

On its 38th regular session, held on 11 April 2007, pursuant to Article 38 of the Statute of the University of Primorska (Official Gazette no. 124/2008-UPB1, 21/2011, 57/2012), the Senate of the University of Primorska adopted the Regulations on knowledge examination and evaluation of the University of Primorska (hereinafter: Regulations). On its 9th regular session, held on 11 June 2008, the Senate of the University of Primorska adopted the amendments and additions and the cleartext of the Regulations. On its 20th regular session, held on 26 June 2013, the Senate of the University of Primorska adopted the Regulations on amendments and additions to the Regulations on knowledge examination and evaluation of the University of Primorska and the cleartext of the Regulations:

Regulations on knowledge examination and evaluation of the University of Primorska

I. General provisions

Article 1

(Content of the Regulations)

These Regulations regulate the knowledge examination and evaluation of students enrolled in education programmes at the University of Primorska (hereinafter: University), namely:

- full-time and part-time students enrolled in undergraduate and postgraduate study programmes;
- students of other universities who enrol in study programmes of the University through mobility programmes and other forms of interuniversity cooperation;
- individuals who no longer hold the student status at the University, and
- participants in further training courses and other education programmes held by the University.

Article 2

(Implementation of procedures in postgraduate schools)

- (1) If the study programme is carried out and/or organized by the common postgraduate department of the University the knowledge examination and evaluation of the students is carried out by the postgraduate school.
- (2) In the postgraduate department the decision-making which under these Regulations is the responsibility of the Senate or of the Senate Commission is carried out by the Programme Council. In the postgraduate department the decision-making which under these Regulations is the responsibility of the Dean of the University member, is carried out by the Head of the postgraduate department.

Article 3

(Use of terms)

(1) All groups of participants of education programmes referred to in Article 1 of these Regulations are hereinafter referred to as *students*, except in cases where the provisions apply only to a specific group of participants.

(2) All education programmes contained in Article 1 of these Regulations (undergraduate and postgraduate study programmes, further training courses and other education programmes) are

hereinafter referred to as *study programmes*, except in cases where the provisions apply only to a specific group of study programme.

Article 4¹

II. Knowledge examination and evaluation

Purpose, methods and forms of knowledge examination and evaluation

Article 5

(Purpose of knowledge examination and evaluation)

(1) The knowledge examination and evaluation assesses the performance of the students in fulfilling their study obligations and the acquired course-specific competences. The knowledge examination and evaluation represents the basis for the acquisition of grades and credit points at each individual study unit, e.g. courses, practical training, traineeships, modules, final theses etc. (hereinafter: study units).

(2) The students' knowledge is constantly assessed and examined through exams throughout the study process and throughout the academic year. This method of evaluation and examination is aimed at promoting consistent studying and provides an overall view of the knowledge acquired during study units, while simultaneously providing feedback to the students, which promotes active and responsible cooperation of the students in the study process and encourages the students towards continuing their studies.

Article 6

(Students' obligations)

The students' obligations are defined by the study programme and the course syllabus of each individual study unit.

Article 7

(Methods and forms of knowledge examination and evaluation)

(1) Exams can be oral or written, or oral and written, or can consist of examinations of written, graphic, technical or other works and their defence, or of the examination of a particular performance.

(2) The forms of knowledge examination and evaluation, which are defined by the study programme and the course syllabus of each individual study unit, are as follows: written exam, oral exam, written and oral exam, partial written exam or other types of written knowledge examination, performance, active participation at lectures and practical classes, report from the traineeship, seminar paper, thesis and other final work, and other forms of knowledge examination and evaluation which are defined by the study programme and the course syllabus of each individual study unit.

¹ Translator's note: The provisions of Article 4 of these Regulations relate to the Slovenian language.

