

REGULATIONS FOR KNOWLEDGE CONTROL

I. GENERAL PROVISIONS

1. These Regulations are developed according to the law of the Russian Federation “On Education” No. 3266-1 of July 10, 1992; the Federal Law “On Higher and Post-graduate Professional Education” No. 125-FZ of August 8, 1996; the model regulations “On a higher professional education institution” approved by the Government of the Russian Federation, decree No. 71 of February 14, 2008; and the statute of the Federal state autonomous institution of higher professional education National Research University Higher School of Economics (hereinafter, *the University*).

2. These Regulations regulate organisation of students’ knowledge control within the University and its campuses, in accordance with the curricula (including the individual ones) established as per the existing procedure, within the areas of education and specialisations of the first-level degree higher professional education.

II. ASSESSMENT OF STUDENT ACADEMIC KNOWLEDGES

3. Student knowledge control at the University comprises the routine monitoring/control, intermediate control, final control, and the final certifying examination.

4. The final certifying examination is held by the state certifying commissions according to the “Regulations on Final State Certifying Examination of graduates of the higher education institutions of the Russian Federation,” approved by the order of the Ministry of Education No. 1155 of March 25, 2003, as well as the University local enactments.

5. The routine control is carried out in the course of the module or semester/term primarily in a written format, aiming to organize students' independent work and a systematic monitoring of their academic knowledge. The routine control and monitoring can be held in the following formats: homework assignments, tests, papers, essays, colloquiums, and other forms of self-directed work. The forms of routine control must be set by the curriculum programme.

The routine control results are evaluated and graded by a teacher; student grades are registered in the teacher's control records worksheet. The routine control results are discussed by the teacher and students individually at special tutorials scheduled within the teacher's hours of attendance.

6. The final control shall be held at the conclusion of an academic subject. This final control event is typically administered in written form as a pass-fail exam.
7. If an academic subject comprises more than one module, its curriculum work plan may involve an intermediate control event in the form of an exam. Such intermediate control event shall be held upon the module completion during an examination session/week. The intermediate control is held typically in written format, aiming to evaluate the students' ability to study a part of the academic subject/curriculum that has been delivered since the beginning of this academic subject's study or since the previous intermediate knowledge control event on this academic subject. If an academic subject is studied within a single module, no intermediate knowledge control is required.
8. Within the University, an aggregated knowledge assessment system (hereinafter, the *aggregated assessment*) is established, entailing that the routine control results are accounted for in summarising evaluation on an intermediate or a final control level. A *summarizing grade* is calculated as a weighted sum of aggregated grades/marks and a grade received on a test/exam. The sum of the weighted grade scores amounts to 1. A weighted grade cannot be more than 0.8.
9. The aggregated grade/mark is calculated as a weighted sum of grades/marks received on particular forms of the routine control. The sum of the weighted grade scores amounts to 1.
10. Methods of calculation of aggregated and summarizing grades, as well as the number of assessment units, weights of assessment units, rules of the weighted sum rounding-off, regulations on holding control must be specified in the curriculum programme.
11. The aggregated grade may be changed only if the curriculum programme allows for repeated exams or particular routine control events. The aggregated grade and results of particular control events cannot be cancelled.
12. If an academic subject is studied during several terms, the curriculum programme must specify the methods of calculation of aggregated and summarizing grades for every term that involves intermediate or final control. If an academic subject is taught by teachers of several departments/chairs/faculties (hereinafter *Department*), a unified curriculum programme should be developed specifying the methods of calculation of aggregated and summarizing grades.
13. The following scale is established at the University:
- 13.1 For a pass-fail exam:
- "Passed" – 4 to 10 points (on a 1 to 10 point scale)
 - "Fail" – 0 to 3 points (on a 1 to 10 point scale)
- 13.2 For a test:
- "Excellent" – 8 to 10 points (on a 1 to 10 point scale)
 - "Good" – 6 to 7 points (on a 1 to 10 point scale)
 - "Satisfactory" – 4 to 5 points (on a 1 to 10 point scale)
 - "Unsatisfactory" – 0 to 3 points (on a 1 to 10 point scale).
14. A grade of "zero" (0 points) is applied if a student had not started to work on a control/examination form as well as if there is a violation specified by the Regulations on disciplinary punishments for academic norms violations in students' written study papers at the HSE¹, such as cheating at a written test, double/repeated submission of written papers/essays, plagiarism, forgery at a written assignment/test, falsifying data and results of a paper.

