

Academic Regulations
for Bachelor's Degree Programmes, Specialist's Degree Programmes,
Master's Degree Programmes and Programmes of Secondary
Vocational Education at St Petersburg State University

(As amended by Order No 3520/1 as of 19 May 2016; No 5907/1 as of 21 July 2016; No 7094/1 as of 13 September 2016; No 10373/1 as of 26 December 2015; No 8077/1 as of 17 August 2018; No 8657/1 as of 3 September 2019; No 1726/1 as of 10 March 2020; No 6514/1 as of 16 May 2021; No 7383/1 as of 21 July 2021, No 11046/1 as of 28 August 2023, No 11526/1 as of 11 September 2023)

CHAPTER 1
GENERAL PROVISIONS

1.1. These Academic Regulations (hereinafter referred to as the Regulations) has been developed in compliance with Federal Law No 273-FZ 'On Education in the Russian Federation' dated 29 December 2012, Order No 301 'On Approval of Procedures for Academic Regulations for Degree Programmes - Bachelor's Degree Programmes, Specialist's Degree Programmes, Master's Degree Programmes' of the Ministry of Science and Higher Education of the Russian Federation dated 5 April 2017, Order No 464 'On Approval of the Procedures for Academic Regulations in Educational Programmes of Secondary Vocational Education' of the Ministry of Science and Higher Education of the Russian Federation dated 14 June 2013, Order No 636 'On Approval of the Procedures for State Final Assessment in Degree Programmes - Bachelor's Degree Programmes, Specialist's Degree Programmes, Master's Degree Programmes' of the Ministry of Science and Higher Education of the Russian Federation dated 29 June 2015, Order No 968 'On Approval of the Procedures for State Final Assessment in Educational Programmes of Secondary Vocational Education' dated 16 August 2013, other by-laws and regulations of the Russian Federation in education, the Charter of Federal State Budgetary Educational Institution of Higher Education 'St Petersburg State University' (hereinafter referred to as the University, St Petersburg University), educational standards of the University, federal state educational standards of secondary vocational education (*as amended by Order No 8657/1 dated 3 September 2019*)

1.2. These Regulations set forth the policy for the teaching and learning process in bachelor's degree programmes, specialist's degree programmes, master's degree programmes and the educational programmes of secondary vocational education implemented at St Petersburg University from the moment of students' enrolment to their withdrawal, as well as for the procedures for student transfer and reinstatement.

1.3. These Regulations apply to all students studying at the University in bachelor's degree programmes, specialist's degree programmes, master's degree programmes and the educational programmes of secondary vocational education (hereinafter referred to as academic programmes).

1.4. The terms used in these Regulations shall be used in the sense as they are used in the educational standards for 'bachelor's degree', 'specialist's degree', 'master's degree' levels set forth at the discretion of the University.

1.5. The students shall undergo mandatory continuous assessment, interim assessment and final assessment according to the approved timetable or to the developed individualised schedule as provided by the respective curricula and subject syllabi of the disciplines and internship programmes, abide by the compulsory requirements of the respective academic programmes, and accomplish all types of tasks prescribed by subject syllabi of the disciplines and internship programmes.

1.6. The types and contents of the students' internship programmes and the procedures of their implementation are specified by academic curricula, internship syllabi and by-laws of the University.

1.7. The students may be credited with their learning outcomes and periods of study in the manner prescribed by the order of the Rector or an official authorised by the Rector.

1.8. The students may be entitled for inclusive studying at another educational organisation in the manner prescribed by the order of the Rector or an official authorised by the Rector.

1.9. The responsibility for informing the students and teaching staff about the contents of by-laws and regulations of the University in terms of academic process organisation that affect the rights and obligations of these persons, as well as about changes and amendments to them shall rest with an official whose competence includes the publication of these by-laws and regulations through posting these by-laws and regulations on the official website of the University (<http://www.spbu.ru/>) and/or relevant information stands at St Petersburg University. The students and teaching staff are obliged to read the by-laws and regulations of the University affecting their status and regulating their rights and obligations posted in the prescribed manner on the official website of the University and/or on the relevant information stands at the University on their own.

1.10. The students shall be made informed about the teaching and learning process, as well as officially correspond with the University officials via the corporate email. The students shall check their email box regularly and on their own. The students shall be considered informed about any event or the need to perform

and action after three (3) working days from the day the relevant communication was sent to their corporate email (*as amended by Order No 10373/1 dated 26 December 2016*)

1.11. The period of study in degree programmes within different conditions of study, implemented through the network technology, within accelerated education, as well as the period of study in degree programmes for the disabled and physically challenged persons are specified by the educational standards (*As amended by Order No 8657/1 dated 3 September 2019*).

CHAPTER 2

REQUIREMENTS APPLIED TO THE TEACHING AND LEARNING PROCESS

2.1. Requirements applied to academic studies

2.1.1. The teaching and learning process shall be implemented in compliance with the legislation of the Russian Federation on education, the Charter of the University, relevant educational standards, curricula, calendar timetable, subject syllabi of the academic disciplines, schedules of academic studies and interim assessment, these Regulations and other relevant by-laws and regulations of the University.

2.1.2. The periods of academic studies shall be specified in compliance with the procedures adopted by the calendar academic curriculum of the relevant educational programme.

2.1.3. Types of the students' academic performance shall be specified by the relevant subject syllabi of the academic subjects, courses, and disciplines (modules).

2.1.4. Upon their enrolment, the students of the same year of study mastering the same educational programme based on the motion of the Head of the University's teaching and methodology committee or the teaching methodology committee of the enlarged group (groups) of specialities or fields of study may be assigned by the Head (Deputy Head) of the Academic Office or other official authorised by the Rector to academic groups in the quantity that ensures efficacy of academic studies, including practical classes. (*As amended by Order No 11046/1 dated 28 August 2023*).

2.1.5. For lectures, upon the motion of the Head of the University's methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study academic groups can be united into streams by the Head (Deputy Head) of the Academic Office or other official authorised by the Rector. For laboratory or other types of practical classes, the students of an academic group can be divided in subgroups based on the decision of the Head (Deputy Head) of the Academic Office or other official authorised by the Rector. The requirements applied to the quantity limits of students in one academic subgroup, group or stream can be specified by the subject syllabus of the

discipline (academic studies). *(As amended by Order No 11046/1 dated 28 August 2023).*

2.1.6. The lists of students assigned to academic groups, subgroups shall be approved and made available to the students by the Head (Deputy Head) of the Academic Office or other official authorised by the Rector. The students shall be made informed through posting the lists on the relevant information stand at St Petersburg University and on the website of the University.

2.1.7. In case the students are enrolled to master a degree programme within the totality of the field of study or speciality, they can be distributed across the profiles of respective bachelor's degree programmes, within specialities of the respective specialist's degree programmes, within profiles of the respective master's degree programmes of respective fields of study by an authorised official in the manner specified at St Petersburg University. In case the students have been distributed within the profiles by the order on enrolment, these students are transferred in the manner prescribed by the provisions for student transfer to master different educational programme.

2.1.8. The deadline for distributing students across the profiles as specified in clause 2.1.7. hereto is set forth by the curriculum of the relevant educational programme.

2.1.9. Distributing students across the profiles as specified by clause 2.1.7. hereto is carried out upon the student's application taking into account their academic performance score average calculated in the manner established at St Petersburg University. Should student's application be missing, the distribution is carried out by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector regardless this student's intent.

2.1.10. The quantity of vacancies across each profile is determined by the Deputy Head of the Academic Affairs Department or other official authorised by the Rector upon the motion from the chairperson of the methodological council or teaching methodology committee of the University's enlarged group (groups) of specialities or fields of study with respect to the lower and upper quantity limits of vacancies in the academic group. *(As amended by Order No 11046/1 dated 28 August 2023).*

2.1.11. During academic studies in all classrooms and adjacent premises, there must be ensured silence and order facilitating normal course of lessons.

2.1.12. Entering the classroom after the lesson has formally begun is possible only upon the teacher's permission.

2.1.13. It is allowed to use technology devices (including personal computers and means of mobile communication) during the lessons only in instances provided by subject syllabi of the relevant disciplines (academic studies), otherwise - upon the teacher's permission.

2.1.14. The status of an academic study (the lesson) (compulsory, elective, optional) is determined by the relevant curriculum.

2.1¹. The choice of elective and optional subjects

2.1¹.1. Students shall be entitled to choose academic subjects of the variable component of the curriculum (hereinafter referred to as the ‘elective and optional subjects’).

2.1¹.2. Attending lessons and undergoing interim assessment on the elective discipline is compulsory for the student who has chosen the discipline from the availability offered.

2.1¹.3. Attending lessons and undergoing interim assessment in optional disciplines is not compulsory for the students.

