

On the basis of Article 26 paragraph 4 of the Law on Higher Education (Official Gazette of RS, No. 85/06 and 30/07) and Article 34 of the Statute of the University of Banja Luka, and the decision of the Senate of University on the Regulations of studying at I and II cycle of studies, adopted on 17.03.2008, the Scientific Council of the Faculty of Economics in Banja Luka, at the session held on 04.09.2008, brings:

## **DECISION**

### **on monitoring and assessment of knowledge in academic year 2008/09**

#### Article 1

Decision on monitoring and assessment of knowledge is being adopted for the purpose of faster and more efficient studying and involvement in the European university community, and it refers to establishment of criteria for evaluating students and allocation of local grades, the European system of transfer points (hereinafter: the ECTS) and the ECTS scale of assessment.

#### Article 2

Students are required to attend classes regularly, take two written Colloquia during semester, write reports, seminar papers and other paper works, and participate in consultations and interactive classes, that is, to perform preexam obligations and take the final exam.

#### Article 3

Subject professors and assistants are obliged to follow continuously the success of students in fulfilling their obligations from Article 2 of this Decision, during the teaching process and express it with points.

The result of success is a final grade which student achieves in performing obligations before the final exam (compulsory classes and exercises presence) of at least 80% of the total fund of hours, passes two written Colloquia, does seminar paper at the end of the semester (providing that student fulfills the conditions for writing seminar paper), and the success at the compulsory final oral exam.

If the preexam obligations are fulfilled and the final oral exam is taken, student can achieve a maximum of 100 points.

#### Article 4

Preexam obligations with certain number of points are defined in paragraphs 1, 2 and 3 and final exam, is defined in paragraph 4:

- 1. Lectures, exercises, consultations and presence at seminar discussions take 80% of planned hours.** Attendance is required and records are kept on which basis student, having completed semester, gets a signature from subject professor.

During semester student can unjustifiably be absent from up to 20% of the total fund of hours per subject. Student who was unjustifiably absent from classes more than 20% of the total fund of hours during semester, will not get a signature, and thereby loses the possibility to access the final verification of knowledge. In that way, in terms of formal and real, student loses enrolled semester and must ask for approval from the Faculty Council to renew the semester. Students who attend the classes of at least 80% of the total fund of hours will be evaluated with

**4 points;**

2. **two Colloquia** or written assessments. Students are required to attend all assessments. In the case of student's justified inability (illness, death in the family, or other cases of inability which can be proved) to attend one or both Colloquia, student will get the possibility, with the written approval of Vice Dean for Education to which an application is submitted, to take the Colloquium in the examination term.

Each written Colloquium brings from 0 - 35 points, and in total that is

**0-70 points;**

3. **written or oral processing of reports, seminar papers or other entrusted themes**, it's exposure and participation in thematic discussions (in a group and individually), and individual assignments bring

**0-10 points;**

4. **final oral exam**

**0-16 points;**

**Total: 100 points.**

#### Article 5

Seminar paper can only be written and presented by the student who achieves at least 25 and more points, immediately after the first Colloquium, with the consent of subject professor.

At the beginning of semester, subject professor publishes a list of available topics, determines final term for the allocation of topics, approves seminar paper if student meets the conditions for writing (a minimum of 25 points in the first or second Colloquium) and defines the term of student's presentation of seminar paper.

Seminar paper must be presented at classes, exam terms or special terms arranged by subject professor during or before the final exam which student takes, or until the end of the semester when the subject, for which a student writes a seminar paper, is taken. After the official end of the semester, student can not present seminar paper from the subject that was taken in the previous semester.

#### Article 6

Schedule of tests is determined by the Vice Dean for Education on the proposal of the representatives of students and consultations with subject professor for each year of studies.

If the Scientific Council of Faculty doesn't determine it other way, terms of tests in winter or summer semester, counting from the beginning of teaching process, are in:

- a) the eighth or ninth week for the first test,
- b) the fifteenth or the week after the end of classes for second test.

In the days when the tests are performed, classes are not held. Classes from those weeks are moved to the other weeks of the semester. Semester, including two written test, lasts 15 working weeks.

The second test of knowledge does not contain the subject matter from the first test of knowledge.

Student must achieve a minimum of 21 points per test and then student is automatically entitled to the final exam. Students who enroll in same year of studies for the second time, providing they have certified semester of the current academic year, automatically receive 4 points for class attendance which they listened in the previous academic year and take Colloquia with students who regularly attend classes.

#### Article 7

Final exam is organised as an oral exam. Subject professor has the right and obligation, during the final exam, to ask questions from entire material.

