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REGULATION

On the Procedure of Studies and Examinations

1. General provisions

- 1.1. The activity of Alberta College (hereinafter – the College) is in compliance with the Education Law, the Law on Institutions of Higher Education, the Vocational Education Law, Alberta College Regulation and other normative acts.
- 1.2. The aim of studies is to provide the acquisition of first-level vocational higher education in accordance with the latest scientific and technical developments, to theoretical and practical training of professionals who are competitive in the labour market, by promoting student development as mentally and physically developed, free, responsible and creative personalities, to create the motivation for further education.
- 1.3. The Regulation on the Procedure of Studies and Examinations (hereinafter – the Regulation) regulates the procedures of student admission and exmatriculation (expelling), organisation of studies and examinations, granting interruption of studies, assessment of achieved learning outcomes, organisation and administration of the state final examination, as well as the procedures for appealing against evaluation and decisions made by the administration. Fees for paid services are set by the Regulation on Tuition Fees and Other Charges at Alberta College, which can be found on the website of the College.

2. Organisation of the study process

- 2.1. The studies shall be regulated by the curriculum and implementation description of the specific study programme, setting out the requirements for admission, the purpose of provision of the study programme and planned learning outcomes upon completing the study programme, including the intended study courses (study modules), their planned learning outcomes, and including descriptions of study courses (study modules) with the thematic plan and the calendar plan.
- 2.2. The principles of study programme and curriculum development, as well description of implementation, preparation of annual study plans, calendar plans, lecture (internship) and tutorial schedules, the preparation of exam period schedules shall be governed by the "Regulation on the curriculum of study programmes, their development, approval, amendment and provision".
- 2.3. Students acquire study programmes in theoretical and practical classes, through independent learning and internships. Basic types of studies include lectures, seminars and practical assignments, tests, tutorials, independent work. The main types of independent work are the following: work with literature and periodicals, research papers, reports, analytical assignments.
- 2.4. The procedure for internships, the content and form of internship tasks and internship report, as well as the procedure for its presentation and defence is set by the "Regulation on independent work".
- 2.5. In addition to lectures, tutorials are organised. Tutorials are held centrally (for all students) before exam periods, internships, state final examination according to the schedule. At the beginning of each semester, the available times of lecturers' individual tutorials are placed at the College website. Individual tutorials are held only after the receipt of one or several students' applications. One may apply for an individual tutorial with the lecturer, and the lecturer agrees the tutorial time with the programme secretary.

- 2.6. Lectures, tutorials and examinations can take place for each study group separately, as well as for several groups together.

3. Individual study plans

- 3.1. Studies can be organised according to an individual study plan, prepared by the Study Department and coordinated with the study programme director (paid service). The individual study plan is approved by the College Director.
- 3.2. An individual study plan is drawn up for a student who acquires the study programme courses in a sequence that is different from the one defined in the accredited or licenced programme.
- 3.3. An individual plan is prepared in the following cases:
 - 3.3.1. the commencement of studies at later stages of study;
 - 3.3.2. study courses acquired during the previous education or professional experience have been recognised;
 - 3.3.3. the student resumes his/ her studies after a study interruption;
 - 3.3.4. the student resumes his/ her studies after expelling;
 - 3.3.5. the student has to repeat study courses;
 - 3.3.6. change of the study programme, terminating the current and concluding a new study agreement;
 - 3.3.7. after changing the study mode;
 - 3.3.8. other similar cases.
- 3.4. The individual study plan shall include the following information:
 - 3.4.1. title and code of the study programme at the College;
 - 3.4.2. specialisation (if applicable);
 - 3.4.3. study mode;
 - 3.4.4. semester of studies (year of studies);
 - 3.4.5. study plan (courses, credit points, semester);
 - 3.4.6. individual payment schedule (if applicable);
 - 3.4.7. other important information.
- 3.5. The student shall be introduced with the individual study plan, and the student shall sign it.
- 3.6. Once approved and signed, the individual study plan is considered to be an integral part of the addition/ amendment to the study agreement, which governs the study mode, study semester of study and tuition fee payment schedule.

