



KOLEGJI - COLLEGE  
**PJETËR BUDI**  
Prishtinë - Prishtina

**"PJETER BUDI" COLLEGE - PRISTINA**

**REGULATIONS FOR ORGANIZING EXAMS  
AND STUDENT EVALUATION**

**Prishtina, 2020**

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Pursuant to Article 34 of the Statute, the Academic Senate of "Pjeter Budi" College,

On the date 29.12.2020, approved the following:

**REGULATIONS FOR ORGANIZING EXAMS  
AND STUDENT EVALUATION**

**I. GENERAL PROVISIONS**

**Article 1**

The provisions of this Regulation determine:

- Exam deadlines,
- Forms of exam organization,
- Exam presentation,
- Exam evaluation methods,
- Student grades,
- Colloquia;
- Seminar papers, essays;
- Attendance, student activity;
- Complaints - student appeal procedure;
- Conditions for improving grades



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## Article 2

All students regularly enrolled in the College "*Pjetër Budi*" - Prishtina, in order to determine their academic success and in order to prove the scientific results achieved, must undergo the evaluation process (exam).

## II. EXAM TERMS

### Article 3

3.1. College "*Pjetër Budi*" - Prishtina, within one academic year organizes three (3) regular exam deadlines.

3.2. Regular exam deadlines are: January deadline, June deadline and September deadline.

3.3. According to the need and at the request of students, the Academic Senate of "*Pjetër Budi*" College may decide to organize two additional exam deadlines for students. These deadlines are irregular (extraordinary) such as the April deadline and the November.

3.4. In the extraordinary term, students are obliged to pay the amount of 3 euros for taking an exam.

3.5. Exams are organized in each subject for each Study Program within the College "*Pjetër Budi*" - Prishtina.

## III. FORMS OF EXAMINATION ORGANIZATION

### Article 4

4.1. Exams are organized in the following forms:

1. Written
2. Oral, and
3. Combined (written and oral)



#### Article 5

5.1. The test of knowledge in the exam is evaluated by the teacher of the respective subject or by the special Commission for exams.

5.2. The exams are organized with a special Commission in the following cases:

- If the student has complained about the assessment;
- In the absence of the teacher of the respective subject (who is absent for objective reasons);
- If the assigned subject has left the curriculum and students have applied for that exam
- If the student has not passed the exam 4 times in the same subject.

#### Article 6

6.1. College "*Pjeter Budi*" - Pristina, is obliged to timely, within at least 5 days from the date of organization of the exam, to inform students about the organization and schedule of exams.

6.2. Students are notified of the schedule of exams by the administration of the College through announcements on bulletin boards, electronically via E-mail addresses and through the website of the College.

### IV. SUBMISSION OF EXAMS

#### Article 7

7.1. After the publication of the announcement for the organization and the schedule of the exams, the students are obliged to submit the exams within the foreseen timeframes, within 10 days, and to fill in the application forms for the exams, which they are ready to take.

7.2. When submitting the exam, the student must possess the index and have the following semester registered - certified, depending on the deadline for submitting the exam.



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7.3. The student can submit the exam even after the expiration of the regular deadline, however, no later than 24 hours before the date of the exam.

7.4. For the exams submitted outside the regular deadline, the Rector with a special decision determines the fee for presenting the exams.

7.5. The student who has not submitted the exam on time, can not enter the exam.

## V. EXAMINATION EVALUATION METHOD

### Article 8

8.1. The following assessment methods will be applied to determine the final grade of the exam evaluation test for full-time students:

1. Up to 60 points of the final written exam, orally, in the form of essays or completion of the test, which makes the final assessment of knowledge from the relevant subject. This is equivalent to two colloquia from 30 points to a total of 60 points.
2. Up to 10 points seminar paper, essays, scientific paper, presentation,
3. Up to 10 points student engagement during lectures (exercises) - discussion activity in the classroom,
4. Up to 20 points presence in lectures - attendance of students in lectures .

8.3. The professor, in specific subjects and cases, may decide to make the assessment independently, taking into account the specifics of the course and the specific requirements for assessment in the course in question.

### Article 9

9.1. The exam evaluation test is prepared by the subject teacher. The subject teacher is obliged to inform the students about the way of assessment.

