

Pursuant to Article 82, paragraph 1, of the Act on Scientific Activity and Higher Education and Article 34 of the Statute of the Faculty of Medicine in Rijeka, at an electronic session held on 7–12 December 2018, the Faculty Council of the Faculty of Medicine in Rijeka adopted the following

ORDINANCE

on Student Assessment and Evaluation at the Faculty of Medicine in Rijeka

Article 1

Introductory provision

This Ordinance determines rules of conducting exams at the Faculty of Medicine in Rijeka, which are based on the Ordinance on Studies at the University of Rijeka (consolidated text, CLASS. NO.: 011-01/18-01/13, REG. NO.: 2170-57-01-18-2, dated 5 June 2018) and the Decision of the Faculty Council of the Faculty of Medicine in Rijeka, dated 11 November 2008.

This Ordinance on Student Assessment and Evaluation at the Faculty of Medicine in Rijeka applies to students of the undergraduate, graduate, and integrated university studies of the Faculty of Medicine in Rijeka.

Article 2

Progression during the study

In each academic year, full-time students enroll in courses worth 60 ECTS credits.

A full-time student who has not obtained the enrolled ECTS credits in an academic year is obligated to re-enroll in the same courses in the next academic year and, according to the study program, re-enroll in the remainder of courses from the same or the following year of study up to a total of 60 ECTS credits. The permitted tolerance is 5% of the ECTS credits of the minimum number of ECTS credits at a study program.

The student has the right and obligation to enroll in a course from which they did not obtain the enrolled ECTS credits, taking into account that the total duration of the study can last to a maximum of twice the duration determined by the study program.

Article 3

Exam

A student takes an exam in the course they have enrolled in and in accordance with the material determined by the study program. Exceptionally, a study program can stipulate that ECTS credits from a particular course can be obtained without conducting the examination.

A student who has fulfilled all the obligations stipulated by the study program can access the exam.

The exam can be conducted as a written exam, oral examination, performance of practical work, or any combination of these forms. The exam conducted in a course worth more than 2 ECTS credits must contain an oral examination, as well as other assessment possibilities in accordance with the syllabus. If an exam is conducted in a course worth 2 ECTS credits or less, the assessment of student knowledge must be indicated in the syllabus. The oral examination, written exams, and performance of practical work are conducted through exam questions that are prepared based on the planned learning outcomes (knowledge, skills, and general competencies) and are regularly evaluated.

The practical part of the exam can be performed separately from the theoretical part, and the overall exam must be completed in five working days.

Students have the right to participate in the oral examination of other candidates. Exam results are public, in compliance with regulations on the protection of personal data.

Exams are free of charge.

Article 4

Examination periods

The study holder is obligated to organize at least three examination periods (dates) for each course, and the student can take an exam from the same course up to three times in one academic year.

When course classes are organized throughout the entire semester, the study holder is obligated to organize two examination periods (dates) within 30 days immediately after the end of classes. These two examination periods (dates) are considered regular periods. Other examination periods can be organized in July and September in accordance with the syllabus. When course classes are organized in the form of turnus teaching, the study holder is obligated to organize one or two examination periods (dates) immediately after the end of classes. These periods (dates) are considered regular examination periods. Other examination periods can be organized in July and September in accordance with the syllabus.

Article 5

Student assessment and evaluation

Student work in a course is evaluated and assessed during classes and on the final exam in accordance with the syllabus.

Student evaluation is performed using the European Credit Transfer and Accumulation

System (ECTS) and the numerical system.

Evaluation within the ECTS system is performed in accordance with the final success achieved.

Article 6

Evaluation within the European Credit Transfer and Accumulation System

Students' success in each course is expressed by the ECTS grading scale in percentages from 0 to 100% of grade points. The passing grade can not be lower than 50% of the grade points obtained.