4. Study modes

- 4.1. The academic year of full-time studies (weekday groups) and part-time studies (evening groups with e-learning elements and Saturday groups) is divided into two semesters; there are two testing and examination periods.
- 4.2. Full-time weekday group classes, group tutorials, examinations, etc. are scheduled on weekdays, while guest lectures and individual tutorials can also be scheduled in the evenings and on Saturdays in the premises of the College or in e-environment.
- 4.3. The students of part-time evening groups with e-learning elements (abbreviated: face-to-face/ real-time e-studies) are required to have a computer (or other device) with Internet connection, camera, microphone and headphones. Face-to-face/ real-time activities, study work, defence of internships take place in e-environment online, tutorials and tests take place in e-environment or at the premises of the College on weekday evenings (in exceptional cases also on Saturdays and Sundays). The state final examination takes place at the premises of the College. In exceptional cases, if there is a significant reason, with the permission of the study programme director and agreement of all members of the State Final Examination Board, the defence of qualification paper may be organised in e-environment online.
- 4.4. Part-time Saturday group classes and group tutorials are scheduled on Saturdays (in exceptional cases – on Mondays or Sundays), guest lectures and individual tutorials are also planned on weekday evenings at the premises of the College or in e-environment.
- 4.5. Individuals have the opportunity to master a part of a study programme, for example, a single course (module) in the status of an external student by concluding External Student Agreement. If after

acquiring a part of a study programme, the external student passes final examination following the procedure set by the College and demonstrates that his/ her learning outcomes set for the respective course (module) have been attained, i.e. the grade received for the final exam is not lower than “almost satisfactory” (4), the external student shall receive a certificate containing the details of its recipient, the title and scope of the study course in credit points, name and surname of the course teacher, qualification and evaluation for this study course. External Student Certificate is signed by the College Director. External Student Certificate is a document confirming that a person has acquired a separate study course (module). If a student wants the credit points acquired in the status of an external student to be recognised, then the previous education level shall be proved (see section 59.2 of the Law On Institutions of Higher Education).

- 4.6. If a lecture, tutorial, defence or test takes place in an e-environment, then the College staff shall have the right to request personal authentication by connecting a camera and microphone. If a student refuses or cannot provide such connection and therefore authentication is not possible, then the College staff may refuse to hold a tutorial or the student to participate in the class, test, defence.

5. Change of a study programme and study mode

- 5.1. During his/ her studies, the student is entitled to change study programmes and study modes (paid service), writing an application addressed to the College Director, which is submitted to the Study Department. After considering the application, the College Director shall take a decision and the Study Department shall inform the student respectively. The procedure for submitting applications signed by e-signature is regulated by the "Regulation on Electronic Document Circulation".
- 5.2. In case of change of study programmes and/or study modes:
 - 5.2.1. the recognition of credit points acquired from the previous study programme is decided by the Study Results Recognition Commission of the respective thematic area of the new programme (paid service) and they prepare an individual study plan (see Chapter 3 of this Regulation), as well as the agreement on amendments to the study agreement (or termination of the study agreement and signing of a new study agreement);
 - 5.2.2. The Study Department prepares order of the College Director *regarding changes in the student's data*, prepares an agreement on amendments to the study agreement and makes changes in the student database;
 - 5.2.3. If the student receives study and/or student loan then the Study Department prepares updated data about changes in the student's data for the institutions responsible for granting study loans.

6. Transferring students to the next semester and academic year

- 6.1. In the middle of an academic year, the student is transferred to the next semester with an order issued by the College Director, if she/ he has no financial debts to the College. After the end of the academic year the College Director shall pass *an order on the transfer of students to the next academic year*.
- 6.2. The student is transferred to the next academic year if the student has completed the relevant part of the study programme (i.e. the evaluation for all examinations/ tests, research papers, internships set by the study plan is positive) and has no financial debts to the College.
- 6.3. Students with academic debts not exceeding 8 credit points (hereinafter referred to as CP) may be transferred provided that their academic debts will be settled by the date set by the *order on the transfer of students to the next academic year on a condition*. If the student transferred on a condition fails to settle all academic debts within the set deadline, then the student shall repeat his/ her studies.
- 6.4. Students with academic debts exceeding 8 CP, with an order of the College Director may repeat their studies (*order on repeating studies*) or may be expelled from the College (*order on expelling*).
- 6.5. The duration of repeated studies may be one semester or one academic year, depending on the amount of academic debts:
 - 6.5.1. If the amount of academic debts is less than the scope of one semester (e.g. not more than 20 CP for full-time students), then the student remains in the same semester (the duration of repeated studies is 1 semester);

