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On the basis of Articles 30, 74 of the Statute of the Landscape Governance College Grm Novo mesto, the Senate of the Landscape Governance College Grm Novo mesto has on 14th September 2023 accepted

## REGULATIONS ON THE EXAMINATION AND ASSESSMENT OF STUDENTS

### GENERAL PROVISIONS

#### Article 1

- (1) The Regulations regulate the examination and assessment of the knowledge of participants in the various educational programmes at the Landscape Governance College Grm Novo mesto (hereinafter referred to as the College):
- students enrolled in full-time and part-time undergraduate and postgraduate courses,
  - students from other universities who join the College's study programmes on the basis of mobility programmes and other forms of cooperation between higher education institutions and inter-university cooperation,
  - students who have lost their student status,
  - participants in advanced training and other higher education programmes,
  - other learners (citizens) who do not have a student status.
- (2) In the following, the term "student" shall be used to refer to all groups of learners referred to in paragraph (1) of this Article, unless the provision refers to or applies only to a specific group of learners. (2) In the following, the term "study programme" shall be used for all programmes of education referred to in Article 1 of these Regulations (programmes of study at first, second and third levels, further training programmes and other programmes of education), except where the provision applies only to a specific programme of education.


#### Article 2

- (1) A student without student status who is registered as a citizen has the option of enrolling in a course within a higher education programme at a higher education institution, part-time or full-time if there is no part-time course. He/she shall be enrolled in a course or part of a course under the same conditions as those applicable to enrolment in a specific study programme at a higher education institution. After completing the study requirements, he/she receives a certificate of completion of the study requirements with information on the ECTS obtained, which he/she can apply when enrolling in a higher education programme at a higher education institution.
- (2) As a citizen, you pay the registration fee, the cost of exam preparation and the cost of taking the exams according to the current College Fee Schedule, in accordance with the College Fee and Cost Assessment Regulations

#### Article 3

- (1) The forms of examination and assessment of knowledge shall be: examinations, colloquia, seminar papers and seminar work and assignments in tutorials, seminar assignments with defence, active participation in tutorials and seminars, tests, performances, reports on professional practice, presentation of other work, final assignments, electronic examinations and other forms specified in the study programme.
- (2) The examination may be oral or written, or oral and written, or by examination of written and other products or assignments and their defence, or by examination of a special performance.
- (3) Students' knowledge shall be tested and assessed on a section-by-section basis throughout the academic year to ensure a comprehensive review and assessment of mastery of the content and to ensure that students participate constructively and responsibly in the learning process.

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- (4) The specific form of assessment in each subject is determined by its curriculum.
- (5) All theses and dissertations shall be subject to a plagiarism test using one of the plagiarism detection software provided by the College as part of the technical examination.

#### Article 4

- (1) Students must be familiar with the method of examination and assessment, the criteria for the assessment of knowledge and the method of determining the final grade of the course.
- (2) Each academic year, the course leader shall provide students with a detailed briefing at the introductory lecture:
  - with the course implementation plan,
  - with basic study resources,
  - the way knowledge is tested and assessed, and the criteria for assessment,
  - the learning requirements or the proportions that each component of the assessment and evaluation contributes to the final grade of the course; and
  - the conditions for taking a particular form of assessment in a unit of study.

The College shall ensure that up-to-date information on the study programmes and curricula of each unit of study is publicly available.

### EXAMS

#### Article 5

- (1) Examination and assessment shall be public.
- (2) The publicity of the examination and assessment of knowledge shall be ensured in particular by the publication of the examination dates and the results of the examination and assessment of knowledge in the Higher Education Information System, by the possibility to consult the assessed written products in accordance with the provisions of these Regulations, and by the right of students and other persons to be present during the examination and assessment of knowledge in the case of oral examinations.
- (3) The results of the examination and assessment shall be entered into the Higher Education Information System of the College, subject to the regulations on the protection of personal data and in accordance with the provisions of these Regulations.


