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On the basis of Article 38 of the Statute of the University of Primorska (Official Gazette of the Republic of Slovenia, No. 51/15 - UPB2, 63/16, 2/17 and 31/17), the Senate of the University of Primorska at its 23<sup>rd</sup> regular meeting on 25 October 2017 confirmed the official consolidated version of the Rules on examination and assessment of knowledge at the University of Primorska, which include:

- Rules on examination and assessment of knowledge at the University of Primorska (No. 002-18 / 15 of 16 July 2015),
- Rules on amendments and modifications to the Rules on examination and assessment of knowledge at the University of Primorska (No. 002-10 / 16 of 27 June 2016),
- Rules on amendments and modifications to the Rules on examination and assessment of knowledge at the University of Primorska (No. 002-30 / 17 of 25 October 2017).

## **Rules on examination and assessment of knowledge at the University of Primorska official consolidated version**

### **I. General provisions**

#### **Article 1**

(Content of the Rules)

(1) These Rules regulate the examination and assessment of participants' knowledge in various educational programmes at the University of Primorska (hereinafter: the University), namely:

- students of the university,
- students from other universities who enrol in university study programmes on the basis of mobility programmes and other forms of inter-university cooperation,
- individuals who have lost the status of students of the university and
- participants in advanced training programmes and other programmes at the university.

(2) The university faculty or associated institution (hereinafter: member institution) shall, with an internal legal act, regulate in detail individual procedures for which these Rules provide a more detailed regulation at the level of university member institutions.

(3) The provisions of the internal legal act of the university member institution referred to in the previous paragraph of this Article shall not be contrary to these Rules.

#### **Article 2**

(Usage of terms)

(1) For all groups of participants in the educational programmes referred to in Article 1 of these Rules, the term "student" is used in these Rules, except in cases where the provision applies specifically or only to a particular group of participants.

(2) For all educational programmes referred to in Article 1 of these Rules (undergraduate and postgraduate study programmes, advanced training programmes and other educational programmes), the term "study programme" is used in these Rules, except in cases where the provision applies specifically or only to a specific educational programme.

#### **Article 3**

(Neutral grammatical form)

In these Rules, the masculine grammatical form is used as neutral for men and women.

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## **II. Examination and assessment of knowledge**

### **Purpose, types and forms of examination and assessment of knowledge**

#### **Article 4**

(Purpose of examination and assessment of knowledge)

(1) Through examining and assessing knowledge, students' performance in fulfilling study obligations is determined and general and subject-specific competences are confirmed. Examination and assessment of knowledge is the basis for obtaining assessments and credits in individual teaching units, e.g. courses, practical training, professional practice, modules, final work (hereinafter: teaching units).

(2) Students' knowledge is examined and assessed at exams and through ongoing examination of knowledge throughout the duration of the study process and throughout the academic year. This way of examining and assessing knowledge motivates students in the ongoing study process and ensures a comprehensive overview of how the student is managing the material of the teaching unit, while giving students feedback on their knowledge and encouraging the active and responsible participation of students in the learning process and directing the student in further study.

#### **Article 5**

(Study obligations)

Study obligations are determined by the study programme and the curriculum of each teaching unit.

#### **Article 6**

(Methods and forms of examination and assessment of knowledge)

(1) The examination of knowledge may be oral or written, or oral and written, or may take place through the examination and defence of written, graphic, technical and other products or assignments, or by examining a special performance.

(2) The forms of examination and assessment of knowledge are determined by the study programme and the curricula of individual teaching units and are as follows: written examination, oral examination, written and oral exam, test or other forms of testing knowledge, performance, active participation in lectures and tutorials, report from professional practice, seminar paper, diploma thesis and other final assignments, as well as other forms of examination and assessment of knowledge.

### **Public examination and assessment of knowledge**

#### **Article 7**

(Public examination and assessment of knowledge)

(1) Examination and assessment of knowledge is public.

(2) The public examination and assessment of knowledge is ensured in particular by publishing examination deadlines and results of the examination and assessment of

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knowledge, by enabling access to graded written works in accordance with the provisions of these Rules, and by the right of students and other persons to attend oral exams.

