

# **Euneiz University's Student Evaluation Regulations**

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## Preamble

Functions of the university system and autonomy of the universities establishes "The education and training of students through the creation, development, transmission and critical evaluation of scientific, technological, social, humanistic, artistic and cultural knowledge, as well as the capacities, competences and skills inherent to it", and is even more specific in Article 33. Rights relating to academic training, where it explicitly indicates that, in relation to their academic training, students will have several rights, among which the following are clearly stated and related to these assessment regulations: "To an objective assessment and to the publicity of the rules regulating the procedures for assessment and verification of knowledge, including the procedure for revision of qualifications and the available complaint mechanisms".

Along the same lines, and in the context of the Basque University System, Article 43 of Law 3/2004, of 25 February, sets out the rights of students, highlighting essential aspects related to assessment in sections f) and g). Specifically, it recognises the right of students to "an objective, impartial and reasoned assessment, based on public and previously established criteria" (section f), as well as the right to "know and use the procedures for reviewing and claiming their qualifications" (section g)".

On the other hand, the University Student Statute, approved by Royal Decree 1791/2010, of 30 December, establishes the student's right "to be informed of the university's rules on assessment and the procedure for reviewing grades", and includes various provisions relating to the processes of assessment, review and complaint of grades, as well as the custody of assessment documents by teaching staff and the promotion of new technologies in the publication of grades.

At Euneiz University, all of this leads us to give the utmost importance to formative assessment, which allows us to accompany our students throughout their learning process, offering them constant feedback and helping them to take responsibility for their own learning. At Euneiz we want to use assessment to help our students to get to know themselves better and better, being aware of their achievements and shortcomings, their successes and failures, stimulating them to make an effort and strive to improve, and encouraging them to be upright and responsible. The type of assessment in force in Euneiz has among its functions to diagnose, predict, guide and control, without excluding or neglecting the need for evaluation, which ensures the monitoring of the student with a view to the issuing of diplomas, on the basis of data that are as objective as possible.

Evaluation is also necessary for teaching staff, enabling them to assess the effect of their teaching on their students and to identify areas for improvement.

These regulations establish and make public the assessment, the system of calls, the existing review mechanisms, as well as some issues relating to feedback for teaching staff. As a complement to what is regulated here, the teaching guides and syllabuses must set out in detail the criteria to be applied when marking the planned assessment tests, so that students have complete and specific information on what is expected of them and how they will be graded.

### **Article 1. Subject matter**

The assessment of students is a fundamental pillar of the teaching and learning process. This assessment of their work must be approached rigorously and be guided both by training objectives, continuous assessment and progression in their training, as well as by criteria of transparency and objectivity. In this process, the rights and duties of both teaching staff and students must be guaranteed.

The aim of these regulations is to regulate the assessment processes and procedures used in the subjects included in the different syllabuses in order to implement common, rigorous and uniform assessment systems, the application of which reliably and validly reflects the level of knowledge and competences progressively acquired in the teaching and learning process.

### **Article 2. Scope of application**

These regulations are applicable to all official Euneiz Bachelor's and Master's degree courses. The regulations extend to the assessment of all subjects and subjects of these studies, including partial and final assessments, as well as any assessment procedure: theoretical, practical, written, oral, graphic, computer, etc. that is carried out within the scope of the official Euneiz degrees. Therefore, and without a doubt, it applies to the assessment of external academic internships, the Final Degree Project (TFG) and the Final Master's Project (TFM).

### **Article 3. Responsibility for the evaluation**

The responsibility for the assessment of a subject corresponds to the teaching staff who have the recognised teaching capacity for the subject, without prejudice to the student's right to be assessed, also and upon request, by the Assessment Review Board referred to in Article 17 of these regulations.