2.1¹.4. Annually, before 30 March, in compliance with the procedure approved by the order of an authorised official, it is required to ensure access to the the list of available elective and optional disciplines and their description offered to students to decide on the elective and optional disciplines they wish to take during next academic year.

2.1¹.5. Within two weeks after the first period of study has begun (or after being assigned to the profiles), the first year students must submit an application specifying their choice of elective disciplines provided by the curriculum for two first semesters pointing out their priorities through their Personal Account on the St Petersburg University portal (<https://my.spbu.ru>) or other communication channels in use at St Petersburg University and approved by the order of an authorised official. Annually, before 20 April, home students must submit their applications specifying their choice of elective disciplines pointing out their priorities through their Personal Account on the St Petersburg University portal (<https://my.spbu.ru/Account/Login.aspx?ReturnUrl=%2f>) or other communication channels in use at St Petersburg University approved by the order of an authorised official. *(As amended by Order No 11046/1 dated 28 August 2023).*

2.1¹.6. The Deputy Head of the Academic Affairs Division for the relevant field of study within the deadlines specified in clause 2.1¹.5 hereto shall organise the work for considering applications on elective and optional disciplines.

Annually, before 20 April, the Deputy Head of the Academic Affairs Division for the relevant field of study shall organise the work for considering applications on elective and optional disciplines from students of the second and other years of study.

2.1¹.7. The minimum and the maximum quantity of students admitted to attend lessons in the elective discipline is determined by the Rector or other official authorised by the Rector in the manner established at St Petersburg University with regard to the contents of the subject syllabi, financial and organisational availabilities of the University.

2.1¹.8. An academic group to study an elective discipline is considered created when the number of students that have chosen the discipline is not less than the established minimum of quantity.

2.1¹.9. The students, who failed to choose elective disciplines within the established deadline, shall be assigned to the academic groups for studying elective disciplines by the Head (Deputy Head) of the Academic Affairs Division for the relevant field of study.

2.1¹.10. After the distribution across elective disciplines has been completed, the lists of created academic groups for studying elective disciplines are approved by the Head (Deputy Head) of the Academic Affairs Division for the relevant field of study or authorised official at least within seven (7) days from the moment the distribution across the elective disciplines has been completed. Upon the motion from the Head (Deputy Head) of the Academic Office for the relevant field of study, the Head (Deputy Head) of the Academic Affairs Department shall issue a direction on the distribution across elective disciplines.

2.1¹.11. Information about the number of groups and their quantity is provided to the Deputy Head of the Academic Programmes Division for the relevant field of study at least within seven (7) days from the moment the direction on the distribution across elective disciplines has been issued by the Deputy Head of the Academic Affairs Department.

2.1¹.12. Should a competition occur while creating groups for studying elective disciplines (the number of applications overruns the number of the established maximum quantity), the students shall be ranked based on their score average of their academic performance for the entire period of study.

2.1¹.13. During two weeks from the beginning of the respective period of study, in which the elective disciplines are implemented, the students are entitled to file in their application to change the chosen elective disciplines provided such a change leads to no decrease in the number of students below the established minimum number in the group or no increase in the number over the established maximum number of the group.

The decision on the possibility for a student to change the chosen elective discipline shall be made by the Head (Deputy Head) of the Academic Office for the relevant field of study. The amendments to the lists of the created groups to study elective disciplines shall be approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other authorised official and made available to the Deputy Head of the Academic Programmes Division for the relevant field of study.

2.1¹.14. After two weeks from the beginning of the respective period of study, the students are not allowed to change between elective disciplines.

2.1¹.15. The optional subjects shall be chosen as prescribed by clause 2.1¹.5 hereof.

2.1¹.16. Lessons in optional disciplines shall be held when the number of students of the academic group at least meets the minimum number of students as prescribed by the optional subject syllabus.

2.1¹.17. The students studying optional disciplines shall be admitted to the interim assessment in the discipline provided they have completed the course of the academic study (academic discipline) in full.

2.1¹.18. Students can choose to include their grade for an optional subject in the supplement to their education credential; in this case, they must submit the respective application before the examination board (State Examination Committee) adopts its decision on conferring a degree on or awarding professional qualification to such students.

2.2. Requirements applied to scheduling academic studies

2.2.1. The timetable of academic studies shall be developed by the faculty of the Academic Affairs Department responsible for developing such timetables in compliance with the academic curriculum and calendar academic schedule.

2.2.2. The timetable of academic studies for the respective educational programme shall be agreed with the chairperson of the University's methodological council or teaching methodology committee of the enlarged group (groups) and approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector. *(As amended by Order No 11046/1 dated 28 August 2023).*

2.2.3. The timetable of academic studies is developed for the respective period of study (for a semester, as a rule) and is made available to students and the faculty at least before 31 August before the beginning of the autumn semester and at least before three calendar days prior to the beginning of the spring semester of each academic year by posting it at information stands of the Academic Office and the University website. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.2.4. Should there be a conflict between the timetable posted at the respective information stand at the University and the timetable posted on the University website, the one posted on the University website shall prevail.

2.2.5. The timetable of academic studies is developed in terms of years of study and academic groups. In case the subject (academic study) syllabus requires conducting academic studies in streams and subgroups, the timetable is developed for the streams and subgroups.

2.2.6. The timetable of academic studies for each weekday must specify the following:

2.2.6.1. the title of the discipline (academic study);

2.2.6.2. the status of the academic discipline (compulsory, elective, optional);

2.2.6.3. the type of the academic study;

2.2.6.4. the time of the academic study;

2.2.6.5. the place of the academic study;

2.2.6.6. the teacher for the academic study.

2.2.7. The duration of the academic studies is indicated in academic hours. For all types of in-class studies, the academic hour is 45 minutes. The academic hour may be followed by a break for 5 - 10 minutes. The break between academic

studies must be at least 10 minutes long. A lunch break of at least 30 minutes long must be scheduled during each academic day (usually, after four academic hours).

2.2.8. In case when it is impossible to develop the timetable of academic studies in such a way as to schedule all academic studies during a day in one and the same facility of the University, the breaks between academic studies shall be scheduled taking into account the time necessary for the students to move from one facility to another, as well as taking into account the timetable of academic studies in another facility of the University.

2.2.9. In case the teacher is unable to conduct an academic study (due to illness, business trip, etc.), the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector is responsible for:

- 2.2.9.1. either replacing the academic study by the other academic study (upon the consent of the teacher conducting the other academic study);
- 2.2.9.2. or rescheduling the academic study to a later date provided that all academic studies must be held before the end of the period of study of the relevant discipline;
- 2.2.9.3. or substituting the teacher with another one in the manner established at the University.

2.2.10. In case the changes into the timetable occur, it is required to inform the students and the faculty on the same working day by posting the adjusted timetable with the notification about alterations or a note about temporary changes into the timetable on the relevant information stands at the University and on the University website. The officer responsible for developing the timetable must send a respective notification to the teacher's corporate email about alterations to the timetable in timely manner.

2.2.11. In case the educational standard requires scheduling classes in physical culture and sports, the timetable for classes in physical culture and sports shall be approved by the Head of the General Division for Academic Activities and Teaching Methods in agreement with the Vice-Rector for Academic Activities and Teaching Methods in compliance with the subject syllabus for Physical Culture and Sports. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.2.12. The timetable for military training classes is approved in agreement with the Head of the Faculty of Military Training and the Head of the General Division for Academic Activities and Teaching Methods or other authorised officer. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.3. Requirements applied to scheduling interim assessment

2.3.1. The timetable for interim assessment sessions (test sessions, test resitting sessions, examination sessions, exam resitting sessions and other assessment

sessions) is developed by the officers of the Academic Affairs Department who are responsible for developing the relevant timetable based on the calendar schedule of academic activities.

2.3.2. The timetable of interim assessment must specify the following:

- 2.3.2.1. the title of the relevant academic discipline in which the test (exam) session is taken;
- 2.3.2.2. the type of assessment (a test, an exam);
- 2.3.2.3. the time of the test (exam) session;
- 2.3.2.4. the place of the test (exam) session;
- 2.3.2.5. the teacher (teachers) appointed for the test (exam) session.

2.3.3. The timetable of interim assessment for the respective educational programme shall be agreed with the chairperson of the University's methodological council or teaching methodology committee of the enlarged group (groups) and approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector. It shall be made available to students and the faculty by posting it on the relevant information stand at the University and on the University website. (*As amended by Order No 11046/1 dated 28 August 2023*).

2.3.4. Should there be a conflict between the interim assessment timetable posted on the relevant information stand at the University and the interim assessment timetable posted on the University website, the one posted on the University website shall prevail.

2.3.5. The timetable of assessment sessions is made available to students and the faculty members at least two weeks before the period of interim assessment sessions begins. In case the assessment is held directly after the lessons in a respective discipline which has finished, the date for the assessment in this discipline must be made available to students at least two weeks before the lessons in this discipline.

