



On the proposal of the Dean of the UL MF, the Commission for Study Affairs of the UL MF and with the approval of the UL MF Student Council at the 26th regular session on 23 May 2016 and the 27th regular session on 27 June 2016 the Senate of the Faculty of Medicine of the University of Ljubljana adopted the following

REGULATIONS FOR ASSESSMENT OF KNOWLEDGE AND SKILLS FOR THE UNIFORM MASTER'S STUDY PROGRAMMES OF MEDICINE AND DENTAL MEDICINE

I. GENERAL PROVISIONS

Article 1 General provisions

In accordance with the Higher Education Act, the Statute of the University of Ljubljana and the Rules on the Organization and Functioning of the Medical Faculty of the University of Ljubljana, these Regulations regulate procedures and methods of examining and assessing knowledge and skills for all courses (compulsory and elective) in both uniform master's study programmes conducted by the University of Ljubljana Faculty of Medicine (hereinafter: UL MF) - Medicine and Dental Medicine. The rules apply in full to elective courses as well.

Article 2 Undetermined questions

For questions that are not defined in these Regulations, the provisions of the Statute of the University of Ljubljana and the Rules on the Organization and Functioning of the UL Faculty of Medicine shall apply.

Article 3 Study regime and exam topics

The study regime (the exact course study information, the form of tests of knowledge and skills, the moderation of knowledge and skills tests, the assessment of knowledge and skills in the course, the number of questions and the duration of the exam of knowledge and skills, etc.) must be clearly defined and published no later than 14 days before the start of the academic year for the year in which the course is carried out.

The study regime must be published online and sent to the UL MF Office of Student Affairs at least 14 days before the beginning of the academic year in which the course is to be carried out - even if the course is only conducted during the summer semester. The study regime should not change during the study year and it applies to all students. A timely published study regime is a prerequisite for the completion of the course in the current academic year.

A compulsory study appendix is also a valid list of all exam topics, clinical images and skills, and a detailed list of all mandatory prescribed literature, which must include all the required knowledge and skills. Both can also be published in a joint volume issued by UL MF. The list of exam topics, clinical pictures and skills and the exact list of mandatory prescribed literature must be updated regularly and must not be changed during the academic year. Changes to the content of the programme apply from the next academic year.

This article applies to all courses carried out by UL MF - both compulsory and optional.

The UL MF Study Committee prepares unified form for course's study regime in Slovene and English, and the Departments and Institutes publish it in a unified form on the website.

II. ASSESSMENT OF KNOWLEDGE AND SKILLS

Article 4 Ways of assessing knowledge and skills

Assessment of knowledge and skills is carried out for each course individually or for several courses at the same time (group courses examination).

The evaluation of knowledge and skills is final or on-going. It checks the knowledge and skills prescribed by the study regime.

The final examination of knowledge and skills is a course exam which determines the final grade that is entered into the information system.

On-going assessment of knowledge and skills is performed by means of tests of knowledge and skills, by which the department or institute checks the student's current knowledge and skills.

Article 5 Forms of assessing knowledge and skills

Course exam is the final examination and can be performed in the following forms:

- (1) written exam (written part of an exam),
- (2) oral exam (oral part of an exam),
- (3) practical exam (practical part of an exam),
- (4) seminar (seminar exam part),
- (5) partial written exams.

Forms of on-going assessment of knowledge and skills are:

- (6) seminar,
- (7) preliminary exam,

(8) checking readiness for practical lessons.

Other forms of testing knowledge:

(9) Placement/bridging exam.

Article 6 Combination of testing knowledge and skills

The department or institute specifies the tests of knowledge and skills through a study regime referred to in Article 5 of these Regulations, which are used for the assessment of knowledge and skills. The course examination (final examination of knowledge and skills) may consist of one or more parts of tests of knowledge and skills (Article 5, tests 1 to 5). The composition of the course examination is determined by a department or institute which can arbitrarily combine and moderate tests of knowledge and skills, which is clearly defined in advance in the study regime.

If the course examination is made up of written and oral part, the written part is a condition for entering the oral part of the exam.

If the examination is made up of practical and oral part, the practical part is a condition for entering the oral part of the exam.

If the course examination consists of written, practical and oral part, the successfully passed written and practical part are the condition for entering the oral part of the exam.

