

Approved

Jāzeps Vītols Latvian Academy of Music

Senate meeting of 6 February 2013, Minutes No. 2

As amended by a decision of the JVLAM Senate at its meeting of 15 January 2014, Minutes
No 1

As amended by a decision of the JVLAM Senate at its meeting of 24 October 2018, Minutes
No 8

as amended at the meeting of the Senate of the JVLAM on 2 November 2022, Minutes No 10

Jāzeps Vītols Latvian Academy of Music
REGULATIONS
on the procedure for organising examinations and
assessing students' competence

Approved in accordance with Section 15 (1) of the Law on Higher Education and

Sub-paragraph 112.5 of the JVLAM Constitution

1. General provisions

1.1. The Regulations have been elaborated with the aim to specify the content formulated in the description of the content and implementation of study programmes of Jāzeps Vītols Latvian Academy of Music (hereinafter - JVLAM), which is related to the formulation of study course learning criteria for achievement and assessment of study results, types, forms and procedures of competency testing.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

1.2. The content of the Regulations is made in accordance with Section 56¹ of the Law on Higher Education *Course of Study*, Paragraph 2 *Description of the Course of Study*, Clause 5, which sets out the requirements to determine the criteria for the assessment of study results, the requirements formulated in the Cabinet Regulation *On the State Standard for the First Level of Professional Higher Education*, *Regulations on the State Standard for the Second Level of Professional Higher Education*, *Regulations on the State Standard for State Academic Education* and *Regulations on the State Standard for Professional Higher Education for the Degree of Doctor and the Procedure for the Award of the Professional Doctor Degree in Arts*, which relate to the basic principles and basic forms of assessment of the completion of the programme.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

1.3. The procedure for organising examinations and assessing the competence of students applies to full-time students registered in study programmes at all levels.

1.4. These Regulations apply to the types, forms and conduct of examinations, as well as the rights and obligations of students, lecturers and study support staff in the process of evaluating the results of study course learning.

1.5. The completion of a study course is assessed according to the content, assessment criteria and requirements specified in the course description.

2. Types of tests, test planning

2.1. The types of tests are:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.1.1. final pass/fail test;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.1.2. Exam.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.1.3. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.1.4. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.2. The lecturer may also organise the examination of the study results achieved by the student in intermediate examinations.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.2.1. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.2.2. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

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(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

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(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.2.8. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3. The type of examination is determined in the study plan, according to the following principles:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.1. For those courses that end with a national examination or a final examination or a national final examination for the award of a degree and/or qualification, the type of examination is "examination" (or "diploma examination").

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.2. For courses of 3 CP or more, the type of examination is "examination";

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.3. For courses of study of 2 CP, the type of examination may be either "examination" or "pass/fail". The decision shall be made by the Senate, approving the study plan, upon the proposal of the head of the course department and the study programme director, taking into account the funding allocated for the implementation of the study programme;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.4. for courses of study of 1 CP, the type of examination shall be "pass/fail", with the following exceptions:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.4.1. in a given semester, this examination concludes a course of study which has been pursued over several semesters and has a total (across all semesters) of 2 CP or more;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.4.2. the test is part of a specialised course of study.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.3.¹ the content requirements of the examination, as well as the form of the examination, the criteria and methods for assessing competence are specified in the course description (including the requirements of intermediate examinations, if these determine the final mark for the examination). The lecturer shall inform students of the examination requirements at the start of the course of study. Students who have not attended a class are personally responsible for obtaining the information required for the course.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.4. **Interim examinations** (midterm tests, seminars, etc.) and **pass/fail final tests** take place within the framework of theoretical and practical classes (contact hours) during a 10-week period of each semester:

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

2.4.1. the dates of mid-term examinations and final tests examinations of a course of study shall be planned, and the times of mid-term examinations and examinations shall be

communicated to the students by the lecturer of the course of study concerned, who shall also inform the study work planner about the date of the examination within no more than one month after the beginning of the semester. Upon receiving information from the course lecturer about the date and time of the examination, the study work planner shall place this information in the ASIMUT system as well as in the examination timetable;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.4.2. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.4.3. Deleted;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.4.4. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.5. **Examinations**, as specified in the course description, are:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.5.1. during contact hours/consultation hours (including during exam week);

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.5.1.¹ outside contact hours, if this is specified in the course description and included in the additional resources.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.5.2. exams, in collaboration with the study planner, shall be planned by:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

- a lecturer, if the student's competence is assessed by a single lecturer;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

- the head of the department, if the student's competence in the examination is assessed by an examination board.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.5.3. one examination may normally be scheduled per working day, but several examinations may be arranged on the basis of a written request by the student in consultation with the Head of Department of the course concerned.

