is obliged to announce the examination dates of each teaching unit in such a way that a time interval of at least 14 days is taken into account between two examination periods of the same teaching unit.

13. Article

- (1) In the exam, the knowledge from each learning unit is checked and assessed by a higher education teacher who is the provider of education for this course, but may also be another, for this course or for the scientific field (discipline) to which the contents of the course belong, a qualified higher education teacher (hereinafter the practitioner exams).
- (2) A student cannot independently choose who will check and evaluate his knowledge, but such a request can be decided by the committee responsible for study matters.

14. Article

- (1) Students and candidates who have lost their status pay their study obligations by credit points, and they have:

- two approaches to the exam period are included in the first payment.
- they pay the costs of the third and subsequent exams in the same subject as well as the costs of board exams in accordance with the valid price list.

2.5. Board Exam

15. Article

- (1) Exams or partial exams are taken before the examination board, or exams or partial exams are repeated, if requested by the candidate or the examiner in the 4th or 5th approach to the exam. The last possible approach to the exam or partial exam must be taken in front of the exam board.
- (2) The Student Council, which may appoint an additional member of the examination committee, is notified of the last possible examination. In the case of a three-day silence of the ŠS, it is considered that no additional member of the examination board is proposed.

16. Article

- (1) The examination committee has a president and two members appointed by the head of the study program. The head of the specific teaching unit is also appointed to the committee.
- (2) An additional member is appointed to the committee if the Student Council proposes him.
- (3) The method of taking the board exam is as specified in the curriculum of each teaching unit.
- (4) The work of the examination committee is carried out in such a way that the questions are formulated by a university teacher who is in charge of a specific teaching unit, but it can also be a university teacher habilitated for this subject area. After the examination is completed, the commission consults and evaluates the student's knowledge with a majority of votes. In case of a tie vote, the examination board can decide that the student can take the board examination again.
- (5) If the assessment of the examination board is negative in the case of the last possible examination, the student is withdrawn from the Alma Mater.

2.6. Real-time checking and assessment of knowledge

17. Article

- (1) Colloquiums, tests, homework, participation in lectures, seminars, exercises and field projects as well as evaluation of seminar works, teaching performances and practical works are forms of real-time checking and evaluation of students' knowledge from individual teaching units.
- (2) Colloquiums are oral, while tests are a written form of on-the-spot knowledge testing. They can be used to test and evaluate knowledge from the learning units of the entire semester, or a certain rounded part of the learning unit, if testing is necessary for successful mastering of other parts of the same learning unit.

- (3) Current knowledge from an individual learning unit is checked and evaluated by a higher education teacher or a higher education associate who is qualified for the relevant subject area and participates in the implementation of the learning unit.
- (4) Grades achieved in colloquiums, tests, seminars and exercises are taken into account in the exam from this study unit in the manner determined by the study program.

2.7. Graduation exam and graduation seminar paper

18. Article

- (1) The study program may stipulate that students take a diploma exam or a diploma seminar at the end of their education.
- (2) The graduation exam is a final exam that tests and evaluates the entire knowledge that a student must master in order to successfully complete their studies.
- (3) As a rule, the diploma exam can be repeated only once if the first attempt is unsuccessful. In the event that a student fails to pass the diploma exam for the second time, he is prohibited from taking the diploma exam for a period of twelve months.
- (4) The diploma seminar thesis is a final thesis that checks and evaluates the entire knowledge that the student must master in order to successfully complete his studies in one of the study courses in the multi-subject study program.
- (5) The scope, content and method of taking the graduation exam and graduation seminar assignments are determined by the study program.

3. EXAMINATION SCHEDULE

3.1. Exam deadlines

19. Article

- (1) During the academic year, exams or partial exams are taken during the exam periods, namely between the end of the lecture in each subject and the end of the deadline for enrollment in the next year.
- (2) Exams from compulsory study units within an individual study program may not be scheduled on the same day, but this does not apply to the third or subsequent exam period.
- (3) The list of exam deadlines for individual study units is published by the Department based on an agreement with the study unit holders, no later than November 15 for the current academic year.
- (4) If the exam is conducted as both written and oral, the schedule of oral exams will be published at the same time as the results of the written part of the exam.

