

At the 43<sup>rd</sup> regular session, held on 15<sup>th</sup> July 2015, pursuant to Article 38 of the Statute of the University of Primorska (Official Gazette of the RS, no. 51/2015 - Statute of the UP - UPB2), the University Senate adopted:

## **Regulations on knowledge examination and evaluation of the University of Primorska**

### **I. General provisions**

#### **Article 1**

(Content of the Regulations)

(1) These Regulations shall regulate the knowledge examination and evaluation of students enrolled in education programmes at the University of Primorska (hereinafter: the University), namely:

- University students,
- Students of other universities who are enrolled in the University study programmes through mobility programmes and other forms of inter-university cooperation,
- Individuals who no longer hold student status at the University and
- Participants in training courses and other education programmes of the University.

(2) The University Member regulates in detail by an internal legal act each of the procedures for which these Regulations provide a more detailed regulation at the University Member's level.

(3) The provisions of the University Member's internal legal act from the preceding paragraph of this Article shall not be in conflict with these Regulations.

#### **Article 2**

(Use of terms)

(1) All groups of participants of education programmes referred to in Article 1 of these Regulations are hereinafter referred to as *students*, except in cases where the provisions apply only to a specific group of participants.

(2) All education programmes from Article 1 of these Regulations (undergraduate and postgraduate study programmes, further training courses and other education programmes) are hereinafter referred to as *study programmes*, except in cases where the provisions apply only to a specific study programme.

#### **Article 3**

(Neutral grammatical form)

In these Regulations, the terms used and written in the masculine form are used as neutral for men and women.

## **II. Knowledge examination and evaluation**

### **Purpose, methods and forms of knowledge examination and evaluation**

#### **Article 4**

(Purpose of knowledge examination and evaluation)

(1) The knowledge examination and evaluation assesses the students' performance in fulfilling their study obligations and the acquired general and subject-specific competences. The knowledge examination and evaluation is the basis for the acquisition of grades and credit points for each individual study unit, e.g. courses, practical trainings, traineeships, modules, final theses, etc. (hereinafter: study units).

(2) The students' knowledge shall be constantly examined and assessed with exams and continuous evaluation of knowledge throughout the duration of the study process and throughout the academic year. This method of knowledge examination and evaluation promotes consistent studying and provides a comprehensive overview of acquired course contents while simultaneously providing feedback to the students, thereby promoting active and responsible participation of students in the study process and guiding students in their further studies.

#### **Article 5**

(Study obligations)

Student's study obligations are defined by the study programme and the curriculum of each study unit.

#### **Article 6**

(Methods and forms of knowledge examination and evaluation)

(1) The examination of knowledge can be oral or written or oral and written, or by examining written, graphical, technical and other products or assignments and their defence or by examining a specific performance.

(2) The forms of knowledge examination and evaluation are specified by the study programme and curriculum of individual study units and are as follows: written exam, oral exam, written and oral exam, preliminary exam or any other form of examination, performance, active participation at lectures and practical classes, traineeship report, seminar paper, thesis and other final papers or works as well as other forms of knowledge examination and evaluation provided by the study programmes or curricula of each individual study unit.

### **Knowledge examination and evaluation openness to public**

#### **Article 7**

(Knowledge examination and evaluation openness to public)

(1) The knowledge examination and evaluation are public.

(2) The openness to public of knowledge examination and evaluation is guaranteed in particular by publicly available announcement of the exam terms and knowledge examination and evaluation results, with the right to access the graded exam papers in accordance with the provisions of these Regulations as well as with the right of the students and of other persons of the public to be present during oral exams.

(3) The results of knowledge examination and evaluation shall be announced in the Student information system of the University (hereinafter: VIS/ŠIS), having regard to the regulations on the protection of personal data and in accordance with the provisions of these Regulations. For each student, the enrolment number and the grade shall be published, while for the results of the exam term, general data about the exam term shall be published, namely: number of students who have passed the exam, number of students who have failed the exam and the average grade of the exam term with a standard deviation, with regard to the positive grades of the exam term.

## **Notification of students**

### **Article 8**

(Notification of students about study obligations and about the purpose, methods and forms of knowledge examination and evaluation)

(1) Students must be notified about their study obligations, purpose, methods and forms of knowledge examination and evaluation in individual study units, criteria of knowledge evaluation and method of determining the final grade for individual study units.