2.5.4. The list of examinations is approved by the Vice-Rector for Academic Affairs of the JVLAM.

2.5.5. students are informed about the time of the examination by the course lecturer if the examination is scheduled during contact hours. If the examination is scheduled to take place outside contact hours, students shall be informed of the time of the examination by the course lecturer and/or the head of the department. The lecturer of the course of study and/or the head of the department shall also inform the study work planner of the date of the examination no later than one month after the beginning of the semester, who shall upload this information to the ASIMUT system as well as in the examination timetable.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.6. In order to be eligible to sit the examination and receive a pass mark, the student must pass all the requirements of the intermediate examinations and complete the amount of course work specified in the course description. Depending on the specifics of the study course, the lecturer may also set requirements for class attendance in the course description.

2.7. The planning, procedures and requirements for the diploma and doctoral examinations are laid down in specific documents:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.7.1. Regulations on state examinations and state examination commissions in professional bachelor's and professional master's study programmes;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.7.2. Regulations on final examinations and final examination boards of the academic master's study programme;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.7.3. JVLAM Regulations on Doctoral Studies;

2.7.4. Regulations on State Final Examinations of the First Level Professional Higher Education Study Programme "Teacher of Music, Dance and Arts in Vocational

Orientation and Interest Education " - Qualification Examinations and State Final Examination Boards;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

2.7.5. Regulations on State Examinations and State Examination Board in the Professional Doctoral Study Programme Arts.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3. Examination formats

3.1. The forms for examination and interim examination are:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.1. a written examination in which the lecturer or the examination board assesses a written or e-learning assignment (e.g. a control test, independent work, report, paper, essay, etc.);

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.2. an oral examination in which the lecturer or examination board assesses the student's oral answers and explanations, demonstrations (e.g. a control test, seminar, presentation, report, etc.);

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.3. a combined examination in which the lecturer or the examination board assesses both the student's oral answers and written assignments. The proportion of oral and written, etc., parts in the examination is determined in the course description;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.4. an artistic-creative test, in which the lecturer or the test committee assesses the student's artistic skills: performance of compositions, production, dance composition, choreography, playing scores, work with orchestra or choir, composition, instrumentation, arrangements, improvisation, sound recording, and other forms of artistic-creative tests (e.g. academic / practice concert, etc.);

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.5. Specialty technical skills tests, in which the lecturer or a testing board assesses the student's technical skills (e.g. technical tests, etc.);

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

3.1.6. other forms of examinations according to the specifics of the course of study.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4. Key documents for the assessment of the learner's competence and the reflection of the assessment

4.1. The assessment of the student's competence in a test (lecture or examination) shall be determined by the lecturer of the course of study or by the examination board. The assessment mark shall be presented to the student immediately after the assessment (if possible). The assessment of the student's competence in the mid-term examination shall be determined by the course lecturer.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.1.¹ The course lecturer or the chair of the examination board shall enter the examination mark into the LAIS system no later than 3 working days after the end of the examination (for large groups/streams, the entry of the examination mark into the LAIS system shall be ensured no later than 7 days after the end of the examination). If the course lecturer or the chair of the examination board is unable to upload the examination mark in the LAIS system, the head of the department or class shall do so.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.1.¹.1. if it is not possible to check the student's competence because the student has not appeared for the examination or has appeared but has refused to take it, then the lecturer or the chair of the examination committee shall enter "n" in the assessment field of the relevant study course in the LAIS system;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.1.12. the lecturer or the chairperson of the examination board shall inform the registrar if a student has failed the examination or has received a failing grade.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.1.13. as soon as the study registrar receives information from the lecturer that a student has failed an examination or has received a failing grade, the study registrar shall send a reminder to the student about the further course of action.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.1. Deleted.