9.2. If the evaluation test is prepared according to the closed type "multiple choice testing", there should be a maximum 30 questions. In specific subjects, the number of questions - assignments may be smaller, or in cases where the subject teacher chooses another form that he / she deems most appropriate.



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9.3. Each question is evaluated with positive points or without points. The teacher can not set negative points in the assessment. Each question must have at least one (1) correct answer.

9.4. If the question has two or more correct answers, in the exam evaluation test, the student should circle only the correct answers.

9.5. If the student mistakenly rounds up two or more answers, or if he forgot to round up the answers to any question, then it will be considered as incorrect answer.

9.6. The evaluation test has a maximum of 60 points.

9.7. The student gains the minimum quorum if he / she has gained at least 30 points in the exam evaluation test. Once the student has reached the required quorum, then in determining the final grade of the exam, Article 8.1 applies to regular students.

9.8. The subject teacher, after completing the exams, checks the assessment tests which must be checked within 72 hours, if the tests are not checked within 72 hours, then the tests are checked by the commission appointed by the Head of the Study Program in which the course is organized.

## **VI. Colloquia**

### **Article 10**

10.1. All full-time students enrolled in Pjetër Budi College have the right to attend colloquia.

10.2. In each subject are organized by two colloquia. Colloquia are a continuation of lectures and are held on the scheduled lecture schedule.

10.3. Pjetër Budi College is obliged to organize within 1 (one) semester of 2 (two) colloquia for each subject.

10.4. Colloquia are organized on a regular basis for each study program within the College.

11.5. Colloquia are organized in each subject in each study program.



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### Article 11

11.1. The college is obliged to inform the students about the organization and schedule of the colloquia within at least 5 days.

11.2. Students are notified of the schedule of the colloquia by the administration of the College through announcements on the bulletin boards, electronically via E-mail addresses as well as through the website of the College.

### Article 12

12.1. The knowledge test in colloquia is prepared and evaluated by the teacher of the respective subject.

12.2. In the absence of the teacher of the respective subject, the evaluation is made by the commission which is appointed by the Head of the respective Study Program.

12.3. The colloquium test should have a maximum of 15 questions.

12.4. The form of test preparation is the competence of the teacher. The teacher is obliged to inform the students about the way of testing.

12.5. In the colloquium test the student can earn a maximum of 30 points.

12.6. Sufficient quorum for passing the colloquium is 50% of the test or 15 points.

12.7. Students who earn 50% of the points in the first colloquium may undergo the second colloquium.

12.8. Students who have not earned enough points in the first colloquium will take the exam directly.

12.9. Students who have not earned enough points in the second colloquium will take the exam directly.



### **Article 13**

13.1. Students dissatisfied with the points earned, have the right to watch the assessment test and the subject teacher is obliged to notify the student of the mistakes made.

13.2. If the teacher has made mistakes during the assessment test, he / she is obliged to correct the mistakes made and to mark the points in the system.

## **VII. RULES AND PROCEDURES FOR EVALUATION OF SEMINAR WORK, ESSAYS AND SCIENTIFIC RESEARCH WORKS**

### **Article 14**

14.1. Research works done by students in "Pjetër Budi" College is organized and worked in the form of:

1. Seminar papers;
2. Essays, and
3. Scientific research works.

14.2. Students in agreement with the teacher are determined for the type of scientific work for which they have a preference to work.

14.3. Students can do additional assignments according to their requirements but the grading is done according to the general limit for scientific papers, I can not exceed the maximum allowed by this Regulation.

### **Article 15**

15.1. Seminar papers are independent scientific papers which are worked according to scientific methodological and technical parameters by students at the College "Pjetër Budi", individually or together by two students.

15.2. The topic assignment procedure is organized by agreement between the teacher and the student or students.





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15.3. The chosen topic should be relevant to the relevant subject.

15.4. After selecting the topic, the student compiles the content and the initial copy of the elaborated topic, which he / she sends to the teacher via e-mail for correction.

15.5. After correcting the paper, the student incorporates the remarks and recommendations for changing the paper and compiles the final copy of the paper.