The department or institute can check current knowledge and skills with one or more tests for on-going assessment of knowledge and skills (Article 5, tests 6 to 8).

Article 7 Written exam

A written exam is the final form or part of a course exam and can be performed as:

1. Essay type exam questions:
 - Questions to which a written explanation or analysis is expected. For each question asked, the department or institute must prepare the scoring criteria prior to the assessment and determine the maximum number of points that can be reached for each fully answered question. The department or institute must provide sufficient time for an adequate response. In no case there are negative deductions for incorrect or unanswered questions.
2. Multiple-choice exam questions:
 - Questions with one single correct answer. Only one answer is always correct and is awarded by 1 point. An unanswered question is scored with 0 points, wrong answers, or the choice of several answers (correct and incorrect) is scored with 0 points or with a maximum of - 0,2 points per question.
 - Questions with one correct combination of answers. Only one answer is always correct with one correct combination and is awarded by 1 point. An unanswered question is scored with 0 points; incorrectly answered questions, or the choice of several answers (correct and incorrect) is scored with 0 points or with a maximum of - 0.2 points per question.
3. A combination of essay type and multiple-choice questions.

A written exam can take up to 240 minutes. For an adequate answer to the question, the departments or institutes must provide sufficient time (for the multiple-choice type, at least 1 minute per question). The grade achieved is final, unless the course examination also includes the oral part or the oral and practical part of the examination.

In such cases, the grade awarded serves as the starting point for the final assessment of the course examination or the percentage that the written exam contributes to the final grade, which is determined by the department or institute with the study regime.

By means of the study regime, the department or institute may also determine the conditions under which the student is entitled to perform the written part of the examination.

Article 8 Oral exam

Oral examination is the final form or part of the course examination. It is carried out as a personal interview of an examiner with a student. Oral examination is public.

Oral examination is assessed by an individual examiner or examination committee. The examiner or a member of the examination committee can only be a teacher with a valid habilitation.

The examination committee assesses the examination for the fourth, and fifth trial of the course exam and the re-examination of the examination in question as a result of a student's appeal and a group examination.

In the oral examination of the course organized jointly by several chairs or institutes, there may be more examiners.

The department or institute may also determine the conditions under which the student does not need to take the oral part of the examination, and the assessment of the written part of the examination is final, however, the oral part of the examination is still possible at the request of the student.

Article 9 Practical exam

The practical exam is part of the course examination and is not an independent final form of examination. It is performed as a presentation of a patient examination or certain professional skills in clinical courses. With other courses, it is used to display a certain professional skill.

Practical examination is carried out when determined by the study regime. The practical part of the examination can be a prerequisite for entering the oral part of the course examination if determined by the study regime.

The percentage that the practical exam contributes to the final grade is determined with the study regime by the department or institute.

Article 10 Partial exam

Partial examination is a written exam divided into several parts, which the student performs separately. It can consist of maximum 5 parts.

It is determined by a department or an institute whether an individual partial examination must be completed successfully (60% success). For the partial examination, all the provisions concerning the written examination apply.

Article 11 **Seminar exam type**

Seminar examination is the final form or part of the course examination, which involves the preparation of a seminar on the topic being published and may also include a defence. Instructions for preparing the seminar should be clear and published together with the study regime.

The department or institute may set a deadline for the seminar to be completed and submitted, but it cannot be later than two weeks before the exam or examination. The form of the product is prescribed in the study regime.

The manner of assessing the seminar as a form of course examination, as well as the percentage of the final grade must be precisely defined in the study regime.

The seminar exam can also be introduced as a special form of practical or laboratory lessons.

Article 12 **Placement/bridging exam**

A placement/bridging exam is a form of student qualification test for continuing studies after interruption or transfer from another faculty. According to the procedure and the content, the placement examination is equivalent to the course exam. The necessary placement exams are determined by the UL MF Committee for Student Affairs of the on the basis of a student's request.

All the provisions determining the performance of the course examination apply for the placement/bridging examination as well.

Article 13 **Preliminary exam**

Preliminary exam is a form of on-going assessment of skills and knowledge that can take up to 45 minutes to complete. Thus, the department or institute checks the student's on-going work and study progression.

The provisions of Article 7 of these Regulations shall apply to the procedure of preliminary exams. A preliminary exam may also be carried out in oral form or as a practical examination of skills in the form specified in the study regime.