¹ Appendix 7 to the HSE Internal Regulations.

15. All types of grades, i.e. aggregated, exam/test-targeted and summarizing grades, shall be integers/whole numbers ranging from 0 to 10.

16. A teacher/group of teachers responsible for teaching an academic subject must admit any student to intermediate/final level examinations regardless of what aggregated grade s/he has.

After a student finishes to clear an examination paper or to answer exam questions, an examiner (teacher) shall assess the outcome, assign a grade that the student receives for this exam/test, and calculate a summarizing grade on a particular academic subject (or a part of a subject), involving the student's aggregated grade and the exam/test grade, according to a rounded weighted sum calculation formula as specified by the curriculum programme.

An "unsatisfactory"/"failing" grade received by a student at an exam/test is irrevocable and results in an "unsatisfactory"/"failing" summarizing grade, regardless of the aggregated grade.

III. KNOWLEDGE CONTROL ORGANISATION AND IMPLEMENTATION

17. Routine knowledge control is maintained according to the approved curriculum programme. Teachers must inform the students on the routine knowledge control outcomes/results no later than at the next classroom session on a given academic subject scheduled after the assessment. Students can be informed through various communication means, including electronic ones.

18. An intermediate and final knowledge control timetable shall be developed, including the dates and time of every test/exam scheduled for an examination session according to the University academic activities timetable established for the current academic year; and approved by Dean of the faculty or Head of a faculty department or Head of an independent study programme²; and brought to the notice of the faculty and students at least one week prior to the scheduled dates, by means of posting the timetable on faculty information boards and web page on the University corporate web portal, as well as through other electronic means of communication used in the teaching process.

19. Written papers or writing tests that require a considerable evaluation period³ can be scheduled before the start of an examination session. An exact date to announce the evaluation results and students' grades must be specified at the intermediate and final knowledge control timetable within 5 business days following the test or submission of papers. With respect to the final or intermediate knowledge control held in writing, a teacher shall follow the Guidelines on holding students' knowledge control in written form (see Appendix 1 to these Regulations).

20. At a final lesson or tutorial before the examination session, a teacher shall announce students' aggregated grades for the evaluated part of the study programme. The teacher has the right to excuse from attending exams those students that have demonstrated extraordinary performance results on this academic subject and received an aggregated grade of 7 or higher; those students receive "excellent" grades (8, 9, 10 points). A list of these students shall be announced no later than 2 days prior the date of exam/test, including through electronic communication means used in the teaching process.

² Hereinafter, a "college" also refers to departments of the University colleges or an independent study programme; "Dean of college" also refers to Heads of college departments or Heads of independent study programmes.

³ These may include extensional creative-thinking essays; team works involving over 50 students; etc.

21. As a rule, no free days shall be scheduled for exam/test preparations. The intermediate and final knowledge control timetable shall include no more than one intermediate and final control event per day.

22. Faculty members responsible for intermediate and final knowledge control events are assigned by a department/chair responsible for teaching the particular academic subject. The department/chair assigns a teacher responsible for carrying out intermediate and/or final control, who shall ensure consistency of control and assessment tools and evaluation criteria, and supervise for a proper maintenance of examination record sheets (as set by Appendix 2 to these Regulations) and their timely submission to the department Teaching and Learning Unit. As a rule, the responsible teacher is a lecturer delivering this academic subject. In case of other candidacy, the department shall present a writing (or electronic) notice to the faculty Teaching and Learning Unit stating the name of the teacher responsible for intermediate and final control at least 2 weeks, or in case of substituting for a sick teacher at least 1 day prior to the examination date(s). If there are no departments/chairs within a faculty, the above mentioned functions shall be implemented by the faculties.

23. Before an exam/test, an assigned teacher must obtain an examination record sheet from the faculty Teaching and Learning Unit. An examination record sheet should specify the subject title, the number of credits (study hours), a list of students admitted to the intermediate (final) control exam/event, and the record sheet registered number. The examination record sheet should be approved and signed by Head of the Teaching and Learning Unit and stamped by the faculty official seal. No exam/test must be held without a proper examination record sheet.

