

Pursuant to the Higher Education Act (Official Gazette of the Republic of Slovenia, Nos. 32/12 – consolidated text, 40/12 – ZUJF, 57/12 – ZPCP-2D, 109/12, 85/14, 75/16, 61/17 – ZUPŠ, 65/17, 175/20 – ZIUOPDVE, 57/21 – Constitutional Court Decision, 54/22 – ZUPŠ-1 and 100/22 – ZSZUN) and the Statute of the College of Management Bled, the Senate of the College of Management Bled, at its 3/2023 regular session held on 19 April 2023, adopted the following

Rules on the Assessment and Evaluation of Knowledge and Examination Regulations at the College of Management Bled

I. GENERAL PROVISIONS

Article 1

This Regulation governs the assessment and evaluation of knowledge and the examination regime at the College of Management Bled (hereinafter: CMB).

The Regulation governs the assessment and evaluation of knowledge of enrolled full-time and part-time students, individuals who have lost student status, and other participants in education at CMB (hereinafter: students).

Article 2

In this Regulation, expressions referring to persons and written in the masculine grammatical form shall be used as gender-neutral for both the female and male gender.

II. ASSESSMENT AND EVALUATION OF KNOWLEDGE

Article 3

Students' performance in fulfilling the requirements of the study programme shall be determined through the assessment and evaluation of knowledge. The assessment and evaluation of knowledge shall constitute the basis for obtaining grades and credit points in individual subjects of the study programme, for students' progression, and for their guidance in further study, while simultaneously providing feedback on the level of knowledge acquired.

Article 4

CMB shall publish information on study obligations and forms of knowledge assessment in individual subjects of the study programme in such a manner that they are accessible to students.

The course holder shall, at the introductory lecture each academic year, be obliged to inform students in detail of the method of assessment and evaluation of knowledge for the individual subject, as defined by the study programme, namely:

- the content, objectives and implementation plan of the subject,
- the fundamental study sources,
- the students' study obligations,
- the conditions for participation in individual forms of knowledge assessment,

- the forms and methods of knowledge assessment and evaluation,
- the assessment criteria and the proportions in which individual components of assessment and evaluation contribute to the final grade,
- other information relevant to students in fulfilling study obligations (deadlines for completion of individual obligations, etc.).

The course holder and other persons participating in the delivery of the subject shall not prescribe or require additional study obligations not foreseen in the accredited study programme.

Article 5

Methods of knowledge assessment shall include: oral and written examinations, colloquia, essays and seminar papers, presentations, practical tasks or outputs, projects and project assignments, applied research assignments, portfolio, written report on practical training, oral presentations, tests, peer assessment, professional article, bachelor's thesis, etc.

The methods and scope of knowledge assessment in an individual subject shall be determined by the subject syllabus. If several methods of assessment are prescribed for an individual subject in the syllabus, the student must achieve at least a passing grade in each of them.

Knowledge assessment may be oral or written, or both oral and written. It may also be carried out through the assessment of written and other assignments or tasks and their defence, or in a combination of several forms in accordance with the subject syllabus.

Knowledge assessment may also be conducted in groups, whereby criteria for the contribution of each member of the working group to the overall grade must be determined for group projects in which knowledge is assessed and evaluated.

Article 6

An examination is a method of knowledge assessment by which a student demonstrates the scope and quality of acquired knowledge in an individual subject or assignment.

For each individual subject, the type and method of examination, as well as the conditions for participation in the examination, shall be determined by the syllabus, which forms an integral part of the study programme.

Article 7

Knowledge assessment and evaluation in examinations shall be public. The publicity of examinations shall be ensured by the publication of examination dates at the beginning of the academic year, by oral examinations in compliance with legal provisions on personal data protection, by the timely informing of students about results achieved in knowledge assessment in compliance with legal provisions on personal data protection, by enabling students who have taken the examination to inspect their assessed written and other assignments, and by the public publication of examination results in compliance with legal provisions on personal data protection.

Article 8

Knowledge shall be graded according to the ECTS scale:

Grade		Description ECTS
10	excellent	A
9	very good	B
8	very good	C
7	good	D
6	satisfactory	E
5-1	fail	F
		PASS
		FAIL

A student's knowledge in examinations and other forms of assessment shall be graded with positive and negative marks. Positive grades are: excellent (10), very good (9 and 8), good (7), satisfactory (6). A negative grade is fail (1 to 5). The achieved grade shall be entered by the course holder.

