

**Federal State Budgetary Educational Institution of Higher Education
«M.Akmullah Bashkir State Pedagogical University»
(FSBEI of Higher Education «M.Akmullah BSPU»)**

REGULATION

QUALITY MANAGEMENT SYSTEM

ABOUT INTERIM ATTESTATION OF STUDENTS STUDYING AT THE MAIN PROFESSIONAL EDUCATIONAL PROGRAMS OF HIGHER EDUCATION – BACHELOR, SPECIALIST, MASTER PROGRAMS RG-02-42-2017

Official edition

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1. General provisions

1.1 Mastering the basic professional academic programs of higher education (hereinafter – BPAP), including a separate part or the entire volume of the academic discipline (module) as well as the internship of the educational program is accompanied by an interim attestation of students, conducted in the forms defined by the curriculum, and in the order, established by this Regulation.

1.2 The following Regulation states the forms of an interim attestation of students, its frequency and procedure, as well as the procedure and timing for the elimination of academic debts, and is intended to regulate the procedure for monitoring the progress of student studying at BPAP of higher education – bachelor, specialist, master programs in FSBEI of Higher Education «M.Akmullah BSPU» (hereinafter – University). The Regulation defines the evaluation system for the students during the period of study, the form, frequency and order of interim attestation, the procedure for establishing dates for interim attestation, including those students who have not passed interim attestation for valid reasons or have academic debts.

1.3 In addition to students and teachers, the interim attestation procedure may be attended by: the Rector of the University, Vice-Rectors, the Dean of the Faculty (Director of the Institute), Head of the Department, Deputy Dean (Director) for Academic Affairs, the Chairman of the Educational Methodical Commission of the Faculty (Institute), the Head and other staff of -methodical management, chairman of the trade union of students and graduate students. The presence of other unauthorized persons without the permission of the Vice-Rector for Academic Affairs is not allowed.

1.4 It is not allowed to charge students for passing the interim attestation

2. Grading system during interim attestation

2.1 Interim attestation for the courses (modules) and internships is carried out in the forms defined by the curriculum of the relevant BPAP: an exam (no more than 10 in an academic year), a credit (including internship), a credit with an assessment (including internship), assessment for coursework/project¹.

2.2 As a system for assessment the University uses a score-rating system for assessing the quality of education. This system underlies both current performance monitoring and interim attestation.

2.3 The results of the interim attestation (in the form of exam, credit with assessment and marks for coursework) reflect the level of formation of the competences which a student should have according to the requirements set forth in the program of the course (module)/internship. These results are displayed in the electronic list in the rating format (% of development) and transferred into a five-point scale of academic assessment:

Levels of competency formation	% of development (rate)	Five-point scale (academic assessment)	Two-level scale
Advanced	90-100	5, "excellent"	Credited (offset)
Base	70-89,9	4, "good"	
Satisfactory (sufficient)	50-69,9	3, "satisfactory"	
Inadequate	Less than 50	2, "unsatisfactory"	Not credited

¹ The procedure for assessing coursework (projects) is defined in the Regulations on the course work (project).

2.4 The final grade for the course in the given semester is formed automatically in the electronic list as a cumulative result of the student's current and interim assessment and is displayed in the "Rating grade" column and in the "Total" column.

2.5 The assessment of the interim attestation for the course is the part of the cumulative assessment of the student's educational result in this semester, which is reflected in the semester technological map and in the electronic lists.

2.5.1 The weight of the credit assessment is determined within 10-30% of the student mastering the discipline in the semester.

2.5.2 The weight of the exam assessment is determined within 30-50% of the student mastering the discipline in the semester.

2.6 The final assessment of the module is formed as a cumulative result of interim attestation for each course included in the module, and assessment of the module exam. It is also displayed in the column "Assessment Rating" and is given unchanged in the column "Total".

2.7 The students have the right to refuse to submit an interim attestation form for a specific course (module). Thus, they obtain the rating score accumulated during the current progress system.

2.8 In addition to the interim attestation forms (hereinafter referred to as the IAF) listed in clause 2.1, the following IAF may be provided for in the curriculum:

- abstract,
- testing,
- review work,
- settlement and graphic work,
- assessment rating,
- research project,
- presentation of creative work,
- exhibition of works of art,
- performance, etc.,

These interim attestation forms can be scheduled for:

- courses of the variable part of the curriculum,
- courses of the basic part in separate semesters, if they have a continuation (termination) in the next semester, where a credit or exam is provided,
- courses of the basic part, if they are part of the module, where interim attestation is provided in the form of an exam.

