

Pursuant to the Statutes of the Jožef Stefan International Postgraduate School (hereinafter the IPS), the Senate of the Jožef Stefan International Postgraduate School adopted, at its session held on October 25, 2006, and amended, at its session held on January 23, 2009, the following

EXAMINATION RULES OF THE IPS

GENERAL PROVISIONS

Article 1

The present Rules shall regulate the examination and assessment of knowledge of the IPS students enrolled in the post-graduate studies, and the IPS students whose student status has already expired, but who are entitled to complete their studies after status interruption.

Article 2

Knowledge of the IPS students shall be verified and assessed by individual courses, fields of courses and other elements of the curriculum, according to the provisions of each particular study programme.

The forms and the mode of examination and/or assessment of knowledge in each individual course, fields of courses and other elements of the study programme shall be prescribed in the curricula of courses as well as rules and instructions for fulfilling other study obligations as laid down by the relevant study programmes (master's theses, doctoral dissertations and others). The students shall become acquainted with these forms and modes of examination and assessment of knowledge on the IPS website, at the introductory lecture of each course and by university teachers, course leaders and any other authorized personnel involved in other study obligations.

Article 3

The forms of examination and assessment of knowledge shall be oral or written exams, colloquiums, tests in writing, term papers with defence, written programmes, active participation in practicals and seminars, master's theses or doctoral dissertations and other forms.

EXAMINATIONS

Article 4

In the case of each course, the learning process is completed by the final examination of the acquired knowledge in the form of an exam or a presentation of an individual research term paper. Tests, defences of term papers and programmes in writing shall represent the forms of current examination of knowledge that shall be taken into account in the final exam grade as laid down in the course curricula.

An exam is a regular form of knowledge examination, in which the command of substance, methods and techniques prescribed by the curriculum are verified. Exams shall take an individual or group form and shall be written and oral or written and/or oral. The form of exam shall be defined by the course curriculum.

At least once every four years, external experts appointed by the IPS Senate at the proposal of the course leader and the Dean of the IPS shall evaluate the conformity of the exams with the applicable curriculum of the course, their complexity and suitability of the mode of assessment.

Article 5

The exam shall be assessed by a specific examiner or the Examination Board. The exam shall be conducted before the Board, where so provided for by the Statute of the ISP or by the study programme. As a rule, the exam is assessed by the course leader. As an exception, the course leader may, in agreement with the study programme head, also appoint the collaborators in the course as examiners. In the event that there are several course leaders or examiners, they shall reach a mutual agreement upon the share of the exam to be assessed by an individual tutor or examiner, and the negotiations are carried out by the basic course leader. The Board members shall be appointed by the head of the study programme at the proposal of the course leader.

The knowledge of the students shall be assessed by grades from 5 to 10.

The grades indicating a passed exam shall be as follows:

- 10 – Excellent: outstanding achievement with negligible deficiencies, (excellent 10)
- 9 – Very good: above-average knowledge, with a few deficiencies (very good 9)
- 8 – Very good: sound achievement (very good 8)
- 7 – Good: good knowledge, but major deficiencies (good 7)
- 6 – Satisfactory: knowledge attains minimum criteria (pass 6)

The grades indicating a failed exam shall be as follows:

- ..5 –Unsatisfactory: knowledge fails to attain minimum criteria (fail 5)

The numeric grading of the students' knowledge may be replaced by a descriptive grading:

- Pass (the grade indicates a successfully passed exam)
- Fail (the grade indicates a failed exam).

Article 6

Any changes in the forms and modes of examination of knowledge shall be approved by the Study Commission for the current academic year at the proposal of the course leader and with the consent of the study programme head.

Article 7

Examination and assessment of knowledge is public. Any student may request the attendance of other candidates at an oral exam. Other forms of public access to exams, if necessary, shall be specified in the curriculum.

Article 8

Any student enrolled in the IPS shall be entitled to take part in all forms of knowledge examination.

