

According to Article 82, Subsection 1, of the Science and Higher Education Act (Official Gazette nos. 123/03, 198/03, 105/04 & 174/04), Article 37 of the Statute of Juraj Dobrila University, Pula (revised text), the Senate of Juraj Dobrila University of Pula, at its session held on 1st June 2010, proclaimed

REGULATIONS

Concerning the Assessment of Students Attending Undergraduate, Graduate, Integrated and Professional Study Programmes at Juraj Dobrila University of Pula, According to the European Credit Transfer and Accumulation System (ECTS)

Article 1

Grading Schemes and Evaluation Methods Referring to Student's Activities

1. Student's activities in each subject/course are observed, evaluated and graded in classes, i.e. in classes and at the final examination, according to the study programme and syllabus.
2. In case of subjects/courses taken during the academic year, two regular periods are ensured in each examination schedule (winter, summer, and autumn). The examinations, which have not been passed, can be also taken in one additional period during the summer and winter semester.
3. The grading scheme and the grade requirements are included in detailed syllabus regarding a particular subject/course, which should be approved by the sub-department or department, also confirmed by the professional board members of department and announced on the official website of the University.
4. Students are evaluated on the basis of the European Credit Transfer and Accumulation System (ECTS), national numerical grading scheme, and success (%).
5. Grading in the ECTS system ECTS is based on absolute distribution in relation to the final success, which has been made, with the use of table which transforms success (%) made in each subject/course into ECTS grades.
6. In case of part-time students, grading is based on the detailed syllabus of subject/course in question.
7. In case of assessing the achievement of students with special needs, the present Regulations can be adapted to the special needs of a particular student.

Article 2

Assessment in the European Credit Transfer and Accumulation System

1. Student's success in each subject/course is presented in the form of ECTS grading scheme, from 0 to 100 %, where 50%-100% means that student has passed the examination.
2. Student's activities are observed and assessed in each subject/course in one of the two following ways:
 - in classes (100% share in the total grade) provided that the share of student's activities in the grade (%) has been determined in the syllabus by the teacher in charge of subject/course. In such a case the student can be assessed on the basis of credits and requirements accumulated in classes or take the final examination if he/she wants to get a higher grade, i.e. correct the grade considering a part of teaching contents he/she did not master in classes, all in accordance with the requirements defined in the syllabus;

- class assessment (max 70 and min 50% share in the total grade) combined with final examination assessment (max 50 and min 30% share in the total grade); assessment regarding the share of student's activities in the grade (%) determined in such a way should be defined in the syllabus by the teacher in charge of subject/course.
3. The minimal requirements for taking the final examination are determined in the detailed syllabuses.
 4. The final examination can be written, oral, practical or combined, according to the study programmes:
 - final written examination can last from 30 to 180 minutes:
 - final oral examination must not last longer than 30 minutes per examinee;
 - final practical examination must not last longer than 70 minutes per examinee;
 - final combined examination must not last longer than the oral, practical, written examination.
 5. If the student, after the last examination, has achieved less than 50% of the final grade, Article 75 of the Regulations on Studying, issued by Juraj Dobrila University of Pula, is applied.

Article 3

Assessment in Classes

1. The teacher who is in charge of subject/course designs the syllabus in detail and makes it available on the website; methods for assessing the students' acquired knowledge, skills and competences are determined in the syllabus. The following ones are possible:

<ul style="list-style-type: none"> - Class attendance - Activities in classes - Seminar paper - Experiments - Essay - Research - Projects - Report - Practical activities - Reviews - Individual activities - Teaching in kindergartens, schools and other educational, professional and research institutions 	<ul style="list-style-type: none"> - Activity during exercises - Homework - Outdoor activities - Test - Laboratory exercises - Auditory exercises - Seminar paper presentation - Programme design - Midterm examination - Computer programme - Group activities - Syllabus design for teachers - Music performance
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Article 4

Assessment at Final Written Examinations

1. The contents of the final written examination are defined by the teacher, who takes into account the equal level of complexity for all examinees.
2. The examination is taken in the preset limited time according to Article 2, Subsection 4 of the present Regulations.
3. The final written examination is evaluated according to the detailed syllabus regarding the subject/course in question.

Assessment at Final Oral Examinations

1. The final oral examination questions must be based on literature, according to the study programme of subject/course that is being taken, whereas its contents and complexity level must be equal for all examinees.
2. The students are examined by the examiner in groups, generally with no more than three examinees.
3. The examination is publicly taken. If just one student remains or takes the examination in the regular period, it is not allowed to have the examination without at least one more person present.
4. The examination board members can be also present at the examination.
5. The examination is time limited according to Article 2, Subsection 4 of the present Regulations. If the examiner exceeds the time, the examinee has the right to refuse to answer the question that has been asked.
6. The final oral examination is evaluated according to the detailed syllabus regarding the subject/course in question.

Assessment at Final Practical Examinations

1. The final practical examination refers to teaching activity presented to learners, artistic activity presentation, project realisation, etc., as determined by the detailed syllabus of subject/course in question.
2. The students individually perform, present practical work to the examiner or the examination board members.
3. The examination is publicly taken, so at least one more person should be present.
4. The examination is time limited according to Article 2, Subsection 4 of the present Regulations. If the examiner exceeds the time, the student has the right to refuse further cooperation.
5. The final practical examination is evaluated according to the detailed syllabus regarding the subject/course in question.