According to the IAF the results are set off / credited in the electronic list.

2.9. During interim attestation the results are displayed in the electronic list in the form of a separate control point, and the interim attestation results are displayed in the electronic list as an independent control point. The result of mastering the module is the final rating based on the results of mastering all the courses included in the module and the module exam.

3. Procedure for establishing the deadlines of interim attestation

3.1 Time for the preparation and conduct of an interim attestation (exam session) is included in the duration of theoretical training in the BPAP.

3.2 Interim attestation is carried out twice during the academic year after the end of the semester: autumn and spring. For extramural studies, an additional adjustment session is allowed during the fall semester of the first year of study and the semester examination session is divided into two stages, incl. for BPAP, implemented using distance learning technologies.

3.3 Dates of interim attestation in the form of examinations are displayed in the schedule of the educational process, approved for each academic year as a part of the BPAP program and posted on the official website of the University in the section "Information about the educational organization."

3.4 The schedule of the examination session is approved by the vice-rector for academic affairs and communicated to teachers and students no later than a week before the exams, by placing on the information boards of the faculties / institutes and on the official website of the University on the page of the relevant faculty / institute. The schedule is prepared in such a way that at least 3 days are allotted for preparation for the exam in each course (module) (including the day of the event).

3.5 Students who are allowed to apply for an individual training schedule², moyt within the general term of study may pass an interim attestation during the intersessional period within the time limits set by the dean of the faculty (director of the institute) in consultation with the departments. The assessment results of the courses (modules) / internships by such students are recorded in the general list, while the date in the record book and in the electronic statement may differ towards an earlier date in the record book.

3.6 Interim attestation in the form of credit / credit with the assessment of individual disciplines in the schedule of the exam session are not set and can be carried out immediately after the end of the classroom and the students complete the entire amount of the planned independent work.

3.7 Interim attestation for coursework is based on the results of student defense of coursework. The date of the coursework protection is not set in the schedule of the exam session; it is assigned to the assigned department and communicated to students through an announcement on the information board and / or on the department's page on the official website of the University no later than a week before its occurrence.

3.8 Interim attestation of student internship is carried out by the head of internship from the University on the basis of reports provided by students in accordance with the forms approved by the program of internship. The date of the protection of internship reports is not set in the schedule of the examination session, assigned by the assigned department and communicated to students through an announcement on the information board and/or on the department official website of the University no later than a week before its occurrence.

3.9 All forms of intermediate certification, provided by the curriculum of the BPAP in the relevant semester, must be submitted to students before the end of the current semester in accordance with the schedule of the educational process.

3.10 The order of passing students in the semester of different forms of interim attestation with respect to each other is not regulated.

² According to the Order of transferring students to an individual training schedule.

4. Order of the results registration during of interim attestation

4.1 Interim attestation is carried out by teachers who are allocated with the corresponding teaching load.

4.2 Extramural students at the beginning of the exam session must complete all control and coursework in the disciplines to be submitted to the session, after which they are provided with standard reference letters, the issuance of which is subject to strict accounting in the deans of the relevant faculties / directorates of the institutes.

4.3 When attending interim attestation students are required to have a record book with them.

4.4 In the electronic sheet, by the beginning of the interim attestation procedure for this course (module), the teacher must display all the results of the current performance monitoring.

4.5 After the student conducts an interim attestation procedure for a given course (module), the teacher voices the student's assessment in accordance with the criteria set forth in the program of the course (module) and / or the technological map of the course.

4.6 After completion of the credit, examination or other form of interim attestation, the teacher enters the results of the interim attestation of students in the electronic sheet. After that the completed electronic sheet is closed, printed, signed by the teacher against each student's name and submitted to the dean / directorate no later than three days after closing. The electronic sheet of interim attestation forms approved by the schedule is closed on the day of the interim attestation; and on the other forms – no later than the last day of the session.

