

In accordance with Article 66 of the Higher Education Act and the provisions of the Statute of the AMEU - Dance Academy, at its 1st session on 22 May 2020, the Senate adopted

RULES ON VERIFICATION AND ASSESSMENT OF KNOWLEDGE AT AMEU - DANCE ACADEMY

I. GENERAL PROVISIONS

Article 1

Subject

The Rules regulate the examination and assessment of the knowledge of students enrolled in full-time and part-time undergraduate studies, and students who no longer have student status. The rules also regulate the recognition of exams passed at other higher education institutions and recognition of practical training at AMEU - DANCE ACADEMY (hereinafter: DA). The rules on registration and the course of examinations apply mutatis mutandis to postgraduate studies.

Article 2

Purpose of testing and assessing knowledge

Student success in fulfilling the obligations from the study program is determined by examining and assessing knowledge. Examination and assessment of knowledge is the basis for obtaining grades and credits in the individual subjects of the study program and for the advancement of students and their guidance in further study, while giving them feedback on the level of their acquired knowledge.

Student knowledge is tested and assessed by final examinations and / or ongoing knowledge tests, colloquia, throughout the study process, especially in professional subjects taught by several teachers and professional associates, thus providing a comprehensive overview and assessment of the student mastering the content of individual subjects. In this way, active and responsible participation of students in the study process and appropriate progress through the study program is enabled.

For students who have completed obligations on the basis of a pre-signed learning agreement in the framework of study exchanges at home or abroad and have obtained grades, in addition to the completed obligations, the obtained grades are also recognised. Grades are also recognised for students when they are recognised for obligations completed within the study programs at the AMEU, while the recognition of obligations and grades in other cases is decided by the Commission for Academic Affairs of the DA.

Article 3

Informing students about knowledge assessment

Course curricula are published in the online classroom prior to the start of the study process in such a way that information regarding study obligations and methods of knowledge assessment in individual subjects of the study program is available to students.

Each academic year, the lecturer acquaints students in detail with the method of testing and assessing knowledge in an individual course, which is defined by the study program, specifically:

- with the content, goals and plan of the course,
- with anticipated study results (knowledge, understanding, skills, etc.),
- of the basic study resources,
- with study obligations of students,
- with the conditions for approaching individual knowledge assessments,
- with the forms and types of testing and assessing knowledge,
- with the assessment criteria and the proportions that the individual components of the testing and assessment of knowledge contribute to the final assessment,
- with other information that is relevant for students in fulfilling study obligations (deadlines for fulfilling individual obligations, etc.)

The contents referred to in paragraphs 1 and 2 of this Article shall be published by the DA in the e-classroom.

The holder and other participants in the implementation of the course may not determine or require additional study obligations of students that are not provided for in the accredited study program.

Article 4

Types of exams and other forms of knowledge testing

Forms of testing and assessment of knowledge are:

- examinations,
- group examinations in several subjects,
- colloquia,
- assessment of seminar papers and works,
- report from pedagogical practice,
- thesis,
- participation in dance production,
- tests and other forms of verification and assessment of knowledge determined by the curricula of individual subjects.

Examination of knowledge can be oral or written or oral and written. It can also take place by checking written, practical assignments and their defence, or by checking practical pedagogical work - teaching performance, pedagogical practice, or a combination of several forms in accordance with the subject curriculum. Knowledge testing can also take place in electronic form.

Knowledge testing can also be performed as group testing, and it is necessary to determine the criteria for contributing to the joint assessment of each of the members of the working group that carries out the group project in which the knowledge is tested and assessed.

The report from pedagogical practice and the diploma thesis are defined by special rules. The subject exam is a regular form of knowledge assessment. Colloquia are used to test student

knowledge during the year. Positively graded colloquia are part of the student's final grade. Completed seminar papers and projects are a condition for taking the exam.

Article 5

Exam in the subject

The exam in the subject assesses the student's knowledge of the entire subject material of each course.

