



**INTERNATIONAL EUROPEAN UNIVERSITY**

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**REGULATIONS**  
**ON THE ASSESSMENT OF LEARNING OUTCOMES OF**  
**STUDENTS AT THE EUROPEAN BUSINESS SCHOOL**  
**(as amended)**

APPROVED BY  
the Academic Council  
of International European University  
dd. September 28, 2023, protocol No. 7

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<i>On the Assessment of Learning Outcomes of Students at the European Business School (as amended)</i>	<i>REGULATIONS</i>
	<i>Quality management system ISO 9001:2015</i>

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## **1. GENERAL PROVISIONS**

1.1. Current and final semester control are control measures carried out at International European University (hereinafter referred to as IEU), in particular, at the European Business School (hereinafter referred to as EBS), to determine the level of knowledge, skills and abilities acquired by students to the requirements of regulatory documents on higher education and ensure timely adjustment of the educational process in corresponding areas of training and specialties of EBS.

1.2. These Regulations regulate the procedure for organizing and conducting current and final control at EBS at Bachelor and Master levels of higher education.

1.3. The Regulations are developed in accordance with the following regulatory documents:

– The Law of Ukraine On Higher Education dd. July 1, 2014, No. 1556-VII (as amended);

– Order of the Ministry of Education and Science of Ukraine dd. July 15, 1996, No. 245 On Approval of the Regulations on the Procedure for Transfer, Expulsion and Re-Admission of Students at Higher Education Institutions;

– Order of the Ministry of Education and Science of Ukraine dd. October 16, 2009, No. 943 On the Introduction of the European Credit Transfer and Accumulation System at Higher Education Institutions of Ukraine;

– Letter of the Ministry of Education and Science of Ukraine dd. February 26, 2010, No. 1/9-119 On Methodical Recommendations for the Implementation of the European Credit Transfer and Accumulation System and Its Key Documents at Higher Education Institutions;

– 2015 ECTS User's Guide;

– Regulations on the Organization of the Educational Process at International European University.

## **2. ASSESSMENT OF LEARNING OUTCOMES**

2.1. Assessment of learning outcomes includes intermediate, current and final control measures.

2.2. Forms and content of control measures are determined by corresponding educational programs and curricula.

2.3. The main types of control measures are current control, final control and semester control.

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2.4. Control measures are carried out during the academic year in the manner and within the deadlines stipulated by the schedule of the educational process approved for the academic year.

2.5. The sequence of conducting, forms and means of current and final control are determined by the curricula and working plans of Bachelor's and Master's degree programs of full-time and part-time modes of study.

The specific content and organizational and methodical forms of current and final control are determined by working educational programs of the discipline approved in accordance with the prescribed procedure.

2.6. The system of assessment of students' knowledge in each discipline includes current and final semester control of knowledge, assessment of practical training outcomes and execution of term papers at a certain level of higher education.

### **3. CURRENT AND FINAL SEMESTER CONTROL**

3.1. The current control is carried out within the semester during lectures, practical classes, current examination and during the examination week before the test and examination session and is assessed by the amount of points.

3.2. During the current control, one assesses the level of theoretical knowledge and practical skills on the topics included in the discipline, the level of knowledge demonstrated in answers and speeches; activity in discussing issues during practical classes; results of completion and defense of term and control papers, independent study of topics; performing tests, making calculations, writing abstracts (essays); processing workbook tasks, preparing individual assignments, etc.

By decision of the Department, students engaged in research activities, conferences, student research and problem groups, preparation of publications, as well as in competitions, contests, etc. can be awarded additional points.

3.3. At the beginning of the study of the relevant discipline, students are informed of the availability of the working educational program of the discipline (including its electronic version), the content, forms of current control, and assessment criteria.

3.4. The results of the current control are recorded in the Lecturer's Log of Academic Groups.

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3.5. Current assessment of students' knowledge can be conducted in the following forms:

- oral questioning of students during practical classes and assessment of their knowledge level;
- check of correctness of solved practical problems;
- rapid survey (oral or written).

