

Pursuant to Article 55 of the Statute of the Polytechnic of Rijeka, CLASS: 003-05/15-01/07, REG. NUMBER: 2170-57-01-15-4 of 16 March 2015 (the full text of 31 October 2017), the Academic Council of the Polytechnic of Rijeka adopted the following at the 198th session held on 27 September 2019:

REGULATION

ON THE ASSESSMENT OF STUDENTS OF PROFESSIONAL UNDERGRADUATE AND PROFESSIONAL SPECIALIST GRADUATE STUDY PROGRAMMES OF THE POLYTECHNIC OF RIJEKA

(1) GENERAL PROVISIONS

Article 1

This Regulation determines the means of the assessment of students of professional undergraduate and professional specialist graduate study programmes at the Polytechnic of Rijeka.

The terms used in this Regulation that are gender-biased, no matter whether these were used to designate male or female gender, refer equally to male and female gender.

Article 2

The assessment of students is based upon the assessment of the acquisition of certain course learning outcomes. Course learning outcomes are in line with learning outcomes of the study programmes.

The assessment of students is conducted by applying the European Credit Transfer and Accumulation System (ECTS) and the numerical system in accordance with the study programme and in a way that was determined by this Regulation.

Student workload, that is 1 ECTS credit, as a rule of thumb, amounts to 25 to 30 hours of the total average student workload invested in the acquisition of course learning outcomes.

(2) ASSESSMENT OF THE ACQUISITION OF COURSE LEARNING OUTCOMES

Article 3

The assessment of the acquisition of course learning outcomes is conducted continuously during the semester and/or in the examination period.

The student acquired course learning outcomes (passed the exam) if he/she gained at least 50% of the points for each course learning outcome that could have been gained for that course learning outcome.

All course learning outcomes are worth 100% of the points.

Article 4

The assessment of the acquisition of course learning outcomes continuously during the semester is conducted by assessing each course learning outcome using 1 to 4 different methods (means) of assessment.

The acquisition of all course learning outcomes is graded with at least 2 different methods (means) of assessment.

The assessment of the acquisition of course learning outcomes during the examination period, that is at the so-called final examination, consists of the written and oral part, where one has to reach a passing threshold for every individual course learning outcome. The passing threshold is 50% of the points that could be gained for a certain course learning outcome.

The assessment of the acquisition of course learning outcomes during the examination period, that is at the so-called final examinations, may encompass yet another activity, that is an assessment method that is defined by the teacher as a pre-requisite (obligation) that has to be done during the semester or before taking the exam, in case when it is not possible to assess the acquisition of a certain learning outcome during the examination period.

Article 5

The assessment of the acquisition of course learning outcomes could be assessed by a combination of the following methods:

- a written method during the semester (for instance, midterm, test, etc.) and in the examination period (written exam);
- an oral method at the examination period and exceptionally during the semester;
- in-class activities (for instance, tasks, exercises);
- out-of-classroom activities, that is individual solving problematic tasks, presenting solutions, group work (for instance, seminar paper, project task, homework, etc.).

Article 6

Based upon all the acquired course learning outcomes and the accumulation of all gained percentages at assessing certain course learning outcomes, the final grade is formed based on table 1.

Table 1: Grades in relation to gained percentages

Acquisition of a course learning outcome (in %)	Numerical grade	ECTS grade
90.00 - 100.00	excellent (5)	A
75.00 - 89.99	very good (4)	B
60.00 - 74.99	good (3)	C
50.00 - 59.99	sufficient (2)	D
0.00 - 49.99	insufficient (1)	F

Passing grades are: excellent (5), very good (4), good (3) and sufficient (2).

The records of conducted examinations contain a numerical grade, ECTS grade and the percentage of a gained course learning outcome.

In relation to the courses for which the study programme determined that the acquisition of course learning outcomes is expressed using descriptive grading, the teacher awards the grade "pass" to the student who fulfilled the requirements prescribed by the curriculum at the end of the semester.

Article 7

The student, who during the semester acquired all course learning outcomes on a particular course in accordance with Art. 3, Para. 2 of this Regulation and wants a better final grade, may approach the assessment of course learning outcomes again during the examination period. In that case the final grade is formed based on percentages gained in the examination period.

The student, who during the semester did not manage to acquire all course learning outcomes on a particular course in accordance with Art. 3, Para. 2 of this Regulation, may approach the assessment of course learning outcomes in the examination period again, if he/she acquired at least 50% of course learning outcomes (in case of an odd number of course learning outcomes that rounds off to the nearest whole number).

Article 8

If the acquisition of course learning outcomes is graded in the examination period, the student may take the course exam a maximum of three times in one academic year.

If the student did not acquire all course learning outcomes in a particular course during one academic year, he/she re-takes that course in the following academic year with all accompanying outcomes.

Article 9

The calendar of examination dates is published at the beginning of every academic year in accordance with Art. 42 of the Regulation on studying.

