

Based on the provisions of Articles 110 and 253 of the Statute of the University of Maribor (Official Gazette of the Republic of Slovenia, No. 36/2009), the Senate of the University of Maribor has adopted at its 23rd meeting on 23rd June 2009 the following

Rules on Examinations and Grading of the University of Maribor, No. A4/2009-41AG

1 GENERAL PROVISIONS

Article 1

- (1) These Rules govern examinations and grading in 1st, 2nd and 3rd degree programmes, current programmes, and programmes for further education.
- (2) These Rules govern the examinations and grading of enrolled full-time and part-time students, persons without student status as well as other participants in the educational process of the University of Maribor.
- (3) Faculties of the University of Maribor may determine the rules on examinations and grading in greater detail according to the Statute of the University of Maribor and these Rules.

Article 2

- (1) In these Rules, the masculine pronoun *he* and its possessive form *his* are used in the generic sense.
- (2) The expression *unit* refers to courses, modules, the undergraduate exam, the undergraduate thesis, seminar undergraduate exam (part of a seminar – an elective class with term paper), etc.

2 EXAMINATIONS AND GRADING

2.1 PURPOSE OF EXAMINATIONS AND GRADING

Article 3

- (1) The students' performance is assessed by means of examinations. Examinations are the basis for awarding grades and credit points, for the advancement of students as well as their further education. At the same time, they receive feedback on the level of their knowledge.
- (2) The students' performance is assessed by means of final and continuous examinations throughout the educational process. Thus a comprehensive assessment of performance is ensured, and an active and responsible participation of students and appropriate advancement in accordance with the programme is enabled.

2.2 Informing Students of Assessment Methods

Article 4

- (1) Faculties shall publish the syllabuses of units before the beginning of classes in such a way that information on obligations and forms of assessment are widely available to students.
- (2) At the opening lecture, the unit coordinator is obliged to inform students of the following:
 - course outline,
 - intended learning outcomes (knowledge, understanding, skills, etc.),
 - general resources,
 - obligations of students,

- conditions for taking exams,
 - forms and methods of assessment,
 - with criteria for grading and examination parts that contribute to the final grade,
 - information important for completing obligations (deadlines, etc.).
- (3) Faculties shall publish the information referred to in paragraphs 1 and 2 of this Article on their websites. The Offices of Student Affairs are responsible for their publication.
- (4) The unit coordinator and other staff conducting the course are not allowed to impose or demand additional obligations not provided for in the accredited programme.

2.3 Forms and Methods of Assessment

Article 5

- (1) Forms of assessment include exams, group exams in multiple units, midterm exams, term papers and assignments, tests, and other forms of assessment determined by the syllabuses of units.
- (2) Examinations can be oral, written, or oral and written. Written, graphic, technical, or other assignments and their oral defence, as well as applied teaching assignments, may also be assessed – classroom teaching, teaching practice, or in combination of two or more forms in accordance with the syllabus of the course. Examinations can also take place in electronic form.
- (3) Assessment may also take place in form of group exams, provided the criteria for determining contributions to the final grade of each project group member are established.

2.4 Exams

Article 6

- (1) Exams are standard forms of final examination, taken by the student at the end of the educational process.
- (2) On the exam, the student's knowledge of topics determined by the syllabus is tested. If the programme so provides, the exam may also have a practical part.
- (3) The form and method of assessment, as well as conditions for taking the exam, is determined by the syllabus, which is an integral part of the programme. In the syllabus, the parts contributing to the final grade shall be determined.
- (4) Oral and written parts of exams form a whole, which is assessed with one grade.

Article 7

- (1) Examinations are public.
- (2) The public nature of examinations is ensured:
- by making exam dates public at the beginning of the academic year (date, hour, location),
 - by allowing other students to be present at the oral exams,
 - by regularly informing students of assessment results,
 - by allowing students to examine assessed written, graphic, technical, and other assignments,
 - by making results public in compliance with the legislative provisions of the Personal Data Protection Act.

Article 8

- (1) Students may complete obligations and take exams of the year they are enrolled in as well as missing obligations and exams from preceding years.
- (2) Students repeating a year may complete obligations and take exams of the subsequent year after fulfilling all requirements for the progression to the next year, provided material and organizational conditions so permit.
- (3) Students may complete obligations and take exams of the subsequent year with the prior consent of the unit coordinator after fulfilling all requirements of the current year (60 ECTS points), provided material and organizational conditions so permit.

