

University of Rijeka
FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT

**RULEBOOK ON EVALUATION OF STUDENTS AT THE FACULTY OF TOURISM AND HOSPITALITY
MANAGEMENT
(consolidated text)**

Opatija, December 15, 2015

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**RULEBOOK ON EVALUATION OF STUDENTS AT
THE FACULTY OF TOURISM AND HOSPITALITY MANAGEMENT**
(consolidated text)

1. GENERAL PROVISIONS

Article 1

(1) This Rulebook regulates the criteria and procedure of evaluating acquired knowledge, skills and competences (learning outcome) full time and part time students attending professional undergraduate study, university undergraduate and graduate studies at The Faculty of Tourism and Hospitality Management (hereinafter: Faculty).

(2) Terms with a gender feature used in this Rulebook, regardless if used for male or female gender, refer equally to both genders.

Article 2

(1)) For the purpose of developing their competences, comprehensive knowledge and skills in the field of the study programmes held at the Faculty, continuous work and achievements of students are to be monitored and assessed within each course in relation to its:

1. Instrumental competences,
2. Interpersonal competences,
3. Systemic competences.

2. GRADING STUDENTS' ACADEMIC SUCCESS

Article 3

(1) For the purpose of applying the European Credit Transfer and Accumulation System (ECTS), accomplishing horizontal and vertical mobility of students and teachers, establishing transparent and understandable national grading system in Europe and wider, as well as to be able to correctly grade the final outcome of the learning process in all fields attached to the certificate and diploma, students' academic success on the exam is subject to the numerical grading system using the scale from 1 to 5, and the ECTS grading system using alphabetical grades from F to A as follows: F (fail), FX (fail – some more work required before the credit can be awarded), E i D (sufficient), C (good), B (very good) and A (excellent), and finally expressed as the percentage of knowledge and skills acquired (learning outcome).

Table 1. Grading systems at professional undergraduate, university undergraduate and university graduate studies

A) PROFESSIONAL UNDERGRADUATE AND UNIVERSITY UNDERGRADUATE STUDIES					
Percentage of knowledge and skills acquired in a study course	GRADE DESCRIPTION	GRADE		HONOURS	
		ECTS grade	Numerical grade	Overall classification of honours	Final average of acquired knowledge and skills from all courses passed
80 – 100 %	Excellent	A	5	FIRST CLASS	80 – 100 %
70 – 79.9 %	Very good	B	4	SECOND UPPER CLASS	70 – 79.9 %
60 – 69.9 %	Good	C	3	SECOND LOWER CLASS	60 – 69.9 %

50 – 59.9 %	Sufficient	D	2	THIRD CLASS	50 – 59.9 %
40 – 49.9 %	Sufficient	E	2	PASS	40 – 49.9 %
30 – 39.9 %	Fail - some more work required before the credit can be awarded	FX	1	-	-
0 – 29.9 %	Fail	F	1	-	-

B) GRADUATE STUDY

Percentage of knowledge and skills acquired in a study course	GRADE DESCRIPTION	GRADE		HONOURS	
		ECTS grade	Numerical grade	Overall classification of honours	Final average of acquired knowledge and skills from all courses passed
90 – 100 %	Excellent	A	5	FIRST CLASS	90 – 100 %
80 – 89.9 %	Very good	B	4	SECOND UPPER CLASS	80 – 89.9 %
70 – 79.9 %	Good	C	3	SECOND LOWER CLASS	70 – 79.9 %
60 – 69.9 %	Sufficient	D	2	THIRD CLASS	60 – 69.9 %
50 – 59.9 %	Sufficient	E	2	PASS	50 – 59.9 %
40 – 49.9 %	Fail - some more work required before the credit can be awarded	FX	1	-	-
0 – 39.9 %	Fail	F	1	-	-

Passing grades: Excellent (5) – A, Very good (4) – B, Good (3) – C, Sufficient (2) - D and E

3. ECTS GRADING SYSTEM

Article 4

(1) ECTS credit points are numerical values attached to every course (module) that reflect students' work required for fulfillment of all scheduled obligations.