(2) The study programme's study obligations are first presented to the enrolled students at the beginning of the academic year by the Dean or Vice-dean in charge of the education field or another person employed at the University Member, so authorised by the Dean.

(3) At the introductory lecture, the lecturer of the study unit shall inform students on:

1. Content, objectives and plan of implementation of the study unit;
2. Expected study results and competences to be acquired by the student in the study unit;
3. Fundamental study sources;
4. Method and elements of knowledge examination as well as evaluation criteria;
5. Study obligations and percentage that individual components of knowledge examination and evaluation contribute to the student's final grade for the study unit;
6. Admission requirements for each individual form of knowledge examination and evaluation of the study unit;
7. Form of sitting for the exam before an appointed board.

### **Article 9**

(Public access to information on study programmes)

University Member shall provide public access to updated information on study programmes and curricula of individual study units with the description of study programmes on the Member's websites.

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

### **Article 10**

(Fulfilment of study obligations)

(1) The student may complete the study obligations for study units of the current study year as well as the remaining study obligations from previous study years. Exceptionally, in the cases provided by the University Statute and these Regulations, he may also complete the study obligations of a higher study year.

(2) Preliminary written exams and other written exams, seminar papers, performances or active participation at lectures and practical classes are forms of continuous knowledge examination and evaluation at study units and are carried out during the study process of each individual study unit.

(3) The student may complete exams after the completion of the study process for each study unit and in accordance with these Regulations. In the cases provided for in these Regulations, the student may complete exams in advance, i.e. before the lectures and practical classes of the study unit are carried out.

### **Article 11**

(Pre-term exams of the current study year)

(1) Exceptionally, the student may complete exams in advance, that is before the lectures, practical classes and other study obligations determined by the curriculum for each study unit are carried out.

(2) A student who wishes to complete in advance one or more exams of the current study year shall submit a written request to the Dean of the University Member, who grants this request if there are reasonable grounds and the course lecturer has given a written consent for the pre-term exam. The following shall be considered as reasonable grounds: study or traineeships abroad, hospitalisation during the exam term, childbirth, participation in professional sporting competition or cultural event, etc.

### **Article 12**

(Fulfilment of study obligations of higher study years)

(1) A student who has re-enrolled in the same study year may exceptionally complete the study obligations of the higher study year; an individual who no longer holds student status may complete study obligations for the year he intends to enrol into with the next enrolment in the study programme.

(2) The student or individual referred to in the first paragraph of this Article shall submit a written request to the Dean or the competent commission of the University Member, which generally grants the request if the student has completed all the necessary study obligations for the last study year and all the previous study years. By an internal legal act, the University Member can define other requirements for the completion of study obligations of a higher study year.

### **Article 13**

(Accelerated advancement through the study programme)

- (1) The student may apply for accelerated advancement through the study programme.
- (2) The accelerated advancement may be allowed to a student who obtains the required number of credit points for advancement to a higher study year before the end of the academic year.
- (3) The decision for accelerated advancement is adopted by the Senate of the University Member on the basis of a student's application and the reasoned opinion of the relevant commission or other body established by the rules of the University Member. The method of accelerated advancement is also determined with a decision that is adopted by the Senate of the University Member.

### **Article 14**

(Completion of study obligations after suspending the studies)

An individual who no longer holds student status at the University shall retain the right to complete the remaining study obligations required by his education programme and in accordance with the provisions of the University Statute.

## **Knowledge evaluation**

### **Article 15**

(Grades)

- (1) The student's performance in completing his study obligations is assessed by the study unit lecturer with grades from 1 to 10. The grading corresponds to the following grading scale:
  - 10 (Excellent) - Exceptional knowledge with negligible mistakes,
  - 9 (Very good) - Above average knowledge but with some minor mistakes,
  - 8 (Very good) - Sound knowledge,
  - 7 (Good) - Good knowledge with some major mistakes,
  - 6 (Sufficient) - Adequate knowledge suiting minimum criteria.
  - From 5 to 1 (Insufficient) - Knowledge does not meet the minimum criteria.
- (2) The study obligation may also be assessed with descriptive grades "passed" or "not passed" and "recognised" or "not recognised" if so determined by the study programme.
- (3) Passing grades indicate successfully completed study obligations. Passing grades are grades from 10 to 6 as well as the descriptive grades "passed" and "recognised".
- (4) Failing grades indicate the unsuccessful fulfilment of study obligations. Failing grades are grades from 5 to 1 as well as the descriptive grades "not passed" and "not recognised".

