

## THE PROCEDURE FOR THE ASSESSMENT OF LEARNING ACHIEVEMENTS AT KAUNAS UNIVERSITY OF APPLIED SCIENCES

### CHAPTER I GENERAL PROVISIONS

1. *The Procedure for the Assessment of Learning Achievements* at Kaunas University of Applied Sciences (hereinafter referred to as the Procedure) shall establish the principles for the assessment of the learning achievements of a study course/module, the assessment system, the organisation procedure of the assessment and ethics at Kaunas University of Applied Sciences (hereinafter referred to as the KUAS).

2. This Procedure has been developed in accordance with the following legal acts: *The Law on Science and Studies of the Republic of Lithuania* No. XI-242 of 30 April 2009, No. XII-2534 of 29 June 2016 (valid from 01-01-2017); by the Order of the Minister of Education and Science of the Republic of Lithuania *On the Approval of the Assessment System of Learning Outcomes* No. ISAK-2194 of 24 July 2008, descriptions of the study fields, the *Statute* of KUAS, *Code of Ethics*, *Study Regulations*, *Procedure of Handling Academic Appeals and Complaints*.

3. The aim of the assessment of learning achievement shall be to assess the learning outcomes achieved by a student/unclassified student, to determine their level according to specified criteria and to provide the student/unclassified student with feedback on his/her achievements and progress.

4. The methods and system of the assessment of learning achievements are provided in the descriptions of study courses/modules of study programmes. The criteria for the assessment of learning achievements are provided in the teaching/learning material of the study course/module.

5. Internship as a separate study course/module is assessed in accordance with the *Procedure of Organizing Internships* for the students of KUAS.

6. The assessment of final theses and final examinations of the study programmes is regulated by the *Procedure for Preparation, Defence, Storage of Final Thesis and Administration of Qualification Examinations* at KUAS, the content of which does not contradict the legal acts specified in Paragraph 2, and the provisions of this *Procedure* shall be applied to the extent that they are not replaced by the provisions of the above-mentioned document.

*Amendment of Paragraph 6 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

7. Key concepts used for the purpose of this Procedure:

7.1. Academic integrity is a set of requirements based on the moral principles applicable to the members of academic community. Academic integrity prohibits plagiarism, cheating, falsification of data, fraudulent writing of study assignments, use of fraudulent paper writing services, passing someone else's academic paper/project as one's own work, custom-writing of academic papers or doing other tasks on behalf of other students, submitting the study assignment of one course/module while assessing for another course/module, etc.

7.2. Academic dishonesty refers to the violation of the moral principles of academic integrity, breach of academic ethics (cheating, plagiarism, falsification of data, use of external assistance, passing someone else's academic paper/project as one's own work, custom-writing of academic papers or doing other tasks on behalf of other students, submitting the study assignment of one course/module while assessing for another course/module, etc.)

7.3. Academic debt is the examination or other final assessment, which was not taken / passed, the work/project/integrated project, which was not submitted / defended, the internship, which was not defended during the examination session and free re-assessment period specified in the study schedule. A student is considered to have an academic debt when the cumulative score of the study subject/module is lower than 5 or upon the record in the session transcript of records as 'absent', or 'not evaluated'.

7.4. An appeal is a motivated written appeal of a student/unclassified student to the Dean of the faculty/Head of the Division regarding the reconsideration of the decision if during the assessment of learning achievements there was a possible violation of academic ethics and/or procedures.

7.5. A score is a specific expression of a student's/unclassified student's learning achievements on a ten-point scale, based on previously determined criteria for the assessment of learning achievements. The evaluation criteria for each score must be clearly described in the teaching/learning material of the study course/module.

7.6. Examination/project refers to testing and assessment of knowledge, understanding and abilities that a student/unclassified student had to acquire while studying a certain course/module. The examination/project can take various forms.

7.7. Integrated final assessment (integrated project, integrated research paper, integrated examination) refers to a part of the cumulative assessment of learning achievements, integrating all components of the study module and designed to assess the learning achievements of the module.