Article 9

- (1) Candidates without student status retain the right to complete missing obligations and to take exams according to the same study programme as before, provided it hasn't been changed during that period.

Article 10

- (1) In exceptional circumstances, students may sit exams from the year in which they are enrolled outside the scheduled exam dates.
- (2) Sitting exams or sitting exams outside scheduled exam dates may be approved by the unit coordinator in agreement with the competent vice-dean on the basis of a written request of the student, provided reasonable grounds are stated and supporting documents are enclosed (studies or vocational training abroad; longer hospitalisation during exam period; birth; participation in professional, or cultural events and sports competitions; students with special needs; membership in bodies of the UM, etc.).

Article 11

- (1) Students have the right to re-sit exams.
- (2) Students may sit an exam no more than eight times. If the student fails an exam eight times, he is dismissed from the university.
- (3) Students have the right to sit the same exam four times per year.
- (4) No later than October 15th, the Computer Centre of the University of Maribor sends a list of exams retaken six or more times in the last academic year to the Student Council of the UM, the student council and the dean of the faculty. The dean invites the unit coordinator to send him a written explanation of the failing grade within eight days. The dean forwards this explanation to the student council of the faculty and the vice-dean of education.
- (5) Exam papers are being kept:
 - until the student passes the exam,
 - at least 30 days after making the passing grade public, if the student does not lodge an appeal against the grade,
 - until the committee's decision under Article 28 of these Rules, if the student does not lodge an appeal against the grade.

Article 12

- (1) The unit coordinator is obliged to set the exam dates in such a way that there are at least 14 days between the exam dates of the same unit.
- (2) The student shall not be excluded from the next scheduled examination, if he has not violated these Rules or the provision of the Statute of the UM.

Article 13

- (1) The students' performance is assessed by the higher education teacher who is the unit coordinator, or other higher education teacher with a faculty rank in this particular field of study (discipline).
- (2) Students can not choose who will assess their performance. However, the faculty's committee responsible for student affairs can decide on such a request.

Article 14

- (1) Full-time and part-time students, as well as candidates without student status, shall pay the costs of retaking exams for the fourth or more time, and the costs of committee examinations according to valid tariffs.

2.5 Committee Exam

Article 15

- (1) Before the examination committee, exams are taken in order to improve the grade or on the basis of a written request of the student or lecturer. Every exam taken for the sixth or more time must take place before the committee.

Article 16

- (1) The examination committee has a president and two members, appointed by the dean on the proposal of the head of department or institute. The unit coordinator is also appointed to the committee. If the dean is the coordinator of the unit in question, the examination committee is appointed by the vice-dean for student affairs. If the student is sitting the exam for the last possible time, two additional members of the examination committee are present; the dean without the right to vote and one higher education teacher with the right to vote, appointed by the student association of the faculty. In the event of a tie, the dean decides upon the grade.
- (2) The manner of taking the committee exam is defined by the syllabuses of units.
- (3) The work of the committee is carried out as follows. The questions are asked by the higher education teacher who is the unit coordinator with a faculty rank in a particular field of study. After the examination, the committee deliberates and assesses the performance of the student by a majority vote.
- (4) The student is dismissed from the university in the event of a failing grade of both the examination committee and the committee verifying the adequacy of the grade after the student lodge an appeal in accordance with Article 28 of these Rules.
- (5) In accordance with Article 28 of these Rules, the student has the right to lodge an appeal within eight days after the grade has been awarded.

Article 17

- (1) After completion of the appeal procedure under paragraph 4 of Article 16 of these Rules, the rector issues (on the proposal of the dean) a decision dismissing the student from the university.
- (2) The student has the right to lodge an appeal against this decision with the university's student complaint committee within 15 days.

2.6 Continuous Assessment

Article 18

- (1) Mid-term exams, in-class tests, homework assignments, participation in lectures, seminars, laboratory courses and field projects, grading term papers, classroom teaching and

applied teaching assignments are forms of continuous assessment of students' performance.

- (2) Mid-term exams are oral, while tests are written forms of continuous assessment. Thus the performance in units of the whole semester or one part of the unit is assessed and graded, if assessment is necessary due to satisfactory completion of latter parts of this unit.
- (3) The student's performance is assessed by the higher education teacher or other staff that has a faculty rank in the appropriate field of study and takes part in lectures.
- (4) Grades awarded on mid-term exams, tests, seminar, and laboratory assignments are taken into account on the end-of-course exam in a manner defined by the programme.