#### Article 6

Students have the right to see the revised written work and to receive an explanation of the result within three months of the entry of the marks in the College's Higher Education Information System

#### Article 7

- (1) A student may take the examinations of the year in which he/she is enrolled and any missing examinations from the previous year.
- (2) A student who is re-enrolled in the same year of study in the current academic year and who has completed all the study requirements for the year (60 credits) in the first examination period (January/February) may apply in writing to the Commission for Academic and Study Affairs to be allowed to sit the examinations in the subjects of the upper year.
- (3) The other trainee (citizen) shall submit an application to the Registrar's Office for the performance of the requirements and examinations in the specified subjects. The application shall be decided by the Commission for Academic and Study Affairs, which shall take into account the fact that the lectures in the course are being or will be held and the examination period has not yet expired.

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- (4) Another trainee (citizen) may sit all the examinations offered, provided that he or she meets the entry requirements for each subject.
- (5) A second trainee (citizen) may sit examinations up to a total of 60 Credit Points in any one academic year.
- (6) Another educational participant (citizen) does not have the status of a student and the rights deriving from the status of a student.
- (7) The higher education institution shall conclude a contract with the other trainee (citizen), which shall specify all the units of study that the candidate wishes to undertake, the time limit within which the higher education institution shall guarantee the completion of the unit of study, the verification of knowledge, and the method of payment.
- (8) The other participant in education (citizen) cannot complete his/her studies in this way and thus obtain a diploma and a professional or scientific title. In order to obtain a professional or scientific degree, the candidate must also be formally enrolled in a study programme.
- (9) In the case of enrolment in publicly valid higher education programmes, the obligations completed as a second participant shall be recognised for the second participant (citizen). In such a case, the tuition fee shall be reduced proportionately for the applicant.

### Article 8

A candidate who has lost his/her status as a student of the College under the provisions of Article 98, paragraph 2, 4 or 6, of the Statute of the College shall retain the right to sit the missing examinations for a period of five years after the expiry of his/her status in accordance with these Regulations.

### Article 9

- (1) Students may also take examinations early, i.e. before the lectures and tutorials of the course have been completed.
- (2) The Commission for Academic and Student Affairs shall permit the student to take the examination early upon written request if there are justified reasons for doing so (an average grade of at least 8 - good, departure for study or professional practice abroad, hospitalisation during the examination period, childbirth, participation in a professional or cultural event or in a top-level sporting competition, etc.).


### Article 10

- (1) A student may register for an examination once he/she has completed all the course requirements specified in the programme of study.
- (2) The student shall pay for the fourth and each subsequent examination in each course.

### Article 11

- (1) The fourth and all subsequent examinations shall be by examination board.
- (2) The student must pay for the board examination.
- (3) If the regular examination is written only, the student may also ask the Board for an oral defence. If the Ordinary Examination is oral only, the student may also apply to the Board for a written examination.
- (4) The Commission shall be appointed by the Dean. It shall be composed of two higher education teachers, of whom the chairperson shall normally be the holder of the specific teaching unit.
- (5) A student may also request a board examination in the case of at least a second examination.
- (6) A record of the board examination shall be made in which the chair of the board shall record the application for the examination, the examination questions, the examination paper and the mark obtained. The minutes shall be signed by both members of the Board and forwarded to the Registrar's Office, where they shall be kept in the student's personal file (OBR-VŠ-GRM-010).
- (7) In the case of the 4th and 5th sitting of an examination, the student sitting the board examination

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shall complete the written part, if any, at the same time as the other students. In this case, the Board of Board Examiners shall complete a record, which shall be signed by both members of the Board and shall be accompanied by the examination questions and the student's examination field. If necessary, an oral examination shall also be conducted. If no written examination is scheduled, the examination shall be conducted orally before the Board.

- (8) In the case of a grade 6 or above, the entire examination shall be conducted before a Board.