3.6. The results of current control of student knowledge are assessed in general (due to all forms of works) ranging from **0** to **60** points.

Students are admitted to the final control if they fulfil the requirements of the training program and obtain at least **36** points (Table 1) for current learning activities.

Table 1

**Allocation of points for current assessment**

Grade in points for current assessment	Grade according to the national scale
54-60	Excellent
45-53	Good
36-44	Satisfactory
less than 36	Fail

3.7. Students who miss the current control for valid documented reasons have the right to take the current control **within two weeks** after returning to studying.

3.8. Students who miss classes **without valid reasons**, do not participate in current control activities and do not liquidate academic failure are not admitted to the final semester control of this discipline. In this case, an academic staff member puts a mark 'non-admission' into the examination (credit) record on the day of the exam (Pass/Fail test).

Re-taking of the exam (Pass/Fail test) in the discipline is appointed in case of accomplishing all types of educational, independent (individual) work stipulated by the working program of the academic discipline and is carried out according to the approved schedule of academic failure liquidation.

3.9. The final semester control of a certain discipline is an obligatory form of student performance control. It is carried out according to the curriculum in the form of **exam** or **Pass/Fail test** in the period stipulated by the schedule of the educational process and in the amount of training material defined by the working training program of the discipline.

3.10. The maximum amount of points that can be obtained during the exam/test is **40** points (see Table 2).

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Table 2

### Allocation of points for final assessment

Grade in points for final assessment	Grade according to the national scale
36-40	Excellent
30-35	Good
24-29	Satisfactory
less than 24	Fail

Besides, if student's answers at the exam are assessed less than 30%, he or she receives the fail grade for the exam and the fail overall final grade.

3.11. The total grade for the discipline is calculated as the sum of scores for current assessment activities, individual task (if it is provided by the working program) and points obtained during the final semester control.

The overall sum of points is **100**. The total grade for the discipline is given according to the national and European scale.

3.12. When defining the final grade in the academic discipline, one can also take into account additional points received by the student for the completed research work in the chosen discipline. One type of scientific work can only be credited to the results of one academic discipline.

The correspondence is given in Table 3.

Table 3

### Scale of assessment of scientific work of students at International European University

N o.	Type of scientific work	Number of points on a 100-point assessment scale
1.	Scientific research as part of student scientific groups, clubs	5
2.	Scientific research as part of Department's research activities	10
3.	Participation in student research paper competitions / Olympiads (participants/winners):	
	– international	15/20
	– All-Ukrainian	10/15
	– University	5/10
4.	Participation in scientific conferences with publication / without publication of key points of presentations	
	– abroad	12/7
	– in Ukraine	10/5
5.	Scientific articles	
	– in scientific publications of International European University and other national publications	10
	– in foreign scientific publications	15

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3.7. The semester control results at the European Business School are defined according to the European Credit Transfer and Accumulation System (ECTS) and the national scale.

The correspondence is given in Table 4.

Table 4

**Correspondence of the semester rating grade in points to the University scale and ECTS scale**

Grade in points (min. grade point – max. grade point)	University grading scale	University pass/fail scale	ECTS grades	Explanation
<b>90-100</b>	Excellent	Pass	<b>A</b>	<b><i>Excellent</i></b> (excellent performance with only a few mistakes)
<b>82-89</b>	Good		<b>B</b>	<b><i>Very good</i></b> (above average performance with several mistakes)
<b>74-81</b>			<b>C</b>	<b><i>Good</i></b> (correct performance in general with a certain amount of significant mistakes)
<b>66-73</b>			Satisfactory	<b>D</b>
<b>60-65</b>	<b>E</b>			<b><i>Sufficient</i></b> (performance meets minimum criteria)
<b>30-59</b>	Fail		Fail	<b>FX</b>
<b>1-29</b>		<b>F</b>		<b><i>Fail</i></b> (repeated course is required)

3.8. The overall final grade in points according to the national scale and ECTS scale is put into the credit and examination record, study card and credit book of students.

