

**GUIDELINES FOR INSTRUCTION
IN MAJOR CURRICULUM PROGRAMS OF HIGHER
AND SECONDARY PROFESSIONAL EDUCATION AT ST. PETERSBURG STATE
UNIVERSITY**

CHAPTER 1. GENERAL PROVISIONS

1.1. The present Guidelines for Instruction (hereinafter, the “Guidelines”) have been established in accordance with Russian Federation Law No. 3266-1 “On Education,” dd. 10.07.1992, Federal Law No. 125-FZ “On Higher and Post-Graduate Professional Education,” dd. 22.08.1996, Order of the Government of the Russian Federation No. 543 “On Approving the Standard Statutes of Educational Establishments of Secondary Professional Education (Institutions of Secondary Professional Education)” dd. 18.07.2008, other normative legal acts of the Russian Federation in the sphere of Education, the Statutes of the Federal State Budgetary Educational Institution of Higher Professional Education St. Petersburg State University (hereinafter, the “University”), and University Educational Standards.

1.2. These Guidelines regulate the instructional programs of higher and secondary professional education in all majors from admission to termination of the student's educational program, and provide the set of rules governing the transfer and readmission of students.

1.3. These Guidelines shall apply to all students and trainees (hereinafter, the “students”) who have been admitted to the University and enrolled in one of its major education programs of higher and secondary professional education (hereinafter, the “major programs”).

1.4. The terms used in these Guidelines shall be applied in the same sense as those contained in the Education Standards established by the University for Bachelor's, Specialist's and Master's programs.

1.5. Students must undergo all tests and exams in accordance with the curriculum and approved schedule and complete all the requirements and types of assignments as prescribed by the course (class) program.

1.6. Types of practica, their content, and the procedures for completing practica shall be established in accordance with the curriculum, practicum programs and local University acts.

1.7. Students can have their grades and coursework transferred from another institution in accordance with an order issued by the Rector or an official appointed thereby.

1.8. Students can travel to attend exchange programs at other institutions in accordance with an order established by the Rector or an official appointed thereby.

1.9. Students and faculty shall be informed of the content of the University's local normative acts pertaining to the education process and affecting the rights and duties of said individuals and any amendments and changes thereto by an official responsible for publishing these acts on the University's official website (<http://www.spbu.ru/>) and/or posting them on the information boards of Instructional Affairs Divisions. Students and faculty must take the initiative to study the documents uploaded to the University's official website or posted on the information boards of Instructional Affairs Divisions, including the University's local acts and points of order regarding their status, rights and duties.

1.10. In cases as established by the present Guidelines, students and faculty shall be advised of the content of individual local University acts via messages sent to their official university e-mail addresses; when no such address has been assigned, the faculty member or student in question shall receive said notification at the e-mail address indicated in his or her application.

CHAPTER 2. REQUIREMENTS FOR INSTRUCTIONAL PROCESS ORGANIZATION

2.1. Organizational Requirements for Classes

2.1.1. Instruction at the University shall be carried out in accordance with Russian Federation education law, the University Statutes, Education Standard Requirements, course programs, schedules of classes and tests, the present Guidelines and other local University acts.

2.1.2. The academic year shall begin and end on the dates as established by the rules in the University Statutes.

2.1.3. All types of assignments in each course (class) (lecture, seminar, etc.) shall be established in accordance with the course (class) program.

2.1.4. Once students have been admitted to an academic program, the head of the Instructional Division or other official appointed by the Rector shall divide the students into groups so that the number of students in each group allows the instructor to provide quality instruction, including practical sessions.

2.1.5. Several groups of students (the whole year or part thereof) can be brought together to attend lectures; the decision on merging several groups together to attend classes shall be adopted by the head of the Instructional Division or an official appointed by the Rector. Groups of students can be subdivided into smaller groups to attend certain kinds of classes (e.g., labs); the decision on dividing groups into subgroups to attend certain kinds of classes shall be adopted by the head of the Instructional Division or an official appointed by the Rector. Requirements as to the maximum number of students in the group, subgroup or year attending the same class shall be established in the course (class) program.

2.1.6. Lists of students assigned to groups or subgroups shall be approved by the head of the Instructional Division or an official appointed by the Rector and communicated to the students by the head of the Instructional Division or an official appointed by the Rector by posting the corresponding announcement on the information board of the Instructional Division or on the University website.

2.1.7. All students admitted to a particular major program can be subdivided at a later date into various specializations within their Bachelor's, Specialist's and Master's programs; lists of students shall be approved by the Rector or an official appointed thereby in due order as established by the University. In programs where students are admitted directly to a specialized program, the transfer of students from one specialization to another shall be carried out in due order in accordance with the procedure adopted for changing majors.

2.1.8. Students must be assigned a specialization pursuant to Section 2.1.7 hereof within the timeframe as established by the instructional program curriculum.

2.1.9. Students must be assigned a specialization pursuant to Section 2.1.7 hereof upon the personal application of the student and in consideration of his or her academic rating calculated in due order as established by the University. Whenever a student fails to provide a personal application, he or she shall be assigned a specialization by order of the head of the Instructional Division or other official appointed by the Rector.

2.1.10. A number of spots in each specialization shall be determined in accordance with the maximum (minimum) number of students that can be assigned to the group.

2.1.11. Once classes begin, students, faculty and staff shall be required to keep noise down to allow classes to proceed without interruption.

2.1.12. Tardy students shall only be allowed to enter the classroom after the instructor allows them to come in.

2.1.13. Students can choose to use equipment (personal computers and communications devices) in the classroom when this agrees with the provisions of the course program; in other cases, the instructor must give his or her permission for students to use such equipment.

2.1.14. The status of the course (class) (required coursework, elective coursework, extracurricular course) shall be determined by the course curriculum.

2.1.15. Once a student is registered to attend an elective course that he or she selects from a list of courses, attending this course becomes a requirement.

2.1.16. The list of electives for the current semester must be published on the information board of the Instructional Division and on the official website of the University before classes begin.

2.1.17. The minimum (maximum) number of students that can attend an elective course shall be established by local University acts.

2.1.18. Students can sign up to attend elective courses according to the schedule; in any case, students must make their choice within the first two weeks of classes in the new semester. Whenever necessary, the course program shall indicate that elective classes begin

after the two-week registration period.

2.1.19. Once students have selected their electives, they file the corresponding application and are registered by the head of the Instructional Division; whenever possible, the University may also provide electronically-submitted applications from the University website.

2.1.20. Students who fail to sign up for elective courses within the established timeframe shall be assigned a set of elective courses by order of the Head of the Instructional Division.

2.1.21. Elective class offerings in a given semester can be cancelled if, after the initial two-week period, the number of students in the class is lower than the minimum number of students required for the elective class to take place. The head of the Instructional Division must advise the students who signed up for the cancelled course accordingly by placing a special note on the information board of the Instructional Division and/or posting an announcement on the University's official website. Students who had previously signed up for the cancelled elective must choose a different elective within the timeframe as established by the head of the Instructional Division.

2.1.22. After the two-week registration period, lists of students attending elective classes cannot be changed with the exception of special cases as established by Sections 2.1.20 and 2.1.21 hereof.

2.1.23. Lists of groups (several groups attending lectures together or subgroups) attending elective classes shall be approved by the Head of the Instructional Division or other official appointed by the Rector. The head of the Instructional Division or other official appointed by the Rector shall advise the students accordingly within one working day after the registration period is over, either by placing the list of students on the information board of the Instructional Division or by publishing the announcement on the University's official website.

2.1.24. Extracurricular courses (classes) shall not be required.

2.1.25. Students shall sign up for extracurricular classes in due order as established by Sections 2.1.18 and 2.1.19 hereof.

2.1.26. Extracurricular courses (classes) shall be held if the minimum number of students required to open the course signs up to attend.

2.1.27. Students attending extracurricular courses shall complete tests in the subject at hand once they master the entire program of said extracurricular course.

2.1.28. Students can choose to include their grade for an extracurricular course in their official transcript; in this case, they must submit the corresponding application before the Attestation Commission (State Attestation Commission) adopts its decision on conferring a degree or awarding professional qualification to such students.

2.2. Class Schedule Requirements

2.2.1. The class schedule shall be put together by the staff of the University Office of Academic Affairs (who are responsible for scheduling) in accordance

with the curriculum and the corresponding order of the Rector or official appointed thereby assigning instructional and research responsibilities to faculty members.

2.2.2. The class schedule shall be coordinated with the Head of the Faculty Instruction and Methods Commission and approved by the Deputy Head of the University Office of Academic Affairs, Advisor to the Rector on Coursework Specializations or other official appointed by the Rector (in accordance with his or her job description).

2.2.3. The class schedule shall be put together for the entire period of instruction (usually a semester); the schedule must be posted at least seven calendar days before the instruction period begins, either on the information board of the Instructional Division or, technical capabilities permitting, on the University website.

2.2.4. Whenever contradictions arise between the schedule of classes posted on the information stand of the Instructional Division and the schedule published on the University website, the latter shall take precedence.

2.2.5. The schedule of classes is made separately for each year of instruction, each academic group, and if necessary, for several groups attending lectures and separate subgroups.

2.2.6. For every weekday the class schedule must indicate:

2.2.6.1. the name of the course (class);

2.2.6.2. the type of class (lecture, seminar, etc.);

2.2.6.3. the time of the class (established in accordance with the time schedule approved by the University In-House Rules and Procedures);

2.2.6.4. building and room number;

2.2.6.5. course instructor (and his or her academic rank).

2.2.7. The duration of classes shall be measured in academic units. For each type of class, the academic unit shall be equal to 45 minutes unless otherwise established by other local acts. After each academic unit, the class may break for 5 to 10 minutes. Breaks between classes shall be at least 10–15 minutes. There must be at least a 30-minute lunch break provided during the day (usually after 4 academic units).

2.2.8. If the class schedule requires that students travel from one building to another across the University campus, breaks between classes must allow enough time for students to proceed from one building the other. The class schedule in both buildings should be taken into consideration.

2.2.9. Whenever a faculty member is unavailable (due to illness, business travel, etc.) for a class, the advisor to the Rector on coursework specializations or other official appointed by the Rector must:

2.2.9.1. either substitute one class with another (with the permission of the instructor teaching the other class);

2.2.9.2. arrange to hold the class at a later time so that all classes are covered by the end of the instruction period, in consideration of the maximum per-week load of class and out-of-class activities of every student; or

2.2.9.3. provide a substitute teacher in due order as established by the University.

