

Approved at the Meeting of RTU Senate on 29 May 2017 (Minutes No 610)

## **REGULATION ON THE ASSESSMENT OF LEARNING OUTCOMES**

*Adopted according to Section 1 of Article 14 of the Law on Higher Education Institutions*

### **1. TERMS AND DEFINITIONS**

- 1.1. Learning outcomes – description of the abilities and competences developed by a student, i.e., what the student is able to do, knows and understands upon completion of the study program or the study course.
- 1.2. Assessment of learning outcomes – assessment of learning outcomes with a grade according to the 10-grade or “tested/not tested” scale. Passing grades range from 10 (with distinction) to 4 (almost satisfactory) or “tested”; failing grades range from 3 (weak) to 1 (very, very weak) or “not tested”. See assessment criteria according to Cabinet Provisions in the Appendix.
- 1.3. Assessment of the learning outcomes reached within the study course may be performed at the interim tests, exam, public presentation of the study project and of the internship report.
- 1.4. Interim test – an assessment during the study course (test, submission and/or public presentation of a practical task and/or lab work, colloquium, report, etc.);
- 1.5. Exam – an assessment upon completion of the study course or its part, assessment according to the 10-grade scale;
- 1.6. Public presentation of the study project – an assessment upon completion of the study project, assessment according to the 10-grade scale;
- 1.7. Public presentation of the internship report – an assessment upon completion of the internship, where learning outcomes reached during the internship are assessed according to the 10-grade scale.
- 1.8. Credit test – evaluation of the learning outcomes performed by the course instructor before examination session based solely on the assessments received by the student at the interim tests during the semester and which results in an assessment according to “tested/not tested” scale.
- 1.9. Final assessment within the study course – the summative assessment of the learning outcomes determined upon completion of the study course, considering the assessments received during the study course. There is only one final assessment within each study course, which is recorded in the Diploma Supplement.
- 1.10. Assessment of the learning outcomes reached upon completion of the study program is made at the final or state examinations.
  - 1.10.1. Final examinations – assessments upon completion of the academic study programs that involve development and public presentation of a Bachelor or Master Paper;
  - 1.10.2. State examinations – assessments upon completion of the professional study programs that involve development and public presentation of a Qualification Paper, Bachelor Paper, Master Paper or Diploma Paper

(diploma project).

- 1.11. Academic arrear is the failure to obtain a passing final assessment within the study course in the specified term. Academic arrear is not applicable to assessments at the interim tests.
- 1.12. Volume of the academic arrear – volume of the study course(s) in credit points, within which the student has academic arrear(s).

## 2. GENERAL PROVISIONS

- 2.1. This Regulation regulates assessment of learning outcomes reached within the study course.
- 2.2. The types, number and assessment criteria within the study courses are determined by the instructor responsible for the study course, considering the following requirements:
  - 2.2.1. each compulsory study course (A Part of the study program) (for the study courses consisting of several parts – each part of the course) finishes with an exam, except for the study courses, which are allowed to evaluate with a credit test:
    - 2.2.1.1. the study courses that amount to 1 (one) credit point;
    - 2.2.1.2. other study courses with the permission of the Vice-Rector for Academic Affairs.
  - 2.2.2. multi-part elective study courses (B and C Parts of the study program) and their parts finish with exam, others – with an exam or credit test;
  - 2.2.3. development of the study project finishes with the public presentation of the study project;
  - 2.2.4. internship finishes with the public presentation of the internship report.
- 2.3. The following terms are specified for passing assessment:
  - 2.3.1. interim tests are passed before the start of the examination session in the term specified by the instructor;
  - 2.3.2. public presentation of the study project is held before the start of the examination session in the term specified by the instructor;
  - 2.3.3. assessment within the study courses, which finish with a credit test, is performed before the start of the examination session;
  - 2.3.4. students pass exams during the examination session in the term specified by the examination schedule;
  - 2.3.5. public presentation of the internship report is held in 4 (four) weeks' time after the internship end date in the term specified by the internship supervisor.
  - 2.3.6. if assessment is performed during the semester (not during the session), the following terms are set for this assessment:
    - 2.3.2.1. the students pass interim tests in the course of acquisition of the study course in the term specified by the instructor;
    - 2.3.2.2. assessment within the study courses, which finish with a credit test, is performed upon completion of the study course in the term specified by the instructor before the start of the examination session;

2.3.2.3. exams are held upon completion of the study course in the dates specified by the study schedule.

