

On the basis of Article 66 of the Higher Education Act ( Official Gazette of the Republic of Slovenia, Nos. 67/1993 to 109/2012) and paragraphs 128 to 150 of the Statute of the University of Ljubljana (Official Gazette of the Republic of Slovenia, Nos. 8/2005 to 22/2014)

## **REGULATION ON EXAMINATION RULES OF THE FACULTY OF SPORT**

### ***1. Basic provisions***

#### **Article 1**

This regulation governs testing and evaluating of knowledge of students, enrolled in full-time and part-time study at the Faculty of Sport.

#### **Article 2**

For issues not defined in this Regulation, provisions of the Higher Education Act and of the Statute of the University of Ljubljana shall apply.

### ***2. Forms of knowledge assessment***

#### **Article 3**

Forms of knowledge assessment and conditions for entering the examination are specified in the curriculum of the subjects.

Forms of knowledge assessment and evaluation are specified through the curriculum of the subjects and are as follows:

- exam,
- colloquium,
- seminar paper or student's folder,
- verification of practical knowledge.

#### **Article 4**

Exam is a regular form of knowledge assessment. Exam evaluates knowledge of the matter, which is defined by the curriculum for each individual subject.

Types of exams are: oral examination, written examination, oral and written examination. If it is determined by the curriculum, exam can also include a practical part.

Written examination can be fully or partially conducted using the computer.

#### **Article 5**

Oral examination is conducted in a form of personal interview between examiner and student and is public.

Evaluation of oral examination is declared immediately after the end of oral exam.

### **Article 6**

Written examination is conducted in a form of written paper or in a form defined by paragraph 3 of Article 4.

Written examination lasts at least one hour and no more than four hours.

Results of written examination must be announced no later than the seventh working day after taking the exam. By announcement of results the protection of personal data must be considered.

### **Article 7**

Written and oral examination is conducted in forms of written paper and personal interview between examiner and student. Successful completion of the written part of examination is a precondition for taking the oral part of examination.

Schedule of oral exams is announced simultaneously with the results of the written part of examination. Oral part of examination must begin no later than the seventh working day after taking the written part of examination, and must end no later than one week after the beginning of the oral part of examination.

On the basis of a written request by a student and in accordance with his lecturer, the date of the oral part of examination may exceptionally be moved to a later date, but no more than one month from the date of written examination. In that case it is considered, that the student did not pass the exam within this period.

Oral and written parts of examinations form a complete exam, which is evaluated with a unified grade.

Final examination score is declared immediately after the oral part of examination.

### **Article 8**

If so specified in the curriculum, exam also includes a practical part. The practical part of examination must be successfully completed prior to conducting oral and/or written part of the exam.

Students can take the practical part of exam in a form of ongoing examination. The practical part of exam is a mandatory part of each regular exam period.

Records of completed practical part of the exam are led by the teacher.

In the case of justified reasons, longer disease and injuries, which require prolonged treatment, The Commission for Education can on the basis of the written request of the student and the expert opinion of the physician of the Faculty of Sport, allows the student to carry out the theoretical part of exam without prior performing the practical part.

In exceptional cases of student's long-term chronic injuries, when he is due to injury consequences unable to perform the intended volume of practical examination, the teacher can on the basis of the expert opinion of the physician of the Faculty of Sport and in accordance with the Commission for Education, determine practical exams, appropriate to the health status of the student.

#### **Article 9**

In subjects that combine different sets of content, the exam can be carried out in several parts (partial exam). Each partial exam is evaluated separately.

Partial exam can be conducted in oral, written or both oral and written form.

Partial exams are subjected to the same provisions as for regular exams.

#### **Article 10**

Colloquiums, which are intended for taking the exam, and colloquiums, which function as a precondition for approaching the exam, can be evaluated only by teachers.

Registrations and deregistrations for colloquiums and records of colloquiums completed are led by the teacher himself.

#### **Article 11**

Seminar paper and/or student's folder is a mandatory form of knowledge assessment and evaluation, if so defined in the curriculum of the subject.

Record of completed seminar papers is led by the teacher.

### ***3. Examination periods and exam dates***

#### **Article 12**

Examination periods and exam dates are defined with annual academic calendar.

Examination periods are:

- winter: after the end of lectures and tutorials of the winter Semester.
- spring: after the end of lectures and tutorials of the summer Semester and
- autumn: before the start of lectures and tutorials of the winter Semester of the next study year

#### **Article 13**

Exams are carried out in the exam periods.

Each exam date can be carried out on one or more occasions. Teacher has the right to limit the number of applications for an individual date, but has to provide sufficient number of exam dates during the examination period so that all registered students, who qualified for the exam, can take the exam.