2.2.10. If any changes must be made to the class schedule, students and faculty must be immediately advised; the amended schedule with changes clearly marked must be placed on the information stand of the Instructional Division, and, whenever technically possible, on the University website. The official responsible for putting the schedule together must advise the instructor accordingly of the changes to the class schedule by sending a message via e-mail.

2.2.11. The schedule of physical education and sport classes (whenever the curriculum provides for such classes) must be coordinated with the Head of the Office of Academic Affairs and approved by the Vice-Rector for Instruction and Methods or other official appointed by the Rector in accordance with the physical education and sport course program.

2.2.12. The schedule of military training classes shall be approved by the CCO of the Faculty of Military Education in coordination with the Head of the University Office of Academic Affairs.

2.3. Test and Exam Scheduling Requirements

2.3.1. The schedule of attestation events (pass/fail tests, repeat pass/fail tests, exams, repeat exams and other attestation events) shall be put together by the staff of the University Office of Academic Affairs responsible for scheduling in accordance with the course curriculum.

2.3.2. The schedule of tests and exams must include:

2.3.2.1. the name of the course;

2.3.2.2. the type of attestation (test, exam);

2.3.2.3. the time of the test (exam);

2.3.2.3. the room where the test (exam) will be administered;

2.3.2.5. the name(s) of the faculty member(s), administering the test (exam).

2.3.3. The test and exam schedule must be coordinated with the Chairperson of the Faculty Instruction and Methods Commission and approved by the Deputy Head of the Office of Academic Affairs, Advisor to the Rector on the major program in question, or by any other official appointed by the Rector and communicated to students and teachers via an announcement on the information board of the Instructional Division, and, technical conditions permitting, on the University website.

2.2.4. Whenever contradictions arise between the schedule of tests and exams posted on the information board of the Instructional Division and the schedule published on the University website, the latter shall take precedence.

2.3.5. The schedule of tests and exams must be communicated to students and faculty no later than two weeks before exams (tests) begin. Whenever the test or exam is administered immediately after coursework is completed, the day of the test (exam) must be announced to students no later than two weeks before the test (exam).

2.3.6. The test and exam schedule shall be put together so that each group of students (several groups attending the same course) has one test (exam) per day, with the exception of cases where the grade is awarded for work done during the semester.

2.3.7. The schedule of repeat exams (tests) must be made available to students and faculty at least three calendar days before the first repeat text (exam) is scheduled (whenever only one repeat test (exam) takes place, the schedule must be made available no later than three days before the repeat exam).

2.3.8. Only two repeat exams per day can be held in one group (or several groups attending the same course).

2.3.9. The schedule must include the date, time and place of consultations before the test (exam) (where consultations are provided for by the course program).

2.3.10. Whenever a faculty member is unavailable (due to illness, business travel, etc.) to provide a consultation before the exam, the consultation is provided by the Department Chairperson or an instructor appointed by the Advisor to the Rector on Coursework Specializations or other official appointed by the Rector.

2.3.11. The exam schedule must provide for three calendar days of preparation, not including the day of the previous exam, unless otherwise provided for by the course (class) program.

2.3.12. The schedule of repeat examinations shall be made available to students and faculty no later than 1 week before repeat testing begins.

2.3.13. The schedule of repeat testing must provide for just one exam per day for each group (several groups attending the same course together).

2.3.14. Whenever a faculty member is unavailable (due to illness, business travel, etc.) to administer the exam, the exam is administered by the Department Chairperson or an instructor appointed by the Advisor to the Rector on Coursework Specializations or other official appointed by the Rector.

2.3.15 If any changes must be made to the test and exam schedule, students and faculty must be immediately advised; the amended schedule with changes clearly marked must be posted on the information board of the Instructional Division, and, whenever technically possible, on the University website.

2.3.16. The test or exam can only be rescheduled for a later time or a later date.

2.4. Individual Study Program

2.4.1. The following categories of students shall be eligible for an individual study program, separate from the academic calendar approved for the major curriculum:

2.4.1.1. students attending honors programs;

2.4.1.2. students returning from an exchange or double-diploma program at another university;

2.4.1.3. students returning after a leave of absence, maternity leave or child-care leave;

2.4.1.4. students returning to the University after military service;

2.4.1.5. students taking part in training camps and competitions representing the University, City of St. Petersburg or the Russian Federation;

2.4.1.6. special students.

2.4.2. An individual study program shall be provided upon the written application of the student by order of the Rector or other official appointed thereby for a period not to exceed the next examination session (study program milestone testing).

2.4.3. The individual study program shall be compiled in accordance with the course curriculum, and must contain information on examination dates. Students studying in an individual study program shall be tested (examined) within the terms as established by the test and exam schedule.

2.4.4. The student must sign his or her individual study program.

2.5. Special Study Program

2.5.1. A special study program can be arranged for students paying their tuition fees. Eligible students must have no more than two “incomplete” courses when applying for the special study program so they can retake their tests or exams at a later date than that established for other students. This provision does not apply to students in majors that do not allow for special study programs in accordance with the decision of the Faculty Academic Council.

2.5.2. In case of written tests (exams), special study programs are only arranged for students who have no more than two “incompletes” or “failing” grades on their written tests.

2.5.3. Special study programs allow students to repeat classes they have failed (whenever such an arrangement is possible) and receive individual consultations.

2.5.4. A student must apply for an individual study program. The application shall be approved by the Rector or other official appointed thereby and filed as an addendum to the student's education contract for his or her major program of higher professional education. The appendix must include the list of courses to be completed by the student, a full list of additional educational services and the term of such additional services which in no case shall exceed one year.

2.5.5. Once the special study program has been approved for the student, the Deputy Head of the University Office of Academic Affairs, Advisor to the Rector on Coursework Specializations or other official appointed by the Rector issues a special order on the schedule of repeat tests (exams) for such students, in accordance with the due order for scheduling tests and exams.

2.5.6. Students in special study programs shall not be allowed to attempt retaking tests and exams more than twice, unless otherwise provided for by order of the Vice-Rector for Academic Affairs pursuant to the decision of the Faculty Academic Council.

2.6. Repeating a Year (Term)

2.6.1. Students paying their tuition fees who fail to pass the courses of the year program may repeat the year (or term). Students applying to repeat a year (term) must provide the corresponding application.

2.6.2. Students failing to pass their tests and exams per the Attestation Panel or Commission shall not be eligible to repeat the year (or term).

2.6.3. Students applying to repeat a year must file an application. The application shall be approved by the Rector or other official appointed thereby in accordance with the respective addendum to the student's contract with the institution of higher professional education.

2.6.4. By order of the Head of the Instructional Division, students repeating a year shall be assigned to an academic group studying in the corresponding year of the academic program.

2.6.5. Upon the written application of the student repeating a year, by order of the Rector or other official appointed thereby the student can be offered a special study program. This fact must be reflected in the addendum to the student's initial study contract.

2.6.6. Upon the personal application of the student, he or she can have his or her grades from the previous study program transferred to his or her new program of study.

2.7. Individual Study Plan

2.7.1 An individual study plan is developed for individual students or groups of students who are enrolled in a major program of higher professional education provided by the University, in accordance with the program curriculum approved in due order.

2.7.2. The following students shall be eligible for an individual study plan:

2.7.2.1. students enrolled in another higher professional education program of a different major or specialization;

2.7.2.2. students attending honor programs of higher professional education;

2.7.2.3. students returning after a leave of absence or maternity leave in cases where their initial program has been discontinued.

2.7.3. The individual study plan shall be approved by the Faculty Academic Council implementing the major academic program of higher professional education.

2.7.4. The individual study plan must contain the full list of classes (courses) and the terms of tests, exams and final comprehensive examinations.

CHAPTER 3. FORMATIVE ASSESSMENT

3.1. Formative assessment is provided for courses (classes) which, in accordance with the course program,

awards points (rating points) for performance in the course (formative assessment is a separate form of assessing the students' performance that is used in addition to tests and exams to determine the quality of students' knowledge and skills).

3.2. Formative assessment terms and procedures shall be established in the course program. Once the terms and procedures of formative assessment have been defined, the schedule of formative assessment events is approved by the Deputy Head of the University Office of Academic Affairs, Advisor to the Rector on Coursework Specializations or other official appointed by the Rector (in accordance with his or her job description).

3.3. In cases where a student misses a formative assessment event due to circumstances beyond his or her control and provides documents to support this fact to the Instructional Affairs Division within three working days after such documents are issued, the student shall be allowed to complete formative assessment before the final exams in the course.

3.4. Obligatory instructional events not completed by the student in class (with the exception of lab work and other exercises requiring the use of special equipment) can be completed on weekdays during faculty office hours.

CHAPTER 4. SUMMARY ASSESSMENT

4.1. General Provisions on Summary Assessment

4.1.1. Summary assessment constitutes the assessment of the student's results following the completion of a study program.

4.1.2. Summary assessment is carried out in the form of tests, exams and other forms of attestation. The type of summary assessment for a class (course) shall be established in the course program.

4.1.3. Students enrolled in major programs of higher professional education shall have no more than 10 examinations and 12 tests as summary assessment during one academic year, unless otherwise provided for by applicable Russian Federation law. Students enrolled in secondary professional education programs shall have no more than 8 examinations and 10 tests as summary assessment during one academic year. This number does not include the summary assessment of foreign languages, physical education and sport courses and extracurricular courses (both for higher professional and secondary professional education programs).

4.1.4. Honor students enrolled in major programs of higher professional education shall have no more than 20 exams as summary assessment events per academic year.

4.1.5. The methodology of summary assessment and assessment of student responses (papers) (as well as the methodology of the summary assessment of students in courses of physical education and sport, everyday safety skills, and ESL classes pursuing University programs of higher professional education) shall be established in course programs.

4.1.6. Tests and examinations can be carried out once all classes in the subject are over (or once the course plan has been completed) or at the end of the academic term.

4.1.7. The list of tests and examinations for a particular term is approved for each major program offered at the University by order of the Vice-Rector for Instruction and Methods or other official appointed by the Rector, in accordance with the course curriculum. Students must be advised accordingly by head of the Instructional Division or other official appointed by the Rector via an announcement posted on the University website no later than two weeks after instruction begins.