Students may take part in the forms of current examination of knowledge, which are taken into account in the final grade, at the courses held in the academic year of their enrolment. As an exception, students may take part in such forms of current examination of knowledge at the courses held in any other academic year, provided that the course leader agrees and provided that the requisite premises and personnel are available.

Students may take exams of the enrolled academic year on the specified exam dates after having fulfilled all the prescribed obligations and after having proven the same in the prescribed manner.

Prior to the enrolment in a higher academic year in the e-student system, students shall complete a special questionnaire for each course upon which he/she has passed the relevant exam, whereby the

student shall be entitled not to answer certain questions. The questionnaire shall be completed anonymously.

Article 9

While taking part in all forms of knowledge examination, the IPS shall recognize a special status to students with special needs due to disorders in mental and physical development, disability, chronic diseases, injuries or diseases requiring over 6 months' treatment in a single academic year, to top sportsmen, top artists, students-mothers and students enrolled at the IPS in parallel.

Students with a special status who are unable to take part in the prescribed learning process due to obstacles of technical nature or absence related to activities which justify their special status, shall be excused from obligatory attendance at classes and practicals; they shall nevertheless perform all the other obligations laid down in the course curriculum, which are a prerequisite for access to the relevant exam.

If any student with a special status has been unable, for objective reasons, to take part in the forms of current examination of knowledge which are taken into account in the final grade, the course leader shall enable such student to take the final exam in a manner allowing for compensation of the envisaged bonus arising out of current examination of knowledge. A student who has taken part in the forms of current examination of knowledge and failed to achieve satisfactory results shall not be entitled to take the final exam in such a manner.

Article 10

Students who fail an exam for the first time may take two repeat exams; the interval between the failed and the repeat exam shall be longer than 14 days. If an exam is taken repeatedly on grounds of resolution of an appeal against an exam grade, this shall not be considered as a repeat exam.

A student who fails an exam three times may apply for the fourth exam before the Board. The Board shall consist of two members, of which one is the examiner for the relevant course and the other is appointed by the head of the study programme. The Board shall verify and finally assess the student's knowledge. The protocol of the exam passed shall be signed by the two Board members.

If a student is re-enrolled in the same academic year, it shall be considered that he/she is sitting for a particular exam of this year for the first time, regardless of whether he/she has already taken this exam upon the first enrolment in that academic year. If, upon the first enrolment in the academic year, the student has already taken a particular exam in the course three times, all three attempts to pass the exam in that course upon the re-enrolment shall take form of an exam before the Board.

The course in which the student has taken the exam cannot be replaced by another course.

Article 11

As an exception, the Study Commission may permit the student to take the exam for the fifth time, if this is considered reasonable.

EXAMINATIONS IN THE COURSE OF REGULAR STUDIES

a) Exam dates

Article 12

Exams shall be taken on the exam dates. Exam dates shall be regular and extraordinary. The exams passed and/or the research seminar completed by the last day of the autumn exam period shall be taken into consideration for enrolment in a higher academic year.

Article 13

Regular exam dates shall be the dates within the framework of regular exam periods stipulated by the IPS Senate in the Academic Calendar by 15 October of the current academic year at the latest. The dates are fixed for the period between the end of classes and the deadline for enrolment in the next academic year. At least one regular exam date shall be provided for each course.

Any particular academic year shall contain the following regular exam periods:

- winter exam period, which takes place after the end of classes in the winter semester;
- summer exam period, which takes place after the end of classes in the summer semester;
- autumn exam period, which takes place prior to the deadline for enrolment in a new academic year.

The course leader shall communicate the regular exam dates to the IPS Secretariat no later than 15 days from the beginning of the academic year.

The exam dates shall be announced on the IPS website.

Article 14

The examiner shall provide everything necessary for conducting an exam on the regular exam date. In the event of emergency absence, the examiner shall make sure that another teacher conducts the exam, or else provide for a new exam date.