#### Article 12

- (1) A student who achieves the number of credits required for promotion to a higher year in less than one academic year shall be granted accelerated promotion.
- (2) The decision shall be taken by the Senate of the College on the basis of the applicant's application and the opinion of the Academic and Student Affairs Commission of the College. The decision shall determine the method of accelerated promotion.
- (3) Accelerated progression shall be facilitated by allowing the student to enrol in and complete courses of higher years. He/she may also take courses in the context of other organised education.

#### Article 13

- (1) Taking the exam again on the basis of a successfully resolved objection in accordance with the provisions of these regulations is not considered to be a retake of the exam.
- (2) If a student is re-enrolled in a year, he or she shall be deemed to be taking an examination in a unit of study of the year for the first time when he or she first takes that examination after re-enrolment, whether or not he or she had already taken that examination when he or she first enrolled in that year.

### EXAMINATION ORDER


#### Article 14

- (1) There shall normally be three examination periods in an academic year, namely January-February, June-July and August-September.
- (2) Courses carried out at at full-time study centres shall be subject to at least one deadline in each examination period.
- (3) For part-time courses, one examination period per examination period shall be held at the seat of the College in Novo mesto, or at the study centres, depending on the number of students.
- (4) The list of examination dates for all three examination periods shall be prepared by the Student Registrar's Office (hereinafter referred to as the Registrar's Office) in agreement with the course instructors no later than 15 December for the current academic year.
- (5) The timetabling of examination periods within examination periods is compulsory for students and for higher education teachers.

#### Article 15

- (1) In full-time study, the first examination period for courses which end mid-term shall normally be within one month of the end of the teaching process in that course.
- (2) In part-time studies, the examination period shall normally be held within one month after the end of the teaching process in each subject at each location where the subject is taught, and subsequent examination periods shall normally be held at the headquarters of the College in Novo Mesto during the examination periods.
- (3) The date of the examinations outside the examination period shall be determined by the course leader in agreement with the students and the Registrar's Office.
- (4) Participants in higher education may sit all the examinations offered, provided that they meet the eligibility requirements for each subject.

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### Article 16

- (1) For courses that are not offered during the academic year:
  - three examination periods in the first year after the end of the period of validity are set - one examination period in each examination period; and
  - at least one examination period during the academic year in the second year after the termination of the programme is set;
  - in the third year and in the following years after the termination of the programme, the examination period shall be fixed at the written request of one or more students.
- (2) The student shall address his/her application to the Commission for Academic and Student Affairs.

### Article 17

- (1) Students shall register for the examination no later than 5 working days before the examination date.
- (2) The student is responsible for ensuring that the application is correct and complete.
- (3) On the day of the examination, the Registry shall print out the list of registered students via the Higher Education Information System.
- (4) The institution or provider may admit to the examination only students who are on the list of those registered for the examination.
- (5) Only students who have fulfilled all the requirements for entry to the examination are included on the list.


### Article 18

- (1) If a student does not intend to take a registered examination, he/she shall be obliged to withdraw from the examination via the Higher Education Information System at least two days before the examination date.
- (2) A student who, without a valid excuse, fails to take an examination on the date fixed for it or fails to withdraw from the examination in time shall not be permitted to take the examination until the second subsequent examination period.
- (3) If a student fails to take an examination due to illness or other insurmountable circumstances and does not withdraw from the examination in time, he/she shall, within 3 days after the examination, provide the course instructor with a justification for his/her excused absence, on the basis of which the course instructor may proceed with the withdrawal from the examination. In this case, the student shall be deemed to have withdrawn from the examination on time.
- (4) If a student fails to take an examination due to force majeure (serious illness or other insurmountable circumstances) and does not withdraw from the examination in time, he/she must submit a written request to the Registrar's Office within a period of no later than 3 months after the examination, justifying his/her excused absence, on the basis of which the Registrar's Office may proceed with the withdrawal from the examination. In this case, the student shall be deemed to have withdrawn from the examination in due time.

