

Based on Article 82, comma 1 of the Scientific Activity and Higher Education Act and Article 29 of the Statute of the Faculty of Medicine, University of Rijeka, on the meeting of the 15 September 2009 the Faculty Assembly of the Faculty of Medicine, University of Rijeka, has taken the following:

ORDINANCE
on Student Grading at the Faculty of Medicine in Rijeka

Article 1

Introductory provision

This Ordinance regulates the rules for the conduct of examinations at the Faculty of Medicine in Rijeka, which are based on the Ordinance on Studies of the University of Rijeka (Category: 003-01/05-01/07; Protocol No.: 2170-57-01-05-8 of the 3 May 2005) and on the Decision on Amendments to the Ordinance on Studies (Category: 602-04/07-01/05; Protocol No.: 2170-57-01-07-155 of the 6 November 2007 and the Decision of the Faculty Assembly of the Faculty of Medicine of Rijeka, of the 11 November 2008.

This Ordinance on Student Grading at the Faculty of Medicine in Rijeka will be applied for Undergraduate, Graduate and students from Integrated Degrees, as well as for Professional Degree students (regular degrees) of the Faculty of Medicine, starting from the academic year 2008/2009.

Article 2

ECTS Credit Grading System

- (1) At the Faculty of Medicine of Rijeka, the success of students for each single course will be assessed and graded with the application of the European Credit Transfer System (ECTS), as well as with the numeric system.
- (2) The student work at the course will be assessed and graded in class, as well as at the final exam. During classes, a student may achieve up to 70% of the grade, while at the final exam up to 30% of the grade (from a total of 100 credits, 70 credits may be achieved during classes, while up to 30 at the final exam).
- (3) The Ordinance on Studies of the Faculty of Medicine in Rijeka defines the *Undergraduate and Graduate grading criteria*, depending on the type of the study programme. With the Decision of the Faculty Assembly of the Faculty of Medicine of Rijeka of the 11 November 2008, it has been decided that 1st, 2nd and 3rd year students from Integrated Undergraduate and Graduate Academic Degrees in Medicine and Dentistry will be graded according to the *Undergraduate Criteria*, while the following Integrated Degree generations will be graded according to the *Graduate Criteria*.
- (4) A student may take an exam from the same course up to three times in one academic year.
- (5) The Head of the course is responsible for organising at least 3 exam sessions.
- (6) An ordinary exam session is a session with two exam dates, organised immediately after the end of the course. If the course is organised in modules, these two exam dates must be organised within 15 days; if the course is organised during the entire semester or trimestre, these two exam dates must be organised within 30 days. The period between sitting two exams of the same course must be at least 14 days.
- (7) Extraordinary exam sessions are organised in September or in another session, according to the study programme. During the extraordinary exam sessions, the Head of the course is responsible for organising one or two exam dates, in order to include all the students who have the right to take that exam.

Article 3

Grading and Assessing Student Work during the Course

- (1) The total percentage of students' success during the course constitutes up to 70% of the grade.
- (2) The following students' activities may be graded during the course:
 - (a) Acquired knowledge, skills and competencies (course, small tests after seminars and similar)
 - (b) Activity during lectures
 - (c) Independent work (presentations, case overview and similar)
 - (d) Lecture attendance
 - (e) Other activities that the Head of the course defines in the course description
- (3) The exact credit distribution for each activity during the course, must be published on the web pages of each single Department before the beginning of the that particular course and it is determined by the Head of the course.
- (4) Students who have achieved during the course (table 1):
 - from 0 to 29,9% of the grade at the Undergraduate Degree, that is 0 to 39,9% of the grade at the Graduate Degree - will be assessed with grade F (unsatisfactory), cannot acquire ECTS Credits and must enrol again in the course in the next academic year.
 - from 30 to 39,9% of the grade at the Undergraduate Degree, that is 40 to 49,9% of the grade at the Graduate Degree - will be assessed with grade FX (unsatisfactory) and may take a make up exam, achieving from 0 to 10% of the grade, hence a final grade E. The make up exam may be held during the ordinary or extraordinary session.
 - more than 40% of the grade at the Undergraduate Degree and more than 50% of the grade at the Graduate Degree - may take the final exam.