The regular exam periods shall not be moved, but it is possible to move an individual exam date on grounds of Force Majeure. In case of difficulties owing to lack of space, the written part of the exam may be held within a week of the announced exam date.

Any changes in the regular exam dates shall be approved by the programme head in agreement with the Dean.

Article 15

The extraordinary exam dates shall be exam dates outside the regular exam periods.

After completion of the learning process in a particular course, the teachers shall fix such dates in mutual agreement with the students, where they consider that as reasonable and necessary. Any extraordinary exam date shall be communicated to the IPS Secretariat no later than seven days prior to such date.

b) Application for the examination

Article 16

The student shall apply for the exam no later than seven days prior to the announced exam date.

As a rule, the student shall apply for an exam over the e-Student system where all the instructions for the application procedure are available. If the student is unable to apply in the prescribed manner, the application shall be arranged in person or by e-mail to the IPS Secretariat.

The application shall be deemed to be timely if the IPS Secretariat has recorded the same seven days prior to the announced date.

Article 17

Unless all the conditions for taking the exams have been satisfied, the e-Student system or the IPS Secretariat shall reject the application.

Article 18

A student, who has already passed an exam in a particular course but would like to prove a higher level of knowledge and attain a higher grade, may, as an exception, repeat the exam one more time. The application for the exam where the student wishes to have his/her knowledge reassessed shall be filed in the IPS Secretariat.

Should the student, in the repeated exam, achieve a grade lower than that achieved in the previous attempt, the higher grade achieved in the previous exam shall apply; both grades, however, shall be entered in the study record.

A student, who has already taken advantage of all the possibilities of repeating the same exam, shall not be allowed to avail himself/herself of the option referred to in the first paragraph of this Article.

Article 19

The only students to be permitted to take the exam shall be those included in the official list of applicants, prepared by the IPS Secretariat. In the event of withdrawal during the exam, it shall be considered that the student has failed.

A student who is unable to take the exam shall withdraw his/her application 4 working days prior to the exam date at the latest. The withdrawal shall be made via the e-student system, by personal appearance in the IPS Secretariat or via e-mail.

c) Process of implementation of written and/or oral examinations

Article 20

The examiners shall organize the conduct of the exam in the relevant course and engage associates, if necessary.

If the examiner is unable to take part in the exam for objective reasons, he/she shall arrange to be replaced by another teacher and shall provide such teacher with all the instructions related to the implementation of the exam, in particular concerning exam questions, duration, any special features (accessories permitted in the exam, administrative materials required and others) and the envisaged date of announcement of the exam results.

Unexcused absence of a teacher, which causes disturbances in the implementation of the exam, shall be considered as a breach of duty.

Article 21

In the curriculum of a course, the manner in which the exam is to be conducted shall be laid down by the study programme: oral, written, written and oral, or otherwise. The student shall be entitled to request that the exam be conducted in the manner specified in the study programme.

Article 22

The oral exam shall be conducted in the form of a personal interview between the examiner and the candidate. The oral exam shall be public.

Article 23

The oral exam of a particular student shall take a maximum of 60 minutes. The oral exam may be conducted individually or in a group. If a written exam was taken prior to the oral one, the candidates attempting the oral exam shall receive their written papers for inspection and notes, if any, clarifying the results.

The mode of posing the questions (written or oral) shall be laid down by the examiner for each course separately.

Article 24

The written exam shall be taken in the form of a test paper. The written exams shall take a minimum of one and a maximum of three **class hours**. As a rule, the exam questions shall be handed out to the students in writing at the written exam itself. At the request of the teacher, the students shall return the written exam questions along with their answers. If a student fails to do so in spite of an express request by the teacher, the latter shall grade the student's written paper as insufficient – fail (5), and the student shall not be allowed to attend the exam on first following exam date in the same course. The teacher may also request initiation of a disciplinary procedure against such student.

