

## **RSU Academic Regulations**

Issued in accordance with Paragraph one of the Section 15 of the Law on Institutions of  
Higher Education and Article 3.6 of RSU Constitution

### **Content**

<b>1. General provisions.....</b>	<b>2</b>
<b>2. Terms used in the study process .....</b>	<b>2</b>
<b>3. Types of learning outcomes (knowledge, skills and competence) assessment.....</b>	<b>5</b>
A. Types of assessment .....	5
B. General rules for examinations .....	6
<b>4. Learning outcomes assessment system .....</b>	<b>7</b>
<b>5. Organisation of studies during the semester.....</b>	<b>8</b>
A.General provisions .....	8
B. Specific character of the study process within the study system of regular classes	10
C. Specific character of the study process within the module study system .....	11
D. Placement.....	11
<b>6. Organisation of exams and tests.....</b>	<b>12</b>
A.General provisions .....	12
B. Organisation of exams and tests within the study system of regular classes.....	12
C. Organisation of exams and tests within the module study system .....	13
<b>7. Retaking exams and tests.....</b>	<b>13</b>
A.General provisions .....	13
B. Retaking exams and tests in the study system of regular classes .....	13
C. Retaking exams and tests in the module study system .....	14
<b>8. Organisation of state examinations.....</b>	<b>14</b>
<b>9. Submission and consideration of appeals.....</b>	<b>14</b>
<b>10. Final provisions.....</b>	<b>16</b>

## 1. General provisions

- 1.1. Academic Regulations of Rīga Stradiņš University (hereinafter the University, abbreviation – RSU) determines the procedure of studies in the 1st and 2nd level professional study programmes, academic and professional Bachelor’s degree study programmes and academic and professional Master’s degree study programmes.
- 1.2. Studies at RSU shall be independent work of students guided by the academic staff.

## 2. Terms used in the study process

- 2.1. **Academic leave** – a study break from active studies for a semester or academic year due to medical indications, social reasons, family reasons or the birth of a child maintaining the status of a student. Academic leave is granted only to the students in good academic standing and those who have paid their tuition fees.
- 2.2. **Academic year** – the study period in a higher education institution related to the calendar year (for example, academic year 2016/2017), which is divided into two semesters – the autumn semester (from September to January) and the spring semester (from February to June).
- 2.3. **Academic failure** – non-fulfilment of the student obligations imposed on the study course and/or failure in examinations. The academic failure may be an obstacle to the continuation of studies.
- 2.4. **Dean’s Office** – workplace of the staff responsible for the study programme listed on the student portal „Universum”.
- 2.5. **Dean** – a person, elected in compliance with the procedure defined in RSU regulatory enactments, who manages a faculty or a department at the University.
- 2.6. **Lecturer** – a member of the academic staff (professor, associate professor, assistant professor, lecturer, assistant) or his substitute, a visiting professor, a visiting associate professor, a visiting assistant professor, a visiting lecturer or a visiting assistant, as well as a senior teacher or a teacher who participates in the implementation of the study course.
- 2.7. **E-grade book** – an electronic student achievement register available on the student portal “Universum”.
- 2.8. **E-studies** – electronic online study site where materials necessary for studies are available.
- 2.9. **Examination form** – a document where a teacher indicates the date and the assessment of the test or the exam. Academic department shall submit examination forms to the Study Department.
- 2.10. **Exclusion (Exmatriculation)** – removal of a student’s name from the list of current students of the University in accordance with the Law on Institutions of Higher Education<sup>1</sup>.
- 2.11. **Faculty Council** is a collegial body of the University composed of the academic staff of the respective faculty of the higher education institution, employers and students.

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<sup>1</sup> Section 49 of the Law on Institutions of Higher Education