Knowledge examination and evaluation openness to public

Article 8

(Knowledge examination and evaluation openness to public)

- (1) The knowledge examination and evaluation is open to public.
- (2) The openness to public of the knowledge examination and evaluation is guaranteed especially by the publicly available announcement of the exam terms and of the results of the knowledge examination and evaluation, with the right to access the graded exams papers in accordance with the provisions of these Regulations, as well as with the right of the students and of other members of the public to be present during oral exams.
- (3) The results of the knowledge examination and evaluation are announced in the Students information system of the University (hereinafter: ŠIS), in accordance with the regulations on the protection of personal data and in accordance with the provisions of these Regulations. The data published are: the student's enrolment number and their grade as well as general data about the exam term, namely: the number of students who passed the exam, the number of students who did not pass the exam and the average grade of the exam term with a standard deviation, in relation to the passing grades of the exam term in question.

Student notification

Article 9

(Notification of students about study obligations and about the purpose, the method and the forms of knowledge examination and evaluation)

- (1) The students must be notified about their study obligations, the method and the forms of knowledge examination and evaluation at each individual study unit, as well as with the criteria of knowledge evaluation and the method of determining the final grade of the study unit.
- (2) The study obligations of the study programme are first presented to the students at the beginning of the academic year by the Dean or the Vice-dean of the University member who is in charge of the field of education, or by another employee of the University member, who is appointed by the Dean.
- (3) During the introductory lecture the lecturer shall inform the students about:
 1. the content, the aims and the plan of implementation of the study unit,
 2. the expected study results or competences that the student is expected to acquire,
 3. the core study material,
 4. the methods and elements of knowledge examination as well as the criteria of evaluation
 5. study obligations and proportions that individual elements of knowledge examination and evaluation have in relation to the final grade of the study unit,
 6. the admission requirements for each individual form of knowledge examination and evaluation of the study unit,
 7. the form of sitting of the exam before an appointed board (the fourth or further sitting of the exam).

Article 10

(Public access to information regarding study programmes)

The University member shall provide publicly accessible updated information about study programmes and course syllabi of the study units by providing detailed descriptions of the study programmes on its website.

General provisions on the fulfilment of study obligations

Article 11

(The fulfilment of study obligations)

(1) The student can fulfil the study obligations for the study units of the study year they are enrolled into, as well as remaining obligations from previous study years. In exceptional cases defined by the University Statute and by these Regulations the student is allowed to fulfil also obligations of a higher study year.

(2) Partial written exams and other written exams, seminar papers, performances or active collaboration at lectures and practical classes are forms of continuous knowledge examination and evaluation at study units and are carried out during the study process of each individual study unit.

(3) The student can sit the exams after the study process of each individual study unit is completed and in accordance with these Regulations. In exceptional cases defined by these Regulations the student is allowed to sit the exams in advance, i.e. before the lectures and practical classes of the individual study unit are completed.

Article 12

(Pre-term exams of the current study year)

(1) In exceptional cases students are allowed to sit the exams in advance, i.e. before the lectures and practical classes of each individual study unit are completed.

(2) Students who wish to sit one or more exams of their current study year in advance shall submit a written request to the Dean of the University member, who grants the request if there are justified reasons and the lecturer has provided a written consent for sitting of the pre-term exam. Justified reasons are, namely: studies or traineeships abroad, hospitalization during the exam term, child-birth or participation in elite's sport championships or cultural events etc.

Article 13

(Fulfilment of study obligations of higher study years)

(1) In exceptional cases students who are re-enrolled in the same study year can fulfil the obligations of a higher study year, whereas individuals who no longer hold the student status can fulfil obligations of the study year in which they intend to enrol in the following academic year.

(2) The students or individuals referred to in paragraph (1) of this Article shall submit a written request to the Dean of the University member, who normally grants the request if the student or individual has fulfilled all the required study obligations of the last study year and of the previous ones. The University members can define other requirements regarding the fulfilment of study obligations for a higher study year by setting their own internal regulations.