- 6.5.2. If the amount of academic debts exceeds the scope of one semester (e.g. more than 20 CP for full-time students), the student remains to study in the same year (the duration of repeated studies is 1 academic year).
- 6.6. In case of repeated studies, an individual study plan (see Chapter 3 of this Regulation) and an individual payment schedule (according to the Regulation of Alberta College on Tuition Fees and Other Charges) are drawn up for students.
- 6.7. Only those students who have fully completed the part of the relevant study programme and do not have academic and financial debts can be transferred to the final semester.

7. Granting study interruption and resuming studies

- 7.1. If the student does not have academic and financial debts, as well as debts to the library, the student may apply for interrupting studies by submitting a written reasoned application to the College Director (template may be received from the Study Department or found on the College's website).
- 7.2. An interruption of studies can be granted in cases where the student cannot continue studying in case of:
 - 7.2.1. medical indications;
 - 7.2.2. social reasons;
 - 7.2.3. family reasons;
 - 7.2.4. studying abroad or a lasting business trip/ mission;
 - 7.2.5. birth or adoption of a child;
 - 7.2.6. other specific cases.
- 7.3. Interruption of studies shall be granted for one academic year. Students studying in the final semester may be granted an interruption of studies for one semester. Interruption of studies shall be granted by the order of the College Director *on granting interruption of studies* by setting its start and end date. Determination of the start date of the study interruption shall be governed by the date when application is submitted to the College. The end date of the study interruption shall be governed by the end date of the academic year/ semester. If a study interruption period begins in the middle of a semester, the study interruption is granted for a period that is less than one academic year, as the studies shall be resumed at the beginning of the respective semester. Having resumed studies after interruption, the tuition fee is determined in full amount for the remaining study period according to the fee rate of the group to which the student returns.
- 7.4. In order to resume studies after an interruption or extend study interruption period, the student shall submit an application addressed to the College Director at the latest five working days prior to the end of the interruption period. If necessary, an individual study plan is prepared for the student (see Chapter 3 of this Regulation).
- 7.5. If an application for resuming studies or extension of study interruption period has not been submitted in time, the College shall be entitled to expel the student (exclude from the student list).
- 7.6. During one study period, the study interruption may be taken for a period of not exceeding two years, if this period has already been used and the student does not wish to resume his/ her studies, the student will be expelled with a right to resume his/ her studies following the procedure set by this Regulation.

8. Procedure for expelling students and resuming studies

- 8.1. Student exmatriculation or exclusion from the student list is possible with the award of qualification and issuance of the diploma, or – their expelling without it in the following cases:
 - 8.1.1. upon student's own wish;
 - 8.1.2. the student has violated the internal rules;
 - 8.1.3. in case of academic debts, i.e. the student has not passed the necessary examinations within the deadlines set by the College;
 - 8.1.4. the student has not resumed his/ her studies after a study interruption period;
 - 8.1.5. in case of financial debts, i.e. the student's tuition fee debt is for at least two months;
 - 8.1.6. the student has seriously violated the provisions of the study agreement;
 - 8.1.7. in case of violating academic integrity, including repeated plagiarism, i.e. the use of other authors' work (published or unpublished) or ideas without appropriate reference to that author;

