

Pursuant to Article 72 of the Act on Higher Education and Scientific Activity ("Official Gazette" No. 119/22) and Article 43 of the Statute of the Šibenik University of Applied Sciences, the University Council, at its 7<sup>th</sup> (online) session held on March 26<sup>th</sup>, 2024, has adopted

## **REGULATIONS**

### **on Student Assessment and Evaluation at the Šibenik University of Applied Sciences**

#### **I. General Provisions**

##### Article 1

(1) These Regulations govern the rules for conducting examinations, assessment, and evaluation of student work during classes and at the final course examination at the Šibenik University of Applied Sciences (hereinafter: the University), based on the Regulations on Studying.

(2) The terms used in this Regulation and having a gender meaning refer equally to the male and female gender.

##### Article 2

(1) The manner of organizing and delivering classes is prescribed by the study program and course implementation plan, consisting in particular of lectures, seminars, pre-clinical exercises, special clinical exercises, methodological exercises, laboratory work, fieldwork, practical training, projects, consultations, mentoring, mid-term exams, final exams, and other forms of knowledge assessment and professional practice.

(2) At least once at the beginning of the semester, the teacher is obliged to inform students about their obligations and the method of earning the percentage of points that constitute the final grade during the course and the final exam, and publish this information on the course intranet pages.

#### **II. Student Assessment and Evaluation**

##### Article 3

(1) Achieved learning outcomes are verified and assessed during classes and examinations, and entered into the appropriate student records.

(2) The study program may stipulate that ECTS credits can be earned from specific forms of classes through descriptive assessment. Courses assessed descriptively are not included in the calculation of the grade point average.

(3) The final course examination is taken within prescribed exam periods after completion of lectures and other activities determined by the study program and course plan.

(4) Final exams may be conducted in written and/or oral form and/or through performance/presentation of practical work, or a combination of these, depending on the course.

(5) The practical part of the exam may be held separately from the theoretical part.

(6) Exams conducted in both written and oral form must be completed within 5 working days, except in duly justified cases.

(7) The written part of the final exam may be eliminatory, i.e., a prerequisite for the oral exam.

(8) Oral exams are public and normally conducted in the presence of at least two persons. The teacher is obliged to ensure publicity. If publicity is not ensured, the student has the right to request it and postpone the exam until it is granted.

- (9) The student must take final exams in all enrolled courses, in accordance with the study program and study implementation plan.
- (10) Students may only take exams in courses enrolled during the current academic year.
- (11) Students who have not fulfilled obligations defined by the study program and the study implementation plan for a course, may not take its final exam.

### **III. ECTS Credit System of Assessment**

#### **Article 4**

- (1) The ECTS system is used at the University as a measure of student workload.
- (2) The European Credit Transfer and Accumulation System (ECTS) is a European system for credit acquisition and transfer, established as a successful mechanism for creating transparent study programs, encouraging employability, student and teacher mobility, and recognition of academic status among European universities and other higher education institutions.
- (3) Each course or other study obligation is awarded ECTS credits, reflecting the average total workload required to achieve the intended learning outcomes.
- (4) One ECTS credit equals 30 hours of estimated average student work in achieving learning outcomes, in accordance with the law.
- (5) Student workload during the academic year is realized through 30 weeks of classes and 12 weeks for preparation and examinations.
- (6) Each semester normally carries 30 ECTS credits, and the academic year 60 ECTS credits.
- (7) The maximum student workload during a full academic year is 1800 working hours.

#### **Article 5**

- (1) A student may earn ECTS credits for all enrolled courses—mandatory and elective, final paper, practical training, and other activities prescribed by the study program.
- (2) Workload coefficients, expressed in ECTS credits, are awarded only after passing the exam or fulfilling other course requirements.

#### **Article 6**

- (1) Students must attend all forms of classes as prescribed by the study program and implementation plan.
- (2) Full-time students must attend all classes. If a full-time student is absent for more than 30% of the hours of all forms of instruction in a particular course, he/she will be deemed to have failed to fulfill his/her obligations and the teacher may withhold his/her signature.
- (3) Part-time students must attend all classes as prescribed by the study implementation plan. Minimum attendance is set by the University Council upon proposal of the Department Council. Missing more than the prescribed minimum also results in the teacher withholding their signature.
- (4) A student without a teacher's signature may not take the final exam in that course.
- (5) A student denied a signature in a compulsory course must re-enroll in the following academic year.