(2) The European Credit Transfer and Accumulation System (ECTS) includes:

- Accurate identification of learning outcomes for every course (module),
- Identification of the workload per student for each activity in every course (module),
- Specification of the method of evaluating the achievement for every defined learning outcome and
- Specification of the scoring/grading approach for every individual activity.

(3) 1 ECTS credit point equals 25 hours of students' work, including class attendance, independent study work, exams and all other activities required for passing exams.

(4) ECTS credit points are awarded after successful completion of all scheduled obligations and application of adequate methods of evaluating defined learning outcomes, i.e. after passing the exam.

Article 5

(1) Every study course is worth 100 credit points in total. 1 credit point is equal to 1% of acquired knowledge, skills and competences (learning outcomes).

(2) The percentage of acquired knowledge, skills and competences (learning outcomes).in one course is expressed on a scale from 0% to 100%.

(3) A student accumulates certain amount of credit points through activities during class attendance and final exam (first exam date), as well as during second and third exam dates, which then translate into the percentage of acquired knowledge, skills and competences (learning outcomes) for the purpose of evaluating student's academic success in the course. The ECTS grading is preceded by the acceptance of the final ranking list that contains the percentages of acquired knowledge, skills and competences (learning outcomes) from the teaching process and final exam (first exam date), i.e. the second and third exam date.

(4) Grading within the ECTS system is performed according to the criteria given in *Table 1. Grading systems at professional undergraduate, university undergraduate and university graduate studies.*

(5) Minimum percentage of acquired knowledge, skills and competences (learning outcomes) which have to be acquired by a student for passing the course exam equals:
 - 40% for the university or professional undergraduate studies,
 - 50% for the university graduate study.

4. EVALUATION OF STUDENTS' LEARNING OUTCOMES

Acquiring ECTS credits

Article 6

(1) The evaluation of the knowledge, skills and competences (learning outcomes) in every study course during the teaching process is performed:

1. continuously during the teaching process and final exam (first exam date)
2. during the second exam date
3. during the third exam date

(2) Part-time students get awarded ECTS credits according to the same criteria as the full time students, but in accordance with the detailed course curriculum.

(3) Part-time students attending specific study programmes get awarded ECTS credits as follows:
 - submodule 1A – not graded,
 - the rest according to the criteria given in Table 2.

(4) Full-time students attending special study programmes get awarded ECTS credits as follows:
 - submodule 1A – maximum ECTS credit points awarded for class attendance, but the activity displayed during examination and other forms of knowledge evaluation are not graded,
 - the rest according to the criteria given in Table 2.

Table 2. KAEM - Knowledge and Activity Evaluation Model for students enrolled in study courses

TYPE	MODULES	Structure (%) of knowledge, skills and competences	
		FULL TIME STUDENTS	PART TIME STUDENTS
M 1	MODULE 1 – STUDENT'S INDIVIDUAL STUDY WORK		
M 1A	SUBMODULE A – STUDENT'S ACTIVITY IN THE CLASS		
	Class attendance	6 %	6 %
	Activities through examination and other forms of knowledge evaluation	Class attendance is obligatory	Class attendance not obligatory
M 1B	SUBMODULE B - STUDENT'S OTHER ACTIVITIES		

	Seminar paper, Critical review, Case study, Research paper, Essay, Presentation (verbal), Project assignment, Computational task, Practical assignment, Professional paper written by teacher and student as co-authors, Scientific paper written by teacher and student as co-authors, Presentation of the paper, Valuing student's community service (work for the students' association, for the students' magazine, humanitarian work, cultural or sport activities etc.).	16 %	16 %
TOTAL M 1A + M 1B		22 %	22 %
M 2	MODULE 2 – MID-TERM EXAMS		
MID-TERM EXAMS	First mid-term exam, second mid-term exam, third mid-term exam	48 %	48 %
TOTAL M 1A+M 1B		48 %	48 %
M 3	MODULE 3 – FINAL EXAM		
	Final exam (first exam date)	30 %	30 %
	Second exam date	78 %	78 %
	Third exam date	78 %	78 %
TOTAL % (SUM of percentage points acquired through M1, M2 and M3)		100 %	100 %

