

***NOTE: The unofficial consolidated text of these Rules is provided for informational purposes only.***

The unofficial consolidated version of the Rules on Examination and Assessment of Knowledge at the University of Primorska includes:

- Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-26/18 of 17 December 2018,
- Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-3/19 of 28 March 2019,
- Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-27/20 of 21 October 2020,
- Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-40/2020 of 23 December 2020,
- Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-17/2021 of 28 September 2021:
- Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-14/2022 of 25 May 2022:

## **Rules on Examination and Assessment of Knowledge at the University of Primorska**

**(Unofficial consolidated text)**

### **I. General Provisions**

#### **Article 1**

(Contents 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 on study programmes of the University 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 training programmes and other educational programmes offered by the University.

(2) Individual procedures for which these Rules foresee a more detailed regulation at the level of the University's member institutions (hereinafter: member institutions) shall be regulated in greater detail by the relevant legal acts of individual member institutions.

(3) The provisions of the member institution's legal act referred to in the previous paragraph of this Article shall not contravene these Rules.

(4) These Rules do not regulate the procedures for assessing knowledge through final theses within individual study programmes.

(5) Each member institution shall regulate the evaluation and assessment of knowledge related to practical training by means of a legal act.

**Article 2**  
(Use 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 the purposes of all educational programmes referred to in Article 1 of these Rules (undergraduate and postgraduate studies, advanced training programmes and other educational programs), the term *study programme* is used in these Rules.

(3) The term *course* is used for all educational units which are part of the curriculum of a particular study programme and for which these Rules regulate the examination and assessment of knowledge.

(4) The term *course lecturer* is used in these Rules to refer to all higher education teachers who carry out the educational process and hold the appropriate title.

(5) The term *examiner* is used in these Rules to refer to all higher education teachers and associates who can conduct examinations, i.e.,

- the course coordinator or course lecturer,
- the chair of the panel of examiners if the examination is conducted before a panel of examiners,
- other higher education teachers or associates (upon agreement and consent of the course holder or course lecturer), who do not have the capacity to carry out assessment.

(6) In these Rules, all higher education teachers who may assess students' knowledge are referred to with the term *assessor*, i.e.:

- the higher education teacher who is the course coordinator,
- the higher education teacher who is the course lecturer,
- another higher education teacher (upon agreement and consent of the course coordinator) appointed to the title for the subject area covered by the course for which knowledge is being assessed,
- the panel of examiners.

**Article 3**  
(Neutral grammatical form)

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

**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) Performance in the fulfilment of study obligations shall be determined on the basis of examination and assessment of knowledge. Examination and assessment of knowledge form the basis for obtaining a grade and credits for completed study obligations.

(2) Students' knowledge shall be tested and assessed through examinations and continuous assessment of knowledge throughout the study process and throughout the academic year. This manner of examining and assessing knowledge motivates students in the ongoing study process and ensures a comprehensive overview of how the student is managing the topics covered by the course,

while giving students feedback on their knowledge, encouraging their active and responsible participation in the learning process and directing them in their further studies.

**Article 5**  
(Study obligations)

Study obligations are determined by the study programme and the syllabus of each course.

**Article 6**  
(Forms and methods of examination and assessment of knowledge)

(1) The forms of examination and assessment of knowledge are determined by the study programme and course syllabi and may be conducted the following forms: written examination, oral examination, written and oral examination, test or other forms of evaluating knowledge, performance, active participation in lectures and tutorials, report from professional practice, seminar paper, diploma thesis and other final theses, as well as other forms of examination and assessment of knowledge.

(2) Examinations may take the following forms:

- oral,
- written,
- oral and written,
- assessment of written, graphic, technical and other assignments or tasks and their defence, or assessment of their presentation.

(3) The forms of continuous monitoring and assessment of knowledge are defined in more detail in the syllabi of individual courses and comprise the following: mid-term and term exams and other tests, seminar papers, short written assignments, presentations, active participation in lectures, seminars and tutorials, tests, assessed teaching sessions, etc.