Table 1 - Achieved grade percentage during the course

Achieved grade percentage during the course		Numeric grade	ECTS Credits	
Undergraduate Ccriteria	Graduate Criteria			
0-29,9%	0-39,9%	1 (Unsatisfactory)	F	Doesn't have the right to take the final exam (must enrol again in the course in the next academic year).
30-39,9%	40-49,9%	1 (Unsatisfactory)	FX	Has the right to take the MAKE UP EXAM
more than 40%	more than 50%			Must take the FINAL EXAM

Article 4

Grading Student Work at the Final Exam

- (1) The final exam takes place during the ordinary or extraordinary session.
- (2) The total percentage of students' success at the final exam makes up to 30% of the grade.
- (3) At the final exam, the key, specific competencies, determined for each unit, will be verified. The written, oral or practical part of the final exam are individually graded and the total number of credits at the final exam may be maximally 30 (from a total of 100 credits).

(4) At the written part of the final exam (test), credits are achieved if the student solves at least 50% of the test questions (in the description of the exam procedure, the credit distribution must be indicated, depending on the number of test questions which the Head of the course defines).

Article 5

Final Grade Formation

- (1) Students who have fulfilled the grading requirements during the course, must take the final exam.
- (2) The final grade consists in the sum of the percentages of the acquired knowledge, skills and competencies, achieved during the courses and the percentage achieved at the final exam, at the ordinary or extraordinary session. Students who are taking the make up exam may only achieve grade E.
- (3) The numeric grading system, compared to the ECTS Grading System, is as follows:
- Excellent (grade 5) corresponds to grade A in the ECTS grading scale,
 - Very good (grade 4) corresponds to grade B in the ECTS grading scale,
 - Good (grade 3) corresponds to grade C in the ECTS grading scale,
 - Satisfactory (grade 2) corresponds to grade D in the ECTS grading scale, while grades D and E correspond to satisfactory (grade 2) in the ECTS grading scale and
 - Unsatisfactory (grade 1) corresponds to grades F and FX in the ECTS grading scale.
- (4) Pass grades are: excellent (5), very good (4), good (3) and satisfactory (2).
- (5) Grading within the ECTS grading system is carried out with an absolute or relative distribution of students, who have successfully completed the course, depending on the size of the study group and the specificities of the lectures' organisation.
- (6) In the study groups with less than 40 students, distribution is carried out based on the final result (absolute distribution), as follows (table 2):
- A - 80 to 100% of the grade at the Undergraduate, that is 90 to 100% of the grade at the Graduate study,
 - B - 70 to 79,9% of the grade at the Undergraduate, that is 80 to 89,9% of the grade at the Graduate study,
 - C - 60 to 69,9% of the grade at the Undergraduate, that is 70 to 79,9% of the grade at the Graduate study,
 - D - 50 to 59,9% of the grade at the Undergraduate, that is 60 to 69,9% of the grade at the Graduate study,
 - E - 40 to 49,9% of the grade at the Undergraduate, that is 50 to 59,9% of the grade at the Graduate study.

Table 2 - Percentage of the acquired knowledge, skills and competencies, based on absolute distribution:

Percentage of the acquired knowledge, skills and competencies (courses + final exam)		Numeric grade	ECTS grade
Undergraduate Criteria (all undergraduate degrees and the first three years of Medicine and Dentistry)	Graduate Criteria (all graduate degrees and the following generations of Medicine and Dentistry)		
80 - 100%	90-100%	5 (Excellent)	A
70 - 79,9%	80-89,9%	4 (Very good)	B
60 - 69,9%	70 -79,9%	3 (Good)	C
50 - 59,9 %	60 - 69,9%	2 (Satisfactory)	D
40 - 49,9%	50 - 59,9%	2 (Satisfactory)	E

(7) For courses that are expressed with a descriptive grade, as defined by the study programme, the Professor will award the grade "Has satisfied" to the student who achieves 40 and more credits at the Undergraduate Degree, and 50 or more credits at the Graduate Degree.