3.9. Re-crediting of ECTS grades into a 100-point scale is applied in case of re-crediting grades for students who did not study some courses at EBS and do not have a 100-point grade according to Table 5.

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Table 5

**Re-crediting of ECTS grades into the 100-point scale**

Grade according to the ECTS scale	Grade according to the 100-point scale
A	95
B	86
C	78
D	70
E	63

3.10. The list of exams and Pass/Fail tests of semester control is stipulated by the working curriculum.

The number of exams in each session should not exceed 5, and Pass/Fail tests - 6, while taking into account that the number of academic disciplines (compulsory and elective) should not exceed 16 per year and, accordingly, 8 per semester (excluding Pass/Fail tests in practical training and defense of term papers).

Students are considered to be admitted to semester control in a particular discipline (semester exam, Pass/Fail test) if they have completed all the types of work stipulated in the semester curriculum for that discipline.

3.11. A special type of the Pass/Fail test is the defense of a term project (term paper). A term project (term paper) is a separate educational component. Therefore, separate rating systems for assessing the work of students are developed to assess students' learning outcomes in accordance with their specialties.

3.12. A special type of the graded test is the defense of practical training. Practical training is a separate educational component. Therefore, separate rating systems for assessing practical training of students are developed to assess students' learning outcomes in accordance with their specialties.

3.13. Examination of students is carried out in the form of qualifying paper defense.

The *qualifying paper* is the result of theoretical and practical training as part of compulsory and elective components of the Bachelor's/Master's degree program.

The assessment of the qualifying paper should include:

- quality of the qualifying paper: one assesses the quality of the explanatory note, text and graphic (illustrative) material (modernity and justification of decisions, correct application of analysis and calculation methods, quality of design, compliance with regulatory requirements, quality of graphic material and compliance with standards, etc.);

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- defense of the qualifying paper – one assesses the quality of the defense of the qualifying paper (quality of the report, degree of knowledge of the material, degree of justification of decisions, ability to defend one's opinion, etc.)

After the defense of the qualifying paper, each member of the Examination Committee summarizes points for the quality component of the qualifying paper and the defense component of the qualifying paper, reduces it to a rating grade, and then a closed meeting of the Examination Committee calculates the average rating grade converted to grades on the University scale

#### **4. RECTOR’S CONTROL**

4.1. It is carried out according to the Order of the IEU Rector. This measure is a level of external control designed to check the quality of the educational process and compare the efficiency of student learning.

4.2. Rector's control is a control of the stability of residual knowledge, skills and abilities and is carried out on the topics of disciplines studied in the current or previous semester.

4.3. Forms of Rector’s control:

– Rector's control over the educational program of the educational component to check the residual knowledge of students. Such Rector's control is carried out in the form of comprehensive test works developed by the academic staff of the Department who teach corresponding disciplines;

– Rector's control is carried out based on developed comprehensive test works. The Rector's control in the form of testing is carried out in accordance with the Rector’s order after studying the discipline. The procedure is determined by the relevant order of the IEU Rector.

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## **5. APPEAL OF THE RESULTS OF THE FINAL SEMESTER CONTROL**

5.1. For the period of the final semester control, the Appeal Committee consisting of the Director of EBS, the Deputy Director, the Head of the Department and the Chair of the Student Parliament is established by order of the Director of EBS to consider appeals (complaints) of students regarding the final semester control of students' knowledge.

5.2. In order to comply with the principles of integrity, responsibility, academic freedom and objectivity:

- the Appeal Committee considers the student's appeal (complaint) no later than the next day after submission;

- the results of consideration of the appeal (complaint) are reported to the student immediately after the decision is made, and the student and members of the Committee sign the relevant protocol.

5.3. Appeal of the results of the final control of students' knowledge is a component of the organizational support of the educational process in accordance with current legislation and taking into account the requirements of the Bologna Declaration. Consideration of the appeal is carried out to determine the objectivity of the grade.