The department or institute clearly determines when the preliminary exam is conducted by means of study regime. The criterion must not be more demanding than the one in Article 16 of these Regulations.

Article 14 Seminar

Seminar examination is an on-going assessment of knowledge and skills, which involves the preparation of a seminar on the topic being published and may also include a defence. Instructions for preparing the seminar should be clear and published together with the study regime.

The department or an institute sets a deadline for the seminar to be turned in. The form of the product and the assessment criteria are prescribed in the study regime.

The seminar can also be introduced as a special form of practical or laboratory lessons.

Article 15 Checking readiness for practical or laboratory lessons

In order to ensure a smooth course of practical or laboratory lessons and appropriate preparedness of students, the department or institute may determine with the study regime that the preparedness of students is checked before the start of the practical lessons. Only the prior knowledge required for the smooth and safe performance of practical lessons is checked. It can be carried out by:

- a short written test consisting of a maximum of 5 multiple-choice questions lasting a maximum of 10 minutes (the provisions governing the performance of the written examination apply), *or*
- a short written test consisting of a maximum of 3 short essay questions lasting a maximum of 10 minutes (the provisions governing the conduct of a written examination apply); *or*
- a short oral discussion.

Pre-knowledge and relevant literature must be known in advance (instructions for practical lessons).

III. ASSESSMENT

Article 16 General on assessment

The maximum number of points for an individual question (essay, multiple-choice type) and an assessment method must be precisely known in advance (in the course's study regime) and attributed to the question in the examination of knowledge or indicated in the instructions.

In the case of testing knowledge or skills, the score scale below is used if there are no negative deductions in the knowledge test:

grade	percentage achieved at the examination
unsatisfactory (1 do 5)	0,00 % to 59,99 %
satisfactory (6)	60,00 % to 67,99 %

good (7)	68,00 % to 75,99 %
very good (8)	76,00 % to 83,99 %
very good (9)	84,00 % to 91,99 %
excellent (10)	92,00 % to 100 %

In the case of testing knowledge or skills, the score scale below is used if the knowledge test includes negative deductions:

grade	percentage achieved at the examination
unsatisfactory (1 to 5)	0,00 % to 50,00 %
satisfactory (6)	50,01 % to 60,00 %
good (7)	60,01 % to 70,00 %
very good (8)	70,01 % to 80,00 %
very good (9)	80,01 % to 90,00 %
excellent (10)	90,01 % to 100 %

If the student does not enter an exam or if he/she quits from any prescribed form of examination of knowledge and skills (within the course examination), he/she is graded "unsatisfactory".

Article 17 **Final grades at the course exams**

Final grades at the course exams are as follows:

- 10 - (excellent: outstanding results with some minor mistakes),
- 9 - (very good: knowledge above average, but with some mistakes),
- 8 - (very good: solid results),
- 7 - (good: good knowledge, but with some big mistakes),
- 6 - (satisfactory: knowledge reaching minimum standards),
- 5 to 1 - (unsatisfactory: knowledge not reaching minimum standards).

For visiting students, the obtained grades are translated into the ECTS system:

- A - excellent (10),
- B – very good (9),
- C - good (8),
- D - satisfactory (7),
- E - sufficient (6),
- FX - insufficient (5),
- F - insufficient (4 - 1).

The course exam is successful if the student receives a grade from satisfactory (6) to excellent (10). After each examination, the grade is entered into the information system and the examination list.

Article 18 Examiners

All examinations of knowledge and skills of the same course are evaluated by the evaluators on an equal basis. The provision also applies to oral examinations when there are multiple evaluators. Evaluators must assess equally and ask questions of comparable difficulty. The nominated teacher(-s) of the course is/are responsible to ensure a standardized assessment.

IV. EXAM TIMETABLE

Article 19 General on exam timetable

The course exams are conducted in the examination periods, which are regular and extraordinary. Placement and partial exams are conducted in regular and extraordinary examination periods.

The UL MF Senate defines the termination of exams with the date of completion of the autumn examination period.

Article 20 Regular examination periods

Regular exams are set within the examination periods, yearly determined by the Senate of the University with the study calendar. Exam dates must be publicly announced and sent to the UL MF Office of Student Affairs and to all departments and institutes of each year by the end of October.

Regular examinations are held in winter, spring and autumn periods.