4.1.8. The requirements for tests and examinations shall be established in the course program; the instructor shall advise the students accordingly during the first class session. These requirements concern the form of test (exam) administration (e.g., written or oral), criteria for the assessment of student responses (papers), the time required to prepare an oral answer, and the total duration of the test (exam). In case of a written test, these requirements shall also include typical questions (problems) or examples of tasks.

4.1.9. Any test- or exam-administration issues not covered by the present Guidelines shall be established by order of the Vice-Rector for Academic Affairs or another official appointed by the Rector.

4.1.10. The tasks that students must complete during the test (examination) shall be determined by the instructor administering the test (exam) in accordance with test and exam requirements as listed in the course program. The number of tasks shall be determined by the Faculty Academic Council. The Council shall also determine how often these tasks must be renewed.

The provisions of this section shall apply only in those cases where the course is not being assessed with use of assessment tools established by the Faculty Academic Council.

4.1.11. The results of tests, examinations and attestations shall be recorded in test, examination or attestation reporting forms; meetings of attestation commissions shall be documented by proceeding record reports. Test, examination or attestation reporting forms and the proceeding record reports of attestation commission meetings shall be filled out and registered in accordance with the order of the Vice-Rector for Academic Affairs or another official appointed by the Rector.

4.1.12. The grading criteria for tests and examinations shall be established in accordance with the University Statutes.

4.2. Order of Administering Tests and Examinations

4.2.1. A final grade in a pass/fail course can be based on the grades for practical engagements, essays, reports, discussions, lab sessions, overall contribution, oral quizzes, written tasks and other types of assignments in accordance with the course program.

4.2.2. At least one day before the exam, the instructor shall arrange a consultation (if a consultation is included in the course program); the time and place of the consultation shall be shown on the exam schedule.

4.2.3. Tests and examinations shall be administered by an instructor teaching the course, whose job description includes the responsibility of

administering tests and exams. Whenever a faculty member is unavailable to administer the exam, the exam shall be administered by the Department Chairperson or an instructor appointed by the Advisor to the Rector on Coursework Specializations or other official appointed by the Rector.

4.2.4. The course program can include a provision requiring that tests and exams in a particular course program be administered by a commission consisting of several faculty members. The grade awarded by the commission shall not be final; the student shall have the right to repeat the test or examination in the order as provided for by the present Guidelines for students with “incomplete” or “failing” grades.

4.2.5. The Advisor to the Rector on Coursework Specializations or other official appointed by the Rector shall be allowed to delegate test and exam organizing functions to other University officials reporting to him or her by issuing the corresponding written order.

4.2.6. Students must report to the room where the test or exam is being held before the test or exam period starts. Every student must present his or her matriculation record book or other photo identification document (student ID, a passport or other form of identification).

4.2.7. Tardy students shall be allowed to come in and join the rest of the class taking the written test or exam; however, they will have the time of their test or exam reduced by the amount of time that passed from the beginning of the test or exam to the time when they joined the rest of the group.

4.2.8. Tardy students shall be allowed to take their oral test or exam if the instructor has ample time to allow them to prepare their answer. The time needed to prepare the answer shall be indicated in the course program. Otherwise, the student shall not be allowed to join the group taking the test or exam. The instructor administering the test or exam shall enter “absent” or “failed to appear” in the test or exam reporting form across from the name of the respective student.

4.2.9. All of the assignments in the test or examination must be completed by the student him- or herself. Unless otherwise provided for by the course program, any student using technical devices or preliminarily-prepared materials, or consulting other students during the test or exam shall be removed from the test or examination with a failing grade. The grade of “fail” and the time the student was removed from the test or examination shall be recorded in the test or examination reporting form and in the attestation commission proceedings record form.

4.2.10. During oral tests and examinations with assignment cards prepared in advance, students shall be allowed to choose any of the cards, provided they do not know which assignments are listed on the card and cannot see the assignments beforehand. Each student shall be allowed ample time to prepare his or her answer in accordance with the requirements as established in the course program.

4.2.11. During oral examinations, the instructor shall listen to presentations by each of the students separately. The instructor may ask the students additional questions on course content. Oral exam grades shall be announced immediately after each of the responses or after the instructor hears the responses of all of the students in the group.

4.2.12. During written exams, each of the students receives a written assignment. The duration of the test (exam) shall be established by the course program.

4.2.13. The instructor can choose not to attend a written test or examination. During the examination, the students must at all times be provided assistance by officially-appointed test or examination administrators appointed in accordance with the provisions of Section 4.2.5 hereof. Written exams must be

checked and graded by the instructor or other official appointed in accordance with Section 4.2.3 hereof.

4.2.14. Once the student completes his or her written examination or the time of the examination period expires, the student shall turn in his or her work and leave the room. Any student who refuses to turn in his or her work after the examination period ends shall be given a failing grade, and his or her work shall not be checked.

4.2.15. If necessary, students may leave the room for a brief period during the test or exam upon getting the permission of the instructor or a member of the support staff appointed in accordance with Section 4.2.5 hereof. Before leaving the room, the student must turn in his or her work and other materials containing the text of the assignment (preparation notes, handouts, other materials) to the instructor or a member of the support staff.

4.2.16. The students' responses can be coded for the purpose of anonymity. Codes can be assigned by the head of the Instructional Division or other official appointed by the Rector. Special hardware and software can be used for coding purposes. The decision to use coding rests with the Faculty Academic Council.

4.2.17. When checking the students' responses, the instructor shall enter his or her comments in ink. If the work has been done on a computer, grading process requirements shall be established by the course program.

4.2.18. Students' written tests and examinations in pass/fail courses must be graded within three calendar days of the test, excluding the day of the test. Students' written tests and examinations in full credit courses must be graded within seven calendar days of the test, excluding the day of the test.

4.2.19. Written test and exam grades shall be announced by the instructor, the Advisor to the Rector on Coursework Specializations or other official appointed by the Rector. The announcement shall be placed on the information board of the department administering the exam no later than one day after the checking period expires.

4.2.20. Students shall be entitled to review their graded test or exam. The review shall be organized by the instructor administering the test or exam. In cases where the paper is reviewed by the Attestation Commission, the review must be held no later than three work days after the grades are announced, in accordance with the order of the Deputy Head of the University Office of Academic Affairs, Advisor to the Rector on Coursework Specializations or other official appointed by the Rector.

4.2.21. Each student can be allowed to review his or her graded paper. After reviewing the paper, the student signs his or her name on the title page. If the paper has no title page, the student signs the first page of the paper.

4.2.22. During the review of their work, students shall be entitled to receive the instructor's comments on his or her grade.

4.2.23. During the review process, the instructor can choose to change the grade awarded to the student if any calculation errors or improper use of the grading criteria is discovered contradicting the requirements of the course (class) program.

4.2.24. A test (examination) can be administered in the form of creative project presentations. The presentation of creative projects can be organized by a group of faculty members teaching creative project classes. The presentations can be held in the presence of students or without them in attendance. Each of the instructors shall then announce the grades for his or her students. The grades can be announced after the creative project presentation is completed in the presence of all the students. The instructor can choose to demonstrate the projects and comment on the grading criteria as the grades are announced.

4.2.25. Whenever the course program requires that the student get a passing grade in the course before being admitted to a full credit examination and the student fails to pass the test, said student shall not be allowed to take the exam. Any repeat tests (including presentations before the Attestation Commission) must be administered before the time of the exam as scheduled. In all other cases, students who fail the pass/fail test shall be allowed to take the full credit examination.

4.2.26. A student who takes part in a test or examination and receives a failing grade shall not be allowed to retake the exam if after the event he or she presents a medical document stating that his or her poor performance at the test or exam was due to health reasons. In such cases, the results of his or her test or exam cannot be annulled.

4.2.27. A student may choose to apply for a repeat examination in just one subject (course) to increase his or her “satisfactory” or “good” grade, if a higher grade entitles him or her to receive a cum laude diploma. Permission to retake the exam shall be issued by the Head of the University Office of Academic Affairs or other official appointed by the Rector upon the student's written application. The application must be submitted before the date of the meeting of the State Attestation Commission to award the degree or qualification to the student in question.

4.2.28. With the exception of cases as listed in Section 4.2.27 hereof, tests and exams with grades of “satisfactory” and “good” cannot be retaken.

4.3. Reporting and Filing of Test and Exam Results

4.3.1. Pass grades for pass/fail courses shall be entered by the instructor in the test/exam report form (and/or in the Attestation Commission proceedings record), and copied to the student's matriculation record book (on the right-hand page). Failing grades for pass/fail courses shall only be entered in the test/exam report form (and/or in the Attestation Commission proceedings record).

4.3.2. A student who passes a full credit test or exam shall have his or her grade entered in the test/exam report form (and/or in the Attestation Commission proceedings record), and copied to the student's matriculation record book (on the left-hand page). Failing grades for full credit courses shall only be entered in the test/exam report form (and/or in the Attestation Commission proceedings record).

4.3.3. The instructor shall enter the words “no show” or “failed to appear” in the test/exam report form across the names of the students not present at the test or examination.

4.3.4. Students who fail to provide plausible explanations of their absence or fail to deliver a document confirming there being a sound reason for his or her failure to appear at the test or exam within three working days of the test or exam shall have their grade entered as “failing” or “unsatisfactory” by order of the Head of the Instructional Division or other official appointed by the Rector in the test/examination report form and the Attestation Commission proceedings record

replacing the earlier “no show” or “failed to appear” entry.

4.3.5. A duly-appointed representative of the Instructional Division must provide the test/examination report form or the proceedings record form to the instructor administering the test or exam or a member of the attestation commission before the test/exam date.

4.3.6. Text/exam report forms and proceedings record report forms shall be issued to the instructor administering the exam, one of the members of the Attestation Commission or an official appointed by the Deputy Head of the University Office of Academic Affairs, other official appointed by the Rector or a staff member of the Instructional Division.

4.3.7. In case of oral tests (exams), filled out text/exam report forms and proceedings record report forms shall be submitted by the instructor administering the exam or one of the members of the Attestation Commission to an employee of the Instructional Division on the day of the test/exam or meeting of the Attestation Commission, or on the following day if the test (exam) ends after 6 p.m. (for full-time students) or after 8 p.m. (for part-time and correspondence students).