(3) The results of the examination and assessment of knowledge are published in the University Information System (hereinafter referred to as: VIS / ŠIS), subject to the provisions on the protection of personal data and in accordance with the provisions of these Rules. Published information includes the enrolment number and grade achieved of each individual student within the deadlines of the exam results, and also general information about the exam, namely: the number of students who passed the exam, the number of students who did not pass the exam and the average grade for the exam with the standard deviations, taking into account the positive grades of the exam.

## **Informing students**

### **Article 8**

(Informing students about study obligations and the purpose, modes and forms of examination and assessment of knowledge)

(1) Students must be familiar with their study obligations, with the purpose, methods and forms of examination and assessment of knowledge in teaching units, with the criteria for assessing knowledge and with the method for determining the final grade in individual teaching units.

(2) The study obligations of the study programme shall be explained at the beginning of the academic year to students enrolled for the first time. The person who makes the presentation shall be the dean or the vice-dean in charge of the field of education or another person employed at the university member institution and authorized by the dean.

(3) The lecturer of the teaching unit shall inform the students at the introductory lecture of:

1. the content, goals and plan for the implementation of the teaching unit,
2. the intended study results or competences that the student should acquire from the teaching unit,
3. basic study resources,
4. the method and elements of the examination of knowledge and the criteria for evaluation,
5. the study obligations and what percentage each individual component of the examination and assessment of knowledge contributes to the student's final grade in the teaching unit,
6. the conditions that must be met for a particular form of examination and assessment of knowledge in the teaching unit,
7. the form of taking a commission exam for a teaching unit.

### **Article 9**

(Public availability of information on study programmes)

The university member institution shall ensure public availability of up-to-date information on study programmes and curricula of individual teaching units by publishing a description of study programmes on the member institution's website.

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## **General rules on performance of study obligations**

### **Article 10**

(Performance of study obligations)

(1) A student may fulfil study obligations for the teaching units of the year in which he is enrolled and missing study obligations from previous years. In exceptional cases, as determined by the University Statute and within these Rules, he may also fulfil study obligations for a higher year of study.

(2) Exams and other examinations of knowledge, seminar work, performances and active participation in lectures and tutorials are current forms of examining and assessing knowledge in individual teaching units and are performed during the study process within an individual teaching unit.

(3) The student can attend exams after completing the study process within the teaching unit and in accordance with these Rules. In the cases provided for in these Rules, the student may also attend exams early, e.g. before lectures and tutorials are conducted for the teaching unit.

### **Article 11**

(Early examinations in the enrolled year)

(1) In exceptional cases, the student may attend exams early, that is, before the lectures and tutorials, and other obligations determined by the curriculum of the individual teaching unit are conducted.

(2) The student who wishes to attend the exam or exams for the enrolled year early shall address a written request to the dean of the university member institution, who approves the request if there are valid reasons and if the subject holder has given written consent for the exam to be taken early. Valid reasons include leaving for study or professional practice abroad, hospitalization during the examination period, childbirth and participation at a top-level sporting event or a top-level cultural event, etc.

### **Article 12**

(Performance of study obligations for a higher year of study)

(1) A student who is re-enrolled in a year may, in exceptional cases, fulfil the study obligations for a higher year. In addition, an individual who has lost the status of a student may, in exceptional cases, fulfill the study obligations of the year in which he intends to enrol at the next enrolment period for the study programme.

(2) A student or individual referred to in the first paragraph of this article shall address a written request to the dean or the competent commission of the university member institution who, as a general rule, agrees to the request provided the student has completed all the prescribed study obligations for the last year of enrolment and for previous years. The university member institution may, by means of an internal legal act, determine other conditions for performing study obligations for a higher year.

### **Article 13**

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(Accelerated progress in the study programme)

(1) A student can apply for accelerated progress in the study programme.

(2) Accelerated progress can be granted to a student who attains the necessary number of credit points for promotion to a higher year within a shorter period than one academic year.

(3) The decision on accelerated promotion shall be taken by the senate of the university member institution on the basis of a student's request and a reasoned opinion of the competent commission or other body determined by the rules of the university member institution. The senate of the university member institution determines a method of accelerated promotion by decision.