Article 14

(Faster progression through the study programme)

- (1) Students can request a faster progression through the study programme.
- (2) The faster progression can be granted to students who obtain the credit points required for the progression to a higher study year before the end of the academic year.
- (3) The decision about the faster progression is taken by the Senate of the University member in consideration of the student's request and of a reasoned opinion of the Commission for student matters or another organ appointed by the University. The decision of the Senate regulates also the method of faster progression.

Article 15

(Fulfilment of study obligations after the termination of the studies)

Individuals who no longer hold the student status at the University retain the right do fulfil the remaining study obligations of the study programme in which they were enrolled into, according to the provisions of the University Statute.

Knowledge evaluation

Article 16

(Grades)

- (1) The performance of the students at fulfilling their study obligations is graded by the lecturer of the study unit with grades from 1 to 10. The grading corresponds to the following grading scale:
 - 10 (excellent) – outstanding results with negligible mistakes;
 - 9 (very good) – high pass with minor mistakes;
 - 8 (very good) – sound knowledge;
 - 7 (good) – sound knowledge with major mistakes;
 - 6 (satisfactory) – adequate knowledge suiting minimum criteria;
 - from 5 - 1 (insufficient) – knowledge below minimum criteria.
- (2) If the study programme provides it the study obligation can be graded also with descriptive grades “passed” and “recognized” or “not passed” and “not recognized”.
- (3) Passing grades indicate the successful fulfilment of study obligations. Passing grades are grades from 10 to 6 as well as the descriptive grades “passed” and “recognized”.
- (4) Failing grades indicate the unsuccessful fulfilment of study obligations. Failing grades are grades from 5 to 1 as well as the descriptive grades “not passed” and “not recognized”.

III. Exams

Article 17

(Forms and methods of examination)

- (1) The exams can be oral, written or oral and written.

(2) The exams are aimed at verifying the knowledge and competences that are defined by the course syllabus of each individual study unit.

(3) Each exam is related to a specific study unit. The form and method of the examination are defined by the course syllabus of each individual study unit. The course syllabus may allow the following cases:

- If the study unit consists of different content units which are carried out by different lecturers, a partial exam shall be held out for each content unit. Each partial exam is graded with a grade and all the partial grades form the final grade of the study unit. The method of achieving the final grade is defined in the course syllabus.

- The grades deriving from different forms of continuous knowledge examination and evaluation (partial and other written exams, performances, active collaboration at lectures and practical classes etc.) are to be taken into consideration for the final grade of the study unit, as it is defined by the course syllabus.

- The exam may be considered passed if the student has successfully passed the partial exams, seminar paper or project.

- The exam may consist of a practical part.

Article 18

(Exam before a board - fourth and/or further sittings of the exam)

(1) The fourth and further sittings of an exam of the same study unit are carried out before an appointed board if requested by the student or by the lecturer.

(2) The exam board consists of three members: the board president and two university teachers who are appointed by the Dean of the University member. The lecturer of the study unit in question is a board member, however, they cannot be the board president. The composition of the board has to allow an appropriate judgement on the results of the knowledge examination and evaluation.

(3) The exam before the board can be oral, written or oral and written.

(4) If the exam before the board is oral all board members shall be present at the examination. The interrogation is performed by the university teacher who holds a title in the field of expertise of the study unit for which the exam before the board is carried out. After the completion of the exam the board members shall consult and evaluate the student's knowledge by majority voting. The student shall be notified about the grade immediately.

(5) If the exam before the board is written, the board members examine the student's answers and determine the grade by majority voting. The results of the written exam are to be announced no later than seven days after the sitting of the exam. The student may submit to the board a written request for an oral defence no later than three days after the announcement of the results.

(6) A report about the exam before the board shall be drawn up by the board president, consisting of the application to the exam, the exam questions and the final grade. The report shall be signed by all board members and submitted to the Student office, where it shall be held in the student's personal folder.