4.3.8. Text/exam report forms and proceedings record report forms filled out after a written test(exam) must be delivered by the instructor or one of the members of the Attestation Commission to the Instructional Affairs Division of the University Office of Academic Affairs on the next work day after the results are announced or a review is held.

4.3.9. Students may not receive text/exam report forms and proceedings record report forms from employees of the Instructional Division, faculty members or members of the Attestation Commission, and may not return said to employees of the Instructional Division of the University Office of Academic Affairs; otherwise test (exam) results shall be deemed null and void.

4.3.10. Test and exam results are copied by representatives of the Instructional Division from test, exam and attestation report forms and the proceedings records of Attestation Commissions to the students' personal files and other documents as approved by local University acts no later than three days after the instructor submits the report forms to the Instructional Affairs Division.

4.3.11. Students who complete their annual curriculum requirements are transferred to the next year by order of the Rector or other official appointed thereby.

4.3.12. Written test and exam materials (student papers, test and examination notes) must be kept on file for at least three months from the date of the test (exam) in a place specially designated by the Vice-Rector on Coursework Specializations or other official appointed by the Rector.

4.4. Individual Test / Examination Schedule

4.4.1. Individual test/examination schedules are provided to students who cannot participate in testing according to the approved schedule in the following cases:

4.4.1.1. When the student provides a plausible explanation as to the reasons why he or she cannot attend the regularly-scheduled test or exams and submits official documentation in support of his or her explanation, as in the case of:

4.4.1.1.1. students being sent by the University to attend academic and scientific events during the testing/examination period;

4.4.1.1.2. students sent by the University to study at a different institution (hereinafter, the “host university”), when

the testing/examination period coincides with the beginning of the term at the host university;

- 4.4.1.1.3. students attending ROTC training and traveling to camp duty during the testing/examination period;
 - 4.4.1.1.4. students attending regional, Russian and international athletic competitions, training camps, competitions, academic contests and other extracurricular events as representatives of the University, City of St. Petersburg and/or the Russian Federation;
 - 4.4.1.1.5. students attending medical treatment programs or accompanying someone in need of a treatment program during the testing/examination period;
 - 4.4.1.1.6. students undergoing planned treatment (or surgery) during the testing/examination period, pregnant female students who are expected to give birth during the testing/examination period.
- 4.4.1.2. When the student misses a test (exam) due to a plausible reason and presents documents to prove that fact;
 - 4.4.1.3. When the student was on sick leave for more than one month during the testing/examination period (and presents documents to prove it);
 - 4.4.1.4. When the student was on sick leave during obligatory lab testing, preparation of obligatory creative projects, rehearsals, training sessions, and this work cannot be made up before the date of a test or an exam in a particular subject, and presents duly-executed documents to prove it;
 - 4.4.1.5. When the student was on sick leave during the practicum, and presents duly-executed documents to prove it;
 - 4.4.1.6. When the student has incomplete coursework due to his/her transfer from another institution or when returning after a leave of absence.

4.4.2. A student applying for an individual testing/exam schedule must submit a personal application to the Instructional Affairs Division, accompanied by the documents proving his or her case. Documents in support of the application (e.g. sick-leave certificates) must be presented within three working days of issuance of the certificate.

4.4.3. The Head of the Instructional Division or other official appointed by the Rector shall verify the authenticity of the submitted documents with the issuing institutions, including medical establishments.

4.4.4. Individual testing/examination schedules for returning and transfer students shall be established in the order of transfer or readmission. The student shall not be required to petition for an individual testing/examination schedule.

4.4.5. An individual testing/examination schedule shall be provided to the student by order of the Rector or other official appointed thereby.

4.4.6. Once the order on the provision of individual testing/examination schedules to students has been issued, the Deputy Head of the University Office of Academic Affairs,

Advisor to the Vice-Rector on Coursework Specializations, or other official appointed by the Rector shall issue an order establishing individual testing and examination schedules for such students in accordance with the regular testing and examination schedule. The students' schedule shall be provided upon application, and shall depend on the institution's organizational capacities (available rooms, instructors, etc.).

4.4.7. The student shall sign a paper confirming that he or she has read his or her individual testing/examination schedule. The schedule can be posted on the information board of the Instructional Division or sent to the student by email in accordance with Section 1.10 hereof.

4.4.8. An authorized representative of the Instructional Division shall advise instructors administering tests and exams of the date, place and time of individually-scheduled tests and exams by email in accordance with Section 1.10 hereof, and issue them a separate test/exam report form filled out in the order as established by the Vice-Rector for Academic Affairs or other official appointed by the Rector.

CHAPTER 5. REPEATING FAILED COURSEWORK

5.1. The term “failed coursework” refers to courses for which the student received a “failing” or “unsatisfactory” grade.

5.2. When a student is given a failing grade, he or she can repeat the test or exam twice more; the second repeat examination must be administered by the Attestation Commission. The decision of the Attestation Commission shall be final.

Pursuant to University Statutes, any student who receives three or more failing grades shall be expelled from the University for his/her failure to meet academic requirements.

5.3. The Attestation Commission is comprised of at least three instructors and is usually headed by the Department Chairperson. The instructor who administered the initial test or exam can be included in the Attestation Commission but shall not be allowed to chair it. The Attestation Commission is comprised of the Vice-Rector on Coursework Specializations or other official appointed by the Rector, in the order as established by the First Vice-Rector for Research and Academic Affairs.

5.4. The Attestation Commission is comprised of the Vice Rector on Coursework Specializations or other official appointed by the Rector upon the recommendation of the Dean of the Faculty for each of the respective subjects. Attestation Commissions shall be formed for the administration of tests or exams in particular subjects by the Vice Rector on Coursework Specializations or other official appointed by the Rector upon the recommendation of Department Chairs. Attestation Commission duties shall be included in the faculty members' teaching duties (teaching and research programs).

5.5. A test or an examination administered by the Attestation Commission is carried out in accordance with testing requirements as established in the course program; any repeat test or examination is administered in the same format (i.e., written or oral) and in the same order as the first attempt.

5.6. When the repeat test or examination is administered by the Attestation Commission in the oral format, at least three members of the Commission must be present.

5.7. When the repeat test or examination is administered in written form, members of the Attestation Commission are not required to be present. Written papers must then be checked by all members of the Attestation Commission.

5.8. The Attestation Commission assigns a grade to the student retaking the test or examination by simple majority vote of all members present. When an equal number of votes is cast for two different grades, the Chairperson of the Commission shall break the tie. The results of the repeat test (examination) shall be recorded in the proceedings record of the Attestation Commission.

5.9. The grade that the student receives for the test or exam administered by the Attestation Commission shall be final. When the Attestation Commission fails a student in one of the courses, he or she is automatically expelled from the University due to academic failure in accordance with the University Statutes.

5.10. All repeat tests and examinations shall be held according to the repeat test and examination schedule, compiled in accordance with the present Guidelines.

CHAPTER 6. TERM PAPERS

6.1. The number of term papers that must be completed by the student during the course of his or her studies shall be determined by the instructional program curriculum.

6.2. The topic of the student's term paper and his or her faculty advisor shall be approved at the meeting of the Department employing the advisor, unless otherwise provided by the University's local normative acts.

6.3. Term paper requirements shall be established by the course program.

6.4. In cases where a term paper advisor gets transferred to a different position (other department), his or her advisees must file an advisor change form with the office of the Department Chairperson; the Chairperson shall then assign another advisor to such students from among the Department's faculty members.

6.5. The student can petition the Department Chairperson of his or her current department to transfer to another department in order to complete his or her term paper. The transfer must be coordinated with the Department Chairperson to whose department the student plans to transfer.

6.6. The term paper must be submitted by the student within the timeframe as indicated by the Department. The submission is registered by the Vice-Rector on Coursework Specializations. Afterwards, the paper is reviewed by the advisor.

6.7. A term paper can be graded by the advisor; if the course program includes a term paper defense, the grade is issued by the Commission, which consists of at least three instructors.

6.8. Term paper defense is administered according to the schedule approved by the Deputy Head of the University Office of Academic Affairs, Advisor to the Vice-Rector on Coursework Specializations or other official appointed by the Rector.

6.9. After receiving a "no pass" or "unsatisfactory" grade for his or her paper, the student must edit and resubmit his or her work. Repeat submission of the paper in this case shall be carried out in accordance with the order established for repeating tests and examinations.

6.10. The student must cite the sources that he or she uses for the paper. Failure to cite sources, if discovered, shall be subject to disciplinary action. In this case, the Department Chairperson shall form a commission

consisting of at least three instructors who file a plagiarism report. The plagiarized paper is assigned an unsatisfactory / failing grade Pursuant to the University Statutes, the student guilty of plagiarism can be expelled from the University.

6.11. The Academic Council can choose to assign a term paper in the form of a presentation at a seminar or academic event (research convention, science club meeting, etc.). The grade shall be assigned on condition of the availability of the full text of the paper or extensive oral report notes. The student's term paper advisor shall decide whether the term paper can be completed in the form of a report.

CHAPTER 7. TRANSFER AND RETURNING STUDENTS

7.1. General Provisions on Transfer and Returning Students

7.1.1. The term “transfer student” shall refer to:

- 7.1.1.1. Students transferring to a different program (including students transferring to a different major).
- 7.1.1.2. Students transferring from another higher education establishment (hereinafter, HEE) with state accreditation to the University;
- 7.1.1.3. Students changing their coursework specialization;
- 7.1.1.4. Students changing their program format;
- 7.1.1.5. Students switching from a self-financed education program to a budget-financed program;
- 7.1.1.6. Students switching from budget-financed programs to self-financed programs.

7.1.1. The term “returning student” shall refer to:

- 7.1.2.1. Students returning after a leave of absence and admitted to any program currently administered by the University.
- 7.1.2.2. Students returning for comprehensive final state examinations and students who completed the program but did not take comprehensive final examinations.