### **Article 4. General principles of evaluation**

1. Students have the right to an objective and impartial assessment, with guarantees of fairness and justice. They also have the right to know their grades in detail within the deadlines established for this purpose, and to review and challenge any grades they consider by means of the mechanisms established by these regulations and the University for this purpose.
2. Students have the right to be assessed on the learning outcomes expressed through the knowledge, skills and competences achieved in each and every one of the subjects in which they are enrolled, in accordance with what is specified in the corresponding teaching guides and programmes.
3. Students, upon request to the teaching staff within the first two weeks of the start of the course, may request to answer the assessment activities in the official languages of the Euneiz University, i.e. Basque or Spanish, regardless of the language used by the teaching staff to give the class and also regardless of the language of the wording of the exam, which is normally offered in the same language in which the teaching has been given. In particular cases, previously agreed with the teaching staff or competent university bodies, the exams may also be taken in languages other than the official languages of Euneiz.
4. Students have the right to be assessed in two sittings for each course enrolled, an ordinary sitting and an extraordinary sitting. All students will have the opportunity to pass the subject in the ordinary exam session and, if they fail, they will have the right to sit the extraordinary exam session. Once the subject has been passed, it cannot be re-evaluated in order to improve their first grade. In degrees that include curricular external academic placements, students may opt to sit the extraordinary exam for the presentation of the placement report, in the event that deficiencies have been detected in the same.
5. The Euneiz University provides two assessment options: Continuous assessment and single assessment. Both will have two exams, ordinary and extraordinary.

- Continuous assessment: Assessment of preferential and priority use at the University. It involves the establishment of a set of assessment activities that will enable the progress of each student to be assessed throughout the training period. The systems and instruments used must ensure the development and acquisition of all the training and learning outcomes associated with the subjects. The tests may be taken exclusively throughout the training period or they may be taken throughout the training period and complemented with a test on the official date established for the corresponding exams.

The positive results obtained during the continuous assessment will be retained. The negative results obtained during the continuous assessment will not be retained for the extraordinary exam, in which the student will be able to obtain 100% of the grade.

Students who have not reached the minimum percentage of attendance and participation established in the teaching guide/programme for the subject will go directly to the extraordinary single assessment session.

- Single assessment: Assessment reserved for students who have requested it in a justified manner to the teaching staff of the subject and the coordination of the study, in the first two weeks of the beginning of the teaching of the subject, and have obtained a favourable report for it. This will be a global assessment without taking into account the continuous assessment activities defined in the teaching guide/programme.
6. Students must refrain from using or cooperating in fraudulent procedures in assessment tests, as well as from using tools that distort the objective assessment of their academic performance. In the event of non-compliance with this duty, proceedings will be taken in accordance with the provisions of Law 3/2022, of 24 February, on university coexistence.
  7. The teaching staff has the duty to objectively and fairly assess the level of training and learning outcomes and knowledge acquired by the students, respecting the assessment systems included in the teaching guide and syllabus, which is in line with the verified teaching project.
  8. Teachers should encourage continuous assessment, understood as a tool of shared responsibility between teachers and students, and a process that takes into account the monitoring of learning progression.

9. The assessment tests must be adapted to students with specific academic needs, in accordance with the regulations established by the University.

#### **Article 5. Information duties**

1. It shall be ensured that, before the opening of the enrolment period in each academic year, students have access to the updated teaching guides in accordance with the University's procedures.
2. In the teaching programmes, the following aspects related to assessment shall be reported: the assessment procedures and tests foreseen; the contribution of these elements to the final assessment and the criteria that will be considered for carrying out this assessment, both in the ordinary and the extraordinary call. The list of specific requirements, such as, for example, attendance at a certain number of practical classes, compulsory completion of assignments, etc., shall be indicated. Therefore, it must be specified which activities are compulsory or not, i.e. whether it is necessary to carry them out and/or obtain a minimum mark in order to pass the subject itself.
3. In the evaluative activities that require the recording of images (video, photo...), the teacher will explicitly request the consent of the students.
4. At least one month in advance, the timetable for the final assessment tests shall be published through the channels provided for this purpose.
5. As far as possible, attempts shall be made to schedule assessment tests in the same year with a minimum interval of 24 hours between the start of consecutive tests.
6. When, due to force majeure, the assessment cannot be carried out as planned in the teaching guide/programme, a new programme will be established and the students will be informed of the changes, trying to minimise the inconvenience that these may cause.
7. In the event of discrepancies between the information provided by the teaching staff and the information contained in the teaching guide/programme, the latter shall prevail. In any case, the teaching staff must comply with what is reflected in the aforementioned documents.

#### **Article 6. Evaluation systems**

1. The assessment systems may include tests of different nature and format: theoretical, practical (projects, work, practical development of a technique, etc.),

exhibition, graphics, which may be in written, oral, multimedia or other formats as established in each subject in the teaching guide/programme.

