

Proposal adopted by the Senate on 31 January 2012

On the basis of Article 110 and Article 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, no.) and upon prior consent of the Student Council of the University of Maribor, the Senate of the University of Maribor adopted at its _____ meeting of _____ the following

**Amendments to the Rules on Examinations and Grading of the University of Maribor No.
A4/2009-41AG**

Article 1

Paragraph 2 of Article 11 shall be amended as follows:

“Exams cannot be retaken more than five times. If the student fails an exam for the sixth time, he/she shall be excluded from the programme. In accordance with legislative provisions, such students may enrol in other degree programmes. However, they are not allowed to merely switch the mode of study (full-time/part-time) or enrol in a new programme replacing the old one.”

Article 2

Paragraph 3 of Article 11 shall be amended as follows:

“No later than 15 October, the Computer Centre of the University of Maribor shall send a list of exams retaken unsuccessfully three or more times in the past academic year to the Student Council of the University of Maribor, student councils of university members and relevant deans. It must also be indicated how many times the student actually took the exam. On the proposal of the student or the student council, both the dean and the academic affairs committee (in cooperation with the student council of the university member) shall explore the reasons for failing an exam repeatedly and propose a solution. The report shall be discussed at the next meeting of the Academic Affairs Committee.”

Article 3

Paragraph 5 of Article 11 shall be amended as follows:

“Exam papers shall be kept for a period of one year from the date on which the student passed the exam.”

Article 4

Paragraph 1 of Article 11 shall be deleted.

Article 5

Article 14 shall be amended as follows:

“Full-time and part-time students as well as candidates without student status shall pay the costs of committee exams according to valid tariffs”.

Article 6

Article 15 shall be amended as follows:

“Before the examination committee, exams may be taken or retaken (in order to improve the grade) on the basis of a written request of either the student or the unit coordinator. Every exam retaken for the third (and each consecutive) time must take place before the committee.”

Article 7

Paragraph 2 of Article 20 shall be amended as follows:

“There are no classes during the examination period. Clinical, laboratory and seminar courses, fieldwork as well as other specific forms of the teaching process (e.g. partial implementation of subjects within the framework of summer schools) may take place during this period in exceptional cases provided the student council of the university members agrees.”

Article 8

Paragraph 7 of Article 20 shall be supplemented by paragraph 1 of Article 2 in order to read as follows:

“The list of regular exam dates shall be compiled and made public by the Undergraduate Studies Office in agreement with unit coordinators no later than 15 November for the current academic year. At least 14 days must pass between exam dates for the same course. The list shall also include exam dates for units that are no longer being conducted in the current academic year.”

Article 9

Paragraph 11 of Article 20 shall be amended as follows:

“PhD students may set exam dates in agreement with the unit coordinator.”

Article 10

Paragraph 5 of Article 22 shall be amended as follows:

University members shall determine when the Undergraduate Studies Office must forward the list of candidates registered for an exam to the examiner or send him/her an email containing the link to this piece of information in the electronic database or an automatic notification from the electronic database provided the examiner will compile the list on his/her own.

Article 11

Paragraph 6 of Article 22 shall be amended as follows:

“The examiner shall admit to the exam only those registered candidates who meet all relevant requirements laid down in the syllabus (lab courses, coursework, teaching assignments, reports, etc.).”

Article 12

Paragraph 3 of Article 25 shall be amended as follows:

“The exam type (written/oral) is determined by the examiner, who informs the student of his/her grade immediately after the oral exam and completes the registration form/record of the exam and enters the final grade into the electronic database. The defence is an integral part of the oral exam.”

Article 13

A new paragraph shall be added to Article 27 in order to read as follows:

“Upon prior consent of the student council, university members may regulate the conduct of re-examinations (with the purpose of improving the grade) in internal rules.”

Article 14

Paragraph 2 of Article 28 shall be amended as follows:

“The student must lodge an objection within 8 days after the grade has been entered into the electronic database or within 8 days after notification of passing/failing grade.”

Article 15

Article 33 shall be amended as follows:

“The examiner or the chairman of the examination committee shall keep a record of the exam containing both the registration and the final grade.

The record of the committee exam is a written or printed exam registration form. Exam questions must be entered or enclosed. Records of other exams may consist only of final grades indicated in the list of registered candidates. These records must be signed by the examiner (in accordance with paragraph 3 of Article 26 of these Rules), while records of committee exams must be signed by each committee member. All records must be stored permanently.

The teacher assessing the student's performance or the chairman of the examination committee shall make the results public and inform the student of his/her grade.

In accordance with the Personal Data Protection Act, exam results and grades are published on the notice board of university members or in any other official manner no later than 8 days after the written exam. If the written exam was taken by more than one hundred students, the deadline for publishing results and grades may be extended by 1 working day per every additional 50 students. The publication of results must be dated. The unit coordinator and the Undergraduate Studies Office are responsible for publishing results and grades.

The entire procedure must be completed by the registration deadline for the next scheduled exam in the same unit and in the same examination period or within 14 days if the next scheduled exam is in the next examination period. The examiner is obliged to return the completed and signed exam records to the Undergraduate Studies Office by the end of that period.

Grades may be entered into the online database by the examiner who has access to the list of registered students. After the examiner confirms all entries, he/she prints and signs the record of the exam and forwards it to the Undergraduate Studies Office. Results may also be entered into the

official database by the staff of the Undergraduate Studies Office within two working days upon receipt of the completed record of the exam signed by the examiner or the members of the examination committee. Records of exams are stored in the student's personal file or in official records. Grades are entered into the database by the university member that administered the exam, while records of exams are forwarded to the home institution, which stores it.

Students have the right to inspect written papers within 30 days from the date the grades were made public. In addition to results and grades, unit coordinators must also publish the time and location where students can inspect their papers. If the student has received a passing grade, the paper may be destroyed upon expiry of this period unless the student requests otherwise within the aforementioned period and in writing.

An authorized staff member of the Undergraduate Studies Office shall be responsible for correcting grades in the official database on the basis of records of exams. If the grade must be corrected (e.g. due to mistakes made when concluding the grade book or enrolling the student in the next year, etc.), the correction can be made on the basis of written instructions from the dean or the competent vice-dean after the student has been informed of the matter.

Unit instructors are obliged to keep a record of both the obligatory presence of students at classes and fulfilment of requirements for taking the exam.

Article 17

These amendments shall come into force within 15 days after being published in the Announcements of the University of Maribor.

Amendments to paragraph 2 and 3 of Article 11 as well as Article 15 shall come into effect in the academic year 2012/2013 for students enrolled in undergraduate or graduate programmes for the first time. For students re-enrolled in the first year, these amendments shall come into effect after the students have advanced to the next year.

These provisions shall not apply to students who have already registered for an exam when these Amendments took effect, except if they are more favourable to the student.

Rector of the University of Maribor
Prof. Danijel Rebolj, PhD