(4) An examination is a form of final assessment and evaluation of knowledge of the topics outlined in the course syllabus, which the student attends upon the completion of each course. In the cases specified within these Rules, students may also attend an examination earlier, i.e. before all the course lectures, seminars, and tutorials have been completed.

**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 character of the examination and assessment of knowledge shall be safeguarded by:

- publishing examination and assessment dates,
- allowing other students to attend the oral exam,
- promptly informing students of the examination results,
- making all the assessed written, graphic, technical, and other assignments available for inspection by the candidate.

(3) The results of the examination and assessment of knowledge are published through the University Information System (hereinafter: VIS/ŠIS), subject to the provisions on the protection of personal data.

## **Informing students**

### **Article 8**

(Informing students of their study obligations and the purposes, methods and forms of examination and assessment of knowledge)

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

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

(3) At the introductory lecture, the students shall be acquainted with the following:

1. the content, goals and plan for the implementation of each course,
2. the anticipated study results or competences the student is expected to acquire during each course,
3. the main reading lists and resources,
4. the methods, elements and criteria used for the examination and assessment of knowledge,
5. the study obligations and the weight (percentage) of each individual component of the examination and assessment of knowledge in the student's final grade for each course,
6. the conditions which must be met for a particular form of examination and assessment of knowledge for each course,
7. the rules regarding the examination and assessment of knowledge.

### **Article 9**

(Public availability of information on study programmes)

Each member institution shall ensure public availability of up-to-date information on their study programmes and individual course syllabi by publishing an outline of their study programmes on their website.

## **General rules on the fulfilment of study obligations**

### **Article 10**

(Fulfilment of study obligations)

(1) Students may fulfil the study obligations for the courses conducted in their current year of study and the study obligations they failed to fulfil in previous years. In exceptional cases, as determined by the University Statute and these Rules, they may also fulfil study obligations for a subsequent year of study.

### **Article 11**

(Early examinations in the enrolled year)

(1) Given sufficient justification and a written consent by the course lecturer, the student may take an early examination (or examinations) for the courses of their enrolled year. Valid reasons include leaving for study or professional practice abroad, hospitalisation during the examination period, childbirth, or participation at a top-level sporting event or a top-level cultural event, etc.

(2) The student's request for an early examination shall be considered by the member institution's competent authority.

## **Article 12**

(Fulfilment of study obligations for a subsequent year of study)

(1) A student who is re-enrolled in a year may, in exceptional cases, fulfil the study obligations and take examinations in the courses of a subsequent year of study. An individual who has lost the status of a student may, in exceptional cases, fulfil the study obligations of the year in which they intend to enrol at the next enrolment period.

(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 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 member institution may, by means of its legal act, determine other conditions for fulfilling study obligations for a higher year.

## **Article 13**

(Fulfilment of study obligations after interruption of studies)

An individual who has lost the status of a university student shall retain the right to fulfil their missing study obligations for the study programme they were enrolled on, in line with the provisions outlined in the Statutes of the University.

### **Assessment of knowledge**

## **Article 14**

(Grades)

(1) Students' knowledge, skills and competences in the context of their study obligations shall be assessed by the assessor 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 errors,
- 6 (sufficient) - knowledge which meets the minimum criteria,
- from 5 to 1 (insufficient) - knowledge which does not meet the minimum criteria.

(2) A study obligation may also be assessed with a descriptive grade of "Passed" or "Failed" and "Recognised" or "Not Recognised" if so determined by the study programme.

(3) Positive grades indicate successful completion of study obligations. Positive grades, i.e., grades from 10 to 6, and descriptive assessments of "Passed" and "Recognised" indicate successful completion of study obligations.

(4) Negative grades indicate unsuccessful completion of study obligations. Negative grades are grades from 5 to 1, and descriptive assessments of "Failed" and "Not Recognised".

(5) Each study obligation shall be assessed with one final grade, which considers all components of the examination and assessment of knowledge, determined by the syllabus.

## **Examinations and examination rules**

### **Article 15**

(Examination forms and methods)

(1) Examinations may be oral, written, or written and oral.