- (5) In part-time studies, exams are held in the afternoon between Monday and Friday, i.e. from 2:00 p.m. onwards. On Saturdays also in the morning.
- (6) In full-time studies, exams are held in the morning or afternoon, but not after 6:00 p.m.
- (7) Deadlines for other forms of knowledge testing, except for the exams referred to in the first point of Article 5, are determined by the head of the teaching unit and published in an appropriate manner, as a rule, at the beginning of the study process.

3.2. Exam deadlines for study units that are not held in the current academic year

20. Article

- (1) For learning units that are not implemented in the current academic year, two exam deadlines are set in the first year after the end of implementation.

3.3. Exam registration process

21. Article

- (1) Registration for the exam is electronic through the VIS system.
- (2) In the case of on-the-spot forms of knowledge verification, the method of possible application is determined by the institution.
- (3) The student is responsible for the correct and complete registration for the exam.
- (4) The student must register for the exam no later than seven working days before the announced exam date.
- (5) If the student registers after the deadline from the previous paragraph, he will cover the additional costs of late registration according to the Alma Mater Price List. Registration is not possible on the day of the exam.
- (6) Based on the submitted applications for the exam, the Department prepares a list of registered candidates before the exam.
- (7) The examiner may only allow candidates included in the list of those registered for the exam to take the exam.

3.4. Exam withdrawal procedure

22. Article

- (1) A student can withdraw from the exam no later than three days before the exam. Check-out is electronic via VIS. Check-out is not possible on the day of the exam.
- (2) If the student deregisters after the deadline from the previous paragraph, he will cover the additional costs of late deregistration according to the Alma Mater Price List.

- (3) If the student does not attend the exam period, it is considered that he attended the exam period and did not pass it.

3.5. Implementation and course of the written exam

23. Article

- (1) The head of the teaching unit is responsible for the correct performance of the written exam. the examiner.
- (2) If the head of the teaching unit is unable to attend the written exam, he is obliged to ensure the presence of another suitably qualified higher education teacher or higher education associate at the teaching unit, bearing in mind that the head of higher education cannot evaluate the written product, but he can give the head of the evaluation proposal.
- (3) The subject holder determines the duration of the exams for individual learning units in accordance with the difficulty of the learning units and their credit evaluation. The examiner must check the attendance and identity of the registered students. The student must have an identification document at the exam.
- (4) Before the exam begins, the examiner is obliged to familiarize the students present with the permitted aids for the exam.
- (5) During the examination, the student may not leave the room in which he is taking the written examination without the approval of the examiner.
- (6) Withdrawal while taking the exam is assessed as an unsuccessful attempt to take the exam.
- (7) If a student submits a written assignment without a first and last name or registration number, without content or does not submit it at all and was registered to take the exam on the list, it is considered that he was not present at the exam, that he did not withdraw from taking the exam.

3.6. Implementation and course of the oral exam

24. Article

- (1) The head of the teaching unit is responsible for the correct performance of the oral exam. the examiner.
- (2) Each student takes an oral exam for a maximum of two school hours. The oral exam can take place individually or with a group of students. The examiner must verify the identity of the student taking the oral exam. The student must have an identification document at the exam.
- (3) The method of asking questions (written/oral) is determined by the examiner, who communicates the grade of the oral exam to the student immediately after the exam.

3.7 Assessment of knowledge

25. Article

- (1) The student's knowledge in the exam, colloquium and other forms of knowledge testing is evaluated with positive and negative grades.

- (2) Positive ratings are excellent (10), very good (9 and 8), good (7), sufficient (6). A negative rating is insufficient (from 5 to 1).
- (3) As a rule, the grade obtained for the learning unit is entered by the holder, but the examiner, who is a suitably qualified higher education teacher, can also enter the exam.
- (4) As a rule, the assessment of knowledge is carried out in accordance with the assessment scale in point 5 of this article. In case of excessive deviation, the Gaussian curve can also be used to assess knowledge, which is explained separately by the evaluator.
- (5) **Grading scale:** Completed student assignments are graded from 10 to 1.