2.4. The final examination within the study course is determined by the instructor:

2.4.1. within the study courses, which finish with a credit test, the final grade “tested” or “not tested” is determined based solely on the assessments received by the student at the interim tests during the semester;

2.4.2. within the study courses, which finish with an exam, the final grade for the study course is determined, meeting the requirements set by the responsible instructor, which implies deriving the final grade from the exam grade and the grade of not less than one interim test, taking into consideration that:

2.4.2.1. exam grade shall not exceed 50 % of the final grade for the study course;

2.4.2.2. if attendance is considered to be part of the final study course assessment, grade for attendance shall not exceed 15 % of the final grade for the study course.

2.4.3. the final grade for the multi-part study courses is determined as a weighted average grade received in all parts, i.e., adding the products of the obtained assessments (grades) with the volume of the respective part of the study course in credit points, dividing the obtained sum by the total volume of the study course in credit points and rounding up the result to the whole number.

2.5. The assessment within the study course should be registered:

2.5.1. in the assessment registration sheet or in an individual assessment permission;

2.5.2. in the student’s individual study plan in the RTU electronic data base “Study Management System”.

### 3. EXAMINATION PROCEDURES

3.1. Examination session is envisioned at the end of each semester for passing exams. The start and end dates of the examination session are determined for each academic year with the resolution of RTU Rector.

3.2. The students pass exams on the dates specified in the examination schedule. Examination schedule is posted in ORTUS portal not later than two weeks before the start of the examination session.

3.3. If examination is performed during the semester (not during the session), the pass date is determined by the joint lecture and examination schedule, which is drawn up and posted in ORTUS portal before the start of the respective semester.

3.4. At least one compulsory tutorial is envisioned before each exam. The date, time and place of the tutorial are specified in the examination schedule.

3.5. Exam is passed to the instructor responsible or to the course instructor.

3.6. A representative of the student self-government may participate in the exam as an observer.

3.7. The student is eligible to pass exam in the study course, if s/he:

3.7.1. has met study course exam admission requirements, if such have been

specified. Exam admission requirements are determined by the responsible instructor, and they are binding to all course instructors;

3.7.2. has presented a student ID to the examiner (student card).

- 3.8. Students pass exams in the written, oral, digital, or combined form. The mode of examination is determined by the responsible instructor, and it is binding to all course instructors.
- 3.9. The results of exam passed in the written or combined form are announced to the students (also in ORTUS portal) in the period of three business days after examination, in case of oral or digital form – on the day of examination.
- 3.10. A study course instructor informs students on the auxiliary aids that may be used during the exam not later than at the exam tutorial. If a student uses unauthorized auxiliary aids, student's performance at the exam is evaluated with grade 1 (very, very weak).
- 3.11. Student's failure to attend an exam on the date specified in the examination schedule without a valid reason is qualified as a failed exam. Student's non-attendance is registered by the instructor in the assessment registration sheet with a record "not attended".
- 3.12. The threshold dates for individual examinations for the students who due to valid reasons could not pass one or several exams on the dates specified in the examination schedule are approved by the resolution of the Dean of the faculty or the Director of the affiliation. Permission to pass assessment(s) before the date specified in the schedule due to valid and objective reasons may be obtained by the resolution of the Dean of the faculty or the Director of the affiliation.
- 3.13. Written materials of any kind produced by the student during the exam that are submitted to the instructor are stored at the organizational unit administering the study course until the next examination session. An instructor shall store the materials of the interim tests that contribute to the final grade received in the study course until the end of appeal submission term specified in Paragraph 8.1.

#### 4. REQUIREMENTS AND PROCEDURES FOR SETTLING ACADEMIC ARREARS

- 4.1. Within the study project and study courses that are assessed with a credit test, it is allowed to pass interim tests that were not passed during the specified term, but which shall be passed to obtain a passing assessment within the course, until the end of the examination session extension period in the term specified by the course instructor.
- 4.2. The students may settle the academic arrears resultant during the current examination session during the session and session extension period (session extension period lasts for 5 business days after the end of the session) on the dates specified by the course instructor. It is allowed to pass exams where the assessment 1 (very, very weak) was obtained during the session extension period having paid a fee determined by RTU Senate.
- 4.3. The volume of academic arrear and its settlement requirements are determined on the first day after the end of the examination session extension period. The volume and academic arrear settlement requirements for the students, whose

individual examination end date has been approved, are determined after the individually specified examination end date.