7.8. Cumulative assessment refers to the system of assessing learning achievements (score) specified in the description of the course unit/module and discussed with students/unclassified students at the beginning of the semester. The cumulative assessment consists of the evaluations of interim assessments received throughout the semester. One of the interim assessments, which is carried out after the completion of the study course/module, shall be an examination or a project/ integrated project.

7.9. Re-assessment is an attempt by a student/unclassified student to assess a part of the cumulative assessment system, which was evaluated insufficiently (lower than 5) or was not assessed at all without a valid reason, at a formally scheduled time, after the appointed interim/final assessment date.

7.10. Plagiarism is and intentional or a negligent (through ignorance) presentation of someone else's work (words, images, ideas, software, websites, art and other type of work) in full or in part as one's own work without appropriate indication of the source and author and without following the rules of citation.

7.11. Procedural violations are violations of the process of organization and/or implementation of the assessment of learning achievements and outcomes, which have had a negative impact on the final evaluation.

7.12. Learning achievements refer to student's / unclassified student's learning outcomes demonstrated during the assessment and expressed in the form of numeric value (scores), after the assessment procedure of student's/unclassified student's learning achievements.

7.13. The assessment of learning achievements refers to a process during which confirmations about students'/unclassified students' achievements and their compliance with the established assessment criteria are collected and received.

7.14. The criterion of the assessment of learning achievements is an attribute or measure on the basis of which the level of learning achievements is assessed.

7.15. Learning outcomes are the statements indicating what a student/unclassified student knows, understands, is able to do by the end of the learning or study process and are defined by the knowledge, abilities and competences.

7.16. Interim assessment is the assessment and evaluation of knowledge, understanding and abilities that the student/unclassified student had to acquire while studying a certain part of the study course/

module. Interim assessments can take various forms and have a different weight on the final evaluation (score).

## **CHAPTER II**

### **PRINCIPLES FOR THE ASSESSMENT OF LEARNING ACHIEVEMENTS**

8. The assessment of students'/unclassified students' learning achievements at KUAS shall be based on the following principles:

8.1. Validity (assessment is associated with the aim of the study course/module and shall be based on anticipated learning outcomes);

8.2. Impartiality (all students/unclassified students shall be subject to the same assessment methods and criteria; the results of the assessment of the student's/unclassified student's learning achievements shall not be dependent on the change of the assessor);

8.3. Clarity (the assessment system shall be informative, based on clear assessment criteria and understandable to students/unclassified students and lecturer(s));

8.4. Publicity (learning achievements are assessed according to criteria publicly announced to students/unclassified students, whereas specific assessment results, as well as their explanation are available to students/unclassified students);

8.5. Mutual respect (in the process of the assessment of learning achievements, the culture of collaboration between the student/unclassified student and the lecturer is based on academic ethics and goodwill);

8.6. Confidentiality (the results of the assessment of learning achievements shall be presented to the student/unclassified student in person and shall not be announced publicly without the student's/unclassified student's consent).

9. The learning achievements of students with special needs (with hearing, vision or movement impairment) are assessed by applying relevant forms and methods, and by taking into account the individual needs and capabilities of such persons (e.g. by increasing the font in the examination tasks, extending the time for the assessment of learning achievements, and adapting the physical environment for the assessment of learning achievements – ensuring good lighting of the venue or its accessibility, etc.).

## **CHAPTER III**

### **SYSTEM FOR THE ASSESSMENT OF THE LEARNING ACHIEVEMENTS**

10. The methods for the assessment of study achievements are provided by the lecturer(s) who prepare the description of the study course/module. Before describing the assessment system of the study course/module, the lecturer(s) formulate the assessment criteria for the learning achievements for each assessment method.