- 2.12. **Matriculation** – enrolment of a person who has fulfilled enrolment requirements in the list of students of the University.
- 2.13. **Credit point** – an accounting unit which corresponds to 40 academic hours (one week of studies). 40 credit points shall be collected during one academic year for full-time studies which corresponds to 60 ECTS<sup>2</sup>.
- 2.14. **Consultation** – a form of organisation of studies allowing students to clarify issues of their interest, giving students an opportunity to get scientific, methodological or practical advice as well as to settle their academic failures.
- 2.15. **Lecture** – a form of organisation of studies in which a lecturer outlines the theoretical material of the study course. The lecture is a source of information, the means of increasing students' cognitive ability. The lecture can be presented also as a *video lecture*.
- 2.16. **Class** – a form of organisation of studies, in which groups of students under the guidance of a lecturer strengthen their theoretical knowledge acquired during lectures and independently, as well as acquire appropriate skills and competence. Types of classes are:
- 2.16.1. **Practical class** – a form of organisation of studies, in which students under the guidance of a lecturer acquire appropriate skills relevant to the corresponding topic. Its goal is to develop complex professional skills and to improve independent work and assessment skills.
- 2.16.2. **Laboratory work** – a form of organisation of studies, in which groups of students under the guidance of a lecturer perform experiments relevant to the study course, analyse the obtained results and draw conclusions.
- 2.16.3. **Seminar** – a form of organisation of studies, in which students under the guidance of a lecturer listen to and discuss reports prepared independently. The goal of the seminar is to develop the student's intellectual capacity for independent, creative thinking, ability to see and evaluate the most essential matters, to argue and analyse regularities under specific circumstances.
- 2.17. **Oscillating study course** is implemented during different semesters within one year of studies for all the groups of students.
- 2.18. **Plagiarism** – further expression of another person's spoken or written ideas as one's own without setting a specific reference to the respective author and source.
- 2.19. **Placement** – a part of the study programme aimed at strengthening the student's theoretical knowledge obtained and acquisition of skills and competence in the chosen specialty.
- 2.20. **Extension of the semester** – additional time granted with authorisation of the Dean for taking semester examinations to the end of the examination period.
- 2.21. **Examination period** – time for final examinations after each semester.
- 2.22. **Extension of the examination period** – additional time granted with the authorisation of the Dean for taking final examinations for 5 weekdays after the end of the examination period.

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<sup>2</sup> ECTS – from *European Credit Transfer System*

- 2.23. **Study group leader** – an elected representative of the group representing interests of the group and tackling the issues topical to the group.
- 2.24. **Student portal „Universum”** – the portal where each student using a personalised user name and a password can obtain information about their grades, access their individualised timetable, access library databases, follow their own financial liabilities, read personalised news as well as access e-studies and e-mail.
- 2.25. **Year leader/semester leader** – provides a link between the Student Union and students as well as between the students and the Dean. The task of the year/semester leader is to inform their fellow students about the activities organised by the Student Union, the events taking place in the faculty, about current events and changes in timetable, to copy materials as well as other tasks agreed with the students of the study year.
- 2.26. **Year of studies** – a study stage for implementation of part of the study programme at a higher education institution (for example, the first year of studies), lasting for usually 10 months. The year of studies is divided into two semesters.
- 2.27. **Description of the study course**<sup>3</sup> – defines requirements prior to starting the course, determines the goal of the course and the intended learning outcomes, sets out the course content required in order to reach the learning outcomes, describes the independent work of students and defines the assessment criteria and type of assessment for evaluation of the learning outcomes.
- 2.28. **Study course** – an outline of a system of knowledge, skills and competence corresponding to the study programme, organised at a specific level and amount, for which learning outcomes have been defined, for the achievement of which credit points are granted.<sup>4</sup> The study course is a part of the study programme (for example, Human Anatomy, Medical Biochemistry, Histology are the study courses of the study programme *Medicine*).
- 2.29. **Study course register** – information technology platform where descriptions of study courses are available.
- 2.30. **Study programme** – a key element of the higher education system, having specific requirements, successful fulfilment of which allows the student to obtain a certain degree and /or qualification.
- 2.31. **Head of the study programme** – a person approved by the Rector’s decree, who manages the development and implementation of the study programme.
- 2.32. **Study system** – the way in which studies are organised. Studies may be implemented corresponding to one or several study systems at the same time. Study systems:
- 2.32.1. **Study system of regular classes** – implementation of a study course for several weeks providing one or two lectures and classes per week. Duration of each study course is prescribed in the curriculum.
- 2.32.2. **Study system of cycles** – concentrated implementation of a study course within a set period of time, organising all the activities provided for in the programme of the study course consecutively (usually – every day).

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<sup>3</sup> Form M-3

<sup>4</sup> Section 1, Article 11-1 of the Law on Institutions of Higher Education

2.32.3. **Module study system** – intensive implementation of the study course within the period of two weeks to one semester, organising lectures, classes, independent work and examinations consecutively and finishing the module with the exam.