#### **Article 7**

Evaluation criteria for percentage of points achieved during classes relative to the total possible points for final grade:

- 0–49.9%: graded F (fail); students must take and pass the written exam (test), in either regular or extraordinary exam periods;
- above 50%- students gain the right to take the final course exam.

## Article 8

- (1) The following student activities may be evaluated during classes:
  - attendance and participation
  - acquired knowledge, skills, and competencies (mid-term exams, quizzes, etc.)
  - independent work (seminars, assignments, projects, computer work, presentations, case studies, etc.)
  - other activities specified in the study program or course plan.
- (2) The exact point distribution for all class activities must be published in the course plan on the University's website and intranet pages before the academic year begins, determined and announced by the course coordinator with prior Department Council approval.

## IV. Student Assessment at Final Course Examinations

### Article 9

- (1) Final exams are held during regular or extraordinary exam periods.
- (2) The final exam of a course tests specific competencies that are determined for each thematic unit of the course.
- (3) The written, oral or practical part of the final exam of a course is scored separately.
- (4) Generally, at least 50% of points must be achieved on the written part to be considered passed. The course coordinator defines the distribution of points according to the number of test questions.
- (5) During the written exam/colloquium, the following is not allowed:
  - copying, turning, talking, using any aids
  - writing with a graphite pencil, except in exceptional cases when determined by the course leader
  - using a mobile phone or any other communication or computer device (unless the test is solved on a computer), as well as devices that can record and/or reproduce data.
- (6) The final grade is based on the sum of percentages achieved during classes and at the final exam, in accordance with Table 1 in Article 42 of these Regulations.

## V. Final Grade Formation

### Article 10

- (1) Students fulfilling evaluation requirements during classes must register for and take the final exam.
- (2) The final course grade is the sum of percentages achieved during classes and at the final exam.
- (3) The numeric grading system corresponds to the ECTS system as follows:
  - grade Excellent (5) corresponds to grade A
  - grade Very good (4) corresponds to grade B
  - grade Good (3) corresponds to grade C
  - grade Sufficient (2) corresponds to grade D
  - grade Insufficient (1) corresponds to grade F.
- 4) Passing grades in the numerical grading system are: Excellent (5), Very good (4), Good (3), and Sufficient (2).
- 5) Normally, ECTS grades are assigned by absolute distribution according to the final exam outcome (Table 1), provided the student has demonstrated sufficient knowledge of all mandatory learning outcomes.
- 6) For courses for which the study program has determined that they are expressed with a descriptive grade, the teacher finally assigns the descriptive grade "satisfied".

(7) The final exam results are published on the intranet pages of the course and in the ISVU system and must contain all the information about the achieved success in classes and the final exam of the course.

- (8) The teacher is obliged to grade the student's exam as insufficient (1) and when the student:
- register for the exam, take the exam and leave the room where the written part of the exam is held or abandon the oral exam that has already started;
  - after the written part of the exam, if it is foreseen, do not take the oral or practical part of the exam;
  - due to inappropriate behavior, disturbing other students during the exam or for any reason specified in Article 41, Paragraph 5 of this Regulations, he/she will be removed from the exam.

Table 1. Final Grade Formation by Absolute Distribution

Percentage of knowledge/skills/competence (classes + exam)	Numeric grade	ECTS grade
90–100%	5 (Excellent)	A
80–89.9%	4 (Very good)	B
65–79.9%	3 (Good)	C
50–64.9%	2 (Sufficient)	D

#### Article 11

- (1) A student may take a final exam up to four times per academic year. Non-attendance at a registered exam counts as an attempt.
- (2) On the fourth attempt, the exam must be taken before a committee appointed by the Head of Department, or, in their absence, by the Vice Dean for Education.
- (3) If a student fails a compulsory course after four attempts, they must re-enroll the following academic year.

