

*CONFIRMED*  
*By the order of Vice Rector for Academic Affairs*  
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## **EBS' Bachelor's studies final examination guide**

### **1. Objectives**

- Provide the graduates with an adequate integrated picture of the knowledge and skills obtained through covering the program in accordance with the objectives of the program and evaluate the level of its acquisition;
- Create prerequisites for successful continuation in Master's studies.

**2. Prerequisite** – covering the studies according to the program, GPA at least 2.00.

**3. Volume** – 7.5 ECTS or 6 ECTS. The examination covers compulsory courses in the study program with a focus on their interdisciplinary relations

### **4. Grading**

Positive grades are A, B, C, D and E, a negative grade is 'F'.

<i>Total result in points</i>	<i>Grade</i>
91 – 100	A
81 – 90	B
71 – 80	C
61 - 70	D
51 - 60	E
0 – 50	F

### **5. Format**

Examination consists of 2 parts:

- Written examination paper (proportion 75%): lasting 4 hours, without using any assisting materials. The topics of the written examination reflect the corresponding program in its contents and division of the volume.
- Oral examination (proportion 25%): Oral examination is based on speciality, and it also reflects the ability to integrate different subjects.

You will find specified rules and regulations for the final examination in the programme of **Business Administration and Languages** in the examination programme.

For the final result the scores of the written and oral examinations will be summed up according to the proportions of the exams (the proportions of the grade point average in written and oral examinations are 0.75 and 0.25 correspondingly) and the grade is given on based on them.

## 6. Arrangement

- At the beginning of each semester the Rector forms examination committees for each curriculum separately and appoints the chairmen of the committees on the basis of the proposal of the Study Department. Every committee consists of at least 3 members, represented by at least 1 member outside of Language Centre for the IntBBL speciality.
- Final examinations take place once a semester at the times fixed in the academic calendar.
- In order to take the final examinations, the student must enrol to the final exam in MyEBS system in accordance with the time schedule of final exam.
- The list of participants in the examination is compiled according to the list of students who have declared the final exam. Examination lists are reviewed at the date given in the examination time schedule. Students who have not fulfilled the prerequisites for the examination will be erased from the examination lists.
- The contents, time schedule, arrangement and assessment criteria of the examination are presented in the examination program, which is compiled by the chairman of the examination committee.
- Examination is preceded by an informative class and consultations, which are held according to the time schedule compiled and implemented by the Study Department in cooperation with the chairman of the examination committee.
- At least 3 members of the committee, including the chairman of the committee, must participate at the oral exam. At least one of the members must have a Doctor's degree or a qualification corresponding to it. The chairman of the committee determines the arrangement of the work of the examination committee.
- Students who receive grade 'F' at the final examination for the second time shall be expelled for poor academic performance. The positive result at the final examination is final.
- The graduate has the right to appeal the examination result within 2 working days counting from the day of informing the results of the final examinations in his/her appeal to the Rector who shall reply within one week. The letter of appeal has to be written in formal style.

## 7. Examination program

- The Study Department draws up the time schedule for examinations and consultations and coordinates it with the chairmen of committees.
- The Study Department holds an informative class during the 5th study week the latest where the examination program is introduced.
- The examination program includes:
  - ✓ The list of revision topics of the examination tasks,
  - ✓ The list of obligatory and recommended literature,
  - ✓ Time schedule of the examination,
  - ✓ Time schedule for consultations,
  - ✓ The arrangement of the examination,
  - ✓ Assessment criteria.