



## **INTERNATIONAL EUROPEAN UNIVERSITY**

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# **REGULATIONS ON THE ORGANIZATION AND CONDUCT OF CURRENT AND FINAL CONTROL, AND THE PROCEDURE FOR ITS APPEAL AT INTERNATIONAL EUROPEAN UNIVERSITY**

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*Regulations on the Organization and  
Conduct of Current and Final Control,  
and the Procedure for Its Appeal at  
International European University*

**REGULATIONS**

*Quality management system  
ISO 9001:2015*

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## **I. GENERAL PROVISIONS**

1.1. Current and final semester control are control measures carried out at International European University (hereinafter referred to as the University) 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 the University.

1.2. These Regulations regulate the procedure for organizing and conducting current and final control at the University at Bachelor and Master levels of higher education. The Regulations apply to all Education and Research Institutes of the University.

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

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

1.5. 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.

1.6. 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.

1.7. 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.

1.8. 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.

1.9. For the period of the final semester control, the Appeal Committee consisting of the Director of the corresponding Institute, the Deputy Director, the Head of the Department, the Chair of the Trade Union, the Chair of the Student Council and the Chair of the Student Union is established by order of the Director of the Institute to consider appeals (complaints) of students regarding the final semester control of students' knowledge.

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

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

2) 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.

## **II. CURRENT CONTROL**

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

2.2. 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 laboratory 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.

2.3. 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.

2.4. The results of the current control are recorded in the Student Progress Log.

2.5. 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.

2.6. 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.

2.7. **Rector’s control** is carried out according to the Order of the University 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.

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.

Forms of Rector’s control:

– Rector's control over the educational program of the academic discipline 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. Its procedure is determined by the Regulations on Monitoring the Quality of Higher Education at International European University.

– 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 University Rector.

### **III. FINAL SEMESTER CONTROL**

3.1. 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, Pass/Fail test, etc. 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.

3.2. The total grade for the discipline is calculated as the sum of points 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.

#### **IV. APPEAL OF THE FINAL CONTROL RESULTS**

4.1. 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.

4.2. 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 2 to 4) assigned to the discipline.

4.3. Assessments of knowledge revealed during the final examination – exams or defense of the thesis, the final qualifying, Master's paper are not subject to appeal. In this case, all disputes are resolved by the Examination Committee.

4.4. To resolve disputes that have arisen during the final examination and to consider students' appeals, each Institute 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.

4.5. The personal composition of the members of the Appeal Committee of the Institute is formed by the Director among the most experienced and authoritative lecturers at Departments that are part of the Institute and other Departments of the University. The Secretary of the Committee is appointed from the academic staff. Appeal Committees of Institutes are approved by the Rector's order.

4.6. 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.

#### **V. PROCEDURE FOR CONSIDERATION OF APPEALS**

5.1. 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.

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

5.3. 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.

5.4. 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.

5.5. 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.

5.6. 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.

5.7. 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).

5.8. 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.

5.9. 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.

5.10. 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.

5.11. 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).

5.12. The decision of the Appeal Committee is final.

5.13. 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.

## **VI. 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.