### Article 19

- (1) The responsibility for the proper conduct of the examination rests with the course instructor, or with the chair of the examination board in the case of an examination before an examination board, who shall, in cooperation with the Registry, provide all the necessary arrangements for the conduct of the examination.
- (2) If the holder of the course is unable to attend the written examination for justified reasons, he/she shall be obliged to arrange for another member of teaching staff, normally a higher education associate of the course, to replace him/her.

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### Article 20

- (1) Written examinations shall normally last between one and two school hours.
- (2) The Contractor must verify the attendance and identity of the registered students. The student must be in possession of identification at the examination.
- (3) The institution shall provide students with examination questions, usually in written form.
- (4) A student may not withdraw from the examination.

### Article 21

- (1) The oral examination may be conducted individually or with a group of students. The instructor must verify the identity of the student. The student must be in possession of identification at the examination.
- (2) The method of questioning (written/oral) shall be determined by the course instructor, who shall communicate the grade of the oral examination to the student immediately after the examination.

### Article 22

- (1) Students shall be liable to disciplinary action for breaches of duty and failure to fulfil obligations under the Statute of the College.
- (2) A student shall be in breach of the examination regulations (cheating) if, during the course of a written or oral examination, he/she interacts in an unauthorised manner with other students present, or if he/she uses unauthorised aids in solving or writing an examination paper, or if he/she otherwise disrupts the course of the examination.
- (3) The lecturer or course instructor shall specify which device is to be regarded as unauthorised.
- (4) A student who takes or attempts to take an examination in the place of a registered student and a student in whose place another student takes or attempts to take an examination are in breach of the examination regulations.
- (5) After the infringement has been detected, the student may not continue the examination and his/her work shall be assessed with a negative mark. The sanction shall be carried out by the examiner and the infringement of the examination regulations shall be recorded in the register.
- (6) The initiation of infringement proceedings shall be initiated by the provider of the examination. The Committee for Academic and Student Affairs shall decide on disciplinary measures in the event of a breach of the examination regulations in accordance with the Statute of the College and the specific Regulations on the Disciplinary Responsibility of Students.


### Article 23

- (1) Students are responsible for misconduct in the thesis process.
- (2) A student violates the thesis preparation procedure if he/she rewrites texts by other authors in whole or in part without the author's approval or if he/she fails to cite the author for individual parts of the texts he/she rewrites.
- (3) Article 22 of these Regulations shall apply mutatis mutandis to the sanctioning of infringements.

### Article 24

- (1) The student's knowledge is assessed by the course instructor with grades 10-excellent, 9-very good, 8-very good, 7-good, 6-sufficient, 5- Insufficient and in accordance with the uniform evaluation scale, where grades are defined by a descriptive grade and by percentage success.
- (2) Only one final mark shall be entered in the student's mark register for a course which has two marks, i.e. a lecture mark and a tutorial mark.
- (3) The marks for practical training and professional practice in an organisation as part of the study programme are: 'pass' or 'fail'.

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- (4) A student passes the examination if he/she obtains a grade from satisfactory (6) to excellent (10) or "pass".
- (5) A student who fails to sit the examination shall not be marked. In such a case, the examiner shall enter "failed (did not take the exam)" in the list of entrants.
- (6) After a recognised examination taken at another higher education institution, the Registry shall enter the mark recognised or partially recognised in the Higher Education Information System.

#### **Article 25**

- (1) A student who has already passed an examination in a particular subject but wishes to obtain a higher mark shall apply to the Registrar's Office to re-sit the examination he/she has already passed. The Registry shall place him/her on the list.
- (2) A student may retake an examination that has already been passed only once.
- (3) The higher mark shall prevail when entering the grade in the grade register.

#### **Article 26**

- (1) The average mark in the course of studies shall be calculated as the arithmetic mean of all the examinations taken at the higher education institution. The grade of the thesis and the recognised skills and competences shall not form part of the average grade.
- (2) For students enrolled in higher education professional study programmes at a higher education institution under the admission criteria, the calculation of the average grade in the course of study for admission under the admission criteria shall be based on all the requirements (examinations) completed during the period of study at the higher education institution. These are: the study requirements of the study programme at the higher education institution, including differential examinations.