- 8.1.8. it becomes apparent that the admission of the student has been affected by deception, bribery or other activity breaching the equality principle of candidates;
- 8.1.9. in the event of the student's death.
- 8.2. In order to expel the student upon his/ her wish, the student shall submit an application addressed to the College Director. The student is expelled by the order of the College Director *on expelling* after settling financial commitment to the College, incl., with the College library.
- 8.3. The student can be expelled because of academic debts if the study courses (study modules), research papers, internships, etc., the requirements of the study programme have not been met in time or the student has received negative evaluation. The student is entitled to apply for repeated studies in the previous year (see Chapter 6 of this Regulation).
- 8.4. The decision on expelling the student is taken by the College Director on the bases of student's application, information provided by the Study Department, Accounting Department, study programme director, College Council. The decision is approved by an order of the College Director *on expelling the student*.
- 8.5. The Study Department shall inform the student about his/ her expelling by sending an e-mail to the e-mail address entered into the student database, but if the email address is not active – to the address of the place of residence specified in the study agreement.
- 8.6. In the case of expelling (with the exception of expelling caused by significant breaches of the internal rules or violation of academic integrity), the student may ask to return to a particular study programme by submitting an application to the College Director. An application on resuming studies is the basis for the preparation of an individual plan (see Chapter 3 of this Regulation).
- 8.7. If the student has fulfilled all the requirements for the acquisition of a study programme and a qualification has been awarded by a decision of the state Final Examination Board, the student shall be exmatriculated with an order of the College Director *on granting qualification, issuing diploma and exmatriculation*.
- 8.8. If the student has a study loan, the College shall inform the study foundation about the student being expelled.

9. Knowledge assessment and evaluation

- 9.1. Student knowledge assessment criteria and expected outcomes are described in the curriculum and provision description of the study programme and in the description of each study course (study module).
- 9.2. Student knowledge is assessed in all kinds of classes, independent work, defences, tests and examinations.
- 9.3. The basic principles of study evaluation are as follows:
 - 9.3.1. summative principle of positive achievements – the acquired knowledge and skills are assessed by adding (summing) positive achievements;
 - 9.3.2. compulsory assessment principle – it is necessary to gain a positive evaluation for the acquisition of the compulsory content within the study programme;
 - 9.3.3. openness and transparency principle of requirements – in line with the set aims and tasks of the programme, as well as with the aims and tasks of study courses, key requirements for the assessment of the acquired education and training have been set;
 - 9.3.4. diversity principle of examination forms – various forms of examining are used to assess knowledge and skills acquired by students;
 - 9.3.5. assessment validity principle – the assessment form allows for the possibility to demonstrate one's analytical and creative abilities, knowledge and skills with such assignments and cases that are appropriate for different levels of acquisition. The scope of the content included in the assessment instrument corresponds with the learning outcomes set by the study course curriculum and the requirements for skills and knowledge set by the professional standards.
- 9.4. Knowledge is assessed in 10 (ten)-point scale, incl. graded tests. A 10 (ten)-point grading scale:

- 10 points – with distinction (student knowledge exceeds the requirements of the study programme, acquired additional skills independently, the student demonstrates deep understanding of problems);
- 9 points – excellent (the student has fully met the requirements of the study programme, is able to apply the acquired knowledge and skills);
- 8 points – very good (the student has fully met the requirements of the study programme, but faces some difficulties to apply the acquired knowledge and skills);
- 7 points – good (the student has acquired the required knowledge and skills, but minor drawbacks can be identified);
- 6 points – almost good (the student has acquired the required knowledge and skills, but insufficient depth of some knowledge can be identified and the student faces difficulties to apply them in practice);
- 5 points – satisfactory (in general, the student has acquired the required knowledge and skills, but insufficient depth of the acquired knowledge can be identified and the student faces difficulties in apply them to practice);
- 4 points – almost satisfactory (the student has acquired knowledge, but insufficient understanding can be identified and the student faces big difficulties to apply them in practice);
- 3 points – low (the acquired knowledge cannot be applied in practice);
- 2 points – very low (insufficiently acquired knowledge, cannot be applied in practice);
- 1 point – very, very low (almost no knowledge, skills and competences);
- 0 – no knowledge.
- 9.5. The lowest successful knowledge evaluation is 4 (four) points – almost satisfactory.
- 9.6. For acquiring a study course (study module), regular examinations are organised according to the study course description. Examples include test works, presentations, seminars, essays, tests, reports, case studies, other forms that facilitate the achievement of learning outcomes of the study course (study module). Regular examinations are organised and administered by the teacher of the study course (study module). The number and themes of current examinations are specified in the course description and in e-learning environment in Moodle.
- 9.7. The main assessment forms of programme acquisition are exams and differentiated graded tests to be taken at the end of each study course (study module), as well as the defence of research papers and internships (hereinafter collectively referred to as “examination”). The form of examination is defined in the description of the study programme and its provision.
- 9.7.1.1. The time and place of exams and tests are indicated in the exam period schedule, while the time of defence of research papers and internship reports is indicated in the semester timetable of the respective study group, which is published on the College’s website at the beginning of the semester.
- 9.8. The examination tasks, tickets or tests shall be prepared by the teacher of the study course (study module) according to the requirements listed in the course description. Only students who have completed all the requirements set out in the description of the study course (study module) are admitted to examination (have passed the tests, independent assignments, defended the projects, etc.) and have no financial debts to the College. If the student has financial debts, the student is not admitted to examination.
- 9.9. The evaluation of the examination is based on the requirements set out in the study course description. The result of examination shall be recorded in the protocol by the teacher or the Defence Board, signed and submitted to the Study Department within five working days after the examination. The teacher may submit an e-protocol signed by electronic signature by sending it to to the College’s e-mail of the programme secretary of the respective study programme.
- 9.10. If the student is not admitted to examination (the study course requirements have not been met, there are academic or financial debts), it shall be written “not admitted” in the protocol. If the student has not arrived to examination, it shall be written “absent” in the protocol. If during examination the student uses unauthorised aids or otherwise violates the procedure of examination, she/ he shall be discharged from the examination and it shall be written “discharged” in the protocol.
- 9.11. The time of submission of examination protocols and notification of the results shall be determined in advance by coordinating it with the teacher responsible for the respective study course (study module),

