

REGULATION ON APPLICATIONS FOR SINGLE FINAL ASSESSMENTS AND FOR ASSESSMENT ACTIVITY DATE CHANGES IN STUDIES AT THE POLYTECHNIC SCHOOL

*Approved by the Governing Committee in session GdC 5/20, of 15 July 2020.
Amended by the Governing Committee in session CdG 3/22, of 19 May 2022 and
in session CdG 1/23, of 23 February 2023.*

Introduction

The Regulation of the Processes for Assessing and Grading Students, as approved at the Governing Council in session 11/2019, of 16 December 2019 (eBOU-1751), governs the system for assessing and grading the learning of bachelor's and master's degree students at the University of Girona. In particular, the Regulation governs the content and systems for assessing and grading subjects and gives students the possibility to opt for a single final assessment (Art. 8.2).

The assessment system at the University of Girona is generally a continuous one (Art. 7.1) and the Regulation requires the governing committee at each teaching centre to determine the terms, procedures and criteria for students to opt for a single final assessment.

Single final assessments must guarantee achievement of the goals established in the subject and include required attendance at certain face-to-face activities for the assessment of certain competences (Art. 8.3).

Article 9.3 of the Regulation requires teaching centres to establish an alternative date for an assessment activity that cannot be carried out for exceptional and duly justified reasons.

Purpose

The purpose of this Regulation is to establish the criteria and procedures for possible applications by students at the Polytechnic School for single final assessments and assessment activity date changes, to ensure uniform treatment of similar situations for all students.

1. Criteria and procedure for single final assessments

- a. Single final assessments shall automatically apply when early assessment is granted.

- b. Applications for single final assessments may be made for one or more subjects when the person concerned considers they are not able to undergo continuous assessment owing to irresolvable conflicts with work, high-level athletic competitions*, long-term health problems or serious family-related reasons, or delays in the issuance of official documents (visas, residence permits, and so on). Applications may also be made when significant academic difficulties prevent students from being continuously assessed in subjects they have not passed and for which they have registered in second or later examination sessions. Documents justifying the reason must be provided in all cases.
- c. Students who opt for single final assessments waive their right to continuous assessment and cannot be included in that format.
- d. The academic secretary's office will make the single final assessment application form available to students. It must be submitted within 30 calendar days of the start of teaching during the corresponding semester**. Documentary proof of the exceptional circumstances in question must be submitted. The applications will be decided within 15 days of the day after the submission deadline.
- e. As an exception, in general cases of force majeure, the Governing Committee of the Polytechnic School may establish a new deadline for single final assessment applications.

2. Criteria and procedure for assessment activity date changes

- a. The criteria to consider applications for an assessment activity date change are as follows:
 - i. Hospitalisation of the student or of a first-degree family member (on the day of the activity and up to two days after hospitalisation), or the student's sick leave.
 - ii. Death of a first- or second-degree family member (on the day of the activity and up to two days after the death).
 - iii. Temporary inability due to medical treatment of students who are registered with the Support for People with Disabilities Programme.
 - iv. Becoming a parent (up to a week after the date of birth).
 - v. Timetable clash with assessment activities corresponding to lower years within the same degree programme or to other bachelor's and master's degree programmes (except during the final assessment period and the resit period).
 - vi. Timetable clash with high-level athletic competitions.*
 - vii. Timetable clash with assessments for official higher art studies.
 - viii. Timetable clash with student representation activities at the university's various governing bodies (academic councils,

School Board, governing committees, University Senate, Governing Council).
ix. Fulfilling an unavoidable public duty.

- b. Applications for assessment activity date changes can be made only if the activities account for at least 40% of the subject's final grade.
- c. In the case of assessment tests that account for less than 40% of the final grade, if the student can provide documentary support for one of the circumstances described above in paragraph a, the teaching staff will decide whether the student can resit the test or whether the test will not be taken into account for the final assessment (and its contribution proportionally compensated for with the other assessment tests).
- d. Applications for a change of date, available on the School's website, must be submitted to the School's academic secretary's office through the link to Procedures, which students will find together with their online academic record. The director of the School and the corresponding course coordinator will decide on each application. Depending on each circumstance, applications must be submitted with the following documents:
- Supporting documents (in cases i, ii, iii, iv, viii and ix).
 - Document specifying the subjects, teaching staff in charge and courses occurring on the same day and at the same time as the assessment activity (case v).
 - Certificate from the corresponding sports federation stating the date and time of the competition, together with a copy of the high-level athlete's supporting document (case vi).
 - Certificate from the corresponding teaching centre stating the date and place of the assessment, and a copy of the student's registration for said assessment (case vii).

Applications must be submitted within the following deadlines:

- Within three (3) days of the date of the assessment activity (cases i, ii, iii and iv).
 - Thirty (30) days prior to the date of the assessment activity (cases vi and vii).
 - As soon as the timetable clash arises (cases v, viii and ix).
- e. If the application is accepted, the director of the School will inform the teaching staff person in charge of the course, who will then be responsible for arranging the new date for the assessment activity. The activity will take place within the teaching-activity timetable at the School in the same academic year. The teaching staff person will inform the student of the new date by email, forwarding a copy to the director's secretary's office and the course coordinator.
- f. If an agreement is reached for exceptional reasons between the teaching staff and students to change an announced assessment date within the final examination or resit period, the change must be requested from the director of the School and be approved by all the students enrolled on the subject and the teaching staff involved to ensure that they are aware of the agreement.

3. Repealing provision

This provision repeals the Regulations on Applications for Assessment Activity Date Changes for Bachelor's Degree Programmes at the Polytechnic School, approved in session CG 1/13 of the Governing Committee of 18 January 2013 and amended in session CG 5/13 of the Governing Committee of 12 December 2013 and in session CG 2/15 of the Governing Committee of 30 April 2015.

4. Single final provision. Entry into force

This regulation shall come into force for the 2020-2021 academic year.

**Students are considered high-level athletes if they meet one or more of the following requirements:*

- *They are currently a high-level athlete, in accordance with the provisions set out in Royal Decree 971/2007, of 13 July.*
- *Athletes who provide documentary support from the various federations demonstrating that they have been selected for a national team during the current year; or that they are enrolled on the ADO or ADOP plan; or that they have participated in the World University Championships and/or the World University Games.*
- *High-level athletes who do not meet the above-mentioned requirements but are selected by the University because they finished in the first three places in Spanish University Championships (in the case of team sports, selected athletes will be recognised by the Spanish federations or by the UdG itself through the Sports Service as high-level university athletes, without the need for all the team's members to be considered as such).*

***This deadline may be extended if there is a delay in the issuance of official documents (visas, residence permits, etc.)*