24. Routine control results afford no ground for any student be refused admittance to a intermediate and/or final control event. A decision on refused admittance shall be made by Dean of the faculty, according to an appropriately issued order (in particular, in case of a violation by a student of an agreement on the provision of paid educational services).

25. Examination record sheets must be filled and submitted to the Teaching and Learning Unit within a standard term of 1 business day after announcing the grades received by students at a test/exam held in a written form (hereinafter, *a written test*) and 1 business day after an oral test/exam (hereinafter, *an oral exam*).

26. The contents and formats of routine, intermediate and final control are specified by the established curriculum programme and equal for all students subject to knowledge control. A teacher must inform students of contents and procedures of assessment, pertaining to intermediate and final control, at a first lesson on the given subject as well as repeatedly at a last lesson before a corresponding control event.

27. Prior to the start of an exam/test, the teacher must make sure that the names of all students that are going to participate in this intermediate/final control event are included into the examination record sheet. A student whose name is not on the list of the officially approved examination record sheet must not be admitted to taking the test/exam. If such violation occurs, the student's result at this exam/test is cancelled by Dean's decision no later than within 3 days from the moment of disclosure of the fact.

28. Students must submit their written examination papers, regardless of how fully they are completed, to the examiner teacher immediately after the end of the intermediate/final control event. If a student fails to submit his/her paper, they receive grade "0" which is registered in examination record sheet columns "Grade received at exam/test" and "Summarizing grade".

29. The length of a written test shall not exceed 4 academic hours, and it shall be announced to students before the beginning of the test. The time of a written test should be counted starting from the moment of finishing the distribution of test assignments. A written test shall neither start earlier than 9 a.m. nor end after 9 p.m.

30. The length of an oral exam for any student shall not exceed 4 academic hours. An oral exam must neither start before 9 a.m. nor finish after 9 p.m. For a particular student, the time of an oral exam shall be counted starting from the moment of receiving an examination question card by the student, and until the moment of stating the grade by the examiner teacher.

31. At the teacher's discretion, in the course of an intermediate/final control event, students may use program outlines, reference books and other sources of information as specified by the teacher as per the curriculum programme. Any unauthorised use of materials or attempted communication with other students or other people, including through the electronic means of communication or unauthorised moving around the examination room etc., shall result in student's dismissal from the examination room with a subsequent grade of "unsatisfactory (0)"/"fail (0)" in the examination record sheet's columns "Grade received at exam/test" and "Summarizing grade."

32. Students must attend the test/exam at the appointed time as set in the timetable. In case of a student being late, no extension is granted for intermediate or final control time.

33. A student that received an unsatisfactory grade at a test/exam shall have the same grading mark at the examination record sheet in columns "Grade received at exam/test" and "Summarizing grade."

34. A student that is present for a intermediate/final control event by the appointed time but decided to not participate due to health-related issues shall declare this before the receipt of a test assignment or examination question card, in which case the student shall be registered as "absent" at the examination record sheet.

In case a student refuses to continue participating in an intermediate or final control event after having fulfilled a part of work, the completed part of work shall be assessed according to the established evaluation criteria.

In the event of student's refusal to continue participating in an intermediate or final control event and if no part of work is fulfilled, the student shall be registered as received "unsatisfactory (0)"/"fail (0)" grade in columns "Grade received at exam/test" and "Summarizing grade" of the examination record sheet, regardless of a medical certificate availability prior to or after this declaration.

35. Sickness, if confirmed by a standard medical certificate, is considered a reasonable excuse for absence from examination. Sickness certificates should be submitted to the Teaching and Learning Unit on the first day of recovery as dated in the sickness certificate. Other extraordinary/force-majeur circumstances can also be claimed reasonable excuses for absence from examination, in which case they must be reported (alongside supporting background documents) to the Teaching and Learning Unit within 3 business days after a missed examination event. A validation decision on a presented force-majeur claim is made by the Dean. Work-related reasons (e.g., business travels, office work hours etc.) shall not be accepted as reasonable excuses for a student's absence from examination.

