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ALGEBRA

INSTRUCTIONS FOR TAKING AND PASSING A COURSE
Project approach to applications development

A course consists of 45 hours of lectures and exercises which are carried out in accordance with the published schedule of the Algebra University College. The guidelines for taking a course and passing exams are as follows:

STUDENT CLASS ATTENDANCE

Class attendance is not obligatory, however, in order to obtain the right to a signature, it is necessary to attend classes at the percentage rate prescribed by the Book of regulations on study programs and studying. Attendance of every student is taken through the digital student administration office system Infoeduka.

- Students are required to physically attend at least 50% of lectures,as well as 60% of exercise or seminar classes in order to obtain the right to a signature.

It is possible to attend classes (lectures only) using the videoconference system, however, in this case attendance will not be taken by the lecturer.

The students who do not obtain the right to a signature for a specific course, do not have the right to take the exam in this course and are required to enrol in the course and pay for it in the following academic year, as it is prescribed by Book of regulations on study programs and studying.

PASSING A COURSE

In order for a student to pass a course, they have to achieve a minimum of 50% of the total number of points available for that learning outcome and achieve at least 50,01 points.

The maximum number of points available within a course is a 100, and the following table shows how these points are distributed across learning outcomes and test forms:

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OoLo - Outside of Learning Outcome

LO nr. - Learning Outcome number

SET	LO nr.	Group project	Attendance/Participation in class	Max Points
S1	I1	17		17
	I2	17		17
	I3	17		17
	I4	17		17
	I5	16		16
	I6	16		16
	OoLO			0
	TOTAL	100	0	100

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PROJECT COURSE – PROJECT ASSIGNMENTS - PROJECTS

In the case of a course which is defined as a project course, or a course which has a Group project, Individual project or project assignment either a Project task or Individual project as one of its criteria, further special instructions will define the rules of passing and submitting.

EXAM AND MIDTERMS (M1 AND M2)

For courses that have a defined criterion Exam or Midterm 1 and/or Midterm 2, the table above states which learning outcomes will be tested with which assessment type. In the test it will also be visible to which specific learning outcomes the test and each of its questions (assignments) refer to.

As a general rule, the first midterm is taken after the first 8 weeks of class and it tests those learning outcomes which are covered by the first 8 weeks. The second midterm is taken after the additional 7 weeks of class and it tests those learning outcomes which are covered by those 7 weeks of class.

Midterms are not taken during class cycles. There are two weeks in between class cycles designated for taking midterms.

Lecturers define the type of questions and assignments within a midterm, however, all the questions and assignments assess those materials which are covered by the course, i.e. learning outcomes.

Regardless of the number of points achieved in a specific midterm or a learning outcome, a student can participate in all the consequent midterms and other test forms.

The points in all the test are assigned based on the answers given to the questions, as well as the quality of those answers.

WHEN CAN THE RESULTS OF LEARNING OUTCOME SETS BE IMPROVED?

Midterms will not be retaken during the semester. The results of learning outcomescan be improved during pre-examination period (simultaneously with the second midterm) or during examination periods. Being tested on learning outcomeswithin midterms is a way which enables students to pass the course materials in smaller units.

The time of writing for each learning outcome is stated on the test. All tests submitted outside the defined time will not be graded. All students who did not achieve a minimum or the satisfactory number of points per individual learning outcome, or in other words did not achieve more than 50% of points per learning outcome or did not achieve more than 50.01 points in total, can improve their score in the next exam terms. Students get to keep all the points acquired through other test forms (homework, pop quizes, exercises, projects) as well as through attendance, and can improve them only and exceptionally with the approval of that particular course lecturer.

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GRADES ENTRY

Grades entry will be eligible for all the students who obtain the lecturer's signature, which confirms they had completed all the course obligations and had achieved at least 50% in all the learning outcomes

A student has the right to contact their course lecturer during the **5 days** following the grade entry into the system, in order to decline their grade.

Should a student decline their grade, the lecturer enters the grade insufficient in the system, and in accordance with the Ordinance on Studies and Studying, the student then **must re-register for the exam** during one of the following examination periods in order to be eligible for improving the results of their learning outcomes and the re-entering of their grade.

HOW MANY TIMES CAN A STUDENT TAKE AN EXAM?

A student can take an exam during a period of twelve months following the enrollment in each of the courses, during which they can re-take the exam three times.

Every registration for an exam during an examination or pre-examination period where the student actually took the exam or failed to unregister on time without taking the exam, counts as taking an exam.

For those students who enrolled in a course not later than twelve months ago and have failed to pass it during the three regular examination time slots, can only and exclusively use their additional examination time slot to pass the course (4. examination time slot).

If a student fails to pass their course within the twelve months of enrolling in the course and they also use up their three regular examination time slots as well as their additional examination time slot, they lose the right to another examination time slot and can enrol in the same course independently of obtaining the lecturer's signature and the number of times they had taken the course exam.

Additional instructions define the deadline for project or project assignment submission. A student who fails to submit their work within the set time deadline, is considered to have failed their exam and must enrol in the course again.

RULES OF CONDUCT DURING CLASS

Disrupting the class and inactive class participation is not permitted. Repetitive breaking of this rule is sanctioned by reporting a student to the disciplinary committee.

A student must come to class on time. One class of attendance is deducted for every student who is late, no matter how late they are.

During class, it is not allowed to leave the classroom because this disrupts the class. Continuous leaving of classroom during class and coming back, is considered class disruption and is sanctioned accordingly.

It is necessary to honour the set submission deadlines (homework, seminar papers, projects etc.). Every assignment, homework assignment, project etc., submitted after the deadline will not be evaluated nor graded.

In communication (both written and oral) it is necessary to comply to the rules of business communication appropriate for an academic setting.

Attendance is taken for those students whose presence can be confirmed.

OBTAINING CERTIFICATES

The rules for obtaining certificates are published on the University College website in the following document: The list of certificates available and the overview of the published conditions.

GRADE CALCULATION:

Grades are calculated in the following way:

• 92.01 - 100 points: grade excellent (5)
• 75.01 - 92 points: grade very good (4)
• 58.01 - 75 points: grade good (3)
• 50.01 - 58 points: grade sufficient (2)