### VI. Teacher Duties

#### Article 12

- (1) The teacher is obliged to inform the student of the result of the oral exam immediately after the exam, and the result of the written part of the exam no later than five working days from the exam date by displaying the results on the intranet pages of the course or in another appropriate manner.
- (2) In addition to displaying the results, the teacher is obliged to announce the date of inspection of the written part of the exam or the colloquium. After the deadline has expired, if there were no student complaints, the teacher is obliged to keep the students' written exams or colloquiums until the end of the academic year in which the exam was held.

#### Article 13

- (1) Exam schedules are published at the beginning of each academic year as part of the study implementation plan on the University's website.

- (2) Exam schedules must ensure enough dates to accommodate all students entitled to take the exam.
- (3) If an exam must be cancelled or rescheduled, the coordinator must notify the Head of Department, Vice Dean, and students.
- (4) In cases of long-term absence of the coordinator, the Dean, or in their absence the Vice Dean, may assign another teacher or a committee to conduct the exam.

#### Article 14

Oral exams are public and normally held before at least two persons. Teachers must ensure publicity on the oral exam. If not ensured, students may request it and postpone the exam until guaranteed.

#### Article 15

- (1) Official records of exam results are kept in accordance with the Regulations on Information Systems in Higher Education and other applicable rules.
- (2) Exam records include student data, course name, date, sequence number, and results.
- (3) Teachers must submit exam records and exam applications to the Student Services Office within two working days after the exam.

### **VII. Complaint about a grade**

#### Article 16

- (1) A student who believes that he/she has been unfairly graded in the final exam of a course has the right to request in writing, within 24 hours after the grade is announced, that the exam is repeated before the committee. The request for a retake must be justified. The request is submitted to the dean through the student office, or in his/her absence, to the vice-dean for teaching.
- (2) The dean, or in his/her absence, the vice-dean for teaching, upon the proposal of the head of the department, shall appoint the chairperson and two members of the committee within 48 hours of receiving the request if he/she assesses that the request is justified. A teacher with whose grade the student was not satisfied cannot be the chairperson of the committee.
- (3) The head of the department shall determine the time for taking the exam within three working days from the date of the student's request.
- (4) The committee shall make a decision by majority vote.
- (5) In the event of a complaint about a grade, the teacher shall keep the written exam or colloquium until the procedure is completed and the decision becomes final.

### **VIII. Overall Academic Achievement and Honors**

#### Article 17

- (1) Overall academic success depends on grades of all courses assessed numerically and the final/diploma paper, weighted by their ECTS credits.
- (2) Courses graded only as “satisfactory” are not included in the calculation.

- (3) The overall grade is calculated as the weighted average of all course and final paper grades (multiplied by ECTS), divided by total ECTS.
- (4) The overall grade is expressed rounded to two decimal places.

#### Article 18

(1) At the end of undergraduate and graduate professional studies, honors are awarded on the diploma as follows:

- With highest honors (SUMMA CUM LAUDE baccalaureus / specialist) – GPA 4.85 and above
- With great honors (MAGNA CUM LAUDE baccalaureus / specialist) – GPA 4.70–4.84
- With honors (CUM LAUDE baccalaureus / specialist) – GPA 4.50–4.69

### IX. Transitional and Final Provisions

#### Article 19

(1) Matters not regulated by these Regulations are governed by the Regulations on Studies and the Regulations on Final and Diploma Theses.

#### Article 20

(1) On the date of entry into force of these Regulations, the previous Regulations on Student Assessment and Evaluation at the Šibenik University of Applied Sciences (CLASS: 003-08-03/16-04/08, REG. NO.: 2182/1-12/3-1-16-01-07 of July 5, 2016) shall cease to apply.

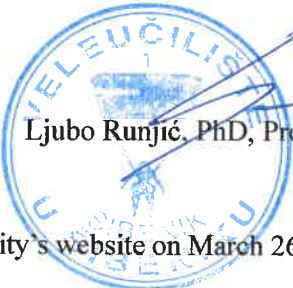
#### Article 21

(1) These Regulations enter into force on the eighth day after publication on the University's website.

CLASS: 007-02/24-05/04

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Šibenik, March 2024

 **Dean**  
Ljubo Runjić, PhD, Professor of professional studies

The Regulations were published on the University's website on March 26<sup>th</sup>, 2024 and entered into force on April 3<sup>rd</sup>, 2024.

 **Secretary**  
Dragan Erceg, Master of Laws