

On September 28th 2012 the Faculty of Civil Engineering, University of Rijeka introduced the consolidated text of the Regulations on Student Evaluation and Assessment at the Faculty of Civil Engineering, University of Rijeka which includes the Regulations introduced on October 29th 2009, the Decision on Amendments to Regulations introduced on July 21st 2011 and the II. Decision on Amendments to Regulations introduced on September 27th 2012.

**REGULATIONS ON STUDENT EVALUATION AND ASSESSMENT
AT THE FACULTY OF CIVIL ENGINEERING, UNIVERSITY OF RIJEKA
CONSOLIDATED TEXT**

**Article 1
Subject to standardization**

1. Subject to standardization of these Regulations are the rules of student evaluation and assessment based on the European Credit Transfer System (hereinafter: ECTS evaluation system) as well as the correlation between the ECTS evaluation system and the national numerical grading scale.
2. Since October 1st 2008 the Regulations have been applied at the undergraduate and the graduate university studies as well as at the vocational and specialist graduate vocation studies held at the Faculty of Civil Engineering, University of Rijeka.
3. The adopted ECTS evaluation system is based on percent assessment of acquired student learning outcomes and is measured on a scale from 0 to 100%. Such system also enables evaluation of student accomplishments outside national frames and is in accordance with European recommendations.

**Article 2
Evaluation within the ECTS system**

1. During the teaching process and at the final exam a student can acquire a total of 100% (100 points respectively).
2. A student can acquire a maximum 70% of the grade (70 points respectively) during the teaching process and a maximum 30% (30 points respectively) at the final exam. When taking the final exam, a student must acquire at least 50% of the points (15 points respectively). The final grade is the sum of percentages acquired through the teaching process and at the final exam.
3. If a course curriculum does not include a final exam, a student acquires up to 100% (100 points respectively) during the teaching process.
4. In the course curriculum (which the students have access to on the web site before the teaching starts) the teacher defines the process of point acquirement, grading, student obligations and minimum points for each activity.

5. The integral part of the Regulations is *Appendix 1* which defines student activities and the maximum points the specific activities contribute to the student overall success.

Article 3 Exam

1. A student can take the exam in the course which he/she enrolled in according to the teaching material which was specified in the study program and the course curriculum.
2. The exam is taken in the written form, as an oral examination, as practical work or any combination of the above. Written and oral examinations consist of exam questions which are based on specified learning outcomes (knowledge, skills and general competences) and which are regularly evaluated. The exam form is defined by the study program and the course curriculum. The exam must have the same form in all examination periods.
3. Written exam is taken under student personal code.
4. A student can take the final exam if he/she has met all the requirements during the teaching process, which is specified and regulated by the Article 5, Paragraph 1 and the Article 6, Paragraph 1 of these Regulations.
5. A student can take the makeup exam if he/she has met all the requirements during the teaching process which are specified in the Article 5, Paragraph 2 and the Article 6, Paragraph 2 of these Regulations.
6. By its contents the makeup exam is identical to the final exam.

Article 4 Examination periods

1. Students take makeup and final exams during examination periods.
2. The examination periods are posted on the bulletin boards and uploaded to the official web page of the Faculty before the teaching process starts.
3. A student can take the final or makeup exam at the same course maximally three times in one academic year within the four examination periods defined by the exam schedule.
4. When the teaching process is held during the semester, two examination periods are held after the semester is completed and another two by the end of the academic year.
5. When the teaching process is held in sessions, one examination term is held in the week after the teaching process has been completed, the second within the next 30 days and two by the end of the academic year.
6. After the examination period has finished and 5 working days from the examination term at the latest, the teachers deliver the exam lists to the Student Admissions Office.

Article 5

Student evaluation at undergraduate university and vocational studies

1. At the undergraduate and vocational studies the student can take the final exam if he has acquired at least 40% of the overall grade (40 points respectively) during the teaching process.
2. If the student has acquired 30 to 39.9% of the overall grade during the teaching process, he/she can take the makeup exam and acquire at least 50% of exam points (15 points respectively) to acquire 10% of the grade. Otherwise, the student must enroll in the same course again.
3. If the student acquires 29.9% of the grade or less during the teaching process, he/she must reenroll in the course in the next academic year.
4. During the last week of the teaching process, a makeup for different evaluation tasks included in the course curriculum can be held. The teacher determines which tasks can be retaken and specifies them in the course curriculum. A student can retake the makeup tasks only to the extent of 30% (30 points respectively) of the overall grade.
Before the final/makeup exam, the makeup tasks can be taken by:
 - students who acquired 40% of the overall grade during the teaching process but have not met the required minimum of specific tasks. After having completed the makeup tasks, the acquired points are added to the total number of points. However, the total number of points acquired during the teaching process must not exceed the number of points acquired prior to completing the makeup tasks.
 - students who acquired between 30.0% and 39.9% during the teaching process so that the makeup tasks allow them to take the final exam. When the points acquired by completing the makeup task are added to the previously acquired points, this student category cannot acquire a total of more than 40% (40 points respectively) during the teaching process.
 - students who acquired less than 30% during the teaching process but whom the makeup task completion allows to take the makeup exam. When the points acquired by completing the makeup task are added to the previously acquired points, this student category cannot acquire a total of more than 39.9% of the grade (39 points respectively) during the teaching process.

