

Pursuant to Article 82 of the Act on Scientific Activity and Higher Education (Official Gazette No. 123/03, 198/03, 105/04, 174/04, 02/07 – the Decision of the Constitutional Court of the Republic of Croatia, 46/07, 45/09, 63/11, 94/13, 139/13 and the Decision of the Constitutional Court of the Republic of Croatia 101/14 and 60/15), Article 25 of the Statute of the University of Rijeka, and Article 36 of the Statute of the Faculty of Economics in Rijeka, the Faculty Council of the Faculty of Economics in Rijeka adopted the following regulations at its session as of September 19 2016:

REGULATIONS ON THE ASSESSMENT

of student progress at undergraduate and graduate university studies at the Faculty of Economics in Rijeka

Article 1

Assessment and evaluation of student progress

- 1) Student progress at undergraduate university studies (hereinafter: undergraduate studies) and graduate university studies (hereinafter: graduate studies) at the Faculty of Economics in Rijeka (hereinafter: the Faculty) achieved within a particular course shall be assessed and evaluated during classwork and based on the final examination in accordance with study program requirements.
- 2) Student progress of part-time students shall be assessed and evaluated in the same manner as that of full-time students but in accordance with the modified curriculum for part-time students.
- 3) Student progress of those students involved in on-line studies shall be conducted in accordance with the modified curriculum and in the manner suitable in an on-line environment.
- 4) Student assessment shall be graded in accordance with the European Credit Transfer System (ECTS) grading scale and the numerical grading scale.
- 5) Assessment within the ECTS system shall be done in accordance with the absolute distribution of overall progress.

Article 2

Assessment within the European Credit Transfer System

- 1) Student progress at each course shall be expressed in accordance with the ECTS grading scale ranging from 0 to 100 grade points. The student shall pass the course if he/she obtains a minimum of 50 grade points and 50% of learning outcomes. The details on the methods of assessing learning outcomes shall be defined by individual course curriculum on annual basis for each academic year.
- 2) Monitoring and assessment of student progress on a particular course shall be conducted during classwork and at the final examination in the following manner:
 - Student progress achieved during classwork shall be graded from 0 to 70 grade points
 - Student progress achieved at the final examination shall be graded from 0 to 30 grade points
- 3) The final overall grade is the sum of grade points achieved during classwork and at the final examination.
- 4) The student who has obtained:
 - 0 to 49.9 % of the grade points allocated through different modes of assessment and evaluation of student progress during classwork pursuant to regulations and/or the respective study program offered by the constituent faculty shall be graded F (insufficient), and, as such, cannot obtain ECTS credits and has to re-enroll the course.

—50 or more % of the grade points allocated through different modes of assessment and evaluation of student progress during classwork pursuant to regulations and/or the respective study program offered by the constituent faculty shall earn the right to sit for the final examination.

If a student does not achieve at least 50% of the grade points awarded at the final examination, he/she is graded F (insufficient) and, as such, cannot obtain ECTS credits and has to re-enroll the course.

- 5) The student may sit for the final examination in a particular course up to three times in a single academic year regardless of the number of examination sessions.

Article 3

Assessment and evaluation of activities during the course (0-70 grade points)