15.6. The preparation and elaboration of the seminar paper by the student should adhere to the methodological and technical format according to the guide prepared by the College. The guide is posted on the bulletin board, on the college website and emailed to students.

15.7. After compiling the final copy of the paper, the student sends the hard copy to the teacher, and then the teacher evaluates it.

#### **Article 16**

16.1. The student, in agreement with the teacher, sets the date for the presentation of the seminar paper.

16.2. The paper prepared by two students is obliged to present and show the contribution of each of the students in the paper.

16.3. The presentation of the paper who has done the seminar paper alone is not mandatory.

16.4. The assessment is made by the teacher based on his / her free conviction and methodological parameters of the work.

16.5. The seminar paper is evaluated with a maximum of 10 points, from 0 (zero) to 10 (ten).

#### **Article 17**

17.1. In the course that is being continued, the student has the right to complete the relevant work until the second colloquium.

17.2. For other deadlines the student has the right to send the paper on the day of the exam.



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17.3. Seminar, scientific and research works are evaluated by the teacher of the respective subject.

17.4. The subject teacher does not submit hard copy to the administration of the College.

## VIII. PRESENCE AND ACTIVITY OF STUDENTS IN LECTURES

### Article 18

18.1. When composing the final grade, the teacher is obliged to take into account the presence (attendance) of students in lectures and their activity.

18.2. The subject teacher keeps records of the students who attend the lectures.

18.3. When evaluating the points for attendance, the teacher should also take into account the student's activity in lectures (questions, discussions, debates, etc.)

18.4. Participation in lectures is evaluated with a maximum of 00 points, from 0 (zero) to 20 (ten).

18.5. For engagement - activity, debate or any form chosen by the teacher during the lectures, the student is evaluated up to 10 points, from zero (0) to ten (10).

### Article 19

19.1 The recording of all activities, including participation, works, and other activities regarding the respective subject is done by the subject teacher or his assistant.

19.2 The same records the subject teacher or his assistant is obliged to enter in the electronic database, from the final calculations of which the final grade is derived.

### Article 20

20.1. The final grade is determined based on the points earned in colloquia, exam, points of seminar, research and scientific work, assessment of attendance and activity in lectures for each term of the exam.

20.2. In all study programs of College "*Pjeter Budi*", to determine the level of student success, the following grades will be applied:

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Grading scheme, grade description guide			
Grade	Description	Percentage of knowlege	Equivalence of grades in ETCS
10	Excellent	90-100	A
9	Very good	80-89	B
8	Good	70-79	C
7	Satisfactory	60-69	D
6	Sufficient	50-59	E
5	Insufficient	0-49	FX/F

20.3. The student is considered to have successfully passed the exam if he / she is graded with a grade from 6 to 10, while it is considered that he / she has not passed the exam if he / she is graded with a grade of 5 (five).

20.4. Grade five (5) is not listed in the index.

### Article 21

21.1. After the evaluation of the students, the teacher of the respective subject is obliged to register the points earned by the students in the software system of the College. Teachers will be provided with technical opportunities in the College to carry out their work.

21.2. After the deadline for rejection of grades, the subject teacher signs the final lists of grades.

21.3. Students can view the final list of grades through their account in the student data management system.

21.4. The final grade lists are recorded and stored in the archive of "*Pjeter Budi*" College.

21.5. The student may take the same exam four (4) times. If it does not receive a passing grade four (4) times, the evaluation commission must be formed. If the student does not pass the commission exam, he / she is obliged to repeat the course once more.



## II. COMPLAINTS - STUDENT APPEALS PROCEDURE

### Article 22

22.1. The student can check the exam evaluation test, in the presence of the teacher of the respective subject, or see his / her mistakes while completing the exam evaluation test, on the day when the grades are marked in the index.

22.2. Marking of grades in the index by the professor of the course is done within 3 days or 72 hours from the moment of publication of the results. At the same time, this is the period when the student has the right to refuse the grade.

22.3. If the student is not satisfied with the grade achieved based on the assessment of the knowledge test in the exam, then he has the right to consult with the professor of the relevant subject on the day when the consultations are scheduled. If the assessment of the test was correct, then the student can submit a written request for rejection of the grade obtained in the relevant subject.