Article 6

Student evaluation at graduate university and specialist graduate vocational studies

1. At the graduate university and specialist graduate vocational studies the student gains the right to take the final exam if he acquires at least 50% of the overall grade (50 points respectively) during the teaching process.
2. If the student acquires 40 to 49.9% of the overall grade during the teaching process, he/she can take the makeup exam and acquire at least 50% of exam points (15 points respectively) to acquire 10% of the grade. Otherwise, the student must enroll in the same course again.

3. If the student acquires 39.9% of the grade or less during the teaching process, he/she must reenroll in the course in the next academic year.
4. During the last week of the teaching process, a makeup for different evaluation tasks included in the course curriculum can be held. The teacher determines which tasks can be retaken and specifies them in the course curriculum. A student can retake the makeup tasks only to the extent of 30% (30 points respectively) of the overall grade. Before the final/makeup exam, the makeup tasks can be taken by:
 - students who acquired 50% of the overall grade during the teaching process but have not met the required minimum of specific tasks. After having completed the makeup tasks, the acquired points are added to the total number of points. However, the total number of points acquired during the teaching process must not exceed the number of points acquired prior to completing the makeup tasks.
 - students who acquired between 40.0% and 49.9% during the teaching process so that the makeup tasks allow them to take the final exam. When the points acquired by completing the makeup task are added to the previously acquired points, this student category cannot acquire a total of more than 50% (50 points respectively) during the teaching process.
 - students who acquired less than 40% during the teaching process but whom the makeup task completion allows to take the makeup exam. When the points acquired by completing the makeup task are added to the previously acquired points, this student category cannot acquire a total of more than 49.9% of the grade (49 points respectively) during the teaching process.

Article 7

Student absence from the teaching process activities and the exam

1. A student can be absent from maximum 30% of the planned active teaching classes (lectures, seminars or tutorials).
2. Students who have been justifiably absent from a certain point-gaining activity or the exam (due to an illness, death in the family, preparation trainings or playing in the national spot teams) and who have submitted a timely and valid written excuse and statement to the teacher regarding their absence have the right to complete an extra makeup task or a makeup exam.

Article 8

Evaluation within the ECTS system

1. The final grade is a sum of percentages acquired during the teaching process and the percentage acquired at the final or makeup exam.
2. Students who have acquired more than 40% of the grade at the undergraduate studies and more than 50% of the grade at graduate studies and have passed the final exam are graded with D or a higher grade.
3. Students who successfully pass the makeup exam are graded with the grade E.
4. If a course curriculum does not include a final exam but includes the grading, the final grade is a sum of percentages acquired during the teaching process. Undergraduate university and vocation study students must acquire at least 40% (40 points respectively) while graduate university and specialist graduate vocation study

students must acquire at least 50% of the grade (50 points respectively) during the teaching process.

5. If the course curriculum does not include grading, at the end of the teaching process the teacher evaluates the student with “met the requirements” and writes it down in the course of studies report if the student has acquired more than 50% of the grade (50 points respectively) during the teaching process.

Article 8.a

Classification of students according to the overall success criteria

The classification of students according to the overall success at the exam is made by the absolute distribution method as follows:

- A – 80 to 100% of the grade at the undergraduate studies, respectively 90 to 100% of the grade at the graduate studies,
- B – 70 to 79.9% of the grade at the undergraduate studies, respectively 80 to 89.9% of the grade at the graduate studies,
- C – 60 to 69.9% of the grade at the undergraduate studies, respectively 70 to 79.9% of the grade at the graduate studies,
- D – 50 to 59.9% of the grade at the undergraduate studies, respectively 60 to 60.9% of the grade at the graduate studies and
- E – 40 to 49.9% of the grade at the undergraduate studies, respectively 50 to 59.9% at the graduate studies.