11. Various assessment methods are used to assess learning achievements (examination, project, presentation of performance and the examples of accomplished work, testing of knowledge and skills, presentation of practical skills, demonstration of practical training in the workplace or laboratory, internship reports or diaries, research project, essays, reports, case study, achievement portfolio, etc.). The choice of the assessment methods depends on the anticipated outcomes of the study course/ module to be assessed. The methods recommended for the assessment of learning achievements of the study field programmes are provided in the descriptions of the study fields.

12. The assessment methods for students'/unclassified students' learning achievements shall correspond to the anticipated learning outcomes defined in the description of the study course/ module, as well as be consistent with the study content and study methods of the study course/ module. The

study course/module is assessed by the Committee of the Study Field in terms of the learning outcomes, as well as appropriateness of learning and assessment methods.

13. In order to ensure active and consistent learning/teaching of students/unclassified students throughout the whole study semester, their ability to apply theoretical knowledge in practice, impartiality of the assessment of learning achievements, and academic integrity, a cumulative assessment system consisting of interim assessments, self-study assignments and examination or project/integrated project is applied at KUAS. The description of the study course/module indicates whether all constituents of the cumulative assessment system shall be 'passed' and evaluated by a score.

14. The number of interim assessments depends on the learning outcomes of the study course/module. The description of the study course/module shall provide the system for the assessment of study achievements, indicating the influence of the weighting coefficients of the constituent of each theoretical and practical part of the study course/module, as well as the parts of self-study assignments on the final assessment/score.

15. A ten-score system for the assessment of learning achievements is used at KUAS (Annex 1).

16. Weighting coefficients are provided for each interim assessment, and the total sum of weighting coefficients of the study courses/module shall be equal to one. It is recommended that the weighting coefficient of the interim assessment would be at least 0.2.

17. The final evaluation of the learning achievements of the study course/module consists of the total sum of the evaluations of the interim assessments, multiplied by the respective weighting coefficients assigned to them.

18. While studying the course/module, the system for the assessment of the learning achievements of the study course/module shall not be changed.

19. Specific assignments of the assessment for the learning achievements are selected by the lecturer(s) of the study course/module.

20. It is recommended for the course/module assessment assignments to include at least 50 per cent of practical tasks.

21. The studies of a course/module in every semester end with an examination or the evaluation of student's accomplished assignment (project/integrated project). It is recommended to allot an examination or a project/integrated project at least 50 per cent of the cumulative assessment.

22. The assessment assignments of a study course/module that ends with an examination shall not be known to students/unclassified students until the assessment of their achievements. The lecturer(s) preparing the assessment assignment and carrying out the assessment are responsible for the confidentiality of the assessment assignments.

23. In order to acquaint students/unclassified students with the procedure for the assessment of learning achievements and to provide an opportunity for testing their knowledge and abilities before the assessment of learning achievements, similar assignment may be given, but not included in the assessment.

## **CHAPTER IV**

### **ORGANISATION OF THE ASSESSMENT OF LEARNING ACHIEVEMENTS**

24. During their first lecture, the lecturer(s) inform students/unclassified students about the aims and the content of the study course/module, the anticipated learning outcomes, the cumulative system of the assessment, its criteria, etc. The lecturer(s) also reminds students/unclassified students about the importance of academic integrity, informs about the possible consequences of plagiarism and the violation of academic integrity. It is only the knowledge, abilities and skills that are included in the anticipated learning outcomes provided in the course study programme that shall be assessed.

*Amendment of Paragraph 24 by the Resolution of the Academic Council No. (2.2.)-3-48 of 31 August 2020.*

25. Written academic papers, which contain textual information and have been composed using information resources (final thesis, research paper, project work, written assignment, etc.) shall be checked with a similarity detection tool for plagiarism. Such digital academic papers composed by students/unclassified students of KUAS shall be uploaded and stored in the virtual learning environment of KUAS.