2.3.6. It is required to develop the interim assessment timetable in such a manner as that one academic group (one stream) takes one assessment on one day, unless the assessment is held based on the results of students' academic performance at the lessons.

2.3.7. The timetable of interim assessment sessions resitting shall be made available to students and the faculty before the sessions begin at least three calendar days before the date of the first resitting session (in case of resitting one assessment, at least three days before the date of the respective assessment resitting session).

2.3.8. Each student can only have up to two resitting sessions scheduled on one day, however, at different time.

2.3.9. The assessment timetable contains information about a date, time and place of counselling sessions (if counselling sessions have been provided for by subject syllabi of the respective disciplines).

2.3.10. In case the teacher is unable to hold a counselling session before the respective exam (due to illness, business trip, etc.), the counselling session is held by the Head of academic department or a teacher appointed by an official authorised by the Rector.

2.3.11. It is required to develop the assessment timetable in such a manner as to provide students with at least three calendar days for preparing, excluding the day of the previous assessment session unless otherwise is provided for by the academic curriculum of the respective subject, course, or discipline (module).

2.3.12. The timetable of assessment resitting sessions is made available to students and the faculty at least one week before the assessment resitting session begins.

2.3.13. The assessment resitting sessions timetable is developed in such a way as that one academic group (one stream) take one resitting session on one day.

2.3.14. In case the teacher is unable to hold an assessment session (due to illness, business trip, etc.), the assessment session is held by the Head of academic department or a teacher appointed by an official authorised by the Rector.

2.3.15. In case the changes into the interim assessment timetable occur, it is required to inform the students and the faculty on the same working day by posting the adjusted timetable with the notification about alterations or a note about the temporary changes into the timetable on the relevant information stand at the University and on the University website.

2.3.16. It is allowed to reschedule the date/time of an assessment session to a later date/time than the established by the timetable date of the respective assessment session under consideration.

2.4. Individualised studies

2.4.1. Students are entitled to study under an individualised schedule different from the calendar curriculum in the following instances:

- 2.4.1.1. upon completion inclusive studies, joint educational programmes at another educational organisation, as well as in case it is needed to organise students' internship activities when the curriculum of the respective educational programme provides for different time for interim assessment sessions based on the periods of the internship;
- 2.4.1.2. upon student's returning from academic leave, maternity or parental leave;
- 2.4.1.3. upon student's reinstatement during the academic term after military service;
- 2.4.1.4. during student's participating in training camps and sports competitions to represent the Russian Federation, the city of St Petersburg, St Petersburg University;

2.4.1.5. when a student is disabled or belongs to the number of persons with disabilities.

2.4.2. Students may be provided with the individualised schedule of studies based on their application under the order of the Rector or other official authorised by the Rector for the period not exceeding the time of the next interim assessment (the academic performance testing date).

2.4.3. The individualised schedule of studies is developed in compliance with the academic curriculum and it must specify the time of the interim assessment. The timetable of the interim assessment sessions for students with individualised schedules of study is developed observing the specified deadlines pursuant to the procedures for developing timetables of interim assessment.

2.4.4. The student must read and confirm their individualised schedule of study by their handwritten signature and be provided with it via their corporate email.

2.5. Studying under individualised schedule

2.5.1. Individualised schedule of studies can be provided to the student who studies on the fee-paying (contractual) basis, who has no grounds for expulsion from the University at the moment of filing the individualised study application, for the purpose of resitting their assessments in the period different from the deadlines for assessment resitting established by the assessment resitting timetable.

2.5.2. In case of conducting assessments in written form, individualised schedule of studies shall be provided to a student unless they have more than two 'failed' and/or 'unsatisfactory' grades for their written papers on the day of filing their application.

2.5.3. Usually, individualised schedule of studies entitles the student to repeatedly attend academic studies (disciplines), in which the academic failure occurred (if there is an organisational availability), and to be individually counselled.

2.5.4. Individualised schedule of studies is provided at the student's request by order of the Rector or other authorised official based on the additional agreement to the contract for providing educational services, which must specify the list of studies (disciplines), the volume of ancillary educational services provided and the period of such service provision, which cannot exceed one year.

2.5.5. After the order on approving the student's individualised schedule of studies has been issued, the Deputy Head of the Academic Affairs Division for the relevant field of study or an official authorised by the Rector shall issue a direction on establishing the assessment timetable designed in the manner prescribed for developing interim assessment timetable.

2.5.6. The student's individualised schedule of studies shall not entitle the student to have extra attempts to pass their assessment.

2.6. Individualised schedule

2.6.1. Individualised schedule is developed for an individual student or a group of students in compliance with the academic curriculum of the respective degree or educational programme of secondary vocational education in the manner established at the University.

2.6.2. Individual schedule of studies can be provided to:

2.6.2.1. the students mastering several degree programmes simultaneously;

2.6.2.2. the students entitled for accelerated education in a degree programme;

2.6.2.3. the students returned from their academic leave or parental leave. *(As amended by Order No 8657/1 dated 03 September 2019);*

2.6.2.4. the students enrolled to bachelor's degree, specialist's degree, master's degree programmes in 2014/2015 academic year under provisions of Chapter XIV of the Regulation for Admissions to bachelor's degree, specialist's degree, master's degree programmes approved by Order No 3 of the Ministry of Science and Higher Education of the Russian Federation dated 9 January 2014;

2.6.2.5. the students demonstrating academic excellence in research and/or sporting activities;

2.6.2.6. the students expelled from St Petersburg University before completing studies in their degree programmes and reinstated to complete their studies. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.6.2.7. the students that have completed programmes of basic general and/or secondary general education at specialised academic and research centres and been enrolled to degree programmes: bachelor's degree and specialist's degree programmes. *(As amended by Order No 1726/1 dated 10 March 2020)*

2.6.2.8. the students credited with the credit units for completing academic subjects, courses, disciplines (modules), internship programmes, non-degree programmes at other organisations carrying out educational activities (clause 13.1 Chapter 13 of these Regulations). *(As amended by Order No 6514/1 dated 16 June 2021)*

2.6.3. The development of individualised schedules rests within the vicinity of the Vice-Rector for Academic Activities and Teaching Methods or other official authorised by the Rector. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.6.4. Any individualised schedule of studies must contain the list of academic studies (disciplines) and deadlines of interim and final assessment.

2.6.5. Individualised schedules of studies are provided to students by order of the Head of General Division for Academic Activities and Teaching Methods or other official authorised by the Rector. *(As amended by Order No 8657/1 dated 3 September 2019).*

2.6.6. Procedures for providing with individualised schedules of study shall be established by the order of an authorised official.

CHAPTERS 3

CONTINUOUS ASSESSMENT OF STUDENTS' PERFORMANCE

3.1. Continuous assessment of students' performance covers those topics of academic studies (academic disciplines) for which respective syllabi of subjects, courses, disciplines (modules) provide the grading and rating system of assessment. Continuous assessment is a form of assessing the quality of mastering academic disciplines different from interim assessment.

3.2. Deadlines and procedures for continuous assessment are specified by the respective syllabi of subjects, course, discipline (module). When the deadlines and procedures for continuous assessment have been appointed, the timetable of continuous assessment shall be approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector (in accordance with job duties).

3.3. Continuous assessment of the academic performance shall be documented in the records of continuous assessment of the academic performance. The rules of maintaining and keeping records of continuous assessment are established by the order of an authorised official.

3.4. Should a student due to a good excuse have failed to attend activities which are subject to continuous assessment, and, provided that the student, within three working days from the day of issuance, has provided the Academic Affairs officers with a document confirming this justifiable reason for failing to attend the activities, this student shall be provided with an opportunity to attend activities before interim assessment in the academic study (academic discipline) concerned.

3.5. The mandatory academic activities unattended in the course of academic studies (except laboratory and other activities requiring the use of the specialised equipment and technical means) can be attended on weekdays at the account of counselling sessions as appointed by the teaching staff.

CHAPTER 4

INTERIM ASSESSMENT

4.1. Interim assessment general provisions

4.1.1. The purpose of interim assessment is to assess students' academic performance and evaluate the quality of learning outcomes of educational programmes mastered.

4.1.2. Interim assessment is held in the form of pass/fail tests, examinations, and other testing activities. The format of the interim assessment in the relevant academic study (academic discipline) is specified by the curriculum.

4.1.3. The methodology for carrying out interim assessment and evaluating students' performance (works) (including the methodology for carrying out assessment and evaluating the students' performance in the course of studies in physical culture and sports, life safety, English for the students studying educational programmes across higher education levels in compliance with the educational standards established at the discretion of the University) is specified by subject syllabi of academic disciplines (academic studies).

4.1.4. It is allowed to hold pass/fail test and examination sessions upon completion of academic studies (upon completion of studying academic disciplines) or at the end of the academic year.