(2) Examinations are conducted for each course. The form and manner of examination, as well as the prerequisites for taking the exam, and the weight (%) of each individual form of examination in the final grade is outlined in the course syllabus. If so defined in the course syllabus:

- in the case of courses which combine substantively different subject areas and are conducted by different lecturers, a partial examination may be conducted for each field. Each partial examination 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 course syllabus;
- assessments through various forms of continuous examination and assessment of knowledge may be taken into account in the final grade in a manner defined in the course syllabus;
- the examination may also be carried out through successful completion of a term or mid-term exam, test, seminar work, project, or other forms of coursework;
- the examination may also include a practical part.

### **Conditions for attending and resitting examinations**

#### **Article 16**

(Conditions for attending the examination)

(1) Students may attend the examination for a course in which they have fulfilled all the prerequisites for attending the examination as prescribed in the course syllabus, and may attend a partial examination when they have fulfilled the obligations for the part of the course which 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 their financial obligations to the member institution or has been banned from attending examinations on the basis of the provisions of these Rules may not attend examinations.

(3) The condition for attending the examination is the completion of the survey in accordance with the Rules on Student Survey at the University of Primorska.

#### **Article 17**

(Resitting examinations)

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

(2) A student may resit an examination for an individual course up to four times in the same academic year for an individual course. The student may resit the examination at any examination 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 examinations for the same course shall not be affected by the student's status, repetition of the year, or manner of passing the examination (oral, written or written and oral).

(5) A student may resit an examination for the same course up to six times.

(6) Having failed the third examination for the same course, the course lecturer shall carry out consultations with the student or implement a different measure as determined by the member institution's relevant internal act.

(7) The student resitting an examination for the fourth and subsequent times shall be charged a fee in accordance with the current price list of the University.

(8) A student who registers for an examination which is payable in accordance with the University's price list shall be exempt from paying this fee if on the basis of supporting documents it is found that they did not attend the examination for justifiable reasons or had withdrawn from the examination in due time. A student who fails to sit an examination without a justifiable reason or fails to withdraw from the examination in due time is required to pay an examination fee.

(9) A student who fails to pass an examination at the final attempt allowed will not be able to complete the study programme.

(10) The highest number of attempts at mid-term and term exams and other continuous forms of examination and assessment of knowledge shall be defined in the member institution's relevant legal act.

#### **Examination registration and withdrawal**

##### **Article 18**

(Registration for the examination)

(1) The student registers for the examination via VIS/ŠIS.

(2) The student must register for the examination no later than five days before the scheduled examination date.

(3) The student may register for the first examination in the main examination periods no earlier than fifteen (15) days before the beginning of the examination period.

(4) The student is responsible for a correct and complete registration.

(5) In the event that the student has completed a course through positively graded mid-term and term exams, seminar paper, project or other forms of continuous assessment of knowledge, they must register for one of the scheduled examination dates for the course in order to have their final grade entered in VIS/ŠIS.

##### **Article 19**

(Withdrawal from examination)

1) If the student does not intend to attend the examination for which they have registered, they must withdraw from the examination. Students can withdraw from examinations via VIS/ŠIS no later than three (3) days prior to the scheduled examination date.

(2) Failing to withdraw from the examination and not attending the examination does not affect the permitted maximum number of attempts (six) at the examination for the same course.

(3) If the student fails to withdraw from the examination due to insurmountable circumstances which occurred after the expiration of the period referred to in the first paragraph of this Article, the student is deemed to have withdrawn from the examination in due time. The student is required to submit the relevant supporting evidence no later than five (5) days from the date of the examination. The student may then register for and sit the examination at the next examination date.

(4) If the student fails to withdraw from the examination and does not attend the examination for no justifiable reason, they may register for and sit the examination no sooner than thirty (30) days following the examination date they failed to attend.

## **Article 20**

### **(Examination before a panel of examiners)**

(1) Upon request of the student or the course lecturer, the fourth attempt at an examination for the same course takes place before a panel of examiners. The fifth and sixth attempt at an examination for the same course shall take place before a panel of examiners (panel examination).