36. Grades received at an intermediate/final control event are filled in examination record sheets and students' examination record books on the date when paper works are back from review or the date of an oral exam. Grades are first filled in the examination record sheet, and only then in students' examination record books. A grade filled in a student's record book must correspond to the summarizing grade in the examination record sheet.

37. An aggregated grade, a grade received at the test/exam, and a summarizing grade are registered in the examination record sheet.

An aggregated grade and a grade received at the test/exam shall be filled in the examination record sheet only in numeric format (on a 1 to 10 point scale).

A summarizing grade shall be filled in the examination record sheet in numeric format (on a 1 to 10 point scale) and as a qualitative narrative description, as well as in the student's examination record book as a qualitative narrative description alongside a required numeric equivalent (on a 1 to 10 point scale).

E.g.: "Passed (7)," "Fail (2)," "Excellent (8)," "Good (6)" etc.

Grades "Unsatisfactory" and "Fail" shall not be filled in the student's examination record book.

38. In case of a student's absence on the date of filling-in the grades when the papers are back from review, or on the date of a test/exam if the student is granted grade "Excellent" prior to the beginning of the test/exam (as per article 20 of these Regulations), the teacher shall fill in the grades into the examination record sheet. Recording grades in a student's examination record book shall be the student's responsibility and can be done within the teacher's hours of attendance.

39. In case of finding any mistakes in the summarizing grade calculations or in case of a disclosure of plagiarism in written papers at a later time, on Dean's order (or Deputy Dean for Academic Affairs) the mistakes should be corrected by the teacher and a new, updated examination record sheet should be issued. In case of plagiarism, a previously received grade is revised for "0" and filled in as the test/exam grade and for the summarizing grade. Amendments and revisions can be made within 10 business days from the beginning of evaluation.

40. Alongside the examination grade in the student's record book, the teacher shall indicate a total number of hours of the studied academic subject (or part thereof). In the examination record sheet this information is filled in automatically from the corporate information system containing the students' personal data.

41. If a student group studying a particular academic subject was organised involving students from different faculties/schools of the HSE or one HSE branch office, the teacher should collect properly issued examination record sheets from Teaching and Learning Units of all faculties and return them back, with all necessary information properly filled in, in due time.

42. If study of an academic subject was organised using distant learning techniques involving students from various faculties/schools of HSE campuses and/or the HSE, the teacher should collect examination record sheets from every faculty of each HSE branch office and/or the HSE. If hard-copy originals of properly issued examination record sheets cannot be delivered by the appointed time, they may be transferred as scanned copies through the electronic means of communication from the Teaching and Learning Unit to the examiner teacher. After examination, scanned copies of examination record sheets filled with grades may also be sent by electronic means back from the teacher to the Teaching and Learning Unit of a branch. In this

case, grades can be filled in students' examination record books by Dean of the faculty according to the examination record sheet scanned copy received from the teacher.

43. Internship/practical training examination record sheets (see Appendix 3 to these Regulations) shall be signed by teachers that are responsible for this type of academic activities and submitted to the faculty Teaching and Learning Unit no later than during the last week of an examination session/module – in case if the internship is held in the course of the academic year, and no later than one week after completion of the internship – if the internship is held upon the completion of the last module. If no other evaluation system is specified by the internship program, only column “Summarizing grade” is filled in the examination record sheet.

44. A course paper is evaluated by the student's academic supervisor, who fills in the Course paper examination record sheet (see Appendix 4 to these Regulations), which should be submitted to the faculty Teaching and Learning Unit no later than during the last week of the corresponding module (i.e., the module requiring the course paper evaluation). The course paper examination record sheet shall include the titles of course papers of all students and the grades they received. The academic supervisor is responsible for obtaining of the course paper examination record sheet and its submission back to the Teaching and Learning Unit. The academic supervisor shall put the grade received for a course paper into the student's examination record-book. If faculty procedures require that course papers evaluation is held by a committee, evaluation results shall be put on a special record sheet form as shown in Appendix 2 to these Regulations.

45. Students' performance on Sports/Physical Education is graded (on a 1 to 10 point scale) by a sports teacher and the grade is put in both the examination record sheet and student's examination record-books. In the examination record sheet, only column “Summarizing grade” should be filled. Examination record sheets should be submitted by the teacher(s) to Teaching and Learning Units of faculties twice a year, at the end of the 2nd and the last modules.

