

# Students' assessment regulations

ACADEMIC YEAR 2021/2022

## Students' assessment regulations

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## Preamble

The joint Master programme in Marine Biotechnology (JMPMB) is implemented by six universities: Universidad Católica de Valencia (Spain), La Rochelle Université (France), Agricultural University of Athens (Greece), Universitatea Tehnica de Constructii Bucuresti (Romania), Klaipėdos Universitetas (Lithuania), Sveučilište u Zadru (Croatia) (hereinafter referred to as 'Partner') and all together hereinafter referred to as 'Partners' or 'Consortium of Universities'.

The Partners agree to apply the following joint guidelines for the students' assessment in the JMPMB.

### Article 1. General provisions

1. Students' assessment provides the professors/lecturers with the information they need to assess whether the students have achieved or will achieve the required learning outcomes.
2. The final assessment of the student consists of the assignment during the semester and final examination, if any, with the exception of internship and Master thesis.
3. The examiners shall make every effort to ensure fairness, consistency and equity in their assessment procedures.
4. The Partner who coordinate the course is responsible for organising the student assessment. If the course is offered virtually, the Partner, which is hosting the students physically shall assist in organising the examination by providing the premises and a supervising examiner during physical exam.
5. The assessment methods and criteria and the timeline of each assessment in each course shall be communicated to the student during the first class at the latest and published on the course moodle by the course coordinating professor. The JMPMB ECTS course catalogue, published on the JMPMB website, includes the description of each course with the assessment methods and weight in the final grade.
6. Research manuscripts and other written assignments may be accepted as a teamwork for evaluation purposes, if each individual student's contribution can be defined based on chapters, numbers of pages or other objective criteria. In any case, such kind of work will be both assigned and evaluated by the teacher(s) each course.
7. The dates of exam session and of the complementary exam session will be indicated in the academic calendar of each academic year that shall be available on the JMPMB website.
8. The exam schedule of each course will be announced one month prior to the beginning of the exam session. The Academic Coordinator is responsible to ensure the examination of the courses do not overlap and leave sufficient time to the student to prepare for the exams.
9. For students with disabilities the Programme Board sets the regulated examination conditions taking into account individual cases and decides according to the student's needs (after taking into account medical advices given by the adequate 'disability service').
10. Examinations and credits passed at one of the Partners as part of the degree programme are fully and automatically recognised by the Partners.
11. Students' assessment guidelines shall to be published on the JMPMB website and EU-CONEXUS Smart Campus.

## Article 2. Examiners

1. The course is conducted by the teacher or teachers who are members of the academic staff of the Consortium of Universities with the participation of visiting teachers and industry experts.
2. The assessment during the course (semester assignments) and final examination is conducted by the course teacher(s).
3. The course coordinating teacher is responsible for the organising of the course assessment. Other collaborating teachers are recommended to be invited to take part in the process of assessment.
4. In case of the virtual courses (3<sup>rd</sup> semester), the student will be assessed course coordinating teacher. The exams of the virtual courses will take place in the Partner where the student is doing the Academic Research Integration course.