or no later than within five working days after an oral examination and seven working days after a written examination.

- 9.12. The evaluations recorded in the protocol shall be entered by programme secretaries in the student database within three working days from the receipt of the protocol. The next day after data are entered in the database, all the results are displayed on the College website after individual authentication (see section “My Data”). If the results displayed on the website do not match the actual circumstances, the student should immediately inform the Study Department to the fact.
- 9.13. In case the student has failed an examination (and also in case the student has been absent from an examination without any valid reason) he/she is allowed to take the exam repeatedly, following provisions of the Regulation of the College on Tuition Fees and Other Charges.
- 9.14. In the event of failing a repeated examination, upon proposal of the teacher or application of the student, the study programme director may decide to set up a special examination board consisting of not less than three members, incl. a mandatory requirement to include a student representative.

10. State final examination and qualification granting procedure

- 10.1. Acquisition of a study programme concludes with a state final examination consisting of:
 - 10.1.1. the development and defence of qualification paper;
 - 10.1.2. confirmation of knowledge, skills and competences in line with professional standard by answering questions asked by the State Final Examination Board, which includes examination of student's theoretical knowledge and practical skills.
- 10.2. The selection of the theme of and advisor for the qualification paper, as well as its development and defence is regulated by the Regulation on Independent Work. The right to take the state final examination is granted to the student who has fulfilled the requirements of the study programme, has submitted qualification paper in good time together with the advisor's feedback, has no academic and financial debts and who, with the order of the College Director *on admission to the state final examination and defence of qualification paper* has been admitted to the defence of his/ her qualification paper.
- 10.3. If the evaluation given by the reviewer is lower than almost satisfactory (4), another reviewer may be appointed. In such cases, the student shall be entitled to withdraw his/ her qualification paper or to take the state final examination.
- 10.4. Qualification papers that have been evaluated with a grade eight and above will be available for public after their defence (for viewing) in the College library. After a year, qualification papers can be placed on storage in the College archive.
- 10.5. The study programme director is responsible the administration the state final examination.
- 10.6. For organising state final examination a State Final Examination Board is established in each study programme with an order of the College Director *on establishing the state final examination board*.
- 10.7. The State Final Examination Board is composed of five members, the Chairperson of the Board and at least four Board members. Chairperson of the State Final Examination Board and at least half of the Board members shall be representatives of professional organisations or employers of the branch:
 - 10.7.1. Chairperson of the State Final Examination Board – a branch professional not working in the College;
 - 10.7.2. Deputy Chairperson of the State Final Examination Board – the study programme director of the College;
 - 10.7.3. members of the State Final Examination Board – two branch professionals and at least one teacher from a cooperation higher education institution or college.
- 10.8. The secretary of the State Final Examination Board may be:
 - 10.8.1. Deputy Chairperson or one of the members of the State Final Examination Board with the rights to vote – a teacher of branch related courses with the right to participate in discussions, ask questions and to evaluate the examination with a grade;
 - 10.8.2. an additional (sixth) member of the Board, who is a record-keeper with no voice and performs secretarial duties, and is not entitled to participate in discussions, ask questions and evaluate the examination.