46. Students' performance on an academic/research seminar is graded by the academic seminar supervisor and grades are specified in the academic seminar examination record sheet (see Appendix 3 to these Regulations) and students' record-books. Academic seminar examination record sheets have to be submitted to the faculty Teaching and Learning Unit no later than at the last week of the examination session or the module. The academic seminar supervisor is responsible for processing of the academic seminar examination record sheet and its submission to the Teaching and Learning Unit. If faculty procedures require that the academic seminar evaluation is held by a committee, evaluation results shall be put on a special record sheet form as shown in Appendix 2 to these Regulations.

47. A failure to appear at intermediate and final control events at the appointed time, except for cases identified in article 20 of these Regulations, shall be registered at the examination record sheet as “failed to appear,” put in any column and verified by the teacher's signature. It is prohibited to make such statement, “failed to appear,” on a student's request at his or her examination record-book.

48. A student has the right to appeal for review of the intermediate and final control results.

An appeal shall be submitted by a student to Dean of the faculties⁴ within 3 business days upon announcement of results on a particular academic subject or a type of academic activities.

⁴ An appeal to review the final control results of the all-university elective course should be submitted by a student to Pro-rector for Academic Issues.

An appeal should be reviewed within 3 business days by a specially established appeal committee, involving the examiner teacher responsible for the test/exam (a repeated test/exam) in question, as well as at least two other teachers, one of which shall be appointed the Chairman of the appeal committee. The candidacies for the appeal committee and the date of its meeting shall be approved by a written order of Department Head/ Dean of the faculty⁵ that are responsible for teaching of this academic subject. The appeal committee may involve teachers from other departments/faculties.

An appeal must specify concrete reasons for a review of results. Such reasons may involve the following:

- incorrect statement of questions, questions exceeding the scope of the study program, mistakes/false answers to the questions and test assignments made by test developers;
- infringement(s) of an established intermediate/final control procedure by the examiner;
- misuse of an evaluation method(s);
- circumstances that impeded an objective evaluation of this work by the teacher.

A student's dissatisfaction with the received grade cannot be a reason to appeal for its review.

The appeal committee shall hold its meeting in presence of the student. The time and place of the meeting should be communicated to the student at least one day prior to the meeting. The Teaching and Learning Unit is responsible for delivering this information to the student; exact time and means of communicating this information to the student should be registered by the office. In case of the student's failure to attend the scheduled meeting of the appeal committee with no authorised reason, the appeal can be rejected.

The review should only be focused on the reasons specified at the student's appeal. Additional examination of the student on issues related to the paper or academic subject is prohibited. The student is not admitted to the discussion and decision making stage in the committee work, and should leave the appeal committee meeting before they start the discussion.

An appeal may result in a revised grade (either upwards or downwards). The decision on the results of appeal should be stated in the minutes of the meeting, signed by Chair of the appeal committee.

49. Intermediate knowledge assessment for students that have studied a part of the study programme at other universities, including international ones, shall be held by transfer of credits received at exams and tests in other university. Summarizing grades on academic subjects and types of activity shall be held on a case-by-case basis according to the rules and regulations established at the HSE.

IV. SUMMARISING THE OUTCOMES OF KNOWLEDGE CONTROL AND PROCEDURES OF STUDENTS TRANSFER TO THE UPPER LEVEL

50. A student that receives a summarizing grade of 4 or less points (on a 1 to 10 point scale) at an intermediate or final control, and who has no-shows for a valid reason, is considered as having a failed academic assignment.

51. Students that have successfully completed the academic year without failing any academic assignments, are transferred/promoted to the next year of study according to the established procedure.

52. For graduate students involved in master-level programs that have successfully accumulated a necessary number of credits as required by the curriculum work plan, but have some failed academic assignments on academic subjects in excess of the required necessary number of

⁵ In case if there are no departments/chairs within a college/school.

credits, the procedures of transfer to the next year of study shall be governed by the “Rules on development and implementation of master-level programs,” set by the University academic council (as of March 28, 2008, Minutes of the meeting No. 45).

53. Students that have up to two failed academic assignments by the end of the academic year, can be admitted to academic activities at the next academic year with an obligation to repeat the failed exam at the beginning of the next academic year following the established repeated tests/exams timetable.