### **III. Exams**

#### **Article 16**

(Examination forms and methods)

- (1) Exams are oral, written or written and oral.
- (2) The exams are aimed at verifying the knowledge and competences that are defined by the curriculum of each individual study unit.
- (3) Each exam is related to a specific study unit. The examination form and method are defined by the curriculum of each individual study unit. If so provided in the curriculum:
  - If the study unit consists of different content units that are carried out by different lecturers, a partial exam shall be held for each content unit. Each partial exam is graded independently and all the partial grades form the final grade of the study unit. The method of forming the final grade is defined in the curriculum of each individual study unit;
  - The grades from different forms of continuous knowledge examination and evaluation (preliminary and other exams, performances, active participation at lectures and practical classes, etc.) are to be taken into consideration for the final grade of the study unit, as it is defined by the curriculum of the study unit;
  - The exam may be considered passed if the student has successfully passed the preliminary exams, seminar paper or project;
  - The exam may also have a practical part.

#### **Article 17**

(Exam before a board)

- (1) The fourth and subsequent examinations for the same study unit are exams before a board, if so requested by the student or by the study unit lecturer.
- (2) The exam board consists of three members; the President and two members are appointed among university teachers by the Dean of the University Member. The study unit lecturer, who carries out the exam before a board, is a board member, however he cannot be the board president. The composition of the board has to allow an appropriate judgment on the results of the knowledge examination and evaluation.
- (3) The exam before the board can be oral, written or oral and written.
- (4) If the exam before the board is oral, all board members shall be present at the examination. The interrogation is performed by the university teacher who holds a title in the field of expertise of the study unit for which the exam before the board is carried out. After the completion of the exam, the board members shall consult and evaluate the student's knowledge by majority voting. The student shall be notified about the grade immediately.
- (5) If the exam before the board is written, the board members examine the student's answers and determine the grade by majority voting. The results of the written exam are to be announced no later than five (5) days after the sitting of the exam.

(6) A report about the exam before the board shall be drawn up by the board president, consisting of the application to the exam, the exam questions and the final grade. The report shall be signed by all board members and submitted to the Student office, where it shall be held in the student's personal folder.

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

##### **Requirements regarding exam admission and re-sitting**

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

(Exam admission requirements)

(1) Students meet the exam admission requirements when they meet all the requirements defined in the curriculum of the study unit. Students meet the partial exam admission requirements when a particular part of the study unit is completed. Exceptions to this provision are listed under Article 11 of these Regulations.

(2) Notwithstanding the fulfilment of the requirements from paragraph one of this Article, students who have not settled their financial obligations towards the University member or have been debarred from sitting exams on the basis of the provisions of these Regulations cannot sit the exam.

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

(Re-sitting)

(1) It is possible to re-sit a failed exam provided that there must be a period of fourteen (14) days between both sittings; students whose grade is unsatisfactory (4) or lower can re-sit the exam after a period of thirty (30) days.

(2) Students can sit an exam four times in the same academic year. Students can sit the exam in any exam term, in accordance with these Regulations, except when they were debarred from sitting the exam(s) on the basis of the provisions of these Regulations.

(3) In accordance with the provisions of this Article, a new sitting of the exam based on a successful appeal against the given grade is not deemed a re-sitting.

(4) The student's status, the repeating of a year and the type of exam (oral, written or oral and written) do not affect the counting of exam sittings in the same study unit.

(5) Fourth and further re-sittings as well as sitting for a board exam in the same study unit are charged to the student according to the price list of the University.

(6) Students can sit an exam eight times for the same study unit.

## **Exam terms and exam periods**

### **Article 20**

(Exam periods)

(1) The main exam periods are held in winter, summer and autumn. For a study process that is divided into quarters, there are two additional exam periods at the end of the 1<sup>st</sup> and the 3<sup>rd</sup> quarter.

(2) The exam periods of each academic year are defined by the University academic calendar, which is adopted by the University Senate.