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4.2.7.2. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.7.3. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.8. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.9. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.10. Deleted.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.11. The results of studies reflected in the LAIS system shall be summarised by the study registrar and entered into Progress Summary Register, as well as included in the student's Study Card within one month after the end of each semester;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.12. when the Study Card is issued at the end of the study programme, the study registrar, following the principle of summation of positive achievements, sums up the results of all semesters of the study course, divides by the number of marks and enters the average mark in the total mark column;

4.2.13. summarising the results of study courses for which examinations have been taken several times, the LAIS system displays the mark of the last examination in the study course in the relevant semester of the Study Card.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.14. The results of the examinations entered by the lecturers in the LAIS system are used for ranking the quality of the student's studies and for the scholarship competition. For those courses for which the examinations have been taken more than once, the LAIS system shall record all results in chronological order. The ranking process and the awarding of scholarships shall take into account the result obtained at the first attempt. If a student scores "N" in an examination and the justification for the grade does not warrant an excuse, "0" (zero) is used in the ranking and scholarship calculation. If a student has an "N" in an examination and the student has a valid reason for this, the result obtained in

the first attempt of the examination agreed outside the deadline shall be taken into account in the ranking and scholarship awarding process.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.2.15. The course lecturer or the chair of the examination board (or, in the case of 4.1.1, the head of the department or class) is responsible for the fair and objective presentation of all examination results in the LAIS system. If the course lecturer or the chair of the examination board is unable to upload the examination mark in the LAIS system, the head of the department or class shall do so.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3. For national examinations, final examinations, final exams and diploma examinations, in addition to entering the results in the LAIS system, the diploma examination mark reports are filled in electronically outside the LAIS system and returned to the relevant study registrar:

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.1. the forms for the evaluation report of the diploma examination shall be approved by the Vice-Rector for Academic Affairs;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.2. The diploma examination evaluation reports shall be drawn up by the study registrar and sent electronically to the head of the relevant department or the chair of the diploma examination committee before the examination takes place;

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.3. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.4. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.5. the head of the department or the chair of the examination board shall electronically fill in the diploma examination report and electronically send it to the registrar on the final day of the examination, but not later than on the third working day from the start date of the diploma examination.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

*) Deleted

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.3.6. the registrar shall examine the records of the examination and report the situation to the head of the relevant department within one working day;

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

4.3.7. the head of the relevant department shall ensure that information is received within three working days from students who have missed or failed the examination.

(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

4.3.8. Deleted.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

4.4. In addition to the core documents, the lecturer or the examination board may also specify other examination documents in which students shall reflect their knowledge or skills. These may include: application for a programme to be played, written assignments, test papers, lesson plans for teaching practice, a description of the assignments, a transcript of musical dictation, etc.

4.5. The documents supporting the mid-term assessment (control tests, dictations, reports, presentations, essays, etc. as submitted and assessed in writing) shall be kept by the lecturer until the end of the course of study and for two months thereafter. If the intermediate examination is in the form of an oral or public performance, the lecturer shall, until the end of the course of study and for two months thereafter, keep a written record of the assessment of the intermediate examination, indicating with the date, time, format, name of the student and the mark obtained.

5. Taking the tests outside the JVLAM scheduled dates

- 5.1. It is possible to take examinations outside the dates of examinations scheduled by the JVLAM, including the date of the examination determined by a lecturer - the final examination - with permission from the Vice-Rector for Academic Affairs only.
- 5.2. The date of a scheduled examination may be changed if there are objective circumstances that prevent the examination from being held within the time limit set by the JVLAM and supporting documents have been submitted to the Study Department.
(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)
The following documents are considered as justifying documents: a motivated application from the course lecturer or the chair of the examination board, a motivated application from the student accompanied by a justifying document (a certificate from a medical institution, a certificate from a municipal or cultural institution, an order to study at a foreign university, an order to continue studies after taking a break from studies).
- 5.3. If a student has failed to take an examination within the time limit set by the JVLAM without a justifiable reason, or has not received a successful assessment of the study course content, the student may take the examination (except for the state examination/final examination or the state final examination) in the presence of *the lecturer of the study course (or lecturers if the examination is assessed by a committee) or the head of the department* for a fee, but no more than twice in a row.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
If at the end of the study programme the student wishes to improve the assessment of their competence in one of the study courses, the student may take the examination (except the national examination/final examination or the national final examination) for the entire content of the study course, in accordance with the course description.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
In order to improve the competence assessment of a course of study, the student shall, not later than one month before the meeting of the State Examination Board, submit an application to the registrar of the relevant department and, after obtaining permission from the Vice-Rector for Academic Affairs, pay the fee for improving the competence assessment in the examination.
(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)
The fee per examination is:
- EUR 40.00 if the examination is given by one or two members of the Board,
- EUR 57.00 if the examination is given by three members of the Board.
(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)
- 5.4. The composition and date of the examination board shall be determined by the head of the department of the relevant course of study. When changing the examination date, the Head of the Department may determine a different composition of the examination committee if the lecturer of the course of study or one of the committee members is a guest lecturer or has terminated employment relations with the JVLAM. If the lecturer of the course of study is a guest lecturer and the examination is repeated or taken outside the examination period, the examination may be organised using information technology devices or tools. The examination board may only examine a student for a fee, on presentation of a receipt for payment.
(As amended by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)
- 5.5. All examinations missed in the previous semester must be passed no later than one month after the start of the following semester.
- 5.6. The student shall apply for a change of the scheduled date of the examination, a re-examination or an examination outside the scheduled date electronically by completing and submitting an application form for a change of the examination date available on the JVLAM website. The application must be completed and submitted via the JVLAM user account within no more than three working days from the moment the student receives information about the need to change the date of the examination.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

