



**Approved by:
President of VU Prof. Gabriel Rusu**

RULES ON CONDUCTING EXAMINATIONS AND ASSESMENT IN THE VENLO UNIVERSITY B.V.

Venlo, 2018

Article 1. These Rules set out the ways for conducting examinations and assessment of students and graduates in the Venlo University (hereinafter referred to as “the University”).

Article 2. The training of students is controlled by means of examinations at the end of the semester and through ongoing marks during the course of study throughout the semester.

Article 3. (1) Two regular examination sessions: winter and summer, and one supplementary session – right after the regular summer session, are scheduled for each academic year. Before the beginning of the next academic year (in September) a liquidation examination session is organized to which students with up to three poor marks are allowed.

(2) Examinations are conducted during the examination sessions as set out in the study process schedule approved by the Academic Council.

(3) Ongoing marks are formed during the semester and are entered in the examination protocols in the days between the semester and the examination session.

Article 4. (1) The examination schedule setting out the disciplines as per curriculum, the course, the group, the academic standard, the discipline main lecturer, the date, room and the start time of the examination is prepared by the Education Technology Office. The schedule is coordinated with:

1. The students, representatives of the Student Council to the respective academic standard for which the examination is scheduled;

2. The discipline lecturer who is also the internal examiner.

(2) The schedule is approved by the vice-rector in charge of the study process and may be modified only by his sanction or by sanction of the Rector.

Article 5. (1) The questions (synopsis) for students’ preparation for the examinations are provided by the lecturer not later than the second week after the beginning of the course of study in the respective discipline.

(2) The questions, tasks, case studies under article 1 are contained in the academic standard of the discipline, however the Department Councils decide how and in what form they are submitted to the students in order to assess during the examination to what extent their knowledge correspond to the objectives of the study in the respective discipline.

Article 6. (1) Students with verified semester are admitted to examination only. On the day of the examination, the invigilator and/or the lecturer check the verification proved by the student's record book.

(2) The semester is verified after the student has successfully completed all requirements of the academic standard for the respective discipline pursuant to article 19 of the System for education quality assessment and maintenance.

(3) The verification of the student's record book under paragraph 2 is made officially by the Education Technology Office.

(4) Right after the end of the classes, each lecturer of the discipline is obliged to submit a written report to the Education Technology Office about the semester verification for the respective discipline. If a student has not fulfilled their obligations, they should be mentioned in the report by specifying the reasons to this effect. In this case, verification is refused or the semester is verified conditionally upon vice-rector's decision.

(5) Up to two conditionally subscribed disciplines per academic year are recognized, which should be studied not later than the next academic year with the next class in return of additional payment.

(6) Verification of semester is refused if the student has financial or property liabilities to the University.

Article 7. (1) Each student is obliged to sit for examinations during the examination session on the dates fixed in the schedule under article 4, paragraph 1.

(2) In terms of the bonus system of the University, any failure to sit for an examination in accordance with the schedule for no good reason is assessed with mark poor (2). The student has the right to re-sit for the examination however the mark is not taken in consideration for the bonus system.

(3) Exceptions from the schedule under article 3, paragraph 2 of the examination session, however within the session period, are allowed for students:

1. who study under individual curriculum;
2. pregnant students and students in maternity leave;
3. for fatherhood;

4. who have been ill on the day of the examination as per the session schedule verified by a sick leave;
 5. who study abroad under international programs and projects;
 6. with permanent disabilities and reduced working capacity of more than 70% and mothers with three and more children.
- (4) Official documents should be submitted for the reasons under paragraph 3.
- (5) In special cases, the rector may allow sitting for an examination outside the session schedule, however not later than two weeks after the beginning of the next semester.

Article 8. (1) Students may sit for an examination once for the purposes of increasing their mark from successfully taken examination. Upon approval of the academic standard leader, the examination is conducted by a commission nominated by the head of the department of the discipline. In this case, the assessment of external examiner is not required. The new mark is not taken in consideration for the bonus system.

(2) In case a student submits a written objection for the mark from the examination, ongoing mark or mark from defence of master/bachelor thesis, the Rector appoints a commission under article 1, and the student pays a fee in the amount of EUR 50.