54. A student who did not complete an intermediate or final control event with a reasonable excuse shall not be considered as having failed an academic assignment. Such student can complete the exam on an individual basis during next session for repeated examination, as scheduled by Dean of the faculty.

55. A “fail” on Sports/Physical Education at the examination record sheet shall be accounted equally to other failed assignments to make a decision on student eligibility for continuation of study.

56. If a course paper and/or internship are included in the curriculum, students must earn a satisfactory grade on both paper and internship to transfer to a next, upper-level year of study, alongside a successful completion of intermediate and final control with no failed assignments. A schedule of papers and internship reports submission shall be approved by Head of department/Dean of faculty (if there are no departments/chairs within the faculty).

57. A “fail” or “unsatisfactory” grade received in the course of intermediate knowledge control on any all-university elective subjects that had been selected by students and included in their individual curricula on a written request shall be counted as a failed academic assignment alongside the other ones.

58. A grade “not passed” received for the all-university elective subject shall not be counted as a failed academic assignment.

59. A student that has three and more fails/unsatisfactory results at once on various academic subjects, as a result of intermediate and final knowledge control is subject to dismissal from the University with no right to repeated examination.

V. PROCEDURES FOR RESOLVING FAILED ACADEMIC ASSIGNMENTS

60. Repeated exams/tests aiming at improving a grade of 4 points or higher (on a 1 to 10 point scale), are prohibited.

61. Repeated examination on a particular academic subject can be scheduled no more than twice. For the second time, a repeated examination shall be evaluated by a special examination committee consisting of at least three examiner members. Repeated examinations can be held with any level of aggregated grade on a given subject.

62. A first repeated examination shall be held by the same examiner teacher that had held the initial exam/test. Other teacher may be holding a first repeated exam/test only if it has been agreed by the department with the initial examiner.

63. In case of a second repeated examination attempt, the date of the second repeated examination, the examination committee and its Chair shall be set by a written order of Head of

a corresponding department. The examination committee should involve the teacher that held an initial exam/test and at least two other teachers, one of which is appointed Chairman of the committee. The examination committee may involve teachers from other departments/faculties. If there are no departments/chairs within the unit responsible for teaching of this academic subject, the above-mentioned procedures shall be implemented by Dean of the faculty.

64. First repeated examination procedures should be totally equal to the test/exam procedures. Only the grade received at the exam/test is subject to revision. The earlier received aggregated grade cannot be changed.

65. At the second repeated examination, the examination committee has the right to disregard the routine control results and to assign a summarizing grade based on the results of studying the subject by the student.

66. A second repeated oral exam shall be held in presence of at least three members of the examination committee, involving the committee Chairman. The grade is assigned upon the end of the meeting. A second repeated written test shall be held in presence of at least one member of the examination committee. The test paper review and evaluation can be held by the committee's members independently. Grades assigned by each member of the committee shall be presented to the committee Chairman. A summarizing grade for the test paper shall be assigned within no more than 5 business days from the repeated examination date.

67. A summarizing grade at the second repeated test/exam shall be determined by agreement of all members of the committee. In case of a disagreement, Chairman's grade shall be deciding. The second repeated examination results shall be registered at the minutes that ought to be signed by all members of the committee. The minutes of a second repeated oral exam shall include the exam questions and a concise summary of the given answers. The minutes of a second repeated written test shall include the test questions/assignments and a concise conclusion on the contents of the given answers.

68. To organize repeated examinations, main and supplemental extended periods shall be set.

69. Timetables of the main and the supplemental extended periods shall be approved by Dean of the faculties twice a year. The main repeated examination period cannot be started before the completion of examination sessions of the second and the fourth modules. The supplemental extended period for repeated examination cannot be set before completion of the main repeated examination period. No repeated examination period can be finished after the deadlines as set in the table below:

Resolving students' failed academic assignments entailed from:	The end of the main repeated examination period	The end of the supplemental extended repeated examination period
Modules 3 – 4	September 30	October 20
Modules 1 – 2	February 15	March 05

In case of a student's failure to resolve their academic assignment(s) within the main repeated examination period with no legitimate reason, the student is subject to dismissal from the University, disregarding the number of their academic assignments.