III. EXAMINATION PERIODS AND EXAMINATION DATES

Article 9

Examinations shall be scheduled in the winter, spring and autumn examination periods. Part-time students may also take examinations at other times specified in the part-time study timetable.

A student may exceptionally take examinations of the year in which they are enrolled outside the scheduled examination dates.

Taking examinations outside scheduled examination dates may be approved by the course holder in agreement with the Dean, based on a written request submitted by the student, if justified reasons are stated and supporting evidence is attached (departure for study or professional practice abroad, prolonged hospitalisation during the examination period, childbirth, participation in a cultural event or top-level sporting competition, students with special needs, etc.).

For subjects not delivered in the current academic year:

- in the first year after cessation of delivery, three examination dates shall be set, namely one in each examination period;
- in the second year after cessation of delivery, one examination date shall be set in the academic year;
- in the third and subsequent years after cessation of delivery, an examination date shall be set upon written request of at least three students.

Article 10

A student may perform prescribed study obligations and examinations of the year in which they are enrolled, as well as missing study obligations and examinations from previous years.

IV. EXAMINATION REGULATIONS

Article 11

A written examination shall last at least one and no more than two school hours. The examination supervisor shall, prior to the commencement of the written examination, inform the students present of the permitted aids.

The results of the written examination must be publicly published, taking into account data protection regulations, no later than 10 (ten) working days after the examination.

A student has the right to inspect their written work within 1 (one) month after publication of the results of the examination period. The assessed written work must show the evaluation of answers to individual questions and the overall examination grade.

Article 12

An oral examination shall be conducted in the form of a personal interview between the examiner and the student. The student must be informed of the grade immediately after the examination.

Article 13

If the syllabus prescribes both written and oral examination, a minimum passing grade in the written examination is a condition for entering the oral examination. The oral and written parts form a whole and are assessed with a single final grade.

Article 14

If the examination is conducted as both written and oral, the schedule of oral examinations shall be published together with the results of the written examination. The oral examination may begin no earlier than the next working day after publication of the written examination results.

Article 15

A student who does not pass an examination may retake it. Examination materials shall be retained for one year from the date of the written examination.

Article 16

Examination dates for individual subjects must be scheduled in such a way that a minimum interval of 10 (ten) days is observed between two examination dates of the same subject.

Article 17

Knowledge in an individual subject is assessed and evaluated at the examination by a higher education teacher who is the course holder, or by another accredited higher education teacher for that subject or scientific field (discipline) to which the subject content belongs (hereinafter: examination supervisor).

Article 18

The course holder shall determine the duration of examinations for each subject in accordance with the complexity of the subject and its credit value. The examination supervisor must verify

the attendance and identity of registered students. A student must have an identification document at the examination.

A student may not leave the examination room during a written examination without the permission of the examination supervisor.

Leaving during the examination shall be considered a failed attempt and shall be graded as a negative result, and the student shall be barred from registering for the examination in the next examination date.

If a student submits a written assignment without content, it shall be deemed that they have not withdrawn from the examination, and they shall be barred from registering for the examination in the next examination date.

Article 19

Students who achieve a negative grade of 1 or 2 at the examination shall not have the right to take the examination in the next examination date and shall be prevented from registering for that date. The sanction is not limited to one academic year and shall be carried over into subsequent academic years.

V. APPEAL AGAINST A GRADE

Article 20

A student who is not satisfied with the examination grade may, within 24 (twenty-four) hours or the first following working day after its publication, lodge an appeal with the Dean. The Dean shall, within 7 (seven) days, appoint a three-member committee, in which the examiner of the examination against whose grade the student has appealed may not be a member. The committee shall re-examine the student within 3 (three) days and either re-evaluate or re-assess the student's written examination. No appeal shall be permitted against the committee's grade.

VI. BREACH OF EXAMINATION REGULATIONS AND SANCTIONS

Article 21

A student breaches examination regulations if:

- during the assessment they cooperate with other present persons in an unauthorised manner,
- they use unauthorised aids,
- they copy from other persons,
- or in any way disrupt the conduct of the examination.