7.1.3. Returning and transfer students undergo a selection process.

7.1.4. Returning and transfer students shall be required to complete their first test and examination period successfully, with the following exceptions:

- 7.1.4.1. Students returning after service in the Armed Forces of the Russian Federation or after completing the alternative civil service requirement;

7.1.4.2. Students switching from a self-financed education program to a budget-financed program;

7.1.4.2. Students switching from a budget-financed education program to a self-financed program;

7.1.5. The student is officially transferred or readmitted after an attestation period; his or her attestation results must show evidence of his or her ability to successfully complete the program in question, with the exception of the following categories of students:

7.1.5.1. Students returning after service in the Armed Forces of the Russian Federation or after completing the alternative civil service requirement;

7.1.5.2. Students switching from a self-financed education program to a budget-financed program;

7.1.5.3. Students switching from a budget-financed education program to a self-financed program;

7.1.6. The attestation of transfer and returning students can be based on a review of submitted documents or the results of an oral or written examination. The type of attestation shall be established by the Faculty Academic Council. Oral or written attestation for transfer or returning students (in cases as provided for by Sections 7.1.1.1, 7.1.1.3–7.1.1.6 hereof) shall be required if the same provision applies to students seeking transfer to the University from other institutions of higher education.

7.1.7. The transfer and readmission of students to state-financed programs shall be dependent upon:

7.1.7.1. Vacant state-financed study places in the year and program, with the exception of those cases as established by Section 7.4.2 hereof. The number of vacant state-financed study places is determined by subtracting the number of students attending the program in a given year from the total number of budget-financed study places allocated to the program in a given year.

7.1.7.2. The total duration of the student's program shall not exceed the normative period of instruction for a particular major (or specialization) by more than one year (in due consideration of the program format). The only exception to this rule shall apply to students returning to complete the final comprehensive examination requirement. Some exceptions to the aforementioned requirement can be made for certain categories of applicants upon agreement with the University trustees in those cases as established by the law of the Russian Federation. The duration of the program for students transferring or returning to a self-financed study program, and students switching from a budget-financed study place to a self-financed study program shall not exceed

the normative program duration by more than one year.

7.1.8. Any coursework difference between the two institutions attended by the student must be dealt with in accordance with the procedures established for failed coursework. The difference between the program plan of the student's former institution and the University program must not exceed ten courses (unless otherwise provided for by the Rector or an official appointed thereby in accordance with the decision of the Faculty Academic Council); in any case, the difference cannot exceed 50% of all required major program coursework.

7.1.9. Returning and transfer students shall follow an individual test and exam schedule to deal with the differences between the two programs; the order of administration of the aforesaid tests and exams shall be determined in accordance herewith.

7.1.10. Transfer and returning students shall be awarded transfer credits in the order as established by the Rector or other official appointed thereby.

7.1.11. Transfer and returning students shall be admitted to the program by order of the Rector or an official appointed thereby in accordance with the recommendation of the Central Commission for Transfer and Returning Students. The fact of admission shall be recorded in a proceedings record report form, filed according to the following schedule: for semester-based programs – 2 times a year, for trimester-based programs – 3 times a year.

7.1.12. Students transferring from self-financed study places to budget-financed study places shall be admitted to the program by order of the Rector or an official appointed thereby in accordance with the recommendation of the Central Commission for Transfer and Returning Students. The fact of admission shall be recorded in a proceedings record report form, which can be filed at any time during the calendar year in accordance with the schedule approved by the Rector or an official appointed thereby.

7.1.13. The Rector or an official appointed thereby shall determine the procedures used by the Central Commission for Transfer and Returning Students, the list of documents to be submitted by transfer and returning students, and the applicable deadlines. The composition of the Central Commission for Transfer and Returning Students, its procedures, and lists of documents to be submitted by transfer and returning students shall be adopted by order of the Rector or an official appointed thereby.

7.1.14. If the documents are submitted after the deadline, the candidature of the transfer or returning student in question and his or her document package shall be reviewed at the next session of the Central Commission for Transfer and Returning Students where such documents shall be considered.

7.1.15. Students transferring from budget-financed study places to self-financed programs shall be admitted by order of the Rector or an official appointed thereby without the corresponding decision of the Central Commission for Transfer and Returning Students until such time as the student in question is recommended for expulsion.

7.2. Conditions for Student Transfer

7.2.1. Students transferring to a different major, or transferring from self-financed study places to budget-financed study places, students changing their program format (except students transferring from full-time to part-time or correspondence programs and students transferring from part-time to correspondence programs):

7.2.1.1. must successfully complete their tests and examinations for the previous term.

7.2.1.2. cannot file for transfer during the test and examination period.

7.2.2. Students transferring to the University from other institutions of higher education shall be admitted in accordance with applicable Russian Federation law and the present Guidelines.

7.2.3. Students can transfer to the University from any institution of higher education accredited by the state at the time the student applies for transferal. The University shall prohibit the transfer of students from unaccredited institutions of higher education.

7.2.4. Students from other institutions of higher education cannot be transferred to the senior year of the University program.

7.2.5. Students pursuing self-financed education shall not be transferred to budget-financed study places at the University.

7.2.6. Students who transfer to the University from a budget-financed study place at another university shall be entitled to apply to self-financed and budget-financed study places.

7.2.7. Students transferring from self-financed study places to budget-financed study places shall undergo a selection process to enroll in a major program whenever budget-financed study places become available in the respective year of the program.

7.1.4.2. The following groups of students shall be eligible for transferal from a self-financed study place to a budget-financed study place:

7.2.8.1. Students who have completed two previous terms with “excellent” and “good” grades for full credit coursework and passed all their “pass/fail” classes.

7.2.8.2. Students who passed their pass/fail classes and received “excellent,” “good” and “satisfactory” grades, if under extraordinary circumstances their parents, spouse or sponsor can no longer afford to pay for their education.

7.2.9 The following groups of students shall be eligible for transferal from a self-financed study place to a budget-financed study place:

7.2.9.1. The students named in Section 7.2.8.1 hereof:

7.2.9.1.1. Students who are orphans or do not have guardians, disabled students with 1st and 2nd degrees of disability.

7.2.9.1.2. Students who passed their pass/fail classes and received “excellent,” “good” and “satisfactory” grades, if under extraordinary circumstances their parents, spouse or sponsor can no longer afford to pay for their education.

7.2.9.1.3. In cases where little or no information is available regarding the student's financial position, students who maintain high GPAs throughout their study program.

7.2.9.1.4. With other conditions equal, students who have a record of scientific, public, cultural, creative and athletic activity.

7.2.9.2. The students named in Section 7.2.8.2 hereof:

7.2.9.2.1. Students who are orphans or do not have guardians, disabled students with 1st and 2nd degrees of disability.

7.2.9.2.2. Students who maintain high GPAs throughout their program of study.

7.2.9.2.3. With other conditions equal, students who have a record of scientific, public, cultural, creative and athletic activity.

7.2.10. The fact that the student is unable to continue paying for his or her studies must be confirmed by documents, such as:

7.2.10.1. Official unemployment-registration documents issued to the part-time or correspondence student, his or her parents, spouse or sponsor.

7.2.10.2. Official salary certificates confirming the student's inability to pay for his or her education.

7.2.10.3 Disability documents issued to the student, his or her parents or spouse.

7.2.11. In cases where the student is admitted to a particular program or major, students may transfer from one major to another by filing an application addressed to the Rector or other official appointed thereby in accordance with the criteria established by the Faculty Academic Council in due order as prescribed by the University.

7.2.12. In programs where students are admitted directly to a specialized program, the transfer of students from one specialization to another shall be carried out in due order in accordance with the procedure adopted for changing majors.

7.2.13. Students shall be transferred from budget-financed study places to self-financed study places upon the student's written application on condition that the student has no more than two "no pass" and/or "unsatisfactory" grades.

7.2.14. In cases where the student has three "no pass" or "unsatisfactory" grades, he or she shall not be transferred to a self-financed study place and must be expelled due to academic failure in accordance with the University Statutes.

7.2.15. In case of written tests (exams), students shall only be transferred to self-financed study places on condition that he or she has no more than two "no pass" or "unsatisfactory" grades on their written tests.

7.3. Requirements for Returning Students

7.3.1. Students shall be allowed to return to their University studies within five years of their dismissal from the University, for whatever reason, and reapply to the budget-financed study place if at the moment of dismissal he or she had had a budget-financed study place.

7.3.2. A student who before his or her dismissal had had a self-financed study place shall not be allowed to return to the budget-financed study place.

7.3.3. Students who return to budget-financed study places must be readmitted

to the major program that they had previously attended (with the exception of those cases as provided for by Section 7.4.3 hereof). In cases where the returning student cannot return to the major program from which he or she had been dismissed, he or she can apply to another program of higher professional education. The major or specialization to which the student can reapply shall be determined in accordance with the list of majors (specializations) of higher professional education programs approved by federal executive authorities as meeting the requirements for a Bachelor's, Master's or Specialist's degree or programs of higher professional education that lead to a professional diploma.

In all other cases, returning students can choose any of the programs offered by the University on conditions as established herein.

7.3.4. The student can choose to be readmitted to any form of program instruction offered by the University, with the exception of those cases as provided for by Clause 7.4.2 hereof.

7.3.5. Students who return from discipline-oriented programs to other discipline-oriented programs, from competency-oriented models to other competency-oriented models, or those dismissed from a certain form of the program and seeking readmission to the same program must meet the following conditions:

7.3.5.1. Students shall be readmitted to the semester corresponding to the semester of their program immediately preceding dismissal.

7.3.5.2. Students can be readmitted to the program term following the program term the student failed to complete, provided that the student has no more than two incompletes and no more than 10 subjects that need to be retaken (including the difference in coursework between different institutions).

7.3.6. Students returning to a competency-oriented program from a discipline-oriented program, or dismissed from one form of the program and returning to a different program form must have no more than two incompletes and no more than 10 subjects that need to be retaken (including the difference in coursework between different institutions).

7.4. Students Retaking Final Comprehensive Examinations

7.4.1. Students can take their final comprehensive examinations no more than twice within five years of their first attempt.

7.4.2. Students returning to the University to repeat their final state comprehensive examination in a particular major shall be readmitted regardless of the form of the program or availability of budget-financed study places.

7.4.3. If the program that had been attended by the student before his or her dismissal from the program has been discontinued and, by order of the Rector or an official appointed thereby, said program has been removed from the list of programs offered by the University, the student cannot be readmitted to retake his or her final comprehensive examination. In this case, the student can be readmitted to one of the University's other educational programs to continue his or her studies in accordance with the conditions established in Section 7.3 hereof.

CHAPTER 8. ACADEMIC LEAVE OF ABSENCE

8.1. Academic Leaves of Absence: General Provisions

8.1.1. Academic leaves of absence shall be provided to University students in need of medical treatment and in other exceptional cases (natural calamities, family circumstances, etc.).

