

In accordance with the Higher Education Act (Official Gazette of the Republic of Slovenia, No. 32/2012-UPB7, with amendments) and the Statute of the School of Advanced Social Studies (SASS) in Nova Gorica of 20 April 2015 (UPB4, with amendments), the Senate of SASS adopted the following document at its 5th regular meeting on 20 September 2018:

RULES ON VERIFICATION AND ASSESSMENT OF STUDENT KNOWLEDGE

1. General provisions

Article 1

The Rules regulate the verification and assessment of knowledge of students enrolled in the 1st cycle full-time and part-time studies, in the 2nd and 3rd cycles, and in training study programmes, students who have lost their student status, and other participants in education.

Students without student status enrolled as citizens can participate in the education in individual courses as part of the higher education and university as well as master's programme at the SASS, part-time study or full-time study, if part-time study is not available. They can participate in the education in an individual course or in a part of the programme under the same conditions that apply for enrolment in a particular study programme at the SASS. After completing their academic requirements, they receive a certificate of completed academic requirements with the obtained number of ECTS, which they can use when enrolling into a higher education study programme, university or master's study programme at the SASS.

As a citizen, they pay the tuition fee, exam preparation fee, and exam fee in accordance with the SASS valid price list in accordance with the Rules on contributions and evaluation of costs at the SASS.

Article 2

The forms of verification and assessment of knowledge are as follows: exams, partial exams (colloquiums), seminar papers and seminar works, assignments from tutorials, seminar papers with defense, active participation at tutorials and seminars, tests, presentations, reports from professional practice, presentation of other works, final theses, electronic exams and other forms determined with the study programme. Verification of knowledge can be written and/or oral, by assessment of written and other works or papers and their defense, or by assessment of special presentations. The students' knowledge is verified and assessed by individual elements throughout academic year to ensure a comprehensive review of their mastering the content and constructive and responsible collaboration in the study process.

Article 3

The students must be familiar with the types of assessment and verification, with the assessment criteria and the means of determining the final grade of the course. At the beginning of the academic year, the course coordinator informs the students in detail about the following:

- the course syllabus,
- the types of verification and assessment, as well as the assessment criteria,
- the study requirements and shares of individual elements that comprise the verification and assessment system that determines the final grade of the course,
- the requirements that need to be met to take the written and/or oral exams.

2. Exams

Article 4

The exams are public. The exams are made publicly available by communicating the exam dates and publishing the date, time and location of the exam. The public availability of the exam is also ensured by enabling the coordinator or the student to request a presence of two other people.

Article 5

Students have the right to access their graded written exam and receive an explanation regarding their result within three months from entering the grades into the SASS Higher Education Information System.

Article 6

The student can take the exams of the year they are enrolled in as well as the missing exams from the previous year.

A student who is enrolled in a year for the first time can attempt to fulfil their academic requirements for a higher year on the basis of the approval of their request to pass the courses from a higher year. Such request shall be submitted to the Committee for Study and Students Affairs before the beginning of the academic year in which they want to take the exams. The Committee for Study and Students Affairs approves the student's request for all courses except those that have a specifically defined requirement to be able to enrol in the course.

A student who is repeating the same year or does not have a student status can attempt to fulfil their academic requirements for the missing exams of the year they are enrolled in, the previous year or a higher year on the basis of an approved request to take the courses of the higher year. The request is submitted to the Committee for Study and Students Affairs before the beginning of the academic year in which they want to take the exams. The Committee for Study and Students Affairs approves the student's request for all courses except those that have a specifically defined requirement to be able to enrol in the course.

The grade of the exam passed in the course from a higher year is immediately entered into the student's electronic index. Credit points obtained by passing an exam from a higher year are not counted as part of the quota needed to advance into a higher year.

Article 7

A candidate who has lost their student status at SASS (during a gap year) retains the right to take their missing exams for two years after the expiry of their status in accordance with these rules.

After two years, the candidate must submit a request to continue the studies after a break that lasted longer than 2 years to the Committee for Study and Students Affairs.

Article 8

A student can take exams from the year in which they are enrolled ahead of time, i.e. before the lectures and tutorials are held.

Taking an exam early is approved by the Committee for Study and Students Affairs on the basis of a written request from the student, if there are substantiated reasons for this (an average grade of at least (8) Very Good, leaving for studies or student practice abroad, hospitalisation during exam periods, giving birth, participation at a professional or cultural event or top-level sports competition, etc.), and on the basis of an opinion of the course coordinator.