(3) In case the commission finds the objection reasonable and increases the mark, the fee should be refunded to the student.

(4) Re-sitting for increasing the mark from defence of a master/bachelor thesis is not allowed.

Article 9. (1) The final semester mark for each discipline is formed on the basis of three components:

1. the mark of the student for their work and achievements during the semester;
2. anonymous mark from the semester examination given by:
 - a. discipline main lecturer;
 - b. external examiner.

(2) Main lecturers are nominated pursuant to article 40, paragraph 6, item 3 of the Rules on the structure and operation of EPU. In case of disease, specialisations, creative vacations, resignation,

etc., the head of the department, in coordination with the academic standard leader, nominate another examiner or assistant lecturer.

(3) External examiners fulfil the requirements of article 48, paragraph 5 of the Rules on the structure and operation of VU and are approved by the Academic Council upon proposal of the Program Councils, whereas substitute examiners are also nominated.

(4) External examiners receive the student's written examination works by email and assess them in compliance with the academic standards of the University and the provisions of the contract under article 48, paragraph 6, item 1 of the Rules on the structure and operation of VU.

(5) The marks for the work and the achievements of the students during the semester (component no. 1 of the final mark) are recorded in the examination protocols in the days between the end of the semester and the examination session.

(6) Disciplines that are finalized with ongoing marks conduct examination tests during the semesters, at least one of which should be an open test with marks given by the main lecturers (paragraph 1, item 2a) and external examiner (paragraph 1, item 2b). Marks are recorded in the examination protocols in the days between the end of the semester and the examination session.

Article 10. (1) Semester examinations are written. The duration of the examination of the student is fixed by the department.

(2) Students take their examination on a computer without external access.

(3) As a justified exception, examination results may be partially or fully printed on paper, however they should be scanned and saved on digital carrier. The technical requirements for this particular case are as follows:

- to write with pen only;
- to leave 1 cm margin at each side of the sheet of paper;
- to enumerate the pages;
- not to fold the sheets of paper;
- in case of drawings with pencil, corrections are not made by eraser but the respective drawing should be stricken out with indication "no".

Article 11. (1) Examination materials are encoded in such way that their authors should remain unidentifiable by the examiners, and not later than one day after the examination they should be sent to the email of the main lecturer and the external examiner.

(2) If on paper or another conventional carrier, examination results are scanned by Education Technology Office, are sent pursuant to paragraph 1 and are retained for at least three years in accordance with article 43, paragraph 2 of the HEA. The examination materials on digital carrier are retained for the same period of time.

(3) The two examiners record their marks in the examination protocol sent to them by email. The protocol can be opened with the access password provided. In the protocol only the column intended for their examination marks could be seen by each of the examiners.

(4) Within five days after the receipt thereof, the examiners send the protocols with recorded marks back to the Education Technology Office.

Article 12. Provided the student commits a fraud or makes an attempt to commit a fraud during the examination procedure, the main lecturer and/or the invigilator of the examination are obliged to report to the vice-rector of the University who undertakes actions to sanction the action, depending on its severity.

Article 13. (1) The University establishes conditions for operation of the European Higher Education Credit Transfer System (ECTS) and students' knowledge are assessed according to ECTS and according to the six-point marking system simultaneously, while observing the following table:

ECTS	Six-point marking system
A	from 5,5 to 6 – excellent (6)
B	from 4,5 to 5,5 – very good (5)
C	from 3,5 to 4,5 – good (4)
D	from 3 to 3,5 – fair (3)
E	from 2,5 to 3 – fair - (3)
FX	poor (2)
F	

- (2) Upon forming the marks, the internal and external lecturer take in consideration the guidelines and the requirements as set out in item 15 of the discipline's academic standard.
- (3) The examination is considered taken at least with mark D.

- (4) The internal and external examiner keep notes for the grounds on which they have given the mark. They are submitted to the Education Technology Office and are integral part the examination documents.
- (5) The student has the right to review the notes under paragraph 3.