4.7 Positive grades (“excellent”, “good”, “satisfactory”) according to interim attestation from the electronic list from the “Result” column are put in the student's record book in the format of an academic assessment on a five-point scale or “credited” (offset) on a two-level scale, indicating the date of receipt of this assessment according to the schedule of interim certification and / or electronic sheet. In the grade book, it is obligatory to put grades "credited" (offset) only for those courses that do not have a continuation in the next semester and are not included in the module, which has its own interim attestation form.

4.8 The unsatisfactory grade from the examination sheet is not rearranged into the student's record book.

4.9 A student's failure to attend an interim attestation procedure is noted in the statement of internship and in coursework with the words “did not appear”.

4.10 If a student does not appear for the interim attestation, the graph with the grade for the interim attestation form remains unfilled. At the same time, according to the results of the current rating, if there are enough points that correspond to the “good” or “satisfactory” marks, or the criteria for obtaining a credit, the student can be given this appropriate grade (or credit) according to the results of current control without undergoing an interim attestation procedure in compliance with the deadlines.

4.11 Unsatisfactory results of interim attestation in one or several academic courses (modules) of the educational program or not passing intermediate attestation in the absence of valid reasons are recognized as academic debts.

5. Learning outcome evaluation of the courses mastered previously, including online courses

5.1 The student has the right to offset the results of training in individual courses (modules) and (or) individual internships mastered (completed) by students in secondary vocational education and (or) higher education, as well as additional education (if available) (hereinafter – learning outcome evaluation), including those mastered through various online courses in another organization.

5.2 Learning outcome evaluation frees students from the need to retake corresponding courses / internships / modules and is taken into account as interim attestation results.

5.3 Learning outcome evaluation is carried out to the courses (course parts), internships, modules with the same name and with no less studied hours, and is carried out by comparing the planned learning outcomes for each course (module) and / or internship determined by the educational program, with the results of training in each course (module) and (or) internship determined by the educational program for which the learner was trained (including online courses), after presenting documents confirming the completed training:

a) documents on education and (or) on qualifications, including documents on foreign education and (or) foreign qualification, legalized in the prescribed manner and translated into Russian, unless otherwise provided by the legislation of the Russian Federation or international treaties of the Russian Federation;

b) documents about training, including certificates of training or about the period of study, documents issued by foreign organizations (certificates, academic certificates and other documents) legalized in the prescribed manner and translated into Russian, unless otherwise provided by the legislation of the Russian Federation or international treaties of the Russian Federation.

5.4 When transferring the volume of the studied courses from labor-intensiveness in hours to credit units, one should be guided by the following relationship: one credit unit corresponds to 36 academic hours of total labor-intensiveness.

5.5 The decision to credit the learning outcomes on the basis of these documents is made upon a written application of the student on the basis of the student's interview with the commission formed by the dean's office with the involvement of a teacher implementing the course and / or the head of the relevant department and filling out the re-certification protocol, which is entered into student's personal profile.

5.6 The results (level of student competences in accordance with the requirements of educational standards in the field of study / specialty) can be expressed in points (during interim attestation in the form of an exam or a credit with assessment) or in the form of a credit – depending on the forms of interim attestation, provided by the curriculum.

5.7 The University has the right to refuse the student to offset the results of mastering the online course if during the meeting of the commission a discrepancy was found between the submitted document and the requirements of section 5.3 of the given Regulation, or if there is no information about the online course (the document on the development of which is presented) on the specified online learning platform.

5.8. The results of the training results are entered into the electronic sheet, after which they are entered into the student's record book and are certified by the signature of either the teacher implementing the course or the head of the relevant department.

6. Early examination rules

6.1 If a student has a special situation that is documented, the dean of the faculty / directorate of the institute may give the student the opportunity to pass the session ahead of time within the current academic semester, provided that the whole amount of practical and laboratory work provided for by the course program and other forms current control.

6.2. The reason for a student to have an early session can be:

- a disease due which it is necessary to observe a student in an inpatient department (or operation), or a student's referral during examinations / tests for a sanatorium-resort treatment, including as an accompanying person;
- the upcoming birth of the child during the session;
- admission of students to work as a youth leader in a children's recreation camp (country recreation camp or another camp), a specialized (profile) camp (sports camp or another camp), another organization regardless of organizational and legal form, whose main activity is aimed at the implementation of services to ensure the recreation of children and their recovery;
- participation in the Work and Travel program, with departure from the Russian Federation: if the departure does not coincide with the terms of internship (as provided by the schedule of the educational process) and the schedule of the state final attestation;
- other special cases (considered individually).