Student assessment and evaluation for each course is performed during classes and on the final exam, which is defined in more detail by a syllabus. Students can, during classes at a particular course, obtain a minimum of 50% up to a maximum of 70% of grade points, while the remaining percentage of grade points, up to 50% to at least 30%, can be obtained at the final exam.

The manner of obtaining grade points is defined by a syllabus.

Students who obtained during classes:

- from 0 to 49,9% of grade points out of total grade points possible to obtain during classes through forms of continuous student assessment and evaluation in accordance with the syllabus are evaluated with a grade F (insufficient), can not obtain ECTS credits, and must re-enroll in a course,
- 50% or more grade points out of the total grade points possible to obtain during classes through forms of continuous student assessment and evaluation in accordance with the syllabus can take the final exam.

The test threshold on the final exam can not be lower than 50% of the successfully solved exam.

The final grade represents a sum of the percentage obtained during classes and the percentage obtained on the final exam, and it is determined in accordance with Article 8 of this Ordinance.

Article 7

Student assessment and evaluation during classes

The following student activities can be evaluated during classes:

- a) acquired knowledge, skills, and competencies (colloquia, mid-term exams, short oral or written exams after seminar classes, etc.)
- b) activity in classes
- c) independent work (preparing presentations, case reports, seminar papers, etc.)
- d) class attendance (lectures, seminars, practicals) – course coordinator decides on the evaluation of this activity
- e) other activities determined by the course coordinator in their syllabus

Accurate distribution of grade points for each activity during classes must be published on the website of each department (syllabus) before course classes commence, which is determined by the course coordinator. The course coordinator must clearly indicate in their syllabus the requirements for taking the final exam, which can be done in the following ways:

- 1) If the student performs the planned activities during classes and collects grade points. When the student meets the minimum threshold, they have the right to take the final exam. Each activity evaluated during classes is worth a certain number of grade points, and it is necessary to specify the number of grade points designated for each performance phase of a certain activity. If one of the ways to obtain grade points is taking a midterm exam (colloquium), each department determines the form of examination (written test, practical work and/or oral examination) and the level of exam pass threshold (percentage – 40% or 50% of the questions on the exam, decision of the department, define in the syllabus) from which grade points are awarded (define clearly in the syllabus). Each midterm exam includes one makeup examination period for students who failed the midterm exam or students who did not access the midterm exam for justifiable reasons. A makeup examination period can be accessed by a student who wants to correct the total number of previously obtained grade points. In that case, their former achievement is erased and only the result obtained at the makeup exam can be considered (decision of the department, defined in the syllabus). Regular midterm exams are organized during classes according to the syllabus. Taking makeup midterm exams (colloquia) is only possible after the completion of regular classes, which is determined with respect to the possibilities and in accordance with other courses.
- 2) If a passed midterm exam (colloquium) is a requirement for access to the final exam, regardless of the total points obtained. In that case, the department must, before each examination period, enable the student the opportunity to re-take the midterm exam (colloquium) that they did not pass in order to fulfill the requirement for taking the final exam.

A student did not fulfill their obligations stipulated by the study program if they were absent for more than 30% of class hours from each form of teaching (lectures, seminars, and practicals).

Article 8

Student evaluation based on the final success

The final grade represents a sum of the percentage of acquired knowledge, skills, and competencies obtained during classes and the percentage obtained at the final exam taken in the regular or extraordinary examination period.

Student evaluation based on the final success is performed as follows:

- excellent (5) corresponds to A in the ECTS system and to the success rate of 90 to 100%,

- very good (4) corresponds to B in the ECTS system and to the success rate of 75 to 89,9%,
- good (3) corresponds to C in the ECTS system and to the success rate of 60 to 74,9%,
- sufficient (2) corresponds to D in the ECTS system and to the success rate of 50 to 59,9%,
- insufficient (1) corresponds to F in the ECTS system and to the success rate of 0 to 49,9%.

If determined by the study program, a course can be completed with a descriptive final grade. In that case, the teacher grants a grade “satisfactory” to a student who achieves 50% or more grade points.