#### **Article 14**

(Performance of study obligations after interruption of studies)

An individual who has lost the status of a university student retains the right to fulfil missing study obligations of the study programme in which he was enrolled, in line with the provisions of the statute of the university.

### **Assessment of knowledge**

#### **Article 15**

(Grades)

(1) Students' success in performing study obligations is assessed by the holder of the teaching unit with grades from 1 to 10. Individual grades indicate:

- 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 mistakes,
- 6 (sufficient) - knowledge meets the minimum criteria,
- from 5 to 1 (insufficient) - knowledge does not meet the minimum criteria.

(2) The student's obligation may also be assessed with a descriptive grade of "passed" or "not passed" and "recognized" or "not recognized" if so determined by the study programme.

(3) Positive grades indicate successful completion of study obligations. Positive grades range from 10 to 6, and descriptive assessments of "passed" and "recognized".

(4) Negative grades indicate unsuccessful completion of study obligations. Negative grades are from 5 to 1, and descriptive assessments of "not passed" and "not recognized".

### **III. Exams**

#### **Article 16**

(Forms and methods of attending the exam)

(1) Exams are oral, written, or written and oral.

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(2) At the exam, knowledge of the subject and competences determined by the curriculum of the individual teaching unit are examined.

(3) The exam is conducted for each teaching unit. The form and manner of passing the exam is determined by the curriculum of each teaching unit. If so defined in the curriculum:

- in the case of a teaching unit which combines substantively different fields of work carried out by different institutions, a partial exam may be conducted for each field. Each partial exam is assessed with an independent grade, and, based on the partial grades, a final grade for the unit is formed. The way a final grade is created is defined in the curriculum of the teaching unit;
- assessments achieved through various forms of ongoing examination and assessment of knowledge (tests and other forms of testing knowledge, performances, active participation in lectures and tutorials, etc.) can be taken into account in the final grade of this teaching unit in a manner determined by the curriculum of this teaching unit;
- the examination may also be carried out through successful completion of a test, seminar work or project;
- the exam may also have a practical part.

#### **Article 17**

##### **(Commission exam)**

(1) If the student or holder of the teaching unit so requests, an attempt to pass the exam of the same teaching unit for the fourth or greater time shall take the form of a commission exam.

(2) The examination commission shall comprise at least three members. It consists of a president and a member or members appointed by the dean of the university member institution from among higher education teachers. The holder of the teaching unit and the teacher of the unit where the commission exam is attended are members of the examination commission, but cannot be its president. The composition of the examination commission must enable an appropriate assessment of the results of the student's performance.

(3) The commission exam may be oral, written, or written and oral.

(4) If the commission exam is oral, all members of the commission shall be present at the examination. The student is asked questions by a higher education teacher who is elected to the academic title for the professional field of the teaching unit at the place where the commission exam is conducted. Upon completion of the oral exam, the members of the examination commission consult and evaluate the student's knowledge by a majority of votes and immediately inform the student of the grade achieved.

(5) If the commission exam is conducted in writing, the members of the examining board examine the student's answers and form an assessment by a majority of votes. The results of the written examination shall be published no later than five (5) days after the written examination.

(6) Minutes shall be taken of the commission exam, in which the president of the examining board records the application for the exam, the exam questions and the grade obtained. The minutes are signed by all members of the examination commission and sent to the student's office, where it is kept in the student's personal folder.



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#### **IV. Exam rules**

##### **Conditions for attending the exam and resitting the exam**

###### **Article 18**

(Conditions for attending the exam)

(1) A student can attend the exam for a teaching unit for which he fulfilled all the prescribed obligations of the curriculum for attending the exam, and may attend a partial exam when he has fulfilled the obligations for the part of the teaching unit that relates to the partial exam. Exceptions to this rule are determined in Article 11 of these Rules.

(2) Notwithstanding the fulfilment of the conditions referred to in the first paragraph of this Article, a student who has failed to meet his financial obligations to the university member institution or has been banned from attending exams on the basis of the provisions of these Rules may not attend the exams.