Article 25

At the exam, the teachers shall check the identity of the students using the list of applicants. If the students are not personally known to the teachers, identity shall be checked, as a rule, on the basis of a report card or a student card, and as an exception on the basis of other official documents featuring a photo of the student.

The teacher in charge of conducting the exam shall not permit any students not included in the list to take the exam. If the teacher subsequently finds that an ineligible student has nevertheless sat for the exam, a fail grade shall be entered in his/her records.

Article 26

The students holding the special status as per Article 6 hereof shall be enabled to take the exam in the manner consistent with their conditions. Within the available space capacity and in agreement with the relevant course leaders:

- Students holding a special status of a student with special needs due to disability or a protracted serious disease shall be enabled to take the exam under conditions taking into consideration their physical limitations –they may take the oral exam in agreement with the course leader, while the written exam may last reasonably longer and may be conducted in a separate room, in case they are unable to access the lecture hall where the exam is scheduled to take place. If such students are unable to read the exam papers or write the answers, they shall be provided with adequate assistance. The students shall apply for the exam in accordance with the provisions of the present Rules and shall inform the IPS Secretariat in writing of their participation so as to enable the Secretariat to prepare an appropriate manner of conducting the exam and to inform the examiner and the supervisors of the same.
- Students holding the status of a top sportsman/sportswoman or an artist, and students-mothers shall be permitted to take the first attempt at the exam outside the scheduled exam dates. The

student shall communicate the desired exam date to the IPS Secretariat, which in turn informs the course leader of the same. In the event that the student fails on the first attempt at the exam, she/he may only repeat the exam on the announced exam dates.

Article 27

Possession by a student, at a written exam, of unauthorized accessories or copying and/or talking to other students or disturbing the conduct of the exam in any other manner, shall constitute a breach of the exam regulations. Possession of unauthorized accessories shall mean that an accessory which is not specifically permitted has been found on the student by the teacher in charge of the exam. Sanctions imposed for a breach of the exam regulations shall be immediate: the student shall not be allowed to continue writing the answers to the exam questions and shall leave the lecture room, and his/her written paper shall be graded as insufficient – fail (5). The sanction shall be imposed by the teacher in charge of conducting the exam.

A student who has breached the exam regulations for the first time and as a result of that, his/her exam has been graded as insufficient – fail (5), shall not be allowed to take the first following exam in the same course. A student who repeatedly breaches the exam regulations at the written exam shall not be permitted to take the two following exams in the same course where a repeated breach of the exam regulations has been established.

In the event that a severe breach of the exam regulations is concerned, whereby the student disturbs other students while taking the exam, the teacher in charge of conducting the exam shall propose the instigation of a disciplinary procedure for the infringer within a period of 24 hours.

Article 28

The examiner shall take over the exam papers and all the remaining administrative materials relating to the exam immediately after completion of the exam. In the event that the examiner has authorized, on grounds of excused absence, another teacher to organize the exam, he shall also agree with such other teacher to take over the exam papers as soon as possible.

The examiner shall announce the results of the exam passed no later than on the seventh day following the exam. The exam results shall be announced in one of the following ways:

1. The examiner shall, orally and in person, announce the exam results on the seventh day of the completed exam at the latest by organizing the announcement of the results in the lecture room or in his office where the students may inspect their written exam paper;
2. The examiner shall enter the grades in the official list of the applicants and forward the list, on the seventh working day after the completed exam at the latest, to the IPS Secretariat which shall in turn enter the exam results in the study records no later than on the working day following their receipt of the list, so as to make the results accessible to the students on the e-Student system. Upon an agreement with the examiner, any student shall be able to inspect his/her exam papers at the examiner's office after the announcement of the exam results on the e-Student system.

At the exam, the teacher in charge of conducting the exam shall inform the students of the date and mode of announcement of the results. The examiner shall be obliged to organize the examination and assessment of written papers before the expiration of the announcement deadline.

