



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, the 27th regular session on 27 June 2016, and the 1st regular session on 2 October 2017, 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, Study Regulations 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 for 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 also apply in full to elective courses.

Article 2 Undefined issues

For issues 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 examination topics

The study regime (specific course study information, form of tests of knowledge and skills, weighting of knowledge and skills tests, assessment of knowledge and skills in the course, number of questions and the duration of the examination 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 offered.

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

The study regime also comprises a mandatory appendix with a valid list of all exam topics, clinical cases and skills, and a detailed list of all mandatory prescribed literature, which must include all the required knowledge and skills. The two may also be published in a joint publication issued by UL MF. The list of exam topics, clinical cases and skills and the exact list of mandatory prescribed literature must be updated regularly and must not be altered during the academic year. Changes to the content of the programme apply from the following academic year.

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

The UL MF Study Committee prepares a unified form for the preparation and publication of the course's study regime in Slovene and English; the study regime is published on the UL MF website.

II. ASSESSMENT AND EVALUATION OF KNOWLEDGE

Article 4

Methods of assessing and evaluating knowledge and skills

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

Assessment and evaluation of knowledge of skills may be final and/or on-going. It measures the knowledge and skills prescribed by the study regime.

The final assessment and evaluation of knowledge and skills is a course exam that determines the final grade that is entered into the information system. By successfully passing the final assessment of knowledge and skills, the student obtains credit points for a specific subject.

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

Article 5

Forms of testing knowledge and skills

The course exam is the final assessment and can be undertaken in the following forms:

- (1) written exam (written part of an examination),
- (2) oral exam (oral part of an examination),
- (3) practical exam (practical part of an examination),
- (4) seminar work (seminar examination part),

(5) partial written exams.

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

- (6) seminar work,
- (7) interim exam,
- (8) checking readiness for practical lessons.

Other forms of testing knowledge:

- (9) placement/bridging exam.

Article 6

Combined testing and assessment and evaluation of knowledge and skills

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

If the course examination is made up of written and oral parts, successfully passing the written part is a prerequisite for entering the oral part of the exam.

If the course examination is made up of practical and oral parts, successfully passing the practical part is a prerequisite for entering the oral part of the exam.

If the course examination consists of written, practical and oral parts, successfully passing the written and practical parts is a pre-condition for entering the oral part of the exam.

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

Article 7

Written exam

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

1. Essay 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 achieved for each fully answered question. The department or institute must provide sufficient time for an adequate response. There are no negative deductions for incorrect or unanswered questions.

2. Multiple-choice questions:

- Questions with one single correct answer. Only one answer is fully correct and is awarded 1 point. An unanswered question is scored with 0 points, incorrect answers, or a choice of several answers (correct and incorrect) count as 0 points or a maximum of - 0,2 points per question.
- Questions with one correct combination of answers. Only one answer is fully correct for a correct combination, which is awarded 1 point. An unanswered question counts as 0 points; incorrectly answered questions, or a choice of several

answers (correct and incorrect) count as 0 points or a maximum of - 0.2 points per question.

3. A combination of essay and multiple-choice questions.

A written exam can take up to 4 school lessons (180 minutes). The department or institute must provide sufficient time for an adequate response (for the multiple-choice, at least 1 minute per question).

The grade achieved is final, unless the course examination also includes an oral part, or an oral and practical examination part. In such cases, the grade awarded serves as the starting point for the final grade of the course examination, or the percentage that the written exam contributes to the final grade, which is stipulated by the the study regime of department or institute.

The conditions under which the student is entitled to perform the written part of the examination are stipulated by the department or institute in the study regime.

Article 8 Oral exam

Oral examination is the final form of, or part of, the course examination. It takes place as a personal interview by an examiner with the student. The oral examination is in public. Each student takes an oral exam for at least two school hours (90 minutes), which can take place individually or with a group of students.

The oral examination is assessed by an individual examiner or an examination committee. The examiner, or any member of the examination committee, may only be a teacher with a valid habilitation.

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

In oral course examinations organized jointly by several departments or institutes, there may be more examiners.

The department or institute may also determine conditions under which the student does not need to take the oral part of the examination, such that the assessment of the written part of the examination is final, however, an oral part 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 demonstration of patient examination or specific professional skills in clinical subjects. With other subjects, it is used to demonstrate specific professional skills.

The practical examination is carried out as stipulated by the study regime. The practical part of the examination may be a prerequisite for entering the oral part of the course examination as stipulated by the study regime.

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

Article 10 Partial exam

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

The department or institute stipulates whether an individual partial exam must be completed successfully (60% success). For the partial exam, all the provisions concerning written examinations apply.

