

Faculty of Information Studies in Novo Mesto	RULES ON	Number: SA-1007
THIS PRINT IS AN UNCONTROLLED DOCUMENT – SEE THE VALID DOCUMENT ON FIS INTRANET	VERIFICATION AND ASSESMENT OF STUDENTS' KNOWLEDGE	Page: 1/18

Based on Articles 32, 79 and 101 of the Statute of the Faculty of Information Studies in Novo Mesto (The Official Gazette of the Republic of Slovenia No. 117/08, 56/2012, 75/2013, 46/2017), the Senate of the Faculty of Information Studies in Novo Mesto adopted the Rules on Testing and Assessing Students' Knowledge on 19th March 2009 and amended them on 23rd February 2011, 20th February 2013, 19th September 2013, 26th February 2014, 18th June 2014, 16th October 2017, 28th November 2017, 30th January 2018, 31st August 2018, 27th February 2019 and 20th November 2019 at its 61st (correspondence) session with corresponding additions the following

RULES ON VERIFICATION AND ASSESSMENT OF STUDENTS' KNOWLEDGE

1. GENERAL PROVISIONS

Article 1

(1) These rules govern the verification and assessment of the knowledge of participants (hereinafter students) in various education programmes at the Faculty of Information Studies in Novo Mesto (hereinafter the faculty):

- students enrolled in full-time and part-time undergraduate and postgraduate studies,
- students from other universities who are included in the study programmes of the faculty on the basis of mobility programs and other forms of inter-faculty and inter-university cooperation,
- students who have lost their student's status,
- participants in training programmes and other education programs at the faculty and
- students without a student's status (registered as citizens).

Article 2

A student without a student's status who is enrolled as a citizen has the option of being included in the education in individual subjects within the professional, university, and master's programs at FIŠ, in part-time or in full-time studies if there is no part-time study available. After completing the study obligations, he receives a certificate of completed study obligations with information on the ECTS earned, which he can apply when enrolling in a professional, university, or master's study program at FIŠ.

As a citizen, he pays the registration fee, the costs of preparing for the exams, and taking the exams according to the valid price list at FIŠ in accordance with the Rules on Contributions and Evaluation of Costs at FIŠ.

Article 3

(1) Forms of knowledge verification and assessment are exams, colloquiums, seminar assignments, and seminar work and assignments in practical courses, seminar assignments with a defence, active participation in practical courses and seminars, tests, performances, reports from professional training, presentation of other works, final assignments, electronic

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exams, bachelor's theses, master's theses, doctoral dissertations and other forms determined by the study program.

(2) Verification of knowledge can be oral or written, or oral and written, or by verifying written and other works or assignments and their defence, or by verifying a specific performance.

(3) Students' knowledge is verified and assessed in individual parts throughout the duration of the academic year, which ensures a comprehensive review and assessment of their mastery of the content as well as their constructive and responsible participation in the study process.

(4) Students must reference and cite sources in their written works in accordance with the Guidelines for writing professional and scientific works at the Faculty of Information Studies in Novo Mesto.

(5) When assessing more extensive written products which include seminar papers, bachelor's theses, master's theses, and doctoral dissertations, the evaluator is obliged to verify the appropriate reference and citation of sources in the written product by entering the product into the plagiarism detection system provided by FIS and by finding the prominent parts of the written product in web search engines.

Article 4

(1) Students must be familiarized with the method of verifying and assessing knowledge, with the criteria for assessing knowledge, and with the method of determining the final grade of the course.

(2) Each academic year, at the introductory lecture, the course teacher informs the students in detail about:

- the implementation plan of the course,
- basic study resources,
- the methods of verifying and assessing knowledge and assessment criteria,
- study obligations, or the shares that the individual components of knowledge verification and assessment contribute to the final grade of the course,
- the conditions to uptake an individual form of knowledge verification and assessment of a learning unit.

Article 5

The Faculty ensures public availability of accurate information on study programmes and curricula of individual learning units.

2. EXAMS

Article 6

(1) Verification and assessment of knowledge is public.

(2) The public nature of knowledge verification and assessment is ensured in particular by publishing exam dates and results of knowledge verification and assessment in the Higher Education Information System, by enabling access to evaluated written products in accordance with the provisions of these rules, and by the right of students and other persons to attend verification and assessment of knowledge in an oral exam.