4.1.5. The list of pass/fail tests and examinations subject to interim assessment in the current period of study is determined in compliance with the curriculum of the relevant educational programme. The list of the elective courses for a particular student shall be determined as provided for by paragraph 2¹.1.10 hereto.

4.1.6. The standards applied to the content of any interim assessment in the form of pass/fail test and examination are specified in the subject syllabus of the relevant academic studies (academic discipline); they shall be made known to the students at the first lesson and posted on the website of the University. The above-mentioned standards shall specify the format of the pass/fail test (examination) (e.g., oral, in writing), students' performance (works) assessment criteria, the time provided for preparing for answering, the duration of the pass/fail (examination) session. In case the pass/fail test is held in writing, the standards shall provide exemplary test questions (test-tasks) or samples of tasks.

4.1.7. The procedures for carrying out pass/fail tests and examinations not regulated herein shall be established by the order of an authorised official.

4.1.8. Particular tasks offered to students to accomplish during pass/fail test (examination) sessions shall be determined by the teacher appointed to conduct the session and comply with the standards applied to the content of any interim assessment as provided for by subject syllabi of the academic studies (aca-

ademic discipline). The number of task variants and the frequency of their updating is established by an official authorised by the Rector.

The provisions of the paragraph herein shall be applied unless the control and measuring materials and assessment tools are used in the manner established by an official authorised by the Rector while appointing assignments.

4.1.9. The assessment sessions shall be documented in the assessment records; the meetings of examination boards shall be recorded in the minutes. The order of maintaining assessment records and minutes of examination board meetings is determined by the order of an authorised official.

4.1.10. The grading system used for the purpose of interim assessment at the University is established by the Charter and other by-laws and regulation.

4.2. Procedures for pass/fail test and examination sessions.

4.2.1. A pass/fail test can take the form of recognising results of the assignments accomplished by students; submitted abstracts, reports, communications delivered by students during seminars and practical classes; student's performance throughout the period of study; oral interviewing; accomplishing tasks in writing and other forms in compliance with respective syllabi of academic subjects, courses, disciplines (modules).

4.2.2. At least on the day before a respective examination session, the teacher shall hold a counselling session (if it is provided for by the respective subject syllabi). The information thereof shall be included into the assessment timetable.

4.2.3. A respective pass/fail test (examination) session shall be held by the teacher appointed in the timetable, who teaches relevant subjects. Should the teacher be unavailable, a respective pass/fail test (examination) session shall be held by the Head of the respective academic department or other teacher appointed by the Head of the Educational Programmes Department for the relevant field of study.

4.2.4. Subject syllabi of academic subjects, courses, disciplines (modules) can provide for an examination board of several faculty members to hold the respective pass/fail test (examination) session. This examination board's decision shall not be irreversible; the student has the right to retake the respective pass/fail test (examination) to eliminate their academic failure in the manner prescribed by these Regulations.

4.2.5. The Deputy Head of the Academic Affairs Division for the relevant field of study is entitled to delegate the responsibility for providing support in organising pass/fail test and examination sessions to other faculty members of the University in writing.

4.2.6. The student must arrive by the time the respective pass/fail test (examination) session begins with their record-book or a document allowing identifying the student (student's ID, passport or other type of ID). Otherwise, the stu-

dent shall not be admitted to take the pass/fail test (examination) with ‘not arrived’ or ‘absent’ entry in the assessment records. (*As amended by Order No 11046/1 dated 28 August 2023*).

4.2.7. The student that has failed to arrive by the time the respective pass/fail test (examination) session held in writing began may be admitted to take the respective pass/fail test (examination). In such a case, the session time for this student shall be reduced by the time they have missed from the time the respective pass/fail (examination) session began.

4.2.8. The student that failed to arrive by the time the respective pass/fail test (examination) session held in the form of oral interview began, may be admitted to take the respective pass/fail test (examination) provided there is a time - as prescribed by the relevant syllabi of academic subjects, courses, disciplines (modules) - sufficient for their preparing for the answer. Otherwise, the student shall not be admitted to take the pass/fail test (examination) with ‘not arrived’ or ‘absent’ entry in the assessment records.

4.2.9. Students must accomplish test or examination tasks independently. Should the student use technical devices, materials prepared beforehand, as well as seek advice from other students during the respective pass/fail test (examination) session, this shall be grounds for the expulsion from the respective pass/fail test (examination) session with ‘failed’ or ‘unsatisfactory’ grade entry and a record of the time and grounds for the expulsion in the assessment records or examination board’s meeting minutes unless the respective subject syllabus provides for students’ using technical devices, materials prepared beforehand and counselling with other students. There shall be drawn up a statement on the incidence of using technical devices, materials prepared beforehand or counselling with other students signed by three teaching faculty members and the faculty of other University units present at the respective pass/fail test (examination) session.

4.2.10. During a pass/fail test (examination) session held in the form of an oral interview, each student is offered to select an examination card being unaware of its content and with no possibility to visually detect the task included into the respective card. Each student is provided with the time for preparing for the answer as prescribed by the syllabus of the relevant academic subject, course, discipline (module).

4.2.11. The teacher conducting a pass/fail test (examination) session in the form of oral interview shall accept each student’s answer individually. The teacher has the right to ask the student additional questions within the scope of the relevant academic discipline syllabus. The grades for the pass/fail test (examination) held orally shall be announced by the teacher immediately after the student has finished answering or after all students of the academic group have finished answering. The relevant assessment records shall be posted at the respective information stand at the University and/or on the University website.

4.2.12. At the pass/fail test (examination) held in writing, each student is provided with a writing task. The duration of the pass/fail (examination) session

is established by the respective syllabus of academic subject, course, discipline (module).

4.2.13. The pass/fail test (examination) can be held without teacher's presence. At the same time, the personnel responsible for providing assistance in organising the respective pass/fail test (examination) session must be present in the test room as provided by clause 4.2.5 herein. The papers written by students at the respective pass/fail test (examination) session shall be evaluated by the teacher or other person as provided for by clause 4.2.3 herein.

4.2.14. Upon completion of writing their papers or after the time for writing the pass/fail test (examination) paper has expired, the students must submit their test papers and leave the test room. When a student refuses to submit their paper after the time for writing pass/fail test (examination) task has expired, the paper shall not be evaluated and an unsatisfactory grade shall be entered into the respective assessment record.

4.2.15. In case a student needs to leave the test room of the respective written pass/fail test (examination), they have the right to leave the room upon the permission of the teacher or a faculty member responsible for providing organisational assistance as provided for by clause 4.2.5 of these Regulations. At the same time, the student must submit their test papers, as well as other papers containing assigned for accomplishing tasks (drafts, hand-outs, etc.) to the teacher or a mentioned person.

4.2.16. To ensure anonymity during test papers evaluation, syllabi of academic subjects, courses, disciplines (modules) or the order of an official authorised by the Rector can provide that personal data of students undergoing the respective assessment be encrypted under the supervision of the Head (Deputy Head) of the Academic Office or other official authorised by the Rector (including the encrypting processed by the appropriate software and hardware).

4.2.17. The teacher, while evaluating the students' papers, makes notes and puts grades in the papers by a pen. In case the paper has been typewritten using computer-assisted tools, the grades shall be awarded in the manner established by the respective syllabus of the academic subject, course, discipline (module).

4.2.18. The time for evaluating test papers with accomplished at the respective pass/fail test session tasks shall not exceed three (3) calendar days except the day of the respective test session. The time for revising test papers with accomplished at the respective examination session tasks shall not exceed seven (7) calendar days except the day of the respective examination session.

4.2.19. The grades awarded to the students for the respective written pass/fail test (examination) shall be announced by the teacher or other official authorised by the Head of the Academic Affairs Division for the relevant field of study by posting such information at the respective information stand at the University and/or on the University website at least on the next day after the time for revision written papers expired.

4.2.20. The papers with accomplished test task shall be made available by the teacher appointed for the respective pass/fail test (examination) session (in

case the task has been accomplished during resitting the respective pass/fail test (examination) in the presence of an examination board, the paper shall be made available by one of the board members) at least within three (3) working days after the respective grades for the written pass/fail test (examination) were announced according to the schedule established by the Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector.

4.2.21. Each student has the right to look through their test paper while the papers are made available. The students that have revised their test papers shall confirm this by a respective note on the title page of their work; if the title page is unavailable - on the first page of their paper. Should a student refuse to revise their paper, provide a respective confirmation on the title page or the first page of the paper if the title page is unavailable, there shall a statement be drawn up confirming the student's revising the paper and refusing to provide a respective confirmation. The statement shall be signed by three University faculty members and other University personnel present at the event.

4.2.22. As the papers are made available, students have the right to be explained details concerning their papers revised by the teacher.

4.2.23. As the papers are made available, the teacher has the right to adjust the grade awarded to the student only when a calculation error or a breach in the applied grading methodology specified by the respective syllabus of the academic discipline (academic studies) has been detected.