IV. Exam rules

Requirements regarding exam admission and re-sitting

Article 19

(Exam admission requirements)

(1) Students meet the exam admission requirements when they meet all the requirements defined in the course syllabus of the study unit. Students meet the partial exam admission requirements when the particular part of the study unit is completed. Exceptions to this provision are listed under Article 12 of these Regulations.

(2) Notwithstanding the fulfilment of the requirements from paragraph (1) of this Article, students who have not settled their financial obligations towards the University member or have been debarred from sitting exams on the basis of the provisions of these Regulations, cannot sit the exam.

Article 20

(Re-sitting)

(1) It is possible to re-sit a failed exam provided that there must be a period of 14 days between both sittings. Students whose grade is 4 or lower can re-sit the exam after a period of thirty days.

(2) Students can sit an exam four times in the same academic year. Students can sit the exam on any exam term, in accordance with these Regulations, except when they were debarred from sitting the exam(s) on the basis of the provisions of these Regulations.

(3) In accordance with the provisions of this Article a new sitting of the exam based on the successful appeal against the given grade is not deemed a re-sitting.

(4) If a student is enrolled in the same study year for the second time, it is considered that the exams of each individual study unit are taken for the first time, even if the student has already sat the exam.

Exam terms and exam periods

Article 21

(Exam periods)

(1) The main exam periods are held in January, June and September. For study processes that are divided into quarters there are two additional exam periods at the end of each quarter.

(2) The exam periods of each academic year are defined by the University academic calendar, which is adopted by the University Senate.

Article 22

(Regular and additional exam terms)

(1) Exams are carried out within exam terms. Exam terms are regular and additional.

(2) Regular exam terms are carried out within exam periods.

(3) Additional exam terms are carried out outside the exam periods. In part-time study programmes such terms are normally scheduled at the end of the study process of each individual study unit or at the end of a part of the study unit (partial courses); in postgraduate study programmes and in cases defined by Article 12 of these Regulations the additional exam terms may be scheduled on a date consensually agreed by the lecturer and the student.

(4) In exceptional cases when particular forms of study process are carried out during the regular exam periods (e.g. clinical training), additional exam terms may be scheduled in full-time study programmes as well.

Article 23

(The right to sit exams on exam terms)

(1) All students can sit exams during regular exam terms.

(2) On additional exam terms the exams can be sat by candidates for graduation, students of part-time and post-graduate study programmes, individuals who no longer hold the student status and participants in further training courses and other education programmes held by the University.

(3) In exceptional cases full-time students can sit exams on additional exam terms if they meet all the requirements for exam admission and other eventual additional requirements defined by the Regulations of the University member.

Article 24

(Number of exam terms)

(1) Regular exam terms shall be scheduled so that for each individual study unit of the current or the previous academic year there are at least four exam terms in the academic year, of which at least one during each main exam period.

(2) The exam terms are scheduled at the primary location of the University member and at separately located units. All students shall be ensured equal conditions and treatment.

Article 25

(Exam terms for study units that are not being carried out in the current academic year)

For study units which are not being carried out in the current academic year the following applies:

- three exam terms shall be scheduled during the first year after the termination of the study unit, each during the three main exam periods;
- at least one exam term shall be scheduled during the second academic year after the termination of the study unit;
- in the third and the following years after the termination of the study unit exam terms are scheduled upon a written request by one or more students; the request shall be submitted to the Student office.

Article 26

(Exam timetable and scheduling)

(1) The timetable of the exam terms for each individual study unit is drawn up by the Student office in agreement with the lecturers.

(2) At least fourteen days shall elapse between two exam terms of each individual study unit.