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Article 7

A student has the right to see a verified and assessed written work and to receive an explanation regarding the achieved result within three months from the registration of the grade in the Higher Education Information System.

Article 8

(1) A student can take the exams of the year he is enrolled in and the missing exams from the previous year. A student who is enrolled in a year for the first time can begin to take up the study obligations of the higher year upon the approval of the request to take up the courses of the higher year. The CSSA approves the student's application for all the subjects, except for those for which a specific condition for enrolling is defined in the curricula, which the candidate does not meet.

(2) A student who is re-enrolled in the same year in the current academic year, or a student without a status, can begin to complete the study obligations for the missing exams of the enrolled, previous year, or a higher year upon the approval of the application to take up the courses of the higher year. The application must be submitted to the CSSA by the beginning of the academic year in which the student wishes to take these exams. The CSSA approves the student's application for all the subjects, except for those for which a specific condition for enrolling is defined in the curricula, which the candidate does not meet.

Article 9

A candidate, who has lost the status of a faculty-student according to the provisions in the indents 4, 5, 6, or 8 of Article 100 of the Faculty Statute retains the right to take the missing exams for another five years from the date of termination or modification of the study programme.

Article 10

(1) A student can take the exams of the year in which he is enrolled earlier, meaning before the lectures and seminars of the course are held.

(2) Taking the examination in advance is permitted by the dean upon a written application of the student and the proposal of the Commission for Study and Student Affairs (CSSA) and based on the opinion of the subject (course) teacher, if there are justified reasons for this (the average grade of at least 8 – very good, departure for the study or professional internship abroad, hospitalization during the exam period, childbirth, participation in a professional or cultural event or a top-level sports competition, etc.).

(3) A student can submit an application for an exceptional exam period (an exam period that has not been announced) to the CSSA in case of justifiable reasons, such as maternity leave, paternity leave, prolonged illness, exceptional family and social circumstances, participation in top professional, cultural and sports events. Even in the case of unjustified reasons, the student can apply for an extraordinary exam period, but he is obliged to pay for taking the exam according to the FIŠ price list for services. The department consults with

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the subject (course) teacher about the possible date of the exceptional exam period. There can be no more than 3 exceptional exam periods for an individual subject in the academic year, 1 in or after each exam period.

(4) In the event where at least half of the students taking the exam in the specified regular exam period do not pass it, an additional exam period is announced for all the students within 30 to 60 days after the mentioned regular exam period, in the agreement with the course teacher. This type of additional exam period is announced only if at least 1/3 of the enrolled students take the exam in the specified regular exam period.

Article 11

(1) A student can enroll for an exam after he has fulfilled all obligations of the subject, determined by the study programme.

(2) A student needs to pay for the fourth and each subsequent exam of an individual subject.

Article 12

(1) The fourth and each subsequent examinations are committee exams.

(2) The student needs to pay for the committee exams.

(3) If a regular exam is only in written form, the student can ask the committee for an oral defence. If a regular exam is only oral, the student can also ask the committee for a written exam.

(4) The committee is appointed by the vice-dean for study and student affairs. It consists of two university teachers, of whom the president is usually the head of a specific teaching/ learning unit. committee exams are usually held once during the exam period at the faculty headquarters.

(5) A committee exam can also be conducted at the request of a student in the case of second or subsequent taking the exam.

(6) The minutes of the committee exam shall be drawn up, in which the chairman of the committee records the application for the exam, attaches the exam questions, and the exam score, and enters the grade achieved. The minutes are signed by both members of the committee and forwarded to the Student Affairs Office where they are kept in the student's personal folder.

(7) In the case of the fourth and fifth taking of the exam, the student taking the committee exam and attends a written part at the same time as other students. In this case, the committee appointed to conduct the exam fills in the minutes which must be signed by both members of the committee, and encloses the exam questions and the student's exam form. If necessary, the committee also conducts an oral exam. If there is no written exam, the exam will be conducted orally in front of the committee.

(8) In the case of the sixth or further exam attempt, the entire exam is conducted in front of the committee.

Article 13

(1) A student who in a period shorter than one academic year achieves the required number of credit points for the advancement to a higher year is allowed to advance faster.