26. The learning achievements of the study course/module are assessed by the lecturer(s) of the study course/module. If the lecturer(s) of the study course/module cannot assess the learning achievements due to illness or other important reasons, the Dean of the Faculty on the proposition of the Head of the Department/Academy/Centre/Division appoints another lecturer(s). Upon receiving a motivated request from the students/unclassified students or lecturer(s), the Dean of the Faculty may form an Assessment Board consisting of 3-5 lecturers from the same study field as the course/ module in order to assess the learning achievements of this particular study course/module.

27. The assessments of interim assignments may be expressed with the hundredth accuracy score, and the final assessment of the study course/module shall be entered into the semester transcript of records as a whole number.

28. The student/unclassified student, who is not able to participate in the interim assessment at the scheduled time due to objective reasons, shall inform the lecturer(s) in advance.

29. A student/unclassified student, whose evaluation is insufficient or who failed to fulfil laboratory and practical tasks, attend tests and colloquiums without a valid reason shall assess on them on the date agreed upon with the lecturer and approved by the Vice Dean/Head for Studies but not more than twice until the beginning of the examination session. The student shall pay KUAS for the lecturer's additional work by the hours anticipated in the study programme.

*Amendment of Paragraph 29 by the Resolution of the Academic Council No. (2.2.)-3-48 of 31 August 2020.*

30. Some re-assessments may not be organized for a student/unclassified student due to their specific nature, e.g. group work, discussion, etc.

31. The failure of the student/unclassified student to show up for the re-assessment without a valid reason shall be considered as a missed opportunity of the re-assessment.

32. The failure of the student/unclassified student to assess on the interim assignments until the date of the examination/the defence of the project without a valid reason shall be considered as a missed opportunity of the interim assessment.

33. A student is allowed to take an examination/defend a project only if he/she has assessed on all the interim assignments indicated in the description of the study course during the semester and has received at least the minimal score for the interim assessments. If the student/unclassified student has not received the minimal score for the interim assessments, he/she is not allowed to take the examination/defend the project.

34. In modular study programmes, a student/unclassified student is allowed to take an examination/defend an integrated project provided he/she has assessed on at least 50 per cent of interim assignments during the semester indicated in the description of the study module. If a student fails to assess on 50 per cent of interim assignments, he/she is not allowed to take the integrated examination/defend the integrated project.

35. Examinations and other final assessments, which are indicated in the study schedules, are carried out during the sessions, the schedules of which are submitted one week before the beginning of the examination session. It is recommended to have an interval of at least two days between examinations and other final assessments.

36. In order to establish the provisions of academic integrity among students, a student representative appointed by Students' Representative Council of KUAS, in coordination with the Dean of the Faculty/Head of the Division, may take part as an observer in the examinations and other final assessments. Only an advanced student who has never violated the principles of academic integrity himself/herself may be a student representative. The student representative shall only observe the examinations and the defence of projects/integrated projects of other faculties/divisions (not where he/she is studying). If he/she notices the fact of academic dishonesty during the examination or defence of the projects/integrated projects, he/she shall immediately inform the lecturer(s).

37. The Dean of the Faculty/Head of the Academic Division shall inform the lecturer(s) about the participation of the student representative in the examination or defence of the projects/integrated projects not later than 1 working day before the date of the examination or defence of projects/ integrated projects. Students/unclassified students are informed about the participation of the student representative in the examination or defence of projects/integrated projects by the lecturer(s), who acquaints the students with the procedure for taking the examination or defending projects/integrated projects.

38. In case of the presence of valid reasons, with the permission of the Dean of the Faculty/Head of the Division, a student/unclassified student may take the examinations at the time outside the session, provided he/she has fulfilled the requirements specified in the description of the study course/ module.

39. In case of the presence of a valid reason, the period of assessing for the courses/modules studied during a semester may be extended by the resolution of the Head of the Academic Division. The documents that justify the reason shall be submitted to the Dean's office no later than within 5 days after the need to extend the assessment period for the courses/modules studied occurred.

40. In certain cases, the assessment of the learning achievements of the course/module may be performed remotely in accordance with the principles of integrity, transparency and quality ensured by the lecturer(s).