### 3. Types of learning outcomes (knowledge, skills and competence) assessment

#### *A. Types of assessment*

3.1. **Learning outcomes** (a set of **knowledge, skills and competence** to be acquired upon completion of a study programme, study module or study course<sup>5</sup>) are assessed by academic departments that organise the following **examinations**:

3.1.1. within duration of the study course – semester examinations;

3.1.2. at the end of the study course – final examinations;

3.1.3. at the end of the study programme – state examinations.

3.2. Types of **semester examinations** and rules:

3.2.1. **Test** – a written assessment of the part of learning outcomes within the study course.

3.2.2. **Report** – a written account prepared by a student about a particular topic which contains an analysis of certain facts, issues and proposals, reveals the author's conclusions on the topic and includes a list of sources and readings.

3.2.3. **Colloquium** – a type of assessment of knowledge, skills and competence upon completion of a certain part of the study course.

3.2.4. **Semester test** indicates whether a student has fulfilled all the requirements provided for in the programme of the study course. A successfully passed semester test gives the right to take the test or the exam, if these examinations are prescribed in the curriculum. The lecturer records the test evaluation “pass” or “fail” in the e-grade book.

3.2.5. Semester examinations may be organised also in other forms determined by the lecturer in compliance with the description of the study course (semester paper, essay, summary of literature, presentation, description of a clinical case, etc.).

3.3. Types of **final examinations of the study course** and rules:

3.3.1. **Test** – a type of assessment of knowledge, skills and competence; it is taken upon completion of the study course or a significant section of the study course. A test is organised similar to the exam; evaluation in it is “pass” or “fail”.

3.3.2. **Exam** – a type of assessment of knowledge, skills and competence of the study course or an essential part of it, in which the evaluation is given in grades using a 10-point grading system.

3.3.3. Various assessment techniques can be used in the exams and tests (written, oral, computerised, combined form (for example, written and oral), an objective structured clinical examination (OSCE)).

3.3.4. Cumulative assessment may also be used during exams and tests in which the knowledge, skills and competence are assessed on the basis of the results shown in the coursework throughout the implementation of the study course.

3.4. **State examinations** – examinations which assess how a student has acquired the knowledge, skills and competence set for the study programme (defence of research

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<sup>5</sup> Section 1, Article 15 of the Law on Institutions of Higher Education

projects, defence of qualification papers, Bachelor's and Master's theses, state examinations, etc.).

- 3.5. A student may submit a request to the lecturer to change the prescribed time and form of the examination if there is a justification for it (for example, medical indications, health disorders and learning disabilities).

### ***B. General rules for examinations***

- 3.6. Examinations for the study course, their form and type shall be set in the description of the study course and the lecturer shall inform students about them when starting the course. Students shall be informed about additional teaching aids which may be used. It is forbidden to leave the examination room arbitrarily, to use any mobile communication means, laptops or other aids if the lecturer's permission is not obtained.

- 3.7. If a student fails to comply with the rules of the examination, uses unauthorised aids or receives assistance from other people, the lecturer is entitled to expel the student from the examination and award the student an unsatisfactory grade - "very poor" (1 point).

Before expelling from the examination venue, the lecturer shall write a free form report stating the fact of the unauthorised activity. The report shall include the following components: the date, the name and surname of the student involved, the year of study, the outline of what happened, the signature and the full name of the lecturer. Besides the lecturer, the report may be signed by a student and any other RSU staff representatives who have been eyewitnesses. The academic department informs the Dean and the Head of the study programme about the situation and sends the report for adding in the student's personal file.

- 3.8. During the examination, the students who take the examination, the members of the examination committee (if one exists), Rector, Vice-Rectors, Dean, Vice-Dean, Head of the study programme, experts invited by the Head of the academic department, as well as a representative or representatives delegated by the Chairperson or the Board of the Student Union may be present in the examination room.
- 3.9. A student has the right to get acquainted with their work and to receive an explanation of the mistakes made after the notification of the examination results.
- 3.10. In all the oral examinations or oral parts of the examinations the lecturer shall record the student's answers and the lecturer's evaluation, which has to be maintained for at least five weekdays after the notification of the results, but in case of the appeal – until its final consideration.
- 3.11. Assessments received for the semester examinations and final examinations of the study course shall be recorded by the academic department in the e-grade book after the examination:

3.11.1. for oral examinations - within one weekday;

3.11.2. for written semester examinations – not later than within six weekdays (or by the beginning of the examination period, if the time period until the examination period is shorter in the study system of regular classes),

3.11.3. for written final examinations of the study course:

a) in the study system of regular classes – not later than within six weekdays.

b) in the module study system – not later than within 10 weekdays.