(3) The schedule of regular exam terms of all three exam periods shall be published in ŠIS no later than two months before the first exam period for obligatory study units and no later than at the beginning of the implementation of the study unit for elective study units. The schedule must include the following data: the name of the course, the name of the exam supervisor, the day and time of the exam, and, if the exam is carried out at a separately located unit, the place where the exam will

be carried out. The schedule of regular exam terms contains also exam terms for study units that are not being carried out in the current academic year. The regular exam terms for each individual study programme must be scheduled so that the first exam term does not overlap with the exam terms for other study units in the study year. The same principle shall preferably apply to the scheduling of exam terms for elective study units.

(4) Additional exam terms must be announced at least fifteen days before to the exam date. The first additional exam term for study units of part-time study programmes is normally thirty days after the termination of the study process. The University member may have additional internal regulations regarding the scheduling of additional exam terms.

(5) The exam term schedule applies to both students and lecturers. The date of the exam term can be modified only in justified cases such as the absence of the lecturer due to illness or other unforeseeable circumstances. The Student office shall notify the students about the modification of the exam date at least five days before the exam date; if the unforeseeable circumstance occurs later, the students shall be notified as soon as possible.

Registration for the exam and withdrawal of the registration, list of candidates

Article 27

(Registration for the exam)

- (1) Students shall register for the exam via ŠIS.
- (2) Students shall register no later than on the fifth day before the scheduled exam term.
- (3) The correct and complete registration is the sole responsibility of the student.

Article 28

(Withdrawal of the registration for the exam)

- (1) If students do not intend to sit an exam they registered for they shall withdraw their registration. It is possible to withdraw the registration via ŠIS no later than on the third day before the scheduled exam term.
- (2) If students do not withdraw their registration in accordance with the provisions of these Regulations it is considered that they have used one exam term, except in cases when students could not withdraw their applications due to unforeseeable circumstances (illness or other unforeseeable circumstances) which occurred after the period referred to in paragraph (1) of this Article. If the students provide the necessary supporting documents no later than seven days after the exam date it is considered that they withdrew the registration for the exam in due time.

Article 29

(Realization and publication of the list of students who registered for the exam)

- (1) Two days before the exam the term the list of students who registered for the exam is available via ŠIS. The list is available to both the supervisor of the exam and the registered students. The place where the exam will be carried out is also indicated on the list.

(2) The list consists only students who meet all the necessary conditions for exam admission. The fulfilment of the conditions shall be verified by the lecturer and the Student office on the basis of relevant data.

Realization of exams, announcement of exam results and access to exam papers

Article 30

(Exam supervisor and the responsibility for carrying out the exam)

(1) The correct realization of the exam is the responsibility of the lecturer or the board president if the exam is carried out before a board. In collaboration with the Student office the supervisor shall ensure all the necessary conditions for the realization of the exam.

(2) The knowledge examination and evaluation shall be carried out by the lecturer or, if the lecturer has given his consent, by another university teacher who holds a title for the same field of expertise of the study unit for which the exam is carried out.

(3) In the cases referred to in these Regulation The knowledge examination and evaluation can be carried out also by a board.

(4) If the lecturer agrees the exam supervisor can be another university teacher who normally holds a title for the same field of expertise of the study unit for which the exam is carried out.

Article 31

(Verification of attendance and identification of the students)

(1) At the exam the students must provide an identification document. Suitable documents are the student identity card and the student registry book, or the identity card or passport for participants in further training courses or other education programmes held by the University.

(2) Before the beginning of the exam the exam supervisor shall verify whether the students present are on the list of registered students while at the same time verifying their identity.

(3) The exam supervisor can admit to the exam only students who are on the list of registered students for the exam. Formal requests regarding the registration for the exam or the withdrawal of the registration cannot be dealt with directly with the student but only in cooperation with the Student office.

(4) Students who do not attend the exam cannot be graded. In such case the exam supervisor shall mark on the list of registered students "did not attend".

Article 32

(Written exams and announcement of results)

(1) Written exams are carried out in the form of a written paper. The exam questions or exam tests shall be submitted in a written form. The minimum duration time of a written exam is one lecture hour and the maximum duration time is four lecture hours.