Article 11 Seminar exam

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

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

The approach to assessing the seminar work as a form of course examination, as well as the percentage of the final grade, must be precisely stipulated in the study regime.

The seminar exam may also be introduced as a specific form of practical or laboratory lesson.

Article 12 Placement/bridging exam

A placement/bridging exam is a form of student qualifying 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 required placement exams are determined by the UL MF Committee for Student Affairs based on the student's request.

All provisions that determine the undertakings for course examinations also apply for the placement/bridging exam.

Article 13 Interim exam

The interim exam is a form of on-going assessment of skills and knowledge taking up to 45 minutes to complete. Accordingly, the department or institute checks the student's on-going work and study progress.

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

The study regime of the department or institute clearly stipulates the circumstances for an interim exam. The criteria must not be more demanding than stated in Article 16 of these Regulations.

Article 14 Seminar work

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

The department or institute sets a timetable for the seminar work to be submitted. The form of the product and the assessment criteria are stipulated in the study regime.

Seminar work can also be introduced as a special form of practical or laboratory lesson.

Article 15 Checking readiness for practical or laboratory lessons

In order to ensure a smooth running of practical or laboratory lessons and appropriate readiness of students, the department or institute may stipulate, within the study regime, that the readiness of the students is to be 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 (provisions governing the conduct for written examination apply), *or*
- a short written test consisting of a maximum of 3 short essay questions lasting a maximum of 10 minutes (provisions governing the conduct for written examination apply); *or*
- a short oral discussion.

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

III. ASSESSMENT

Article 16 General assessment

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

The score scale below is used for testing knowledge or skills, provided there are no negative deductions in the knowledge test:

grade	percentage achieved from examination
unsatisfactory (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 from examination
unsatisfactory (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 take an exam, or if he/she deviates from the prescribed forms of examination of knowledge and skills (within the course examination), an "unsatisfactory" grade will be given.

Article 17 **Course exam final grades**

Final grades for the course exams are as follows:

- 10 - (excellent: outstanding results with some minor errors),
- 9 - (very good: knowledge above average, but with some errors),
- 8 - (very good: solid results),
- 7 - (good: good knowledge, but with large errors),
- 6 - (satisfactory: knowledge reaches minimum standards),
- 5 - (unsatisfactory: knowledge does not reach minimum standards).

For visiting students, the obtained grades are converted 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 between satisfactory (6) to excellent (10). After each examination, the grade is entered into the information system and the list of examinees. A negative assessment at the final examination does not annul the results of on-going types assessment knowledge and other obligations that have been successfully completed in the current or previous two years of study when they constitute conditions for admission to the exam.

Article 18 Examiners

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

IV. EXAM TIMETABLE

Article 19 Exam timetable in general

Course exams are conducted in fixed examination periods, which are described as regular and extraordinary. Placement and partial exams are conducted in regular and extraordinary examination periods.

The UL MF Senate determines the date for the end of the autumn examination period.

Article 20 Regular examination periods

Regular exams are set within the examination periods, determined by the Senate of the University in 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 for each study 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 every student in every course to take at least three regular exams during the academic year, within the period from the end of the lectures for each course to the deadline for enrolment in the following academic year. The UL MF Senate determines the date for concluding exams in the autumn exam period as set by the study calendar. The examination deadlines must be arranged in such a way that only one examination period is required for compulsory subjects in the current semester on the same day, and, if the conditions permit, that two consecutive dates of the same study course are at least 14 days apart. Exams outside the examination period are also considered as regular exams, where they are an integral part of course modules.

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 current academic year, set not later than October 20 each year. The President of the council of the current academic 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 taking an examination of knowledge or skills (for example, students who repeat the year, students in an additional year, students with no status, senior year students...).

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

For each course, at least one extraordinary examination period must be allocated during the academic year. Extraordinary exam sessions are determined by the department or institute by 20 October for the current academic year.

In academic years where tuition is carried out in modules, the department or institute may agree to hold regular exams 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 specific, or all courses, of a particular study programme. A call for such a date may also be proposed by nominated teacher(-s) for their specific course.

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

V. CONDUCTING EXAMINATIONS

Article 23

Conditions for taking a course exam

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

If successful on-going assessment of knowledge and skills is a prerequisite for taking the subject exam, a student who is unsuccessful in an on-going assessment must be given another opportunity to undertake on-going assessment before each (except for the first) regular exam.

An exception applies in checking the readiness for practical lessons 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 within the conditions of the study regime.