A student who has completed all the obligations in the subject may take the exam, as stated in the curriculum and study schedule. The student can take the exams of the enrolled year and the missing exams from previous years. Highly successful students who have passed all exams from previous years, who have studied regularly and have a grade average of exams and exercises higher than 8, may also take exams from upcoming years in addition to the exams of the year in which they are enrolled due to their faster progress.

A student who loses the status of a student retains the right to take the missing exams in accordance with the same study program if they have not changed in accordance with these rules during this time.

At the request of a student (internally - departmentally), the head of the department may exceptionally allow a re - enrolled student or a student without status to attend organised forms of study for senior year subjects by agreement with the lecturers.

Taking exams for students without status is charged in accordance with the valid DA price list.

Examinations are public. The publicity of the examinations is ensured by announcing the examination deadlines: the date, time and place of the examinations are published. The publicity of the exams is also ensured by the fact that the student has the right to see the reviewed written assignment or a recording of their dance product and to receive an explanation of the achieved result.

Oral and / or written examination

Exams are oral, written, and written and oral.

oral exam is conducted in the form of a personal interview of the candidate by the examiner. The oral exam lasts a maximum of one school hour for an individual student.

written exam is performed in the form of a closed task. ~~The written exam lasts a minimum of one and a maximum of four school hours.~~ The time must be adjusted to the extent of the exam. Students are usually given exam questions in writing for written exams. At the request of the educator, the exam questions must be returned with the answers.

Uniform and combined exam

The student obtains one or two grades in the subject. The first grade is the grade of the exam, the second grade is the grade of the exercises.

uniform exam is an exam in which theoretical knowledge is tested in subjects in which only lectures are provided as a form of teaching. The uniform exam is conducted in one part.

combined exam is an examination in which theoretical knowledge (examination grade) and practical knowledge (assessment of exercises) and a seminar (assessment of seminar work) are assessed in subjects in which lessons are conducted in the form of lectures, seminars and exercises or in the form of lectures and seminars or in the form of lectures and exercises. The completed exam is conducted in a maximum of three parts when the practical part of the exam (assessment of exercises) and the completed seminar work are a condition for access to the theoretical part of the exam. In a subject in which several teachers participate in the lesson, each teacher has colloquia, and the exam is taken from the entire subject at the subject or one of the lecturers in the presence of the subject holder. The grade obtained in one part of the combined exam does not affect the grade in the other part. The student has a positive assessment of the exercises for another academic year if the student has not passed the exam in this subject in the current academic year.

Individual and group exam

individual exam is an exam in which the educator assesses the knowledge of each candidate individually.

group exam is an exam in which the educator assesses the knowledge of candidates in a group - in pairs (performance).

Article 6 Seminar work or project

The seminar paper or project is the result of the student's work in the study process in which the student proves their ability for independent professional work.

The success of a seminar or project work can be assessed in accordance with its content and scope.

As a rule, assignments should be distributed evenly throughout the semester.

Educators are obliged to return reviewed seminar papers and projects to students promptly.

The student must receive a reviewed seminar paper or project no later than 14 days after graduation.

The last seminar papers and / or projects must be reviewed before the end of the winter and summer semesters.

Article 7 Colloquium

A colloquium is a public real-time knowledge test that prepares a student for the exam in a subject. Colloquia are compulsory in practical subjects taught by several educators. Each educator conducts a colloquium at the end of their work with students. They are carried out outside the organised lessons. Colloquia are a practical demonstration of acquired knowledge and skills with an oral explanation. The list of subjects in which colloquia are planned can be seen in Article 20 of the study order.

Article 8
Report from pedagogical practice

The diary of the condensed pedagogical practice with the entered grade of the mentor must be submitted on the appropriate form, in the prescribed manner and content with the Instructions for pedagogical practice, which is an appendix to the Instructions. The student submits the Diary of Pedagogical Practice to the Coordinator of Pedagogical Practice, evaluates it and submits it to the Department of Academic Affairs within 14 days after the end of the internship.