(2) Before the beginning of the exam the supervisor shall inform the students about the permitted items.

(3) During the exam the students are not allowed to leave the exam hall without the approval of the exam supervisor.

(4) Upon the request of the exam supervisor the students must return the exam paper together with the question sheet.

(5) The lecturer shall update the list of registered students with their grades and submit it to the Student office. The list shall contain also eventual bans from sitting the exam and normally the date, when the exams will be accessible to the students.

(6) The exam results are to be announced in ŠIS by the Student office no later than fourteen days after the exam was carried out. The University member can determine a shorter deadline for the announcement of the exam results in their own Exam regulations.

(7) A longer deadline for the announcement of the results is possible only in exceptional cases due to the lecturer's justified absence (participation in international conferences, illness, study leave etc.), however, the lecturer shall inform the Student office about his absence in due course and the Student office shall subsequently inform the students and the Vice-Dean for Education.

(8) Students who attend the exam but do not submit the written paper are graded with a failing grade (1) and considered to have used one exam term.

Article 33

(Oral exams and announcement of results)

(1) Oral exams are carried out in the form of a conversation between the university teacher and the student. Oral exams may be carried out individually or with more students, the maximum duration of the exam is one lecture hour. The method of submission of the questions (written/oral) shall be determined by the university teacher who carries out the exam.

(2) Students shall be notified about the oral exam results on the day of the exam.

Article 34

(Written and oral exams and announcement of results)

(1) If the exam consists of a written and an oral part, the successful completion of the written part is a prerequisite for the admission to the oral part, unless the course syllabus determines otherwise. The written and oral part form a single exam which is graded by a single grade.

(2) The exam is carried out and the results of the written part of the exam are announced according to the provisions of Article 32 of these Regulations. Concurrently with the announcement of the results of the written part the schedule for the oral exams shall be announced.

(3) The oral part of the exam must be carried out no later than seven business days after the announcement of the results of the written part. A longer deadline is possible only in exceptional cases due to the lecturer's justified absence (illness or other unforeseeable circumstances), however, the lecturer shall inform the Student office about his absence in due course and the Student office shall subsequently inform the students and the Vice-Dean for Education.

(4) Should there be reasonable grounds the exam supervisor and the student can determine by mutual agreement that the oral exam can be carried out. Eventual particularities regarding the validity of the written exam are determined by the course syllabus of the study unit.

Article 35

(Access to graded exams and explanations regarding the grade)

Students have the right to access their graded written exam papers and to obtain explanations regarding the grade within thirty days after the announcement of the exam results. The graded written exam paper must contain the grades of each individual exam answer.

Article 36

(Results entry)

The exam results entry into ŠIS is the responsibility of the lecturer, who has to adhere to the deadlines for the results announcement.

Improvement of exam grades

Article 37

(Improvement of exam grades)

(1) Students who already passed an exam and wish to obtain a higher grade can again register for the exam, once for each individual study unit. The exam can be re-sat by the end of the following academic year.

(2) If students re-sit an exam with the intent to improve a grade the higher grade is considered as valid.

Appeal against the grade or against the realization of the exam

Article 38

(Reasons and deadlines for appeal)

(1) The students can file an appeal against the given exam grade. The appeal can relate also to the realization of the exam. When the exam is written and oral the student can file an appeal either against the written or the oral part and not against both.

(2) A written reasoned appeal shall be submitted to the Dean of the University member no later than three business days after the announcement of the results of the oral exam or after the access to the written exam paper.

Article 39

(Appointment of Commission)

(1) The Dean of the University member shall appoint an exam board no later than three days after the receipt of the appeal. The board shall be appointed in accordance with Article 18 of these Regulations.

(2) The board president shall supervise the activity of the board and draw up a records, which shall be signed by all board members. One copy of the minutes shall be submitted to the student and one to the Student office, where it shall be held in the student's personal folder.