#### **Article 14**

Exam dates are regular and irregular.

In one study year there are at least three regular exam dates tendered for each subject, which must be spread from the end of lectures of individual subject till the end of deadline for enrollment into the next study year. For each subject of the winter Semester, one regular exam date is tendered in winter, spring and autumn examination periods. For each subject of the summer Semester, three regular exam dates are tendered in spring and autumn examination periods.

The exact schedule of exams is published in electronic information system no later than one month from the start of examination period.

The exam dates schedule is mandatory for students and examiners.

Exceptionally, the date of the exam can be moved, but in all cases only in agreement with the Vice-Dean for Education.

#### **Article 15**

Irregular exam dates are carried out outside the examination periods.

Irregular exam dates are determined for individual subject by the lecturer, when he considers them appropriate and necessary. Irregular exam dates must be tendered at least 21 days before the actual exam date.

The Commission for Education can on a proposal from the Vice-Dean for Education approve additional irregular exam dates for specific subjects.

At irregular exam date, exams can be taken by graduate year students, part-time students and candidates without the Student Status.

On a proposal from the Vice-Dean for Education and by decision of the Commission for Education, all full-time students who finished lectures from the subject, subjected to examination, and who meet the required obligations of the subject, can take the exam at irregular exam date.

### ***4. Conditions for taking an exam***

#### **Article 16**

Student can take an exam from an individual subject after lectures of this subject are over, if he meets all obligations, required for this subject in curriculum.

### ***5. Registration and deregistration for an exam***

#### **Article 17**

Student must make an application for the exam no later than three (3) days before the tendered date through electronic information system.

Examiner can only accept students, registered for the exam in accordance with this Regulation.

#### **Article 18**

Student can unsubscribe from the exam no later than three (3) days before the tendered date through electronic information system.

If a student doesn't unsubscribe from the exam in required deregistration time limit and if he doesn't present a justifiable reason for not doing so, the exam is evaluated with a negative mark.

If a student due to justifiable reasons or higher power didn't attend the exam and if he no later than the next working day after the exam proves his case to the examiner with appropriate evidence, it is considered, that he was unsubscribed from the exam on time.

## **6. Exam progress**

### **Article 19**

Lecturer of the subject is responsible for the correct implementation of the exam.

Supervision of the written part of exam can be performed only by teaching personnel.

### **Article 20**

At written exam the examiner verifies the identity of present students, who have registered for the exam, on the basis of student index or student identity card. If the latter doesn't contain a picture, the student must present official personal identification document with a picture.

In case that by verification it is established, that instead of the student other person is taking the exam, the examiner immediately forbids further taking of the exam. The holder of the subject evaluates the exam with a negative grade and is obliged to report the violation to the competent disciplinary authority.

Before the beginning of the written exam the examiner informs the students, which accessories are allowed at taking of the exam.

Pedagogical worker, who is responsible for the execution of the written part of the exam, has the right to immediately stop further taking of the exam, in case of failure to comply with warnings, described in previous paragraph. Teacher evaluates the exam with a negative grade and reports the violation to disciplinary authority.

If the student after the finished written part of the exam or after the withdrawal from the exam doesn't hand over his paper for evaluation, the teacher evaluates the exam with a negative grade and reports the violation to disciplinary authority.

Student is after the violation of examination Rules not allowed to approach the taking of exams until the end of discipline procedure.

## **1.7. Exam evaluation**

### **Article 21**

Exam is evaluated by individual examiner or Examination Commission.

Exam is carried out in front of Commission, if so is determined by this Regulation.

Only a habilitated university teacher can be the examiner or member of the Examination Commission.

## **Article 22**

Successfully completed exam is evaluated by examiners with following grades:

- excellent (10),
- very good (9 or 8),
- good (7),
- sufficient (6).

Unsuccessfully completed exam is evaluated with insufficient grade (5 – 1).

The exam is successfully completed with partial exams, if student achieves grades ranging from sufficient (6) to excellent (10) by all partial exams. The final grade of the exam is determined as it states in the curriculum of the subject (it is determined by examiners or calculated by electronic information system on the basis of average grade of partial exams).

## **Article 23**

Teacher must enter the de-registrations, which arise from justifiable reasons or higher power, to electronic information system.

A printed and signed copy of examination minutes must be brought by the teacher to the Student Office within two working days after the exam.

Teacher must enter the results of the written exam to electronic information system and bring a printed and signed copy of examination minutes to the Student Office no later than the seventh working day after the execution of the written exam.