The exam dates must be arranged in such a way as to enable each student for each course at least three regular exams in the academic year, in the period from the end of the lectures of each course to the deadline for the enrolment in the next academic year. The UL MF Senate determines the date of termination of exams in the autumn exam period set in the academic year study calendar. There must be a minimum gap of 14 days between the two exam dates of the same course. Exams outside the examination period which are an integral part of course moduls, are also considered as regular exams.

The schedule of regular exams for each year is determined on the basis of coordination and agreement between the departments and institutes and students, taking place at the first session of the council of each academic year, set not later than October 20 each year. The coordinator of the Council of the Year forwards the coordinated examination timetable to the UL MF Office of Student Affairs within 3 working days.

Article 21 Extraordinary exam sessions

Extraordinary exam sessions are exam dates outside the examination periods and are intended for students who have already completed all the conditions set by the study regime for accessing to the examination of knowledge or skills (for example, students who repeat the year, students in an additional year, students with no status, students of the senior years, ...).

In accordance with the Statute of the University of Ljubljana and with the permission of the nominated teacher(-s) of the course, regular students with the status of a student athlete, a recognized artist or status of a student with special needs with all the conditions set out in Article 23 of these Regulations, may take part in extraordinary exam sessions.

For each course, at least one extraordinary examination period must be issued during the academic year. An extraordinary exam session is determined by the department or institute by 20 October for the current academic year, exceptionally later (at least 14 days prior to the exam), in agreement with the students.

In the academic years in which instruction is carried out in modules, regular exams may be agreed upon with the department or institute at the same time as extraordinary exam dates for students who fulfil the conditions from the first paragraph of this article.

Article 22

Additional extraordinary exam sessions

The Dean or the Vice-Dean for Study Affairs may request additional exam sessions for certain or all courses of a particular study programme. A call for such a deadline may also be proposed by nominated teacher(-s) for specific course. An additional exam session is determined by the Head of the department or institute who performs the examination of knowledge and skills for a particular course.

These exam dates are to be coordinated by each department or institute separately for its course matter, taking into account students' wishes as well. The call for additional exam session must be announced by the department or institute at least 14 days in advance.

V. CONDUCTING EXAMINATIONS

Article 23

Conditions for entering a course exam

A student can enter the course exam after successful completing all the organized forms of course, if she/he has fulfilled the study obligations for this course set by the study regime.

If the successful on-going assessment of knowledge and skills is a condition for the course examination, the student must have another chance to perform this assessment in case of unsuccessful regular examinations before each (except for the first) regular exam.

The exception applies to checking the readiness for a practical lesson where the department or institute in the current academic year has to provide at least one-time repetition of the practical lesson or determine a different way of repeating the practical lesson and its eligibility conditions with the study regime.

The department or institute determine in the study regime which courses must be completed in order to enter a course exam.

Article 24
Knowledge or skills exam application and its cancellation

The student can apply for the course exam through the information system. The student must apply for the exam no later than 3 working days before the exam.

Exam applications:

exam day	application deadline
Monday	Tuesday until 23:59
Tuesday	Wednesday until 23:59
Wednesday	Thursday until 23:59
Thursday	Friday until 23:59
Friday	Monday until 23:59

A student can withdraw from an exam 2 working days before the exam at the latest. They can cancel their application online.

Cancelling an exam application:

Exam day	Cancellation deadline
Monday	Wednesday until 23:59
Tuesday	Thursday until 23:59
Wednesday	Friday until 23:59
Thursday	Monday until 23:59
Friday	Tuesday until 23:59

Article 23

Task description of the UL MF Office of Student Affairs , Departments and Institutes and nominated teacher(-s)

The UL MF Office of Student Affairs prepares the list of students applied for the course exam. On its basis the department or institute (course's nominated teacher(-s)):

- (1) determine the number of successive pursuits for each student,
- (2) verify that the students applied meet the requirements of Article 23 of these Regulations,
- (3) determine the timing and spatial distribution of students, which will enable supervisors to have adequate control over students and inform students at least one day before the deadline,
- (4) ensure an adequate number of supervisors,
- (5) reserve appropriate facilities for carrying out a knowledge and skills test,
- (6) prepare the exam material.