A longer deadline may only be permissible as an exception on grounds of an excused absence of the examiner (disease, sick leave); the examiner shall, however, prior to the exam inform the students and the IPS Secretariat of such new deadline and of the relevant reasons.

For reasons of safeguarding personal data which also covers the grade awarded for the exam passed such grades shall be announced in such a way that no one but the relevant student himself/herself is able to decipher the grade.

Article 29

The date of conducting the exam shall be entered in the list of applicants as the date of taking the exam. The same shall apply to the oral exam.

Article 30

The teacher shall maintain his/her own records of grades awarded for the exams passed at least for the current academic year. The teacher shall retain written papers of the students resulting from a variety of forms of knowledge examination (tests, tests in writing, colloquiums, term papers and similar) for a minimum period of one year.

RECORDING AND ANNULMENT OF AN EXAMINATION

Article 31

The teachers shall submit official lists of students with grades inscribed to the IPS Secretariat by the deadline laid down in Article 28 hereof. The IPS Secretariat shall enter the exam results from the official lists of students who took the exams in their study records. The official lists of students with inscribed exam results and signature of the examiner shall be retained as archive materials.

The examiner who subsequently finds that an exam result should be changed shall arrange for an official correction of the exam grade in the IPS Secretariat.

Article 32

On inscribing the exam result in the student's record file, the IPS Secretariat shall check whether the application for the exam was carried out according to the provisions of the present Rules and whether the student was entitled to take the exam. The IPS Secretariat shall also check whether the student has covered all outstanding liabilities to the IPS and satisfied all other conditions for participation in the exam.

If the IPS Secretariat detects any irregularities, they shall communicate them to the Dean and the teacher who has submitted the exam result.

Article 33

If a student participated in the exam without being entitled to do so, the exam shall be annulled and a fail grade shall be entered in the study records regardless of the achieved exam result...

RECOGNITION OF EXAMINATIONS PASSED AT OTHER HIGHER EDUCATION INSTITUTIONS

Article 34

A student who previously studied at another higher education institution may, after enrolment in the IPS, apply for recognition of exams successfully passed during the previous study, which correspond, either in full or in part, to the IPS study programme.

Article 35

The application for recognition, in which it should be unambiguously stated which IPS course is the subject of exam recognition, shall be accompanied by a certified curriculum under which the student took the exam at such other institution; the curriculum being duly certified by the same. The certificate of exams passed, indicating the exam date and the result achieved, shall be attached on a mandatory basis.

The recognition of credit points already earned by the student in comparable studies shall be decided by the Study Commission.

Article 36

The course examiner shall examine the application no later than within 30 days and take a decision whether the exam is to be recognized or not.

Article 37

In taking the decision concerning recognition, the course examiner shall consider the course programme in terms of substance, the level of complexity, the stipulated study literature and the extent of the course by the number of lectures and practicals.

Article 38

A student, who has already taken an exam in a particular course at the IPS and failed, shall not be given recognition for the already passed exam in the same course at any other faculty or institution of higher education.

Article 39

The recognition of the exam passed shall be entered in the study records at the IPS Secretariat.

Article 40

The students who have been permitted by the IPS Senate, within the framework of various forms of student and credit exchange, to engage in a part of their studies at other universities or institutes of higher education, shall have their study obligations successfully completed at such other university recognized as study obligations of the study programme in which the student is enrolled at the ISP.

APPEALS

Article 41

Any student may file a written appeal against the exam grade with the IPS Dean within three working days of the announcement of the exam results.

Within seven days of receipt of the appeal at the latest, the Dean shall appoint a three-member Appeal Committee in order to examine the case of appeal; the Committee shall be composed of a chairman and two members, one of which is a teacher with whom the student took the exam.

The Committee shall handle the case on the seventh working day of its appointment at the latest.