2.8 Undergraduate Exam and Thesis

Article 19

- (1) The programme may envisage an undergraduate exam or thesis before graduation.
- (2) On the undergraduate exam, the student's overall knowledge needed in order to complete the programme is assessed.
- (3) The undergraduate exam can normally be retaken only once. If the student fails the exam for the second time, he is not allowed to take the exam for a period of twelve months.
- (4) The undergraduate thesis is the final assignment demonstrating the student's overall knowledge needed in order to complete his studies in one track of a multidisciplinary programme.
- (5) The extent, content and manner of taking the undergraduate exam and writing the undergraduate thesis are defined by the programme.

3 EXAMINATION RULES

3.1 Exam Periods and Exam Dates

Article 20

- (1) There are three examination periods in the academic year: summer, autumn and winter examination period (determined in detail by the academic calendar adopted by the Senate of the University of Maribor).
- (2) There are no classes during this period (clinical, laboratory, and seminar courses, fieldwork ...).
- (3) There are regular and special exam dates.
- (4) Regular exam dates are scheduled at least five times per academic year, of which at least two dates are in the summer and autumn examination period, and one in the winter period. In order to make the passing of exams easier, the faculty can set additional dates outside the aforementioned examination periods. Exceptions regarding the distribution of exam dates within examination periods apply to faculties implementing the block system. In this case, the faculty may set the exam dates outside the aforementioned examination periods.
- (5) Exams in obligatory units of a year shall not take place on the same day.
- (6) In case of a two-discipline programme, the exams in units of one programme shall not take place on the same day.
- (7) The list of regular exam dates for all three examination periods is compiled and made public by the Office of Student Affairs in agreement with unit coordinators no later than 30th October for the current academic year. The list shall also include exam dates for units that are not being conducted in the current academic year.

- (8) If the exam consists of an oral and a written part, the schedule of oral exams is made public at the same time as the results of the written part.
- (9) Exams for part-time students take place after the series of lectures irrespective of examination periods. The first special exam date is within one month after the end of a course. Special exam dates are fixed by the faculty and made public at least 7 days before the exam.
- (10) Full-time students are admitted to all regular exam dates, while part-time students are admitted to all exam dates.
- (11) A postgraduate student may sit an exam on a date set in agreement with the higher education teacher who conducts the examination.
- (12) In agreement with the unit coordinator, the last exam of the programme before the undergraduate thesis may be taken outside the scheduled exam date. In this event, the Office of Student Affairs issues a suitable confirmation and a registration form with the agreed date. The unit coordinator must set the date no later than within 8 days from the day of the student's request.
- (13) The dates of other assessment forms, with the exception of exams referred to in point 1 of Article 5, are fixed by the unit coordinator, who usually publishes them in an appropriate manner at the beginning of the educational process.

3.2 Exam Dates of Units Not Conducted in the Current Academic Year

Article 21

- (1) For units that are not being conducted in the current academic year:
 - there must be three exam dates in the first year after termination of the course (one date per exam period);
 - there must be at least one exam date in the second year after termination of the course;
 - there must be at least one exam date in the third and all subsequent years after termination of the course at the initiative of one or more students (in writing).

3.3 Registering for Exams

Article 22

- (1) Students may register for an exam online by completing the registration form, which is an integral part of these Rules (Annex 1). In exceptional circumstances, candidates may register in writing. In this case, the registration form shall be submitted to the faculty's Office of Student Affairs.
- (2) For continuous forms of assessment, the manner of registering is determined by the unit coordinator.
- (3) The student is responsible for submitting a complete form with accurate data.
- (4) Faculties determine how many days before the exam the student has to submit the registration form.
- (5) Faculties determine when the Office of Student Affairs or the higher education teacher conducting the examination has to print out the list of registered candidates.
- (6) The examiner shall admit to the exam only those registered candidates that meet the conditions for taking the exam defined by the syllabus of the unit.

3.4 Withdrawing from Exams

Article 23

- (1) The student may withdraw from the exam no later than two days before the exam. Usually, the withdrawal is made online. In exceptional circumstances, the withdrawal can

be made in writing. In this case, the completed form must be submitted to the faculty's Office of Student Affairs (Annex 2).