2. The assessment systems shall include assessment tests and activities, which may include global assessment tests at the end of the teaching period of the subjects when so established in the teaching guide/schedule. However, the assessment systems may require the compulsory participation of students in activities that cannot be made up if they have not been carried out during the teaching period, provided that they have been included in the teaching guide and syllabus and their date is specified at least fourteen calendar days in advance.
3. The evaluation system established for the extraordinary call must allow students to obtain the maximum grade in the subject, provided that they have completed the compulsory activities reflected in the teaching guide/programme.
4. The assessment systems and criteria must be uniform for the different groups of the same subject.

#### **Article 7. Ordinary and extraordinary convocations**

1. The ordinary call (Call 1) will conclude at the end of the corresponding academic period, on the dates established in the academic calendar. In this call, students will be assessed in accordance with the criteria and procedures defined in the teaching guide/programme for each subject according to the corresponding assessment system.
2. The extraordinary call (Call 2) will be held at a later date, as determined in the academic calendar. Those who have not passed the subject in the first call may sit it, in the terms permitted by the regulations in force. The assessment criteria will be those defined in the teaching guide/programme for each subject.
3. Together with the publication of the provisional grades for each session, the review dates will be published, during which students may request a review of their grades from the lecturers responsible for the subject. The specific procedures and deadlines for requesting and carrying out this review are set out below in these assessment regulations.

#### **Article 8. Examination timetable**

1. The examination timetable shall be proposed in coordination at the level of each faculty and approved by the person responsible for the coordination of the course. It shall be ratified by the Academic Council and published one month before the start of the ordinary exam session.
2. The teaching staff of each subject will be responsible for publishing, through the virtual campus, and informing students of the time and classrooms scheduled for each assessment test.
3. The examination timetable may not be modified except in exceptional circumstances, which shall be assessed by the people in charge of the degree programmes and ratified by the Dean's Office/Vice-Dean's Office, after hearing the teaching staff and student delegates affected. The new timetable will be communicated within a maximum period of 5 calendar days from the date on which the people in charge of the degree programmes are informed of the situation.

#### **Article 9. Change of evaluation date**

1. Students who find themselves in any of the circumstances detailed below may ask the teachers involved to change the date of the test, accompanying their request with the relevant supporting documentation.
  - a. Students who are members of a student representative body and it coincides with a meeting or event to which they are summoned, according to its regulations.
  - b. Students enrolled in different subjects whose exams coincide on the same date and time. In this case, the entitlement refers to one of these exams and the time or date may be changed only once.
  - c. High-level student athletes or high-performance athletes in the event that the examinations coincide with regulated sporting activities.
  - d. Students who are in hospital on the date of the assessment (or have a serious illness) or have a family member in the first degree of consanguinity in such a situation.
  - e. Death of a relative within the first degree of consanguinity on the date of the examination or in the four days preceding the date of the examination.
  - f. Students who have been served with a summons.

2. The request for a change of assessment date in accordance with the above points must be addressed to the teacher involved within 5 calendar days of the day on which the notification is made. Points d), e) or f) may arise unexpectedly, in which case the student will be allowed to request the change of date from the teacher involved up to the day of the test.

#### **Article 10. Examination invigilation**

1. The teaching staff in charge of the subject or responsible for the content being assessed are obliged to be present and participate in the invigilation and supervision of the examinations corresponding to that subject. Unless materially impossible, each room in which an examination is held must have at least one person from the teaching staff of the subject.
2. It is the duty of all teaching staff to assist in the invigilation and supervision of examinations in other subjects, in accordance with the organisational needs of the University.
3. The planning and coordination of supervision shifts shall be the responsibility of the degree programme supervisor, who, in consultation with the teaching staff, shall ensure an equitable distribution in accordance with the teaching load of each member.

#### **Article 11. Planning and conduct of assessment tests**

1. Access and delays: Once the test has started at the official timetable, students will be allowed access for the first fifteen minutes, provided that they can duly justify their delay. If at that time they are unable to provide proof of the reason given, they may be asked to present it at a later date. During these first fifteen minutes, no person shall be allowed to leave the examination room. The person concerned will be assessed at another time, with the adaptations determined by the teaching staff involved.
2. 2. Identification of the student body: At any time during the test, the teaching staff may request the identification of the students, who must present it by means of their university ID card, national identity card, passport or any other means considered sufficient by the person responsible for supervision.