41. The study course/module is considered to be assessed on if the final evaluation is not lower than 5.

42. The student/unclassified student is not allowed to retake the examination or another assessment having received sufficient evaluation in order to improve the score, except in cases when the student's/unclassified student's appeal is satisfied.

43. Each student/unclassified student has the right to get acquainted with the evaluation of his/her learning achievements of the study course/module, as well as strong and weak points, mistakes and remarks of the assessed task (work).

44. Students/unclassified students are informed about interim assessments of learning achievements in accordance with the procedure established by the lecturer(s) of the study course/ module. The date of the evaluation and feedback on the strengths, weaknesses, mistakes and remarks of the assessed task (work) is announced by the lecturer(s) assessing the learning achievements before the beginning of the assessment. The evaluation of the interim assessment of learning achievements shall be entered into the *Study Management Information System* no later than 10 working days from the date of the interim assessment and no later than 5 working days before the date of the final assessment of the learning achievements of the study course/module.

45. *Paragraph 45 has been repealed by the Resolution of the Academic Council No. (2.2.)-3-48 of 31 August 2020.*

46. The final evaluation of the learning achievements of the study course/module shall be entered into the *Study Management Information System* of KUAS by the lecturer/coordinating lecturer of the study course/module no later than 5 working days after the examination or the defence of the project/integrated project. Transcripts of records of the semester session are confirmed by the lecturer

in the *Study Management Information System* no later than 5 days after the non-paid re-assessment week of academic debts. The confirmation shall be equivalent to a written signature. The printed transcripts of records of the semester session, which are submitted to the Archive, are signed by the Vice Dean/Head for studies.

*Amendment of Paragraph 46 by the Resolution of the Academic Council No. (2.2.)-3-48 of 31 August 2020.*

47. In case a student/unclassified student failed to show up for the examination/defence of the project/integrated project, his/her absence is recorded in the transcript of records as 'neatvyko' (absent).

*Amendment of Paragraph 47 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

48. If a student / unclassified student is not allowed to take an exam or an integrated exam / defend an integrated project or in case a student/unclassified used unfair means and sources, or otherwise acted dishonestly during the assessment of any of the constituents of the cumulative assessment, his/her cheating is recorded in the session transcript of records as 'nejvertinta' (N) (not evaluated). The lecturer shall report this to the Ethics Committee. If a student has a deferred assessment deadline due to certain reasons (illness, participation in a student exchange programme, etc.), the transcript of records of the study course/ module is marked as 'atidėta' (AT) (deferred).

*Amendment of Paragraph 48 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

49. The accounting of learning achievements at KUAS is performed in the *Study Management Information System*, by storing printed and signed transcripts of records of the semester session at the Faculty /Division.

50. The results of the assessment of the learning achievements shall be published in compliance with the requirements of confidentiality.

51. The lecturer(s) of the study course/module shall not disclose to third parties the data on the learning achievements of students/unclassified students, unless they give a written consent.

52. The lecturer(s) of the study course/module shall not discuss impersonalized student's/unclassified student's learning achievements with other persons without the student's/unclassified student's consent, except in cases when the student's/unclassified student's appeal, regarding the assessment of learning achievements, is being assessed; the depersonalized assessment results of students'/unclassified student's learning achievements are being discussed or other issues related to studies are being solved, and the solution of which is not possible without the discussion of the results of learning achievements.

53. In order to ensure the quality of studies, after the assessment of learning achievements of the study course/module, the lecturer of the study course/module or the Head of the Department/Academy/Centre/Division, administration, Students' Representative Council shall have the right to receive feedback from students. The lecturer(s) of the study course/module and/or administration shall provide an opportunity for students/unclassified students to express their opinion on the quality of the content and teaching of the studied courses(s).

54. The administration of the Faculty shall provide opportunities for the lecturer(s) of the study course/module to get acquainted with the feedback of students/unclassified students on the quality of the content and teaching of the study course/module.