(2) The panel of examiners shall consist of at least three members. The panel of examiners consists of the chair and two or more members appointed by the dean of the member institution from among higher education teachers. The course coordinator and course lecturer are members of the panel of examiners, but cannot assume the role of its chair. The composition of the panel of examiners must enable an appropriate assessment of the results of the student's performance.

(3) For the courses in which the dean of the member institution is the course coordinator or lecturer, the panel of examiners shall be appointed by the member institution's vice dean for education.

(4) The examination before a panel of examiners may be conducted in written, oral or written and oral form, in line with the forms of examination and assessment defined in the relevant course syllabus.

(5) Regardless of the provision stated in the previous paragraph, the panel examination at the final permitted attempt shall be conducted in oral, or written and oral form.

(6) In case of an oral exam, all members of the panel of examiners shall be present at the examination. The student is asked questions by a higher education teacher appointed to the academic title for the subject area of the course for which the examination is being conducted. Upon completion of the oral exam, the members of the panel of examiners shall consult and assess the student's knowledge by majority vote and immediately inform the student of the grade achieved.

(7) If the panel examination is conducted in writing, the members of the panel of examiners examine the student's answers and assess them with a grade obtained by majority vote. The results of the written examination shall be published no later than five (5) working days after the written examination.

(8) The panel examination shall be summed up in a report in which the chair of the panel of examiners records data on registration for the examination, examination questions and the grade obtained. The report shall be signed by all members of the panel of examiners and submitted to the student's office, where it is kept in the student's personal folder.



## **Examination periods and examination dates**

### **Article 21**

(Examination periods)

(1) The main examination periods are the winter, summer and autumn examination periods. For study programmes which are organised in quarters the University determines two quarterly examination periods, which take place at the end of the 1st and 3rd quarters.

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

### **Article 22**

(Regular, quarterly and supplementary examination dates)

(1) Examinations are carried out during the examination periods. Examination dates may be regular, quarterly and supplementary.

(2) Regular examination dates are the examination dates scheduled to take place during the main examination periods.

(3) Quarterly examination dates are the examination dates scheduled to take place during quarterly examination periods.

(4) Supplementary examination dates are the examination dates scheduled to take place outside the examination periods.

### **Article 23**

(The right to attend examinations on examination dates)

(1) All students may attend examinations on regular examination dates.

(2) Quarterly examination dates may be attended by students who are enrolled in the year in which the course is conducted in the current academic year.

(3) Supplementary examination dates may be 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 the legal act of the member institution, full-time students may also attend examinations at supplementary examination dates.

### **Article 24**

(Number of examination dates)

(1) Examination dates are announced at the main location of the member institution and at its satellite locations, in a manner which ensures equal conditions for attending examinations to all students of the member institution.

(2) Regular examination dates must be arranged in such a way that for every course conducted in the current academic year, both at the main location of the member institution and at its satellite location, at least four examination dates are scheduled in the academic year, of which at least one examination date is scheduled to take place during the main examination period.

## **Article 25**

(Examination dates for courses not implemented in the current academic year)

(1) For the courses not implemented in the current academic year, the main location of the member institution shall schedule:

- three regular examination dates in the first year after termination of implementation of the course, namely one examination date in every main examination period;
- in the second year after the termination of the course, at least one examination date in the academic year;
- in the third year and in the following years after the termination of the course, the examination date shall be determined upon a written request of one or more students; the student shall address the request to the student's office.

(2) For courses not implemented in the current academic year, each satellite location of the member institution shall schedule:

- in the first year following the termination of course implementation, two regular examination dates;
- in the second year after the termination of the course, at least one examination date in the academic year;
- in the third and subsequent years after the termination of the course, the examination date shall be determined upon a written request of one or more students; the student shall address the request to the student's office.

## **Article 26**

(Scheduling examination dates)

(1) The schedule of examination dates for individual courses is prepared by the student's office on the basis of an agreement with the course teachers.

(2) There must be at least fourteen (14) days between individual examination dates for each course.

(3) Only one examination for one mandatory course of an individual year of the study programme may be carried out on a single day.