Article 40

(Board activities in relation to the appeal)

(1) The board shall examine the appeal within five business days after its appointment and formulate a solution proposal. The proposal shall be submitted to the Dean of the University member.

(2) When formulating the solution proposal the board shall first determine whether the appeal is related to the exam grade or to the realization of the exam.

(3) If the appeal relates to the exam grade the board shall examine the available documents and determine whether the student is entitled to another knowledge evaluation. In case the exam in question was oral the board carries out an oral examination of the student's knowledge; if the exam in question was written the board examines the written exam paper.

(4) If the appeal relates to the realization of the exam the board cannot modify the grade, however, it can determine that the student is entitled to a re-sitting.

(5) The board adopts a decision by majority voting. Eventual disagreement of one of the board members shall be noted in the record, along with the reasons for disagreement.

Article 41

(Disposal of Appeal)

(1) The disposal of the appeal is the responsibility of the Dean of the University member who shall issue a decision on the basis of the board proposal referred to in Article 39 of these Regulations.

(2) The student can file an appeal against the decision of the Dean. The appeal shall be submitted to the Senate of the University member. There is no possibility to appeal against the decision of the Senate.

(3) If the student was granted another exam sitting it is not considered as a re-sitting.

(4) If the student's appeal leads to another knowledge examination the higher grade is considered to be valid.

Use of exam rules

Article 42

(Use of exam rules)

To all the other forms of knowledge examination and evaluation the provisions of these Regulations related to the exams shall reasonably apply. University members can set their own detailed internal regulations regarding other forms of knowledge examination and evaluation.

V. Breaches of exam regulations

Article 43

(Breaches)

(1) A student commits a breach of the knowledge evaluation process if during the exam they cooperate with the other students by irregular means, if they copy the answers from other students, if they make use of non-permitted items, or by any means disturb the realization of the exam.

(2) If a student sits or attempts to sit an exam on behalf of a student who registered for the exam, both the student sitting or attempting to sit the exam and the student on whose behalf another student or anyone else sat or attempted to sit the exam commit a breach.

(3) Plagiarism relating to final theses, seminar papers or other written papers is also deemed a breach. If students copy partial or complete texts by other authors and use them as their own, or if they do not cite the original authors, they also commit a breach.

Article 44

(Sanctions)

(1) The sanction for a breach referred to in paragraphs (1) and (2) of Article 43 is immediate – students are barred from continuing the exam and their exam is graded with a failing grade (1). The sanction shall be carried out by the exam supervisor and shall be recorded in the list of students who registered for the exam. The Student office shall report the breach to the Dean of the University member, who shall determine the disciplinary responsibility of the student in accordance with the Regulations.

(2) After the first breach referred to in paragraphs (1) and (2) of Article 43 the student is not allowed to sit the exam in question for the following six months. After the second breach the student is not allowed to sit the exam in question for the following twelve months.

(3) The abovementioned sanctions shall be reasonably applied also for breaches referred to in paragraph (3) of Article 43 of these Regulations, which relate to plagiarism in seminar papers and other written papers. If students commit plagiarism in their final thesis they cannot submit the same topic for the final thesis. A new topic can be submitted after a period of six months.

Article 45

(Assessment of disciplinary responsibility)

(1) The sanctions referred to in Article 44 of these Regulations do not exclude the assessment of disciplinary responsibility of the student in accordance with the regulations on disciplinary responsibility of students of the University of Primorska.

(2) The breaches referred to in paragraph (1) of Article 43 of these Regulations are deemed as minor breaches, whereas the breaches referred to in paragraphs (2) and (3) of Article 43 of these Regulations are deemed as major breaches of disciplinary responsibility.