- (2) The student who did not take the exam for a legitimate reason or did not withdraw from the exam in time can take the next scheduled exam.
- (3) The student who had no legitimate reason for not taking the exam or who did not withdraw from the exam in time is not allowed to take the next scheduled exam.
- (4) If the student did not withdraw from the exam in time, but had a legitimate reason for not taking it, it will be considered that he did withdraw in time, provided he submits relevant supporting documents to the Office of Student Affairs within 3 working days after the exam. Within 7 days, the faculty's staff shall decide on the relevance of supporting documents.

3.5 Conduct of Written Exams

Article 24

- (1) The unit coordinator or the examiner, who makes all the necessary arrangements for the written exam with the help of the Office of Student Affairs, is responsible for the proper conduct of the exam.
- (2) If the unit coordinator can not attend the exam, he must ensure the presence of a teacher with a relevant faculty rank or an assistant, bearing in mind that the assistant can not assess the written paper, although he can make suggestions regarding the grade.
- (3) The unit coordinator determines the duration of the exam with regard to the complexity of units and their number of credit points. The examiner must check the presence and identity of registered students. Students must bring a formal identification with photograph to the exam.
- (4) Before the exam, the examiner is obligated to inform students about authorised material and aids.
- (5) During the exam, students are not allowed to leave the room without the permission of the examiner.
- (6) Withdrawal during the exam is considered a failure.
- (7) If the student submits his written assignment without name, surname, student identification number, content, or if he does not submit it at all (although he was on the list of registered candidates), it is considered that he was not present, that he did not withdraw from the exam, and that he is excluded from the next scheduled exam.

3.6 Conduct of Oral Exams

Article 25

- (1) The unit coordinator or the examiner, who makes all the necessary arrangements for the oral exam with the help of the Office of Student Affairs, is responsible the proper conduct of the exam.
- (2) Students shall be examined no more than two school lessons. The oral exam may take place individually or with a group of students. The examiner has to verify the identity of the student taking the exam. The student has to present a formal identification.
- (3) The manner of asking questions (written/oral) is determined by the examiner, who informs the student of his grade and completes the registration form immediately after the exam. The defence is an integral part of the oral exam.
- (4) A failing grade on the end-of-term exam does not invalidate the results of continuous assessment and other examinations that were successfully completed during the academic year.

3.7 Grading

Article 26

- (1) The student's performance on exams, mid-term exams and other forms of assessment is evaluated with passing and failing grades.
- (2) Passing grades are excellent (10), very good (9 and 8), good (7), and sufficient (6). Failing grades (insufficient) range from 5 to 1.
- (3) The awarded grade is usually entered into the student's grade book by the unit coordinator or the examiner, who is a higher education teacher with a relevant faculty rank.
- (4) Internship and teaching practice, and/or if the programme so requires, are evaluated as very successful, successful, or unsuccessful.
- (5) On oral or committee exams, the student does not have to answer all questions in order to receive a passing grade. If the student does not answer the first question, the examiner shall allow him to answer the next question and not exclude him from further assessment.

3.8 Re-sitting Exams to Improve the Grade

Article 27

- (1) The student has the right to resit all passed exams before completing the programme, if he would like to improve his grade. Exams may be retaken only once; at the request of the student or the lecturer they can be taken before the examination committee. If the student receives a lower grade, the first one (the higher one) counts.

3.9 Grade Appeals

Article 28

- (1) The student may appeal against grades awarded on exams, mid-term exams, or other forms of assessment.
- (2) The student must lodge a written appeal within 8 days after the grade has been registered into his grade book, or within 8 days after notification of passing or failing grade.
- (3) Within 3 working days after receipt of the appeal, the dean of the faculty appoints a commission that verifies the adequacy of the grade within 3 working days.
- (4) The committee has a president and two members. It shall be composed as provided for in the relevant provisions.
- (5) The committee can assure itself of the adequacy of the grade by re-examining the student.
- (6) The committee's decision is final.

3.10 Academic Dishonesty and Sanctions

Article 29

- (1) The student commits an offence under these Rules, if he consults others or uses unauthorised material during an examination.
- (2) A student who takes the identity of another candidate in an examination commits an offence. A student who permits any other person to take her/his identity in an examination also commits an offence.
- (3) Plagiarism in term papers, undergraduate theses, programmes, and other written assignments, which scores contribute to the final grade, is considered an offence.