3. Fraud and penalties: If an attempt at fraud is detected during the test, the test will be graded with a 0 in the corresponding evaluation activity for each person involved, without prejudice to any other responsibilities that may arise. If the detection of fraud occurs while the test is in progress, the test may be immediately interrupted for the person or persons involved.
4. Adaptations to the assessment tests: The teaching staff responsible for the subject shall, as far as possible, make the necessary adaptations in the assessment tests for students with specific educational needs, provided that they have previously accredited this as established in the university regulations and have been so indicated, guaranteeing equitable conditions for their performance. These adaptations may include adjustments to the format, duration, environment or means used, among others. Under no circumstances may these adaptations entail a modification of the learning objectives of the subject or a change in the level of demand or difficulty with respect to the rest of the student body.

## **Article 12. Grades and minutes**

1. 1. In application of the provisions of Royal Decree 1125/2003, each of the subjects that make up the syllabus will be graded according to the numerical scale from 0 to 10 points, to one decimal place, to which the corresponding qualitative grade may be added:
  - a. 0 to 4.9 Fail (SS).
  - b. From 5 to 6.9 Pass (AP).
  - c. From 7 to 8,9 Notable (NT).
  - d. 9 to 10 Outstanding (SB).
2. The Honourable Mention is an extraordinary academic recognition awarded by the teaching staff to students who have obtained a grade of Outstanding (SB). The number of honourable mentions in a subject may not exceed 5% of the students enrolled in the corresponding academic year. In the case of groups of less than 20 students, a maximum of one may be awarded. The Honours Degree may not be transferred to subjects recognised on the basis of others previously taken that have obtained it. In these cases, the grade will be Outstanding (SB) with the mark obtained in the subject or subjects of origin. Nor may the Honours Degree be awarded to students on exchange or visiting programmes, as they are not enrolled in subjects from syllabuses leading to the award of an official degree.

3. Recognised subjects will maintain the same grade as the equivalent credits. In the case of subjects recognised from several subjects taken at the university of origin, the grade will be the weighted average of these subjects, according to the number of credits corresponding to each one.
4. Students who do not take any assessment activity will be considered as not presented (NP). The partial grades obtained by students during the continuous assessment will be reflected by the weighted average grade of the same, as provided for in the teaching guide/programme. In those activities in which there is no grade, a 0 will be assigned in the weighting. If a student obtains an average mark equal to or higher than 5 at the end of the ordinary or extraordinary assessment, but has not fulfilled any of the requirements necessary to pass the subject, his/her grade will be 4.9 (Fail - SS).
5. The average mark of the academic record will be calculated using the following formula: The product of the credits obtained in each subject shall be added by the value of the corresponding grade. The result will be divided by the total number of credits obtained by the student. The NP will be considered for these purposes as 0.0. Recognised credits without a qualification, such as those derived from work or professional experience, non-official university studies or extracurricular activities, will not be included in the calculation of the average mark. Academic recognition credits for participation in cultural, sporting, student representation, solidarity or cooperation activities will not be included in the calculation of the average mark.

### **Article 13. Provisional ratings and their review**

1. In each call, the publication of provisional grades will be made using the institutional platforms available with limited and individual access for each student enrolled in the subject. The publication will be maintained for the time that guarantees its knowledge by all the persons to whom it is addressed or, where appropriate, during the period necessary to present the corresponding appeals or claims.
2. Together with the publication of the provisional grades, the date, time and place of the review before the lecturer responsible for the subject will be indicated, within a period of between one (1) and six (6) calendar days from the date of publication of these grades.

3. The provisional marks obtained by the students in the assessment activities must be published within a maximum period of twenty (20) calendar days from the date of the activity, this period will be prior to the closing of the assessment reports.
4. In the case of an open rating complaint process, the individual rating concerned shall be provisional until the final decision is obtained.
5. Students will have the individual right to have their provisional marks reviewed and justified in their presence by the teaching staff responsible for them, adapting them, where appropriate, to students with specific educational needs.

#### **Article 14. Final grades**

Within a minimum of six (6) and a maximum of ten (10) calendar days after the end of the review period of the provisional grades, the teaching staff will publish the final grades individually and through the official channels implemented at the University.