The main objective of the appeal procedure is to overcome elements of subjectivity in assessing students' knowledge, avoid misunderstandings and disputes, and create the most favorable conditions for the development and real assurance of the legitimate rights and interests of students.

5.4. Students have the right to appeal against any final grade received on the ECTS scale (from F to B) or on the national scale (from Fail to Very Good) assigned to the discipline.

5.5. Assessments of knowledge revealed during the final examination – defense of the final qualifying paper are not subject to appeal. In this case, all disputes are resolved by the Examination Committee.

5.6. To resolve disputes that have arisen during the final examination and to consider students' appeals, EBS establishes the Appeal Committee consisting of the following members: Chair of the Committee, Deputy Chair, Secretary, members of the Committee. It generally consists of 5 people.

5.7. The personal composition of the members of the Appeal Committee of EBS is formed by the Director among the most experienced and authoritative lecturers at Departments that are part of EBS and other Departments of IEU (if necessary). The Secretary of the committee is appointed from the academic staff. Appeal Committees of Institutes are approved by the Rector's order.

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5.8. The work of lecturers in the Appeal Committee is carried out as one of the areas of organizational work and is included in the relevant section of the individual work plan; the Secretary of the Committee performs his/her duties during working hours of the main position.

5.9. The student's appeal against the assessment of his/her knowledge shall be submitted to the administration office in person in writing according to the sample no later than the next business day after the announcement of the grade.

5.10. The appeal shall be considered at a meeting of the Appeal Committee within two business days after its submission.

5.11. The appeal shall be considered if at least 2/3 of the members of the Appeal Committee are present at the meeting. A calm and friendly atmosphere shall be ensured at the meeting of the Appeal Committee.

5.12. During consideration of the appeal, the Secretary of the Appeal Committee shall keep a protocol in the appropriate form, recording all comments of Committee members and final conclusions.

5.13. Additional questioning of the student during the review of his/her work is not allowed. To clarify certain issues, Heads of relevant departments or lecturers in the relevant discipline are invited to the meeting of the Appeal Committee.

5.14. The Appeal Committee assesses the responses of the student filing the appeal to each assignment separately according to the criteria specified in the working curriculum of the discipline.

5.15. Based on the results of the appeal, the Committee makes one of two decisions:

- *The grade assigned in the discipline (name of the discipline) corresponds to the level and quality of the work performed and does not change.*

- *The grade assigned in the discipline (name of the discipline) does not correspond to the level and quality of the work performed and is increased by ... points (a new grade is specified in accordance with the accepted knowledge assessment system).*

5.14. The protocol of the Appeal Committee meeting with conclusions on the grade is signed by all members of the Appeal Committee involved in the meeting.

5.15. The decision of the Appeal Committee is reported to the student who confirms this with a personal signature in the protocol of the Appeal Committee meeting.

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5.16. If, as a result of the consideration of the appeal, the Committee decides to change the results of the preliminary assessment of knowledge, the new final grade of the student's knowledge in a particular discipline is given by number and spelling first in the protocol of the Appeal Committee, and then appropriate changes are made to the student's examination record and record book (individual plan) (in the record book – a new record of the discipline; all necessary indicators are corrected in the examination record). The decision of the Appeal Committee to change the grade is reported to the lecturer who conducted the previous assessment.

5.17. A new grade in the examination record and student's record book is put by the Director of the Institute personally. In this case, a record is made: *The grade is corrected based on the decision of the Appeal Committee dated (date), protocol No., Director (signature).*

5.18. The decision of the Appeal Committee is final.

5.19. Documents on appealing the results of the final control are stored for 5 years:

- a log of appeals;
- appeals against the results of the final assessment;
- protocols of meetings of the Appeal Committee;
- examination records.

Copies of the appeal, the order establishing the Appeal Committee and the protocol of the meeting of the Appeal Committee are attached to the student's personal file.

## **6. FINAL PROVISIONS**

6.1. The Regulations shall come into force from the moment of its approval.

6.2. Control over the implementation of these Regulations shall be exercised by University officials within their powers stipulated by job descriptions.