###### **Article 19**

(Attending exams)

(1) A minimum of fourteen (14) days must pass before a student may resit a failed exam; a student who attained a grade of four (4) or less at the last exam, may only resit the next exam after thirty (30) days.

(2) A student may resit an exam up to four times in the same academic year for an individual teaching unit. The student may resit the exam at any exam date in line with these Rules, except in the case of prohibitions imposed on the basis of the provisions of these Rules.

(3) A successfully resolved objection in accordance with these Rules shall not be deemed to be a resat exam.

(4) The number of resat exams from the same teaching unit shall not be affected by the student's status, repetition of the year, or manner of passing the exam (oral, written or written and oral).

(5) For the fourth and greater time the student resits the exam and for the commission exam for the same teaching unit, the student shall be charged according to the current price list of the university.

(6) A student may resit an exam for the same teaching unit up to eight times.

##### **Exam periods and exam dates**

###### **Article 20**

(Exam periods)

(1) The main exam periods are winter, summer and autumn. For study programmes which are organized in quarters, the university determines two quaternary examination periods, which are at the end of the 1<sup>st</sup> and 3<sup>rd</sup> quarters.

(2) Examination periods for each academic year are determined by the university study calendar adopted by the University Senate.

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## **Article 21**

(Regular, quarterly and extraordinary exam periods)

- (1) Exams are carried out within the examination periods. Exam periods are regular, quarterly and extraordinary.
- (2) Regular exam dates are exam periods in main examination periods.
- (3) Quarterly exam dates are exam dates in quarterly examination periods.
- (4) Extraordinary exam dates are exam dates outside examination periods.

## **Article 22**

(The right to attend exams on exam dates)

- (1) All students may attend exams on regular exam dates.
- (2) Quarterly exam dates are attended by students who are enrolled in the year in which the individual teaching unit is conducted in the current academic year.
- (3) Extraordinary exam dates are attended by candidates for graduation, part-time students, students who have lost their status as students, as well as participants in advanced education programmes and other education programmes at the university. In exceptional cases, which are determined by an internal legal act of the university member institution, full-time students may also attend exams at extraordinary exam dates.

## **Article 23**

(Number of exam dates)

- (1) Exam dates are announced at the main location of the university member institution and at satellite locations, in a manner that ensures equal conditions for attending exams to all students of the university member institution.
- (2) The regular exam dates must be arranged in such a way, that for every teaching unit which is conducted in the current academic year, both at the main location of the university member institution and at its satellite location, at least four exam dates are scheduled in the academic year, of which at least one exam date is during the main exam period.

## **Article 24**

(Exam dates for teaching units that are not implemented in the current academic year)

- (1) For teaching units that are not implemented in the current academic year, the main location of the university member institution shall schedule:
  - in the first year after termination of implementation of the unit, three regular exam dates, namely one exam date in every main examination period;
  - in the second year after the termination, at least one exam date in the academic year;
  - in the third year and in the following years after the termination, the exam date shall be determined by a written request of one or more students; the student addresses the request to the student's office (hereinafter: the student's office).



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(2) For teaching units that are not being implemented in the current academic year, at a single satellite location of the university member institution shall schedule:

- in the first year following the termination of implementation, two regular exam dates;
- in the second year after the termination, at least one exam date in the academic year;
- in the third year and in the following years after the termination, the exam date shall be set at the written request of one or more students; the student addresses the request to the student's office (hereinafter: the student's office).

## **Article 25**

(Scheduling exam dates)

(1) The schedule of exam dates for individual teaching units is prepared by the student's office on the basis of an agreement with the holder of the teaching unit.

(2) There must be at least fourteen (14) days between the individual exam dates for every teaching unit.

(3) On the same day one exam of one obligatory teaching unit of an individual study year of the study programme may be carried out.

(4) The schedule of exam dates is compulsory for students and holders of teaching units. The date of the exam can only be changed in case of valid reasons, which include the absence of the holder because of illness or other unavoidable circumstances. The student's office should inform the students about the change of date of the exam no later than five (5) days before the exam date; if the situation occurs later, within the shortest possible time.