Students are obliged to apply for the examination in accordance with Art. 43 of the Regulation on studying.

Article 10

The acquisition of all course learning outcomes on a particular course could be, if demanded by part-time students, graded by taking the final examination in the examination period. In that case, the student is not exempted from the requirements that are conducted during the semester and which are a precondition for taking the final examination (for instance, laboratory exercises, etc).

In case of the 1st item of this Article, the submission of a request for grading the acquisition of all course learning outcomes on a certain course in the final examination is carried out in the following way:

- for first year courses of the study programme the request has to be submitted by the end of October in the current academic year (for courses that are taught in the winter semester), that is until the 15th of March in the summer semester);
- for higher year courses of the study programme the request is submitted in the entry form to enroll in a higher year of the study programme by choosing the final examination for a certain course.

Article 11

The acquisition of course learning outcomes on a certain course for full-time students could be graded by taking the final examination during the examination period in exceptional cases, that is in case of extraordinary circumstances due to which they missed the opportunity to fulfil course requirements continuously (for instance, longer sick leave, etc.).

The provision from the 1st item of this Article refers to international exchange students and outstanding athletes.

Full-time students from item 1 and 2 of this Article submit their request during the semester, but no more than 15 days from the day of the discovery that extraordinary circumstances took place.

3) TEACHERS' DUTIES

Article 12

The teacher defines in a course description (syllabus), which has to be published on the course website, the means of assessment of the acquisition of course learning outcomes

At the beginning of the semester the teacher is obliged to familiarize students with the means of assessing the acquisition of course learning outcomes.

The teacher is obliged to keep a record of students' achieved results during the semester and/or in the examination period and the results have to be regularly published on the course website, that is in the information system of the Polytechnic, with respect to the personal data protection regulation.

The teacher determines and publishes the dates of assessment of the acquisition of course learning outcomes during the semester in accordance with the academic year calendar.

If it is demanded by the student, the teacher has to give the student an insight into the written part of assessment of the acquisition of course learning outcomes.

4) STUDENT'S OVERALL SUCCESS

Article 13

Based upon the average percentage of the acquisition of course learning outcomes at the end of the study programme, the final mean of the acquisition of course learning outcomes from all passed courses is expressed using a unique comprehensive classification of qualifications (classification of honors) as follows:

- First-Class Honors – 90 - 100% of course learning outcomes acquired during the study programme.
- Upper Second-Class Honors – 80 - 89.99% of course learning outcomes acquired during the study programme.
- Lower Second-Class Honors – 70 - 79.99% of course learning outcomes acquired during the study programme.
- Third-Class Honors – 60 - 69.99% of course learning outcomes acquired during the study programme.
- Pass -50 - 59.99% of course learning outcomes acquired during the study programme.

Article 14

Students of professional undergraduate and professional specialist graduate study programmes with the highest final mean of percentages of course learning outcomes acquired, who graduate in the prescribed period of study programme length, could be indicated honors at the end of the study programme in a diploma or diploma supplement from the Latin classification of honors:

- A Bachelor with the highest honors (SUMMA CUM LAUDE baccalaureus), that is a Specialist with the highest honors (SUMMA CUM LAUDE Professional Specialist) with the final percentage higher than 98%.
- A Bachelor with great honors (MAGNA CUM LAUDE baccalaureus), or a Specialist with high honors (MAGNA CUM LAUDE Professional Specialist) with the final percentage higher than 94%.
- A Bachelor with praise (CUM LAUDE baccalaureus); or a Specialist with honors (CUM LAUDE professional specialist) with the final percentage higher than 90%.

The average percentage of the acquisition of course learning outcomes is determined by adding up the product of percentages of course learning outcomes acquired and ECTS credits of every course and dividing it by the total number of ECTS credits in the study programme (180 ECTS credits in the professional undergraduate study programme, that is 120 ECTS credits in the specialist graduate professional study programme).

5) TRANSITIONAL AND FINAL PROVISIONS

Article 15

Amendments and addenda to this Regulation are adopted by the same procedure as the Regulation itself.

Article 16

This Regulation comes into force on the eight day from the day it was published on the bulletin board.

The Regulation is applied from the academic year 2019/2020.

Article 17

By coming into force this Regulation annuls the provisions of the Regulation on Assessing Students of Professional Undergraduate and Professional Specialist Graduate Study Programmes of the Polytechnic of Rijeka as of 28 September 2016 CLASS: 003-05/16-01/09. REG. NUMBER: 2170-57-01-16-2.

CLASS: 003-05/19-01/11
REG. NUMBER: 2170-57-01-19-02

Rijeka, 27 September 2019-11-15

POLYTECHNIC OF RIJEKA

Dean

Saša Hirnig, Ph.D., College Professor

The Regulation was put on the bulletin board of the Polytechnic of Rijeka on 27 September 2019 and it came into force on 5 October 2019.

POLYTECHNIC OF RIJEKA
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