Article 9
Graduation exam and diploma thesis

As a rule, the graduation exam can be repeated only once if the first exam is unsuccessful. In the event that the student does not pass the diploma exam for the second time, they are prohibited from taking the diploma exam for a period of twelve months. A diploma thesis is a final thesis that checks and assesses all the knowledge that a student must master in order to successfully complete their studies in one of the study fields. The scope, content and manner of conducting the diploma examination and diploma thesis are determined by the study program. The diploma exam is governed by special Rules on the diploma work of the DA.

Article 10
Exam grading method for the subject

The subject can be graded with two separate grades. The first grade is the grade of the exam (exam grade), the second grade is the grade of the exercises (grade of the exercises). Where the oral and written parts of the examination are provided, they form a whole which is graded with one grade.

2nd EXAMINATION SCHEDULE

Article 11
Responsibility for conducting the exam

The holder of the course in cooperation with the Office for Student Affairs of the DA provides the necessary material for the exam.

In the event of absence, the subject holder must ensure that the written part of the examination is performed by another educator (hereinafter: deputy).

In exceptional cases, the subject holder may change the dates of the exam deadlines with the written consent of the representative of the class and the mentor of the class, but at least one month before the scheduled exam deadline, and notify the DA Student Affairs Office in writing.

Article 12
Exam periods and exam deadlines

In the academic year, exams or partial exams are taken within the exam deadlines, specifically in the period from the end of the lecture in an individual subject to the end of the enrolment deadline for the next year. Exams in compulsory subjects within an individual study program may not be announced on the same day, which does not apply to the third or subsequent examination period. The list of examination deadlines for individual subjects is published by the Department on the basis of an agreement with the lecturers. If the examination is conducted in written and oral form, the schedule of oral examinations shall be published at the same time as the results of the written part of the examination. For a subject that is not taught in the current academic year, 2 examination deadlines are set in the first year after the subject lessons are completed.

The announced exam deadlines are obligatory for students and educators. Exam deadlines must be arranged in such a way that there are at least three exam deadlines in the academic year for each subject, specifically from the end of lectures in each subject to the end of the deadline for enrolment in the next year, when the student can take the exam. If the time interval between two exam periods in the same examination period is less than 14 days and therefore students cannot take the exam in the event of a negative grade in the first term of the next exam period, an additional exam period must be provided in the academic year.

When scheduling exams, it should be taken into account that a student is not obliged to take more than one exam on the same day. In the first exam period, 48 hours must pass from one exam to the next. In the second and third exam periods, several exams can be scheduled on the same day. The first exam period can be scheduled three weeks after the end of the lectures. Details regarding the implementation of the exam (time and preferably also location, etc.) are published by the Office for Student Affairs of the DA at the proposal of the course holder at least three days before the exam in the Web Office of the DA.

Article 13
Condition for taking the exam (interruption of studies)

If the study programme has changed during the interruption of studies, the Student Affairs Committee sets differential exams for the student or other additional obligations as the condition for continuing the study.

If, due to progress in the field during the long interruption of studies, the knowledge required in each exam before the interruption of studies has become inadequate, the Student Affairs Committee may decide, in addition to determining differential obligations, that the student must retake individual exams or other obligations which they already completed before the interruption of studies.

Article 14
Registration and withdrawal from the exam

Registration for the exam is electronic via the VIS system. For continuous forms of knowledge assessment, the method of eventual registration is determined by the subject holder. The student is responsible for the correct and complete registration for the exam. The student must register for the exam no later than seven working days before the announced exam deadline. If the student applies after the deadline from the previous paragraph, they shall cover the additional costs of late registration in accordance with the DA Price List. Registration is not possible on the day of the exam. Based on the submitted applications for the exam, the Office prepares a list of registered candidates before the exam. The educator may grant permission to take the exam only to candidates who are on the list of those registered for the exam.

The student can withdraw from the exam no later than three days before the exam. Withdrawal is electronic via VIS. Withdrawal is not possible on the day of the exam. If the student withdraws after the deadline mentioned in the previous paragraph, they shall cover the additional costs of late withdrawal in accordance with the DA Price List. If a student does participate in the registered exam, it is considered that they met the exam deadline but did not pass.