(5) The list of regular exam dates for all three exam periods shall be published in VIS / ŠIS no later than 15 November of the current academic year. The list has to include the following information on the exam date: the name of the subject, the examiner, the date and time of the exam and the place where the exam is carried out, if the study programme is also implemented at satellite locations. The list of regular exam dates also includes deadlines for teaching units that are not being implemented in the current academic year.

(6) Extraordinary exam dates for every teaching unit shall be announced for the day agreed by the holder of the teaching unit and the student, but no later than fifteen (15) days prior to the date of the exam.

(7) The exam dates for part-time students must be scheduled at the beginning of the teaching process for every single teaching unit or part of the teaching units (partial subject). The date must be agreed by the holder of the teaching unit and the student, but not be later than fifteen (15) days prior to the date of examination.

(8) In the cases provided in Article 11 of these Rules, exam dates may also be issued for the day determined by the holder of the teaching unit and student, but no later than fifteen (15) days prior to the date of the examination.

(9) The university member institution may, in an internal legal act, regulate in detail the issuance of extraordinary examination deadlines.

## **Registration for exam and withdrawal of registration, list of registered participants**

### **Article 26**

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**(Registration for the exam)**

- (1) The student registers for the exam via VIS / ŠIS.
- (2) The student must submit the application no later than five (5) days before the exam date.
- (3) The student is responsible for the correct and complete registration.

**Article 27**

**(Withdrawal of registration for the exam – de-registration)**

(1) If the student does not intend to attend the exam for which he has registered, he must withdraw his registration. He can de-register via VIS / SIS, no later than three (3) days prior to the date of the exam.

(2) If the student does not withdraw the application in accordance with the provisions of this Article, he shall be deemed to have availed himself of one examination period and may register for the next exam date only after thirty (30) days. The exceptions for not de-registering are sickness or other unavoidable circumstances that occurred after the expiration of the period referred to in the first paragraph of this Article. In this case, the student is deemed to have de-registered for the exam in due time, provided that he subsequently submits the relevant supporting documents, but no later than seven (7) days from the date of the exam.

**Article 28**

**(Preparation and publication of the list of students registered for the exam)**

(1) Two (2) days prior to the exam date, a list of students registered for the exam is available in VIS / ŠIS, which is available to the examiner, as well as an indication of the location where the exam will take place, which students must also be familiar with.

(2) Only students who have met all the conditions for attending the examination shall be included on the list. The fulfilment of conditions on the basis of relevant records is checked by the holder of the teaching unit.

**Examinations, publication of exam results and access to the exam**

**Article 29**

**(The examiner and the responsibility for conducting the exam)**

(1) The holder of the teaching unit or the president of the examining board shall be responsible for the proper implementation of the exam in the event that the exam is conducted in front of the examination commission. The responsible person, in cooperation with the student's office, provides all the necessary conditions for conducting the exam.

(2) At the exam, the knowledge of the student shall be examined and evaluated by the higher education teacher who is the holder of the teaching unit, or, by agreement and with the consent of the holder of this teaching unit, another higher education teacher who is elected to the academic title of the professional field of the teaching unit of the exam.

(3) Knowledge can also be examined and assessed by the examination commission, in the cases specified by these Rules.

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(4) The examiner of a written exam may, by agreement and with the consent of the holder of this teaching unit, also be a second higher education teacher or a faculty assistant who is appointed to the academic title for the professional field of the teaching unit for which the exam is conducted.

### **Article 30**

(Checking the attendance and identity of students)

(1) At the exam, a student must have an identification document, which must be a student card or a certificate of enrolment together with a personal document with a photo; for participants in advanced education programmes and other education programmes at the university, an identification document with photo is required.

(2) Prior to the beginning of the exam the examiner verifies that the students are on the list of registered students for the exam, and at the same time checks the identity of the students.

(3) The examiner may only accept students who are on the list of those registered for the exam. The formal requirements regarding the registration of students for the exam or the withdrawal of the registration cannot be managed directly with the students by the examiner, but must be done in cooperation with the student's office.

(4) A student who did not attend the exam is not assessed. In this case, the examiner writes "not attended" on the list of applicants.