55. The student who has not taken or has failed the examination of the study course/module or defend a project/integrated project due to a valid reason may retake it once without charge and within 5 working days after the end of the session or during the re-assessment week. The student who has an academic debt can retake an examination or repeatedly defend a project/integrated project at his/her own expenses not more than three times during the new semester. It is recommended to schedule at least 2-day gap between retakes to prepare for the next retake exam / defended project / integrated project.

*Amendment of Paragraph 55 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

56. Failure to participate in the examination/defence of the project without a valid reason (as well as re-taking/repeatedly defending the examination of project or retaking/repeatedly defending the established academic debt) shall be considered as a missed opportunity of the re-assessment.

57. The student is allowed to eliminate academic debts not later than by the end of the second month of the next semester. Students studying in the last semester of their studies are allowed to eliminate academic debts no later than two weeks before the beginning of the week of the qualification examinations or defence of the final theses specified in the study schedule.

*Amendment of Paragraph 57 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

58. In case the student failed to eliminate academic debts within the period defined, on the proposition of the Vice Dean/Head for Studies and the basis of the order of the Head of the Academic Division, he/she may be allowed to repeat the failed study course/module at his/her own expense. The tuition fee is estimated by the number the credits of the repeatedly studied courses/modules following the *Description of the Procedure of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection* at KUAS.

59. At the end of the spring examination session or the period of extension of the session, the student with no more than 18 credits (full-time studies) and 15 (part-time studies) of academic debts shall be admitted to a higher year.

*Amendment of Paragraph 59 by the Resolution of the Academic Council No. (2.2.)-3-27 of 21 June 2021.*

60. At the end of the examination session or the period of extension of the session, a student who has more than 18 credits of academic debts and does not agree to repeat the failed study courses/modules shall be removed from the list of students.

## CHAPTER V

### ETHICS OF THE ASSESSMENT OF LEARNING ACHIEVEMENTS AND THE PROCEDURES OF HANDLING APPEALS

61. The process of the assessment of the learning achievements of students/unclassified students shall be followed by the ethical norms established in the *Code of Academic Ethics* of KUAS.

62. The lecturer(s) of the study course/module and the students/unclassified students shall take all measures to prevent the academic dishonesty of the students/unclassified students while assessing the learning achievements:

62.1. The lecturer(s) of the study course/module shall inform students/unclassified students about the authorised and unauthorised resources and aids, which could be used during the assessment, before the beginning of the assessment of learning achievements.

62.2. Possession of unauthorised resources and aids at the time of the assessment is considered sufficient evidence that the student/unclassified student has been using such resources and aids.

62.3. If the lecturer of the study course/module becomes suspicious that the student/unclassified student is using unauthorised resources or aids, the student/unclassified student shall help the lecturer of the study course /module to dispel the suspicions.

62.4. The refusal of the student/unclassified student to cooperate is considered as evidence of his dishonesty.

62.5. Upon establishing the fact of academic dishonesty, the lecturer(s) shall notify the Commission of Ethics in writing of the instance of dishonest behaviour and enter 'neįvertinta' (not evaluated) in the session transcript of records. In the event of a recurrent fact of dishonesty, the student/unclassified student may be expelled from KUAS.

63. In the process of the assessment of learning achievements, no ways of influencing (gifts and other rewards, psychological pressure, etc.) the assessing lecturer(s) are allowed.

64. Notifications on ethical violations while assessing the learning achievements shall be submitted to the Commission of Ethics by students/unclassified students, lecturer(s), observers of the assessment or other members of the academic community.

65. The Commission of Ethics investigates the notifications of the violations of the assessment ethics and informs the authorities at KUAS about the decisions taken.

66. Having received the decision from the Commission of Ethics and considering the recommendations of the Commission of Ethics regarding the application of sanctions, the authorities at KUAS may take sanctions against the violator of the *Code of Academic Ethics* in accordance with their powers.