Article 5

Rules of Student's Behaviour at Final Examinations

1. The student is obliged to apply for the final examination by using Studomat.
2. During the final examination, all the examination subjects are expected to behave according to the rules of behaviour determined by the Ethical Codex and issued by the Juraj Dobrila University of Pula. Besides, the following is not allowed to the examinee:
 - to crib, exchange notes, turn around, talk to someone or have any nonverbal communication with other applicants during written, oral or combined final examination,
 - to read any scripts or other visual sources of information on the asked question during written, oral or combined final examination,
 - to use electronic devices during written, oral or combined final examination without being allowed,
 - to hand over his/her test/essay or other written assessment format after the teacher has given a sign that the test-taking time is over as well as to neglect teacher's request to put his/her test aside during written or combined final examination,
 - to start/present his/her practical work without previous consultations with his/her mentor(s);

- to start/present his/her practical work without adequate preparations;
 - to disrespect the rules of profession during his/her presentation.
3. In all the cases mentioned above, the teacher will not take examination into consideration and the student will fail. The teacher is also obliged to report on this to the adequate authorities.

Article 6

Examination Periods

1. Students have the right to take examinations according to Article 1, Subsection 2 of the present Regulations. Examination regarding the same subject/course cannot be taken more than four times.
2. Additional examination period following the last examination period in September is decided by the heads of the University departments, in cooperation with the rector and the vice-rector for teaching activities.

Article 7

Grading Scheme

1. Numerical (national) grading scheme is based on the final achievements, i.e. sum of the grade achieved in classes or grade achieved in classes and final examination grade as follows:
 - ⇒ 5 - 89-100% of grade,
 - ⇒ 4 - 76-88,9% of grade,
 - ⇒ 3 - 63-75,9% of grade,
 - ⇒ 2 - 50-62,9% of grade
2. Alphabetic (European) grading scheme is based on the final achievements, i.e. sum of the grade achieved in classes or grade achieved in classes and final examination grade as follows:
 - ⇒ A - 90 - 100% of grade,
 - ⇒ B - 80 - 89,9% of grade,
 - ⇒ C - 70 - 79,9% of grade,
 - ⇒ D - 60 - 69,9% of grade,
 - ⇒ E - 50 - 59,9% of grade.
3. In case of subjects/courses which use descriptive scheme, as determined in their study programmes, the student who has succeeded in requiring 50% and more of his/her study demands is described as 'succeeded in requiring demands'.
4. Student's course and grade book should include examiner's/teacher's signature, examination date, grade (number) and ECTS credits; in addition, examination application form should include ECTS grade and percentage (%) of the acquired knowledge, skills and competences.

Article 8

Duties of Teachers in Charge of Courses

1. The teacher who is in charge of subject must inform students about criteria (%) for all types of methods when the acquired knowledge, skills and competences are evaluated as well as about the way in which the final grade is determined by the detailed syllabus.
2. In case of courses based on individual teaching, the teacher who is in charge of subject or mentor is obliged to keep records for each student (achieved % of knowledge, skills and competences for every evaluation segment and % of the final grade). These records must be shown to the student upon his/her request.
3. Teacher in charge of course must assess students by applying the ECTS grading scheme (0-100%), ECTS grade and grade (number), as stated in Article 7, Subsection 4 of the present Regulations.

Article 9

Overall Success

1. The average of all the achieved grades (average grade) is determined by the special office in this way – products of multiplication regarding the percentage of the grade and ECTS credits for each subject are summed up and then divided by the total number of ECTS credits (180 ECTS credits for undergraduate studies and 120 credits for graduate studies). The final result is abbreviated to the second decimal place. This can be shown in the diploma supplement only if all the subjects are presented by using the ECTS grading scheme.
2. Starting from the average percentage of acquired knowledge, skills and competencies at the end of university studies, the final average of acquired knowledge, skills and competences in all subjects/courses (examinations already passed) is presented by applying a unique and comprehensive classification (class honours):
 - *First-Class Honours* - 89-100% of student's acquired knowledge, skills and competencies during studies;
 - *Second-Class Honours* - 76–88,9% of student's acquired knowledge, skills and competences during studies;
 - *Third-Class Honours* - 63–75,9% of student's acquired knowledge, skills and competences during studies, and
 - *Pass* - 50–62,9% of student's acquired knowledge, skills and competences during studies.
3. Students, who have achieved the highest final average percentage regarding their knowledge, skills and competences at the end of undergraduate and graduate studies, are honoured like this (Latin class honours) on their certificates, i.e. diplomas:
 - *Summa cum laude baccalaureus/baccalaurea*, i.e. *Summa cum laude magister/magistra*, which is equivalent to 97-100% of student's acquired knowledge, skills and competencies;
 - *Magna cum laude baccalaureus/baccalaurea*, i.e. *Magna cum laude magister/magistra*, which is equivalent to 93-96,9% of student's acquired knowledge, skills and competencies;
 - *Cum laude baccalaureus/baccalurea*, i.e. *Cum laude magister/magistra*, which is equivalent to 89-92,9% of student's acquired knowledge, skills and competencies.

Article 10

Entry into Force and Implementation

The present Regulations shall enter into force on the eighth day after their announcement on the bulletin of the University.

Students who enrolled undergraduate studies before the 2008/2009 academic year have the right to finish studies according to study programmes and conditions valid at enrolling the first study year, provided that they regularly advance through studies.

Pula, 1/6/2010

Class: 003-05/10-01/01-01

Entry Register No.: 380/10-01/-1

Rector
Professor Robert Matijašić, Ph.D.

The present Regulations were announced on the bulletin and the official website of Juraj Dobrila University of Pula on 1st June 2010.

General Secretary
Davor Pavlin, Graduate in Law Studies