Article 9

A student can apply for an exam when they have completed all the course obligations determined by the study programme, but they cannot take the exam more than four times in the same academic year. The fourth and any subsequent attempts to take the exam in an individual course are payable by the student.

Article 10

(Exam in front of a committee)

The fourth and all subsequent exams may be in front of a committee. Exam in front of a committee is made available on individual student's request.

The student can ask the committee for permission to take an oral exam instead of a written exam. The committee is appointed by the dean of the SASS. It consists of two higher education teachers. An exam in front of the committee is as a rule conducted during the exam periods at the SASS premises.

The student must pay for the exam in front of a committee.

3. Exam regulations

Article 11

(Exam periods and dates)

Over the duration of the academic year, there are three exam periods: in January/February, June, and August/September.

For courses from the first cycle study programmes, there is at least one exam date per exam period at the full-time study centres.

For courses in the first, second and third cycle of the part-time study programme, there is one exam date per exam period at the headquarters of the School in Nova Gorica and one exam date at the unit in Ljubljana or at the location where a certain course is carried out.

The list of exam dates for all three exam periods is prepared by the Office for Student and Academic Affairs on the basis of an agreement with the course coordinators, no later than by 15 November for the current academic year. The list includes the exam dates from Article 14. The schedule of exam dates in the exam periods is mandatory for students and higher education teachers.

Article 12
(Exam dates outside of the exam periods)

As a rule, one extraordinary exam can be determined within full-time and part-time studies, namely in the period after the completion of the teaching process of an individual course.

The extraordinary exam date is set by the course coordinator in agreement with the students and the Student Office.

Article 13
(The right to take an exam)

Full-time and part-time students, students repeating the year, students in their finishing year, candidates from articles 7 and 8 of these Rules and other participants in the education process may take an exam outside of the exam periods if this is permitted in the specific conditions laid down in the curriculum of an individual course.

Article 14
(Courses not held during the academic year)

For the following courses that are not held during the academic year:

- in the first year after the course is no longer held, three exam dates are set - one date in each exam period; and
- in the second year after the course is no longer held, one to three exam dates are set.

Article 15
(Exam registration procedure)

The student may register for an exam up to four days before the published exam date. The course instructor or course coordinator prints the list of registered students through Higher

Education Information System on the date of the exam. The course instructor or course coordinator may only accept the students who are on the list to take the exam.

Article 16
(Exam deregistration)

If the student does not intend to take the exam, they must deregister using the Higher Education Information System at least three days prior to the published exam date. If the student does not deregister in accordance with this Article, the exam date shall be deemed as used. If the student does not deregister in time but does not take the exam due to a force majeure, the exam date shall not be deemed as used. In this case, the course coordinator may request that the student provides documented proof. If the student does not deregister in accordance with this Article, the exam date shall be deemed as used.

Article 17
(Implementation of written exams)

The course coordinator is responsible for the correct implementation of the exam. In cooperation with the Student Office, the course coordinator provides everything necessary for the implementation of the exam.

If the course coordinator cannot attend the written exam for justified reasons, they are responsible for finding an alternative pedagogical employee who should be the higher education associate in the course.

Article 18
(Written exam procedure)

Written exams generally take from one to two school hours. The examiner must verify the attendance and the identity of the registered students. The students must have a personal identification document with them at the exam. As a rule, the course coordinator submits written questions to the students. The students may not withdraw from the exam during the exam itself.

Article 19
(Oral exam procedure)

Oral exams last 20–30 minutes per individual student. Oral exams may be taken individually or by more students at once. The examiner must verify the identity of the student. The students must have a personal identification document with them at the exam.

The manner of posing the questions (written/oral) is determined by the course coordinator, who informs the student about their grade immediately after the exam is completed.

Article 20
(Cheating on exams – violations of exam rules)

Students have a disciplinary responsibility for violations, obligations and the non-fulfilment of responsibilities in accordance with the Statute of the SASS.

The student is violating rules (cheating on exams) if they collaborate with other students in a prohibited way or use unauthorized aids during the written or oral exam. The course coordinator determines which aids are considered as unauthorised.

The student who takes or attempts to take the exam instead of the registered student, and the student instead of whom another student took or attempted to take the exam, also violates the exam rules. After the violation is established, the student may not continue with the exam and they receive a negative grade. The sanction is carried out by the examiner and the violation is recorded on the list.

The examiner then gives an initiative to start the procedure to determine the violation. The measures regarding the disciplinary responsibility in the violation of exam rules are decided and imposed by the Disciplinary Committee in accordance with the Statute of the SASS.