Article 15
Taking exams

The exam can start no earlier than at 7 am and may end no later than by 9 pm. Exams are usually held from Monday to Friday, and in exceptional circumstances on Saturday or Sunday. The educator or deputy is obliged to inform the students who take the exam about how many points are to be gained from answering a certain question, whether negative points are taken into account, and whether several answers or only one answer can be correct. The educator or deputy are not obliged to explain the exam questions or answer the students' questions during the exam.

The exam starts at the moment when the educator or the deputy begins distributing the exam sheets with questions to the students or when the first question is asked verbally. The examination time starts when the examination tests are distributed to everyone present. At a written exam, students sit in the room as arranged by the educator or deputy. The subject holder or the deputy verifies the presence and identity of the registered students on the basis of the student card or, exceptionally, another relevant official document with a photograph. A person who takes or attempts to take the exam in the place of the registered student and a student who takes or tries to take the exam in the place of someone else are committing a serious violation of the student's obligations which is punishable under the DA statute and special DA rules on student disciplinary liability.

Article 16
Behaviour of students during the exam

Students must not have anything at hand other than explicitly permitted study materials and other permitted aids. This especially applies to mobile phones. Students may not communicate with each other or use permitted accessories in an unauthorised manner during the exam. Students must not disturb other students during the exam. Students must answer the questions on the exam sheets, which must be on the table at all times. If a student violates the rules set out in this article, the exam document shall be taken away from them. The sanction for violating the examination order is immediate and is carried out by the subject holder or the deputy. The student is not allowed to continue the exam and their product will not be inspected. The product is evaluated with a negative grade and marked as violating the exam schedule. After completing the written part of the exam, the student is obliged to personally hand over their product to the educator or deputy for assessment, even if they are convinced that they will not achieve a positive grade. Failure to do so will result in a negative grade, and the offence may also be subject to disciplinary action. After violating the examination order, a student may not take the examination in the subject in which they violated the examination order for a period of at least 6 months. The educator or the deputy is obliged to report the violation to the Dean due to the initiation of disciplinary proceedings.

Article 17
Examination assessment

The candidate who took the exam receives a grade in accordance with the DA Statute. The exam is assessed by grades: excellent (10), very good (9 and 8), good (7), sufficient (6) and insufficient (1 to 5). A uniform exam is passed if the candidate receives a grade from sufficient (6) to excellent (10). The combined exam is passed successfully if the candidate receives a grade from sufficient (6) to excellent (10) both for the exercises and for the theoretical part of the exam. The exam is assessed by an individual or an examination board. The exam shall be conducted before the commission when this is determined by these Rules. The examiner or a member of the examination board may be a habilitated higher education teacher or a professional associate.

Grading scale: The completed student obligations are assessed with grades from 10 to 1

Grade	ECTS grade	Range of grades	Description of knowledge
10 (excellent)	A (excellent)	91.0% - 100%	Excellent, outstanding results with negligible errors
9 (very good)	B (very good)	81.0% - 90.9%	Very good, above average knowledge, but with a few mistakes
8 (very good)	C (very good)	71.0% -	Very good,

		80.9%	solid results
7 (good)	D (good)	61.0% - 70.9%	Good, knowledge with major errors
6 (sufficient)	E (sufficient)	55.0% - 60.9%	Sufficient, the knowledge meets the minimum criteria
5-1 (insufficient)	F (insufficient)	Less than 54.9%	Insufficient, knowledge does not meet the minimum criteria
Passed			Passed

Article 18
Publication of exam results

The grade of the oral exam is announced immediately after the exam. The results of the uniform written examination must be published no later than 7 days after the examination is taken. The subject holder publishes the results by entering the grade in the electronic index in the DA office and in the examination list of registered candidates, which must be submitted to the DA Student Affairs Office no later than 7 days after the exam.

The list must include an examination grade or record the absence of the registered candidate. If the time required to publish the results is extended in the event of force majeure, the subject holder must inform the Student Affairs Office before the expiration of the time to inform the students about the deadline for publishing the results via the DA Office.