6.3 Early examinations / credits are allowed if there is one of the reasons mentioned above and at the same time the following conditions:

- exams / tests in relevant disciplines will be taken by the student for the first time;
- at the time of approval of the early passing of the session, the student should demonstrate the level of mastering the disciplines with a current rating of at least 70% for each control point;
- at the time of early passing the student must successfully pass the current monitoring of progress in the relevant course at all test points;
- availability of an organizational capacity to conduct an exam / credit ahead of time (in particular, the ability to use the classroom fund, to attract teaching staff, and also to comply with the prescribed form of the exam / credit).

6.4 An application addressed to the vice-rector for academic affairs with a request for the provision of the possibility of early surrender of the session is submitted by the student to the dean's office of the faculty / directorate of the institute no later than 1 (one) month before its commencement in the planned timetable of the educational process. The application is accompanied by documents confirming the need for an early session.

6.5 The dean of the faculty / director of the institute considers the application and

puts on it a visa on the possibility of early passing tests and exams, reports the application for signature to the vice-rector for academic affairs. On the basis of the decision of the vice-rector for academic affairs, the dean's office / directorate makes an order to permit the early surrender of the session

6.6 Dates of early session are coordinated with the teacher in such a way that at least three days are allotted for preparation for the exam in each discipline, excluding the day of the previous exam.

6.7 The dean's office / directorate issues to the student an individual test exam sheet, which, no later than the end of the semester, is submitted by the student to the dean's office / department and invested in his personal file.

6.8 In spite of the fact that the student will actually be absent on the day of the test / schedule, the date of interim attestation by the early-term student on the electronic sheet will be the same as for the academic group according to the approved schedule, which is due to the technical features of the electronic sheet software. The actual date of completion of the interim attestation is recorded in the student's record book and in his individual test record.

6.9 Students who have received unsatisfactory grades in the disciplines included in the individual credited exam paper for the early passing of tests and exams are entitled to retake them on a general basis within the time limits set for the retake of exams (according to the schedule of the additional session).

6.10 Transfer of terms of internship and the early passing of interim attestation in internship is not allowed.

6.11 Students enrolled on a contractual basis are admitted to the early passing of the credit-examination session only in case of full tuition payment for the given semester.

7. Rules for the repeated examination for the purpose of increasing the positive assessment

7.1 Repeated examination / credit with assessment / coursework for the purpose of increasing the positive assessment is allowed by the rector of the University (vice-rector for academic affairs) in exceptional cases upon written request of the student, agreed with the dean / director, but not more than 1 (once) for the entire period of learning, which is determined on the basis of the analysis of the student's record book, in which there should be no marks about the correction of the assessment of any form of interim attestation earlier.

7.2 A student's personal application addressed to the vice-rector for academic affairs to retake the exam / credit with assessment / coursework, indicating the name of the course, the semester in which the IAF was conducted according to the curriculum, the name of the teacher who took the exam / credit with assessment / coursework, is endorsed by the teacher who took the exam / test with the assessment / course work, or the head of the relevant department (in case of dismissal of the teacher) - the consent to accept the retake; as well as the dean of the faculty / director of the institute - on permission to retake the exam / test with assessment / course work.

7.3 An application with a view to improving the positive assessment, together with the applicant's original record book, is submitted to the educational and

methodological department for the verification of documents and coordination with the vice-rector.

7.4 After the approval by the vice-rector for academic affairs of the permission to retake, the repeated procedure of interim attestation for the declared course (module) / coursework is carried out. When choosing the exam retake date, it is taken into account, as in the case of scheduling an exam session, which at least three days should be allotted for the student to pass any other exam, as well as between exams.

7.5 It is allowed to retake the exam / credit with the assessment / coursework to the teacher assigned to this discipline, or the head of the relevant department.

7.6 In case of successful completion of the repeated procedure of interim attestation and increase of the positive assessment the teacher corrects the student's record book and in the list.

7.7 In the student's record book, the teacher must cross out the entire line with the previous record of passing the course (module) / course work in one line and write the information about the retake in the new line. The teacher also makes the corresponding changes in the assessment by the date of the retake in the "first retake" column in the paper version of the examination sheet kept in the dean's office / directorate.