## Article 3. Assessment methods

1. The type, length and type(s) of assessment are specified in the ECTS course catalogue and are pre-defined.
2. The assessment if the student has reached the learning outcomes of the course may be evaluated through the number of assignments. The final set of the assignments is decided by the coordinator of the course. The assessment may consist of:
  - **Single written exam** (from 1 to 3 hours) at the end of a course. The student will have to answer one or more questions as requested by the teacher with or without documents. It is recommended to formulate 'open' questions where the student may demonstrate his/her ability to analyse, evaluate, apply case analysis and make conclusions or propose solutions.
  - **Oral exam**: face to the teacher, the student has to answer some questions, comment articles, present a work previously asked. It is recommended to formulate 'open' questions where the student may demonstrate his/her ability to analyse, evaluate, apply case analysis and make conclusions or propose solutions.
  - **Oral/Poster presentation** of supervised projects, teamwork results, project-based works, case analysis, etc. to convincingly communicate scientific results.
  - **Practical exam/Laboratory test/Modelling**: the student is evaluated if he/she acquired a hands-on skills and knowledge to efficiently and skilfully manage a wide range of sophisticated laboratory equipment, to retrieve the results, apply theory, etc.
  - **Peer assessment**: the students or their peers grade assignments or tests based on the teacher's benchmarks to develop critical and analytical thinking, arguments, etc. skills, efficiently to integrate problem-solving skills and specialised knowledge and understanding from cost subject for innovative solutions.
  - **Report/project exam**: the student has to write a report following teacher's instructions. This exam can concern a project, a proposal, bibliographical analysis, case study analysis, etc.
  - **Report of the supervisor** during the internship.
  - **Portfolio/e-Portfolio**.
  - **Others**.
3. Depending on the type of assignment, the student can submit the work by the email, to upload on the EU-CONEXUS moodle, present orally.
4. Assessments could be organised without any teacher supervision in a specified duration (synchronous) or asynchronous.

- If, due to COVID-19 (or pandemic) restrictions, physical entry to the university premises is prohibited, examinations shall be carried out remotely in accordance with the procedures established by the host country and the host university.

#### Article 4. Grading system

- The results of assessments and examinations are given as a local grade (pertaining to the national grading culture of the university where the course takes place). The grades of the student will be converted to the grading system in other Partner university according to the following conversion table:

**Table 1.** Conversion table between the grades in the Consortium of Universities

ECTS description	Exceptional	Excellent	Very good	Good	Sufficient	Fail
ECTS Grade	A	B	C	D	E	F
<b>Requirements</b>	outstanding performance without errors	above the average standard but with minor errors	generally sound work with some errors	fair but with significant shortcomings	performance meets the minimum criteria	Fail – considerable further work is required
<b>Percentage of successful students normally achieving the grade</b>	10%	25%	30%	25%	10%	--
<b>LRUniv (France)</b>	20-18	17.9-16	15.9-13	12.9-11.0	10.9-10	<10
<b>AUA (Greece)</b>	10-8.5	10-8.5	8.4-6.5	6.4-5	6.4-5	<5
<b>UTCB (Romania)</b>	10	9	8-7.0	6	5	<5
<b>KU (Lithuania)</b>	10	9	8-7.0	6	5	<5
<b>UCV (Spain)</b>	10	9.9-9	8.9-7	6.9-6	5.9-5	<5
<b>UNIZD (Croatia)</b>	5	4	3	2	2	<2

- All courses must be assessed by the course coordinating teacher according to the corresponding grading system of the Partner where the course is assigned. A requirement is deemed to have been met if it is given a grade of at least 'E' (i.e. sufficient). The student must formally be notified of the grade.
- If requirements for particular course consist of several parts, the accumulated grade for the course is to be generated as the weighted average of all grades. The assessment can be performed by different teachers.

#### Article 5. Completion of the course requirements

- The final cumulative grade is calculated as a sum of all the assignments during the course and the final examination applying their weighted input in the final grade.
- If, due to a long-standing health or any other justifiable issues, a student cannot complete particular requirements on time, the Programme Board may allow the requirements to be completed at an extended deadline. In order to get the Programme Board's approval, the student must apply formally and provide sufficient documentation.

3. To progress from Year 1 to Year 2 the student must achieve a minimum ECTS grade of 'E' (i.e., a sufficient) in all courses of Year 1 (60 ECTS). If the student failed the course even on Complementary exam session, he/she has to repeat the course when it is available next time. In case of serious problems, force majeure, the student may apply to for an exception from this rule at the Academic Coordinator. The EU-CONEXUS Academic Council shall make the final decision under the provision of the Programme Board.
4. A student can defend Master thesis only when all other courses in the programme and individual study plan have been passed.
5. To receive the Master's degree the student must have defended the Master thesis with a minimum ECTS grade of 'E' (i.e., a sufficient).