Students who, on the basis of two written Colloquia, lecture attendance and seminar paper, have minimum of **42 points**, acquired at the Colloquia (2x21 points from written Colloquia), and more, have the right to take the compulsory final oral exam.

Final exam is legal obligation and is organized as an **oral exam**. At the final exam student can get a grade based on points acquired in preexam obligations (a maximum of  $35 + 35 + 4 + 10 = 84$  points, or grade 9), and the number of points, or grade, which student has already achieved **cannot be reduced**. Student can achieve 0-16 points at the exam, but the points he has already achieved in preexam obligations can't be annulled.

In case student is not satisfied with the final exam grade, student can annul all points and has the right to take integral oral exam, where he can achieve 0 - 100 points.

Student can submit the application for annulment of final exam results to Vice Dean for Education in written form, who within 48 hours of completion of the exam determines the term of re-taking the integral oral exam.

Students who do not pass any written Colloquium, or one out of two Colloquia during the semester, are entitled to try again in the first January term for winter semester, and in the first June term for summer semester, access a remedial Colloquium, when they can achieve minimum of 21 points per each Colloquium. If students re-take both parts of the written exam, they will take a written integral exam, where they can achieve a maximum of 35 points times two, ie.70 points.

In case student does not get a minimum of 21 points in both Colloquia, student can take the final integral exam, where student takes oral exam and has the possibility to gain 0-100 points in the regular exam terms, with the compensation of 50 KM for the fourth and each time the final integral exam is taken. If student gains 21 points or more from the first or second Colloquium, student orally takes the part in which he hasn't gain 21 points. If student then gets the minimum of 51 points along with the other preexam obligations, student may request to be given a grade according to the corresponding scale from the Article 10. If student wants higher grade, professor examines the student for additional 0-16 points.

For this category of students, subject professor records student's answers according to the part of the subject which they are being asked, writes down in the application for the exam and in the index. If student at the final exam does not gain a minimum of 51 points, subject professor writes allocated number of points, and grade 5 (five) in the application for the exam, and hands in the

application list with the record of the final to the student service, no later than 48 hours from the end of the examination.

Passed written part or both parts of the written exam are valid during the academic year and can not be transferred in next academic year.

#### Article 8

Student who attended classes in the previous academic year, has the right and obligation to pass the exam by taking the tests, according to Articles 6 and 7.

#### Article 9

Student is awarded a final grade as a result of the total sum of achieved points and the amount of ECTS credits for the subject, if the grade is positive.

#### Article 10

Relationship between the total number of allocated points, and (local) final grades is given in this table: NUMBER OF POINTS	Descriptive GRADE	GRADE
0-50	not passed	five (5)
51-60	enough	six (6)
61-70	good	seven (7)
71-80	very good	eight (8)
81-90	excellent	nine (9)
91-100	excellent - exceptional	ten (10)

#### Article 11

In case of the third unsuccessful exam taking in the current academic year, the exam is taken in front of the commission appointed by the Faculty Dean and it's charged 50 KM.

Student who is not satisfied with the allocated number of points from a test, has also the right to appeal to the Faculty Dean.

Terms and method of taking such examination are regulated by the Statute of the Faculty.

#### Article 12

Student, against whom the denunciation for cheating at the tests or usage of the unallowable agents at the exam or test is submitted, loses the right of taking the subject for at least next two exam terms, or for all subjects in case of serious disciplinary violation. On the basis of written report of associates or professors about committed violation, the penalty is determined by the Vice Dean for Education.

#### Article 13

Student has right to enroll in the next year of studies if at least 60 ECTS points are achieved until 1<sup>st</sup> of October of current year.

Exceptionally, students who meet prerequisites for enrollment in the next year of studies by passing the final examination from only one subject, are allowed to take additional final exam from only that subject, in the period from 1<sup>st</sup> to 15<sup>th</sup> October of the current year.

#### Article 14

At the end of the academic year (from 1 <sup>st</sup> to 15 <sup>th</sup> October 2009) subject professor publishes ranking list of all students who have achieved a minimum of 51 points from all obligations and final exam. ECTS grade allocation is based on ranking list, according to the percentage of success, applying the following criteria: <b>ORDER</b>	<b>GRADE</b>
First 1% - 10%	A
Next 11% - 35%	B
Next 36 % - 65 %	C
Next 66 % - 90 %	D
Next 91 % - 100 %	E

Students who acquire 35-50 points on the basis of all obligations, get grade FH (additional work is required for the successful termination of exam), and those who make less than 35 points - get grade F (need much more work for the termination of the exam).

#### Article 15

This Decision enters into force on the day of it's adoption.

Number: 010 - 2283/08

In Banja Luka, 04.09.2008

The Dean of the Faculty: PhD Novak Kondic