Criteria for acquiring ECTS credits in the study course “Practical training”

Article 7

- (1) Acquiring ECTS credits and evaluating the knowledge, skills and competences (learning outcomes) in the study course “Practical training” is regulated by another rulebook.
- (2) Academic success in the study course “Practical training” is expressed by a descriptive grade “Satisfied”.

Criteria for acquiring ECTS credits in the study course “Physical education”

Article 8

- (1) Academic success in the study course “Physical education” is expressed by a descriptive grade “Satisfied” according to these criteria:
 1. Student's activity – 90 points
 2. Student's competences – 10 points
- (2) There is no final exam in the course “Physical education”.

Class exemption in the study course “Physical education”

Article 9

- (1) Class exemption in the study course “Physical education” can be partial or full for the ongoing semester.
- (2) Applications and required documentation for class exemption shall be submitted to the course teacher during consultations for the ongoing semester.
- (3) Students may be exempted from the class on the basis of their sports activity or health condition:

1. Sport exemptions – these are concerning athletes who are active in sports and have regular trainings. These students may be exempted in part or in full from the class in the course “Physical education” if they present membership card or verification of their sport club/association to the course teacher.

2. Health exemptions – these are concerning students who apply for the exemption from the class in the course “Physical education” on basis of their health condition. These students may be exempted from the class in part or in full in the case of illness or injury only if their request is supported by a relevant medical documentation.

(4) Full exemption from the class in the study course “Physical education” is granted only to students with disabilities.

Ongoing knowledge evaluation of students

Article 10

(1) Ongoing evaluation of students’ knowledge (module 2) is performed through mid-term exams.

(2) Maximum number of mid-term exams is defined by Dean with special Decision.

(3) Mid-term exams can be written, verbal, partly written and partly verbal, and in electronic form.

(4) The mid-term exam results shall be published via the Faculty’s official website within the study course details, no later than 5 working days from the day the exam took place.

Preliminary ranking list according to the students’ academic success

Article 11

(1) The course coordinator makes the Preliminary ranking list according to the students’ academic success achieved during the class.

(2) The Preliminary ranking list according to the students’ academic success shall be published by the course coordinator no later than 5 working days before the date of the final exam.

4.1 Exam dates

Exam timetable, registration and deregistration

Article 12

(1) A student may take the exam in the same study course at most three times in one academic year.

(2) Part-time or full-time students at the professional undergraduate or university undergraduate and graduate studies may take the exam during the first, second and third exam date.

(3) In case a student is not satisfied with the success achieved on the exam, she is free to take another exam during the next exam date in the current academic year and previous exam results shall be erased accordingly.

(4) Exam dates shall be announced *via* the Faculty’s official website at the beginning of every academic year under the class timetable.

(5) Exam timetable shall be published via the Faculty’s official website no later than three working days before the exam is scheduled to take place.

(6) Registration and deregistration procedure is regulated by the Article 41 of the Rulebook on Professional Undergraduate studies, and University Undergraduate and Graduate studies.

Exam registration and deregistration

Article 13

- (1) A student shall register for the exam no later than 3 working days before the exam takes place.
- (2) A teacher has no obligation to allow a student to take the exam if she has not registered in time for the exam.
- (3) A student may deregister from the exam no later than 24 hours before the day the exam is scheduled for. In this case, it shall be regarded as if the student has not registered for the exam at all.
- (4) Final exam is a part of the class and shall be considered as registration of the class enrolment.