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(2) The decision on this is adopted by the Senate of the Faculty based on the candidate's request and the opinion of the Commission for Study and Student Affairs of the Faculty. The resolution determines the method of a faster advancement.

(3) A faster advancement is made possible for the student by being able to enrol and take courses in higher years. Courses can also be taken within the framework of other organized forms of education.

Article 14

(1) Taking the exam again on the basis of a successfully resolved objection in accordance to the provisions of these rules is not considered to be a retake of the exam.

(2) If a student is re-enrolled in a year, it is considered that he is taking an exam for an individual study unit of the year when he takes this exam for the first time after re-enrolment, regardless of whether he took this exam at the time of his first enrolment in this year.

3. EXAM REGULATIONS

Article 15

(1) As a rule, in an academic year, there are three exam periods: January - February, June-July, and August – September.

(2) For all the courses that are taking place in an individual academic year, there is at least one exam term in each period.

(3) The list of exam terms for all three exam periods is prepared by the Student Affairs Office (hereinafter the office) based on the agreement with the subject or course teachers, by the 15th of December at the latest.

(4) The schedule of exam terms within the exam period is binding.

Article 16

(1) For the courses that end in the middle of the semester it is also possible to announce an exam term within one month from the end of the course, meaning outside the exam period. Those exam terms should not influence the pedagogical process of other courses, which is why they can only be fixed in exceptional circumstances.

(2) The date of the exam term outside the exam period is determined by the course teacher in agreement with students and the office.

(3) Participants of the education can take the exam in a given exam term if they fulfill the requirements of the course to take the exam.

Article 17

(1) For the courses that are not implemented in a current study year:

- In the first year after the termination of the course, there are three exam terms – one in each exam period.
- In the second year after the termination of the course, there is at least one exam term in the academic year.
- In the third year after the termination of the course, or in the following years after the termination of the course, the exam is organized upon a written application of one or more students;

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(2) Students should send the application to the Commission for Study and student affairs.

Article 18

- (1) A student must enroll for the exam no later than 2 days before the announced exam date.
- (2) The student is responsible for a correct and complete enrolment.
- (3) On the day of the exam, the course teacher prints out a list of enrolled students via the Higher Education Information System.
- (4) The teacher may only admit to the exam students who are on the list of those enrolled for the exam and who have met the conditions for taking the exam.
- (5) Only students who have fulfilled all the conditions for taking the exam are included in the list.

Article 19

- (1) If the student does not intend to take the exam in which he registered, he is obliged to unregister from the exam via the Higher Education Information System at least one day before the announced exam deadline.
- (2) If the student does not unregister from the exam in accordance with this article, it is considered that he has used one exam period.
- (3) If the student does not take the exam due to an illness or other insurmountable circumstances and does not unregister from the exam in time, he must provide the course teacher with a justified absence explanation within 1 day after the exam, on this basis of which the teacher can unregister the student from the exam. In this case, it is considered that the student has unregistered from the exam on time.
- (4) If a student does not take the exam due to force majeure (a serious illness or other insurmountable circumstances) and does not withdraw from the exam in time, he must submit a written request to the Student's Affairs Office within 3 months after the exam justifying his excused absence, on the basis of which the office can unregister the student from the exam. In this case, it is considered that the student has unregistered from the exam on time.

Article 20

- (1) The course teacher, or the chairman of the examination committee, if the exam is conducted in front of the committee, is responsible for the correct implementation of the exam and provides everything necessary for the examination in cooperation with the Student's Affairs Office.
- (2) If the course teacher cannot take part in the written exam for legitimate reasons, he is obliged to provide a replacement from another pedagogical employee, who is, as a rule, a higher education associate in the course.
- (3) A proper implementation of the exam includes, among other things:
 - Providing an adequately sized classroom for a written exam; there must be at least one empty chair between individual students;

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- When several exams are held in one lecture room at the same time, it is necessary to separate students who can use additional tools and those who cannot;
- When additional tools are not allowed, students can only have up to three pens on the desk. There must be nothing on the chair to the left and right of a student.