### **Article 31**

(Conducting a written exam and publication of the results)

(1) The written exam is carried out in the form of a written assignment. At the written exam, students are given exam questions or exam tests in writing. The written exam takes at least one and up to four school hours.

(2) Prior to the exam, the examiner is obliged to inform the students concerning the permitted aids.

(3) During the exam, the student must not leave the examination room without the permission of the examiner.

(4) Upon request from the examiner, the student must return the written examination questions together with the completed written test.

(5) The holder of the teaching unit shall fill out the list of students and grades for the written exams and sign it, and should submit it to the student's office at the latest within fourteen (14) days from the exam date. The list also contains possible prohibitions for attending exams and also, as a rule, the date on which access to the assessed written exam is possible. A university member institution may, by means of an internal legal act, set a shorter deadline for submitting the exam results.

(6) A longer period is allowed only in exceptional cases for well-founded reasons, but the holder has to inform the student's office in due course, which will then inform the students and the vice-dean responsible for the field of education.

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(7) Written exam grades are published by the student's office in VIS / ŠIS at the latest within two (2) working days after the signed list is received.

(8) If a student who attends the written exam does not give the exam to the examiner, the grade shall be assessed as negative (1).

(9) The provisions of paragraphs 5 and 6 of this Article shall apply mutatis mutandis for tests, seminar papers, projects or other written products.

### **Article 32**

(Conducting an oral exam and publication of the results)

(1) The oral exam shall be carried out in the form of a personal conversation between a higher education teacher and a student. The oral exam can be conducted individually or with a group of students and can last up to one school hour. A higher education teacher who carries out an oral examination determines the method of conversation.

(2) The examiner shall notify the student of the grade of the oral exam on the day of the exam and shall forward to the student's office the signed list of students and grades at the latest within two (2) working days after the oral exam. The student's office shall publish the oral exam grades in VIS / ŠIS at the latest within two (2) working days after the list is received.

### **Article 33**

(Written and oral examination and publication of results)

(1) If the exam for the teaching unit consists of an oral and written part, successfully passing the written part of the exam is the condition for attending the oral part of the exam, unless otherwise determined by the curriculum of the teaching unit. The oral and written exams form a whole, which is assessed with one grade.

(2) The provisions of Article 31 of these Rules shall apply when conducting written exams and notifying the student and student's office of the grades. The schedule of oral exams is published when informing students of the grades of the written part of the exam.

(3) The oral part of the exam must start no later than five (5) days after the students have been informed of the grade of the written part of the exam. A longer period is allowed only in exceptional cases for well-founded reasons, but the examiner must inform the student's office in reasonable time. The student's office then informs the students and the vice-dean responsible for the field of education.

(4) The examiner and the student may, by mutual agreement, determine the time of the oral part of the exam when there are valid reasons for this. Any special circumstances regarding the validity of the written exam are determined by the curriculum of each separate teaching unit.

(5) The examiner shall send the signed list of students and the final grades (one grade for the written and oral part of the exam) to the student's office no later than two (2) working days after the oral exam. The student's office shall publish the grades in VIS / ŠIS no later than two (2) working days after the list is received.

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#### **Article 34**

(Access to the assessed written paper and explanations regarding the assessment)

The student has the right to access his corrected and assessed written paper and explanation regarding the grade achieved at the latest within fifteen (15) days from the publication of the exam results. The assessment of the answers to individual questions must be seen in the corrected and assessed written paper.

#### **Article 35**

(Entering the exam results)

The holder of the teaching unit is responsible for entering the results of the exam in VIS / ŠIS. The holder must take into account certain deadlines when entering the data.

### **Improving the grade**

#### **Article 36**

(Improving the exam grade)

(1) The student who has already passed the exam of a teaching unit and wishes to improve the grade achieved, can apply for re-examination for the teaching unit only once for each teaching unit within the time (until the end) of the study process. The exam can be retaken by the end of the next academic year.

(2) When the exam is retaken in order to improve the grade, the higher grade obtained is taken into account when registering the record of grades.