The department or institute (course's nominated teacher(-s)) allows access to the course examination only to those students who applied before the deadline and publishes it one working day before the examination date:

exam day	publication deadline
Monday	Thursday until 23:59
Tuesday	Friday until 23:59
Wednesday	Monday until 23:59
Thursday	Tuesday until 23:59
Friday	Wednesday until 23:59

The department or institute place on the list of students applying for the course examination only those applicants who qualify for the examination in accordance with these Regulations.

The timetable of oral exams is published online. The oral part of the examination must start no later than the fifth working day and finish at the latest within 14 days after the written part of the exam, exceptionally later, if this is defined in the study regime. All students who have passed the previous examination of knowledge or skills (written, practical exam, ...) should be allowed to enter the oral part of the exam.

The final grade of the course examination must be entered into the information system no later than the 14th day after the date announced as the written examination date in the information system. The date of the course exam passed is the date of the published written part of the examination in the information system or the date when the last part of the examination was completed.

The student is not obliged to perform more than one course examination on the same day. Time and space allocation is compulsory for students and examiners. The date of passing the course examination (any part) can be changed only in extraordinary cases, approved by the head of the department or institute.

Article 26

Other provisions on entering and withdrawing from exams

If a student cannot enter a course exam for reasons of force majeure and cannot cancel the application for the same reason, he/she is deemed to have withdrawn before the deadline. The holder of the course assesses the eligibility of the force majeure and informs the head of the department or institute. The nominated teacher(-s) of the course may, exceptionally, return the application to the student at his/her own discretion and inform the head of the department or institute thereof.

A student who was unable to apply for the examination due to the non-completed previous examination period in the information system can also apply outside the deadlines stipulated in Article 24 of these Regulations.

A student who has not officially withdrawn from the course exam and has no justifiable reason for doing so, did not pass the examination and thus lost the right to one-trial of the course examination.

As an exception, the application and cancellation of the course exams is possible in the UL MF Office of Student Affairs within the deadlines set in Article 24 of these Regulations (e.g. in case of problems with accessing to the information system).

The student is automatically registered for all other on-going examinations of knowledge and skills and can be unsubscribed at least one other working day prior to completion (unless otherwise stipulated by the study regime). Exceptions are partial exams, to which students must apply in the manner determined by the department or institute, no later than three days before carrying out the exam.

Article 27 **Early exam entry**

At the request of the student, if there are justified reasons and if in the light of the applicant's successes in past studies it is assessed that such procedure is reasonable (leaving for study exchange, study, internship or traineeship abroad, hospitalization during the examination period, childbirth, active participation in a professional or cultural event or top-level sports competition, etc.), an early exam entry may be allowed by the Dean.

Article 28 **Announcement of the results of examinations of knowledge and skills**

The results of the course exams must be announced no later than:

- *the fifth working day after taking* the written exam, seminar, partial exam, preliminary exam and seminar (if it does not include the oral defence),
- *on the day of the examination* for oral examination, practical exam, check of the readiness for practical lessons and seminar (if they include the oral defence).

The results of the written examination, partial exams and preliminary exams must be published online - with the student's registration numbers and without the student's first name and surname.

The results of on-going examinations of knowledge and skills that are a condition for entering a course examination must be published at least 7 days before the exam date for the examination for which they are a condition.

The examiner or the nominated teacher(-s) of the course can, at his/her own discretion, intermi the examination in any part, if the student has a justified reason (death in the immediate family, sudden illness or injury).

Article 29 **Re-taking an exam**

A student who failed to pass the course examination, can repeat the course examination in up to four trial*. In doing so, the performance is not considered a repetition after a successful appeal against the assessment.

It is not possible to repeat the examination at the same exam date, but it is allowed during the same examination period (for example within spring examination period). However, at

least 14 days must pass between the first day of the failed exam and the first day of its repetition.

The student passes the exam for the first trial, for the second trial, and for the third trial without the examination committee (with only one examiner at the oral examination, except for a group examination). The fourth, and fifth trial students take the course exam in front of the committee, which consists of at least three members (committee examination).

The UL MF can charge the student with the costs of the fourth and subsequent course exams in accordance with the fee list, which is accepted every year by the University of Ljubljana. The UL MF Commission of Student Affairs may, at the request of the student and in case of justified reasons, exempt the student completely or partially from paying the costs of conducting the course examination.