### **Article 21**

(Regular and additional exam terms)

(1) Exams are carried out within exam terms. Exam terms are regular and additional.

(2) Regular exam terms are carried out within exam periods.

(3) Additional exam terms are carried out outside the exam periods.

### **Article 22**

(The right to sit exams on exam terms)

(1) All students can sit exams during regular exam terms.

(2) In additional exam terms, the following can sit for exams: candidates for graduation, students of part-time and post-graduate study programmes, individuals who no longer hold student status and participants in further training courses and other education programmes held by the University. In exceptional cases, full-time students can sit for exams in additional exam terms if they meet all the requirements for exam admission and other eventual additional requirements defined by the Regulations of the University member.

### **Article 23**

(Number of exam terms)

(1) Regular exam terms shall be scheduled so that for each individual study unit of the current or the previous academic year there are at least four exam terms in the academic year, of which at least one during each main exam period.

(2) The exam terms are scheduled at the primary location of the University member and at separately located units. All students shall be ensured equal conditions and treatment.

### **Article 24**

(Exam terms for study units that are not being carried out in the current academic year)

For study units that are not being carried out in the current academic year, the following applies:

- three exam terms shall be scheduled during the first year after the termination of the study unit, each during the three main exam periods;
- at least one exam term shall be scheduled during the second academic year after the termination of the study unit;
- in the third and following years after the termination of the study unit, exam terms are scheduled upon a written request by one or more students; the request shall be submitted to the Student office.

### **Article 25**

#### (Exam timetable and scheduling)

(1) The timetable of the exam terms for each individual study unit is drawn up by the Student office in agreement with the lecturers.

(2) At least fourteen (14) days shall elapse between two exam terms of each individual study unit.

(3) On the same day, an exam for just one mandatory study unit of each year of the study programme may be held.

(4) The exam term schedule applies to both students and lecturers. The date of the exam term can be modified only in justified cases such as the absence of the lecturer due to illness or other unforeseeable circumstances. The Student office shall notify students about the modification of the exam date at least five (5) days before the exam date; if the unforeseeable circumstance occurs later, the students shall be notified as soon as possible.

(5) The schedule of regular exam terms of all three exam periods shall be published in VIŠ/ŠIS no later than 15 November of the current academic year. The schedule must include the following data: the name of the course, the name of the exam supervisor, the day and time of the exam and, if the exam is carried out at a separately located unit, the place where the exam will be carried out. The schedule of regular exam terms also contains exam terms for study units that are not being carried out in the current academic year.

(6) Additional exam terms of each individual study unit shall be agreed between the lecturer and the student and announced at least fifteen (15) days before the exam date.

(7) Exam terms for part-time students must be scheduled at the beginning of the learning process for each study unit or part of the study unit (partial subject), or on a date mutually agreed upon by the lecturer and the student, but this no later than fifteen (15) days prior to the date of the exam.

(8) In cases provided for in Article 11 of these Regulations, the exam terms can also be scheduled on a date mutually agreed upon by the lecturer and the student, but this no later than fifteen (15) days prior to the date of the exam.

(9) The University member may have additional internal regulations regarding the scheduling of additional exam terms.

## **Registration for the exam and withdrawal of the registration, list of candidates**

### **Article 26**

(Registration for the exam)

- (1) Students shall register for the exam via VIS/ŠIS.
- (2) Students shall register no later than on the fifth day before the scheduled exam term.
- (3) The correct and complete registration is the sole responsibility of the student.

### **Article 27**

(Withdrawal of the registration for the exam)

- (1) If students do not intend to sit an exam they registered for, they shall withdraw their registration. It is possible to withdraw the registration via VIS/ŠIS no later than on the third (3) day before the scheduled exam term.
- (2) If students do not withdraw their registration in accordance with the provisions of this Article, it is considered that they have used one exam term and can register for the next exam term only after thirty (30) days, except in cases when students could not withdraw their applications due to unforeseeable circumstances (illness or other unforeseeable circumstances) that occurred after the period referred to in paragraph one of this Article. If the students provide the necessary supporting documents no later than seven (7) days after the exam date, it is considered that they withdrew their registration for the exam in due time.