Article 9

Numeric grading system

1. Information on success expressed by the ECTS percentage evaluation system, the letter grade and the numeric grade are entered by the teacher to the student's course of studies report, respectively, to the exam list after the examination period has finished
2. The numeric grading system is compared to the ECTS grading system as follows:

<i>Numeric grade</i>	<i>ECTS evaluation system</i>
Excellent (5)	A
Very good (4)	B
Good (3)	C
Sufficient (2)	D, E
Insufficient	F, FX

3. Passing grades which are entered into the course of studies report are: excellent (5), very good (4), good (3) and sufficient (2).

Article 10

Acknowledgement of grades acquired outside the ECTS evaluation system

All grades acquired prior to introduction of the ECTS evaluation system, respectively the study program modifications (2008/09) will be acknowledged according to the study program modifications and the grades will be transferred to the ECTS evaluation system as follows:

<i>Numeric grade</i>	<i>% of the grade – undergraduate university studies and vocational studies</i>	<i>% of the grade – graduate university studies and specialist graduate vocational studies</i>	<i>ECTS evaluation system</i>
Excellent (5)	90%	95%	A
Very good (4)	75%	85%	B
Good (3)	65%	75%	C
Sufficient (2)	55%	65%	D

The same criterion will be applied for acknowledging previously acquired grades to students transferring to studies offered by the Faculty of Civil Engineering, University of Rijeka from other higher institutions where the ECTS evaluation system is not applied.

Article 11

The provisions of Regulations on Studies of University of Rijeka (consolidated text from July 1st 2008), the Decision on Amendments to Regulations on Studies of University of Rijeka introduced on July 19th 2011 and the III. Decision on Amendments to Regulations on Studies of University of Rijeka introduced on July 10th 2012 are applied to all matters which are not regulated by these Regulations.

Article 12

These Regulations come into effect on the eight day from the day they were posted on the bulletin board and uploaded to the web page of the Faculty and have been applied since March 1st 2010.

Article 13

The Decision on Amendments to Regulations on Student Evaluation and Assessment at the Faculty of Civil Engineering, University of Rijeka applies to all students since the academic year of 2011/2012.

Article 14

Appendix 1: The ECTS evaluation system at the Faculty of Civil Engineering in Rijeka is an integral part of these Regulations.

Dean:

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Appendix 1: ECTS evaluation system at the Faculty of Civil Engineering in Rijeka

STUDENT ACTIVITIES AND TASKS	ACCOMPLISHMENT LEVEL (WHICH CAN BE EVALUATED BY THE LISTED ACTIVITY)	PERCENTAGE IN OVERALL ACCOMPLISHMENT (OVERALL ACCOMPLISHMENTS ARE EVALUATED UP TO 100%)	Note
Class attendance		0 - 5%	- if assigned points to, class attendance records must be kept regularly
Written exam	- knowledge, comprehension, application, analysis	0 – 30%	- per each test
Individual problem solving (outside classes)	- application, comprehension	0 - 10%	- take account of copying
Individual problem solving of particular tasks	- comprehension	0 - 20%	- overall
Oral exam	- knowledge, comprehension, application, analysis	0 – 15%	- overall
Solving engineer problems under controlled / ideal conditions; individual or team work	- application	0 – 30%	- overall
Solving a real engineer problem (projects at different development levels and other); individual or team work	- analysis	0 - 30%	- overall
Evaluation, assessment and comparison of solutions	- analysis, evaluation and assessment	0 - 20%	- the solutions can be reached by a student or they can be prepared in

			advance
Seminar paper – in written form / presentation	- comprehension, analysis, evaluation and assessment	0 – 30%	- overall
Notes, log, essay	- comprehension, application	0 – 10%	- overall
Field work (as part of the course curriculum)	- comprehension, application	0 - 10%	- take account of actual effort of a student, respectively the acquired learning outcomes during the field trip
Making presentations (a poster, power point presentation and other)	- application, analysis	0 – 10%	- overall
Discussion or answering the questions orally during the teaching process	- knowledge, comprehension, analysis	0 - 10%	- take account of providing the same opportunities for all students to participate in these activities - take account of guided discussion rules
ACKNOWLEDGEMENT OF INFORMALLY ACQUIRED LEARNING OUTCOMES			<i>Since these learning outcomes are not an integral part of the course curriculum, the so called bonus points are allotted which are not included in the 70% (or 70 points) acquired during the teaching process; learning outcomes must be assessed by certain criteria.</i>

<ul style="list-style-type: none"> - seminar paper - presentation - record, log - other forms of learning outcome assessments 	<ul style="list-style-type: none"> - knowledge, comprehension, application 	<p style="text-align: center;">0 -10%</p>	<ul style="list-style-type: none"> - includes learning outcome acquirement through activities which are not included in the course curriculum (e.g., an individual field trip and presentations, solving specific professional problems and other)
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