#### Article 6. Access to information on grading/records

1. The students have right to know the assessment methods and criteria that will be used by the teacher and are entitled to an objective assessment on their achievements in all summative assessments performed on the subject. The course coordinator shall provide information at the beginning of the course detailing the type of assessments to be accomplished.
2. The university where the student follows parts of his/her JMPMB shall be responsible for registering the individual results of the student obtained at that university and for supplying transcripts of records mentioning those results to the Programme Coordinator University and all Partners (for autumn semester courses by 15 February, and for spring semester courses by 15 July).
3. In case of virtual studies and Academic Research Integration and Master thesis, the grades shall be communicated to the Programme Coordinator University and the Partners by the course coordinating university.
4. In order to effectively guarantee the right of students to the objective assessment of their academic performance and, if necessary, to challenge the qualifications they deem unjustified, a student has the right to obtain adequate information on the teacher(s)' application of assessment methods and criteria in the student's grading. In principle and unless the university concerned has established another method, the lecturer announces a date, time and venue after the grading where interested students can receive comprehensive information about the applied grading.
5. The student has right to have an access to his/her examination during the examination period (which include the publication and the review of the assessment) for records. In case of disconformity with the assessment the student has the right to appeal (See Article 7).
6. Each Partner must keep and guard all the assessment evidences of each student at least two years after the graduation.

#### Article 7. Failure, withdrawal and appeal

1. If the deadline for an examination or assignment is missed without a valid and documented reason, it will be rated as FAILED. In cases where the examination or assignment cannot be handed in on time for a valid reason, the coordinating teacher decides. The principles of equal opportunities and the precedence/priority of academic performance over the observance of procedural rules, should be taken in account. In consequence, the examination or assignment deadline should be extended, or a new assignment or examination should be set.

2. Performance in an examination is rated as 'failed', if the student, without valid reason: is not present on the date of the examination; or withdraws from the examination after the start of that examination; or does not repeat an examination within the specified time period.
3. The student must notify the coordinating teacher of the course immediately for withdrawal and satisfactory evidence must be provided; if this is not done, the performance in the examination concerned will be rated as 'failed'. The reason for withdrawal must be adequately documented and if the reason is accepted, a new deadline for submission shall be set. In any other case the examination will be rated as 'failed'.
4. At least one resit per course shall be allowed if a student fails a course. This resit will preferably take place in the Partner university where the course was taught. In this case the student's evaluation during the course will be sent to the university where the resit is relocated.
5. To accommodate the mobility of the students, resits can be relocated: when the calendar and mobility of the student do not allow for a resit at the Partner where the class was taken, a common resit session will be organised for all students by the coordinator of the course and the Academic Coordinator shall be informed.
6. Each student has right to appeal against the assessment result(s). The student may file his/her appeal to the Academic Coordinator at the Programme Coordinator University including a statement detailing the reasons for the appeal. In three working days at the latest, the Programme Board is informed and communicates with the examiner, who either accepts the appeal and changes the grade or rejects it. In either case, the student accepts the grade or requests for a further assessment. Upon the student's request, Programme Board assigns the evaluation to two other examiners, and the final grade will result as the average of the two marks.

## Article 8. Cheating

1. The Consortium of Universities has a zero-tolerance policy on cheating. Plagiarism, fabrication or falsification of results are acts or omissions by the student designed to partly or wholly hinder the forming of a correct assessment of his or her knowledge, skills and competence.
2. If the student cheats on the examinations, his/her performance in the examination concerned will be rated as 'failed'. In this case the teacher must notify the Academic Coordinator. The Programme Board may decide to withdraw the student from the programme. The regulations of the partner University where cheating is uncovered, will also come into effect.

## Article 9. Date of commencement

1. These regulations shall take effect on 1 September 2021 as decreed by the EU-CONEXUS Academic Council.
2. Any amendments to these regulations shall, after due consultation with the Partners universities, be confirmed by the Academic Council.