### **Article 28**

(Realisation and publication of the list of students who registered for the exam)

- (1) Two (2) days before the exam term, the list of students who registered for the exam is available via VIS/ŠIS. The list is available to the supervisor of the exam. The place where the exam will be carried out is also indicated on the list and the students must be informed about it.
- (2) The list only consists of students who meet all the necessary conditions for exam admission. The fulfilment of the conditions shall be verified by the lecturer on the basis of relevant data.

## **Realisation of exams, announcement of exam results and access to exam papers**

### **Article 29**

(Exam supervisor and the responsibility for carrying out the exam)

- (1) The correct realisation of the exam is the responsibility of the lecturer or the board president if the exam is carried out before a board. In collaboration with the Student office, the supervisor shall ensure all the necessary conditions for the realisation of the exam.

(2) The knowledge examination and evaluation shall be carried out by the lecturer or, if the lecturer has given his consent, by another university teacher who holds a title for the same field of expertise of the study unit for which the exam is carried out.

(3) In the cases referred to in these Regulations, the knowledge examination and evaluation can be carried out also by a board.

(4) If the lecturer agrees, the exam supervisor can be another university teacher who normally holds a title for the same field of expertise of the study unit for which the exam is carried out.

### **Article 30**

(Verification of attendance and identification of the students)

(1) At the exam, the students must provide an identification document. Suitable documents are the student identity card and the certificate of enrolment with the identity card or passport; participants in further training courses or other education programmes held by the University must provide an identity card or passport.

(2) Before the beginning of the exam, the exam supervisor shall verify whether the students present are on the list of registered students while at the same time verifying their identity.

(3) The exam supervisor can admit to the exam only students who are on the list of registered students for the exam. Formal requests regarding the registration for the exam or the withdrawal of the registration cannot be dealt with directly with the student but only in cooperation with the Student office.

(4) Students who do not attend the exam cannot be graded. In such cases, the exam supervisor shall mark on the list of registered students "did not attend".

### **Article 31**

(Written exams and announcement of results)

(1) Written exams are carried out in the form of a written paper. The exam questions or exam tests shall be submitted in a written form. The minimum duration of a written exam is one lecture hour and the maximum duration time is four lecture hours.

(2) Before the beginning of the exam, the supervisor shall inform the students about the permitted items.

(3) During the exam, the students are not allowed to leave the exam hall without the approval of the exam supervisor.

(4) Upon the request of the exam supervisor, the students must return the exam paper together with the question sheet.

(5) The lecturer shall update the list of registered students with their grades as well as his signature and submit it to the Student office no later than fourteen (14) days after the

exam. The list shall also contain possible bans from sitting the exam and normally the date when the exams will be accessible to the students. The University member can determine a shorter deadline for the announcement of the exam results in their own Exam regulations.

(6) A longer deadline for the announcement of the results is possible only in exceptional cases due to the lecturer's justified absence, however the lecturer shall inform the Student office about his absence in due course and the Student office shall subsequently inform the students and the Vice-Dean for Education.

(7) The Student office announces the results of the written exam in the VIS/ŠIS within two (2) working days after receiving the signed list. The exam results are to be announced in VIS/ŠIS by the Student office no later than two (2) days after receiving the signed list.

(8) Students who attend the exam but do not submit the written paper are graded with a failing grade (1).

(9) The provisions of paragraphs 5 and 6 of this Article shall apply mutatis mutandis to preliminary exams, papers, projects or other written papers.

### **Article 32**

(Oral exams and announcement of results)

(1) Oral exams are carried out in the form of a conversation between the university teacher and the student. Oral exams may be carried out individually or with more students; the maximum duration of the exam is one lecture hour. The method of submission of the questions (written/oral) shall be determined by the university teacher who carries out the exam.

(2) Students shall be notified about the oral exam results on the day of the exam; the exam supervisor must provide to the Student office the signed list of students with their grades no later than two (2) days after the exam. The Student office shall announce the oral exam grades in VIS/ŠIS no later than two (2) working days after receiving the list.

### **Article 33**

(Realisation of written and oral exams and announcement of results)

(1) If the exam of the study unit consists of an oral and a written part, the successful completion of the written part of the exam is a prerequisite to admission to the oral exam, unless otherwise determined by the curriculum of the study unit. The written and the oral part form a single exam that is graded by a single grade.