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

Article 24

Applying for and withdrawing from an examination of knowledge and skills

The student can apply for the course exam through the information system. The student must apply for the course exam no later than 5 days before the exam.

A student may withdraw from the course exam no later than noon on the day 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 not later than 2 working days before the exam. The application may be withdrawn online.

Withdrawing an exam application:

Exam day	Withdrawal 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 25

Task description of the UL MF Office of Student Affairs, Departments and Institutes

The UL MF Office of Student Affairs prepares the list of students applying for the course exam. On this basis the department or institute:

- (1) determines the number of consecutive exam attempts for each student,
- (2) verifies that the applicants meet the requirements of Article 23 of these Regulations,

- (3) determines the timing and spatial distribution of students, enables supervisors to have adequate supervision over students and informs students at least one day before the deadline,
- (4) ensures an adequate number of supervisors,
- (5) reserves appropriate capacities for carrying out knowledge and skills assessment,
- (6) prepares the exam material.

The department or institute permits access to the course examination only to those students who applied before the deadline and publishes the list of applicants 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 accepts students onto the list of applicants for the course examination provided they qualify for the examination in accordance with these Regulations.

The timetable for 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 from the published examination date, or later by exception, if this is stipulated in the study regime. All students who have passed the previous examination of knowledge or skills (written, practical exam, ...) must be allowed to take the oral part of the exam.

The final grade of the course examination must be recorded by the information system no later than the 14th day after the examination date published in the information system. The date a grade result is entered into official records is considered the date at which the obligation was completed.

The student is not obliged to perform more than one compulsory course examination on the same day. Time and spatial arrangements are fixed for students and examiners. The date of undertaking the course examination (any part) can be only changed in exceptional cases, subject to approval by the nominated teacher(-s), head of the department or institute.

Article 26

Other provisions on applying and withdrawing from exams

The student is responsible for correct and full application for the exam. The student can only take the exam if he/she has applied for it on time.

If a student cannot take a course exam for reasons of force majeure and cannot withdraw the application for the same reason, he/she is deemed to have withdrawn before the deadline, if justifiable reason is presented within 3 working days of the examination, or immediately when conditions permit. The nominated teacher(-s) assesses the eligibility of

the force majeure and informs the head of the department or institute. The nominated teacher(-s) 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 unable to apply for the examination due to a previous uncompleted examination period recorded in the information system can also apply outside the deadlines stipulated in Article 24 of these Regulations.

A student not officially withdrawing from the course exam, and having no justifiable reason for doing so, has not undertaken the examination and thus loses the right to a single attempt at the course examination.

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

The student is automatically registered for all other on-going examinations of knowledge and skills and can withdraw at least one working day prior to the exam (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 five days before taking the exam.

Article 27

Early exam entry or taking an exam outside specified exam dates

At the request of the student, an early exam entry or taking an exam outside specified dates may be allowed by the Dean if there are justifiable 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.),.

Article 28

Publication of examination of knowledge and skills results

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

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

The results of the written examination, partial exams and interim exams must be published online - showing the student's registration number and omitting 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 date of the exam for which they are the condition.

The examiner or the nominated course leader(-s) can, at his/her own discretion, interrupt the examination at any time, if the student has a justifiable reason (death in the immediate family, sudden illness or injury).

Article 29 **Re-taking an exam**

A student who has failed to pass a course examination, can repeat the examination up to three times*. An attempt is not considered a repeat where a successful appeal has been made against the assessment.

It is not possible to repeat the examination on the same exam date, but it is permitted during the same examination period (for example within the 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 takes the course exam at the first, second, and for third attempt without an exam committee (attended by only one examiner at the oral examination, except for group examinations). For the fourth and fifth attempts, students take the course exam in front of a committee, made up of at least three members (exam committee).

In exceptional cases, the student can apply for a fifth attempt where there is a valid reason. Student requests for a fifth attempt are resolved by the Commission for Student Affairs of the UL MF.

The UL MF may charge the student for the costs of the fourth and fifth course exam. The cost of taking the exams is paid by students in accordance with the UL Statute and the rules governing contributions and evaluated costs to the UL. The UL MF Commission of Student Affairs may, at the request of the student, and with justification, exempt the student completely or partially from paying the costs of conducting the course examination.

If any part of the course examination ends with a negative grade, the final grade of the course examination in the first and second attempt is negative. In the third and possibly subsequent attempts, the oral part (if the course exam contains this 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 further attempts at the course exam. The conditions that apply for a positive assessment of written or practical part of the course exam to be taken into account in repeating an exam are stipulated in the study regime by the department or institute.

Where the student re-enrols in the same study year, it is considered that individual course exams for that year are taken for the first time, regardless of whether they were taken previously.

