

Grading System of the College of Professional Studies – International Centre of Professional Studies, Belgrade

The assessment of student achievement is based on grades ranging from 5 to 10, contingent on ECTS credits, i.e. the European Scale, which is identical for all European countries belonging to European Educational Area, according to a document published by the European Commission, i.e. the ECTS Users' Guide: http://egracons.eu/sites/default/files/ects-users-guide_en.pdf.

Grading System

Student achievement in mastering a particular course is continuously monitored during classes and expressed in points. By fulfilling the course pre-examination obligations and passing the examination, students are eligible to achieve a maximum of 100 points.

The study programme determines the proportion of points acquired based on pre-examination obligations and examination, whereby pre-examination obligations contribute to a minimum of 30 and a maximum of 70 points. Student knowledge at the final examination is assessed in one of the following ways (or a combination thereof): practical examination, written examination, and/or oral examination.

Student achievement on examinations is expressed by grades ranging from 5 (insufficient) to 10 (ten), according to the following grading scale:

Points achieved on an examination	Grades used in the institution (from highest to lowest)	Grade definition	Equivalent ECTS grade
from 91 to 100 points	10	excellent-exceptional	A
from 81 to 90 points	9	excellent	B
from 71 to 80 points	8	very good	C
from 61 to 70 points	7	good	D
from 51 to 60 points	6	sufficient	E
up to 50 points	5	insufficient, not passed	F

The assessment of student knowledge is conducted in a continuous process of monitoring student activities throughout the year. All parameters of achievement in mastering a certain course are evaluated – class attendance, adoption of facts and ability to connect them, application of knowledge, participation in interactive classes, ways of presenting knowledge, efficiency in the implementation of practical skills, as well as the result achieved in practical, written and/or oral examinations.

Grading and student advancement are prescribed by the *Rulebook on Taking and Grading Examinations*.

Student Grading Strategy

The advancement of students through the study programme is done by passing examinations in compulsory and elective courses that carry a respective number of ECTS credits. Students achieve the specified number of ECTS credits when they successfully pass an examination from a particular course.

The number of ECTS credits for each course is determined based on the student workload required for mastering the teaching material of that course by applying a unique methodology for all disciplines.

At the beginning of lectures, teachers are obliged to acquaint students with the course curriculum, schedule of classes by weeks, i.e. days, planned forms of active teaching (pre-examination obligations), and the method of knowledge evaluation, form and content of examinations, list of areas and/or exam questions, the structure of the total number of points and the manner of forming the grade.

Taking Examinations

A schedule of examinations for all examination periods in the study year is published at the beginning of the study year and cannot be changed (except in extraordinary cases).

Only a student who has fulfilled all the prescribed pre-examination obligations determined by the course curriculum and settled their due obligations toward ICEPS, can take the examination.

An application for taking an examination is submitted via electronic means after the completion of the previous examination period, and before the start of the next examination period.

During an examination, students, teachers and associates are required to behave in accordance with established *Rules of Conduct*. In the event of behaviour that is not in accordance with the *Rules of Conduct* concerning students taking examinations, students breaching the *Rules of Conduct* will be subject to disciplinary liability regulated by the *Rulebook on the Disciplinary Responsibility of Students*. In the event of behaviour that is not in accordance with the *Rules of Conduct* concerning teachers or associates attending the examination, teachers or associates breaching the *Rules of Conduct* will be subject to disciplinary liability regulated by the ICEPS Statute and the contract concluded with the teacher or associate.

The grade received on an examination and the number of points are entered in the Examination Records and in the student's booklet and certified by the teacher after the examination; grade 5 (insufficient) is not entered in the student's booklet. A list of students who applied to take the examination, examination applications, and Examination Records are submitted by the teacher, no later than the end of the examination period, to the Student Service for data processing and compiling a list of passed examinations.

In the event of three failed attempts at taking the examination, the student may request to take the examination before the commission.

A student is entitled to annul the examination results in order to get a better grade in one of the following examination periods.

Students with disabilities are entitled to take examinations in a location and manner adapted to their abilities, at their request (submitted at least three days before the examination), in accordance with the ICEPS Statute.

Grading

Teachers are obliged to adhere to the following standards when grading students:

- The assigning of grades must be objective and impartial;
- Teachers must adhere to clear and predetermined criteria contained in the course curriculum when grading students;
- Teachers must use the same criteria in all examination periods;
- The assessment of student knowledge during classes as well as at the final examination is realized in terms pre-determined in the course curriculum.