4.2.24. A pass/fail test (examination) session in the format of complex presentation of the creative projects can be held in the presence of a group of teachers conducting respective disciplines that has been included into the complex presentation session with or without students. Grades for the pass/fail test (examination) shall be announced by each teacher separately for each type of academic studies immediately after the complex presentation and in the presence of all students from the respective academic group. The teacher shall present the projects and simultaneously provide explanations concerning assessment criteria.

4.2.25. If the respective subject syllabus of the academic discipline provides that the 'failed' grade for the respective pass/fail test obtained by the student prevents the student from being admitted to the examination in the respective discipline, the student shall not be admitted to take the exam in the respective discipline. At the same time test resitting sessions (including those in the presence of an examination board) shall be scheduled before the respective exam begins. Otherwise, the students with the 'failed' grade obtained shall be entitled to take a respective exam.

4.2.26. Should the student arrived to the pass/fail test (examination) session and obtained the 'failed' ('unsatisfactory') grade for this test (examination), however, subsequently reasoned his/her failure by the deterioration of health condition and confirmed that fact by a duly issued sick list, the grades for the respective pass/fail test (examination) shall not be reversed, and the student shall not be entitled for an extra attempt to pass the respective pass/fail test (examination).

4.2.27. Upon deciding on issuing a diploma with honours (with distinctions) after the degree programme curriculum has been completed, the student can be provided with an opportunity to retake the exam with previously obtained ‘satisfactory’ or ‘good’ grade only in one academic study (academic discipline). Based on the student’s personal request submitted before the day the examination board (state assessment committee) decides on conferring a qualification (degree) on the student under consideration, the Deputy Head of the Academic Affairs Division for the relevant field of study issues a relevant reference for retaking the respective assessment.

4.2.28. Otherwise, unless provided for by clause 4.2.27 herein, retaking assessments with the obtained ‘satisfactory’ or ‘good’ grades shall not be allowed.

4.3. Recording and crediting with interim assessment results

4.3.1. The teacher shall enter the ‘passed’ grade on the right page of the student’s assessment record book (in the minutes of the examination board meeting). The ‘failed’ grade shall be recorded only in a respective assessment records (in the minutes of the examination board meeting).

4.3.2. A passing grade awarded to students for the exam shall be entered on the left page of the student’s assessment record book (in the minutes of the examination board meeting). The grade insufficient for passing the exam shall be recorded only in a respective assessment records (in the minutes of the examination board meeting).

4.3.3. If a student fails to arrive to a pass/fail test (examination) session, the record ‘not arrived’ or ‘absent’ shall be entered to a respective assessment records and the minutes of the examination board meeting.

4.3.4. Should a student have failed to arrive to a pass/fail test (examination) session due to unjustified reason or in case the student has failed to provide a document confirming their good reason for not arriving within three days from the date of such a document issuance, the Head of the Academic Office or other official authorised by the Rector shall enter ‘failed’ or ‘unsatisfactory’ record to the respective assessment records and the minutes of the examination board meeting.

4.3.5. An authorised faculty member of the Academic Office is responsible for providing a teacher appointed to conduct a respective pass/fail test (examination) session or one of the examination board members with a respective assessment records sheet.

4.3.6. A faculty member of the Academic Office shall provide a teacher appointed to conduct an examination (pass/fail test) session, a member of the respective examination board, or a person authorised by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official author-

ised by the Rector with assessment records sheets and templates for examination board meeting minutes.

4.3.7. Should a pass/fail test (examination) be conducted orally, the teacher or a member of the respective examination board shall submit respective finalised assessment records or minutes to the Academic Office on the very day of the respective pass/fail test (examination) or of the examination board meeting in person or on the following working day provided the test (examination) finished after 6pm (for full-time students) or after 8pm (for part-time evening students).

4.3.8. Should an examination (pass/fail test) be conducted in writing, the teacher or a member of the respective examination board shall submit respective filled out records or minutes to the Academic Office in person on the following day after the day the results were announced (papers were made available for reviewing).

4.3.9. Teachers, examination board members or faculty members of the Academic Office are not allowed to provide students or accept from students assessment records sheets or templates of minutes; otherwise the examination (test) results shall be considered invalid.

4.3.10. Faculty members of the Academic Office are responsible for copying grades from assessment records or minutes of examination board meetings into students' personal academic performance records and other records provided for by the University's by-laws and regulations at least within three working days after the day the teacher submitted the respective assessment records sheet to the Academic Office.

4.3.11. Transferring students completed a respective curriculum of the academic year (year of study) to the next academic year (year of study) is made under the order of the Rector or other official authorised by the Rector. transferring students failed to pass the interim assessment due to a good excuse or their academic failure is made conditionally.

4.3.12. The University shall store in the location appointed by the Deputy Head of the Academic Affairs Division for the relevant field of study all written papers for the respective pass/fail test (examination) sessions (written papers, test or exam test tasks) during one year from the date the respective test (examination) was held.

4.4. Individualised pass/fail test and examination schedule

4.4.1. To take pass/fail tests (examinations) included into the respective interim assessment timetable, students can be provided with an individualised test (examination) schedule provided that:

4.4.1.1. the student knows beforehand that they can miss the respective test (examination) session due to a good excuse with a relevant confirming document under one of the following circumstances:

- 4.4.1.1.1. the student on behalf of the University participates in events of academic or research nature in the period of the respective interim assessment;
 - 4.4.1.1.2. the student on behalf of the University is sent to study at another educational organisation if the interim assessment period overlaps the beginning of studies at the respective educational organisation;
 - 4.4.1.1.3. the student mastering the military training programme is sent to military training camp in the period of the respective interim assessment;
 - 4.4.1.1.4. the student, in the period of the respective interim assessment, participates in international, all-Russia, interregional sports competitions, training camp activities, contests, Olympiad and other extracurricular events on behalf of the Russian Federation, the city of St Petersburg, St Petersburg University;
 - 4.4.1.1.5. the student, in the period of the respective interim assessment, is a patient receiving treatment at a healthcare facility or an accompanying person to a patient;
 - 4.4.1.1.6. the student undergoes non-acute prescribed treatment (an operation) in the period of the respective interim assessment, as well as she has birth in the period of the respective interim assessment if the student is a female person;
 - 4.4.1.2. the student has failed to arrive to a respective test (examination) due to a good excuse;
 - 4.4.1.3. the student was disabled for more than one month continuously in the course of the respective period of study (unless they have failed to provide a duly issued confirmation);
 - 4.4.1.4. the student was disabled throughout the period assigned for compulsory laboratory classes, preparing compulsory creative projects, rehearsals, training sessions, which are impossible to retake before the date of the respective interim assessment in the respective discipline (unless they have failed to provide a duly issued confirmation);
 - 4.4.1.5. the student was disabled throughout the period assigned for internship activities (unless they have failed to provide a duly issued confirmation);
 - 4.4.1.6. the student has had an academic failure due to student transfer or reinstatement.
- 4.4.2. The student applying for the individualised test and examination schedule must submit their personal application with a document confirming cir-

cumstances for issuing the individualised test and examination schedule to the Academic Office. A document confirming the fact of temporary disability (e.g., a sick list) concerned is valid for three days after the day it was issued (expiration)

4.4.3. The Head (Deputy Head) of the Academic Office or other official authorised by the Rector is responsible for requesting the organisation issued the confirmation, including healthcare facilities, about the authenticity of the provided confirmation.

4.4.4. In case the student has been transferred or reinstated, they are provided with the individualised test and examination schedule under the order on transfer or reinstatement. Submitting student's application for the individualised test and examination schedule is not required.

4.4.5. Students are provided with the individualised test and examination schedule by the order of the Rector or other official authorised by the Rector.

4.4.6. Upon issuance of the order on providing a student with the individualised test and examination schedule, the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector shall issue a direction on establishing the individualised test and examination schedule developed in the manner prescribed by the procedures for pass/fail test or examination resitting schedule as provided by clause 2.3 herein provided there is an organisational availability (e.g., the availability of vacant classrooms, teachers, etc.)

4.4.7. The individualised test and examination schedule must be made available to the respective student, who confirms this fact by their handwritten signature, in person or through posting the direction on the respective information stand at the University, or through email message as provided by clause 1.10 of these Regulations.

4.4.8. An authorised faculty member of the Academic Office is responsible for informing teachers appointed to conduct respective pass/fail test (examination) sessions about the date, time and place of the session through email message as prescribed by clause 1.10 herein and providing them with their respective assessment records sheets which are drawn up and filled in in the manner prescribed by the order of an authorised officer.

CHAPTER 5

PROCEDURES FOR ELIMINATING ACADEMIC FAILURES

5.1. Should a student obtain the ‘failed’ or ‘unsatisfactory’ grade during their interim assessment period for one or several academic subjects, courses, disciplines (modules) within their educational programme or fail to pass interim assessment unless their failure has been confirmed by a good excuse, this shall be considered the academic failure.