#### 4. Learning outcomes assessment system

- 4.1. A 10-point scale is used for the assessment of learning outcomes achieved by students in compliance with the national standard of higher education:<sup>6</sup>
  - 4.1.1. With distinction (10) – knowledge, skills and competence exceed the requirements of the study programme, study module or the study course and they testify to the ability to carry out independent research and deep understanding of problems;
  - 4.1.2. excellent (9) – knowledge, skills and competence fully comply with the requirements set for the study programme, study module or the study course; they possess the ability to use independently the knowledge acquired;
  - 4.1.3. very good (8) –the requirements of the study programme, study module or the study course are completely met, though in certain issues they do not have understanding deep enough to use the knowledge independently for solving more complex problems;
  - 4.1.4. good (7) – in general the requirements of the study programme, study module or the study course are met but sometimes the inability to use the acquired knowledge independently is detected;
  - 4.1.5. almost good (6) – the requirements of the study programme, study module or the study course are met, but there is a lack of deep understanding of the problem and inability to use the acquired knowledge;
  - 4.1.6. satisfactory (5) – in total, the study programme, the study module or the study course is acquired but there is insufficient knowledge of certain issues and inability to use the acquired knowledge;
  - 4.1.7. almost satisfactory (4) – in total, the study programme, the study module or the study course is acquired, however, there is insufficient understanding of some basic concepts and there are considerable difficulties in practical application of the acquired knowledge;
  - 4.1.8. weak (3) – the knowledge is superficial and incomplete; the student is unable to use it in specific situations;
  - 4.1.9. poor (2) – there is superficial knowledge of only some issues; most of the study programme, study module and the study course is not acquired;
  - 4.1.10. very poor (1) – there is no understanding of the fundamentals of the course and there is almost no knowledge of the study programme, study module or the study course.
- 4.2. If the student fails to attend the examination, the student does not get the assessment and the lecturer records the fact of absence in the section of the e-grade book designated for this purpose by entering the letter “N”.
- 4.3. The student is successful if they have received the assessment “almost satisfactory” (4 points) or higher. Assessment “almost satisfactory” (4 points) shall be given when at least 55% of the amount of learning outcomes is acquired.
- 4.4. 10 point grading system is not used for assessment of the test and the semester test.

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<sup>6</sup> The Cabinet of Ministers Regulations No 240 of 13 May 2014 “Regulations on the state standard of the academic education” and the Cabinet of Ministers Regulations No 512 of 26 August 2014 “Regulations on the state Standard of the second level Professional higher education” .

- 4.5. The lecturer may assess the achievement of learning outcomes in exams and tests (for example, computer-based tests and similar) as a percentage aligning it with 10-point grading scale:
- 4.5.1. from 96% to 100% - with distinction (10);
  - 4.5.2. from 85% to 95% - excellent (9);
  - 4.5.3. from 75% to 84% - very good (8);
  - 4.5.4. from 70% to 74% - good (7);
  - 4.5.5. from 65% to 69% - almost good (6);
  - 4.5.6. from 60% to 64% - satisfactory (5);
  - 4.5.7. from 55% to 59% - almost satisfactory (4);
  - 4.5.8. from 40% to 54% - weak (3);
  - 4.5.9. from 20% to 39% - poor (2);
  - 4.5.10. from 0% to 19% - very poor (1).
- 4.6. The semester test is passed and the student gets the assessment “pass” if the student has fulfilled the course requirements.
- 4.7. The test is passed and the student gets the assessment “pass” if their knowledge, skills and competence correspond to the assessment “almost satisfactory” (4 points) and above. If in the test the student’s knowledge, skills and competence do not correspond to such a level, they get the assessment “fail”.
- 4.8. The University is entitled to verify any student’s written work using plagiarism detection methods, including the use of the automated systems existing at RSU which were created in cooperation with other institutions. If the evidence of plagiarism is found in the student’s work, the situation is considered in compliance with RSU internal laws and regulations.