The Disciplinary Committee of the SASS can impose the following measures:

- a warning issued to the student;
- a reprimand issued to the student;
- expulsion from the SASS: the length of the measure is defined in the decision.

The student may submit an appeal to the Senate of the SASS against each of the listed measures within eight days of issuing. The decision of the Senate is then final.

Following the first violation of exam rules, the student may not take an exam in the course in which they violated the exam rules for the next six months. Following the second violation, they may not take the exam for the next nine months. Following the third violation, they may not take any exam in any course for the next twelve months.

These provisions do not exclude establishing the disciplinary responsibility of the student.

Article 21

(Cheating on exams – violations in the preparation of the diploma thesis)

Students are responsible for violations in the preparation of the diploma thesis. A student is deemed to have committed a violation in the preparation of the diploma thesis if they copy the work of other authors in its entirety or partially without the permission of the author or if they do not properly cite the author when quoting or paraphrasing. Article 20 of these rules shall be applied reasonably for sanctioning violations.

Article 22

(Assessment of knowledge)

The course coordinator assesses the student's knowledge with the following grades:

10 – (Excellent: exceptional results with negligible mistakes);

- 9 – (Very Good: above-average knowledge, but with a few mistakes);
- 8 – (Very Good: solid results);
- 7 – (Good: good knowledge, but with larger mistakes);
- 6 – (Satisfactory: the knowledge demonstrated meets minimum requirements);
- 5 – 1 (Unsatisfactory: the knowledge demonstrated does not meet minimum requirements).

Regardless of the previous paragraph, the course coordinator shall grade the knowledge of the student with “pass”/”did not pass” if this is stipulated in the course curriculum.

(Amendment adopted at the first regular meeting of the senate on 14 November 2019.)

Practical training and professional practice in the organization as components of the study programme are assessed with the following grades:

“pass” or ”did not pass”. The student successfully passes the exam if they receive at least a passing grade - Satisfactory (6) to Excellent (10) or a “pass”. A student who did not take the exam is not graded. In this event, the examiner enters “did not take” on the list of registered students.

Article 23 (Re-evaluation)

A student who has already successfully passed the exam in a particular course but wants to obtain a higher grade may retake the exam. The last of the positive grades they received is entered into the records.

Article 24 (Average study grade)

The average study grade is calculated as the arithmetic middle of all completed exams at the SASS. The diploma thesis grade is not included in the average study grade. The following is taken into account to calculate the average study grade for enrolment and transferring for students who, following the transfer criteria, are enrolling into a higher education professional or university study programme at the SASS:

- a student of the SASS who is enrolling into any year of studies has their average study grade calculated on the basis of all completed requirements (exams) during their studies at the SASS. These are: academic requirements of the study programme at the SASS, including differential exams, academic requirements from previous study programmes from where the student is transferring, as well as any recognised academic requirements (requirements completed at another institute, abroad, etc.).
- students of the SASS who are enrolling into the graduation year status of the university study programme as a graduate of a higher education professional study programme have their average study grade calculated as a balanced average of their average grade obtained as part of the higher education professional study programme and the academic requirements completed as part of the university programme using the equation: $\text{average grade} = \frac{180 \text{ CP} \times \text{average grade from the higher education professional study programme} + \text{number of obtained CP from the university study programme}}{\text{the total number of obtained CP}}$.

25. Article (Recognition of exams passed in other study programmes)

A student who has previously studied in another study programme of the same or higher cycle at a higher education institute in the Republic of Slovenia or abroad, can, prior to their studies or during their studies at the School, request the recognition of the exams that have the same scope and content as the exams they already passed.

The skills of the student that match the learning content of the courses of the study programme that the student is enrolled in and were obtained through various forms of education can be recognised. The course coordinator decides on whether a skill or competency, acquired prior to enrolment, is recognised or not, on the basis of a written request of the student (a completed form), any submitted certificates or other documents proving the successfully acquired skill as well as the content or scope of the skills and the work the student invested in them. An exam can be recognised in whole, partially or not recognised.

An exam can be recognised in whole when the course has at least 2/3 equivalent lecture content, and at least 2/3 of the amount of teaching hours as the comparable course at the School. An exam recognised in full must have the same or a higher number of CP.

In the event that the candidate has passed the exam from the subject with a similar content, sufficient number of hours, but does not meet the CP criteria, the exam is partially recognised and the student can come to an agreement with the course coordinator to prepare a research paper to supplement the CP.