### **4. RECORDING OF COMPLETED STUDY OBLIGATIONS**


#### **Article 27**

The Registry shall enter the date of the examination in the register of marks.

#### **Article 28**

- (1) The course leader shall submit to the Registry, no later than 14 days after the examination, a signed examination report containing a list of students with their final marks, the title of the course, the date and place of the examination, the name of the examiner and the date of receipt of the report at the Registry with the signature of the recipient.
- (2) The examination record shall also record the date on which the examination papers may be inspected, when the student may be informed of the manner in which the final grade for the course is to be calculated, and any prohibitions on taking examinations (Article 22 of these Regulations).
- (3) The written examination papers shall be kept by the course leader for at least 1 year after the final marks have been entered in the University Information System.
- (4) The Registry shall enter the marks in the register of marks completed by the holder of the course when it receives the original signed examination record from the holder of the course.
- (5) If, after the completion of the assessment, the course instructor or the student finds that an incorrect mark has been entered in the mark register, he/she may request a correction of the marks using the form OBR-VŠ-GRM-013 (Request for correction of examination record). The correction shall be carried out by an authorised person in the Registrar's office.

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### Article 29

- (1) A student of another higher education institution from Slovenia who is fulfilling part of his/her study requirements at a higher education institution shall be issued with a certificate after each examination. The higher education institution may also issue a certificate for all examinations passed.
- (2) A student of a foreign higher education institution who is completing part of his/her studies at a higher education institution shall be issued with a Transcript of Records upon completion of his/her studies at the higher education institution.
- (3) After successful completion of the study requirement, the second participant in the course (citizen) shall be issued a certificate of completion of the examination, indicating the ECTS credit points (KT) acquired.
- (4) In both cases, the certificate of passing shall be signed by the Dean.

### Article 30

- (1) The record of certificates issued by a higher education institution to students from other higher education institutions in Slovenia or abroad shall be permanent.
- (2) The records shall be kept by the higher education institution.

### Article 31

- (1) Students must complete the study requirements for the same course in the current academic year.
- (2) An individual study obligation in a course shall be recognised if it is completed in full.


### Article 32

- (1) A student may appeal against an examination mark within one working day after the examination mark has been published in the Student Registrar's Office.
- (2) The Dean shall appoint a three-member commission of higher education teachers no later than three days after the receipt of the objection. The Dean shall designate the chairperson of the committee from among the members of the commission.
- (3) The teacher with whom the student has taken the examination shall be a member of the Board. The Board shall examine the case and adopt an opinion on the appropriateness of the examination mark.
- (4) On the basis of the opinion of the Board, the Dean shall issue the appropriate decision.
- (5) The student may appeal against the decision of the Dean to the Senate of the College within fifteen days. The decision of the College Senate shall be final.
- (6) A student may bring an administrative dispute against a final decision of the College Senate.

### Article 33

- (1) In the process of resolving a written objection to an examination mark, the Board shall first read the written objection and determine whether it relates to the mark or to the conduct of the examination.
- (2) If the objection relates to a grade, the Board shall examine the available documentation on the basis of which the student has made the complaint and shall decide whether the student should be re-examined.
- (3) If the objection relates to the conduct of the examination, the Board may not change the examination mark, but may decide that the student shall retake the examination at the next examination dates. The mark obtained by the student in the resit examination shall replace the mark obtained in the contested examination.
- (4) If the Board has allowed the student to retake the examination in accordance with the preceding paragraph, the student shall not be deemed to have repeated the examination.

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#### Article 34

- (1) The Chairperson of the Board shall conduct the proceedings and the resolution of the objection referred to in Article 33 and shall ensure that a record of the proceedings is made and signed by both members of the Board.
- (2) The student shall also receive a copy of the minutes, which he/she shall confirm by signing the original, which shall be placed in the student's personal folder at the Registrar's office.