## **5. Organisation of studies during the semester**

### *A. General provisions*

- 5.1. Studies at RSU are implemented in the official language or in a foreign language determined in compliance with external laws and regulations.
- 5.2. Study programmes shall be acquired and examinations determined therein shall be passed in compliance with the curricula.
- 5.3. In order to ensure the student participation and provide feedback between the students and the teaching staff and administration, between the students and the Student Union, each group of students elects (or re-elects) the group leader within five weekdays from the beginning of the academic year notifying the Dean’s Office about it in writing or electronically within one weekday thereof. If the students do not make their choice, the group leaders of the respective groups are appointed by the Dean’s Office.
- 5.4. Lecture and class timetable is published on RSU website and on the student portal “Universum” 10 calendar days prior to the beginning of the semester; in study programmes where studies are organised in the module study system - 7 calendar days prior to the beginning of each module.

- 5.5. Starting implementation of each study course, the lecturer of the academic department shall introduce students to the description of the study course, including the requirements for the study course and the examinations determined therein. The lecturer shall update and place the description of the study course on e-studies not later than one week prior to the start of the study course.
- 5.6. Without giving students a previous warning, the University may record a lecture and a class for publishing in video format; the video may contain the entire content of the lecture including the students' materials if they are used in the lecture.
- 5.7. A student has the right to use video and audio recordings of lectures and classes only for personal study purposes. The student does not have the right to publish video or audio of lectures.
- 5.8. **Attendance of classes and taking the semester examinations are mandatory both in compulsory and elective study courses.** The Head of the study course in cooperation with the Head of the academic department shall determine the way of accomplishing the assignment of the missed class.
- 5.9. By the decision of the Faculty Council compulsory attendance of lectures may be determined for the study courses in which the cumulative assessment system has been introduced.
- 5.10. The lecturer shall record attendance of classes. Students have the right to become acquainted with the information about their attendance of classes.
- 5.11. It is prescribed that each semester examinations within the framework of the study programme acquisition may be taken not more than **three times** according to the following procedure:
  - 5.11.1. taking semester examination for the first time shall be done according to the prescribed procedure in compliance with these Regulations and requirements of the respective study course;
  - 5.11.2. if a student gets the "fail" assessment in the semester examination for the first time, they may take the semester examination for the second time within the time specified by the academic department. The student can make a request to the Head of the academic department for appointing another lecturer for this time of the semester examination (if the Head of the academic department does not have the possibility to appoint another lecturer in the study programmes in which studies are organised in the module study system, the student shall resit the semester examination with the same lecturer he/she took the semester examination for the first time);
  - 5.11.3. if a student gets the "fail" assessment for the second time, he/she may take the semester examination for the third and the last time within the time specified by the academic department in front of the Commission which is established by the Head of the academic department and which includes at least two lecturers.
- 5.12. If a student has violated the rules of the examination, has used unauthorised means or accepted help from the other people as set in the prescribed procedure in Article 3.7 during the **first time** of taking the semester examination, the student is eligible to resit the semester examination one more time. If a student has violated the rules of the semester examination, has used unauthorised means or accepted help from the other people as set in the prescribed procedure in Article 3.7 during the **second time** of taking the semester examination, the student is not eligible to resit the semester examination for the third time.