Article 30

- (1) If the student commits an offence, he is disqualified from the examination and is awarded a failing grade. On the list of students present, an assessment offence shall be recorded by the examiner.
- (2) The Office of Student Affairs informs the dean, in writing, of the offence. If the offence has been committed in form of cheating, the dean proceeds in accordance with these Rules and the provisions for the disciplinary responsibility of students of the University of Maribor.
- (3) Sanctions include written warning, reprimand, and suspension from the university for a period of two years. Warnings and reprimands are imposed in a fast-track procedure set out in these Rules.
- (4) As a sanction for the first assessment offence in form of cheating, a written warning and disqualification from the next scheduled exam are imposed. As a sanction for the second offence in form of cheating, a reprimand and disqualification from the next two exams are imposed. As a sanction for the third offence in form of cheating, the student is suspended from the university for a period of two years, provided that the first two sanctions were already imposed.
- (5) A formal reprimand and disqualification from the next three exams are imposed upon a student who takes the identity of another candidate in an examination, and a student who permits any other person to take his identity in an examination. Criminal prosecution may also be proposed.
- (6) Sanctions for cheating are imposed in a disciplinary procedure defined by the Statute of the UM.

3.11 Fast-track Procedure for Imposing Sanctions

Article 31

- (1) If the student is caught cheating for the first time, the examiner imposes a written warning, which means that the student can not take the next scheduled exam. In addition, he is not allowed to complete his assignment and has to be sent out of the room.
- (2) The written warning form, annexed to these Rules (Annex 3), is completed by the examiner at the end of the examination and submitted to the Office of Student Affairs, which forwards it to the student in a manner determined by the General Administrative Procedure Act. A copy of the written warning is kept in the student's file.
- (3) The student has the right to lodge an appeal with the disciplinary court of first instance within 15 day after receipt of the written warning.
- (4) The decision of the disciplinary court of first instance is final.

Article 32

- (1) If the student is caught cheating for the second time, the examiner imposes a reprimand, which means that the student can not take the next two exams. In addition, he is not allowed to complete his assignment and has to be sent out of the room.
- (2) The reprimand form, annexed to these Rules (Annex 4), is completed by the examiner at the end of the examination and submitted to the Office of Student Affairs, which forwards it to the student in a manner determined by the General Administrative Procedure Act. A copy of the reprimand is kept in the student's file.
- (3) The student has the right to lodge an appeal with the disciplinary court of first instance within 15 days after receipt of the reprimand.
- (4) The decision of the disciplinary court of first instance is final.

4 RECORDING COMPLETED OBLIGATIONS

Article 33

- (1) The examiner or the president of the examination committee shall keep an exam record containing the exam registration and the awarded grade. Exam questions are entered or enclosed for committee exams. The record is signed by the examiner (in accordance with paragraph 3 of Article 26 of these Rules) or by each member of the examination committee.
- (2) The exam record is a written or printed exam registration form. Records of passed exams must be stored permanently.
- (3) At the end of the exam, the higher education teacher assessing the student's performance or the president of the examination committee makes the result public and informs the student of his grade.
- (4) Results and grades of written exams are published on the notice board of the faculty, or by other means of informing students, no later than 8 days after the written exam, taking into account the Personal Data Protection Act. If the written exam was taken by more than one hundred students, the deadline for publishing results and grades may be extended by 1 working day per every additional 50 students. The publication of results must be dated. The unit coordinator and the Office of Student Affairs are responsible for publishing results and grades.
- (5) The whole examination procedure must be completed no later than by the registration deadline for the next scheduled exam in the same unit and in the same examination period or within 14 days, if the next scheduled exam is in the next examination period. The examiner is obliged to return the completed and signed registration form to the Office of Student Affairs by the end of that period.
- (6) The exam results are entered into the official record within 2 working days after receipt of the completed application form signed by the examiner; written or printed registration forms shall be stored in the student's personal file.
- (7) The student's file contains his personal data and has to include inter alia the following elements: information on passed and failed exams, advancement, and graduation.
- (8) Students have the right to inspect written papers within 30 days from the day the grades were made public. In addition to results and grades, the unit coordinator publishes the time and location where students can take a look at their papers. If the student has received a passing grade, the paper may be destroyed after expiry of that period, unless the student, in the aforementioned period and in writing, requests otherwise.
- (9) An authorized person from the Office of Student Affairs is responsible for correcting grades in official records on the basis of the exam record. If it is found that the grade should be corrected (e.g. due to mistakes made when concluding the grade book or enrolling the student in the next year, etc.), this can be done on the basis of written instructions from the dean or the competent vice-dean after the student has been informed of the matter.
- (10) The unit coordinator is obliged to keep a record of both the obligatory presence of students at classes and fulfilment of conditions for taking the exam.