Article 21

- (1) Written exams usually last from one to two school hours.
- (2) The exam conductor must check the presence and identity of the registered students. The student must have a document with a photo for identification at the exam.
- (3) As a rule, the examiner provides students with exam questions in written form.
- (4) A student cannot resign while taking the exam.
- (5) A student may not leave the lecture hall while taking the exam.

Article 22

- (1) An oral exam for each student lasts 20 – 30 minutes.
- (2) The exam conductor must verify the identity of the student who needs to carry a document with a photo for identification.
- (3) The method of providing questions (written/ oral) is determined by the course teacher who communicates the grade of an oral exam to a student immediately after the exam.

Article 23

- (1) Students are disciplinary responsible for violations, duties and non-fulfillment of obligations according to the Faculty Statute.
- (2) A student violates the examination rules (fraud during knowledge testing) if during the course of the written or oral exam, he illegally cooperates with other students present or if he uses unauthorized aids when solving or writing the exam tasks, or if he disrupts the course of the exam in any other way.
- (3) Before implementing the exam, the class teacher defines which aids are considered unauthorized.
- (4) A student who takes or attempts to take an exam instead of an enrolled student, and a student for whom someone else takes or tries to take the exam, is violating the examination regulations.
- (5) After an established violation, the student cannot continue taking the exam and his product is evaluated with a negative grade. The sanction is carried out by the examiner and the violation of the examination regulations is recorded in a specific form.
- (6) An initiative to introduce a procedure for establishing a violation is given by the exam provider. The dean takes measures in accordance with the Faculty Statute and special regulations regarding the disciplinary responsibility in the event of a violation of the examination regulations.
- (7) The provisions of this article are also reasonably applicable in the procedure for the defence of bachelor's and master's theses and the defence of a doctoral dissertation.

Article 24

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- (1) Students are disciplinary responsible for violations of preparing a seminar paper, bachelor's or master's thesis or doctoral dissertation.
- (2) A student violates the process of preparing written works from the previous paragraph if he copies the texts of other authors in whole or in part without the author's approval, or if he does not cite the author for individual parts of the texts he copies.
- (3) Article 23 of these rules is applied to the sanctioning of violations.

Article 25

The student's knowledge is measured by the lecturer according to a grading scale:

Rating	Description
10	exceptional knowledge with no or minimal mistakes
9	very good knowledge with only minor mistakes
8	good knowledge with individual shortcomings
7	good knowledge with several shortcomings
6	knowledge satisfies only the minimum criteria
5	knowledge does not satisfy the minimum criteria

- (2) Grades for practical training and professional practice in the organization as a component of the study programme are: "passed" or "failed".
- (3) A student passes the exam successfully if he gets a grade from sufficient (6) to excellent (10), or "passed".
- (4) A student who does not take the exam is not graded. In such a case, the examiner writes "did not attend" on the list of applicants.
- (5) After a recognized exam is taken at another faculty, the report is entered in the VIS as recognized or partially recognized.
- (6) The scale from the previous paragraph also applies to the assessment of bachelor's and master's theses, as well as to the assessment of public defence.

Article 26

- (1) A student who has already successfully passed an exam in a certain subject, but wants to obtain a higher grade, submits an application for retaking the already passed exam to the Student's Affairs Office. The office places him on the list of enrolled candidates.
- (2) A student can only retake a successfully completed exam once.
- (3) When entering the grade record, the last grade is valid if it is positive.

Article 27

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(1) The average study grade is calculated as the arithmetic mean of all the exams taken at the faculty. The evaluation of a bachelor's thesis and recognized knowledge and skills are not an integral part of the average study grade.

(2) For students who enroll in higher education professional or university study programmes at the faculty according to the criteria for transitions, the calculation of the average study grade for enrolments is performed on the basis of all the completed obligations (exams) during their studies at the faculty according to the criteria for transitions. These are study obligations according to the study program at the faculty, including differential exams.

4. RECORDING OF COMPLETED STUDY OBLIGATIONS

Article 28

The Student's Affairs Office enters the date of the exam in the assessment record.

Article 29

(1) The course teacher enters the grades in the University Information System as soon as possible, but no later than within 1 week of taking the exam. Thus, it is considered that the students are familiar with the grades that are entered by the teacher in the VIS.