The sanction for breach of examination regulations is immediate. The student shall not continue the examination and their work shall be ungraded (the student shall be deemed to have used the examination date). The course holder shall enter into the examination record a note that the examination regulations were breached.

As a sanction for the first breach of examination regulations in the form of cheating, a prohibition from taking the examination at the next regular examination date shall be imposed.

The sanction is not limited to one academic year and shall be carried over into subsequent academic years.

As a sanction for the second breach of examination regulations in the form of cheating, a prohibition from taking the examination at the next two regular examination dates shall be imposed. The sanction is not limited to one academic year and shall be carried over into subsequent academic years.

For a third breach of examination regulations in the form of cheating, the sanction shall be exclusion from CMB.

A person who takes or attempts to take an examination or other form of assessment in place of a registered student, and a student in whose place another person takes or attempts to take the assessment, shall thereby breach examination regulations. The course holder shall enter into the examination record a note that the examination regulations were breached. In such serious cases, exclusion from CMB shall be imposed on both persons involved, and criminal prosecution may be proposed.

VII. IMPROVEMENT OF GRADE

Article 22

A student shall have the right, prior to completion of studies, to a one-time improvement of the examination grade in all subjects already passed, if they wish to improve the grade in an individual subject. If the student achieves a lower grade in the improvement attempt, the original, higher grade shall apply.

VIII. COMMISSION EXAMINATION

Article 23

In the case of the third sitting of an examination in the same subject, it shall be conducted before an examination committee.

Article 24

The examination committee shall consist of two members appointed by the Dean. One of the members shall be the course holder. The method of conducting the commission examination shall be as defined in the syllabus of the individual subject.

The work of the examination committee shall be conducted in such a way that questions are formulated by the higher education teacher who is the course holder. Upon completion of the assessment, the committee shall deliberate and grade the student.

The student may, within 24 (twenty-four) hours from the day the grade was communicated, initiate an appeal procedure with a statement of reasons against the committee's grade to the Dean of CMB. The student may appeal the Dean's decision to the Senate of CMB. The decision of the Senate of CMB shall be final.

IX. EXAMINATION REGISTRATION AND PAYMENT

Article 25

The student must register for the examination and may withdraw from the examination no later than 5 (five) days before the examination. The student is responsible for correct and complete registration for the examination.

The examination supervisor may allow participation in the examination exclusively to students included in the list of registered candidates provided by the registry office of CMB. The examination supervisor shall not amend or supplement the list of registered students.

A student may withdraw from the examination no later than 3 (three) days before the examination. If the student does not withdraw in time, it shall be deemed that they have used the examination date.

Article 26

Full-time and part-time students may take examinations free of charge three (3) times per academic year; each subsequent examination attempt shall be charged in accordance with the price list of CMB. Payment for the examination must be made at least 5 (five) days before the examination.

If a student successfully passes the written examination but does not attend the oral examination, they must re-register for the written examination in the next examination date. A successfully graded written examination shall be recognised for a period of 1 (one) year; however, the student must pay the examination fee according to the CMB price list if it is the fourth registration for the examination in that subject, regardless of the form of examination (written or oral). Payment must be made at least 5 (five) days before the examination.

If students pay for the examination and withdraw in due time, i.e. 3 (three) days before the examination, the payment shall be recognised for the next examination date for the same subject. If the student does not withdraw in due time, the payment shall not be recognised for the next examination date.

Differential examinations, commission examinations and final (thesis) examinations shall be charged in accordance with the applicable price list of CMB.

An examination for a person who has never held student status at the institution shall be charged in accordance with the applicable price list of CMB.

All examination payments must be made at least 5 (five) days before their implementation.

X. FINAL PROVISIONS

Article 27

The Rules on Assessment and Evaluation of Knowledge and Examination Regulations at the College of Management Bled, and any amendments thereto, shall be adopted by the Senate of CMB.

Article 28

The Rules shall enter into force on the day following their adoption by the Senate of CMB and shall be published on the CMB website.

Article 29

These Rules may be amended in the same manner as they were adopted. Amendments and supplements to these Rules shall enter into force on the day following their adoption by the Senate of CMB and shall be published on the CMB website.

Reference number: VM-P-005/2023

Date: 19 April 2023

President of the Senate of the
College of Management Bled
mag. Tadeja Krašna