5 STUDENTS WITH SPECIAL NEEDS

Article 34

- (1) Details concerning the assessment of students with special needs are laid down in a separate set of Rules.

6 FINAL PROVISIONS

- (1) Forms referred to in these Rules are annexed and are therefore an integral part of these Rules.

Article 36


- (1) Failure to comply with provisions of these Rules by staff of the University of Maribor constitutes a breach of obligations.
- (2) Where a violation of these Rules by staff is suspected, the faculty's student council invites the dean to take action. The dean is obligated to respond in writing within 8 days.

Article 37

- (1) These Rules come into force within fifteen days after their publication in the Notices of the University of Maribor.
- (2) The provisions of these Rules do not apply to students who are already admitted to an exam upon their entry into force. Rules No. A1/2007-41AG apply to these students.
- (3) The provision of paragraph 2 of Article 11 of these Rules, which determines the total number of resits, applies to students who have not been assessed in a particular unit by October 1st 2007.
- (4) With the day these Rules come into force, the Rules on Examinations and Grading of the University of Maribor No. A1/2007-41AG and connected acts regulating this subject area shall cease to have effect.

Rector of the UM
Prof. Ivan Rozman, PhD

REGISTRATION FORM

	University of Maribor	(faculty's name)	(faculty's logo)
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Student Identification Number: _____

Name and Surname: _____

Student Status: FULL-TIME PART-TIME PERSON WITHOUT STUDENT STATUS

Programme: UNI HE SPEC MA PhD TRAIN.

Degree – Bologna Programmes 1st 2nd 3rd

Year: _____

Study Programme, Track: _____

Year of First Enrolment: _____

Assessment Form: EXAM written oral committee
PRACTICE

Course: _____

Lecturer: _____

Exam Date: _____ Hour: _____

Location: _____

Date of Last Exam: _____

Number of Resits: _____

Completed Obligations: YES NO
Term Paper Mid-term Exam Practice Lab Classes Other:


Exam Record:

Grade:

Signature of Higher Education
Teacher or Examination
Committee:

Date of Passed Exam: _____

ANNEX 2

	University of Maribor	(faculty's name)	(faculty's logo)
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WITHDRAWAL FORM

WITHDRAWAL FROM THE EXAMINATION (completed by the student)

Student Identification Number: _____

Name and Surname: _____

Student Status: FULL-TIME PART-TIME PERSON WITHOUT STUDENT STATUS
Programme: UNI HE SPEC MA PhD TRAIN.

Degree – Bologna Programmes: 1st 2nd 3rd

Year: _____

Study Programme, Track: _____

Course: _____

Lecturer: _____

Exam Date: _____

	University of Maribor	(faculty's name)	(faculty's logo)
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WARNING**STUDENT'S PERSONAL DATA**

Student Identification Number: _____

Name and Surname: _____

Address: _____

Programme: UNI HE SPEC MA PhD TRAIN.

Degree – Bologna programme: 1st 2nd 3rd

Year: _____

Study Programme, Track: _____

**OFFENCE under Article 30
of the Rules on Examinations and Grading****FIRST** cheating**OFFENCE INFORMATION:**

Location: _____

Date: _____

Hour: _____

Course: _____

Form of Assessment: written exam oral mid-term exam

Unit Coordinator: _____

Examiner: _____

SANCTIONS**WARNING AND DISQUALIFICATION FROM THE NEXT EXAM****LEGAL PROTECTION**

If a written warning and disqualification from the next exam were imposed, the student has the right to lodge an appeal with the disciplinary court of first instance within 15 days after receipt of the reprimand. The decision of the disciplinary court of first instance is final.

Examiner's Signature:

Location and Date: _____

Method of Service: The reprimand shall be served in accordance with the provisions of the General Administrative Procedure Act.