(2) The grading and announcement of the grades of the written part of the exam shall be regulated by the provisions of Article 31 of these Regulations. Concurrently with the announcement of the grades of the written part of the exam to students, a schedule of oral exams shall be published as well.

(3) The oral part of the exam shall commence no later than five (5) days after the announcement of grades of the written part of the exam to the students. A longer period

shall be admissible only in exceptional cases of existence of reasonable grounds, however the supervisor shall timely notify the Student office which shall then notify students and the vice Dean responsible for the field of education.

(4) The exam supervisor and the student may consensually agree upon admission to the oral part of the exam based on submission of reasonable grounds. Any specific features of the validity of the written exam shall be determined by the educational curriculum of each study unit.

(5) The exam supervisor transmits a signed list of students with final grades (one single grade for both the written and the oral part of the exam) to the Student office no later than two (2) working days after the oral exam. The Student office announces the grades in the VIS/ŠIS no later than two (2) working days after receiving the list.

#### **Article 34**

(Access to graded written exam papers and explanations regarding the achieved grade)

Students have the right to access their corrected and graded written exam papers and to obtain explanations regarding the achieved grade not later than fifteen (15) days from the announcement of the exam results. The corrected and graded written papers shall contain the grades of each individual exam answer.

#### **Article 35**

(Exam results entry)

The exam results entry into VIS/ŠIS is the responsibility of the lecturer, who shall adhere to the defined deadlines for results entry.

### **Improvement of exam grades**

#### **Article 36**

(Improvement of exam grades)

(1) Students having successfully passed the exam of a study unit and wanting to obtain a higher grade can register, by the time of completion of studies, for knowledge examination re-sitting of a study unit, once for each individual study unit. Students can re-sit an exam by the end of the following academic year.

(2) In case of re-sitting an exam with intent to improve a grade, the higher grade achieved shall be considered as valid for entry in the records.

## **Appeal against the grade or against the realisation of the exam**

### **Article 37**

(Reasons and deadlines for appeal)

(1) The student can file an appeal against the given exam grade. The appeal can relate also to the realisation of the exam. When the exam is written and oral, the student can file an appeal either against the written or the oral part but not against both.

(2) The student shall submit a written reasoned appeal to the Dean of the University member no later than three (3) working days after the announcement of the results of the oral exam or after the access to the written exam paper.

### **Article 38**

(Appointment of commission)

(1) The Dean of the University member shall appoint an exam board no later than three (3) working days after the receipt of the appeal. The board shall be appointed in accordance with Article 18 of these Regulations.

(2) The board president shall supervise the activity of the board and draw up a record that shall be signed by all board members. One copy of the record shall be submitted to the student and one to the Student office, where it shall be held in the student's personal folder.

### **Article 39**

(Board activities in relation to the appeal)

(1) The board shall examine the appeal within five (5) working days after its appointment and formulate a solution proposal based on the opinion of the majority of the members. The proposal shall be submitted to the Dean of the University member.

(2) When formulating the solution proposal, the board shall first determine whether the appeal is related to the exam grade or to the realisation of the exam.

(3) If the appeal relates to the exam grade, the board shall examine the available documents and determine whether the student is entitled to another knowledge examination. In case the exam in question taken by the student was oral, the board carries out an oral examination of the student's knowledge; if the exam in question taken by the student was written, the board examines the written exam paper.

(4) If the appeal relates to the realisation of the exam, the board cannot modify the grade, however it can determine that the student is entitled to a re-sitting.

(5) The board adopts a decision by majority voting. Eventual disagreement with the decision of the board by one of the board members shall be noted in the record, along with the reasons for disagreement.

**Article 40**  
(Disposal of appeal)

(1) The disposal of the appeal is the responsibility of the Dean of the University member, who shall issue a decision on the basis of the board proposal referred to in Article 38 of these Regulations.

(2) The student can file appeal against the decision of the Dean and submit it within eight days to the Senate of the University member. The decision of the Senate of the University member shall be final.

(3) If the student was granted another sitting, it is not considered as a re-sitting.

(4) If the student's appeal leads to another knowledge examination, the higher grade is considered to be valid for entry in the records.

**Use of exam rules**

**Article 41**  
(Use of exam rules)

To all the other forms of knowledge examination and evaluation, the provisions of these Regulations related to the exam shall reasonably apply. University members can set their own detailed internal legal instrument regarding the application of examination regulations for other forms of knowledge examination and evaluation.