- 1) The student shall be awarded 30 to 70 grade points through continuous assessment/mid-term examinations.
- 2) The continuous assessment/mid-term examination is a written assessment of a student's knowledge and is a constituent part of a course. The number and the schedule of continuous assessments/mid-term examinations and re-take continuous assessments/mid-term examinations are determined by the course holder and set forth in the course curriculum. Each student shall sit for the continuous assessments/mid-term examinations set forth in the course curriculum.
- 3) The re-take continuous assessment/mid-term examination is a written assessment of a student's knowledge and is a constituent part of a course. It is held, as a rule, on the last day of lectures within the respective course.
- 4) The student may choose to sit for the re-take continuous assessment/mid-term examination if:
 - a) he/she has not achieved a sufficient number of grade points on his/her continuous assessment/mid-term examination as envisaged by the curriculum
 - b) he/she has achieved a sufficient number of grade points during the course but wishes to achieve a higher number of grade points. In this case, the student has to inform the respective teacher of his/her decision in writing.
- 5) By applying for the re-take continuous assessment/mid-term examination in order to achieve a greater number of grade points, the student agrees to have his/her previously achieved grade points at the respective regular continuous assessment/mid-term examination to be deleted from course records.
- 6) The continuous assessments/mid-term examinations within a respective course must cover only the subject matter envisaged by the course curriculum.
- 7) The course holder is free to allocate the remaining 0 to 40 of grade points to be achieved during classwork using any of the modes of assessing acquired knowledge listed in the table below. The manner in which the grade points are allocated shall be communicated to the students via the course curriculum on the respective course's web pages.

class activity seminar paper experiment essay research work project work report practical work critical review independent work	practicum homework field work test laboratory work auditory exercises seminar presentation program development continuous assessment/mid-term exam computer programming
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Article 4

Grading system at the final examination (0-30 grade points)

- 1) The final examination is, as a rule, a written assessment of student's knowledge, and may include an oral assessment of knowledge, execution of practical work or any combination of these forms. The oral and written examination shall be conducted through examination questions assessing the acquisition of envisaged learning outcomes (knowledge, skills and general competencies).
- 2) The written examination, as a rule, lasts 30 to 60 minutes (the duration of the written examination is determined by the holder of the respective course and is communicated prior to the commencement of the examination). If the student exceeds the determined duration of the examination and/or fails to act upon the expiry of the determined duration of the examination in the manner prescribed by Article 7 of these Regulations, the examination shall be evaluated with 0 grade points and the grade achieved on the examination is F (insufficient).

Article 5

Modified study conditions for part-time students

- 1) The course holder is free to allocate 0 to 40 of grade points to be achieved during classwork using any of the modes of assessing acquired knowledge listed under paragraph 7, Article 3 of these Regulations. The manner in which the grade points are allocated shall be communicated to the students via the course curriculum on the respective course's web pages
- 2) The student shall be awarded 30 to 70 grade points through continuous assessment/mid-term examinations.
- 3) The continuous assessment/mid-term examination is a written assessment of student's knowledge and is a constituent part of a course. The number and the schedule of continuous assessments/mid-term examinations and re-take continuous assessments/mid-term examinations are determined by the course holder and set forth in the course curriculum. Each student shall sit for the continuous assessments/mid-term examinations set forth in the course curriculum.
- 4) The continuous assessments/mid-term examinations within a respective course must cover only the subject matter envisaged by the course curriculum.
- 5) With prior consent of the respective course holder, a part-time student may sit for the continuous assessment/mid-term examination at terms envisaged for part-time students in Rijeka or at those envisaged for students in our teaching centers, regardless of the location of his/her enrollment.
- 6) The part-time student may choose to sit for the continuous assessment/mid-term examination during organized classes or during final examination sessions. Namely, if the student cannot sit for the continuous assessment/mid-term examination during organized classes the respective course holder shall allow the student to sit for the continuous assessment/mid-term examination at final examination sessions. The continuous assessments/mid-term examinations and their re-takes cannot be taken at the final examination session in September.
- 7) The student may choose to sit for the re-take continuous assessment/mid-term examination if he/she has not achieved a sufficient number of grade points on his/her continuous assessment/mid-term examination or wishes to achieve a higher number of grade points. In this case, the student has to inform the respective teacher of his/her decision in writing. By applying for the re-take continuous assessment/mid-term examination, the student agrees to have his/her previously achieved grade points at the respective regular continuous

assessment/mid-term examination to be deleted from course records. The student may sit for the re-take continuous assessment/mid-term examination only once.