7.8 The record book, as amended, together with the student's application (see pp.7.3-7.4 of this Regulation) is transferred to the educational and methodological management to record the change in the electronic information and educational environment of the University.

7.9 The retake of a positive assessment of interim attestation in the current session is prohibited in order to avoid the influence on the situation of awarding an academic scholarship.

7.10 The retake of the exam in order to increase the positive assessment of interim attestation at the graduation course is allowed before the approval of the order on the admission of the student to the state final certification.

8. Interim attestation for students who couldn't pass the examination session for valid reasons or those having academic debts

8.1 In the case when a student could not pass one or several interim attestation forms during the examination session for valid reasons, documented, the dean's office / directorate establishes individual deadlines for interim attestation (extension of the session).

8.2 According to the student's personal statement, with the attachment of supporting documents, the duration of the session, approved in accordance with the schedule of the educational process, is extended for a period not exceeding the time of absence for a valid reason (taking into account the holidays). The extension of the examination session is documented by the order of the Vice-Rector for Academic Affairs.

8.3 For students who have not passed the interim attestation procedure in the time provided, the general procedure for the elimination of academic debt and deductions applies.

8.4 Students are required to eliminate academic debt within one year from the

date of its education within the time limits set by the University. During this period, the time of the student's illness, his time on academic leave or maternity leave is not included.

8.5 Students who have academic debts are entitled to pass an interim attestation for the relevant academic course (module) no more than two times.

8.6 For students who have academic debts at the end of the session, the dean of the faculty (director of the institute) or his deputy for academic work after the end of the examination session forms the schedule for the additional session - thus the student is given the first opportunity to eliminate academic debt. The additional session, as a rule, is assigned to the beginning of the next semester, in the current semester is not allowed to retake the interim attestation when receiving an unsatisfactory grade. An additional session cannot be held during the internship. The University reserves the right to re-schedule the additional session during the holidays.

8.7 The duration of an additional session is determined by the number of non-passed interim attestation forms. In one day, it is allowed to plan no more than 2 credits or other forms of intermediate certification, provided for by the curriculum of the corresponding basic professional educational program, except for exams; between interim attestation in the form of examinations there must be maintained at least 3 days. The time of re-interim attestation should not coincide with the time of training in the form of contact work and full-time and part-time tuition.

8.8 In case of an unsatisfactory result of passing an interim attestation to an additional session (at the first retake), a commission is created for the second certification by the dean's office / directorate with a meeting date no later than one year after the academic debt was formed by a particular student.

8.9 The date of liquidation of academic indebtedness remaining at the student after the additional session is set by the dean of the faculty / directorate of the institute in agreement with the head of the department assigned to this course (module) / course work / internship.

8.10 The commission for conducting re-interim attestation for elimination of academic debt is formed for each course (module, internship) consisting of at least three people representing the dean's office, the directorate of the main educational program and the department for which the course (module, internship) is fixed. A representative of the council of students of the relevant faculty / institute and / or a representative of a trade union organization, who, like the members of the commission may attend the commission meeting, puts his signature in the minutes of the meeting

8.11 The commission is formed by order of the vice-rector for academic affairs on the submission of deans of faculties / directors of institutes who are submitted to the teaching and methodological department no later than two weeks before the specified date of the meeting of the commission. The submission states: the members of the commission, the planned date, time and place (building, room) of the meeting, course (module, internship). The meeting of the commission cannot be held during the internship, as well as during the interim attestation (with the exception of the part-time students course), but can be scheduled for the holidays; the time of the meeting of the commission cannot coincide with the time of the training sessions in the form of contact work.

8.12 One commission can be formed to conduct certification in several disciplines (modules, internships) if all of them are within its competence. The same persons may be included in several commissions, but taking into account the number of students who have academic debts and are heard in one day - no more than 12 people.

8.13 Information about the meeting of the commission no later than a week before its occurrence is brought to the notice of the student who has academic debts through an announcement on the information stand and on the department's page on the official website of the University - without specifying the student's name (in order to comply with the requirements of the legislation on personal data protection). At the same time, the employees of the dean's office bring the information directly to the student through the contacts indicated in the student's information card, which is recorded in the act.

8.14 The decision of the commission shall be recorded in the minutes of the meeting, where the decision indicates the assessment. This assessment is entered in the electronic list in the second retake column by the date of the meeting.