### **Objection against the assessment of the examination**

#### **Article 37**

(Reasons and deadlines for objection)

(1) The student may object to the grade achieved at the exam. The objection may also refer to the implementation of the exam. When the exam is written and oral, the candidate may object only to the grade of the written or oral part of the exam.

(2) An explanatory written objection shall be addressed by the student to the dean of the university member institution no later than three (3) working days after the publication of the grade of the oral exam or accessing the assessed written paper.

#### **Article 38**

(Appointing the commission)

(1) Within a period of three (3) working days after receipt of the objection, the dean of the university member institution shall appoint an exam commission. When appointing the commission, the second paragraph of Article 17 of these Rules shall be followed.

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(2) The president of the commission shall lead the work of the commission and ensure the preparation of minutes, which shall be signed by all members of the commission. A copy of the record is given to the student, and the second copy is sent to the student's office where it is stored in the student's personal folder.

### **Article 39**

(The commission's work on the objection)

(1) The commission shall examine the objection within five (5) working days after the appointment and, on the basis of the opinion of the majority of its members, shall formulate a proposal for resolving of the objection. The proposal is forwarded to the dean of the university member institution.

(2) In the procedure for resolving objections, the commission shall first check whether the objection concerns the grade or the implementation of the exam.

(3) If the objection concerns the grade of the exam, the commission shall check the available documentation on the exam and decide on a possible re-examination of the student's knowledge. In the event that the student passed the oral exam, the commission performs an oral examination of the student's knowledge; if the student passed the disputed written exam, the commission assesses the written paper.

(4) If the objection concerns the implementation of the exam, the examination commission cannot change the exam, but it may decide that the student is allowed to resit the exam.

(5) The commission shall take a decision by a majority of its members. Any disagreement of one of the members with the decision of the commission shall be recorded in the minutes, together with the reasons for disagreement.

### **Article 40**

(Deciding on an objection)

(1) On the basis of a proposal from the commission referred to in Article 38 of these Rules the dean of the university member institution decides on the objection by a decision.

(2) A student may appeal to the senate of the member institution against the decision of the dean within eight days. The decision of the senate of a member institution is final.

(3) If a student has been approved for a re-examination, it is not considered that the student has resat the exam.

(4) When re-examining knowledge on the basis of an objection of the student, the higher grade obtained is taken into account when registering the record.

## **Use of exam rules**

### **Article 41**

(Use of exam rules)

For other forms of examination and assessment of knowledge, the provisions of these Rules concerning exams shall apply *mutatis mutandis*. A university member institution may define precisely the application of exam rules to other forms of examination and assessment of knowledge by an internal legal act.



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## **V. Violations in the process of examining and assessing knowledge**

### **Article 42**

(Violations)

It shall be considered a violation in the examination procedure if the student:

- 1) interacts with another person or persons during the course of the examination in an unauthorized manner, if he copies the exam answers from another person or persons, if he uses unauthorized devices or in any other way disturbs the course of the examination;
- 2) takes or attempts to take the exam instead of (another) registered student, or if he permits another person to take or attempt to take the exam instead of him;
- 3) copies texts of other authors in whole or in part in final works or tasks and seminar papers and other written articles, and uses them as his own, or if he does not cite the authors whose work he quotes, summarizes or paraphrases in his text(s) (plagiarism).

### **Article 43**

(Establishing disciplinary liability and sanctions)

(1) In the event of a violation referred to in the first and the second paragraphs of Article 42 of these Rules, the examiner shall confiscate the written paper from the student. On the list of students registered for the exam and on the student's examination paper, the examiner records the violation by writing "violation of exam rules". The student must not continue the exam. The examiner shall inform the student's office about the violation, which informs the dean of the university member institution of the university. The dean acts in accordance with the rules concerning students' disciplinary responsibility.

(2) In the event of a violation referred to in the third paragraph of Article 42 of these Rules, the procedure shall be conducted in accordance with the rules governing students' disciplinary responsibility.

## **VI. Record of completed study obligations**

### **Article 44**

(Official record of the student's office)

(1) The results of the exams shall be entered in the official records kept by the student's office.

(2) The date of publication of the grade in VIS / ŠIS shall be entered in the official record as the date of the exam.