67. A student/unclassified student who does not agree with the evaluation of the learning achievements of a study course/module shall have the right to lodge an appeal to the Dean/Head of the Division no later than within 3 working days from the announcement of the evaluation of the study course/module.

68. The appeal shall be submitted in writing. The appeal shall include the date and place of the conclusion of the appeal; student's/unclassified student's name, surname, e-mail address, other contact details; the decision(s) against which the appeal is being submitted; the grounds (reasons) for disagreement with the decision made, confirming factual circumstances and documents; specific request of the student/unclassified student; list of attached documents; student's/unclassified student's signature.

69. Appeals shall be registered in the relevant Register of documents of KUAS in accordance with the documentation plan of KUAS and in compliance with the *Rules of Document Management and Accounting*.

70. All appeals shall be handled by the Board of Appeal and shall be considered objectively, in accordance with the principles of independence, impartiality, fairness, transparency and non-discrimination.

71. If the learning achievements have been assessed by the Assessment Board, the appeal may be filed only for the violations of the procedure.

72. If the appeal is submitted due to the written assessment of the learning achievements of the study course/module, the written assignment shall be evaluated by the Board of Appeal.

73. If the appeal is submitted due to the oral assessment of the learning achievements of the study course/module, after recognizing the validity of the appeal, the Board of Appeal shall re-organize the oral assessment, during which all learning outcomes provided in the description of the study course/module shall be assessed.

74. The Dean of the Faculty/Head of the Division forms a 5-member Board from the members of administration, lecturers from the field of study of the course/module, and the representatives appointed by the Students' Representative Council of the Faculty in order to examine the appeal. The members of the Board shall not be the lecturers who might have violated the student's rights and legitimate interests, and whose participation in the hearing of the appeal or complaint, as well as in the decision-making process could cause a conflict of interest.

75. Appeals shall be considered no later than within 15 working days from the day of their registration.

76. The main form of work of the Board is a formal meeting. The Board shall elect a Chairman and a Secretary, as well as a Vice-chairman, from among its members by open vote during the meeting. The Chairman manages the work of the Board, chairs the meetings, is responsible for the quality and efficiency of the Board activities, as well as the validity of the decisions taken. The Secretary shall provide the members of the Board of Appeal with the information and material necessary for the

meetings; assist in the conclusion of draft documents related to the work of the Board, and take minutes of the meetings. The Vice-chairman shall act as the Chairman of the Board when he/she is ill or unable to perform his/her duties due to other important reasons.

77. The meeting of the Board shall be valid if at least 3 members of the Board are present.

78. The student/unclassified student who has submitted the appeal shall not be invited to the meeting of the Board and the hearing of the appeal shall take place in his/her absence.

79. The Board of Appeal shall take one of the following decisions:

79.1. To dismiss the appeal;

79.2. To uphold the appeal and provide another evaluation of learning achievements;

79.3. To uphold the appeal and allow to retake/take the interim assessment, examination or other final assessment.

80. Decisions of the Board shall be made during the meeting by open voting or, if the Board decides, by secret ballot. A decision shall be taken if more than half of the members of the Board present at the meeting vote in favour of it.

81. The members of the Board may vote 'in favour' or 'against'. Abstentions are prohibited. In the event of an equal number of votes, the Chairman of the Board shall have the casting vote.

82. Decisions of the Board shall be formalized in the minutes of the meeting, which shall be signed by all members of the Board present at the meeting. The minutes shall state the reasons for the decision of the Board and provide explanations.

83. The decision of the Board of Appeal shall be announced to the student/unclassified student by the administration of the Faculty/Division by institutional e-mail provided to the student/unclassified student no later than within 2 working days after the examination of the appeal.

84. The documents of the Board of Appeal are stored for one year at the Dean's Office/Division.

85. The student/unclassified student who has submitted the appeal shall have the right to withdraw the appeal at any time by giving a written notice. In this case, the appeal is not considered.