Assessment	Grade according to ECTS	Range of grades	Description of knowledge
10 (excellent)	A (excellent)	91.0% - 100%	great, outstanding results with negligible errors
9 (very good)	B (very good)	81.0% - 90.9%	Very good, above average knowledge, but with some mistakes
8 (very good)	C (very good)	71.0% - 80.9%	Very good, solid results
7 (good)	D (good)	61.0% - 70.9%	good, knowledge with major errors
6 (enough)	E (enough)	55.0% - 60.9%	Sufficient, the knowledge meets the minimum criteria
5-1 (not enough)	F (insufficient)	Less than 54.9%	insufficient, knowledge does not meet the minimum criteria
Done			Done

3.8. Retaking an exam/partial exam/colloquium with the aim of increasing the grade

26. Article

- (1) In the current academic year, the student has the option of correcting the grade of the exam/partial exam/colloquium within the regularly scheduled exam deadlines for all the study units that he has already completed, if he wants to increase the grade for an individual study unit. An individual exam/partial exam/colloquium can be corrected once, at the request of the student or the examiner, also as a board exam. If the student achieves a lower grade during revision, the original, i.e. higher grade, applies. Correcting the grade according to this article is free of charge in the case of the second approach to the exam, but in the case of the third and each subsequent approach, the same fee is paid as the third approach to the exam/partial exam/colloquium.

3.9. Objection of the student against the grade

27. Article

- (1) The student can object to the grade he received in the exam, colloquium or other forms of knowledge verification and assessment.

- (2) The student can file a written, reasoned objection within 8 days from the day the grade was entered in the electronic index.
- (3) The head of the program appoints a committee to check the appropriateness of the assessment within 8 working days after receiving the objection against the assessment.
- (4) The committee has a chairman and two members and is composed as determined for the examination committee.
- (5) The commission can also be convinced of the adequacy of the assessment by re-checking the knowledge.
- (6) The commission's assessment is final.

3.10 Violations of examination regulations and sanctions

28. Article

- (1) Violations of the examination rules and sanctions are carried out in accordance with the acts of the Alma Mater.

29. Article

3.11. Annulment of an Exam

- (1) An exam is annulled if the exam material or its administration exhibits obvious errors or irregularities that could affect the fairness of the evaluation.
- (2) The decision to annul an exam is made by the head of the study program of the department where the exam was conducted. The decision is final and binding and results in the invalidation of the obtained grade.
- (3) An annulled exam is replaced as soon as possible with a new exam date, which only the students whose exam was annulled may attend.

4. RECORDING OF COMPLETED STUDY OBLIGATIONS

30. Article

- (1) Minutes are kept about the exam, in which the examiner or the chairman of the examination committee records the registration for the examination and the grade achieved. Enter the exam questions or attached for board exams. The minutes are signed by the examiner (in accordance with Article 23, paragraph 2 of these regulations) or all members of the examination board.
- (2) The exam record is a written or completed and printed electronic application form for the exam. Records of a successfully passed exam must be kept permanently.
- (3) A university teacher who checks knowledge in the exam, or at the end of the exam, the chairman of the examination board publicly announces the result and communicates the grade achieved to the student who took the exam.

- (4) The results and evaluations of the written exams are published on the Alma Mater website or in another way that regularly informs students about study matters, no later than 14 days after the written exam, taking into account the legislation in the field of personal data protection. If more than 100 students took the written exam, the deadline for publishing results and evaluations of written products can be extended by 1 day for every additional 50 students. The publication of exam results must be dated. The Alma Mater is responsible for the publication of results and evaluations of written products.
- (5) The results of the exams are entered in the official records, and the completed and printed minutes of the exams are archived accordingly in the Department.
- (6) The student has the right to inspect the written product of the exam assignment within 15 days from the day the grade was published.
- (7) An official correction of the estimate can only be made on the basis of a written order from the contractor.
- (8) The providers of the learning unit are obliged to keep records of the required mandatory attendance of students during the work of the learning unit and of the fulfillment of the conditions for taking the exam.

5. STUDENTS WITH SPECIAL NEEDS

31. Article

- (1) The details of taking exams for students with special needs are determined by a special regulation.

6. TRANSITIONAL AND FINAL PROVISIONS

32. Article

- (1) This policy comes into effect when it is adopted by the Alma Mater Senate and is published in the usual way.

- (2) Article 11 of these Regulations applies to students who were enrolled at Alma Mater for the first time in the academic year 2016/17 from 1 October 2016, and for students who were already enrolled at Alma Mater in the current or previous academic years from 1 10. 2017.
- (3) The fourth paragraph of Article 25 of these regulations applies from 1 October 2017 onwards.
- (4) The new fifth and sixth paragraphs of Article 19 enter into force on the date of adoption of this rulebook.

Alma Mater President
Prof. dr. Ludvik Toplak