### 5. TRANSITIONAL AND FINAL PROVISIONS

#### Article 35

- (1) Students' personal data shall be collected and processed for the purposes of the examination and assessment procedures under these Regulations, in accordance with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/2007).
- (2) All persons involved in the examination and assessment process are obliged to comply with the principles and provisions of the Personal Data Protection Act (Official Gazette of the Republic of Slovenia, No. 94/2007).

#### Article 36

- (1) The Regulations on the Examination and Assessment of Students and amendments and supplements to the Regulations shall be adopted by the Senate of the College.
- (2) Amendments and additions to these Regulations may be proposed by the Dean, teaching staff, the Commission for Academic and Student Affairs, the Student Council and teaching assistants. Proposals shall be made in writing.

#### Article 37

- (1) These Regulations shall enter into force on the day following their adoption.
- (2) These Regulations shall be published on the intranet and in the Higher Education Information System
- (3) Recognition procedures will be dealt with in accordance with the Recognition of Skills Regulations.
- (4) With the adoption of this rulebook, the Rulebook on knowledge testing and evaluation ceases to be valid of students, no. SA-007, Issue 01, dated 26/09/2014.

Dean  
Associ. Prof. Lea-Marija Colarič-Jakše

Attachment:


- Uniform evaluation scale.


#### Implementation documents:

OBR-VŠ-GRM-013: Request for correction of the examination record

OBR-VŠ-GRM-010: Minutes of the Board Examination

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 <b>GRM</b> Visoka šola za upravljanje podeželja GRM Novo mesto	<b>REQUEST FOR CORRECTION OF THE EXAMINATION RECORD</b>	Number: OBR-013 Edition: 02
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The undersigned \_\_\_\_\_ please correct the minutes of the for the course exam  
\_\_\_\_\_ of \_\_\_\_\_.


Enrolment number	Last name	Name	Incorrect rating	Correct rating

Explanation of the reasons for correcting the minutes:

Novo mesto, \_\_\_\_\_

Signature: \_\_\_\_\_

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 <b>GRM</b> Visoka šola za upravljanje podeželja GRM Novo mesto	<b>MINUTES OF THE BOARD EXAMINATION</b>	Number: OBR-10 Edition: 01
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A-INFORMATION ABOUT CANDIDATE		
Last and first name:	Enrolment number:	Status: (circle)  FULL-TIME / PART-TIME

Study programme:

Bachelor's degree programme in **Landscape Management- 1st cycle**

Study location:

Subject:	Lecturer:
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Number of exams taken so far:	Date of the board examination:
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**B - Appointment of the Board of Examiners**

On the basis of Article 11 of the Regulations for the Examination and Assessment of Students, the Dean appoints a board to conduct the board examination, consisting of:

(a)


(b)

At _____ on _____	Signature of the Vice-Dean for Academic and Study Affairs:
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**C - Record of the Board Examination**

The Board Examination took place in \_\_\_\_\_, on \_\_\_\_\_ at \_\_\_\_\_ hours.

Izdaja: 02	Velja od: 15.9.2023	Pripravil: M. Vidiček Popr.: N. Sokač	Pregledal: izr. prof. dr. Lea-Marija Colarič-Jakše	Sprejel: Senat VŠ Grm Novo mesto
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 <b>GRM</b> Visoka šola za upravljanje podeželja GRM Novo mesto	<b>REGULATIONS</b>	Number: SA-007
	<b>ASSESSMENT AND EVALUATION OF STUDENTS' KNOWLEDGE</b>	Page: 12/12

Examination questions from the Commission:

Score achieved:

- a) Written exam: \_\_\_\_\_
- b) Oral exam: \_\_\_\_\_
- c) TOTAL SCORE: \_\_\_\_\_

Signature of the holder of the course:

Signature of the member of the Commission:

Izdaja: 02	Velja od: 15.9.2023	Pripravil: M. Vidiček Popr.: N. Sokač	Pregledal: izr. prof. dr. Lea-Marija Colarič-Jakše	Sprejel: Senat VŠ Grm Novo mesto
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