- 5.13. Absence from the classes in which assessment of knowledge, skills and competence is carried out (a test, a colloquium, etc.) shall be equivalent to the first time of taking the respective semester examination (Article 5.11), with exception of cases referred to in the Article 5.14.
- 5.14. If a student has not taken the semester examination for valid reasons (for example, events defending the honour of the University or the country, scientific conferences, exchange visits, amateur art activities, sports, etc.) or has not attended classes due to illness, the student retains the rights prescribed in the Article 5.11, if he/she not later than two weeks prior to the **planned** absence has submitted an application to the Student Services adding the documents confirming the absence. The Student Services hand over the student's application to the Dean who shall consider the application and the opportunities to achieve the learning outcomes according to the individual plan, agreeing it with the lecturer.
- 5.15. The student shall inform the lecturer of the respective class and the Dean about the previously **unplanned** absence within five weekdays after returning to studies by submitting the document confirming incapacity for work due to illness of the student himself/herself or the person in his/her care, or by submitting a written explanation in case of any other valid reason.
- 5.16. The Dean or the Head of the study programme shall examine the documents specified in the articles 5.14 and 5.15 within five weekdays after their receipt. The Dean or the Head of the study programme shall be entitled to extend the five-weekday deadline, if it is necessary to require the student to provide additional written information, which the student is obliged to submit to the Dean's Office. If the Dean or the Head of the study programme decides not to justify the absence, he provides information on not justifying the absence to the student and to the academic department which is affected by the student's absence.
- 5.17. The amount of learning outcomes that are essential to be reached in order to participate further in the study course may be determined in the description of the study course. If a student fails to reach the mentioned amount, the academic department shall inform the Dean without delay during any period of the semester. The Dean shall evaluate the situation (reasons for absence, the amount and failure in examinations) and shall propose:
- 5.17.1. to interrupt studies in the respective study course (with the obligation to repeat it in the following academic year), continuing to study other study courses by the end of the respective semester, after which the student shall not be transferred to the next year of studies or
- 5.17.2. to exclude (exmatriculate) the student from the University.
- 5.18. At the end of each study course the student shall fill in the course evaluation form, the completion of which is organised by the Head of the study programme and the Study Department.
- 5.19. The Head of the study programme shall carry out analysis of the students' success at the end of each semester.
- B. Specific character of the study process within the study system of regular classes***
- 5.20. The study semester is successfully completed, if all the semester examinations prescribed for the study courses of the respective semester are passed.

- 5.21. It is allowed to take the semester examinations during the semester and during the semester extension period assigned by the Dean.
- 5.22. The semester extension may be assigned to pregnant female students and to parents of both sexes within 5 months after the childbirth for up to four weeks during the following semester.
- 5.23. If a student has not passed all the semester examinations prescribed for the study course, at the end of the semester or after expiration of the semester extension, the Dean is eligible to grant the rights to the student to take final examinations in those study courses, in which she/he has passed all the semester examinations.
- 5.24. The academic leave is granted in compliance with the cases and procedure prescribed in the RSU Internal Rules of Study.

***C. Specific character of the study process within the module study system***

- 5.25. The study semester is successfully completed in the programmes organised in the module study system when all the requirements prescribed in the programmes of study courses are met within the time limit set in the curriculum and the timetable.
- 5.26. Not more than two academic failures are allowed on completion of the academic year. During the last year of studies not more than one academic failure in compulsory study courses is allowed.
- 5.27. On completion of the year of studies it is allowed to have also one semester paper which is not defended; it shall be redefended by the end of the following semester. Failure to defend the semester paper twice in the first year of studies is equal to the procedure of the repeated acquisition of the module; the semester paper shall be defended by the end of the second year of studies. The semester paper which is not defended during the second year of studies shall be defended by the end of the following semester.
- 5.28. If a student has submitted less than 50% of the summaries/essays within the deadlines prescribed in the respective timetable in the study programmes within the module study system, the study course shall be learned again during the following academic year for additional fee.
- 5.29. In the study programmes within the module study system all the seminars that the student misses or fails, shall be passed as written/oral examinations by the end of the respective module.
- 5.30. In the study programmes within the module study system the time period estimated for settling academic failures is January for the autumn semester and June for the spring semester.

***D. Placement***

- 5.31. Placement in study programmes shall be organised in compliance with the Placement Regulations, which is developed by the Head of the respective study programme and approved by the Faculty Council. The Head of the study programme shall ensure that the students are informed about the Placement Regulations and the placement procedure. Placement Regulations are available on the student portal "Universum".

## 6. Organisation of exams and tests

### *A. General Provisions*

- 6.1. Students take the exam or test in the official language or foreign language determined in compliance with the Law on Institutions of Higher Education.
- 6.2. The exam and the test have to result from the content prescribed in the description of the study course and they shall comply with the course teaching methodology.
- 6.3. The duration of the exams and tests shall be determined by the academic department. The student shall have not less than 30 minutes for preparing their answer in the oral part of the exams and tests. Duration of oral examining of each student shall not exceed 30 minutes in any exam. If there are several separate questions in the exam, the student has the right to determine the sequence of his answers.
- 6.4. The examiner shall record the examination assessment in the e-grade book and examination forms which are available on e-studies.
- 6.5. The semester test in the study courses within **the study system of cycles** may be taken also during the semester after having finished the cycle, but the exam or the test is allowed to be taken **before the examination period** with the authorisation of the Head of the academic department outside the time of acquisition of other study courses, as well as after the requirements of the ongoing study course have been fulfilled before the exam or the test.