(4) The schedule of examination dates is compulsory for students and course lecturers. The examination date may only be changed for justified reasons, which include the absence of the course coordinator/lecturer due to illness or other unavoidable circumstances. The student's office should inform the students of the change of the examination date no later than five (5) days before the examination date; and within the shortest possible time if the situation occurs at a later date.

(5) The list of regular examination dates for all three examination periods shall be published in VIS/ŠIS by 15 November of the current academic year at the latest. The list shall include the following information on the examination date: the name of the course, the examiner, and, if the study programme is also implemented at satellite locations, the date and time of the examination and the place where the examination is held. The list of regular examination dates also includes examination dates for courses not implemented in the current academic year.

(6) Supplementary examination dates for each course shall be announced for the date agreed by the course lecturer and the student, but no later than fifteen (15) days prior to the date of the exam.

(7) Examination dates for part-time students must be scheduled at the beginning of the teaching process for each individual course or its part. The date must be agreed by the course lecturer and the student, but no later than fifteen (15) days prior to the examination date.

(8) In the cases outlined in Article 11 of these Rules, examination dates may also be scheduled for the day determined by the course lecturer and the student, but no later than fifteen (15) days prior to the date of the examination.

(9) The member institution may, by means of its legal act, regulate in detail the scheduling of supplementary examination dates.

#### **Article 27**

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

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

(2) Only students who have met all the conditions for attending the examination shall be included on the list. The course lecturer verifies the fulfilment of these conditions on the basis of relevant records.

### **Examinations, publication of examination results and access to examination papers**

#### **Article 28**

(Responsibility for conducting the examination)

(1) The examiner shall be responsible for a proper implementation of the examination and shall collaborate with the student's office in making all the necessary arrangements for conducting the examination.

#### **Article 29**

(Checking the attendance and identity of students)

(1) At the exam, the student must produce an identity document, namely a student ID card or a certificate of enrolment together with a personal identity document incorporating the student's photo; for participants in advanced education programmes and other education programmes at the university, an identity document incorporating the student's photo is required.

(2) Before the beginning of the examination, 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. Formal requirements regarding the registration of students for the examination 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.

#### **Article 30**

(Written examination and publication of results)

(1) Written examinations are conducted in the form of a written assignment. At the written exam, students are given examination questions or examination tests in writing. The written examination 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 examination 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 assessor shall enter the grades for the written examination in VIS/ŠIS (field Enter Results) within fourteen (14) days from the examination date at the latest. A member institution may, by means of its legal act, set a shorter deadline for submitting the examination results.

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

(7) If a student who attends the written examination does not submit the examination paper to the examiner, the grade shall be assessed as "negative (1)".

(8) A student who did not attend the examination shall not be assessed. In this case, the assessor enters "not attended".

(9) Unless stated otherwise in the legal act of the member institution, the provisions of paragraphs 5 and 6 of this Article shall apply mutatis mutandis for mid-term and term exams, tests, seminar papers, projects or other written products.

### **Article 31**

(Oral examination and publication of results)

(1) The oral examination shall be carried out in the form of a personal interview between the assessor and the student. The oral examination may be conducted individually or with a group of students and can last for up to one school hour. The method of the interview shall be determined by the assessor.

(2) The assessor shall notify the student of the grade of the oral examination on the day of the examination and shall enter the grade in VIS/ŠIS (field Enter Results) no later than two (2) working days after the oral exam.

(3) A student who did not attend the examination shall not be assessed. In this case, the assessor enters "not attended".

### **Article 32**

(Written and oral examination and publication of results)

(1) If the examination for the course consists of an oral and a written part, successfully passing the written part of the examination is the condition for attending the oral part, unless otherwise determined by the course syllabus.

(2) The provisions of Article 30 of these Rules shall apply when conducting written examinations and notifying the student and the student's office of the grades. The schedule of oral examinations is published when informing students of the grades of the written part of the exam.

(3) The oral part of the examination 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 assessor must inform the student's office in due course, which will then inform the students and the vice-dean responsible for the field of education.