The student may exceptionally apply for the fifth examination trial of a certain course, if she/he has a valid reason. Students' requests for the fifth examination of the course exam are resolved by the Commission of Student Affairs Commission of at the UL MF

If any part of the course examination ends with a negative grade, the final grade of the course examination in the first and second trial is negative. In the third and possibly further trials (if the course exam contains this part of the exam), the oral part is carried out even if the written or practical part of the exam is assessed negatively.

The department or institute may decide that in cases of failure of the oral part of an exam, a positive assessment of the written or practical part of the examination is taken into account in the repeated trial of the course examination. The conditions under which a positive assessment of the written or practical part of the course examination is taken into account in repeating the exam shall be determined by the department or institute in the study regime.

In case the student is enrolled in the same study year again, it is considered that they take the individual course examination from this year for the first time, regardless of whether they already took an exam before.

If the first examination period consisted of several partial (written) exams, the written examination part is performed in one part (written examination) in the next examination period, unless stated otherwise by the study regime.

** for Erasmus+ and other exchange students this is limited to maximum three trials (within exchange period and academic year) with third trial being approved on the basis of application by Erasmus+ departmental coordinator*

Article 30 Committee exam

In the case of fourth and fifth trial, students take the course exam in front of the examination committee, which consists of at least three members (examiner and two members). In the fifth examination, in addition to the examiner (who runs the committee), there are two members in the committee, one of them from another department or institute.

Committee examinations are organized by a department or institute. The examination committee is run by the examiner.

In the oral and practical part of the commission exam, questions are asked by the examiner, and the members of the commission may raise sub-questions to the main question.

The department or institute may determine in the study regime that the committee examination is performed only orally.

Article 31

Group examination

The group examination in all the courses of the group is performed on the same day. A group examination may consist of no more than three courses.

Examiners may perform their part of the course exam separately. The composition of a (single) final grade is defined by departments or institutes with a study regime. The group examination must be completed within one examination period.

Article 32

Improving the grade

During the course of the study, a student can improve a passing grade of the course exam once at a maximum of ten courses selected by him/her. The grades obtained by the student at the committee examination cannot be improved. The student submits the application form for improving the grade to the UL MF Office of Student Affairs, which keeps track of the improved assessments. The course exam is carried out by the same examiner where the student successfully passed it. The improved grade is entered in the exam record and in the information system. If the student does not improve the grade, the grade they gained in the previous successful trial is retained.

Article 33

Transmission of data to the UL MF Office of Student Affairs

The nominated teacher(-s) and affiliated department or institute ensures the input of assessments into the information system. The nominated teacher(-s) and affiliated department or institute forwards a list of final grades of course examinations within three months at the latest (but not later than the end of the autumn examination period) to the Office of Student Affairs.

VI. EXAMINATION ORDER

Article 34

General rules

The examination order sets out rules for final and on-going examinations of knowledge and skills. Supervisors are responsible for implementing the examination order.

Students must follow the following rules:

- (1) during exams, they may only use accessories explicitly permitted in the study regime,
- (2) the use of any electronic devices during the examination is prohibited (exceptions are specified in the study regime),

- (3) during examination, any copying and communication among students is prohibited,
- (4) they must comply with the instructions of the supervisors,
- (5) the intake of food and beverages to examination premises is prohibited,
- (6) the examination papers can only be opened by students when authorized by the supervisor,
- (7) the examination may not be performed on behalf of another student, otherwise both of them are considered offenders,
- (8) prior to the start of the examination and upon request of the supervisor, students are obliged to prove their identity by means of a personal document,
- (9) the use (copying) of texts, parts of texts, research results and ideas without citing sources is not permitted (the exception applies in the written examination of knowledge),
- (10) upon completion of the examination, the student is obliged to submit his entire exam materials for evaluation, even if he/she is certain that he/she will not achieve a positive grade.

Article 35 **Examination order violation**

A student violates the examination order if she/he acts contrary to the rules that are listed in the previous article. The examination order is also violated by a person who attempts to perform or actually performs a test of knowledge and skills instead of a registered student, and not only a person, instead of whom a test of knowledge and skills is being performed (Article 34, (7)). The violation of the rules listed in Article 34 means a student's disciplinary offense and is treated in accordance with the provisions of the Rules on students' disciplinary responsibility.

