

APPROVED

By Order No. 26/1.1-3/50 of the Rector dated Datums skatāms laika zīmogā

Procedure for Obtaining RISEBA Students' Pass Rates

1. General provisions

- 1.1. The procedure for obtaining pass rates for students at RISEBA University of Applied Sciences (hereinafter – RISEBA) sets out:
 - 1.1.1. the procedure and format for recording information regarding the number of attempts at which a student achieves a pass grade for their study results, and the number of times they improve their grade, should they choose to do so;
 - 1.1.2. the staff involved in the implementation of the procedure for obtaining RISEBA student performance indicators (hereinafter – the Procedure) and their duties.
- 1.2. The aim of the Procedure is to establish a structure for the collection of data on the grades obtained by students for their course results, which ensures a reliable, transparent and systematic means of monitoring and analysing student learning outcomes in each course or study module.
- 1.3. This Procedure has been developed taking into account the structure of the information to be included in the annexes to the self-assessment report submitted as part of the EFMD accreditation process.
- 1.4. Student performance indicators shall be collected in accordance with the procedure set out herein for those study programmes that are accredited by EFMD.
- 1.5. The Procedure is developed and updated by the Quality Department in collaboration with the directors of EFMD-accredited study programmes and the Head of the Study Department. It is approved by the Rector by order.
- 1.6. The stages of the Procedure are sequentially carried out by the academic staff involved in the implementation of the EFMD programme, the programme administrator and the programme director.
- 1.7. The programme director is responsible for the implementation and monitoring of the processes specified in the Procedure within their study programme.

2. Entering student performance data into the system

- 2.1. Faculty members are responsible for the timely entry of student grades¹ into the RISEBA information system my.RISEBA (IN0008 [Instructions for submitting assessment plans and grades in my.riseba.lv](https://my.riseba.lv)).
- 2.2. Teaching staff shall enter all grades for compulsory assessments set for the student into the system, specifying the date of each grade. Grades shall be entered for each instance the student has taken the assessment, including:
 - 2.2.1. Mid-term assessment grades;
 - 2.2.2. Final course assessment grades.
- 2.3. **Analysis of the student's grades is carried out only in relation to final course examination grades.** However, given that the final course examination grade may depend on the grades for compulsory mid-term examinations, teaching staff enter all dates of compulsory examinations and the grades obtained in these examinations into the my.RISEBA system.

¹ The exam mark must be entered into my.RISEBA no later than **5 working days after the examination**, but if there are more than 50 students in the group – no later than 10 working days after the examination (12 August 2024, RISEBA Rector's Order No. 24/1.1-3/88, Clause 2).

- 2.4. If a student fails to attend an examination or does not submit an independent assignment by the specified deadline (i.e. receives no grade), but takes the examination at a different time (within the semester) by individual arrangement, the lecturer will enter 'NA' (no grade) for the first attempt.
- 2.5. An individual arrangement entitles the student to:
 - 2.5.1. to retake the assessment in the following cases:
 - 2.5.1.1. The student did not achieve a pass grade (at least 4) on the first attempt;
 - 2.5.1.2. The student wishes to improve the grade obtained on the first attempt.
 - 2.5.2. To sit the examination for the first time on a different, individually agreed date.
- 2.6. If the student has not fulfilled the requirements to receive an individual assignment, the lecturer is not entitled to assess the student's academic performance or to enter the student's grade into the system.