(2) No later than fourteen days after the exam, the course teacher submits a signed record of the exam (handwritten or electronically with a qualified digital certificate) to the Student's Affairs Office, which contains a list of students with entered final grades, the title of the course, the date and place of the exam, the surname and first name of the evaluator, and the date of receipt of this report in paper with the recipient's signature.

(3) Within the deadline for the possibility of reviewing the exam papers, a student can familiarize himself with the method of forming the final grade for the course. Possible bans on taking exams are also entered on the exam minutes (Article 23 of these regulations).

(4) Written exam assignments are kept by the subject teacher for at least 1 year after the final grades have been entered into the Higher Education Information System.

(5) The Student's Affairs Office completes the assessment when it receives minutes of the exam on the office's email address, signed by hand or electronically with a qualified digital certificate.

(6) If, after the completion of the assessment by the office, the course teacher finds out that he entered the wrong grade, he can request a correction of the grades using the form OBR-FIŠ-018: Request for the correction of the examination record. The correction is made by an authorized person in the office.

Article 30

(1) A student of another higher education institution from Slovenia, who fulfills a part of the study obligations at the faculty, will be issued a certificate after each passed exam. The faculty can also issue a certificate of all the passed exams.

(2) A student of a foreign higher education institution who completes a part of his study obligations at the faculty shall be issued a certificate of passed exams (Transcript of Records) upon completion of his studies at the faculty.

(3) In this case, the certificate of passed exams is signed by the dean.

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Article 31

- (1) The records of certificates issued by the faculty to students from other higher education institutions in Slovenia or abroad are permanent.
- (2) The records are kept by the faculty.

Article 32

- (1) The student must complete the study obligations from the same course in the current academic year.
- (2) An individual study obligation for an individual subject is recognized if it is completed in full.

Article 33

- (1) A student may appeal to the received grade in the knowledge verification procedure.
- (2) A student may appeal no later than fifteen days after the publication of the grade by submitting a justified written objection to the Student's Affairs Office.
- (3) The president of the Commission for student and study affairs appoints a three-member committee, which consists of university teachers, no later than three days after receiving the objection from the office. The dean appoints the chairman of the committee among the members of the committee.
- (4) The teacher with whom the student took the exam is a member of the committee. The committee examines the case within eight days of their appointment and adopts an opinion on the appropriateness of the assessment.
- (5) The dean issues an appropriate decision based on the committee's opinion.
- (6) The student may appeal against the dean's decision to the Faculty Senate within fifteen days. The decision of the Faculty Senate is final.
- (7) The student may initiate an administrative dispute against the final decision of the Faculty Senate.

Article 34

- (1) In the process of resolving a written objection to an assessment given in the process of knowledge assessment, the committee first reads the written objection and determines what it refers to either the grade or the process of knowledge assessment.
- (2) If the objection relates to the grade, the committee checks the available documentation on the basis of which the student complained and decides on a possible re-examination of the student's knowledge.
- (3) If the objection relates to the process of knowledge assessment, the committee cannot change the grade, but it can decide that the student takes the exam again. The grade obtained by the student when retaking the exam replaces the grade obtained during the contested exam.
- (4) If the committee has allowed the student to retake the exam in accordance with the previous paragraph, it is not considered that the student has retaken the exam.

Article 35

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(1) The chairman of the committee leads the procedure and resolution of the objection referred to in Article 33 and ensures that a record of the procedure, which is signed by both members of the committee, is written.

(2) The student also receives one copy of the minutes, which he confirms by signing the original, which is saved in the student's personal folder in the Student Affairs Office.

6. TRANSITIONAL AND FINAL PROVISIONS

Article 36

(1) Students' personal data are collected and processed for the purposes of knowledge verification and assessment procedures according to these rules and in accordance with the principles and provisions of the Personal Data Protection Act (Ur. l. RS, No. 94/2007).

(2) All persons involved in the knowledge verification and assessment process are obliged to act in accordance with the principles and provisions of the Personal Data Protection Act (Ur. l. RS, No. 94/2007).

Article 37

(1) The rules on verification and assessment of student's knowledge, as well as amendments and additions to the rules, are adopted by the Senate of the Faculty.

(2) Amendments and additions to these rules may be proposed by the dean, teaching staff, the Commission for Study and Student Affairs, the student council, and professional colleagues. Proposals are given in writing.