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

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

Article 30 Committee exam

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

Committee exams are organised by a department or institute. The examination committee is led by the examiner.

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

The grade awarded by the committee exam is final.

Article 31 Group exam

Group examination in all the courses of the group is performed on the same day. A group exam 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 the department or institute in the study regime. The group exam must be completed within one exam period.

Article 32 Improving the grade

During the period of study, a student can improve a passing grade for a course exam, once, and for a maximum of ten courses selected by him/her. Grades obtained by the student at committee exams cannot be improved. The student submits a request 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 involved when the student successfully passed it. The student does not have the opportunity to correct a positive grade in an exam, where that exam has been repeated twice or more. The improved grade is entered in the exam record and in the information system. If the student does not improve the grade, the grade obtained in the previous successful attempt is retained.

Article 33 Transmission of data to the UL MF Office of Student Affairs

The department or institute ensures entry of assessments into the information system. The department or institute forwards a list of final grades of course examinations within five days at the latest (but not later than the end of the autumn examination period) to the Office of Student Affairs.

VI. EXAMINATION REGULATIONS

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) 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) consumption of food and beverages in examination facilities is prohibited,
- (6) examination papers can only be opened by students when authorized by the supervisor,
- (7) the examination may not be taken on behalf of another student, otherwise both individuals are considered offenders,
- (8) the examiner must check the presence and identity of the applicants. A student must show a proof-of-identity document at the exam. If identity cannot be verified, the student must not take the exam,
- (9) use (copying) of texts, parts of texts, research results and ideas without citing sources is not permitted (exceptions apply for written examinations of knowledge),
- (10) upon completion of the examination, the student is required to submit their entire exam materials for evaluation, even if he/she is certain that a positive grade will not be achieved.

Article 35

Violation of examination regulations

A student violates examination regulations if she/he acts contrary to the rules that are listed in the previous article. Examination regulations are also violated by any individual who attempts to perform, or actually performs, a test of knowledge and skills in place of the registered student in addition to the individual for whom the test of knowledge and skills should apply (Article 34, (7)). Violation of the rules listed in Article 34 is considered a disciplinary offense and is treated in accordance with the provisions of the rules governing student disciplinary responsibility.

Article 36

Supervisors

Supervisors for examinations of knowledge and skills (written exam, practical exam, interim exam, ...) are academic staff (teachers and assistant teachers) of the department or institute or representatives carrying out the testing procedure of knowledge and skills. One supervisor can supervise up to 40 students. Supervisors, as well as the department or institute are responsible for securing examination documents before, during and after examination.

Article 37

Procedure for violation of examination regulations

A violation of the examination regulations may be established by the supervisor. After a violation has been established, the student cannot proceed with the examination of their knowledge and skills. An exam where a violation of the examination regulations has been established is awarded a failing grade.

The supervisor documents the violation of the examination regulations 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 carrying out the examination where the violation occurred.

The Head of the department or institute files the documentation and the initiative for the Dean to start a disciplinary procedure against the student. The Dean of the UL MF assesses the merits of the initiative and starts 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 contests the assessment grade.

VII. ACCESS TO DOCUMENTS AND GRADE APPEAL

Article 39 Access to exam documentation

The student has the right to access the written part of his/her exam, which was assessed for 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 the department or institute who carried out the test of knowledge and skills must be present to facilitate and clarify responses to all student questions.

A student can apply for access to his/her written part of the exam within seven days after publication 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 Procedure for appeal of assessment

A student who believes that his/her skills or knowledge have been assessed unfairly, may submit a formal appeal to the Dean requesting a re-evaluation of a written exam, or request a further oral exam, by 3 working days after the publication date set for the written exam, or the first working day following the end of the oral exam, respectively.

On the first working day after the receipt of the appeal, the Dean appoints a three-member committee, which cannot be led by the examiner who is the subject of the student's appeal.

If an appeal is lodged against the assessment for the oral part of the exam, 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 the 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 appeal against the assessment for only the written, or, for only oral part of the exam (or the practical part). There is no appeal possible against the decision or grade of the examination committee in the case of committee exam.

VIII. FINAL PROVISIONS

Article 41

Responsibility and supervision for the implementation of these Regulations

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

Article 42

Interpretation of the provisions of the 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 the 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 consideration by 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 consideration by the Board and the Commission meetings.

Article 44

Foreign students in mobility programmes

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

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 working with students. The Regulations shall enter into force on 2 October 2017 and shall apply from the academic year 2017/2018 onwards.

UL MF Senate President
DEAN
Prof. Dr. Igor Švab, MD