5.2. Should a student have obtained the ‘failed’ or ‘unsatisfactory’ grade, they shall have the right for two attempts to retake a respective pass/fail test (examination); the second attempt is held in the examination board’s presence. A grade awarded by the examination board shall be irreversible.

A student with the academic failure is entitled for two attempts to retake the respective interim assessment within one academic year from the moment the respective academic failure occurred. The above mentioned period shall not include periods of sick lists, student leaves or maternity and parental leaves.

Should a student have obtained the ‘failed’ or ‘unsatisfactory’ grade for re-taking assessment in the presence of the respective examination board in one academic discipline, or should a student has failed to pass the respective assessment by the established deadlines, the respective student is subject to expulsion from the University for the academic failure in compliance with the provision of subclause ‘e’ clause 51 of the Charter of St Petersburg University ‘ due to a failure of the student to fulfil the obligation to follow diligently the educational programme requirements’. *(As amended by Order No 1726/1 dated 10 March 2020)*

5.3. A respective examination board consists of at least three teachers and, usually, chaired by the Head of the respective academic department. The teacher appointed to hold the student’s first attempt of the pass/fail test (examination) session can be a member of the respective examination board; however, they cannot chair the examination board. The responsibility to appoint examination boards in the manner prescribed by the order of the Vice-Rector for Academic Activities and Teaching Methods rests with an official authorised by the Rector. *(As amended by Order No 8657/1 dated 3 September 2019).*

5.4. An official authorised by the Rector shall appoint separate examination boards based on motions from Heads of academic and research departments of the University for each academic discipline. An official authorised by the Rector can appoint an examination board for any particular pass/fail test (examination) session based on the motion from the Head of the respective academic department.

5.5. Next sessions to retake respective pass/fail tests (examinations) shall be held meeting requirements specified by the syllabus of the academic discipline to the content of the interim assessment, in the same format (e.g., orally, in writing), and in the same order as the first attempt of the pass/fail test (examination) session was held.

5.6. There must at least three members of the examination board, including the chairperson or a chairperson's deputy), present at the retake session held in the format of an oral interview (presence of the chairperson or chairperson's deputy of the examination board is mandatory) (*As amended by Order No 11046/1 dated 28 August 2023*).

5.7. In case the retaking pass/fail test (examination) session is held in writing, the presence of the examination board (including the chairperson or chairperson's deputy) at the test (examination) session is not required. The papers written by students shall be evaluated by all members of the respective examination board. (*As amended by Order No 11046/1 dated 28 August 2023*).

5.8. The examination board decide on the grade to be conferred on the student by simple majority. In case of equal votes, the chair of the board shall exercise the right of a casting vote. The grades for the test (examination) retaking session are recorded in the minutes of the examination board's meeting.

5.9. The grade conferred on the student for the retaken test (exam) shall be irreversible. Should a student have obtained the 'failed' or 'unsatisfactory' grade for the retaken test (exam) in one discipline in the presence of the examination board, this student is subject to expulsion from the University due to the academic failure in compliance with the provision of the Charter of the University.

5.10. Assessment retaking sessions to eliminate academic failures are conducted according to tests (examinations) retaking schedules developed in the manner prescribed herein.

CHAPTER 6

PREPARING TERM PAPERS

6.1. A term paper is an independent research carried out by a student in the course of mastering a respective main educational programme on the approved topic under the supervision of a member of the St Petersburg University teaching staff. The quantity of term papers to be prepared in the period of mastering the respective educational programme is specified by the academic curriculum.

6.2. The topic for the student's term paper, as well as the student's scientific supervisor, are approved at the meeting of the respective academic department of which the supervisor is a faculty member, unless otherwise is prescribed by by-laws and regulations of the University.

6.3. Requirements applied to term papers are specified in the respective syllabi of academic subjects, courses, disciplines (modules).

6.4. In case of the supervisor's withdrawal or different employment (including the transfer to another academic department), the Head of the respective academic department is responsible for appointing another scientific supervisor

from the University's teaching staff to the respective student taking into account the student's considerations.

6.5. The student can submit an application, agreed with the supervisor, requesting for changing the term paper topic, including the one for changing the branch of science. To address this, the student can be appointed another scientific supervisor in the manner prescribed by clause 6.2 herein.

6.6. Students shall submit their term papers in the manner prescribed for collecting students' academic papers at St Petersburg University within deadlines specified by a direction of the Deputy Head of the Academic Affairs Division for the respective field of study. After the papers have been submitted, they are evaluated by the scientific supervisor. In case the student has failed to meet the respective submission deadline, they are conferred the 'failed' ('unsatisfactory') grade for the term paper. *(As amended by Order No 11046/1 dated 28 August 2023).*

6.7. The student's term paper is evaluated by the scientific supervisor; if any syllabus of the academic subject, course, discipline (module) provides for the term paper defence, it is evaluated by the board including at least three (3) teachers.

6.8. The term paper defence sessions are held according to the schedule approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector.

6.9. Should a student has obtained the 'failed' ('unsatisfactory') grade for the term paper, they must redo it. The respective academic failure is subject to elimination according to the procedures established for assessment retaking sessions.

6.10. In their term papers, students must include reference links to the borrowings. The procedure for recording illegal borrowings identified in students' term papers is established by the order of the Rector or other official authorised by the Rector.

6.11. The format of the term paper is specified by the syllabi of the respective academic subjects, courses, disciplines (modules).

DEFENDING TERM PAPERS

6¹.1. A term paper defence session is held in the presence of the respective board, if a syllabus of the respective academic subject, course, discipline (module) provides for the term paper defence.

6¹.2. The notion 'term paper defence' means any public presentation of the accomplished term paper by a respective student with a brief explanation of the term paper objective, the relevance of its topic, as well as of the findings and proposals developed by the student.

6¹.3. The term paper defence can take the format of an open or closed session.

6^{1.4}. Within three working days after the respective term paper has been registered in the manner prescribed by clause 6.6 herein, a faculty member authorised by the Deputy Head of the Academic Affairs Division for the relevant field of study is responsible for delivering the term paper to be defended to the scientific supervisor to prepare comments; after that - to a reviewer to prepare a review if the subject syllabus provides for reviewing.

The scientific supervisor evaluates the term paper prepared by the student and provides comments in writing. The reviewer provides the review on the term paper within three (3) working days after the term paper was submitted for reviewing.

6^{1.5}. A faculty member authorised by the Deputy Head of the Academic Affairs Division for the relevant field of study is responsible for making the scientific supervisor's comments and the review available to the student, as well as to the members of the respective examination board, at least three days before the examination board's meeting.

6^{1.6}. The examination board appointed to conduct term paper defence session shall include at least three members of the St Petersburg University teaching staff competent in the branch of science relevant to the topic of the prepared term paper. The composition of the examination board shall be appointed at the meeting of the academic department of which the scientific supervisor over the respective term paper is a faculty member and approved by the Head of the Educational Programmes Department for the relevant field of study.

6^{1.7}. The scientific supervisor and the reviewer included into the examination board must present at the examination board meeting.

The presence of the scientific supervisor and the reviewer not included into the examination board is not required at the examination board meeting.

6^{1.8}. The defence of term papers takes the format of an oral presentation. The time limit for the student's report on the key aspects of the term paper is 5 - 7 minutes. The time limit for the entire term paper defence shall not exceed 20 minutes.

6^{1.9}. The examination board hears the scientific supervisor's comments, as well as the review to the term paper. The student shall be given the floor for answering the examination board members', scientific supervisor's and reviewer's questions and comments.

6^{1.10}. Upon performance during the defence, the examination board members shall award a grade for the term paper according to the grade system specified by the syllabus of the respective academic subject, course, discipline (module).

6^{1.11}. The decision on the term paper grade shall be taken by the examination board at the closed meeting using the open ballot system.

6^{1.12}. The grades conferred on the students shall be announced on the term paper defence session day after the minutes of the examination board's meeting have been finalised. The minutes of the examination board's meeting shall be

posted on the respective information stand at the University and/or on the University website.

6¹.13. The second attempt for term paper defence shall be appointed in the manner prescribed by the procedures for retaking tests and examinations herein.