22.4. After refusing the grade, the student must take the exam at the next deadline.

### Article 23

23.1. If the student thinks that the subject teacher has not correctly and properly assessed the object of the exam test or the answers given orally, has the right to file a written complaint against the grade obtained in the respective subject and to request the formation of a special commission for the examination.

23.2. The student has the right to file a written complaint to the study program leader against the grade received.

23.3. The complaint must be filed within two working days after the results are announced.

23.4. The complaint can be made for the following reasons:

1. For the written exam - a complaint is filed against the grade obtained in writing;
2. For the oral exam - a complaint is filed against the grade taken orally;



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23.5. For the combined written and oral exam:

1. An appeal is filed against the grade received in writing before entering the oral exam;

2. An appeal is filed against the grade taken orally, which means that the grade from the written exam has been accepted.

23.6. Upon timely receipt of the complaint, the Study Program Leader forms the examination commission within one working day after the complaint is received and appoints three members, but without the questioner against whose grade the student has complained.

23.7. In case the oral exam is repeated, the evaluation by the commission is done on the next working day after the commission is appointed.

23.8. In case of complaint against the grade in the written exam, the written exam will be reviewed by the commission on the next working day after the commission has been appointed.

23.9. No appeal may be lodged against the evaluation of the commission.

23:10. Tests from examinations related to student assessment are stored for at least one (1) year.

## **VIII. CONDITIONS FOR IMPROVING GRADES AFTER ALL COMPLETION**

### **EXAMINATIONS**

#### **Article 24**

24.1. For the improvement of the grades, the student can submit a request after having completed all the exams foreseen by the curriculum of the respective Program in the College "Pjetër Budi" - Prishtina, before the defense of the Bachelor topic.

24.2. The student can improve a maximum of three (3) grades in Bachelor studies.

24.3. The request for improvement of grades (re-evaluation) can be made for all subjects of all academic years taking into account the restrictions set by the previous paragraph.



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#### **Article 25**

##### **Procedure for improving grades**

- 25.1. The student who is interested in improving certain grades must submit an application with writing.
- 25.2. The student is obliged to make a payment of 35 Euros for each exam which he / she wants to re-take.
- 25.3. The written request is submitted to the Student Service and is addressed to the Head of the respective Study Program.
- 25.4. In the application the student explains the reason for submitting the request for improvement of grades.

#### **Article 26**

- 26.1. Upon receipt of the request, the Head of the relevant Study Program reviews the request and decides on the fulfillment of the conditions for its realization.
- 26.2. If the request is submitted in accordance with the provisions of this Regulation, the Head of the Study Program forms the evaluation committee for the subjects which has submitted a request for improvement to the student.

#### **Article 27**

- 27.1. The evaluation commission should be appointed of 3 members.
- 27.2. One of the members of the Commission should be appointed professor of the respective subject.
- 27.3. Assessment should include the student's knowledge, skills and competencies in the relevant subject, in accordance with the syllabus of the subject.
- 27.4. The assessment will not take into account the individual work of the student.

#### **Article 28**

- 28.1. The Evaluation Commission decides on the form of organization of the exam. The form of organization of the examination must be in accordance with this Regulation.



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28.2. In the exam the student can be evaluated from 0-100 points.

#### Article 29

29.1. The evaluation committee decides by a majority of votes for the final evaluation of the student.

29.2. The criteria provided by this Regulation apply to the final grade.

29.3. In case the Commission finds that the student is not prepared for a higher grade, then the preliminary grade will remain in force.

29.4. The final grade is noted in the student in the index and is registered in the electronic system of students.

29.5. The final grade obtained in accordance with these procedures replaces the preliminary grade and the student is counted in the overall grade point average (GPA).

29.6. An appeal against the decision of the Evaluation Commission is not allowed.

### III. TRANSITIONAL AND REVOLUTIONARY PROVISIONS

#### Article 30

30.1. With the entry into force of this Regulation, the old Regulation on the Organization of Exams and Student Assessment is repealed.

30.2. This regulation enters into force on the day of signing by the Rector of the College.

Rector of the College

Prof. Ass. Dr. Artan Haziri