8.1.2. Students can be offered the following types of academic leaves of absence:

8.1.2.1. Medical academic leave of absence;

8.1.2.2. Academic leave of absence due to extraordinary circumstances (natural calamities, family circumstances, including student travel to other educational institutions, including foreign educational institutions, etc.).

8.1.3. A medical academic leave of absence shall be provided to students who cannot continue their studies due to health reasons.

8.1.4. An academic leave of absence due to family circumstances can be provided to the student in case of his or her close relatives (other family members) dying or falling serious ill, when the student needs to take care of his or her ill relatives or other family members; when the student wishes to travel to study at another university, including foreign universities, etc.

8.1.5. Close relatives include: lineal relatives (parents, children, grandparents, grandchildren), siblings and half-brothers or sisters.

8.1.6. The academic leave of absence cannot exceed 12 calendar months with the exception of academic leaves of absence due to medical reasons.

8.1.7. An academic leave of absence cannot be provided to students who could potentially be expelled.

8.1.8. During his or her academic leave of absence, the student cannot continue studying in the program, i.e. attend classes, take tests and exams, undergo formative and summary assessment; however, he or she retains his or her student status.

8.1.9. Students on academic leaves of absence due to medical reasons shall be awarded social pensions and other types of financial support in accordance

with applicable Russian Federation law and local University acts.

8.1.10. Students on academic leave cannot be expelled from the University with the exception of cases when they do so at their own request.

8.2. Order of the Provision of Academic Leaves of Absence

8.2.1. The student shall file an application with the office of the Rector to receive an academic leave of absence. He or she must supply the necessary documents to support his or her case. The academic leave of absence shall be granted by order of the Rector or an official appointed thereby. In his/her application, the student must explain the reasons for requesting an academic leave of absence (its type), duration, and the reasons why the student should be provided a leave of absence.

8.2.2. The personal application by the student and the appended documents shall be registered with the Instructional Division. The Head of the Instructional Division or other official appointed by the Rector shall verify the authenticity of the submitted documents with the issuing institutions, including medical establishments.

8.2.3. The student's application and all the submitted documents must be reviewed by the Head of the Instructional Division or other official appointed by the Rector within seven days of the date of submission.

8.2.4. There being grounds for an academic leave of absence, the Head of the Instructional Division or an official appointed by the Rector shall request the relevant employees of the Instructional Division to prepare a draft order on the academic leave of absence and send it for approval within three working days in accordance with the procedure established by the University for the coordination of draft orders, with copies of the documents proving the necessity of providing an academic leave of absence.

8.2.5. Students providing forged documents in support of their application for an academic leave, as well as providing false information in their application, shall not be granted an academic leave of absence. A student who submits forged or falsified documents shall be expelled in accordance with the University Charter.

8.2.6. If the student's application for an academic leave of absence is denied, the Deputy Head of the University Office of Academic Affairs, Advisor to the Vice Rector on Concentrations, or other official appointed by the Rector shall inform the student accordingly.

8.2.7. The academic leave of absence shall be granted starting on the day after the application date, unless otherwise stated in the application; in any case, no earlier date can be used.

8.2.8. The Rector's order granting the student an academic leave of absence must indicate the type of the academic leave of absence, the dates when the academic leave of absence begins and ends, and the reasons for providing the academic leave of absence.

8.2.9. The medical leave of absence shall be provided in accordance with the Medical Expert Commission (medical commission) recommendations issued by a state or municipal health care establishment at the student's place of residence. The recommendation can be issued by the Student Health Center.

8.2.10. The following documents can be considered part of the application for an academic leave of absence due to extraordinary family circumstances:

- 8.2.10.1. Family income statement;
- 8.2.10.2. Certificate confirming that a family member requires personal care assistance;
- 8.2.10.3. Certificate of death of a family member;
- 8.2.10.4. Invitations to travel to another institution or establishment to study or work, including invitations from foreign organizations;
- 8.2.10.5. Medical documents issued by healthcare establishments;
- 8.2.10.6. Documents confirming the fact of an emergency situation or natural disaster;
- 8.2.10.7. Other documents.

8.3. Academic Leave Extension and Return to Studies after Academic Leave

8.3.1. No later than two weeks after the academic leave of absence is over, the student shall file an application with the Rector's Office or request an extension of the academic leave of absence by filing an application with the Instructional Affairs Division.

8.3.2. If the student's request to extend the academic leave of absence is granted, leave shall be extended in accordance with the procedure indicated in Clause 8.2 hereof.

8.3.3. Students who fail to submit an application in due time shall be expelled from the University due to their failure to report to the University upon the completion of the academic leave of absence. A corresponding order shall be issued by the Rector or other official appointed thereby. The order shall be based on the report filed by the Deputy Head of the University Office of Academic Affairs, Advisor to the Vice-Rector on Specialization or other official appointed by the Rector and at least two members of the Instructional Division staff.

8.3.4. The student can petition to return to studies before the end of the term of the academic leave of absence.

8.3.5. The academic leave of absence due to medical reasons shall be terminated upon the student's application submitted on or before the date on which the term of the leave ends. The application must be accompanied by a certificate issued by the Medical Expert Commission (medical commission) of the health care institution certifying the fact that the student can return to his or her studies.

8.3.6. After their academic leave of absence, students continue pursuing their curriculum on the same conditions as before the academic leave of absence.

8.3.7. In cases where the returning student's major program is discontinued before his or her academic leave of absence is completed, he or she can petition to transfer to another major program of higher professional education provided by the University on the same conditions in due order as established by the present Guidelines.

8.4. Financial Terms of Academic Leaves of Absence Provided to Students in Self-financed Study Places

8.4.1. Students who self-finance their education shall not have their tuition and fees refunded; these amounts shall be transferred to future terms.

8.4.2. In case of an increase in tuition fees after the student's return from the academic leave of absence, the student shall be required to pay the difference between the two figures; thereafter, prepaid amounts shall be transferred to future terms.

CHAPTER 9. FINAL STATE COMPREHENSIVE EXAMINATIONS

9.1. General Terms and Conditions of Final State Comprehensive Examinations

9.1.1. After completing their curriculum requirements, students must pass Final State Comprehensive Examinations.

9.1.2. Final State Comprehensive Examinations shall be held in every state-accredited educational program. Final State Comprehensive Examinations in non-accredited programs shall be arranged by Attestation Commissions in due order as established by applicable legislation and the present Guidelines for Final State Comprehensive Examinations.

9.1.3. The goal of Final State Comprehensive Examinations is to determine the competencies of university graduates and assess their readiness to perform their duties; their results are assessed in accordance with the following State Standards:

9.1.3.1. State Educational Standard of Higher Professional Education or a local University educational standard for programs of higher professional education (for programs at various stages of higher professional education);

9.1.3.2. Local University educational standards for programs of higher professional education (for programs at various stages of higher professional education);

9.1.4. Final State Comprehensive Examinations shall be administered by State Attestation Commissions (hereinafter, SACs) created for each of the major programs.

9.1.5. Final State Comprehensive Examinations shall be held in accordance with the schedule approved by Deputy Head of the University Office of Academic Affairs, Advisor to the Vice-Rector on Concentrations or other official appointed by the Rector, in accordance with the order of the Vice-Rector for Academic Affairs on the schedule of these examinations. The schedule of Final State Comprehensive Examinations shall contain information on the type of the examination and the date, time and place of examinations. The schedule must provide at least three days (excluding the date of the previous exam) between examinations.

9.1.6. The order of Final State Comprehensive Examinations as established by the present Guidelines must be communicated to students at least six months before the Final State Comprehensive Examinations. Any changes to the order of administering Final State Comprehensive Examinations must be communicated to students

no later than six months before the Final State Comprehensive Examinations begin.

9.1.7. University graduates who successfully complete all the Final State Comprehensive Examinations in the program shall be awarded their professional qualification (or degree) and issued their Diplomas confirming their degree and/or qualification. The Diplomas shall bear the official symbols of the Russian Federation and the stamp of the University. The form of these documents shall be approved by the University.

9.2. Final State Comprehensive Examinations

9.2.1. Final State Comprehensive Examinations include:

9.2.1.1. A State Examination;

9.2.1.2. A Defense of Diploma project.

9.2.2. The list of examinations included in Final State Comprehensive Examinations shall be established in accordance with the curriculum and the state educational standard for a particular major.

9.2.3. Final State Comprehensive Examinations shall be required for all students; quality of knowledge and skill mastery cannot be assessed by the results of formative and summary assessment.

9.2.4. For all programs that include a state examination, Final State Comprehensive Examinations begin with the state examination(s).

9.2.5. A state examination can be administered in a separate subject or as a comprehensive examination in the student's major (specialization).

9.2.6. A state examination in a particular subject must assess the student's mastery of the course program and cover all of the concepts in the program in accordance with the respective education standard.

9.2.7. The final state comprehensive examination in a particular major must assess the student's knowledge of separate subjects and demonstrate his or her ability to apply theoretical knowledge in practice and competencies – to achieving professional goals and objectives. The final comprehensive examination also tests the student's ability to continue his or her education at the next or graduate level in accordance with the general requirements established by the corresponding educational standard.

9.2.8. The Diploma project must be completed by the student under the guidance of an advisor.

9.2.9. Diploma projects take different forms at different levels (stages) of higher professional education:

9.2.9.1. For Bachelor's degrees: undergraduate theses.

9.2.9.2. For Specialist's degrees: Diploma papers (projects).

9.2.9.2. For Master's degrees: Master's theses.

9.2.10. In order to prepare his or her Diploma project, each student is assigned a supervisor and, where necessary, consultants. Lists of Diploma project advisors in each department are approved by the Head of the Instructional Division or other official appointed by the Rector no later than on the date of academic load distribution for the next school year. Diploma advisor qualification requirements shall be established independently in the University educational standard.

9.2.11. Diploma projects must undergo a review. Lists of Diploma project reviewers in each department are approved by the Head of the Instructional Division or other official appointed by the Rector upon the presentation of the Department Chairperson no later than one month before the Diploma project defense.

9.2.12. Programs of state examinations, the assessment criteria for such examinations and the assessment criteria for Diploma projects shall be approved in the order as prescribed by the University, in accordance with the decision of the Faculty Academic Council responsible for the development of the structure and content of corresponding educational programs and communicated to students no later than six months before final state examinations.

