	GUIDELINE OF EPOKA UNIVERSITY “ON THE MODALITIES CONCERNING THE CONDUCT OF THE MID-TERM EXAMS OF THE 2019-2020 SPRING SEMESTER”				
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I. PURPOSE AND APPLICATION

1.1. Purpose

The purpose of this guideline is to provide the basis for the conduct of the Mid-term Exams of the 2019-2020 spring semester in the context of the ceasing of the on-the-campus teaching activities – including examinations – due to the situation caused by the COVID-19 pandemic.

1.2. Scope

This Guideline regulates the modalities on the conduct of the Mid-term Exams of the 2019-2020 spring semester for all study programs offered by EPOKA University.

II. CONDUCT OF MID-TERM EXAMS

2.1. Principles

The modalities on the conduct of the Mid-term Exams of the 2019-2020 spring semester provide the means for a fair evaluation of student academic performance amidst the impossibility of ensuring full invigilation for exams carried out through video online sessions and they also guarantee full equality among students by preventing the negative impact that technical problems related to connectivity (interruption of internet connection, occasional power cuts etc.) might have on the ability of students to enter and attend Mid-term Exams.

2.2. Types of Mid-term Exams


For the 2019-2020 spring semester, Mid-term Exams shall be held as take-home exams according to one of the following types:

- a) Project;
- b) Assignment;
- c) Essay;
- d) Case study analysis.

2.3. Weight of the Mid-term Exam

The weight of the Mid-term Exam in the final assessment of student academic performance for the 2019-2020 spring semester shall be the one assigned by the course instructor in the course syllabus.

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2.4. Responsibilities of course instructors

- 2.4.1. Each course instructor shall decide about the type of the Mid-term Exam to be conducted depending on the nature of the course and study program by selecting one of the exam types listed in Section 2.2.
- 2.4.2. Course instructors shall officially notify their respective Departments by May 08, 2020, on the exam type to be applied.
- 2.4.3. Course instructors shall also officially notify students by May 08, 2020, on the exam type to be applied as well as on the respective academic requirements students will need to fulfill concerning the Mid-term Exam.

2.5. Submission of Mid-term Exam

Students shall upload the typed exam at the online platform indicated by the course instructor or shall reply back to the course instructor by attaching the typed exam to the e-mail. The deadline for the submission of Mid-term Exams by students is May 31, 2020, 23:59 hours, Tirana local time.

2.6. Compliance with Rules of Academic Integrity

By submitting the said exams, Students confirm that they autonomously developed the said work using only authorised resources and without exchanging any information, by any means, with any person or information repository, whether physical or virtual.

Any violations of the Rules of Academic Integrity are subject to disciplinary sanctions as provided in the Regulation of EPOKA University “On Student Discipline”.

2.7. Entering of Mid-term Exam grades into the EIS system


Each course instructor shall enter the Mid-term Exam grades into the EIS system until June 10, 2020, 23:59 hours, Tirana local time.

III. MANAGEMENT OF EXAM DOCUMENTATION

The course instructor has the obligation to properly document the evidences on the conduct of the Mid-term Exam and submit them to the Department Coordinator within five working days upon the resuming of on-the-campus work activities.

The Department Coordinator shall ensure that within five working days upon the resuming of on-the-campus work activities, the course instructor submits all the necessary documents to be included in the exam envelope (*Answer key, signed official Grades List, Attendance List signed by the course instructor clearly writing down the modality of the conduct of the Mid-term Exam in*

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the specific section of the attendance list, evidences on the conduct of the Mid-term Exam such as a CD containing the respective materials, printed e-mail communication, printed online platform screenshot etc).

IV. CONCLUDING PROVISIONS

4.1. Entrance into Force

This guideline enters into force on the day of approval by the Rectorate of EPOKA University.

4.2. Enforcement

The enforcement of this guideline is ensured by the Rector of EPOKA University

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