## **CHAPTER VIII FINAL PROVISIONS**

86. This Description is approved and may be changed by the resolution of the Academic Council.

87. This Description shall enter into force on the day following its publication on internal information system of KUAS.

88. The procedure established in this Description shall be applied to all employees and students of KUAS participating in the process of the assessment of learning achievements.

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A list of related documents:

1. *Procedure for Organizing Student Internships*, approved by the Resolution of the Academic Council No. (2.2.)-3-25 of 8 October 2018 (amended by the Resolution No. (2.2.)-3-25 of 14 June 2019)

2. *Procedure for the Assessment of Learning Achievements* at KUAS, approved by the Resolution of the Academic Council No. (2.2.)-3-21 of 31 October 2017.

3. *Procedure of the Assessment and Recognition of the Learning Achievements Acquired in a Non-formal and Self-study Way* at KUAS, approved by the order of the Director No. 1-329 of 24 February 2010 (New Edition No. 1-325 of 6 October 2015).

4. *Procedure of the Preparation, Defence and Storage of Final Theses/Projects and the Administration of the Qualifying Examinations*, approved by the Resolution of the Academic Council No. (2.2.)-3-17 of 22 November 2016 (New Edition, Resolution No. (2.2.)-3-65 21 December 2020).

5. *Procedure of Payment for Studies and Services Related to Studies, its Reimbursement and Debt Collection at KUAS*, approved by the order of the Director No. 1-203 of 17 May 2019.

**The scale and scores of the assessment of learning achievements**

Score	Description
10 (excellent)	All course/module learning outcomes have been achieved with outstanding quality. All anticipated knowledge and skills have been acquired. Knowledge and skills are comprehensive, the accomplished tasks and provided answers are impeccable from the subject matter and methodological point of view.
9 (very good)	All course/module learning outcomes have been achieved. All anticipated knowledge and skills have been acquired. Knowledge and skills are comprehensive, decisions are correct, the accomplished tasks and provided answers are impeccable from the subject matter and methodological point of view. There are insignificant technical shortcomings, minor inaccuracies.
8 (good)	All course/module learning outcomes have been achieved. All anticipated knowledge and skills have been acquired. Knowledge and skills correspond to the description of the study course/module, decisions are correct, tasks have been accomplished and answers have been provided in accordance with the requirements. There are some technical shortcomings, minor inaccuracies.
7 (average)	All main course/module learning outcomes have been achieved. All necessary knowledge and skills have been acquired. Knowledge and skills correspond to the description of the study course/module. However, the accomplished tasks and/or answers lack precision and completeness. Some answers to the questions are insufficiently developed. There are some technical shortcomings, minor inaccuracies. There are factual, analytical, methodological and technical shortcomings.
6 (satisfactory)	Not all main course/module learning outcomes have been achieved. However, the most necessary knowledge and skills have been acquired. Knowledge and skills are slightly higher than the minimum (threshold) requirements provided in the description of the study course/module, the tasks and/or answers are incomplete; there are errors, significant factual, analytical, methodological and technical shortcomings.
5 (sufficient)	Not all main course/module learning outcomes have been achieved. However, minimal knowledge and skills have been acquired. Knowledge and skills correspond to the minimum (threshold) requirements provided in the description of the study course/module, all tasks and/or answers are incomplete; there are serious errors, significant factual, analytical, methodological and technical shortcomings. However, with the help of the assessor, the learner who is being assessed is able to understand the errors/inconsistencies and correct them.
4, 3, 2, 1 (insufficient)	The main course/module learning outcomes have not been achieved. The minimum knowledge and skills have not been acquired. Knowledge and skills do not meet the minimum (threshold) requirements of the study course/ module. Tasks have not been accomplished; questions have not answered or contain a lot of serious errors, as well as significant factual, analytical, methodological and technical shortcomings. Even with the help of the assessor the learner, who is being assessed, is not able to understand and correct significant errors/inconsistencies.