



8/41-V2

Rregulation

May/2020

REGULATION FOR STUDENT ASSESSMENT

PRISHTINA, May 2020

Based on relevant dispositions of LAW Nr. 04/L-037 FOR HIGHER EDUCATION IN REPUBLIC OF KOSOVO and disposition of article 88 of Statute of HEIPP UBT College, President of this College has decided as follows in the meeting held in Prishtina date: **15.05.2019**

REGULATION FOR STUDENT ASSESSMENT

I. ASSESSEMENT OF ASSIGNMENTS AND STUDENT EVALUATION

Article 1

Student assignments of respective subject are assessed and evaluated for each individual during lectures or the entire academic year.

Assessment and students evaluation is carried out in accordance to European system of (ECTS) credits.

ECTS credits are described in each subject based on study plan and program which primarily rely on the following criteria;

- **Students engagement in achieving the expected outcomes, and**
- **Attainment of competencies in the respective branch of study**

Article 2.

Students workload is measured by ECTS system of credits and 1 ECTS is equivalent to 30 academic hours. This number may be changed depending on the subject and profile of specific study branches.

Above all the students workload varies from 3 to 8 ECTS as follows;

Nr. Ren.	Types of workload	3 to 4 ECTS	from 5 to 6 ECTS	from 7 to 8 ECTS
1.	Lectures	20	30	30
2.	Joint seminars and exercises	10	15	30
3.	Teamwork	8	10	15
4.	Independent learning of obligatory literaure		30	30
5.	Consulting of supplementary literature	12	20	
6.	Seminar assignments	10	10	

7.	Presentation of seminar assignments			1
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8.	Fulfillment and presentation of home assignments	5	8	
10				
9.	Argumentation and analysis of a case study	4	6	
9				
10.	Preparation for colloquium and other types of assessment			
		10	10	
10				
11.	Research from other sources	10	10	10
The equivalency of students workload in credits		120	150	180

II. ASSESSMENT IN ACCORDANCE TO EUROPEAN REGULATION OF ETSC

Process of Individual Assessment

Article 3.

Students achievement is carried out by ECTS assessment in percentage 0 to 100% and the final evaluation which is done in relevance with the Law of Higher Education in Kosovo (grades 6 to 10).

The percentage of achievement is from 50% to 100% and is carried out by numerical grades 6 (satisfactory) and 10 (excellent).

The final grade is given based on the overall performance of students during lectures seminar and the final examination.

Students assessment during lectures

Neni 4.

Students assessment during lectures is carried out based on the following components;

- **Attendance of lectures;**
- **Interactive participation in lectures, seminars and exercises;**
- **Performance in exercises and assignments;**
- **Study cases;**
- **Achievement in mid-term exam or other forms of evaluation;**
- **Other evaluation components required by professor of respective subject;**

Neni 5.

If the achievement of the student during the lecture is maximized and thus the good grades from the colloquium or mid-term exams, the professor enjoys the right to provide a final assessment and grade without passing the final exam from that subject, according to the terms the professor has stipulated in his Syllabus.

Final exam for specific subject

Article 6.

The final exam from any subject is given after completing the lectures, witnessing success during the lectures and receiving the signature from the teacher, and making 30% to 40% of the final grade from the subject.

The final exam in the subject may be in writing (testing) or even in writing or verbal form.

The part of the oral exam is not necessary to apply if during the lecture there have been many activities in the views of oral explanations, presentations, discussions, etc., and if the teacher has foreseen this in SYLABUS.

The criteria of passing the final exam within the terms foreseen in the curriculum, the number of students who failed and those who passed the exams is scrutinized by the professor, committed etc., is regulated by the STATUTE and the UBT College for the Study of the HEIPP College.

III. RULES OF STUDENT CONDUCT DURING STUDIES

Article 7.

Before submitting the final exam student is obliged to hand in the respective DOCUMENT and thereafter submit it to the official for students affairs within the terms foreseen in the STUDY REGULATION of HEIPP UBT.