### *B. Organisation of exams and tests within the study system of regular classes*

- 6.6. Exams and tests shall be taken after successful completion of the semester examinations specified in the description of the study course in compliance with the curriculum in the examination period following the study semester in which the study course has been acquired.
- 6.7. The exam or the test may be taken **before the examination period** in exceptional cases with the authorisation of the Head of the academic department outside the time of acquisition of other study courses, as well as after the requirements of the ongoing study course have been fulfilled before the exam or the test.
- 6.8. Academic departments shall inform students (including electronically) about the exam and test schedule, including the dates and times for retaking failed exams and tests not later than two weeks before the date of the examination providing at least two day interval between the exams and tests in various study courses for the same group of students.
- 6.9. The student group leaders and the lecturer shall agree on the exam and test schedule before the beginning of the examination period with the exception of the centrally organized examinations determined by the Head of the study course (OSCE-type examination, central computerized test, etc.). Students can also sign up for the exam or the test individually negotiating it with the respective lecturer.
- 6.10. Before the beginning of the examination period students shall have the right to agree with the academic department on shifting the exam or test date once during the examination period within each study course.
- 6.11. Students who fail to arrive for the exam or the test within the specified time due to illness or any other reason mentioned in Article 5.14 or who fail to get the right to take

the examination, retain the possibility to take it twice by receiving the individual examination form from the Dean's Office prior to that.

- 6.12. Exams and tests shall be taken during the examination period or in case of a valid reason (illness, business trip, participation in ERASMUS Exchange programme and the like) during the extension of the examination period allocated by the Dean. The extension of the examination period may not exceed one week after the end of the examination period.
- 6.13. Academic departments deliver the completed examination forms to the Dean's Office by the first weekday following the end of the examination period. Unsuccessful assessment shall also be recorded both in the e-grade book and in the examination form.

***C. Organisation of exams and tests within the module study system***

- 6.14. The right to take an exam in the study programmes within the module study system is granted when all the requirements prescribed in the descriptions of the study courses are met.
- 6.15. Exam and test schedule in the study programmes within the module study system is determined according to the course implementation deadlines within the module study system, that is, after completion of study courses.
- 6.16. Students who fail to arrive for the exam or the test within the prescribed time for whatever reason, may take the exam at any other date pre-arranged with the lecturer.

Students who fail to arrive for the exam at the prescribed time due to illness or any other reason mentioned in the Article 5.14 or who have failed to get the right to take the examination yet, retain the possibility to take the exam or the test twice.

- 6.17. The course assessment within the programmes of the module study system builds up as cumulative assessment, taking into account the assessment of the student's coursework, i.e. summaries/essays, practical work, seminars, reports and exams according to the description of the study course.

**7. Retaking exams and tests**

***A. General provisions***

- 7.1. A student may take the failed exam or the test one more time in front of the Commission established by the Head of the academic department which includes at least two lecturers. The Commission does not have to be created in case of a computerised exam or test or a type of an objective structured clinical examination.
- 7.2. If necessary a student shall receive an individual examination form from the Dean prior to the retake exam or test.
- 7.3. The student and the relevant academic department shall agree on the specific examination-taking time in advance.

***B. Retaking exams and tests in the study system of regular classes***

- 7.4. It is possible to retake exams and tests during the examination period and during the extension of the examination period.
- 7.5. The Dean is eligible to grant a one-time extension of the examination period. Deadlines are determined individually taking into account reasons for academic failures (illness, business trip, etc.). The maximum time limit to the extension of the winter examination period is the end of the first week of the spring semester. The maximum time limit to

the extension of the summer examination period is 5 weekdays after the end of the examination period. Pregnant female students and student parents of both sexes may take the exams of the respective examination period within 5 months after childbirth according to their individual plan during the examination period, after it and during the first two months of the next semester after having passed the semester examinations.

- 7.6. If a student fails to pass the examinations prescribed in the curriculum by the end of the examination period extension, the Dean shall propose to exclude (exmatriculate) the student from the University.

### ***C. Retaking exams and tests in the module study system***

- 7.7. The time scheduled for settlement of academic failures in the study programmes within the module study system is January for the autumn semester and June for the spring semester.
- 7.8. If academic failures are not settled by the beginning of the last semester of the study programme, the student has no right to defend his/her Bachelor's Thesis and the Head of the study programme proposes to exclude (exmatriculate) the student from the University.