CHAPTER 7

STUDENT TRANSFER AND REINSTATEMENT

7.1. General provisions for transfer and reinstatement

7.1.1. The student transfer means:

- 7.1.1.1. A transfer of a student to study a different educational programme, including the one in a different field of study (speciality);
- 7.1.1.2. A transfer of a student from another educational organisation holding state accreditation to the University;
- 7.1.1.3. The change of the profile for which a student is studying;
- 7.1.1.4. The change of the type of studying;
- 7.1.1.5. The transfer (the change of conditions of studying) of a student studying on contractual (fee-paying) places to the places subsidised by the government;
- 7.1.1.6. The transfer (the change of conditions of study) of a student studying on government-subsidised places to contractual (fee-paying) places;

7.1.2. The student reinstatement means:

- 7.1.2.1. The reinstatement of a student that earlier studied in one of the educational programmes implemented at the University and was expelled before the completion of the respective theoretical course to master educational programme implemented at the University at the moment of the reinstatement.
- 7.1.2.2. The reinstatement of a person that was admitted to take the final state assessment but who did not take or had not taken the final state assessment to take a final state assessment attempt.

7.1.3. Student transfer and reinstatement shall be carried out under competitive selection based on the availability of vacant places.

7.1.4. The transfer or reinstatement can be carried out provided the student has passed the interim assessment for the first period of study, excluding:

- 7.1.4.1. The reinstatement of students after they have been withdrawn due to military service in the Russian Federation Army or to the alternative military service;

- 7.1.4.2. The transfer (the changes of conditions of study) of students from government-subsidised places to contractual (fee-paying) places;
- 7.1.4.3. The transfer of individuals being educated abroad;
- 7.1.4.4. The transfer of students mastering educational programmes implemented using network technologies under respective agreements between the University and the hosting educational organisation (*As amended by Order No 8657/1 dated 3 September 2019*).

7.1.5. The prerequisite for the transfer and/or reinstatement shall be the student's level of the background training sufficient for mastering a particular educational programme determined based on the respective assessment results, excluding:

- 7.1.5.1. Reinstating students after they have been withdrawn due to military service in the Russian Federation Army or to the alternative military service;
- 7.1.5.2. Transferring (the change of conditions of study) students from contractual (fee-paying) places to the places subsidised by the government;
- 7.1.5.3. Transferring (the changes of conditions of study) students from government-subsidised places to contractual (fee-paying) places;
- 7.1.5.4. reinstating for the purpose to take the final state assessment. (*As amended by Order No 8657/1 dated 3 September 2019*).

7.1.6. Students applying for transfer or reinstatement shall undergo the assessment in absentia (by considering provided documents) or in person (through oral or written interviewing). The format of the assessment session is established by the methodological council or teaching methodology committee for the enlarged group (groups) of specialities or fields of study. Requirements to conduct transfer or reinstatement evaluation in person (under provisions of clauses 7.1.1.1, 7.1.1.3 - 7.1.1.6 herein) can be set forth when a requirement to conduct evaluation in person has been provided for the students applying for the transfer from another educational organisations to the University (*As amended by Order No 11046/1 dated 28 August 2023*).

7.1.7. The transfer to and reinstatement in government-subsidised places shall be carried out meeting the following:

- 7.1.7.1. There are vacancies available for government-subsidised places in the respective year of study, respective type of study, and in the respective educational programme, except circumstances specified by clause 7.4.2 herein. The quantity of the vacant places available for transfer and reinstatement is determined as the difference between the reference quota for the respective year of study and the actual number of students mastering the respective professional educational

programme, speciality, field of study and the type of study in the respective year of study.

7.1.7.2. The entire period of study for students shall not exceed the period established by the current educational standard to master the respective main educational programme (based on the type of study) reduced by the period of the student leave, maternity leave and parental leave until the child reaches the age of three years provided the student is not studying in this period. Exceptions are made for reinstatement of students for taking the second final state assessment attempt. Within the transfer of students from another educational organisations to the University, the entire period of study shall not exceed the period for mastering a transfer student's respective target educational programme established by the educational standard by one academic year. *(As amended by Order No 8657/1 dated 3 September 2019).*

7.1.8. Student transfer and reinstatement can allow for the difference between academic curricula, which is subject to elimination in compliance with the procedures for eliminating academic failures. The academic failure occurring due to transfer and/or reinstatement shall not exceed 10 disciplines (unless otherwise specified by the order of the Rector or other official authorised by the Rector based on the decision of the methodological council or teaching methodology committee of the respective St Petersburg University academic unit) and, at the same time, shall not exceed 50 % of all academic disciplines of the respective curriculum. *(As amended by Order No 11046/1 dated 28 August 2023).*

7.1.9. To eliminate the academic failure due to transfer or reinstatement, the student shall be provided with the individualised test and examination schedule in the manner established by these Regulations.

7.1.10. Transferred and reinstated students shall be credited with their learning outcomes and periods of study in the manner established by the order of the Rector or other official authorised by the Rector.

7.1.11. The students shall be transferred or reinstated under the order of the Rector or other official authorised by the Rector based on the decision of the Central Transfer and Reinstatement Committee recorded in the respective minutes. The transfer (the change of the conditions of study) of a student studying on the contractual (fee-paying) place to the government-subsidised place is carried out under the order of the Rector or other official authorised by the Rector based on the decision of the Committee for transfers from paid tuition fee places to non-paid tuition fee places recorded in the respective minutes.

Reinstatement of students, as well as transfer of students, provided for by clauses 7.1.1.1 - 7.1.1.4, 7.2.8.1 herein shall take place two times during the academic year before the respective period of study begins. Transferring students as specified by clauses 7.2.8.2, 7.2.8.3 from contractual (fee-paying) places to

government-subsidised places shall be carried out according to the schedule established by an authorised official.

7.1.12. Provisions for transferring students from contractual (fee-paying) places to government-subsidised places specified by these Regulations can be applied to international citizens who, under the legislation of the Russian Federation, are entitled to study at the University on government-subsidised places.

7.1.13. The Central Transfer and Reinstatement Committee's and the Committee's for Transfers from Paid Tuition Fee Places to Non-Paid Tuition Fee Places schedules, dates of the meetings, as well as the list of the required transfer and reinstatement documents and deadlines for accepting the documents, are established by the order of the Rector or other official authorised by the Rector. The Central Transfer and Reinstatement Committee and the Committee for Transfers from Paid Tuition Fee Places to Non-Paid Tuition Fee Places must always include the Chairperson of the Student Council (council of student community) of St Petersburg University, as well as the Chairperson of the Trade Union of students, doctoral students of the University.

7.1.14. In case the documents have been submitted beyond the deadline, they shall be considered at the next meeting of the Central Transfer and Reinstatement Committee, of the Committee for Transfers from Paid Tuition Fee Places to Non-Paid Tuition Fee Places where they are entitled to consider issues on the respective transfer and reinstatement.

7.1.15. Information about vacancy availabilities (including those for the purpose of transferring from contractual (fee-paying) places to government-subsidised places must be posted on the University official website in section 'Academic Activities (Учебная деятельность)'. At the same time, it is required to post minute's extracts of the Central Transfer and Reinstatement Committee and the Committee for Transfers from Paid Tuition Fee Places to Non-Paid Tuition Fee Places meetings on the official website of the University.

7.1.16. Transferring students from government-subsidised places to contractual (fee-paying) places shall be carried out under the order of the Rector or other official authorised by the Rector and require no decision of the Central Transfer and Reinstatement Committee or the Committee for transfers from paid tuition fee places to non-paid tuition fee places until grounds for expelling the respective student have arisen.

7.2. Terms of student transfer

7.2.1. Transferring students to a different educational programme, from contractual (fee-paying) place to government-subsidised place, changing their type and condition of study (except changing full-time study to part-time evening study or part-time evening study to full-time study):

7.2.1.1. Shall be carried out provided they passed the interim assessment for the previous periods of study;

7.2.1.2. Shall not be carried out when the student's interim assessment is in process.

7.2.2. Transferring students from other educational organisations to the University shall be carried out in the manner prescribed by the legislation of the Russian Federation and these Regulations.

7.2.3. Transferring students from other educational organisations is possible provided that the transfer applicant has mastered an educational programme relevant to the state accredited enlarged groups of professions, specialities and fields of study.

7.2.4. Transferring students to the final year of study from another educational organisations to the University shall not take place except from those educational organisations that are ranked among top 300 by Academic Ranking of World Universities, The Times Higher Education World University Rankings or QS World University Rankings international ratings, or by ratings equal to them, based on the respective decision of the Central Transfer and Reinstatement Committee recorded in the respective minutes. *(As amended by Order No 11046/1 dated 28 August 2023).*

7.2.5. Transferring students studying on contractual (fee-paying) places at other educational organisations to government-subsidised places at the University shall not take place.

7.2.6. Transfer students studying on government-subsidised places at another educational organisation shall be entitled to participate in the competitive selection for the transfer both to government-subsidised places (if available) and contractual (fee-paying) places.

7.2.7. Transferring students from contractual (fee-paying) places to government-subsidised places shall take place under competitive selection provided that government-subsidised places are available for the respective year of study in the given type and condition of study in the respective educational programme.