VI. Records of fulfilled study obligations

Article 46

(Official records of the Student office)

- (1) The exam results shall be entered in the official records held by the Student office.
- (2) The official exam date in the official records is the date of entry of the exam results into ŠIS.
- (3) The exam results in the official records can be entered or modified by appointed employees of the Student office. The results for each individual study unit can be entered and modified also by the lecturer.
- (4) The completed list of registered students referred to in Article 29 of these Regulations shall be signed by the lecturer and kept by the Student office for an indefinite period of time.

Article 47

(Student registry book)

The student registry book is the official records of successfully fulfilled study units. The registry book is available to the students in electronic form, however, the University member can issue a hard copy as well.

Article 48

(Lecturer's records)

- (1) The study unit lecturer shall keep records of the results of the knowledge examination and evaluation of every student at his study unit, which includes records on the fulfilment of exam admission requirements. The records are to be kept at least for the current and the previous academic year.
- (2) The exam papers, seminar papers and other students' written papers shall be kept by the lecturer for a period of at least ninety days after the exam results entry. After this period the papers can be destroyed, save as otherwise requested by the student in the period in question.
- (3) As for the retention of data the lecturer must observe the regulations regarding personal and confidential data protection.

Article 49

(Transcript of records for students from other higher education institutions)

Students from other higher education institutions who fulfil part of their study obligations at the University are issued a transcript of records signed by the Dean of the University member or by another person appointed by the Dean of the University member.

VII. Students with special needs

Article 50

(Students with special needs)

Detailed provisions regarding the fulfilment of study obligations of students with special needs are regulated by special regulations adopted by the University Senate.

VIII. Transitional and final provisions

Article 51

(Regulations of University members)

(1) Individual procedures for which these Regulations imply a more detailed regulation by individual University members can be regulated by specific internal regulations issued by University members or postgraduate departments of the University.

(2) The provisions of the regulations referred to in the previous paragraph must not be inconsistent with these Regulations.

(3) The Regulations referred to in paragraph (1) of these Regulations are adopted by the Senate of the University member.

Article 52

(deleted)

Article 53

(deleted)

Article 54

(Fees related to the process of knowledge examination and evaluation)

Single services related to the process of knowledge examination and evaluation which under the valid higher education legislation are subject to fees, are charged according to the University's valid fee list.

Article 55

(Personal and confidential data protection)

(1) The students' personal data shall be collected and processed for the purpose of knowledge examination and evaluation in accordance with these Regulations, with the principles and provisions of the Law on personal information protection (Official Gazette of the Republic of Slovenia, no. 86/04) and with the University's Regulations on personal and confidential data protection.

(2) Every person who is included in the process of knowledge examination and evaluation shall comply with the Law on personal information protection and the University's Regulations on personal and confidential data protection.

Article 56

(Modifications and amendments to the Regulations)

The modifications and amendments to these Regulations and to the annexes to these Regulations shall be adopted as determined by the relevant procedures and methods.

Article 57

(Validity of the Regulations)

(1) These Regulations shall enter into force on 1 October 2007.

(2) On the date these Regulations come into force all provisions of University members' internal legal acts regulating knowledge examination and evaluation which are inconsistent with these Regulations, shall cease to be valid. The University members shall adapt their internal acts at the latest upon the entry into force of these Regulations.

(3) The Regulations shall be published on the University's website.

Article 58

(Validity of modifications and amendments to the Regulations)

(1) The modifications and amendments to these Regulations, adopted on the 9th regular session of the University Senate shall come into force on the day following the adoption by the University Senate.

(2) The cleartext of these Regulations shall be published on the University's website.

The Regulations on the modifications and amendments to the Regulations on knowledge examination and evaluation of the University of Primorska, adopted on the 20th regular session of the Senate of the University of Primorska, which was held on 26 June 2013, contain the following transitional and final provisions:

Article 12

University members must adopt their internal acts referred to in Article 51 to these Regulations by the date these Regulations come into force.

Article 13

These regulations come into force on the day following the publication on the University's website and shall apply from the academic year 2013/14 onwards.

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Publication on the website:

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