Article 38

(1) The rules enter into force the day after their adoption.

(2) These rules are published in the Higher Education Information System.

(3) Procedures for the recognition of knowledge and skills will be considered in accordance with the Rules on Recognition of Knowledge and Skills.

Dean of FIŠ
Prof. dr. Matej Makarovič

Implementation documents:

- OBR-FIŠ-018: Request for correction of the examination record
- OBR-FIŠ-031: Record of the Board Examination

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Implementation documents:

- OBR-FIŠ-018: Request for correction of the exam minutes
- OBR-FIŠ-031: Minutes of the committee examination

Issue	Date of Issue	Description of changes
01	19 th March 2009	Initial issue
02	23 rd February 2011	<p>New Article 2 is added, which reads: "A student without a student's status who is enrolled as a citizen has the option of being included in the education in individual subjects within the professional, university and master's programs at FIŠ, in part-time or in full-time studies if there is no part-time study available. After completing the study obligations, he receives a certificate of completed study obligations with information on the ECTS earned, which he can apply when enrolling in a professional, university or master's study program at FIŠ.</p> <p>As a citizen, he pays the registration fee, the costs of preparing for the exams and taking the exams according to the valid price list at FIŠ in accordance with the Rules on Contributions and Evaluation of Costs at FIŠ."</p> <p>Current articles 2, 3, 4, and subsequent articles become 3, 4, 5,...</p> <p>In paragraph 1 of Article 8, a new sentence is added, which reads: "A student can take the exams of the year he is enrolled in and the missing exams from the previous year. A student who is enrolled in a year for the first time can begin to take up the study obligations of the higher year upon the approval of the request to take up the courses of the higher year. The CSSA approves the student's application for all the subjects, except for those for which a specific condition for enrolling is defined in the curricula, which the candidate does not meet."</p> <p>In paragraph 2 of Article 8, a sentence "and has completed all study obligations for the year (60 credit points) in the first exam period (January/February), he can apply in writing to the CSSA to allow him to take exams in the subjects of the higher year." is removed and replaced by the following: "(1) A student who is re-enrolled in the same year in the current academic year, or a student without a status, can begin to complete the study obligations for the missing exams of the enrolled, previous year, or a higher year upon the approval of the application to take up the courses of the higher year. The application must be submitted to the CSSA by the beginning of the academic year in which the student wishes to take these exams. The CSSA approves the student's application for all the subjects, except for those for which a specific condition for enrolling is defined in the curricula, which the candidate does not meet."</p>

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		(2) A student who is re-enrolled in the same year in the current academic year, or a student without a status, can begin to complete the study obligations for the missing exams of the enrolled, previous year, or a higher year upon the approval of the application to take up the courses of the higher year. The application must be submitted to the CSSA by the beginning of the academic year in which the student wishes to take these exams. The CSSA approves the student's application for all the subjects, except for those for which a specific condition for enrolling is defined in the curricula, which the candidate does not meet."
03	20 th February 2013	<p>In Article 3, a new paragraph 4 is added, which reads: “(4) When assessing written products, the evaluator is obliged to check the appropriate reference and citation of sources in the written product by using one of the plagiarism detection programs provided by FIŠ and by searching for prominent parts of the written product in online search engines (e.g. Google).”</p> <p>In paragraph 3 of Article 24, number “22” is replaced by number “23”.</p>
04	19 th September 2013	In paragraph 1 of Article 8, the following sentence is erased “The application must be submitted to the CSSA by the beginning of the academic year in which he wishes to take these exams.”
05	26 th February 2014	<p>In paragraph 1 of Article 33, the following sentence is erased “on the exam grade” and after the word “appeal” a sentence is added, which reads “to the received grade in the knowledge verification procedure.”</p> <p>In paragraph 2 of Article 33, instead of the phrase “President of CSSA” “student” is written, and instead of “exam grades” it is written “or the written provision of the grade by the subject (course) teacher”</p> <p>In paragraph 4 of Article 33, instead of the word “exam”, “knowledge assessment” is written.</p> <p>In paragraph 1 of Article 34, instead of the phrase “exam grade”, the phrase “grade received in the process of knowledge assessment” is written. Instead of the word “exam”, “knowledge assessment” is written.</p> <p>In paragraph 3 of Article 34, instead of the word “exam”, “knowledge assessment” is written, after the word “committee” the word “exam” is removed, instead of the phrase “exam on the following exam terms” it is written “knowledge assessment”, instead of the phrase “taking the exam” it is written “knowledge assessment”, and instead of the word “exam”, “knowledge assessment” is written.</p>