Article 14. (1) The final mark defines to what extent a student has achieved the objective of the study as defined in the discipline's academic standard adopted by the Academic Council. It contains multiple elements:

$$Q_{\Sigma} = r_1Q_1 + r_2Q_2 + r_3Q_3$$

where:

1. the first element $Q_1 = k_1K_1 + k_2K_2 + k_3K_3 + \dots + k_nK_n$ is the mark given by the assistant (lecturer) of the discipline, where K_i is the mark of the respective element according to the six-point marking system, and k_i is its weight coefficient (from zero to 1). K_i elements are related to different types of study activities – seminars, practices, essays, joint project teams, fairs, contests, etc.;

2. the second component Q_2 is the mark given by the discipline main lecturer;

3. the third component Q_3 is the mark given by the external examiner.

(2) The sum of the weight coefficients k_i of all elements is equal to one.

(3) The sum of the weight coefficients r_i of the three elements is equal to one.

Article 15. (1) The values of the coefficients r_i and k_i from the formula for calculation of the final mark for the discipline are set out in the approved academic standard of each discipline.

(2) When the discipline is assessed by means of ongoing mark, the formula for the final mark is the same as in article 14, paragraph 1, item 1, however the different addends k_iK_i are results from the control test works. The standard defines the weight of each control test, one of which should be organized pursuant to the requirements of article 9, paragraph 6.

Article 16. (1) The discipline main lecturer forms the final semester marks according to the formula from the academic standard and records the assessment results in an examination protocol in an approved form specifying:

1. The marks from semester elements Q_1 ;
2. The internal mark from the semester written examination Q_2 ;
3. The external mark from the semester written examination Q_3 ;
4. The final mark according to the table of marks under article 13, paragraph 1 calculated with the formula under article 14, paragraph 1.

(2) The Education Technology Office submits the examination protocol with the marks of the discipline main lecturer, the external mark for the discipline and the proposal for final mark to the vice-rector for approval.

(3) The vice-rector in charge of the study process approves the protocol provided the marks of the internal and external examiner differ with less than one six-point marking unit and decides how to proceed if they differ with more than a unit.

(4) By sanction of the vice-rector, the final semester marks are recorded by the main lecturer in the examination protocol not later than one week after the examination, and in the ledger of the University – not later than 1 month. The full payment of the salary/ fee of the lecturer depends on the fulfilment of such obligation.

(5) By verifying the correctness of the final mark and the correspondence between the marks in the protocol and the ledger, the Education Technology Office enters the marks in the student's record books within one week after the end of the examination session.

Article 17. (1) All current issues relevant to the preparation and conducting the examinations are decided by the leader of the respective academic standard to the students of which they relate, and/or by the head of the department the discipline pertains to. The academic standard leader has a key role.

(2) After the successful taking of examinations as set out in the curriculum for the respective year, the student goes to the next year.

(3) In case of not more than three failed examinations for the respective year, the so called conditional admission to the next year is allowed. These examinations should be taken not later than the end of the academic year in which the student is enrolled and has not taken the examinations.

(4) Item 3 of the discipline academic standard defines the required knowledge and skills the student must have in order to continue their education. Going to the next year with conditional examinations under paragraph 3 is allowed unless in conflict with the academic standard.

(5) In case of failure under paragraph 3, the student status is defined in compliance with the *Rules on the organisation of the study process in the University*.

Article 18. (1) Bachelor and master academic standards are finalised with defence of bachelor/ master theses or state examinations, depending on the approved curriculum.

(2) The preparation and defence of bachelor/ master theses are set out in other rules adopted by the Academic Council.

(3) The state board for defence of bachelor/master theses or for conducting state examination is appointed by order of the rector for a period of one academic year and comprises three or five main members in compliance with article 45 of the Higher Education Act, including a chairman, deputy chairman and a secretary. The members of the boards may be:

1. lecturers in the main profiling disciplines included in the curriculum of the respective bachelor or master academic standard;
2. representatives of the business for the respective academic standard;
3. if possible – a foreign partner to the academic standard.

Article 19. (1) All rules, requirements, synopsis and other documents relevant to the conducting of examinations are kept by the Education Technology Office.

These Rules on conducting the examinations and assessment of students and graduates are issued on the grounds of article 78, paragraph 1 of the Rules on the structure and operation of VU.

The Rules are adopted by the Academic Council of the University on 01.03.2018 and enters into force upon being approved.

The Rules are amended and supplemented by a resolution of the Academic Council of the University dated 01.03.2018.