First exam date

Article 14

- (1) During the first exam date, students acquire ECTS credits at these activities:
 1. Class attendance and other class activities (module 1)
 2. Mid-term exams (module 2)
 3. Final exam (module 3)

Final exam

Article 15

- (1) Final exam is compulsory.
- (2) Final exam may be written, verbal, partly written and partly verbal, and in electronic form.
- (3) Final exam is a part of the class and shall be considered as registration of the class enrolment, and therefore is not subject to the registration.
- (4) Student may get awarded maximum 30 ECTS credit points that translate into the percentage of overall acquired knowledge, skills and competences (learning outcomes).
- (5) A threshold for acquiring positive ECTS credit points may not be less than 50% of correctly solved exam questions.
- (6) Final exam may be taken by a student who has collected in the university undergraduate and professional graduate studies minimum 40% or in the university graduate study minimum 50 % of acquired knowledge, skills and competences (learning outcomes).
- (7) ECTS credit shall not be awarded to a student who does not register for the final exam, and acquired ECTS credit points from the module 2 shall be erased, while acquired ECTS credit points from the module 1 – independent student work – shall remain.

Students' knowledge evaluation at the final exam

Article 16

- (1) Acquiring ECTS credit points and evaluating knowledge, skills and competences (learning outcomes) at the final exam shall be performed according to the schema given in the Table 3:

Table 3. Criteria for acquiring ECTS credit points and evaluating knowledge, skills and competences at the final exam

FINAL EXAM		
University graduate, university undergraduate and professional undergraduate studies		
CORRECT ANSWERS	SCORE	PERCENTAGE OF ACQUIRED KNOWLEDGE, SKILLS AND COMPETENCES AT THE FINAL EXAM IS ADDED:
		<ul style="list-style-type: none"> • to a percentage of minimum 40% acquired at the university undergraduate and professional undergraduate studies • to a percentage of minimum 50% acquired at the university graduate study
10 correct answers out of 10 questions	30/30	30.0%
9 correct (+ 1 incorrect)	25/30	25.0%
8 correct (+ 2 incorrect)	20/30	20.0%
7 correct (+ 3 incorrect)	15/30	15.0%
6 correct (+ 4 incorrect)	10/30	10.0%
5 correct (+ 5 incorrect)	5/30	5.0%
4 correct (+ 6 incorrect)	0/30	0%
3 correct (+ 7 incorrect)	0/30	0%
2 correct (+ 8 incorrect)	0/30	0%
1 correct (+ 9 incorrect)	0/30	0%
10 incorrect	0/30	0%

Second and third exam dates

Article 17

(1) Students who have failed at the first exam date may register for the exam scheduled for the first and second exam date if they are:

- Full-time students who have acquired minimum 75% class attendance in module 1 (submodule A)
- Part-time students.

(2) Students collect ECTS credits during second and third exam date by adding ECTS credit points based on the percentage of acquired knowledge, skills and competences (learning outcomes) to the previously acquired ECTS credit points from class activities (module 1 – submodule A and B – class attendance and other class activities that allow students to acquire up to 22%).

(3) Exams at the second and third exam dates may be: written, verbal, partly written and partly verbal, and in electronic form.

(4) During the second and third exam date, a student may gain maximum 78% of acquired knowledge, skills and competences (learning outcomes).

(5) The results of acquired knowledge, skills and competences (learning outcomes) at the second and third exam dates shall be reported in the ranking list.

(6) Minimum total percentage of knowledge, skills and competences acquired at the second and third exam date which a student has to gain in order to pass the exam and acquire ECTS credit points awarded at the professional and university undergraduate studies equals 40%, and at the university graduate study it equals 50%

(7) Acquiring scores and evaluating knowledge, skills and competences (learning outcomes) during the second and third exam date is done according to the criteria given in Table 4:

Table 4. Acquiring scores during second and third exam date:

ACQUIRING SCORES DURING SECOND AND THIRD EXAM DATE		
Correct answers	Incorrect answers	Score (%)
0	10	0
1	9	0
2	8	0
3	7	5.2
4	6	15.6
5	5	26
6	4	36.4
7	3	46.8
8	2	57.2
9	1	67.6
10	0	78

4.2 Final and Master's thesis

Final thesis

Article 18

(1) University undergraduate study and professional undergraduate study are considered completed upon submitting and defending the final thesis

(2) Final thesis has to be registered at the beginning of seventh semester at the university undergraduate study or at the beginning of the fifth semester at the professional undergraduate study.