The decision of the Committee shall be final.

Article 42

The procedure of resolving a written appeal against the exam grade shall be as follows:

- the Appeal Committee shall read the written appeal and examine what it refers to: the attained exam grade or the manner in which the exam was held;

In the event that the appeal refers to the attained grade, the Committee shall act as follows:

- examine all documentation that served as the basis for appeal;
- reassess the student's knowledge if he/she took an oral exam;
- reassess the student's exam paper if he/she took the disputed exam in writing;
- inform the student of the grade decided upon by the Appeal Committee.

If the appeal refers to the method of holding the exam, the Committee shall deliberate for each case separately, taking into consideration the substance of appeal. In that case, the Committee may not change the exam grade, but it may decide that the student should repeat the exam on the exam dates to follow. The grade achieved at the repeated exam shall replace the grade achieved at the contested exam.

In the event that the Committee permitted the student to repeat the exam in accordance with the last paragraph of the preceding Article, it shall not be considered that the student repeated the exam.

Article 43

The Chairman of the Committee shall conduct the procedure for resolving the appeal case and shall have the relevant protocol drawn-up; the protocol shall be signed by all the Committee members. A copy of the protocol shall also be received by the student who confirms such receipt with a signature on the original which is retained in the student's records at the IPS Secretariat.

Article 44

If any Committee member disagrees with the decision proposed by the remaining two members, this fact shall be separately recorded in the protocol along with the reasons for disagreeing.

OTHER FORMS OF EXAMINATION AND ASSESSMENT OF KNOWLEDGE

Article 45

The curriculum shall indicate all the forms of examination of knowledge, the mode of their conduct, conditions for participation, if any, and their influence upon the final exam grade in the relevant course.

Article 46

The course curriculum may stipulate that these forms of examination and assessment of knowledge (with a fixed degree of achievement) are a condition for the student to acquire the right to take the final exam.

When organizing these forms of knowledge examination, the course leader shall take into account the exam dates in order to enable the students to apply for the final examination on a timely basis (seven days prior to the exam date).

The IPS Secretariat shall receive data on students who have satisfied the condition for taking the exam no later than two days after their fulfilling the obligation and/or no later than nine days prior to the announced exam date. The fulfilled conditions for attending the exams shall be entered in the study records no later than on the working day following the receipt of data, so as to enable the students to file their applications for the exam.

Article 47

The forms of examination and assessment of knowledge may constitute an integral part of the final exam grade. The teacher shall keep the records of the results achieved in such forms. If the results of such forms of examination are entered in the study records, the course leader shall make sure that the IPS Secretariat receives them in writing no later than nine days prior to the announced first exam date.

The students shall be acquainted with the method of determining the exam grade and the significance of such forms of examination and assessment of knowledge for the final exam grade.

Article 48

The forms of examination and assessment of knowledge which constitute an integral part of the final exam grade or a condition to take the exam shall be, under certain conditions, accessible to all students.

Article 49

The course examiner may decide that such forms of examination and assessment of knowledge shall not be mandatory for students with special needs who are unable to participate in such forms of examination of knowledge due to functional obstacles or excused absence. In that case, the examiner must provide for a method of conducting the final exam which shall allow the student to make up for these achievements and not to be at a disadvantage in assessment of knowledge.

TRANSITIONAL AND FINAL PROVISIONS

Article 50

The Examination Rules shall be adopted by the Senate of the IPS at the proposal of the IPS Study Commission.

Amendments to the Rules shall come into force on the date of their adoption by the Senate.

Article 51

Any revisions of and amendments to the present Rules shall be adopted in the manner of and according to the procedure employed in adoption of the present Rules.

The provisions of the present Rules shall be construed and interpreted by the IPS Senate.

Article 52

The present Rules shall be published on the IPS website with public access.

IPS Dean:

Prof. Dr. Robert Blinc

Ljubljana, 23 January 2009