- 8) Student progress achieved at the final examination shall be graded from 0 to 30 grade points. Only the students who have earned the right to sit for the final examination will have their final examinations graded.
- 9) The final examination is, as a rule, a written assessment of a student's knowledge, and may include an oral assessment of knowledge, assessment of practical work or any combination of these forms. The oral and written examination shall be conducted through examination questions assessing the acquisition of envisaged learning outcomes (knowledge, skills and general competencies). The student may sit for the final examination in a particular course up to three times in a single academic year regardless of the number of examination sessions.
- 10) The final examination, as a rule, lasts 30 to 90 minutes (the duration of the examination is determined by the holder of the respective course and is communicated prior to the commencement of the examination). If the student exceeds the determined duration of the examination and/or fails to act upon the expiry of the determined duration of the examination in the manner prescribed by Article 7 of these Regulations, the examination shall be evaluated with 0 grade points and the grade achieved on the examination is F (insufficient)

Article 6

Grading system for students involved in on-line studies

- 1) The student shall be awarded 30 to 70 grade points through continuous assessment/mid-term examinations.
- 2) The continuous assessment/mid-term examination is a written assessment of a student's knowledge and is a constituent part of a course. The number and the schedule of continuous assessments/mid-term examinations and re-take continuous assessments/mid-term examinations are determined by the course holder and are set forth in the course curriculum. Each student shall sit for the continuous assessments/mid-term examinations set forth in the course curriculum. The student may choose to sit for the re-take continuous assessment/mid-term examination if he/she has not achieved a sufficient number of grade points on his/her continuous assessment/mid-term examination or wishes to achieve a higher number of grade points. In this case, the student has to inform the respective teacher of his/her decision in writing. The student may sit for the re-take continuous assessment/mid-term examination only once. By applying for the re-take continuous assessment/mid-term examination, the student agrees to have his/her previously achieved grade points at the respective regular continuous assessment/mid-term examination to be deleted from course records.
The continuous assessments/mid-term examinations and their re-takes cannot be taken at the final examination session in September.
- 3) The continuous assessments/mid-term examinations within a respective course must cover only the subject matter envisaged by the course curriculum.
- 4) The course holder is free to allocate 0 to 40 of grade points to be achieved during classwork using any of the modes of assessing acquired knowledge listed under paragraph 7, Article 3 of these Regulations. The manner in which the grade points are allocated shall be communicated to the students via the course curriculum on the respective course's web pages.
- 5) Student progress achieved at the final examination shall be graded from 0 to 30 grade points.
- 6) The final examination is, as a rule, a written assessment of a student's knowledge, and may include an oral assessment of knowledge, assessment of practical work or any combination of these forms. The oral and written examination shall be conducted through examination questions assessing the acquisition of envisaged learning outcomes (knowledge, skills and general competencies).

- 7) The continuous assessment/mid-term examination and the final examination are, as a rule, held during the same examination session.
- 8) This combined examination, as a rule, lasts 30 to 90 minutes (the duration of the examination is determined by the holder of the respective course and is communicated prior to the commencement of the examination). If the student exceeds the determined duration of the examination and/or fails to act upon the expiry of the determined duration of the examination in the manner prescribed by Article 7 of these Regulations, the examination shall be evaluated with 0 grade points and the grade achieved on the examination is F (insufficient)