6. Examination procedure

- 6.1. Examinations are held within the deadlines set by the course lecturer or the head of the department. The student receives information about the dates of the examination from the lecturer of the study course or the head of the department, as well as in ASIMUT or in the e-learning environment system.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 6.2. Intermediate examinations are held in accordance with the course plan, which is part of the course description.
- 6.3. The results of the study course are assessed by the lecturer of the study course or by an examination board. The number of the examination committee and the duration of the examination shall be determined by the document "Standards of additional resources necessary for the implementation of study programmes" approved by the Senate, while the personnel for a particular examination shall be approved by the relevant department in the document "Accounting of contact hours of lecturers for drawing up tariffs".
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 6.3.1 If the examination is "pass/fail", the competence of the students is assessed by the course lecturer;
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 6.3.2 If the examination is an "exam", the competence of the students is assessed by the lecturer of the course or by an examination board appointed by the head of the department.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 6.3.3 The diploma examinations shall be assessed by diploma examination boards established in accordance with the procedures laid down in the statutes listed in Paragraph 2.7 of these Regulations.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 6.4. The content, requirements, assessment criteria and methods of an examination shall be determined by the course description, and the procedure for each examination shall be determined by the course lecturer or the chair of the examination board.

7. Criteria for assessing knowledge and skills

- 7.1. In the examination, the acquisition of course content is assessed on a 10-point scale:
- 7.1.1. - very high level of learning (10 - "outstanding", 9 - "excellent");
 - 7.1.2. - high level of learning (8 - "very good", 7 - "good");
 - 7.1.3. - average level of learning (6 - "almost good", 5 - "satisfactory", 4 - "almost satisfactory");
 - 7.1.4. - low level of learning (3 - "poor", 2 - "very poor", 1 - "very, very poor").
- 7.2. For a pass/fail test, course acquisition and practical accomplishment is rated either "pass" or "fail".
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 7.3. The levels of learning of the course of study referred to in Sub-paragraphs 7.1.1, 7.1.2, 7.1.3 of this Regulation shall be considered positive. Credit points shall be awarded for each course of study, thesis, bachelor's thesis, master's thesis (dissertation/diploma project), state examination, final examination, national final examination or internship objective achieved, if the level of mastery is positive or if the mark "pass" is obtained.
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)
- 7.4. The explanation of the assessment of knowledge and skills is specified in the description of the study content and implementation and in the relevant national education standard, while for those study courses where artistic performance is also assessed, the following explanation of the assessment is applied:
(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

Grade rank in points and description		Level of knowledge and skills
10	with distinction	Knowledge, skills and abilities that go beyond the requirements of the course of study and are indicative of a strong talent and artistry.

9	excellent	Fully mastered the requirements of the course of study, acquired the ability to independently implement what has been learned, creative approach.
8	very good	The requirements of the course have been fully mastered, but sometimes the ability to independently implement and develop what has been learned is lacking.
7	good	The requirements of the course have been mastered, but at the same time there are some insignificant gaps in knowledge and skills.
6	almost good	Course requirements have been met, but performance in some key areas of knowledge and skills is insufficiently robust or convincing.
5	satisfactory	Course requirements have been met in key areas, although there is a lack of stability and performance in a number of key knowledge and skill areas.
4	almost satisfactory	The requirements of the course have been met in the main areas, but there are gaps in several important areas of knowledge and skills.
3	poor	The knowledge and skills taught as part of the course have been acquired superficially, without the ability of using them in practice.
2	very poor	Only individual items of knowledge and skills learned; no understanding of the requirements of the course overall.
1	very, very poor	No understanding of the nature of the course.

7.5. In order to be able to use the ECTS grading scale in international cooperation, a comparison procedure is used between the two grading systems.