When the examination is passed and a positively assessed written practical part of the examination is a condition for access to the theoretical part of the examination, the results of the practical part of the examination must be published on the next working day. On this day, the written theoretical part of the combined exam must also be completed, the grade of which will be announced no later than 7 days after taking the exam.

When the theoretical part of the combined exam is oral, the exam also begins on the first following or third working day after the written practical part, and the last students must complete the oral part of the combined exam no later than the seventh working day after the written practical part. The grade of the oral examination is announced on the day of the examination as well.

For combined exams in which the practical and theoretical parts of the exam are taken on the same day, the subject holder publishes the results by entering the grade in the electronic index of the DA and in the exam list of registered candidates, which must be submitted to the DA within 7 days.

Article 19
Recognition of part of the exam

A student who receive a grade of good (7) or more in the practical part of the exam and fails the theoretical part of the exam (is rated at least four (4)) may attempt only the theoretical part of

the exam again until the next regular exam period after they completed the practical part of the examination. The same applies if the student is graded at least good in the theoretical part of the exam (7) and is not successful in the practical part of the exam (graded at least 4). In this case, the student is left with a positive assessment of the theoretical exam until and including the next regular exam period.

Article 20

Archiving exam results

Exam lists are archived by the Office for Student Affairs of the DA in electronic and paper form. The subject holder retains their own record of the results of the passed examinations.

Article 21

Appeal against the grade and against the examination procedure

The student has the right to inspect their corrected and assessed written product within seven days after the publication of the results. Within this period, the educator is obliged to provide the student with an insight into the written product by publishing an office hour. The subject holder must retain the student's written product until the expiration of the student's deadline for appeal or no later than 90 days after submitting the examination list to the DA Office for Student Affairs.

A student who contends that they received an unfair grade for the exam must submit a written appeal against the exam grade addressed to the Dean at the DA dean's office on the first working day after the end of the oral exam or within three working days after the date of the written exam.

The student may appeal against the overall grade or only against the grade of the written or oral part of the exam. The complaint must be reasoned and must contain detailed information on the alleged infringements. An incomplete complaint is rejected, and the student is notified. The procedure is the same if the student files a complaint about the course of the exam. On the first working day following the receipt of the complaint, the Dean appoints a three-member commission which may not be chaired by the subject holder. The commission draws up minutes which include a written complaint from the student and the opinion of the commission. Before drawing up an opinion, the commission may, for clarification of the circumstances concerning the complaint, request clarification from the educator against whose assessment the student has complained, as well as from the student who has filed the complaint.

If a complaint is filed against the grade in the oral examination, the commission shall re-examine and evaluate the candidate on the first following working day. If a complaint is filed against the grade in the written examination, the commission shall review and re-evaluate the candidate's examination product on the first following working day. In the combined exams, the student can appeal against one of the two grades or against both grades. In the event of a complaint against the course of the examination, the commission may not change the examination grade, but they may decide that the student must take the examination again during the next examination period. The grade that the student achieves when re-taking the exam replaces the grade achieved in the disputed exam. There is no appeal against the review of the commission.

Article 22

Repeating the exam

A student who has not passed the exam may repeat the exam. Four examination deadlines are usually available for each subject in the academic year. A student can take two exams in each subject within the tuition fee.

The student can repeat each exam twice. The third and fourth attempt in the exam period are charged in accordance with the DA price list.

The curriculum may specify a small number of possible approaches to an exam or other knowledge test, of which students must be informed in advance.

If the student does not pass the exam, partial exam or colloquium at the third attempt, the Office for Academic Affairs informs the Dean, who invites the higher education teacher with whom the student took the exam to write a justification for the last unsuccessful attempt within 8 days for this specific student.

23. Article

Additional attempts at the exam / partial exam / colloquium in order to increase the grade

In the ongoing academic year, the student has the opportunity to improve the grade of the exam / partial exam / colloquium within the regularly announced exam deadlines in all subjects they have already passed if they want to increase the grade in an individual subject. An individual exam / partial exam / colloquium can be attempted once at the request of a student or also as a commission exam at the request of the educator. If a student achieves a lower grade in the second attempt, the original higher grade shall be valid. Correction of the grade in accordance with this article is paid in the same way as the third attempt at the exam / partial exam / colloquium.