(8) The students' distribution, based on their success in completing the course in comparison with the group (relative grading), is made as follows, after the definition of the final rang-list of students who have successfully passed the exam:

- A - 10% of students,
- B - 25% of students,
- C - 30% of students,
- D - 25% of students and
- E - 10% of students.

(9) Grading based on the group (relative grading) is carried out in the first two exam dates, at the ordinary session, that are taking place immediately after the end of the course.

- After the first exam date at the ordinary exam session, results on the students' performance at the exam procedure (and the achieved percentage) will be published on the notice board and on the web pages; however, the final grade will not be published.

- After the end of the second exam date at the ordinary exam session, an official students' rang-list will be made, according to the achieved percentage at the first or second exam date. The numeric and ECTS grade will be formed according to the relative distribution, defined by the Ordinance on Studies of the University of Rijeka (Table 3). With the relative distribution, all students who have reached the same number of credits in total, are awarded the same grade.

Table 3 - Percentage of the acquired knowledge, skills and competencies, based on relative distribution:

Relative distribution defined by the Ordinance on Studies	NUMERIC GRADE	ECTS grade
10% of students	5 (Excellent)	A
25 % of students	4 (Very good)	B
30% of students	3 (Good)	C
25% of students	2 (Satisfactory)	D
10% of students	2 (Satisfactory)	E

(10) In the third exam date (extraordinary session) - the grade is defined, based on the total percentage achieved, according to the relative grade distribution that is established in the first two exam dates of that specific course (consider that a shift on the rang -list achieved in the first two dates will not occur).

(11) Relative grading is applied to study programmes with more than a total of 40 students. In case the organisation of the pre-clinical and clinical courses for that specific study programme, in groups with less than 40 students or a shift type of lectures in which groups alternate consecutively, doesn't ensure a simultaneous and equal testing of the acquired study outcomes of the single course for the entire generation of students during the course and for all the registered students at the final exam - it will be allowed to apply the absolute grading, determined by the Ordinance for groups with less than 40 students.

(12) The final exam results will be published on the web pages and on the notice board, and they must contain all the data related to the achieved profit during the courses and at the final exam. The numeric grade, the ECTS grade and the percentage of acquired knowledge, skills and competencies will be entered into the Transcript of Records, into the application form and into the exam evidence programme.

(13) The student has not fulfilled the requirements prescribed by the study programme, in case he/she was absent more than 30% of the course hours in all the course sections (lectures, seminars or practical work).

Article 6

Application forms

The professor is obliged to submit the application forms of the exams held to the Student Office, within 5 working days after the end date of the exam. The Head of the course and the Head of Chair for that specific course, are responsible for the submission of the application forms in due time.

Article 7

For the matters that are not regulated by this Ordinance, the dispositions of the Ordinance on Studies of the University of Rijeka (Category: 003-01/05-01/07; Protocol No.: 2170-57-01-05-8 of the 3 May 2005), as well as the Decision on Amendments to the Ordinance on Studies (Category: 602-04/07-01/05; Protocol No.: 2170-57-01-07-155 of the 6 November 2007) will be applied.

Article 8

This Ordinance enters into force eight days after its publication on the notice board and on the Faculty's web pages.

The Dean

Prof. Alan Šustić, PhD.

Category: 003-05/09-02/04
Protocol No.: 2170-24-01-09-1

This Ordinance was published on the notice board and on the Faculty's web pages on the 22 September 2009.