## **8. Organisation of state examinations**

- 8.1. The Dean's Council shall approve the procedure of state examinations in each study programme on recommendation of the Head of the study programme; and the Head of the study programme shall provide information about this procedure to students.
- 8.2. Development and defence of qualification papers, research projects and Bachelor's and Master's theses shall take place in accordance with relevant regulations.
- 8.3. The resulting assessment of state examinations shall be announced to the student not later than on the day following the examination.
- 8.4. The student, whose Bachelor's or Master's Thesis supervisor has refused to sign the thesis and the thesis has got two negative reviews, shall not be allowed to defend his/her Bachelor's or Master's thesis and shall be excluded (exmatriculated) from the University.
- 8.5. If a student fails the state examination, he/she shall be excluded (exmatriculated) from the University. The student may recommence his/her studies and retake the state examination during the next period of state examinations.
- 8.6. The course paper, qualification paper, research project, Bachelor's or Master's thesis shall be redone prior to its repeated defence.

## **9. Submission and consideration of appeals**

- 9.1. A student is eligible to contest assessment of any examination.
- 9.2. The appeal against assessment of the state examination may be submitted by the end of the next weekday from the date of the assessment notification. The appeal against assessment of any other examination may be submitted within three weekdays from the assessment notification day.
- 9.3. The appeal **should be addressed** to the Head of the academic department, the lecturer of which has evaluated the examination. If the Head of the academic department evaluated the examination, the appeal should be addressed to the Dean. If the Dean

evaluated the examination, the appeal should be addressed to the Vice-Rector for Education.

- 9.4. If the appeal concerns the last possible time of taking or defending a semester examination or the final examination of the study course, it should be addressed to the Dean.
- 9.5. The appeal against the assessment received for the state examination should be addressed to the Chairperson of the respective State examination commission.
- 9.6. The appeals **shall be submitted** to Student Services which does the following:
  - 9.6.1. forward the appeal to the addressee for consideration;
  - 9.6.2. if the appeal is addressed to the Dean or Vice-Rector for Education (Article 9.3), they inform the academic department about the appeal received. The respective academic department:
    - a) sends the addressee of the appeal the needed information (audio, explanations, the student's work, etc.);
    - b) informs the lecturer, who evaluated the examination, about the appeal received and about the possibility to submit the explanation about the assessment.
- 9.7. The appeal shall be considered by the Appeal Commission which is established and convened by the appeal recipient. The Appeal Commission consists of the appeal recipient and invited experts corresponding to the content of the appeal (except persons who have evaluated the examination). The recipient of the appeal shall be the Chairperson of the Appeal Commission. The Appeal Commission shall consist of at least three persons.
- 9.8. If the content of the appeal received testifies the procedural irregularities during the examination, the recipient of the appeal may cancel the assessment and ask to retake the examination without establishing the Appeal Commission.
- 9.9. The Chairperson of the Appeal Commission shall inform the appellant and the lecturer who has evaluated the examination about the time and place of the meeting of the Appeal Commission, as well as about the rights to participate in the meeting and provide explanations. The appellant and the lecturer who evaluated the examination do not have obligation to participate in the meeting of the Appeal Commission.
- 9.10. The Appeal Commission or its Chairperson may require the appellant and the lecturer who evaluated the examination to detail the information available to the Commission, to provide written or oral explanations and give any other additional information.
- 9.11. Having considered the appeal, the Appeal Commission satisfies or rejects the request included in the appeal.
- 9.12. The Appeal Commission shall consider the appeal and take the decision within five weekdays of its receipt. The consideration period of the appeal may be extended if the Appeal Commission has to request and receive additional information.
- 9.13. The Chairperson of the Appeal Commission shall notify the lecturer who evaluated the examination and the appellant about the results of the appeal consideration attaching an extract from the minutes of the meeting of the Appeal Commission.

**10. Final provisions**

- 10.1. These regulations are applicable in so far as external regulatory enactments do not prescribe otherwise.
- 10.2. Issues that are not covered in these Regulations or arguable issues shall be resolved in compliance with the decisions of the Dean's Council or the Head of the department.

APPROVED

in the meeting of RSU Rector's Office  
on 9 May 2016  
Minutes No 16-14

APPROVED

in the meetings of RSU Dean's Council  
on 2 and 9 May  
Minutes No 34 and No 35