Article 7

Student code of conduct

- 1) The student shall, as a rule, apply for the final examination via the Studomat.
- 2) The student who fails to apply for the final examination within the prescribed period cannot sit for the final examination. If such a student sits for the final examination, the examination is declared void
- 3) If the student applies for the final examination but fails to sit for it, or fails to withdraw his/her application on time, or does not have the sufficient number of grade points allowing him/her to sit for the final examination will be marked “null”. In such cases, it will be considered that the student has exercised the right to sit for the exam.
- 4) During all forms of written assessment, the student is not allowed to:
 - Cross or erase a circled response, write in pencil, unless the teacher decides otherwise
 - Copy from peers, turn around, talk and use any kind of aids other than those allowed by the teacher
 - Have/use a cell phone or any communication device, as well as devices for recording and / or reproducing data
 - Early or untimely turn in the examination paper upon the announcement that the examination is finished and that the examination papers are to be put aside
 - Inadequately turn in one's paper or continue writing one's answers upon the announcement that the examination is finished and that the examination papers are to be put aside
- 5) In all of the above cases, the course holder will declare the examination void and the examination paper will be graded with 0 grade points and an F (insufficient).
- 6) Once the writing period has expired, the student is not allowed to write anything on the paper and has to follow further instructions by the teacher. The student has to:
 - put down his/her pen
 - remain sitting
 - flip his/her examination paper
 - put the examination paper on the corner of his/her desk
 - wait for the teacher to collect the examination papers and
 - wait for the teacher to announce that the examination is finished.
- 7) In case of violation of student responsibilities, the student will be reported to the Disciplinary Committee who will take action as prescribed by the Regulations Relating to Disciplinary Procedure –Non-academic Misconduct of the Faculty.

Article 8

Final examinations and examination terms

- 1) The student may sit for the final examination in a particular course up to three times in a single academic year regardless of the number of examination sessions.
- 2) Regular examination terms:
 - The regular examination term is organized within 30 days upon the final lecture

- The regular examination term has two examination sessions for each course held during the respective semester
 - The first examination session is held within two weeks of the final lecture
 - The second examination session, as a rule, is held within two weeks upon the first examination session and within 30 days upon the final lecture. The right to sit for the second examination session has a student that has not exercised his/her right to sit for the final examination during the first session or has failed the examination.
- 3) Additional examination term:
 - The additional examination term is, as a rule, organized in September unless otherwise provided by the study program.
 - 4) The examination sessions for part-time students are organized according to the modified course curriculum.
 - 5) In case the student finds that his/her rights have been breached during the examination, he or she has the right to appeal under the provisions stipulated by the Regulations on Undergraduate and Graduate University Studies at the Faculty of Economics in Rijeka (hereinafter: Regulations on Studies).
 - 6) If the student is not satisfied with the grade achieved at the final examination and wishes to re-take the examination (for a higher grade), the student shall submit to the course holder a written statement declaring that he/she refuses the obtained grade within 24 hours of acknowledgement and insight into examination results. Upon submission of the statement, the course holder enters a negative grade into the examination session records for the student in question. The deadline for the written statement does not include non-working days. The date and time of insight into graded examination papers is determined by the course holder, and is, as a rule, published together with examination results. The course holder is not obligated to provide insight into examinations upon this date. If the date and time of insight are not specified, the student has the right to have an insight into his/her graded paper during the first office-hours for students held by the respective course holder.
 - 7) Application and withdrawal of application to sit for the final examinations are regulated by the Faculty's Regulation on Studies.
 - 8) All documentation providing evidence on student acquisition of grade points (continuous assessment/mid-term examinations, seminar papers, case studies and other tangible evidence) is kept until the end of the current academic year for students studying in Croatian and permanently for students studying in English.

Article 9

Final grade formation

- 1) The final grade is formed based on the number of achieved grade points at a course (sum of ECTS grade points achieved during classwork activities and at the final examination). The grading scale is as follows (the final grades are expressed in percentages):
 - excellent (5) corresponds to grade A in the ECTS grading scale and achievement of 90 -100 %
 - very good (4) corresponds to grade B in the ECTS grading scale and achievement of 75-89.9 %
 - good (3) corresponds to grade C in the ECTS grading scale and achievement of 60-74.9 %
 - sufficient (2) corresponds to grade D in the ECTS grading scale and achievement of 50-59.9 %
 - insufficient (1) corresponds to grades F in the ECTS grading scale and achievement of 0-49.9 %
- 2) In courses upon which the students receive a descriptive grade, as defined by the study program, the student is graded *Pass* if he or she has obtained 50 or more grade points.