Exceptionally, by the last autumn exam date, the teacher must enter the exam results to electronic information system and bring a printed and signed copy of examination minutes.

To the Student Office no later than the second working day after the execution of the exam.

Student has the right to inspect his revised and evaluated exam paper one week after the announcement of results. In the revised exam paper the evaluation of answers to individual questions must be evident.

## ***8. Appeal against the evaluation***

### **Article 24**

Student, who thinks that he was unfairly evaluated at the exam, can on the first working day after the finished oral exam or three working days after the announcement of results of the written exam file an appeal against the exam evaluation with the Dean.

The Dean appoints a three-member commission the first working day after receiving the appeal. The examiner, against whom the candidate is appealing, cannot be the Head of this commission.

If an appeal against evaluation of oral exam is filed, the commission re-questions and re-evaluates the candidate the first working day after its appointment. The student is informed about this by the Student Office in electronic form.

If an appeal against evaluation of written exam is filed, the commission reviews and re-evaluates the candidate's exam paper the first working day after its appointment.

If the exam consists of both written and oral part, the candidate may also appeal against evaluation of only the written or oral part of exam.

There is no appeal against the commission's evaluation.

### ***9. Repeating the exam***

#### **Article 25**

Student, who hasn't successfully completed the exam, can repeat the exam four times at most. Re-taking the exam on the basis of successfully resolved appeal against exam evaluation is not considered as repeating.

Repeating the exam is only possible in the spring examination period. There must be at least 14 days difference between the unsuccessfully completed exam and its repeating.

If student is re-enrolled in the same year, it is considered, that he is taking individual exams from this year for the first time, irrespective if he already attended these exams by his first enrolment in the year.

#### **Article 26**

The Commission for Education can at his request allow the student the sixth exam writing.

When student is taking the exam for the fourth, fifth and sixth time, the commission with at least two teachers must be present. If in curriculum of the subject only the written exam is determined, it is evaluated by that member of the commission, who didn't evaluate the student's exam paper in previous attempts.

The composition of the Examination Commission is proposed by the holder of the subject and is confirmed by the Vice-Dean for Education.

The commission exam expenses must be paid by the student according to the current pricelist.

### ***10. Re-taking the exam to improve grade***

#### **Article 27**

Student, who achieved a positive grade at the exam and wishes to improve it, can re-take the exam, with better grade prevailing.

In the study-time, a student can re-take exams to improve grade only in three subjects for free, any exam re-taking above this limit must be paid by the student according to the current pricelist. Also, a student can only choose those subjects, in which he completed the first exam at the first attempt. I

## **11. Exam recognition**

### **Article 28**

Student, who wishes the recognition of exam which he completed at another faculty, must present to the holder of the subject officially validated certificate of the completed exam and the curriculum of the subject for a year, in which he completed the exam.

The holder of the subject decides on the basis of the submitted documentation, if he fully or partially recognizes the exam, or decides that the student must take the exam at the Faculty of Sport in full.

For the grade entry of the recognized exam, the student must register to one of the tendered exam dates for this subject.

## **12. Archiving exams**

### **Article 29**

Written exams and seminar papers, which are part of the exam grade, must be kept by the holder of the subject for two more years after the final grades entry.

## **13. Payment of exams**

### **Article 30**

The costs of exam writing in the cases, which are determined by the Statute of University of Ljubljana and the Regulation on Contributions and Valuation Costs of the University of Ljubljana for the current study year, the student is obliged to pay according to the valid pricelist of the University of Ljubljana for the current study year.

For the cost accounting of the partial exams in the cases, which are determined by the Statute of University of Ljubljana and the Regulation on Contributions and Valuation Costs of the University of Ljubljana for the current study year, the Partial Exams Pricelist of the Faculty of Sport is in force. This pricelist is confirmed by the Management Board of the Faculty of Sport for the current study year.

The price of an individual partial exam in the Partial Exams Pricelist of the Faculty of Sport is calculated in a way, that the price of exam according to the pricelist of the University of Ljubljana is divided by the number of partial exams in individual subject.

## **14. Transitional and final provisions**

### **Article 31**

Computer programmes, that have already been used as a helping tool by implementing exams, need to be aligned with the requirements of this Regulation until the start of study year 2015/16.

### **Article 32**

Complaints about implementation of this Regulation are addressed by the Commission for Education, unless determined otherwise by this Regulation.

Complaints against decisions of the Commission for Education are addressed by the Senate of Faculty of Sport.



**Article 33**

This Regulation shall enter into force the next day after its adoption at the Senate of Faculty of Sport.

The Dean

Prof. dr. Milan ŽVAN