The candidate can request the recognition of a course that is not offered at the School, and it can be recognised as an elective course. The Committee for Study and Students Affairs decides on the recognition of the subject on the basis of the content and scope of the course. The recognised exam must be evaluated with the same or higher number of CP as the elective course of the School.

The recognised exams that the candidate passed prior to enrolling at the School are entered into the academic transcript as "recognised". An exam that was partially recognised and for which the candidate had to complete an additional requirement is assessed with a grade.

During the studies at the School, the candidate can take courses at other, usually related faculties, or faculties abroad through a mobility programme, subject to prior approval by the Committee for Study and Students Affairs. In this case, the passed exams are entered into their academic transcript.

4. Recording completed study requirements

Article 26

The Student Office enters the grade into the grade record and lists the date of entry of the grade as the date when the exam was taken.

Article 27

The course coordinator enters the grades into the Higher Education Information System and submits a signed exam report which contains a list of students with their final grades, the name of the course and location of the exam, the surname and name of the examiner as well as the date of receipt of this report by the Office, fourteen days after the exam at the latest. This signed exam report is valid as an official document of the grade, which is then permanently stored. The date when the student may see their exam and familiarise themselves with the assessment method for their final grade in the course, as well as the possible bans on taking exams (Article 20 of these rules) are also entered into the exam report.

The Student Office transfers the grades entered into the higher education information system by the course coordinator into the student's electronic academic transcript.

Written exams are kept by the course coordinator for at least three months after the final grades are entered into information system.

Article 28

Students who are from another Slovenian higher education institute and are completing a part of their academic requirements at the SASS are issued a certificate after each completed exam. The SASS can issue a certificate for all completed exams (transcript of records).

A transcript of records is issued to the students of foreign higher education institutions after having completed a part of their academic requirements at the SASS. The transcript of records is signed by the head of the Student Office.

Article 29

The record of certificates issued by the SASS to students from other Slovenian or foreign higher education institutes is permanent.
The SASS keeps a record.

Article 30

The student must complete all the academic requirements of one course in the current academic year.
Partially completed academic requirements are not valid in the next academic year.

5. Complaints

Article 31

A student may appeal to their exam grade. They must submit a substantiated written appeal or complaint to the Dean within fifteen days of the exam results publication.

The Dean appoints a three-member committee consisting of higher education teachers within three days of receiving the appeal or complaint. The dean appoints a president of the committee from among the members. The teacher with whom the student has undertaken the exam is a member of the committee. The committee examines the appeal case within eight days of their appointment and adopts an opinion on the adequacy of exam grade.

The committee issues a suitable decision to the Dean based on the adopted opinion. The student can appeal to the Senate of the SASS against the decision of the Dean within fifteen days. The decision of the Senate of the SASS is final.

The student may initiate an administrative dispute against the final decision of the Senate of the SASS.

Article 32

In the process of resolving a written complaint or appeal to the exam grade, the committee first reads the written complaint or appeal and determines to what it refers: either to the grade or the exam procedure. If the complaint or appeal refers to the grade, the committee examines the available documentation on the basis of which the student made the complaint, and decides on a possible re-assessment of the student's knowledge.

If the complaint or appeal relates to the exam procedure, the committee cannot change the grade, however they can decide to allow the student to take the exam again at the following exam date. The grade that the student obtains when retaking the exam replaces the grade they received at the disputed exam.

If the committee had allowed the student to retake the exam in accordance with the previous paragraph, it shall not be deemed that the student has repeated the exam.

Article 33

The president of the committee shall conduct the procedure and the resolution of the complaint or the appeal under Article 30 and ensures that a record of the proceedings is made and signed by both members of the committee. The student also receives a copy of the record, which they confirm by signing the original, which is kept in the student's personal file in the Student Office.

6. Transitional and final provisions

Article 34

The Rules on the Examination and Assessment of a Student Knowledge and the amendments and supplements to the Rules are adopted by the Senate of the SASS on the proposal of the Committee for Study and Students Affairs. Amendments and supplements to these rules can be proposed by the Dean, teaching staff, the Committee for Study and Students Affairs, the Student Council, the managing director and professional staff. Proposal should be submitted in written form.

Article 35

These Rules shall enter into force on 1 October 2018. The procedures for recognising skills and knowledge shall be dealt with in accordance with the Rules on the Recognition of Informally acquired Knowledge and Skills.

These Rules shall be published on the School's website.

On the day these Rules enter into force, the Rules on the Examination and Assessment of Student Knowledge from 25 April 2013 shall cease to apply.

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