



LIEPĀJAS UNIVERSITĀTE

APPROVED BY
Liepaja University Senate meeting of 23 May 2022, minutes No 15

REGULATIONS FOR COURSE/MODULE EXAMINATIONS

Issued in accordance with Article 2.4 of the Constitution of Liepaja University

I. General provisions

1. These Regulations for Course/Module Examinations determine the procedure for organising and conducting course/module examinations at Liepaja University (LiepU), and the recording of the results in the study documentation, applicable for evaluation of study results of full-time and part-time students registered in all levels of Liepaja University study programmes, including the students of Liepaja University study courses, except for doctoral study programmes.
2. The knowledge of students is tested and evaluated in each study course according to the same requirements, regardless of the number of teaching staff involved in the evaluation.
3. The course learning outcomes are assessed by the course instructor or another member of the staff designated by the dean or their delegate. If the course is taught by a guest lecturer, the dean or their delegate, if necessary, designates a member of staff to take the examination after the expiry of the guest lecturer's term in office.
4. The requirements are described in the Credit Requirements section of the course programme or in the Module Evaluation module description section. The requirements must include information on compulsory attendance and examination papers, and the evaluation criteria that will be taken into account in calculating the overall grade for the course/module.
5. The final grade for a course/module consists of the grade for the final course/module examination, and/or the grade for the examination papers taken during the semester.
6. The final examinations for the course/module are:
 - 6.1. the exam,
 - 6.2. the final test.
7. The examination and the final test are intended to evaluate the knowledge, skills, and competences acquired by a student in a given course/module on the basis of the results of the evaluations performed during the semester (*tests, reports at seminars or conferences, papers, and other forms of evaluation which contribute to the quality of the learning of the course*), taking the form of a specially organised final evaluation for the course or module.
8. The forms of a course evaluation are:
 - 8.1. a written examination in which a member of the staff assesses the student's performance as part of a written examination task;
 - 8.2. an oral examination, in which the student's verbal answers are evaluated;

- 8.3. a combined examination in which both oral and written assignments are assessed; the proportion of the oral and written parts in the examination is determined in the course description;
- 8.4. works of artistic creativity (design products, artworks, etc.).
9. In order to be eligible to take the final evaluation for a course of study, the student must fulfil the requirements set out in the course/module description.
10. It is not allowed to retake the examination or the final test of a course/module if the student has received a passing grade. If a student wishes to improve their grade in the examination, they take the course as an attendee, after consultation with the dean. The first positive grade obtained by the student is the one that is used in the rotation.
11. At the beginning of the study course/module, the student receives a description of the study course/module approved by the Faculty Council/Institute Scientific Council, which specifies the requirements for achieving the study results, the required background knowledge for studying the course, the planned study results, the course content, layout, list of literature, the organising of studies, and evaluation criteria;
12. The deadline for taking a course is set in the relevant study plan, according to the academic year allocation shown in the course timetable.
13. Learning outcomes are measured by two indicators: quantitative and qualitative. The quantitative indicator is the scope of the course in credits. For the qualitative indicator, a 10-point system is used in the final test or exam.

10-point system	Grade in words	Description
10	with distinction	Knowledge that goes beyond the requirements of the study programme, demonstrating independent research and a deep understanding of the associated matters.
9	excellent	Study programme requirements fully met, with the ability to apply the knowledge acquired independently.
8	very good	Study programme requirements fully met, but sometimes lacking deeper understanding and the ability to apply knowledge independently to more complex issues.
7	good	The requirements of the study programme have been met, but there are some minor gaps in knowledge.
6	almost good	The requirements of the study programme have been met, but there is a lack of depth of understanding in some of the bigger matters.
5	satisfactory	The requirements of the study programme are generally met, although there is a lack of understanding in a number of important matters.
4	almost satisfactory	The requirements of the study programme have been generally met, but there is a lack of understanding in several important matters, with difficulty applying the acquired knowledge in practice.
3	poor	Superficial knowledge of the key matters in the subject, with no ability to apply it in practice.
2	very poor	Superficial knowledge of individual matters, and a complete lack of understanding on other key matters.
1	very, very poor	No understanding of the basic subject matter.

A test is deemed passed, i.e. the student is credited for the course if the grade is no lower than 4.

14. A student who has successfully passed the examinations scheduled for the semester in accordance with the study plan may register for the following semester in accordance with the allocation of the academic year.
15. The study results are registered in the LiepU e-learning environment (Moodle).
16. The dean designates the teaching staff member responsible for a course/module if it is taught by more than one teaching staff member.
17. To take an individual examination, a student must pay for the right to take the examination in accordance with the Liepaja University price list of paid services. If approved by the dean, no fee is charged for the examination if, for good reasons, it is not possible to take the examination within the time specified.
18. The final examination may be taken three times. A fee is charged for the second and third attempts. The third time, the performance as part of the course is evaluated by a commission.
19. A commission of three instructors for the evaluation of the final examination of a repeated study course is approved by the dean of the faculty. A member of the teaching staff of the course is not included in the commission. The assessment is filed in the e-learning environment by the chair of the commission.
20. The grades obtained in the course examinations are shown in the study card and the diploma supplement.
21. Recognition and equivalence of study courses completed outside LiepU is possible in accordance with the procedure established in the regulations of LiepU.
22. Study courses taken as part of European Union (EU) higher education exchange programmes and/or study courses that are not included in the LiepU study programme plans (with at least one credit point and an examination) are indicated in Item 6 of the diploma supplement.