3. Collection and compilation of student performance data

- 3.1. At the end of each semester, **the administrator shall prepare a report** on all courses of the study programme for the relevant semester (in accordance with the study plan) and the number of final examinations taken by students for each course, in accordance with the form attached in Annex 1. The administrator shall submit the report to the director of the study programme no later than 10 February for the autumn semester and no later than 10 July for the spring semester.
- 3.2. The report shall specify: the student's first name and surname, the names of the study modules, and the grade obtained on the first attempt at each module's assessment; furthermore, if the grade is not a pass, whether the student wishes to improve the grade originally obtained, and, if so, the grade obtained on the second (and, if applicable, third) attempt.
- 3.3. The report shall indicate whether the course is a Part A, Part B or Part C course (as this may explain the varying group sizes).
- 3.4. The report is prepared in English and the date on which it was prepared is recorded in the report.
- 3.5. The report shall include information only on students enrolled in a single study programme at the relevant stage of study (for example, 'European Business Studies'). If a particular course is taken by students from several study programmes (e.g. students of 'European Business Studies' and 'Public Relations and Advertising Management'), the report shall include only those students who are enrolled in the relevant study programme and semester (e.g. only 'European Business Studies').
- 3.6. If a student who has an academic debt from a previous study period takes an examination (along with a group), this student is not included in the report for the current semester (neither in the total number of students nor in the number of examinees). However, the administrator records the grade obtained by the student for that semester in which they have an 'NA' and 'academic debt' or a grade of 0–3 and 'academic debt'.
- 3.7. If the total number of students in the study period indicated in the report differs (from the statistics on the number of students in the study programme and study period) because:
 - 3.7.1. a student's study course has been recognised, a comment explaining the difference in numbers is provided in the report opposite the relevant student and study module – the notation 'recognised' is added.
 - 3.7.2. if a student is taking study courses at another higher education institution as part of the ERASMUS exchange programme, until the student receives their *ERASMUS transcript records*, a comment explaining the discrepancy in numbers is entered in the report opposite the relevant student and course – the notation 'ERASMUS plan' is made. If, at the time the report is prepared, the student has not yet received the ERASMUS transcript record, 'ERASMUS plan' is left in the report. Once the student has returned and their grade has been recognised, 'recognised' is written in place of 'ERASMUS plan'.
- 3.8. If the student initially received a failing grade during the semester and has not managed to pass the course by obtaining a passing grade during the semester, the report indicates the initial failing grade from the first attempt and, for the subsequent attempt, that there is 'academic debt'. In the reporting

- period in which the student clears their academic debt, the administrator replaces the 'academic debt' entry with the grade obtained (retaining both the initially failed grade and the grade obtained on the subsequent attempt).
- 3.9. If the student has not taken the examination during the semester, the report indicates 'NA' for the first attempt and 'academic debt' for the subsequent attempt. In the reporting period in which the student clears their academic debt, the administrator deletes the 'academic debt' entry and replaces the 'NA' entry with the grade obtained.
- 3.10. If a student's grade is 'NA' on the date of the initial assessment, but the student achieves a grade within the deadline specified in the individual assignment, this is considered to be the first successful completion of the assessment.
- 3.11. If a student has received a passing grade but wishes to improve it, the report must indicate both the grade originally obtained and the improved grade from the retaken examination.
- 3.12. If, during the relevant semester, a student has taken some courses and then decided to take a study leave or discontinue their studies, the administrator shall enter the following opposite those courses for which examinations are scheduled after the date on which the student took a study leave or discontinued their studies:
- 3.12.1. 'Expelled' – if the student has been expelled;
- 3.12.2. 'Academic Leave' – if the student is on a study leave.
- 3.13. If, as a result of the consideration of the student's appeal or complaint, the student's original grade is changed, the programme director instructs the administrator to change the grade in the my.RISEBA system and, accordingly, the corrected grade is also updated in the report, adding an explanatory text and the date of the correction, as well as the reference number of the submitted complaint or appeal.

4. Analysis of student performance data

- 4.1. The programme director analyses the report at least in the following areas:
- 4.1.1. each student's academic progress – whether they are performing equally well or poorly across all courses, learning outcomes or in a specific one;
- 4.1.2. the complexity of each course and the proportionality of requirements – whether many students have difficulty reaching learning outcomes and passing a particular course, only a few, or none at all. It is recommended to also use data from grade monitoring in this analysis.
- 4.2. The programme director draws conclusions and formulates proposals to be discussed with individual lecturers or the programme council (and, if necessary, the Senate).
- 4.3. The programme director ensures the storage of documentation confirming the implementation of the process and includes information on this in the annual self-evaluation report², as well as in the EFMD accreditation self-evaluation report.

Annex: Students' Pass Rates report form (*Excel*).

² Section 2.2 of RISEBA's annual study programme self-evaluation report: *'Innovations introduced during the reporting period in the implementation of the study programme, including methods for delivering courses/modules and methods used to assess student achievement, indicating how these contribute to the achievement of course outcomes and the objectives of the study programme'*.