Article 10

Registration of passing grades into respective records

- 1) The passing grades are: excellent (5), very good (4), good (3) and sufficient (2)

- 2) The grades entered into the examination records, student matriculation book (*indeks*) and /or other registry include the numerical grade, ECTS grade, and the percentage of acquired knowledge, skills and competencies and the date of the final examination.

Article 11

Responsibilities of the course holder

- 1) The course holder shall keep records during his/her courses on the acquired percentage of skills, competencies and knowledge for each student and for each assessment activity as well as the final sum of obtained grade points.
- 2) The course holder shall inform the student on his/her oral examination results immediately upon completion of the exam. The course holder shall inform the student on his/her written assessment and examination within 5 working days of the date of the written assessment/examination via official web site, Faculty's bulletin board, e-platform or other information system or other acceptable manner.
- 3) The course holder shall grade the student's progress using the ECTS grading scale (0-100) and the numerical grading scale.
- 4) With the start of a new semester, the course holder shall publicly announce the course curriculum (form attached) on the bulletin board and via the course web pages and shall, during the first lecture, inform the students on the following:
 - the grading system and percentages to be awarded for each activity assessing the acquired skills, competencies and knowledge
 - the manner in which the final grade shall be formed
- 5) The course holder shall submit the final examination records to the Student Registry Office within 8 working days of the final examination, in order to have them timely entered into the ISVU system.

Article 12

Overall student progress

- 1) The grade point average (GPA) is calculated as follows: for each course, the obtained percentage is multiplied by the number of ECTS credits awarded for completing the respective course; the obtained products for all courses are then summed up; this sum is then divided by the total number of ECTS credits. The quotient is calculated to three decimal points.
- 2) Based on the average percentage of acquired knowledge, skills and competencies upon completion of the undergraduate and graduate studies, the final average of acquired knowledge, skills and competencies during respective studies is expressed by a single comprehensive classification of qualifications (classification of honors):

- First-Class Honours	- 90-100 %
- Upper Second-Class Honours	- 80-89.9%
- Lower Second-Class Honours	- 70-79.9%
- Third-Class Honours	- 60-69.9%
- Pass	- 50-59.9%
- 3) The students with the highest percentage of acquired knowledge, skills and competencies upon completion of undergraduate and graduate studies are conferred the Latin honours (classification of distinction) which are entered into their certificates of graduation (degree diplomas). The honours are as follows:
 - 3.1 Bachelor degree:
 - *Baccalaureus/a SUMMA CUM LAUDE* (Bachelor's degree with highest honours)
 - *Baccalaureus/a MAGNA CUM LAUDE* (Bachelor's degree with great honours)
 - *Baccalaureus/a CUM LAUDE* (Bachelor's degree with honours)
 - 3.2 Master degree:
 - *Magistar/ra SUMMA CUM LAUDE* (Master's degree with highest honours)
 - *Magistar/ra MAGNA CUM LAUDE* (Master's degree with great honours)

- *Magistar/ra* CUM LAUDE (Master's degree with honours)
- 4) The number of students to be conferred the Latin classification of honours is determined by the Faculty Council.

Transitional and final provisions

Article 13

Riječi i pojmovi u ovom Pravilniku koji imaju rodno značenje, odnose se jednako na muški i ženski rod. (Translator's note: Nouns and phrases in the Croatian language, unlike in English, have gender markings and thus this provision is only applicable to the Croatian version of these Regulations and is therefore not translated.)

Article 14

The general acts of the University of Rijeka shall apply *mutatis mutandis* to the resolution of all issues regarding the organization and performance of studies not regulated by these Regulations.

Article 15

The Faculty Council shall be authorized to interpret provisions stipulated by these Regulations for the purpose of their implementation and clarification.

Article 16

These Regulations shall come into effect on the date of their publication on the Faculty's bulletin board and web pages and shall be applicable as of the academic year 2018/2019.

Dean:

Assoc. prof. dr. sc. Alen Host

These Regulations are announced publicly on the Faculty's bulletin board and the official web pages as of July 17, 2018.

Secretary:

Tatjana Pavičić, mag. iur.

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