9.2.13. Students must have the necessary conditions in place for their preparation, with consultations and (or) advisement presentations. Information about the time and place of such consultations or lectures shall be provided in the students' class schedule or schedule of state examinations.

9.3. State Attestation Commissions

9.3.1. Final State Comprehensive Examinations shall be administered by the State Attestation Commissions (hereinafter, SACs) created for each of the major programs.

9.3.2. The SACs shall:

- 9.3.2.1. Provide comprehensive assessment of the level of each graduate's preparedness, and determine whether his or her level of preparedness corresponds to the requirements of relevant educational standards.
- 9.3.2.2. Adopt a decision to award a degree (or qualification) after state attestation and issue the graduate a corresponding document confirming his or her level of education and/or qualification.
- 9.3.2.3. Based on the results of each academic year, provide recommendations regarding the training of graduates.

9.3.3. SACs are headed by chairpersons who organize and oversee the activities of examination committees and ensure the unity of requirements for graduates.

9.3.4. As a rule, the Chairperson of the SAC is an academic not employed by the university, a Grand Doctor of Science or Full Professor in the corresponding area; where such candidates are not available, SAC Chairperson duties are delegated to Ph.D.s or prominent experts in the major field. Whenever necessary, the SAC Chairperson shall have clearance to deal with classified topics.

9.3.5. The list of candidates who will serve as SAC chairpersons in next calendar year shall be sent by the Vice-Rectors for the corresponding concentrations or other official appointed by the Rector to the Vice-Rector for Instruction and Methods or other official appointed by the Rector no later than October 15 of each year. Based on these materials, the Vice-Rector for Instruction and Methods or other official appointed by the Rector shall prepare an application sent to

the Trustees. Lists of candidates to serve as SAC Chairpersons shall be sent by the Vice-Rector for Instruction and Methods or other official appointed by the Rector no later than November 30 of each calendar year.

9.3.6. Once the SAC chairpersons have been approved, the Vice-Rector for Instruction and Methods or other official appointed by the Rector shall authorize the creation of SACs for the next calendar year in accordance with the requirements established at the University.

9.3.7. SACs in every educational program shall consist of examination commissions for each type of final state comprehensive examination in accordance with the respective educational programs and curricula.

9.3.8. The SAC Chairperson can head one of the examination commissions and take part in the work of the commissions as a member.

9.3.9. Chairpersons of Examination Commissions for different types of final attestation exams shall serve as Deputy Chairpersons of the SAC.

9.3.10. Examination commissions shall include faculty and research staff of the University, as well as persons invited from external organizations: experts in the field, leading instructors and researchers of other institutions of higher education, in accordance with the criteria established by order of the Rector or an official appointed thereby.

9.3.11. SACs and examination commissions shall be assisted by secretaries; secretaries shall not be included as SAC members.

9.3.12. SACs shall be appointed for one calendar year: from January 1 to December 31.

9.3.13. The University Academic Council can decide to form several examination commissions for each type of final attestation. Several SACs can be formed for each education program.

9.3.14. The Rector's order on the appointment of SAC members shall include the following details: types of examination commissions for various types of comprehensive final examinations within the SAC; composition of examination commissions, SAC and examination commission secretaries.

9.3.15. The schedule for SACs and examination commissions shall be established by the Vice-Rector for Academic Affairs or other official appointed by the Rector.

9.3.16. In accordance with Section 1.10 hereof, the schedule for SACs and examination commissions shall be communicated to students and members of SACs and examination commissions no later than one month before the commissions begin their work.

9.3.17. All decisions adopted by SACs and examination commissions must be documented in proceedings records.

9.4. Diploma Project Topic Selection

9.4.1. The Diploma project topic is chosen by the student, coordinated with the advisor, and approved at the faculty meeting of the department.

9.4.2. Students attending a Master's program must select their thesis topic early in the program.

9.4.3. Students attending Bachelor's and Specialist's programs (with the exception of specializations

in the curriculum) must choose the Department for which they wish to write their Diploma project.

9.4.4. During the first 30 calendar days from the beginning of the first term of their final year, graduating students with no incomplete coursework submit an application to the chairperson of the department to which they wish to be assigned to write their Diploma project. In their application, they must indicate the proposed topic of the Diploma project and the candidature of their thesis advisor.

9.4.5. The number of students that can be assigned to each department for their Diploma Project shall not exceed the standard number established by the Vice-Rector on Specializations or other authorized official (in the case of Master's Degree programs, these numbers shall be established in the corresponding educational standard).

9.4.6. The Department Head submits a list of students recommended to complete their Diploma projects at the department to the Deputy Head of the University Office of Academic Affairs, Advisor to the Vice-Rector on Specializations or other official authorized by the Rector. The Deputy Head of the University Office of Academic Affairs, Advisor to the Vice-Rector on Specializations or other official appointed by the Rector shall approve the list of students writing their Diploma project at each of the Departments, the topics of their research, and their respective Diploma project advisors.

9.4.7. The Head of the Instructional Division or other official authorized by the Rector shall consult with Department Heads on the assignment of the following groups of students to their respective Diploma project departments:

- 9.4.7.1. students who were not admitted to their major department due to the large number of Diploma candidates in their department;
- 9.4.7.2. students who failed to meet the departmental application deadline;
- 9.4.7.3. students who completed their incomplete coursework and were transferred to their final year;
- 9.4.7.4. students returning from their academic leave of absence (maternity/child care leave of absence) and transferred to their final year;
- 9.4.7.5. students returning to their studies after taking part in an exchange program and transferred to their final year;
- 9.4.7.6. students who successfully completed their exams according to an individual program plan or individual test and examination schedule and transferred to their final year.

9.4.8. Students who could not be assigned to their major department due to the large number of degree candidates and students who missed the application deadline shall be transferred to the department with available study places as assigned by head of the University Office of Academic Affairs or other official appointed by the Rector. The topic of their Diploma project and the name of their advisor shall be determined by the corresponding Department chairperson in consultation with the student.

9.4.9. The topic (or title) of the Diploma project in a Bachelor's program or Specialist's program can only be changed/modified before the date of the Rector's order on upcoming Final State Comprehensive Examinations. All changes must be coordinated with the advisor and approved by the Department.

9.4.10. The topic of the Master's thesis cannot be changed; however, the student can make adjustments to the topic no later than the date of announcement of the list of diploma candidates. Any such adjustments of the topic must be agreed with the student's advisor. The changes must be approved by the department.

9.4.11. Once the list of diploma candidates has been announced, no changes to the topic can be introduced.

9.5. Admission of Degree Candidates to Final State Comprehensive Examinations

9.5.1. In order to be admitted to Final State Comprehensive Examinations, degree candidates must complete all their coursework, except for the final term in which Final State Comprehensive Examinations are held.

9.5.2. Degree candidates are admitted to Final State Comprehensive Examinations by order of the Vice-Rector for Academic Affairs or other official appointed by the Rector within three days of the final examination of the term.

9.5.3. The Deputy Head of the University Office of Academic Affairs – Advisor to the Vice-Rector on Specializations or other official appointed by the Rector shall submit the following documents to the State Attestation Commission:

9.5.3.1. his or her order on the admission of degree candidates to Final State Comprehensive Examinations;

9.5.3.2. candidates' grade transcripts (or copies of study program reports);

9.5.3.3. candidates' matriculation record books.

9.5.4. Other materials submitted to the SAC can include reviews of theoretical and practical significance to the candidate's research, his or her published articles and documents regarding practical applications of study results.

9.5.5. Final State Comprehensive Examinations shall be arranged and supervised by the SAC Chairperson in accordance with the aforesaid documents.

9.6. State Examinations

9.6.1. The list of state examinations shall be approved in accordance with the course curriculum. If in accordance with his or her curriculum the degree candidate is eligible to select his or her Final State Comprehensive Examinations, he or she must advise the Head of the Instructional Division accordingly no later than six months before Final State Comprehensive Examinations begin (returning students must submit the same within five calendar days of their readmission).

9.6.2. The form of state examinations and requirements for each of the state examinations (duration, grading procedures and criteria) shall be established by the Faculty Academic Council no later than six months before the Final State Comprehensive Examinations in the order as prescribed in Section 1.9 hereof. The Faculty Academic Council shall also decide whether degree candidates will be allowed to use computers, calculators, reference materials or other materials during the examinations.

9.6.3. The schedule of state examinations (date, time and place) shall be established in accordance with the schedule of examination commissions. The schedule of examination commissions shall be established in accordance with the order on the schedule of SACs. Students must be advised accordingly no later than one month before the first final examination. The corresponding announcement must be posted on the information board of the Instructional Division and/or on the University website.

9.6.4. A consultation for degree candidates must be arranged at least one day before the date of the state examination. Information on all such consultations must be included in the schedule of state examinations.

9.6.5. Degree candidates must present themselves in time for the state examination. Each candidate must bring a photo ID. The Head of the Instructional Division or other official appointed by the Rector shall take attendance and then allow degree candidates to enter the room where the examination will be held.

9.6.6. Tardy candidates shall be allowed to come in and join the rest of the class taking a written state examination; however, they will have the time of their state examination reduced by the amount of time that passed from the beginning of the examination to the time when they joined the rest of the group. After at least one candidate who already knows the content of the exam leaves the room for whatever reason, no tardy candidates shall be allowed to come in.

9.6.7. Tardy students shall be allowed to take their oral state examination if the members of the Examination Commission (State Examination Commission) have ample time to allow them to prepare their answer. The time needed to prepare the answer shall be indicated in the course program. In other cases, tardy candidates shall not be allowed to join the oral State Examination.

4.2.9. All of the assignments for the examination must be completed by the student him- or herself. Any degree candidate using technical devices or preliminarily-prepared materials, or consulting other candidates during the state examination shall be removed from the state examination with a failing grade. A grade of "fail," the reason for removal and the time the candidate was removed from the state examination shall be recorded in the Examination Commission's (State Examination Commission's) reporting form.

9.6.9. If a degree candidate is removed from a written state examination, a member of the Examination Commission shall place the corresponding mark on his or her written exam form, indicating the time and the reason for dismissal of the candidate from the examination. His or her written work shall not be graded.

9.6.10. If a degree candidate is removed from an oral state examination, the corresponding mark shall be placed on his or her answer sheet, indicating the time and reason for dismissal of the candidate from the examination.