Article 9

Registration of passing grades in the appropriate document

Passing grades are: excellent (5), very good (4), good (3), and sufficient (2).

A numerical grade, an ECTS score, and a percentage of the obtained grade points are entered in the index and/or another appropriate document and/or student record.

Article 10

Teacher duties

The teacher is obligated to announce to the student the result of the oral examination immediately after the exam is held. The teacher is obligated to announce to the student the result of the written part of the exam in a period no later than five working days from the day the exam was held. The results must be published on the official website, via the e-learning system, or in another appropriate manner.

The teacher is also obligated to grade a student’s exam with a grade “insufficient (1)” when the student:

- leaves the room in which the written part of the exam is held or withdraws from the commenced oral examination,
- does not access the oral examination after the written part of the exam, and
- is removed from the examination due to inappropriate behavior, disruption of other students, or using unauthorized aids.

The teacher is obligated to provide an interested student with an insight into their written exam, colloquium, or another form of performance assessment during the course and to provide feedback (e.g. an explanation about grading certain answers/activities, an explanation about the disadvantages in work, etc.) in periods defined in the published results or at the next consultations.

Article 11

Grade complaints

If a student considers they have not been correctly graded on the final exam, they have the right to file a written complaint to the dean within 24 hours after the announcement of

the grade. The complaint must be explained.

If the complaint is considered justified, the dean shall appoint a committee composed of three members within 24 hours of receiving the complaint. The teacher whose grade the student is not satisfied with can not be the committee chairman.

The written exam or the written part of the exam can not be re-taken in front of the committee but must be re-evaluated by it. If the exam is oral or consists of an oral examination, the dean shall determine the time of the examination, which must be held as soon as possible and no later than three working days after the complaint.

The committee adopts the decision by majority vote.

Article 12

Registration of exams

A student registers for an exam by submitting a certified application or an electronic application.

A student is obligated to submit the application for an exam held in the regular examination period no later than two days before the exam is held.

A student registered via the Information System of Higher Education Institutions (ISVU) registers for an exam via a local computer or website using the Studomat program module.

The student who has not registered for the exam in a given timeframe does not have the right to access the exam.

The teacher is required to submit the applications for the registration of exams to the Student Affairs Service within five working days after the end of the exam. The course coordinator and the head of the department where the course is taking place are responsible for the timely submission of the application forms.

Article 13

Cancellation of exams

A student can cancel the registration of an exam in a period no later than 24 hours before the exam is held. In that case, the exam is considered as not registered.

A student registered via the Information System of Higher Education Institutions (ISVU) cancels the registration of an exam via a local computer or website using the Studomat program module.

A student who does not cancel the registration of an exam within a given timeframe and does not access the exam is considered to fail the exam. For such a student, the teacher shall fill in "Did not access the exam" and "Zero (0)" on their application form.

Article 14

The provisions of the Ordinance on Studies at the University of Rijeka (consolidated text, CLASS. NO.: 011-01/18-01/13; REG. NO.: 2170-57-01-18-2, dated 5 June 2018) shall apply to what is not regulated by this Ordinance.

Article 15

When this Ordinance enters into force, the Ordinance on Student Evaluation at the Faculty of Medicine in Rijeka (CLASS. NO.: 003-05/09-02/04, REG. NO.: 2170-24-01-09-1, dated 15 September 2009; CLASS. NO.: 003-06/1702/398, REG. NO.: 2170-24-01-17-1, dated 19 September 2017) shall cease to be valid.

This Ordinance shall enter into force on the eighth day after its publication on the Faculty's website.

Dean

Professor Tomislav Rukavina, MD, PhD

This Ordinance was published on the Faculty's website on 19 December 2018 and entered into force on 27 December 2018.

Secretary of the Faculty

Nataša Cikuša, LLB

CLASS. NO.: 003-05/18-02/07

REG. NO.: 2170-24-01-18-1

Rijeka, 12 December 2018