During the final exam students are prohibited and must follow the rules as below;

- **copying, negotiating, or moving backward or backward movements,**
- **have a locked mobile phone,**
- **Temporary submission of the test or written work as the teacher has signaled that the time for the description has passed and the handover of the written work is done so that it is returned from the page where the student's name and surname and the parent number his.**

In all cases of the upcoming events, the subject teacher will not consider the written exam at all, and the student will be assessed at zero (0) points in the final exam of the subject.

Upon expiration of the term for a written exam description, the student is no longer allowed any improvement in the test or written assignment.

IV. RULES OF THE STUDENTS CONDUCT IN THE END OF THE END OF THE STUDY

Article 8.

Exiting the oral exam can be compulsory according to the schedule the teacher has published.

During the duration of the oral exam, the following are prohibited and have to follow the rules as below;

- **copying, negotiating or any other form of non-verbal communication between attendees,**
- **reading any form of script or other suggestive form for the questions asked,**
- **have the mobile phone connected or any other information provider.**

V. APPROVAL OF EVALUATION BASED ON ECTS ASSESSMENT

Article 9.

The success grades are compared with the ECTS assessment, as follows:

- **Grade 10 (excellent) i përgjigjet vlerësimit A of ECTS credits**
- **Grade 9 (excellent) i përgjigjet vlerësimit B of ECTS credits**
- **Grade 8 (very good) i përgjigjet vlerësimit C of ECTS credits**
- **Grade 7 and 6 (very good & satisfactory) responds to D and E of ECTS credits**

VI. OBLIGATORY OBLIGATIONS

Article 10

The subject bearer (MENTOR) in the lesson on individual lectures is obliged to guide each student's record of achieving success in percentage (%), and knowledge of each grading segment as well as the final (%) final exam.

The course bearers are also obliged to have a percentage of success (%) for each evaluation segment at the student's request.

The subject bearer is obliged to evaluate the student with percentage (%) of the ECTS in 0 to 100% grading and numerical assessment.

After completing the student's assessment during the lectures and the completion of the exam, the subject bearer is obliged to specify the total grading percentage (%) for each student from the group and form the final list in relevance with the percentages (%) of the marks.

If the number of students can not be ranked according to the same percentage (%) of the final assessment, the ranking priority will be the student who has completed many percentage (%) in the final exam, and then the student who has completed the number high percentage (%) of assessments achieved in colloquim.

The subject attendant is obliged to inform the students about the method of extracting estimates in percentage parameters (%) for all types of verifications of achieved knowledge, success and competence - as well as forms of final grade compilation.

VII. FINAL ACHIEVEMENT AFTER PROGRAM CONCLUSIONS

Article 11

On the basis of the average percentages of all exams and diplomas, the final classification (the so-called honor classification) is defined in the form below:

- First Class Honors 80 to 100% achieving knowledge, skills and competences,
- Upper Second Class Honors 70 to 79% achieving knowledge, skills and competences,
- Second Lower Class (Second Class Honors) 60 to 69% achieving knowledge, skills and competences,
- Third Class Honors 50 to 59% attaining knowledge, skills and competences,
- Scale of Achievement (Pass) 40 to 49% attaining knowledge, skills and competency.

Students with the final percentage (%) of the average learning outcomes, skills and competencies at completing the studies in the diploma, respectively, diploma, are described thanksgiving from the Latin language of gratitude ratings:

- the first highest praise (SUMMA CUM LAUDE Baccalaureus), namely, a specialist with the highest praise (SUMMA CUM LAUDE SPECIALIST),
- the first with great thanks (MAGNA CUM LAUDE Baccalaureus), namely, special acknowledgement specialist (MAGNA CUM LAUDE SPECIALIST),
- first thanksgiving (CUM LAUDE Baccalaureus), respectively, special acknowledgement (CUM LAUDE Specialist).

VIII. TRANSITIONAL AND FINAL PROVISIONS

Article 12.

Amendments and appendixes to this Regulation shall be made in the same procedure as the Regulation itself.

Article 13.

This Regulation shall enter into force eight (8) days after its signature and its publication.

PRISHTINA

Date, 15.05.2019

**HEIPP College UBT
PRESIDENT
Prof. Dr. Edmond HAJRIZI**