- 10.9. Prior to the beginning of the state final examination, the secretary of the Board prepares the following documents:
 - 10.9.1. qualification papers with feedback from advisors and reviews from reviewers;
 - 10.9.2. an order of the College Director *on admission to the state final examination and defence of qualification papers*;
 - 10.9.3. a list of introductory questions for examining theoretical knowledge and practical skills;
 - 10.9.4. templates of minutes for reflecting the process and results of the state final examination.
- 10.10. The state final examination and defence of qualification papers are held in an open session in the following order:
 - 10.10.1. presentation of the content of the qualification paper (not longer than 7 minutes) in which the relevance of the topic shall be substantiated, the aim and objectives of the qualification paper shall be presented, research methods, content of the qualification paper, conclusions and recommendations shall be briefly described;
 - 10.10.2. during the defence process, the student shall use multimedia devices to demonstrate the prepared presentation;
 - 10.10.3. questions asked by the State Examination Board and answers given by the student; the questions asked shall be recorded in the minutes of the State Final Examination session.
 - 10.10.4. reading the feedback of the advisor of the qualification paper;
 - 10.10.5. reading the review of the qualification paper;
 - 10.10.6. student's answers to the questions and comments stated in the review and asked by the State Final Examination Board;
 - 10.10.7. answers to the state final examination questions, which include the examination of the student's theoretical knowledge and practical skills (if applicable).
- 10.11. The decision on the evaluation of the state final examination and awarding qualification shall be taken by a simple majority in a closed session of the State Examination Board. If the number of votes is divided (and in other disputable cases) the casting vote is held by the Chairperson of the State Final Examination Board. The State Final Examination Board may suspend from the state final examination if a significant violation of ethics or academic honesty has been identified.
- 10.12. The State Final Examination Board shall take into account the following when evaluating qualification papers:
 - 10.12.1. the quality of qualification paper, solution of theoretical issues and their presentation, formatting;
 - 10.12.2. student's presentation during the defence of his/ her qualification paper and answers to questions;
 - 10.12.3. practical value and application possibilities of the qualification paper;
 - 10.12.4. feedback and evaluation of the advisor of the qualification paper;
 - 10.12.5. review of the qualification paper and evaluation of the reviewer.
- 10.13. The final evaluation of the state final examination consists of the evaluation given by the advisor of the qualification paper – 20% of the final evaluation, reviewer's evaluation – 20% of the final evaluation, a weighted average evaluation of the Final Examination Board for the questions examining theoretical knowledge and practical skills – 20% of the final evaluation, and a weighted average evaluation of the Final Examination Board for the defence of the qualification paper, which constitutes 40% of the final evaluation.
- 10.14. Students who have received a negative evaluation or have been suspended from the state final examination in the cases referred to in section 10.11 may receive an academic certificate for the acquisition of a part of the study programme without granting qualification, or they may repeatedly develop and defend a qualification paper. In such cases the student may be subject to additional requirements (e.g. acquisition of additional study courses, repeated assignment to qualification internship, etc.) according to the current plan of the study programme.
- 10.15. In the minutes of the State Final Examination Board the secretary shall record the date of the state final examination, members of the State Final Examination Board, student's name and surname, topic of qualification paper, the evaluation granted, the decision on awarding qualification and award of diploma or any specific decisions and remarks made by the Board, as well as recommendations for

continuing studies. The Minutes shall be signed by all the members of the Board participating in the session (as well as the secretary, if section 10.8.2 of this Regulation is applicable). On the basis of the decision by the State Final Examination Board on awarding qualifications and issuance of diplomas, the College Director shall pass *an order on granting qualification, issuing diploma and exmatriculation*. The diploma is signed by the Chairperson of the State Final Examination Board and by the College Director.

- 10.16. Diplomas with distinction are awarded when the evaluations for the study courses (incl., internship, research papers, etc.) acquired at the College is not lower than “very good” (8), and in addition, the assessment “very good” does not exceed 25% of the total number of evaluations and the evaluation in the state examination is not below “excellent” (9).
- 10.17. Within one week after the defence, the Chairperson of the State Final Examination shall prepare a report on the process of defence, positive aspects and shortcomings of qualification papers and submit it to the study programme director. The study programme director shall present the report prepared by the Chairperson of the State Final Examination to methodological commission of the respective study programme and submit it to the College Director.