(3) Exam grades from the official record can be entered and corrected by the official person in the student's office and for the individual teaching unit by the holder of this unit.

(4) The holder of the teaching unit shall fill out and sign the list of students referred to in Article 28 of these Rules.

### **Article 45**

(Student index)

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The student index is the official record of successfully completed teaching units. The index is available to the student in electronic form, but can be issued in printed form only by the university member institution.

#### **Article 46**

(Record of the subject holder)

(1) The holder of the teaching unit must keep his own record of the results of the student's examination and assessment of knowledge for the teaching unit, which also includes a record of the student's fulfilling the conditions for registering for the examination. The holder shall retain records for at least the current and previous academic year.

(2) The students' written examination papers and seminar papers or other assignments from the teaching unit shall be kept by the holder of the teaching unit at least ninety days after registering the final grades on the list, but after the expiration of this deadline they may be destroyed unless the student requests otherwise within the set deadline.

(3) When keeping data on the results of the examination and assessment of knowledge, the holder of the teaching unit shall be obliged to comply with the rules on the protection of personal and confidential information.

#### **Article 47**

(Certificate of completed study obligations  
of students from other higher education institutions)

The member institution issues a certificate of completed study obligations to the student from a different higher education institution who fulfils part of the study obligations at the university.

### **VII. Students with special needs**

#### **Article 48**

(Students with special needs)

The details on performing study obligations for students with special needs are determined by special Rules adopted by the University Senate.

**The Rules on the Examination and Assessment of Knowledge at the University of Primorska (No. 002-18 / 15 of 16.7.2015) contain the following transitional and final provisions:**

### **VIII. Transitional and final provisions**

#### **Article 49**

(Study contributions for the procedures for examining and assessing knowledge)

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Students are charged according to the current price list of the university for individual services in the process of examining and assessing knowledge for which, in accordance with the applicable higher education legislation, the payment of study contributions is envisaged.

#### **Article 50**

(Protection of personal and confidential information)

(1) Personal data of students shall be collected and processed for the purposes of the procedures for examining and assessing knowledge according to these Rules, in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/07 - ZVOP-1-UPB1) and the Rules on the Protection of Personal and Confidential Information of the University.

(2) All persons involved in the process of examination and assessment of knowledge shall be obliged to comply with the principles and provisions of the Personal Data Protection Act and the Rules on the Protection of Personal and Confidential Information of the University.

#### **Article 51**

(Modifications and amendments to these Rules)

Modifications and amendments to these Rules shall be adopted in accordance with the same procedure as these Rules.

#### **Article 52**

(Validity of the Rules)

(1) These Rules shall enter into force and shall apply from 1 October 2015.

(2) For students who have already attended the exam in the same teaching unit before these Rules enter into force, the number of times the student has attended an exam before these Rules enter into force shall be counted in the quota from Article 19, paragraph 6 of these Rules.

(3) On the date on which these Rules enter into force, the provisions of the Rules for the Examination and Assessment of Knowledge at the University of Primorska no. 002-18 / 13 and the Provisions of Internal Legal Acts of university member institutions that regulate the field of examination and assessment of knowledge and are inconsistent with these Rules shall not be valid. The university member institutions shall align their internal legal acts at the latest with the application of these Rules.

**The Rules on amendments and modifications to the Rules on examination and assessment of knowledge at the University of Primorska no.: 002-10 / 2016 of 27 June 2016 contain the following final provision:**

#### **FINAL PROVISION**

#### **Article 10**

These Rules shall enter into force on the day following publication on the website of the University of Primorska. It shall apply for the academic year 2016/2017.

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**The Rules on amendments and modifications to the Rules on the examination and assessment of knowledge at the University of Primorska no.: 002-30 / 17 of 25 October 2017 contain the following final and transitional provision:**

## **FINAL AND TRANSITIONAL PROVISION**

### **Article 2**

There Rules shall enter into force on the day following publication on the website of the University of Primorska.

### **Article 3**

The member institutions of the university shall align their internal legal acts with these Rules within a period of 60 days from the entry into force of these Rules at the latest.

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Full Prof. Dragan Marušič,  
Rector of the University of Primorska