(3) Deadline for registration, submission and defense of the final thesis is announced via the Faculty's official website.

(4) Defense of the final thesis is open to public.

(5) Defense of the final thesis shall take place in the presence of mentor and three more candidates or persons holding a scientific title, teaching or associate position, chosen by mentor.

Evaluation of the final thesis

Article 19

(1) Final thesis is evaluated on ECTS and numerical grading scale as follows:

Table 5: Evaluation of the final thesis

Numerical grade	ECTS	Final percentage of acquired knowledge, skills and competences
		University and professional undergraduate studies
5 – Excellent	A	80 - 100 %

4 – Very good	B	70 – 79.9 %
3 – Good	C	60 – 69.9 %
2 - Sufficient	D	50 – 59.9 %
2 – Sufficient	E	40 – 49.9 %
1 – Fail	FX	30 – 39.9 %
1 – Fail	F	0 – 29.9 %

(2) Mentor shall enter numerical grade on a scale from 1 to 5 and ECTS grade on a scale from F to A (0-100%) in the application form, and only numerical grade on a scale from 2 to 5 and ECTS grade on a scale from E to A (40-100%) in the relevant transcript book.

(3) If the final thesis were to be graded “Fail” (FX or F), a student shall submit her final thesis again in the next academic year.

Master’s thesis

Article 20

(1) University graduate study is considered completed when the Master’s thesis has been submitted and defended.

(2) Master’s thesis has to be registered at the beginning of the academic year.

(3) Master’s thesis shall be evaluated by a three-member Commission appointed by the Faculty Council.

(4) Defense of the Master’s thesis is open to public

(5) Defense of the Master’s thesis shall take place in the presence of the Commission referred to in paragraph (3) of this Article.

Evaluation of the Master’s thesis

Article 21

(1) Master’s thesis shall be evaluated on ECTS and numerical grading scale as follows:

Table 6: Evaluation of the Master’s thesis

Numerical grade	ECTS	Final percentage of acquired knowledge, skills and competences
		University graduate study
5 – Excellent	A	90 - 100 %
4 – Very good	B	80 - 89.9 %
3 – Good	C	70 - 79.9 %
2 - Sufficient	D	60 - 69.9 %
2 – Sufficient	E	50 - 59.9 %
1 – Fail	FX	40 - 49.9 %
1 – Fail	F	0 - 39.9 %

(2) Mentor shall enter numerical grade on a scale from 1 to 5 and ECTS grade on a scale from F to A (0-100%) in the application form, and only numerical grade on a scale from 2 to 5 and ECTS grade on a scale from E to A (40-100%) in the relevant transcript book.

(3) If the Master’s thesis were to be graded “Fail” (FX or F), a student shall submit her Master’s thesis again in the next academic year.

4.3 Entering grades in the relevant application form and transcript book

Entering grades

Article 22

(1) The percentage of acquired knowledge, skills and competences, ECTS grade and numerical grade derived from it shall be entered in adequate student's transcript book and application form.

4.4 Final average percentage of acquired knowledge, skills and competences

Student's overall academic success

Article 23

(1) On basis of the average percentage of acquired knowledge, skills and competences at the end of university undergraduate and professional undergraduate studies, and university graduate study, the final average percentage of acquired knowledge, skills and competences (learning outcomes) of students from all passed courses shall be derived according to comprehensive classification of qualifications (honours).