11. Appeal procedure against evaluation and administration decisions

- 11.1. The student has the right to claim against the evaluation or decision not to be admitted to defence by submitting a reasoned application to the College Director within three working days from the date of announcement of the evaluation (on the website of the College in the student profile) or from the date of notification of the decision.
- 11.2. If the student claims against evaluation (of an examination, test, research paper or internship defence), the College Director examines the application and provides a response to the situation of the student within five working days, setting a deadline (which shall not exceed five working days) for receiving additional information from the student who claims against evaluation, as well as comments from the teacher (in case of examination or test) or Chairperson of the Defence Board, and, where appropriate, the members of the Defence Board (in the case of a research paper or internship defence):
 - 11.2.1. the comments from the teacher (or the Defence Board) or other information related to the claim is introduced to the student;
 - 11.2.2. in case a bookkeeping error has been identified, the documentation shall be revised;
 - 11.2.3. if the teacher (or the Defence Board) has left the evaluation without changes, the student is offered to set up a special commission for evaluating the situation. The Commission shall be set up by the College Director, taking into account that the Commission must consist of at least three members and include at least one student representative. The Commission may include the teacher of the course concerned (or the Chairperson or members of the Defence Board). The Commission assesses the relevance of the examination (or defence) evaluation to the requirements of the course (or Regulation). If non-compliance has been identified, the special Commission shall withdraw the evaluation and organise a repeated examination (without additional remuneration).
- 11.3. Where the student claims against a non-admission decision to the defence, the College Director shall examine the application and provide a reply within five working days setting out the deadline (which shall not exceed five working days) for receiving additional information from the student who claims against the decision, as well as comments from the study programme director or advisor of the qualification paper. The College Director shall evaluate the arguments of all the parties involved and decide whether to admit or not the student to the defence of his/ her paper.
- 11.4. The student is entitled to claim against the evaluation of the state final examination within three working days from the date of the defence in cases where a serious breach of the defence procedure has been observed, by submitting a written application addressed to the College Director.
- 11.5. The College Director examines the application and within three working days:
 - 11.5.1. suspends the decision on the award of qualifications made by the State Final Examination Board;
 - 11.5.2. suspends diploma preparation, issuance and student exmatriculation;

- 11.5.3. provides a response to the situation of the student by setting deadline (which shall not exceed three working days), for receiving additional information from the student who claims against the evaluation, as well as comments from the Chairperson and secretary of the State Final Examination Board (if necessary also from the members of the Board). The College Director assesses the arguments of all parties involved.
- 11.6. If it is established that there was a significant breach of the state final examination procedure, the College Director shall decide on the possibility for the student to develop and defend a qualification paper repeatedly, by updating the qualification paper or changing its topic and content in the following semester, in accordance with the timetable of the relevant semester and group for developing qualification papers. In such a case, the student has the right to change the topic and advisor of the qualification paper by lodging an application for the topic of the qualification paper with the signature of the new advisor in compliance with the Regulation on Independent Work.
- 11.7. If the state final examination took place without any infringements or they were minor and could not influence the decision of the State Final Examination Board regarding the evaluation of the student claiming against it, the College Director shall decide on leaving the State Final Examination Board's decision without modification and pass an *on granting qualification, issuing diploma and exmatriculation*.

12. Rules for ensuring the enforcement of this Regulation

- 12.1. To declare the following regulations invalid:
- a) Regulation on the procedure of studies and examinations as of 2009;
 - b) Regulation on the exclusion of students from student list (exmatriculation).
- 12.2. To withdraw from the Regulation on the Alberta College Council section 6.2.5 in order to ensure the fulfilment of section 3.1 of this Regulation "The individual study plan is approved by the College Director".
- 12.3. To develop and introduce the Regulation on Electronic Document Circulation.
- 12.4. To develop and introduce the Regulation on the Curriculum, Design, Approval, Amendment and Provision of Study Programmes.
- 12.5. To introduce an "internship description", "research paper description" and "qualification paper description" in line with the essence of the study course descriptions.