9.6.11. At the oral state examination, each student shall have time to prepare his or her answer. The minimal time for preparation of the oral answer must be established in the State Examination program.

9.6.12. The Examination Commission shall hear each of the students' separately. At least half of all members of the Examination Commission must be present during each candidate's answer.

9.6.13. After hearing all the candidates, the Examination Commission shall adopt a decision on grades awarded to the candidates on the following scale: excellent, good, satisfactory, unsatisfactory. Student grades shall be adopted by a simple majority vote of Examination Commission members.

The Chairperson and/or his or her deputy must be present. When an equal number of votes is cast for two different grades, the Chairperson of the Commission (or his or her deputy in his or her lieu) shall break the tie. The decision shall be adopted in the form of the Proceedings Record Report Form.

9.6.14. The results of the State Examination in oral form shall be announced by the Chairperson of the Examination Commission (or his or her Deputy) on the day of the examination and posted on the information board of the Instructional Division and/or the University website.

9.6.15. A written state examination can be administered in a computer-assisted format.

9.6.16. During a written state examination, each of the candidates receives a written assignment. The duration of the State Examination must be indicated in the program of the State Examination.

9.6.17. A written state examination must not be necessarily be attended by all members of the Examination Commission.

9.6.18. In order to guarantee the anonymity of written responses, the candidates' personal data shall be coded.

9.6.19. Once the candidate completes his or her written examination or the time of the examination period expires, the candidate shall turn in his or her work and leave the room.

9.6.20. The candidates' written responses shall be reviewed by an in-camera session of the Examination Commission within the timeframe established by the State Examination Program but no later than seven days after the day of the state examination.

9.6.21. At least half of all members of the Examination Commission must be present.

9.6.22. Student grades shall be adopted by simple majority vote of Examination Commission members; the Chairperson of the Commission or his or her deputy must be present. When an equal number of votes is cast for two different grades, the Chairperson of the Commission (or his or her deputy in his or her lieu) shall break the tie. The decision shall be adopted in the form of the Proceedings Record Report Form.

9.6.23. The results of a State Examination held in written form shall be announced on the next day after the deadline for the submission of written examination grade reports; the grades shall be posted on the information board of the Instructional Division.

9.6.24. The review of candidates' written responses shall be organized by members of the Examination Commission no later than three working days after the grades are announced, in accordance with the order of the Deputy Head of the University Office of Academic Affairs, Advisor to the Rector on Coursework Specializations or other official appointed by the Rector.

4.2.21. Each student shall be allowed to review his or her graded paper. After reviewing the paper, the student signs his name on the title page. If the paper has no title page, the student signs the first page of the paper.

9.6.26. During the review of their work, students shall be entitled to receive the comments of Examination Commission members on his or her grade.

9.6.27. During the review process, members of the Examination Commission can choose to change the grade awarded to the degree candidate if any calculation errors or improper use of grading criteria is discovered.

9.6.28. Students who receive a failing grade at a state examination can proceed to take the other state examinations included in the program of Final State Comprehensive Examinations.

9.7. Preparing and Defending Diploma Projects

9.7.1. A Diploma project must be completed by each of the degree candidates individually under the supervision of his or her advisor.

9.7.2. Requirements as to the structure, content and presentation of the Diploma project shall be determined by order of the Vice-Rector for Instruction and Methods or other official appointed by the Rector, pursuant to the order of the Faculty Academic Council and the corresponding course program structure; the aforesaid requirements shall be communicated to the students at least six months before the Final State Comprehensive Examinations begin. The terms of Diploma project presentation shall be established in the instructional program curriculum.

9.7.3. The deadlines for submission of the Diploma project must be established by order of the Vice-Rector on Coursework Specializations or other official appointed by the Rector, and shall be communicated to students no less than six months before Final State Comprehensive Examinations begin.

9.7.4. A Master's student must submit a hard copy of his or her Master's thesis to an authorized official of the Instructional Division along with a synopsis (thesis abstract); the paper shall also be submitted via email to the corporate email address of the Head of the Instructional Division or other official appointed by the Rector. The synopses of student papers shall be placed on the University website in the order as prescribed by the Vice-Rector for Academic Affairs.

9.7.5. The fact of submission of the Diploma project must be registered by an authorized representative of the Instructional Division; the entry must include the date of submission.

9.7.6. A degree candidate who fails to submit his or her Diploma project before the deadline shall not be allowed to defend his or her Diploma project. An authorized official of the Instructional Division shall make the corresponding entry in the proceedings record report form of the Diploma project defense committee. The SAC proceedings record report form shall list the student's grade as "unsatisfactory."

9.7.7. The registered Diploma project is then sent by the Department Chairperson to the student's advisor for a review, and then to the official reviewer who presents his or her assessment of the paper before the deadline as established by the Faculty Academic Council in accordance with the criteria as established for structure and content of the program.

9.7.8. Department Chairpersons shall be responsible for submitting candidates' Diploma projects, their advisors' comments and reviews to the Diploma project defense committee at least three days before the defense takes place.

9.7.9. Only those candidates who successfully pass all their state examinations and submit their Diploma projects to an authorized representative of the Instructional Division before the deadline shall be allowed to defend their projects.

9.7.10. Diploma project defense (with the exception of projects containing state secrets or limited-access information in accordance with applicable Russian Federation law) shall be held at an open session of the Examination Commission with the participation of at least two-thirds of its members.

9.7.11. During the defense, each of the candidates shall present his or her study and answer the questions of members of the Examination Commission and others present at the defense. The candidate's advisor shall read his or her written comments, and the reviewer shall present his or her written review of the Diploma project. The student shall be provided time to respond to the comments and questions of the reviewer. One of the members of the Examination Commission shall read the advisor's and the reviewer's comments in cases where they are unavailable to present their comments in person.

9.7.12. After hearing all of the candidates, based on their answers and the comments of their advisors and reviewers (in due consideration of Diploma project presentation requirements), the Examination Commission shall adopt a decision on the grades awarded to candidates on the following scale: excellent, good, satisfactory and unsatisfactory. Candidates' grades shall be adopted by simple majority vote of Examination Commission members; the Chairperson of the Commission or his or her deputy must be present. When an equal number of votes is cast for two different grades, the Chairperson of the Commission (or his or her deputy in his or her lieu) shall break the tie. The decision shall be adopted in the form of the Proceedings Record Report Form.

9.7.13. The results of Diploma project defense shall be announced by the Chairperson of the Examination Commission (or his or her Deputy) on the day of the defense and posted on the information board of the Instructional Division and/or the University website.

9.7.14. The State Examination Commission can issue Special Mentions on the papers of exceptional theoretical or practical significance. The State Attestation Commission can recommend Diploma projects for publication.

9.8. Work of State Attestation Commissions on the Results as Presented by Examination Commissions

9.8.1. The Examination Commission shall enter the words “no show” or “failed to appear” in the Examination Commission Proceedings Record Form across from the names of the students not present at their state examinations or Diploma project defenses. Candidates who fail to provide plausible explanations for their absence or fail to deliver a document confirming there being a sound reason for their failure to appear at the Comprehensive State Examination within three working days of the Examination shall have their grade entered as “failing” or “unsatisfactory” by the Chairperson of the State Attestation Commission in the SAC Proceedings Record report form.

9.8.2. Candidates who were not allowed to defend their Diploma project shall have the words “not allowed” entered across from their names in the SAC Proceedings Record report form. The SAC proceedings record report form shall list the student's grade as “unsatisfactory;” the corresponding entry must be made by the SAC Chairperson.

9.8.3. Degree candidates who fail one or several of their final examinations included in the program of Final State Comprehensive Examinations shall be expelled from the University in accordance with the University Statutes. Degree candidates who fail one of their state examinations shall be expelled from the University on next working day after the last State Examination. Students who receive an “unsatisfactory” grade at their Diploma project defense shall be expelled from the University on the next working day after the day of their Diploma project defense.

9.8.4. The student shall be entitled to repeat his or her final state examinations upon readmission to the University. Readmission shall be carried out in accordance with the procedures established in Section 7 hereof.

9.8.5. Degree candidates can repeat their Final State Comprehensive Examinations no more than twice and no earlier than three months and no later than five years after their initial attempt.

9.8.6. Students who did not complete their final examinations due to a plausible reason (on doctor's orders or in other exceptional documented circumstances) shall be allowed to attempt their final examinations without being expelled from the University. Additional sessions of the State Attestation Commission and examination commissions for students who did not complete their final state examinations for plausible reasons shall be organized no later than four months after the date of submission of the candidates' application.

9.8.7. The annual report on the activities of the SAC and recommendations for improving instructional programs, prepared by the SAC Chairperson, must be considered by the Faculty Academic Council responsible for the major program. The report shall be submitted to the Vice-Rector for Instruction and Methods or other official appointed by the Rector along with an excerpt from the proceedings record of the Faculty Academic Council, and forwarded to the Trustees of the University within two months of completion of the state attestation. SAC and Examination Commission proceedings record report forms shall be filed in the University Archives.

CHAPTER 10. INSTRUCTION FOR SPECIAL POPULATION GROUPS

10.1. Special population groups shall include the following individuals with physical and/or mental disabilities: students who are deaf, hearing-impaired, blind, vision-impaired, speech-impaired, suffer from restricted mobility and/or other health issues, and disabled students.

10.2. Special student status must be supported by the following documents:

10.2.1. Report of the Education Commission for Students with Psychological or Medical Problems.

10.2.2. Disability certificate issued in accordance with applicable Russian Federation law.

10.3. Copies of the documents in support of the student's special status must be submitted to the Instructional Affairs Division; copies of these documents shall be placed in the student's personal file.

10.4. Special students attending individual rehabilitation programs in accordance with applicable Russian Federation law shall be allowed to follow an individual study program upon their personal application to the Rector and by order of the Rector or an official appointed thereby.

10.5. Classrooms, laboratories and rooms used for tests and examinations must have sufficient lighting; instructors shall provide handouts with sufficiently large print to meet special students' needs.

10.6. For the purposes of formative and summary assessment, class programs must include provisions to meet the needs of special students who should be allowed to complete their tests in a different format (e.g., oral presentations instead of written tests), and given more time to complete their tests and exams.

10.7. An assistant can be provided to a special student who needs technical assistance during the test.

10.8. Seven working days from the date of the test (exam) shall be allowed for the grading of tests and exams written using Braille symbols.