#### **Article 15. Minutes**

1. Once the final marks have been published, the assessment reports shall be drawn up for each session.
2. The minutes must be dated and signed by the teaching staff in full teaching capacity responsible for the assessment and deposited at the University Secretary's Office within the deadlines set out in the academic calendar.
3. In cases of justified impossibility, with the approval of the Dean's Office of the Faculty or Vice-Deanship, as appropriate, the Minutes shall be signed by the Coordination of the study concerned.
4. The minutes shall be filed and kept in the archives of the University Secretariat.
5. Any errors in the minutes detected a posteriori shall be corrected by means of an express request to the University Secretary's Office to be included in the minutes.

#### **Article 16. Preservation of evaluation evidence**

1. For the purposes of this article, the assessment tests are made up of the statement of the tests and the specimen solved by each student, including all the assessable deliverables (problems, reports, projects or assignments, etc.).
2. The assessment evidence, such as exams, practical tests, assignments, audiovisual recordings, practical reports, etc., that have been taken must be kept by the teaching staff until the end of the following two academic years, this being understood as the closing of the assessment reports for both academic years. The internal quality assurance system may require that examples of corrected assessment tests be kept for each academic year for each subject, and in this case these example tests shall be kept and stored indefinitely.
3. From two months after the date on which the reports are formalised and before six months have elapsed, students will have the right, upon express request, to return the original work and practical reports submitted for assessment, with the exception of the exams, which will be kept by the teaching staff.
4. In the event of the reliable loss or accidental destruction of any of the assessment tests, the students affected will have the right to retake the test, according to the procedure and dates determined by the person in charge of the subject in question.

#### **Article 17. Complaints procedure**

1. If the student is not satisfied with the result obtained in an assessment test, for which a review has not been held, he/she may submit a reasoned complaint in writing to the teacher responsible within two (2) calendar days of the publication of the provisional mark.
2. The lecturer who receives this complaint must contact the student to carry out the requested review. Once this review has taken place, if the student is still not satisfied with the grade, he/she may, during the following two (2) calendar days, submit his/her complaint to the person responsible for the degree programme by means of a formal letter justifying his/her request (appeal). In turn, if the person responsible for the degree programme considers the appeal to be relevant, he/she shall draw up a proposal for the constitution of an Assessment Review Tribunal, and shall send this proposal to the corresponding Dean's Office (or Vice-Dean's Office) for the constitution of this tribunal. Any member of the panel may be challenged if the

teaching staff or student body considers that there is a clear conflict of interest and justifies it.

3. The Assessment Review Board shall be made up of at least two lecturers from the teaching staff of the degree and the coordinator of the study concerned.
4. The Assessment Review Board will study the appeal submitted and, where appropriate, will request a report from the lecturer responsible for the assessment that gave rise to the complaint. If, after studying the complaint, the panel determines that a new mark should be awarded, this will be decided by the panel itself, which may resort to a vote or calculation of the corresponding average. After this, the panel will communicate its decision in writing to the person in charge of the degree, who will be responsible for informing the students and the teaching staff of the subject for their knowledge and effects, and for rectifying the grade and the corresponding report, if appropriate.

#### **Article 18. Appeal**

1. Students who do not agree with the decision of the Assessment Review Tribunal may lodge an appeal within seven (7) calendar days of the Tribunal's decision.
2. This appeal shall be lodged with the Rector's Office which, in the light of the reports issued by the Review Tribunal and after obtaining the relevant advice, shall issue the decision that will put an end to the appeal.

#### **ADDITIONAL PROVISIONS**

##### **First. Subjects from defunct curricula**

1. Once a year of a syllabus has ended, for the assessment of the subjects of that year, three ordinary sittings shall be held in each of the following three academic years. Students who do not pass the subject in any of these academic years must adapt to the new syllabus.
2. Students will have the right to sit two of the three ordinary examinations.
3. The assessment system for a subject that has been terminated shall be based exclusively on the holding of final examinations, shall be the same in all the examinations and shall be based on the syllabus in force in the last academic year in which it was taught.

### **Second. Entry into force**

These regulations shall be applicable as soon as they have been approved by the Academic Council and ratified by the Governing Board. It shall be disseminated and published as appropriate for the information of the entire university community.