(4) The assessor and the student may, by mutual agreement, determine the time of the oral part of the examination when there are valid reasons for this. Any special circumstances regarding the validity of the written examination are determined by the course syllabus.

(5) If a student who attends the written part of the examination does not attend the oral part of the examination, the grade shall be assessed as "negative (1)". If a student does not attend the oral part of the examination due to insurmountable circumstances (illness or other insurmountable circumstances), that occurred between the written part of the examination and the scheduled date for the oral part of the examination, he/she must submit the relevant evidence to the student's office within five (5) days from the day of the scheduled oral part of the examination. In this case, the student must attend the oral part of the examination no later than three (3) months from the scheduled date for the oral part of the examination. If the student does not attend the oral part of the examination within this period, his/her examination will be assessed as "negative (1)".

(6) The assessor shall enter the final grades in VIS/ŠIS (field Enter Results) no later than two (2) working days after the oral exam.

### **Article 33**

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

The student has the right to access their corrected and assessed written paper and explanation regarding the grade achieved within fifteen (15) days from the publication of the examination results. The corrected and assessed written paper must contain clear assessment of the answers to individual questions.

### **Article 34**

(Entering the examination results)

The assessor is responsible for entering the results of the examination in VIS/ŠIS. The assessor must take into account certain deadlines when entering the data.

## **Improving the grade**

### **Article 35**

(Improving the examination grade)

(1) The student who has already passed the examination for a course and wishes to improve the grade achieved, can apply for a re-examination for the course only once for each course during (until the end of) their studies. The examination can be retaken by the end of the next academic year.

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

## **Objection against the assessment or the examination**

### **Article 36**

(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 examination is conducted in written and oral form, the student may also 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 member institution no later than three (3) working days after the date of publication of the grade of the oral examination or accessing the assessed written paper.

### **Article 37**

(Appointing the panel of examiners)

(1) Within a period of three (3) working days after receipt of the objection, the dean of the member institution shall appoint a panel of examiners. When appointing the panel of examiners, the second paragraph of Article 20 of these Rules shall apply.

(2) The chair of the panel of examiners shall lead the work of the panel and be responsible for the preparation of the report, which shall be signed by all members of the panel.

### **Article 38**

(The panel of examiners' responsibilities in case of an objection)

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

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

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

(4) If the objection concerns the implementation of the exam, the panel of examiners shall not change the examination grade but may allow the student to resit the exam.

(5) The panel shall reach a decision by majority vote and submits it in the form of a proposal to the dean. Any disagreement of one of the members of the panel of examiners with the decision of the panel shall be recorded in the report, along with the reasons for their disagreement.

### **Article 39**

(Deciding on an objection)

(1) On the basis of a proposal from the panel referred to in Article 37 of these Rules, the dean of the member institution reaches a decision regarding the objection.

(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 the 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 shall be taken into account when registering the grade.

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

### **Article 40**

(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 unauthorised manner, copies the examination answers from another person or persons, uses unauthorised devices or in any other way disturbs the course of the examination;
- 2) takes or attempts to take the examination instead of (another) registered student, or permits another person to take or attempt to take the examination in their place;
- 3) copies texts of other authors in whole or in part in seminar papers and other written assignments, and uses them as their own, or does not cite the authors whose work they are quoting (plagiarism).

#### **Article 41**

(Establishing disciplinary liability and sanctions)

(1) In the event of a violation referred to in the first and second paragraphs of Article 40 of these Rules, the examiner shall confiscate the written paper from the student. The examiner shall record the violation on the list of students registered and on the student's examination paper, stating "violation of examination rules". The student is not allowed to continue the examination. The examiner shall inform the student's office of the violation, which shall then inform the dean of the member institution. 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 40 of these Rules, the procedure shall be conducted in accordance with the rules governing students' disciplinary responsibility.

### **IV. Records of completed study obligations**

#### **Article 42**

(Official records of the student's office)

(1) The results of the examinations 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 records as the date of the examination.

(3) The lists of students with the grades referred to in the Articles 30, 31 and 32 of these Rules are exported from VIS/ŠIS once a year, usually in the period between 1 and 10 October of the next academic year and are archived. Lists are kept permanently.