- 4.4. The students with the academic arrears outstanding after the period specified in Paragraph 4.3 that do not exceed 9 (nine) credit points may settle academic arrears within the next study semester in parallel with the studies scheduled for this semester, observing the following requirements:
  - 4.4.1. settlement of academic arrears after the term specified in Paragraph 4.3 is performed at a fee, in the period unit the 14<sup>th</sup> week of the successive semester (inclusive) – in the amount determined by RTU Senate, after the 14<sup>th</sup> week the fee is quadrupled.
  - 4.4.2. if at the start of the current examination session a student has academic arrear in only one study course, s/he may be admitted to examination in the current session. If the student does not settle this academic arrear until the end of the examination session, the respective study course shall be undertaken repeatedly at the fee determined by RTU Senate.
- 4.5. The students with the remaining volume of academic arrears exceeding 9 (nine) credit points after the term specified in Paragraph 4.3 may settle academic arrears only having interrupted implementation of the study plan and observing the following requirements:
  - 4.5.1. student's individual study plan is replaced by the academic arrear settlement plan, which specifies the outstanding study courses to be undertaken repeatedly;
  - 4.5.2. the student signs an agreement on academic arrear settlement at RTU, which amends the study agreement and provides that the source of financing of the students studying on the state budget funds is changed to the financing from the funds of the natural and legal persons;
  - 4.5.3. the settlement of academic arrears is performed at a fee, which is calculated multiplying the number of credit points envisioned for the course by the tuition fee per one credit point approved by RTU Senate for the current academic year;
  - 4.5.4. in the academic arrear settlement period, the tuition fee shall not be paid;
  - 4.5.5. in parallel with academic arrear settlement, the student may undertake other study courses within the study program amounting to 6 (six) credit points coordinating that with the study program director, meeting the prerequisites of the study course; the student shall pay the tuition fee for the study courses approved by RTU Senate for the current academic year;
  - 4.5.6. the student resumes the scheduled studies after the settlement of the academic arrears; the student continues studies at a fee, which was set in the year when the student commenced studies; if there are vacant stage budget funded seats in the study program, the student may claim them following the set RTU procedures;
  - 4.5.7. The student is exmatriculated if:
    - 4.5.7.1. the agreement on academic arrear settlement at RTU mentioned in Article 4.5.2 is not signed until the 4<sup>th</sup> week of the semester;
    - 4.5.7.2. tuition fee for the courses scheduled for the semester is not transferred

until the 14<sup>th</sup> week.

- 4.6. Additional requirements regulating academic arrear settlement procedure for the part-time students are set by the order of Vice-Rector for Academic Affairs.
- 4.7. Students settle academic arrears outside the examination session upon presentation of an individual permission to pass the tests issued by the records management department of the organizational unit administering the course.

## 5. PROCEDURES OF EXAMINATION TO IMPROVE ACADEMIC PERFORMANCE

- 5.1. The students as well as RTU graduates are entitled to repeatedly pass positively assessed exams with an aim to improve their academic performance. Repeated examination for academic performance improvement is performed at a fee defined by RTU Senate.
- 5.2. The right to repeatedly pass positively assessed exam with an aim to improve academic performance is granted only once.
- 5.3. The exam for improvement of academic performance is organized by the organizational unit administering the course based on the student or RTU graduate application.
- 5.4. The head of the organizational unit administering the study course makes a decision on the organization of the exam for improvement of academic performance, defines examination terms and designates the examiner.
- 5.5. The examinee, having presented a payment verification document, but not later than 3 (three) days before the exam, is issued an individual scholastic record by the organizational unit administering the study course.
- 5.6. The final examination grade previously awarded within the course becomes void and the new grade awarded to a student is registered, even if the latter is lower than the previous final examination grade. The student is considered to have failed the exam if s/he receives a grade lower than 4 (almost satisfactory), and the terms set in Clause 4 of the current regulation become effective.
- 5.7. RTU graduates, who have repeatedly taken exams with an aim to improve their academic results and obtained a higher grade than that listed in the diploma supplement, are issued a further education certificate with a new exam grade. The certificate is issued at a charge determined in accordance with the calculation of Vice-Rector for Finance. If the graduate obtains an exam grade that is lower than that listed in the diploma supplement or fails at the exam, the previously awarded grade is considered to be effective.

## 6. DUTIES OF INSTRUCTORS ASSESSING LEARNING OUTCOMES

- 6.1. On the first lecture/class of the study course, to provide comprehensive information to the students in the accessible mode and form (including e-learning environment in ORTUS portal) about the learning outcomes of the study course, assessment criteria, final grade calculation criteria taking into consideration the results of interim tests, the types and terms of interim tests, requirements for admission to testing, if any, as well to provide additional explanations. Assessment criteria shall be accessible throughout study course implementation and shall not change.
- 6.2. To organize tutorials before the exam for the students.