**V. Breaches in the procedure of knowledge examination and evaluation**

**Article 42**  
(Breaches)

A student commits a breach of the knowledge evaluation process if:

- 1) During the exam, he cooperates with another person or other persons by irregular means, when solving or writing the written exam paper, he copy the answers of another person or other persons, he makes use of non-permitted items or by some means he disturbs the realisation of the exam;
- 2) He sits or attempts to sit an exam on behalf of a (another) student who registered for the exam or allows another person to sit or attempt to sit an exam on his behalf;
- 3) In the final thesis, seminar papers or other written papers, he partially or wholly copies another authors' texts and uses them as his own or if he does not name the author of individual copied chunks of texts (plagiarism).

### **Article 43**

(Assessment of disciplinary responsibility and sanctions)

The assessment of disciplinary responsibility for breaches of the knowledge examination and evaluation process shall be covered by Regulations on disciplinary responsibility of the University of Primorska, which also determine sanctions in case of breaches.

## **VI. Record keeping of fulfilled study obligations**

### **Article 44**

(Official records of the Student office)

- (1) The exam results shall be entered in the official records held by the Student office.
- (2) The official exam date in the official records is the date of entry of the exam results into VIS/ŠIS.
- (3) The exam results in the official records can be entered or modified by appointed employees of the Student office, and the results for each individual study unit also by the lecturer.
- (4) The list of registered students completed and signed by the lecturer, referred to in Article 28 of these Regulations, shall be permanently kept by the Student office.

### **Article 45**

(Student registry book)

The student registry book is the official record of successfully fulfilled study units. The registry book is available to the students in electronic form, however the University member can issue a hard copy as well.

### **Article 46**

(Lecturer's records)

- (1) The study unit lecturer shall keep his own records of results of the knowledge examination and evaluation for every student at his study unit, which includes also records on fulfilment of exam admission requirements. The records shall be kept at least for the current and the previous academic year.
- (2) The written exam papers, seminar papers and other students' papers of a study unit shall be kept by the lecturer for a period of at least ninety days after the entry of final exam results. After this period, the papers can be destroyed, except as otherwise requested by the student within the above deadline.
- (3) As for the retention of data related to the results of knowledge examination and evaluation, the lecturer shall observe the regulations on personal and confidential data protection.

#### **Article 47**

(Transcript of records for students from other higher education institutions)

Students from other higher education institutions who fulfil part of their study obligations at the University are issued a transcript of records by the University member.

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

#### **Article 48**

(Students with special needs)

Details regarding the fulfilment of study obligations of students with special needs are regulated by special regulations adopted by the University Senate.

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

#### **Article 49**

(Fees related to the process of knowledge examination and evaluation)

Single services related to the process of knowledge examination and evaluation, which under the valid higher education legislation are subject to tuition fees, are charged according to the University's valid fee list.

#### **Article 50**

(Personal and confidential data protection)

(1) The students' personal data shall be collected and processed for the purpose of knowledge examination and evaluation in accordance with these Regulations, the principles and provisions of the Law on personal information protection (Official Gazette of the Republic of Slovenia, no. 94/07 - ZVOP-1-UPB1) and the University's Regulations on personal and confidential data protection.

(2) Every person included in the process of knowledge examination and evaluation shall comply with the Law on personal information protection and the University's Regulations on personal and confidential data protection.

#### **Article 51**

(Modifications and amendments to the Regulations)

The modifications and amendments to these Regulations shall be adopted as determined by the relevant procedures and methods.

#### **Article 52**

(Validity of the Regulations)

(1) These Regulations shall enter into force and be applied from 1<sup>st</sup> October 2015.

(2) The number of sittings prior to the entry into force of these Regulations of students having already sat an exam of the same study unit shall not be counted in the quota of Paragraph 6 of Act 19 of these Regulations.

(3) On the date these Regulations enter into force, all provisions of Regulations on knowledge examination and evaluation of the University of Primorska No. 002-18/13 and provisions of internal legal acts of the University members regulating the field of knowledge examination and evaluation inconsistent with these Regulations shall cease to be valid. The University members shall adapt their internal legal acts at the latest upon the entry into force of these Regulations.

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