If a student did not present themselves for a repeated exam/test at the fixed time on an authorised reason, this student shall be permitted to take the repeated exam/test within the supplemental extended period.

If within the supplemental extended period a student fails to resolve their academic assignment(s), or in case of a failure to present themselves for a repeated exam/test without a legitimate reason, the student shall be dismissed from the University, disregarding the number of their academic assignments.

If a student did not attend a repeated exam/test within the supplemental extended period due to a health-related reason, such student shall submit a medical examination report issued by a medical commission (hereinafter *the medical commission*) at a state or municipal health care institution, where the student is registered, on the possibility of academic leave for medical grounds. In this case, a decision shall be made to provide the student with an academic leave, according to the “Procedures for academic leaves” approved by the order of the Ministry of Education as of November 5, 1998, No.2782.

The student shall submit the medical commission report to the faculty Teaching and Learning Unit within 3 business days from the end of the supplemental extended repeated examination period.

70. Repeated examination for failed or not attended tests/exams is not allowed during an on-going examination session. In some cases on legitimate reasons, Dean of the faculty can permit a student to take one repeated test/exam with the initially approved examiner during the examination session, subject to approval by this teacher. This does not imply an increase of the total number of authorised repeated tests/exams, as set by article 61 of these Regulations. A student must submit a personal request to the Dean of the faculty, asking for an exceptional permission to take one repeated test/exam prior to the established time, which must be supported by an explanation of the exceptional situation and confirming documents.

71. It is a student’s responsibility to get to know the results of the control event. The lack of knowledge of the results shall be no excuse for a student’s failure to attend a repeated test/exam or to comply with the deadlines set for appeals.

72. If a “fail” grade is received for an academic seminar at the final year of study, repeated examination is allowed within the current period of study.

73. Students that have up to two failed academic assignments after the end of the repeated examination period can be allowed to study on a special individual study plan.

A special individual study plan can be provided to a student for the purpose of additional studying of academic subjects (or a part of a subject, in a volume corresponding to the number of credits equal to that of the failed academic subject).

A student that accepts an offered special individual study plan is transferred to the next upper level/year of study.

Students in their final year of study are not exempt from studying on a special individual study plan if a repeated study of academic subjects is considered necessary, including for an extra year of study.

Procedures for provision of a special individual study plan and procedures of study on an individual plan, including an individual repeated examination timetable, are specified in Appendix 5 to these Regulations, “On studying on individual study plans for students that have failed academic assignments”.

An example form of a special individual study plan is provided in Appendix 6.

74. Students that were re-established at the University after a dismissal for poor academic performance are provided the opportunity to study on a special individual study plan requiring an obligatory repeated study of previously studied academic subjects, as well as any new subjects added during the period of a student's break and required by the contemporary curriculum. A student re-established at the university after a dismissal for poor academic performance has no right for repeated examination without a repeated study of the subjects.

VI. CONCLUDING PROVISIONS

75. Control events held in any types and formats may involve, alongside the faculty, the Rector, Vice-rectors, the Dean of the faculties, Heads of departments/chairs, as well as representatives from the Academic Office and the Teaching Methodology Office. Other people can be admitted only on the Dean's permission.

76. Any violation/infringement of these Regulations on the part of the faculty and other teaching and administrative staff (hereinafter *the staff*) of departments/chairs and academic units, may be appealed against by students, by submitting individual claims to the Dean or Vice-rector for Academic Issues. A failure of faculty or staff members to comply with the Regulations shall be regarded as a violation of the established rules of academic process.

77. A copy of the Regulations shall be kept by all Teaching and Learning Units, departments/chairs, teaching centres and teaching methodology offices, as well as posted on faculty information boards and web pages, and disseminated in other forms including electronic means of communication. Responsibilities for implementation of this article in regard to the publication on faculty information boards and web pages, is placed on the Deans of faculties and the Heads of departments.

78. These Regulations fall due implementation by the continuing professional education units of the University, including its branch offices, which carry out short-term or intensive training higher education programmes, in regard to summarising the knowledge control results.

79. Specifics of the knowledge control organisation for students at the University's International College of Economics and Finance (ICEF) are set in Appendix 7 to these Regulations.