Article 24

Commission examination

Examinations or partial examinations shall be taken before the examination commission, or examinations or partial examinations shall be repeated if requested by the candidate or educator from 4th or 5th attempt at the exam onwards. It is obligatory to take the last possible attempt at the exam or partial exam before the examination commission. The Student Council shall be notified of the last possible examination, and they may appoint an additional member of the examination commission. In the event of a three-day silence of the SC, it is considered that they do not propose an additional member of the examination commission. The examination commission has a chairman and two members appointed by the head of the study program. The holder of a specific subject is also appointed to the commission. An additional

member is appointed to the commission if proposed by the Student Council. The method of conducting the commission exam is as specified in the curriculum of an individual subject.

The work of the examination commission is carried out in such a way that the questions are formulated by a higher education teacher who is the holder of a specific subject, but also by a higher education teacher who is habilitated for this subject area. Upon completion of the examination, the committee shall consult and assess the student's knowledge by a majority vote. In the event of a tie, the examination board may decide that the student can retake the commission examination. If the assessment of the examination commission is negative regarding the last possible examination, the student is expelled from AMEU - DA.

Article 25 **Early attempts at exams**

Early attempts at exams may be granted to the student at their request if there are justified reasons (going to study or study practice abroad, hospitalisation during the exam period, childbirth, participation in a professional or cultural event or top sports competition, etc.), and if such permission is considered to be appropriate in the light of the applicant's past studies.

III. RECOGNITION OF EXAMS PASSED AT OTHER HIGHER INSTITUTIONS AND RECOGNITION OF PRACTICAL TRAINING

Article 26 **Subject of recognition of examinations**

After enrolling in the DA, a student who has previously studied at another higher education institution may request that the DA study commission recognise passed exams that are fully or partially compliant with the DA study program.

Recognition of examinations in the framework of international exchange is regulated by a special instruction of the DA.

Article 27 **The process of recognising exams at the DA**

With an application for recognition of exams, which must unambiguously state the DA subject for which they want to have the exam recognised, the student must enclose the certified curriculum in accordance with which they took the exam at another institution and a certificate of passed exams which contains information about the date and result.

They must submit the application to the DA Student Affairs Office. Immediately upon receipt, the DA Student Affairs Office sends the application to the subject holder, who examines the application within 15 days and decides whether to recognise, not recognise or partially

recognise the exam. The study commission of the DA adjudicates on the decision of the subject holder. When deciding on the recognition of a subject, the content program of the course, the level of difficulty and the scope of the subject in relation to the number of hours of lectures and exercises are taken into account. Recognised exams are recorded in an electronic index with the status RECOGNISED.

Article 28
Recognition of practical training

The student may also apply for recognition of practical training. The student may be granted the required period of practical training under the DA program on the basis of a demonstrable period of employment in the workplace with appropriate assignments or proof of work performed. The application for recognition must be accompanied by a certificate from the organisation with which they were employed, with a precise description of the work and the period of employment. They must submit the application to the DA Student Affairs Office. Immediately upon receipt, the DA Student Affairs Office sends a request to the practical training coordinator in the department, who then examines the application within 60 days and decides whether to recognise the practical training.

IV. DISPUTE SETTLEMENT

Article 29

Disputes regarding non-compliance with these rules are resolved first by the Dean, and then by the Disciplinary Commission for DA Students (Level I) and finally the DA Senate (Level II).

V. TRANSITIONAL AND FINAL PROVISIONS

Article 30

These Rules come into force when they are adopted by the DA Senate. They shall apply from the day following its adoption by the DA Senate. The Rules adopted on 17 March 2010 shall cease to be valid on the day these Rules enter into force.

No.: 011/2020
Ljubljana, 22. 05.2020

Assoc. Prof. Dr. Svebor Sečak
Dean