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06	18th June 2014	<p>In paragraph 1 of Article 3, the following text is added: "bachelor's theses, master's theses and doctoral dissertations".</p> <p>New paragraph 4 is added (the rest are renumbered), which reads: "Students must reference and cite sources in their written works in accordance with the Guidelines for writing professional and scientific works at the Faculty of Information Studies in Novo Mesto."</p> <p>New paragraph 5 (previously Article 4) is changed and now reads: "When assessing more extensive written products which include seminar papers, bachelor's theses, master's theses and doctoral dissertations, the evaluator is obliged to verify the appropriate reference and citation of sources in the written product by entering the product into the plagiarism detection system provided by FIS and by finding the prominent parts of the written product in web search engines."</p> <p>In paragraph 3 of Article 18, the following text is added: "and who have met the conditions for taking the exam."</p> <p>In paragraph 3 of Article 23, the following text is added: "Before conducting the exam, the course teacher defines which aids are considered as unauthorized."</p> <p>A new sentence is added to paragraph 7 of Article 23, which reads: "The provisions of this article are also reasonably applicable in the procedure for the defence of bachelor's and master's theses and the defence of a doctoral dissertation."</p> <p>In paragraph 1 of Article 24, the following text is added: "seminar papers" and "or doctoral dissertation."</p> <p>In paragraph 2 of Article 24, the text "bachelor's thesis" is replaced by "written contributions from the previous paragraph".</p> <p>In paragraph 2 of Article 33, the following text is added: "or the written submission of an assessment grade by the course teacher".</p>
07	16 th October 2017	The following sentence in Article 2 is deleted: "The student is included in the education of an individual subject or part of the program under the same conditions that apply to enrolment in a specific study program at FIS."
08	28 th November 2018	<p>Amendment of the preamble.</p> <p>Article 9 is changed and now reads: » A candidate, who has lost the status of a faculty student, according to the provisions in the indents 4, 5, or 7 of Article 100 of the Faculty Statute, retains the right to take</p>

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		<p>the missing exams for another five years from the date of termination or modification of the study programme</p> <p>Paragraph 1 of article 16 is changed and now reads: "For the course of full-time studies that end in the middle of the semester, the first exam deadline is usually one month after the end of the learning process for that course."</p> <p>Paragraph 2 of Article 16 is changed and now reads: "In part-time studies the first exam deadline is usually within one month after the end of the learning process for each subject at each location where the course is taught, and the following exam deadlines during exam periods are usually at the faculty headquarters in Novo mesto."</p> <p>Paragraph 1 of Article 25 is changed and now reads: "(1) The student's knowledge is assessed by the class teacher with the following grades:</p> <ul style="list-style-type: none"> • 10 – excellent: exceptional knowledge with minimal errors, • 9 – very good: fairly good knowledge with small errors, • 8 – very good: good knowledge with medium errors, • 7 – good: average knowledge with major errors, • 6 – sufficient: knowledge corresponds to the minimum criteria, • From 5 to 1 – insufficient: knowledge does not meet the minimum criteria." <p>In Article 25, paragraph 6 is added, which includes the grading scale which is in use from the student year 2018/2019 onwards.</p> <p>In Article 25, paragraph 7 is added, which reads: "The scale from the previous paragraph also applies to the assessment of bachelor's and master's theses, as well as to the assessment of public defence."</p> <p>Paragraph 3 of Article 29 is changed and now reads: "Within the deadline for the possibility of reviewing the exam papers, a student can familiarize himself with the method of forming the final grade for the course. Possible bans on taking exams are also entered on the exam minutes (Article 23 of these regulations)."</p> <p>Paragraph 2 of Article 33 is changed and now reads: "A student may appeal no later than fifteen days after the publication of the</p>
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		grade by submitting a justified written objection to the Student's Affairs Office."
		Correction of grammatical mistakes.
09	30 th January 2018	Paragraphs 3 and 4 are added to Article 10. Paragraph 3 is added to Article 20. In paragraph 2 of Article 21, the second sentence is changed and now reads: "The student must have a document with photo for identification at the exam." Paragraph 5 is added to Article 21, which reads: "(5) A student may not leave the lecture hall while taking the exam."
10	31 st August 2018	Paragraph 2 and 5 of Article 29 are changed and now read: "(2) No later than fourteen days after the exam, the course teacher submits a signed record of the exam (handwritten or electronically with a qualified digital certificate) to the Student's Affairs Office, which contains a list of students with entered final grades, the title of the course, the date and place of the exam, the surname and first name of the evaluator, and the date of receipt of this report in paper with the recipient's signature." "(5) The Student's Affairs Office completes the assessment when it receives minutes of the exam on the office's email address, signed by hand or electronically with a qualified digital certificate."
11	27 th February 2019	Article 9 is changed and now reads: "A candidate, who has lost the status of a faculty student according to the provisions in the indents 4, 5, 6, or 8 of Article 100 of the Faculty Statute retains the right to take the missing exams for another five years from the date of termination or modification of the study programme."
12	20 th November 2019	Paragraph 3 of Article 10 is supplemented by adding a sentence which reads: "There can be no more than 3 exceptional exam periods for an individual subject in the academic year, 1 in or after each exam period." Paragraph 4 of Article 10 is supplemented by adding a sentence which reads: "This type of additional exam period is announced only if at least 1/3 of the enrolled students take the exam in the specified regular exam period." Paragraph 2 of Article 15 is changed and now reads: "For all the courses that are taking place in an individual academic year, there is at least one exam term in each period." Paragraph 3 of Article 15 is deleted, all others are renumbered.