Comparison of competency assessment with ECTS

Level of learning	Grade	Clarification	Approximate ECTS grade
very high	10	with distinction	A
	9	excellent	A
high	8	very good	B
	7	good	C
average	6	almost good	D
	5	satisfactory	E
	4	almost satisfactory	E/FX
low	3–1	unsatisfactory	Fail

8. Student's rights and obligations

8.1. Rights:

- 8.1.1. to receive information on the procedures, content and assessment criteria;
- 8.1.2. to demonstrate their knowledge, skills and competences, and demonstrate their competence freely;
- 8.1.3. to receive an objective assessment in accordance with the content requirements of the specific education programme or course of study;
- 8.1.4. to receive the basis for the competence assessment;
- 8.1.5. the right to equal conditions for the conduct of an examination;
- 8.1.6. to appeal if an infringement of the student's rights is found;

8.2. Responsibilities: to comply with the procedures and requirements of the test.

9. Rights and duties of the procurement commission (lecturer)

9.1. Rights:

- 9.1.1. to ask questions after the student's answer to clarify the content of the answer;
- 9.1.2. not to accept the student's demonstration of competence if they have failed to comply with the procedures and requirements of the test;
- 9.1.3. to require a written explanation from the student for any breaches of the examination procedures and requirements;
- 9.1.4. to check any submitted work against the plagiarism control system.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

9.2. Professional duties:

- 9.2.1. to provide information on how the test will be carried out;
- 9.2.2. to enable the student to demonstrate their knowledge, skills and abilities and to freely demonstrate their competence;
- 9.2.3. to objectively assess the student's competence in accordance with the course content requirements;
- 9.2.4. to provide the student with a rationale for the assessment of competence;
- 9.2.5. to ensure that students are tested on a level playing field;
- 9.2.6. to report to the Vice-Rector for Academic Affairs any irregularities found during the review;
- 9.2.7. to immediately inform the Vice-Rector for Academic Affairs if a potential conflict of interest or breach of ethics is identified;
- 9.2.8. to inform the JVLAM immediately, in accordance with the procedure established by the JVLAM, about a detected or possible violation of academic integrity in the student's study work.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

10. Appeal procedure

- 10.1. Students who have a justified complaint about the assessment of their knowledge and skills in the examination have the right to submit a reasoned written request for a review of their assessment within one working day of the announcement of the examination results.
- 10.2. The Vice-Rector for Academic Affairs shall assess the situation described in the application and instruct the examination board or the lecturer to, within two working days, evaluate the decision on the assessment of the student's knowledge and skills and to provide a reasoned explanation. The explanation shall be signed by all members of the relevant inspection panel. The Vice-Rector for Academic Affairs shall consider the explanation of the examination board or the lecturer and notify the student of their decision within two working days.
- 10.3. If the Vice-Rector for Academic Affairs has decided to re-examine the student through appeal procedure, the decision is formatted as a decree stating the date, time of the examination, the approved examination board, consisting of at least one lecturer who did not participate in the assessment of the previous examination, and the examination board's pay provisions.
- 10.4. The appeal examination may be taken within two working days from the date of notification about the decision made by the Vice-Rector for Academic Affairs.
- 10.5. The costs of the work done by the lecturers in the appeal examination shall be borne by:
 - 10.5.1. JVLAM, if the assessment is higher than the competence assessment presented in the appeal;
 - 10.5.2. the student, if the result is similar to or lower than the result shown in the appeal.

11. Transitional provisions

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

11.1. The type of examination (examination or examination) for the course of study must comply with the guiding principles set out in Paragraph 2.3 no later than the beginning of the academic year 2023/2024. In the academic year 2022/2023, the forms of examination for a course of study may not comply with the basic principles set out in Paragraph 2.3 only if this is specified in the study plan or course description approved by 2 November 2022.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

11.2. The assessment of the "credit" type of examination (pass or fail only), as amended in Section 7.2, must be compliant no later than the beginning of the academic year 2023/2024. In the academic year 2022/2023, a "pass/fail" course examination may be assessed on a 10-point scale only if this is stipulated in the study plan or the course description as approved by 2 November 2022.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

11.3. The curricula of study programmes corresponding to the field of study "Arts" shall specify the type of examination no later than from the beginning of the academic year 2023/2024. In the academic year 2022/2023, if the type of examination is not specified in the programme plan, it must be specified in the course description.

(As amended by a decision of the Senate at its meeting of 2 November 2022, Minutes No 10)

Chairperson of the Senate

professor Ilona Meija