#### **Article 43**

(Student's transcript of records)

The student's transcript of records is an official record of all the courses the student has successfully completed. The transcript of records is available to the student in electronic form, but can also be issued by the member institution in printed form.

#### **Article 44**

(The course lecturer's records)

(1) The course lecturer is required to keep their own records of the results of the examination and assessment of students' knowledge for the course, which also includes a record of each student's fulfilment of the conditions for registering for the examination. The course lecturer shall retain the records for at least the current and previous academic years.

(2) The course lecturer shall keep the students' written examination papers and seminar papers or other assignments from the course for at least ninety days after registering the final grades. These papers may be destroyed after the expiration of this deadline unless the student requests otherwise within the set deadline.

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

#### **Article 45**

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

Students from other higher education institutions who wish to fulfil part of their study obligations at the University shall be issued a certificate of completed study obligations by the member institution.

### **V. Students with special needs**

#### **Article 46**

(Students with special needs)

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

### **VII. Fees for the procedures of examining and assessing knowledge**

#### **Article 47**

(Fees for the procedures of examining and assessing knowledge)

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 the payment of fees is envisaged by the applicable higher education legislation.

### **VIII. Data protection**

#### **Article 48**

(Protection of personal and confidential information)

(1) In accordance with these Rules, students' personal data shall be collected for the purposes of the procedures of examination and assessment of knowledge in line with the Higher Education Act and shall be processed in line with the applicable regulations in the field of protection of personal data.

(2) All persons involved in the process of examination and assessment of knowledge are obliged to comply with the principles and provisions of the Higher Education Act and the applicable regulations in the field of personal data protection.

### **IX. Transitional and final provisions**

#### **Article 49**

(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 50**

(Entry into force of these Rules)

(1) These Rules shall enter into force on the day following the date of their publication on the UP website, except for the provisions of paragraphs 5 and 6 of Article 17, paragraph 2 of Article 19, and paragraph 1 of Article 20, which entered into force on 1 October 2019.

(2) On the date of entry into force of these Rules, the provisions of the Rules for the Examination and Assessment of Knowledge at the University of Primorska No. 002-31/17 of 26 October 2017 shall expire, except for the provisions stated in the first paragraph of Article 17 and the sixth paragraph of Article 19, which remain valid until 30 September 2019.

(3) Notwithstanding the provision of the first paragraph of this Article, a student who attends an examination for a course for the sixth or seventh time by 30 September 2019 will be permitted to resit that examination until 30 September 2020.

(4) Notwithstanding the provision of the sixth paragraph of Article 17, in the case a student has failed an examination for a course for the fourth or fifth time by 1 October 2019, the course lecturer shall carry out consultations with the student or implement a different measure as determined by the member institution's relevant internal act.

(5) On the date of entry into force of these Rules, the provisions of member institutions' internal legal acts regulating the field of examination and assessment of knowledge which are inconsistent with these Rules shall expire. Member institutions shall align their internal legal acts no later than within three months from the entry into force of these Rules.

**The Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-3/2019 of 27 March 2019 contain the following final provision:**

### **Article 2**

(Entry into force of these Rules)

(1) These Rules shall enter into force on the day following their publication on the website of the UP and shall apply as from 1 October 2019.

**The Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-27/2020 of 21 October 2020 contain the following final provision:**

### **Article 4**

These Rules shall enter into force on the day following their publication on the website of the UP.

**The Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-40/2020 of 23 December 2020 contain the following final provision:**

### **Article 2**

These Rules shall enter into force on the day following their publication on the website of the UP.

**The Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-17/2021 of 28 September 2021 contain the following final provision:**

### **Article 3**

These Rules shall enter into force on the day following their publication on the website of the UP and shall apply as from 1 October 2021.

**The Rules on Amendments and Modifications to the Rules on Examination and Assessment of Knowledge at the University of Primorska No. 002-14/2022 of 25 May 2022 contain the following final provision:**

### **Article 5**

These Rules shall enter into force on the day following their publication on the website of the UP.