



This is an official translation of the Instruction on Assessment of Study Course/Module of University of Liepaja, approved by Resolution No. 2010/79, Protocol No. 6 of LiepU Senate, December 20, 2010. Latvian version of the Regulations prevails over this translation in case of dispute.

UNIVERSITY OF LIEPAJA REGULATIONS ABOUT OF STUDY COURSE/MODULE EXAMINATION

APPROVED

by Resolution No. 2010/79, Protocol No. 6 of LiepU Senate, December 20, 2010

Reference: Constitution of the University of Liepaja, Article No. 2.4

1. GENERAL PROVISIONS

- 1.1. The Instructions regulate the order study course/ module assessment shall be organized, carried out and recorded in the respective study documentation.
- 1.2. The Instructions shall ensure an objective assessment of students' knowledge and encourage a systematic work during a semester.
- 1.3. Students' knowledge within each study course/ module shall be assessed and evaluated according to equal requirements regardless of the number of academic staff involved. The lecturer/professor of the study course/ module or a lecturer/professor assigned by the respective Dean/ Vice-dean shall carry out the assessment.
- 1.4. The requirements shall be described in the study programme in paragraph Order for Obtaining Credit Points or in the module description in paragraph Assessment of Module. The subject requirements shall define the information about class attendance and assessments compulsory for the final evaluation of the respective study course/ module.
- 1.5. The study course/module final evaluation shall consist of the final examination in a study course/ module and/or evaluation tests taken within a semester.
- 1.6. Assessments for a study course may be organized in different forms as followed:
 - an examination,
 - a test.
- 1.7. The final assessment for a module is examination.
- 1.8. Examination is a type of assessment where student's knowledge and skills are evaluated based on the final assessment of a study course/ module organized according to the corresponding regulations.
- 1.9. Test is a type of assessment where student's knowledge and skills are evaluated based on the results of assessments (*tests, verbal and written reports in seminars and conferences and other types of assessment used in order to acquire a study course successfully*) organized during a corresponding semester.
- 1.10. Re-sitting of tests or final examination shall not be allowed when a student has received a successful evaluation.
- 1.11. Starting the programme of each subject/ module students shall receive the content of the programme from the academic unit/ Dean's Council.
- 1.12. The programme of the corresponding study course/ module shall display the test schedule.

1.13. The results of the assessments are recorded based on two indexes: quantitative and qualitative.

The quantitative index is the amount of credit points obtained for the corresponding study course (CRP).

The qualitative index for examinations and tests is expressed in the ten-point grading system.

10-point system	Verbal description	Abbreviation for recording in study documentation	Description
10	with distinction	izc.	Knowledge of the student is substantially higher than the estimated normal level, reflects to his/her independent research, about thorough understanding of problems.
9	excellent	teic.	Has mastered the subject at high level, obtained skill to use knowledge independently
8	very good	ļ.labi	Has mastered subject at high level, however sometimes missing deeper understanding and skills to use knowledge applies to more complex aspects.
7	good	labi	Has mastered subject well, however at the same time can still be seen few minor mistakes in knowledge support.
6	almost good	g.labi	Has mastered subject well, however can still be seen major mistakes and knowledge is not deep enough.
5	satisfactory	viduv.	Has basically mastered the subject, solves standard tasks, however, uses well-known cognitive methods only.
4	almost satisfactory	g.viduv.	Has basically mastered the subject, a student has weaknesses in more important problems and difficulties to use knowledge in practical way.
3	poor	vāji	Has mastered the study material poorly about subject main problems, however, not able to use obtained knowledge in practical way.
2	very poor	ļ.vāji	Has mastered the study material very poorly about few problems, and missing most important details and orientation of the subject.
1	extremely poor	ļ.,ļ.vāji	Does not have comprehension about subject main problems.

A student is successful i.e. he/she obtains the corresponding credit points if he/she receives evaluation “almost satisfactory” (4 points) or higher.

1.14. A student must carry an ID document when attending an assessment.

1.15. A student who has successfully passed all tests according to the subject programme is allowed to register for the studies and continue the studies.

- 1.16. Records in Group's Examination List or in Individual Evaluation Sheet shall confirm the study course results.
- 1.17. In order to attend an individual examination a student must receive Individual Evaluation Sheet and pay the assessment fee according to LiepU fees and expenses. A student must not pay the assessment fee if he/she has not passed the examination or test in the defined time due to valid reasons.
- 1.18. The evaluation obtained within a study programme is recorded in the Study Card and in the Diploma Supplement.
- 1.19. The recognition and alignment of non-LiepU study courses shall be done according to the corresponding Regulations of LiepU.
- 1.20. The study courses acquired within Academic Exchange Programmes of European Union, which do not conform, with the corresponding study programme of a student shall be added to the optional subjects in form of CRP.