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		<p>In new paragraph 4, in the phrase "agreement with the "subject" the word "or course" is included.</p> <p>In new paragraph 4, the phrase "obligatory" is replaced with "binding".</p> <p>Paragraph 2 of Article 15 is changed and now reads: "For the courses that end in the middle of semester it is also possible to announce an exam term within one month from the end of the course, meaning outside the exam period. Those exam terms should not influence a pedagogical process of other courses, which is why they can only be fixed in exceptional circumstances."</p> <p>Paragraph 2 of Article 16 is deleted, the rest are renumbered.</p> <p>New paragraph 2 of Article 16 is grammatically corrected.</p> <p>In new paragraph 3 of Article 16 the words "at the faculty" and "all" are deleted.</p> <p>Paragraph 1 of Article 22 is changed and now reads: "The oral exam for each student lasts 20 – 30 minutes."</p> <p>Paragraph 2 of Article 22 is changed in a way that the first sentence of the article is removed. The phrase "with a photo" is added to the last sentence.</p>														
13	20 th April 2023	<p>Paragraph 1 of article 25 is changed and now reads: The student's knowledge is measured by the lecturer according to a grading scale:</p> <table><tr><th>Rating</th><th>Description</th></tr><tr><td>10</td><td>exceptional knowledge with no or minimal mistakes</td></tr><tr><td>9</td><td>very good knowledge with only minor mistakes</td></tr><tr><td>8</td><td>good knowledge with individual shortcomings</td></tr><tr><td>7</td><td>good knowledge with several shortcomings</td></tr><tr><td>6</td><td>knowledge satisfies only the minimum criteria</td></tr><tr><td>5</td><td>knowledge does not satisfy the minimum criteria</td></tr></table> <p>In Article 25, paragraph 6, which includes the rating scale, is deleted. Paragraph 7 shall therefore be amended to paragraph 6 to read: The scale from the previous paragraph also applies to the</p>	Rating	Description	10	exceptional knowledge with no or minimal mistakes	9	very good knowledge with only minor mistakes	8	good knowledge with individual shortcomings	7	good knowledge with several shortcomings	6	knowledge satisfies only the minimum criteria	5	knowledge does not satisfy the minimum criteria
Rating	Description															
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		assessment of bachelor's and master's theses, as well as to the assessment of a public defence.
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Unofficial translation: in case of any inconsistencies with the Slovenian version, the Slovenian original is considered binding.

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