- 6.3. To admit to testing only those students, who are listed in the assessment registration sheet or who have presented an individual scholastic record. This requirement is not applicable to the interim tests.
- 6.4. To objectively assess student performance at the tests and exams.
- 6.5. To provide the breakdown of the awarded grade on student's request.
- 6.6. To organize one additional exam during the examination session and one additional exam during the examination session extension period, if such are necessary to ensure the settlement of student academic arrears.
- 6.7. To submit study course grades to the records management departments within the terms and following the procedure defined by Vice-Rector for Academic Affairs.

## 7. STUDENT RIGHTS AND DUTIES DURING TESTING

### 7.1. Students are obliged:

- 7.1.1. to take all scheduled tests within the defined terms;
- 7.1.2. not to use unauthorized auxiliary aids during the tests (see 3.10);
- 7.1.3. to obtain an individual scholastic record in the cases prescribed by the given regulation;
- 7.1.4. to present to examiner the student's identification card (student's card).

### 7.2. Students are entitled:

- 7.2.1. to attend a tutorial organized by the course instructor;
- 7.2.2. during testing, to use auxiliary aids authorized by the course instructor (see 3.9);
- 7.2.3. to receive examiner's breakdown of the awarded grade;
- 7.2.4. to file an appeal application concerning organization of the testing, the awarded grade as well as the final grade obtained on completion of the study course.

## 8. APPEAL SUBMISSION AND HEARING PROCEDURES

- 8.1. The student submits an appeal to the head of the organizational unit administering the study course not later than three business days after the test date or the day of grade announcement.
- 8.2. The appeal is considered in no more than seven days by the Appeals Committee, which is composed and convened by the receiver of the appeal, who invites the representative of the student self-government as an observer. The Appeals Committee comprises at least 2 (two) members of academic staff.
- 8.3. The appellant is informed on the decision of the Appeals Committee in the written form.
- 8.4. In case the student is not satisfied with the decision of the Appeals Committee, the appeal can be submitted to faculty Deputy Dean for Academic Affairs, the faculty Dean or the head of RTU affiliation.
- 8.5. RTU Academic Arbitrage is the highest authority considering the disputes.

to the Regulation on the Assessment of Learning Outcomes

**Assessment Criteria for Evaluation of Learning Outcomes according to 10-grade Scale and Assessment “Tested” or “Not Tested”**

According to Cabinet Provisions No 240 as of 13 May 2014 “Provisions on the State Academic Education Standard” and Cabinet Provisions No 512 as of 26 August 2014 “Provisions on the State Standard of the Second Level Professional Higher Education”, assessments are set as follows:

- with distinction (10) – knowledge, skills and competence exceed the requirements of the study program, study module or study course, the student demonstrates thorough understanding of the subject and is able to conduct research independently;
- excellent (9) – knowledge, skills and competence fully meet the requirements of the study program, study module or study course, the student is able to independently apply the acquired knowledge;
- very good (8) – the requirements of the study program, study module or study course are fully met; however, the student lacks thorough understanding of some complex issues and thus is not able to apply the knowledge gained in solving the most complicated problems;
- good (7) – the requirements of the study program, study module or study course are met in general; however, the student occasionally demonstrates lack of ability to independently use the acquired knowledge;
- almost good (6) – the requirements of the study program, study module or study course are met; however, the student demonstrates insufficiently deep understanding of the issue and inability to use the acquired knowledge;
- satisfactory (5) – the study program, study module or study course are acquired in general; however, the student demonstrates insufficient understanding of some issues and inability to use the acquired knowledge;
- almost satisfactory (4) – the study program, study module or study course are acquired in general; however, the student demonstrates insufficient understanding of several basic concepts, experiences considerable difficulties in the practical application of the acquired knowledge;
- weak (3) – the knowledge is superficial and incomplete; the student is not able to use it in particular situations;
- very weak (2) – superficial knowledge only in some issues, the major part of the study program, study module or study course is not acquired;
- very, very weak (1) – there is not understanding on the basic issues addressed by the course, there is almost no any knowledge concerning the contents of the study program, study module or study course.

Assessing learning outcomes within the study program, study module or study course according to 10-grade scale, the university may also envision additional criteria for a particular assessment. Assessing learning outcomes according to 10-grade scale, these criteria may be also used to evaluate knowledge, skills and competence in the tests specified by the university within particular study courses.

The assessments “tested” or “not tested” are used depending on whether student’s knowledge, skills and competence demonstrated in the test meet the required criteria regarding the level of knowledge, skills and competence in the respective test.

The assessments from “with distinction” (10) to “almost satisfactory” (4) and “tested” are considered passing grades.