2. STUDENTS' OBLIGATIONS AND RIGHTS

Student's obligations:

- 2.1.1. to attend the assessments in accordance to the time schedules defined in the corresponding time-table.
- 2.1.2. to confirm the time for the second or an individual assessment with the academic staff in advance
- 2.1.3. to receive Individual Evaluation Sheet and pay for the corresponding assessment according to LiepU fees and expenses in the Administrative Unit;
- 2.2. Student's rights:
 - 2.2.1. to attend a tutorial with the respective academic staff before the assessment;
 - 2.2.2. to hand in an appeal on the evaluation to the faculty Dean/ the respective Vice-Dean until the end of the next working day since the announcement of the evaluation, which shall be considered by the faculty Dean/ the respective Vice-Dean within one working day;
 - 2.2.3. to take the corresponding examinations or tests two times without Assessment Committee in order to receive successful evaluation; for taking the examination the last (the third) time Dean/ the respective Vice-Dean establishes a commission (with not less than three representatives of the academic staff); the examination shall be taken in due time set by the Dean/ the respective Vice-Dean;
 - 2.2.4. to ask the Dean/ the respective Vice-Dean in written form to postpone the assessment to later due to valid reasons; an extension of the semester for working off academic debts can be given by the faculty Dean;
 - 2.2.5. to ask in written form for a permission from the Dean/ the respective Vice-Dean to attend the lectures of unsuccessfully passed study courses/ modules the second time; the attendance shall be paid according to LiepU fees and expenses.

ACADEMIC STAFF'S OBLIGATIONS AND RIGHTS:

Academic staff's obligations:

- 1.0.1. to introduce with the study course/ module requirements when starting the corresponding study course/ module but not later than in the second lecture;
- 1.0.2. to receive Examination List or Individual Evaluation Sheet in the administrative unit before taking an assessment;
- 1.0.3. to record the results of an assessment (successful or unsuccessful) in the Examination List or in the Individual Evaluation Sheet;
- 1.0.4. to submit the Examination List to the Academic Unit within five days after the assessment.

Academic staff's rights:

- 1.1.1. not to allow students without valid ID documentation to attend an assessment;
- 1.1.2. not to allow students who have not met the requirements of the corresponding study course/module; academic staff shall submit a note to the faculty Dean/ the respective Vice-Dean up to three days before assessment;
- 1.1.3. if a student is not allowed to attend an assessment or has not attended an assessment to record it in the Examination List with evaluation "N".
- 1.1.4. to include additional questions about study course/module in order to define the evaluation;
- 1.1.5. to turn the student out of the examination room and to grant a failure mark if he/she makes use of not allowed means;
- 1.1.6. not to evaluate student's written work if plagiarism is determined; to inform the faculty dean about it.

4. STUDY DOCUMENTATION

4.1. Study Card

Study Card is the main study record keeping documentation containing the information about the respective student and his/her studies. Study Card is completed in LAIS database. Academic unit record keeper completes and refreshes the data about a student. Record keeper records the results of assessments according to the results recorded in Examination List or Individual Evaluation Sheet signed by the respective academic staff.

Academic unit Record keeper is responsible for the accuracy of the information in the Study Card and certifies the accuracy of the data with signature.

Academic unit Record keeper submits the Study Card with information about study progress in semesters to the Personnel Department within one month after the end of an academic year.

The preparation of Transcripts of Records incl. after-graduating documentation shall be based on the Study Card.

After graduating Study Card shall be stored in the archives for 75 years.

4.2. Examination List and Individual Evaluation Sheet

Examination List and Individual Evaluation Sheet is documentation for recording the attendance of students, as well as evaluation. Teaching staff receives Examination List in the academic unit before the assessment and submits completed within five days after assessment. The respective teaching staff certifies the Examination List with signature. Academic unit Record keeper completes Study Card according to the Examination List.

4.3. Transcript of Records

Transcript of Records is documentation providing the following information: study programme; study course acquired; information about the respective teaching staff; credit points of the Study course and approximate comparison to ECTS grades; evaluation (ten-point grading system and verbal description); assessment date.

The Rector signs the Transcript of Records. The official stamp of the University certifies it.

A copy of the Transcript of Records is added to Student File.

4.4. Diploma Supplement

Diploma Supplement is documentation providing description of the nature, level, context and status of the studies that were successfully completed by the individual. Diploma Supplement should be free from any value judgements, equivalence statement or suggestion about recognition.

The Rector signs the Diploma Supplement. The official stamp of the University/ High School certifies it.

A copy of the Diploma Supplement is added to Personal File.

Regulations entry into force December 20, 2010

Deputy Speaker of the Senate (Signature) Z.Gūtmane