II. Duties and rights of the student

23. Student duties:
 - 23.1. arrive for examinations at the time specified in the schedule, bringing student ID card or proof of identity;
 - 23.2. during examinations, comply with the requirements of the instructor, not interfere with progress of the examination, which includes turning off the mobile phone, and not talking;
 - 23.3. use only the information sources and aids authorised for the examination by the instructor;
 - 23.4. not to violate the *Code of Academic Integrity of Liepaja University*;
 - 23.5. coordinate with the instructor the timing of an individual or repeat examination, if the instructor has not set a specific time for individual or repeat examinations;
 - 23.6. to retake an examination or to take one individually, pay for the examination in accordance with the Liepaja University price list of paid services.
24. Student rights:
 - 24.1. receive a tutorial before the examination;
 - 24.2. review their corrected work;
 - 24.3. ask the instructor to justify the evaluation;
 - 24.4. submit an appeal to the dean of the faculty no later than one day after the announcement of the examination or its result, which the dean of the faculty reviews within one working day;
 - 24.5. take the examination without a commission no more than twice in order to receive a passing grade; take the examination with a commission on the final (third) attempt;
 - 24.6. request the dean of the faculty in writing to postpone the examination to a later date if, for objective reasons, the student cannot take it at the time specified; if necessary, the dean may order to postpone the student's examination for a certain number of days;

24.7. request the dean of the faculty in writing a permission to complete a course/module again if an insufficient grade is received. Repeated courses are charged according to the LiepU price list for paid services.

III. Duties and rights of an instructor

25. Instructor duties:

- 25.1. no later than the second class, present the students with the structure, requirements, assessment criteria, and examination procedures for the course, and not change these requirements and assessment criteria during the semester;
- 25.2. regularly inform students about their intermediate results during the course (*tests, seminar or conference reports, presentation papers, etc.*) if such are required for the course;
- 25.3. come to the examination at the appointed time;
- 25.4. indicate to the students the information sources and aids permitted at the examination before it take place;
- 25.5. only admit to the examination those students who have been given permission to take the examination in the e-learning environment;
- 25.6. ensure the confidentiality of the grade;
- 25.7. within five days of the course examination, enter the grades in the e-learning environment. The dean of the faculty may set a different deadline, with an extension of more than 10 days;
- 25.8. When entering the course examination grades in the e-learning environment, specify the result (pass or fail), and/or N if the student was not allowed to take the examination or did not come for the examination. The instructor is responsible for the accuracy of the information provided in the e-learning environment;
- 25.9. if the course/module is taught by several instructors, the instructor responsible for the course/module enters the grade in the e-learning environment;
- 25.10. provide a verbal explanation of the grade at the student's request;
- 25.11. the examination record is closed in the LAIS database within three days after the results of the examination are entered in the e-learning environment;
- 25.12. refuse to evaluate a (written) course examination paper, if it violates the *Code of Academic Integrity of Liepaja University*, informing the dean of the faculty of this in writing.

26. Instructor rights:

- 26.1. specify the sources of information and aids that the student can use during the examination;
- 26.2. ask the student additional questions about the course if necessary to determine the grade;
- 26.3. refuse to admit a student without a student ID card/identity document to the examination;
- 26.4. refuse to admit a student who has not met all the requirements of the course/module;
- 26.5. stop the examination and issue a failing grade if the student has used unauthorised materials and means, disrupted the examination or committed any other offence as specified in the *Code of Academic Integrity of Liepaja University*;
- 26.6. refuse participation in the examination to a student who, without a valid reason, misses the start of the examination by more than 15 minutes.

IV. Study documentation

27. Study documentation includes the study card, the examination record, and the individual examination sheet in the e-learning environment, the academic statement, the diploma supplement.

28. The ***study card*** is the main record of studies, recording information about the student and their studies. The study card is prepared in the LAIS database. The study clerk records and updates the data about the student in the study card. The instructor records the results of the examination in the e-learning environment (see Sections 15 and 25 of these Regulations). The study clerk is responsible for the accuracy of the information in the study card, and at the end of the academic year, the study clerk signs a printout of the study card to certify the accuracy of the data and information in it, which is then, within one month, submitted to the Human Resources and Document Management Division. Information about the student's study progress is prepared on the basis of the study card. After graduation, the study card is archived and kept for 90 years from the student's date of birth.
29. The ***group examination report and individual examination report*** is a document in the e-learning environment that shows the student's attendance of an examination and the grade received at the examination.
30. The ***academic statement*** is a document that certifies a person's achievements at a particular stage of their studies. The academic statement contains the following information: the name of the study programme; the name of the course; information about the teaching staff; the size of the course in national credit points and European Credit Transfer System (ECTS) points; the grade (with a 10-point score, and in words); the date of the examination. The academic statement is signed by the rector. It is confirmed with the seal of the university. A copy of the academic statement is placed in the student's personal file.
31. The ***diploma supplement*** is a document that provides information about the level, context, content, and status of the studies successfully completed by the person named in the diploma. The diploma supplement does not include any reference to qualification assessments, or a recommendation on the recognition of qualifications. The rector signs the diploma supplement. It is confirmed with the seal of the university. A copy of the diploma supplement is placed in the student's personal file.

V. Miscellaneous

32. These *Regulations* enter into force on 1 September 2022.
33. The *Regulations on Study Course/Module Examinations* approved by the Liepaja University Senate meeting of 20 May 2013 cease to be valid as of 1 September 2022

Senate chairman

(signature)

Uldis Žaimis