8.14.1 With a positive assessment of the commission (satisfactory, good, excellent), the student is considered to have eliminated academic debt in this course (module) / internship.

8.14.2 In case of unsatisfactory assessment by the commission of the student's response or if the student does not appear at the commission's meeting, he is considered not to have passed the intermediate attestation and not to eliminate academic debts.

8.15 In the case of a positive assessment by the commission, it fits into the student's record book by a teacher from the assigned department (hierarchy - head of the department; if there is no member of the commission (descending) - professor, doctor of science; or professor, candidate of science; or associate professor, doctor sciences, or associate professor, candidate of sciences, or senior lecturer, candidate of sciences).

8.16 The protocol of the meeting of the commission at the end of its work is embedded in the student's personal file.

9. Interim attestation for the disabled and differently impaired students

9.1. For the implementation of interim attestation procedures for teachers, teachers create assessment funds adapted for people with disabilities and people with reduced capabilities (based on nosologies) and allowing them to evaluate the achievement of educational results planned in BPAP and the level of development of all competencies stated in the educational program.

9.2 Depending on the individual characteristics of students with disabilities, the University ensures that the following requirements are met when conducting interim attestation:

a) for the blind:

tasks and other materials for testing are issued in Braille boldface or in the form of an electronic document accessible via a computer with specialized software for the blind, or read as an assistant;

written tasks are carried out by students on a computer with specialized software

for the blind, or dictated to an assistant;

if necessary, students are provided with a computer with specialized software for the blind (2nd building, 1st floor);

b) for the visually impaired:

tasks and other materials for passing the test are drawn up in an enlarged font;

individual uniform illumination of at least 300 lux is provided;

if necessary, students are provided with a magnifying device, it is allowed to use students' own magnifying devices;

c) for the deaf and hearing impaired, with severe speech disorders: sound amplifying equipment for personal use is provided;

at their request, certification tests are carried out in writing;

d) for persons with disorders of the musculoskeletal system (severe disorders of the motor functions of the upper extremities or the absence of the upper extremities):

written assignments are performed by students on a computer with specialized software or dictated to an assistant;

at their request, certification tests are conducted orally.

9.3. A student with health limitations and disabilities can, by personal application, waive the special conditions for organizing an interim attestation and pass it in a common group / on a common basis (an application signed by the head of the BEP and the dean of the faculty / director of the institute / college is kept in the student personal file).

10. Terms and regulations for transferring and expelling students after interim attestation

10.1 On condition that all exams, tests and other IAFs provided for by the curriculum are successfully passed, the student is considered to have fully completed the curriculum for the given semester. A student who has fully complied with the curriculum requirements of this course is transferred to the next educational year by order of the Vice-Rector for Academic Affairs of the University.

10.2 A student who has not passed an interim attestation after the commission meeting is considered not to have settled academic debt in due time and is expelled from the University as having failed to fulfill the obligations of conscientious study of the educational program and the implementation of the curriculum.

10.3 A student who has not passed an interim attestation for valid reasons or who has academic debts due to not meeting the commission by the end of the year of study is transferred to the next educational year conditionally. In the order of transfer from year to year course, such students are given in separate lists with the wording:

a). not passed the interim attestation for valid reasons, "conditionally transferred";

b). having academic debt "conditionally transferred having an academic debt and due to establishment of a period for its liquidation within one year from the moment of getting it".

10.4 In the situation when a conditionally transferred student passes the academic debt he is transferred to the next educational year by the order of rector.

10.5 In a situation where a conditionally transferred student, by decision of a

commission, is expelled from the University, he is given an order of expulsion where is stated that this student can be reinstated to this educational program no higher than the educational year from which this student was conditionally transferred (as having the academic debt and not fulfilled the condition of transfer to the next academic year).

11. Final Provisions

11.1 This Regulation enters into force upon its approval by the Rector of the University.

11.2 All changes and additions can be made to this provision by the order of the rector upon the presentation of the head of the educational and methodological department and agreed with the vice-rector for academic work of the University.

11.3 Changes and additions, the introduction of which is due to changes in federal educational body requirements are introduced into the Regulation without any order from anyone. The Regulation that has undergone changes and additions due to changes in federal requirements is considered to be following version.