Article 36 **Supervisors**

Supervisors at examinations of knowledge and skills (written examination, practical exam, preliminary exam, ...) are academic staff (teachers and assistant teachers) of the department or institute or their representatives who carry out the testing procedure of knowledge and skills. One supervisor can control up to 40 students. Supervisors, as well as a department or institute are responsible for protecting the examination documents before, during and after examination.

Article 37 **Examination order violation procedure**

A violation of the examination order is detected by the supervisor. After the violation has been detected, the student must not proceed with the examination of their knowledge and skills. The examination in which a violation of the examination order has been detected is assessed with a failing grade.

The supervisor documents the violation of the examination order in the list of attendees. The supervisor who recorded the violation prepares a report, which is later submitted to the head of the department or institute which carried out the examination where the violation occurred.

The Head of the department or institute files the documentation and the initiative for the Dean to initiate a disciplinary procedure against the student. The Dean of the UL MF assesses the merits of the initiative and initiates disciplinary proceedings in accordance with the Rules.

Article 38 Documentation storage

Departments and institutes keep all documentation on the assessment of knowledge and skills for all students:

- until the student passes the examination,
- at least 30 days after publishing a passing grade if the student does not appeal against the assessment,
- until the final decision of the committee referred to in Article 40 of these Regulations, if the student objects to the assessment grade.

VII. ACCESS TO DOCUMENTS AND GRADE OBJECTION

Article 39 Access to exam documentation

The student has the right to access his/her written part of the exam, which was assessed in any evaluation of knowledge and skills. The written work must clearly show the evaluation of the answers to individual questions. The academic staff (assistant teacher or teacher) of a department or institute who carried out a test of knowledge and skills must be present, which helps clarify the answers to all student questions.

A student can apply for accessing to his/her written part of the examination within five working days after announcement of the results.

The examiner must provide the student with the access to his/her written exam within 7 working days after the publication of exam results. The date, time and location of the access should be published together with the results of the exam. During the procedure, the provisions of Articles 34, 35, 36, 37 and 38 of these Regulations apply.

Article 40 Assessment appeal procedure

A student who believes that his/her skills or knowledge have been assessed unfairly, may submit a formal appeal to the Dean within 3 working days after the end of the oral examination or 3 working days after completing all other examination parts of course. On the first working day after the receipt of the appeal, the Dean appoints a three-member committee, which cannot be run by the examiner against whom the student complained.

If an appeal is lodged against the grade at the oral part of the examination, the committee re-examines and assesses the student on the first working day after its appointment.

If an appeal is lodged against an assessment of a written examination of knowledge or skills, the committee reviews and re-evaluates student's written exam on the first working day after its appointment.

If the exam is both written and oral (and practical), the student can also only appeal against the assessment of the written or oral part of the exam (or practical). There is no appeal possible against the decision or evaluation of the examination committee in the case of committee exam.

VIII. FINAL PROVISIONS

Article 41

Responsibility and control over the implementation of these regulations

All the members of the academic staff of UL MF, the administrative staff of UL MF who work with students and students of UL MF are responsible for the implementation of these Regulations. Supervision over the implementation of these regulations is performed by the Dean of the UL MF, the Vice Deans for the Study Committee of the UL MF; the councillors of the Student Council of the UL MF may also raise awareness of violations.

Article 42

Interpretation of provisions from these Regulations

The Dean of the UL MF and the Vice-Deans for Study Affairs are responsible for the interpretation of the provisions of these Regulations.

Article 43

Changes to these Regulations

Changes and amendments to these Regulations may be proposed by Dean, Vice Deans for Study Affairs, UL MF Student Council and Heads of Departments and Institutes. The proposals are addressed to the Vice-Deans for the Study Affairs. After being examined at the Dean's College, they are forwarded to the Study Committee of the UL MF. Amendments and supplements to the Regulations are discussed and adopted by the UL MF Senate after being examined at the Board and the Commission meetings.

Article 44

Foreign students in mobility programmes

For foreign students who are included in mobility programmes (Erasmus+ and other formal mobility programs) at UL MF, all the provisions of these Regulations shall apply.

Article 45

Transitional and final provisions

All the provisions of these Regulations apply to UL MF students, on both study programmes, to foreign students from the previous article, and to all teaching- and administrative staff of UL MF who work with students. The Regulations shall enter into force on 1 October 2016 and shall apply from the academic year 2016/2017 onwards.