



UNIVERSITETI I TETOVËS
УНИВЕРЗИТЕТ ВО ТЕТОВО | UNIVERSITY OF TETOVA

Pursuant to Article 94, paragraph (1), item 37 of the Law on Higher Education ("Official Gazette of the Republic of Macedonia," No. 82/2018 and "Official Gazette of the Republic of North Macedonia," No. 178/2021), and Article 85, paragraph (1), item 37 of the Statute of the University of Tetova, the Senate of the University of Tetova, at its session held on 24.11.2022, adopted

RULEBOOK

on the procedure for assessing students' knowledge at the University of Tetova

Article 1

The assessment of students' knowledge at the University of Tetova (hereinafter referred to as: "the University") in the respective courses shall be carried out continuously throughout the teaching and educational process and shall be expressed in points.

Article 2

The assessment of knowledge in individual courses shall be carried out in a manner determined by the course instructor, which shall be incorporated into the study program and implemented within the deadlines established by the Statute of the University.

Article 3

The **possible methods of assessing students' knowledge** shall mean the collection and interpretation of data concerning the student's or students' academic performance, as well as the degree to which they have mastered the subject matter prescribed by the study program.

The assessment of students' knowledge, i.e., grading, shall be carried out through the evaluation of ongoing and homework assignments/projects, colloquia, seminar papers, attendance at lectures and practical classes, and the final examination.

Член 4

The assessment of the overall activities shall be expressed as a percentage.

The total percentage for the assessment of the student's knowledge shall be 100%.



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The percentages shall be combined when assessing the student's activities in fulfilling the requirements of the respective course.

The syllabus of each course shall specify the distribution of the percentages, as follows:

1. percentage for assessing knowledge through a test or two colloquia;
2. percentage for the written test;
3. percentage for the oral test (if conducted);
4. percentage for attendance at lectures and practical classes;
5. percentage for practical training (if conducted);
6. percentage for activities/individual work;
7. percentage for a seminar/project assignment.

Article 5

The total percentage of all activities specified in the course syllabus shall not exceed 100%.

The instructor shall have the right to establish a criterion for the successful completion of all requirements prescribed by the course syllabus.

Any activity of the student referred to in the preceding paragraph of this Article shall be completed with more than 50% of the points allocated to that activity.

Article 6

Students must be informed at the beginning of each course about the syllabus, the method of assessment, and the criteria that will serve as the basis for determining the points required to obtain the final grade in the respective course, namely, 51% of the total percentage from all activities shall result in a grade of six (6), with each subsequent percentage threshold corresponding to the next grade up to ten (10).

Article 7

For the fulfillment of the requirements for taking examinations, whether in parts or in their entirety, the student shall receive a numerical grade from 5 (five) to 10 (ten), whereby the grade 5 (five) indicates an unsatisfactory result.

The final grade shall be recorded in the examination application and report, as well as in the student's index and/or in the electronic system, if such a system is in use.



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The certificate or document confirming the final grade shall be issued on the basis of the information contained in the examination application for each course, signed by the course instructor.

Article 7-a

Prior to finalizing the final assessment, the course instructor shall be required to schedule consultations.

The final assessment shall be finalized no earlier than 24 hours and no later than 48 hours after the consultations have been held.

Article 8

The student's average grade is the arithmetic mean of the final grades obtained in all courses throughout the student's studies in the respective study program, including the final examination, if such an examination is provided for in the study program.

Article 9

An examination in a particular course may be taken a maximum of three times. Upon the student's request, the examination may be taken for a fourth time before a three-member committee composed of instructors from the same or a related academic field.

The committee referred to in the preceding paragraph of this Article shall be appointed by the Dean of the respective academic unit.

The instructor with whom the student previously took the examination shall not be a member of the committee referred to in paragraph 1 of this Article.

Article 10

The student may accept or decline the grade within 24 hours of the publication of the final assessment results.

If the student does not accept the grade, they shall have the right to submit an objection to the Dean of the respective academic unit if they are dissatisfied with the final assessment, i.e. the grade, or if they believe that the examination was not conducted in accordance with the law, the Statute, or the regulations and acts of the University and the respective academic unit.

An examination in a particular course may be taken a maximum of three times during the regular examination sessions within one academic year.



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The student may take the examination for a fourth time if an additional examination session has been established during the current academic year by a decision of the Rectorate.

The instructor who conducts the student's examination shall not be a member of the committee.

Article 11

This Rulebook shall enter into force on the date of its adoption.

President of the Senate
Prof. Dr. Vullnet Ameti