Table 7. Honours

Honours	Average percentage of acquired knowledge, skills and competences	
	University undergraduate and professional undergraduate studies	University graduate study
First-Class Honours	80 - 100 %	90 - 100 %
Upper Second-Class Honours	70 – 79.9 %	80 – 89.9 %
Lower Second-Class Honours	60 – 69.9 %	70 – 79.9 %
Third-Class Honours	50 – 59.9 %	60 – 69.9 %
Pass	40 – 49.9 %	50 – 59.9 %

(2) Students with highest final average of percentage of acquired knowledge, skills and competences (learning outcomes) shall receive recommendation in Latin honours at the end of the university undergraduate and professional undergraduate studies, or university graduate study:

1. Bachelor with the highest recommendation (SUMMA CUM LAUDE Baccalaureus), i.e. Master with highest recommendation (SUMMA CUM LAUDE Magistar);
2. Bachelor with great recommendation (MAGNA CUM LAUDE Baccalaureus), i.e. Master with great recommendation (MAGNA CUM LAUDE Magistar);
3. Bachelor with recommendation (CUM LAUDE Baccalaureus), i.e. Master with recommendation (CUM LAUDE Magistar).

(3) The number of students recommended shall be defined by the Faculty council.

5. RESPONSIBILITIES OF THE COURSE COORDINATOR

Responsibilities of the Course coordinator

Article 24

(1) The Course coordinator is responsible for keeping the record of each student's acquired percentage of knowledge, skills and competences (learning outcomes) for every segment of evaluation and for the final grade, and for maintaining the record through the Faculty's IT system.

(2) The Course coordinator is responsible for making every segment of evaluation of knowledge, skills and competences (learning outcomes) transparent to each student.

(3) The Course coordinator is responsible for evaluating the students using the ECTS grading scale (0-100%), ECTS grade and numerical grading scale.

6. TRANSITIONAL AND FINAL PROVISIONS

Article 25

(1) When matters are not regulated by this Rulebook, the regulation set out by the Rulebook on Studies at the University of Rijeka shall apply.

Article 26

(1) With this Rulebook entering into force, the Rulebook on supplementing national numerical grading scale with ECTS grading scale for evaluation the student's academic success at the university undergraduate study (240 ECTS) and university graduate study (60 ECTS), and professional undergraduate study (180 ECTS) at the Faculty of tourism and hospitality management in Opatija (CLASS: 602-01/05-01/03; REG.NO.: 2156-24-05-02-07) from June 20, 2005 as well as its amendments cease to be valid.

Article 27

(1) This Rulebook shall enter into force on the eighth day after the day of its publication on the Faculty's notice board, and shall apply from 2015/2016 academic year.

Dean

prof. dr. sc. Dora Smolčić
Jurđana

Secretary Office of the Faculty of Tourism and Hospitality Management has defined final consolidate text of the Rulebook on Evaluation of Students at the Faculty of Tourism and Hospitality Management which integrates the Rulebook on Evaluation of Students at the Faculty of Tourism and Hospitality Management (CLASS: 003-05/12-01/07, URBROJ: 2156-24-12-02-01) from June 18, 2012, as well as the Rulebook on Evaluation of Students at The Faculty of Tourism and Hospitality Management (CLASS: 003-05/13-01/03, REG.NO.: 2156-24-13-02-01) from July 8, 2013, and Rulebook on amendments of the Rulebook on evaluation of students at the Faculty of Tourism and Hospitality Management (CLASS: 003-05/15-01/01, REG.NO.: 2156-24-15-05-01) from January 21, 2015, the Rulebook on amendments of the Rulebook on Evaluation of Students at the Faculty of Tourism and Hospitality Management (CLASS: 003-05/15-01/02, REG.NO.: 2156-24-15-05-01) from May 12, 2015, and Decision on amendments of the Rulebook on Evaluation of Students at the Faculty of Tourism and Hospitality Management (CLASS: 003-05/15-01/12, REG.NO.: 2156-24-15-02-01) from December 10, 2015 which regulates their entry into force.

CLASS: 003-05/15-01/12
REG.NO.: 2156-24-15-02-02
Opatija, December 15, 2015

Faculty Secretary

Nada Bogojević, dipl.iur.