7.2.8. Among students without recorded academic failure, disciplinary penalties and tuition fee arrears who can exercise the right to apply for the transfer from contractual (fee-paying) place to government-subsidised place are those students:

7.2.8.1. Who were awarded 'excellent' or 'excellent' and 'good' or 'good' grades for interim assessments for the last two periods of study;

7.2.8.2. Who belong to one of the following categories of persons (except international citizens unless otherwise provided for by international treaties):

7.2.8.2.1. orphaned children and children deprived of parental care as well as persons coming from orphaned families and families with children deprived of parental care;

7.2.8.2.2. individuals under 20 years of old having only one parent who is a 1st group invalid, if the family average in-

come is lower than the minimum subsistence level specified for this constituent entity of the Russian Federation;

7.2.8.2.3. women who gave birth to a child during the period of study;

7.2.8.3. students who lost one or both parents (legal representatives) or a single parent (legal representative) during the period of study.

7.2.9. The application for the transfer from paid tuition fee place to non-paid tuition fee place shall be supported by documents confirming the student's legitimacy to be assigned to one of the categories specified in clauses 7.2.8.2., 7.2.8.3 herein, as well as the documents confirming outstanding achievements in academic, research, social, cultural and creative and sporting activities of the University (if any).

7.2.10. The priority of the terms for transfer from paid tuition fee place to non-paid tuition fee place specified in clause 7.2.8 shall be determined by the Committee for transfers from paid tuition fee place to non-paid tuition fee place.

7.2.11. Upon considering applications for the transfer from contractual (fee-paying) places to government-subsidised places, the Committee for transfers from paid tuition fee places to non-paid tuition fee places can either decide on

7.2.11.1. granting the student with the transfer from the contractual (fee-paying) place to the government-subsidised place, or

7.2.11.2. refusing the student's application for the transfer from the contractual (fee-paying) place to the government-subsidised place

7.2.13. The Rector's or other authorised official's office shall issue the order on the respective student's transfer from contractual (fee-paying) places to government-subsidised places at least within ten (10) calendar days from the date the Committee for transfers from paid tuition fee places to non-paid tuition fee places took the respective decision.

7.2.14. Transferring students distributed across the profiles (specialisations) in the prescribed manner after their enrolment, from one profile (specialisation) into another shall take place in the manner prescribed for transferring students to study in a different educational programme.

7.2.15. Transferring students distributed across the profiles (specialisations) under the order on enrolment, from one profile (specialisation) into another shall take place in the manner prescribed for transferring students to study in a different educational programme.

7.2.16. Transferring students mastering educational programmes implemented using network technologies to the University shall take place under the respective agreement for implementing educational programmes using network technologies between the University and a host educational organisation. *(As amended by Order No 8657/1 dated 3 September 2019).*

7.2.17. Transferring students studying under the respective contract for sponsored education shall take place within the availability to ensure the level of educational service that meets provisions of the contract for sponsored education. *(As amended by Order No 8657/1 dated 3 September 2019).*

7.2.18. *Repealed by Order No 8657/1 dated 3 September 2019*

7.3. Terms of student reinstatement

7.3.1. Any student can exercise the right of being reinstated at the University within five (5) years after their student status was terminated under grounds specified in sub-clauses 'a', 'd' - 'f' и 'i' section 51 of the Charter of St Petersburg University to receive education on government-funded place provided they had been receiving education on government-funded place before their student status was terminated.

Any student whose student status was terminated under sub-clauses 'a', 'd' - 'f' and 'i' section 51 of the Charter of St Petersburg University has the right to be reinstated upon the decision of the Rector of the University or other official authorised by the Rector.

Paragraph 3 repealed by Order No8657/1 dated 3 September 2019.

Paragraph 4 repealed by Order No8657/1 dated 3 September 2019.

Students expelled on the grounds specified in paragraphs (a), (d) - (h) and (i), Section 51 of the Charter of St Petersburg University cannot be reinstated in studies at St Petersburg University.

7.3.2. Reinstating students that were studying on contractual (fee-paying) place before being expelled in government-funded places is not allowed.

Students that were studying on government-funded places can be reinstated in contractual (fee-paying) places upon their consent.

7.3.3. Reinstating students that were studying on government-funded places is allowed only in the educational programme from which they were expelled (except the case specified in clause 7.4.3 herein). In case if the educational programme, in which the student was studying on the government-subsidised basis, used to be implemented within a particular level of education and is not implemented at the moment of the student's reinstatement, the student can be reinstated in an educational programme implemented within a respective level of education/speciality in the field of study which used to be before expulsion regarding the provisions hereto.

In all other instances, if the educational programme in which the student used to study is not implemented, the student can be reinstated in any educational programme implemented at the University with regard to the provisions set forth hereto. *(As amended by Order No 11046/1 dated 28 August 2023).*

7.3.4. Students have the right to be reinstated in any type of education implemented at the University at the moment of the reinstatement except the case specified in clause 7.4.2 hereto.

7.3.5. Reinstating students expelled before they complete their studies takes place before the period of study conformed with the period of study as determined by the teaching methodology examination begins is carried out in the manner prescribed by the University by-laws taking into account the existing ac-

academic failure (including the difference in the curricula) in compliance with the provisions of clause 1.11 of these Regulations.

Reinstating students for taking final state assessment takes place for the period defined by the calendar academic schedule of the respective educational programme as the period for taking final state assessment. *(As amended by Order No 8657/1 dated 3 September 2019).*

7.3.5.1. *Repealed by Order No 8657/1 dated 3 September 2019.*

7.3.5.2. *Repealed by (As amended by Order No 8657/1 dated 3 September 2019).*

7.3.6. Reinstating students expelled from a discipline-oriented curriculum to a competence-oriented curriculum, expelled from one type of study and being reinstated in a different type of study takes place provided that the total academic failure is less than ten (10) disciplines (including the difference in respective curricula).

7.3¹. Transfer of individuals being educated abroad

7.3¹.1. Individuals being educated abroad shall be transferred to St Petersburg University to contractual (fee-paying) places.

7.3¹.2. Transferring students being educated abroad takes place only before the beginning of the respective period of study.

7.3¹.3. Individuals being educated abroad shall not be transferred to the first and the final periods of study.

7.3¹.4. Evaluating individuals applying for transfer from foreign educational organisations shall be held in absentia in the form of a competitive selection of documents (portfolio) unless otherwise provided for by the Rector or other official authorised by the Rector.

7.3¹.5. The list of documents to be submitted by an individual applying for transfer from foreign educational organisations shall be determined by separate regulatory act of the University.

7.3¹.6. Concerning persons studying abroad and applying for the transfer, the St Petersburg University methodological council or the teaching methodology committee of the enlarged group (groups) of specialities or fields of study shall conduct the educational and methodological examination to consider transfer credits and periods of study in the manner prescribed by the order of the Vice-Rector for Academic Activities and Teaching Methods or other authorised official of the University. Upon the results of the educational and methodological examination, the methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study shall recommend degree programmes implemented at St Petersburg University, as well as periods of study, to which the transfer may be possible. *(As amended by Order No 11046/1 dated 28 August 2023).*

7.3^{1.7}. Individuals being educated abroad shall be transferred to St Petersburg University in compliance with the provisions of Chapter 7.1 hereof unless otherwise provided for by this Chapter.

7.4. Terms for reinstatement for repeated final state assessment attempt

7.4.1. Reinstating to take repeated final state assessment attempt can be provided at least two (2) times within five (5) years after the first final state assessment attempt.

7.4.2. A student shall be reinstated in the University to take the repeated final state assessment attempt in the respective educational programme regardless of the availability of any types of study, as well as of vacant places funded by the government.

7.4.3. Should the respective educational programme, in which the student used to study before being expelled from the University, not be implemented upon the order of the Rector or other official authorised by the Rector, or the respective educational programme was excluded from the University's licence for educational activity, the student cannot be reinstated in the University to take a repeated final state assessment attempt. In such a case, the student can be reinstated in one of the educational programmes currently implemented at the University to continue studying with regard to the provisions set forth by section 7.1 and section 7.3 hereof. *(As amended by Order No 11046/1 dated 28 August 2023).*

CHAPTER 8 ACADEMIC LEAVES

8.1. General provisions for academic leaves

8.1.1. Academic leave means a leave provided to students of the University upon medical indications or due to adverse circumstances (conscription, natural disasters, family circumstances, etc.).

8.1.2. The students can be granted the following types of academic (student) leaves:

8.1.2.1. Medical leaves of absence;

8.1.2.2. Leaves due to adverse circumstances (conscription, natural disasters, family circumstances, including those of the student's desire to study at a different educational institution, including a foreign one, etc.)

8.1.3. Medical leaves of absence shall be granted to students due to their temporal disability to master bachelor's degree, or specialist's degree, or master's

degree programme, or a programme of secondary vocational education due to health conditions.

8.1.4. Leaves due to adverse circumstances can be granted to students due to their conscription, death or illness of their close relatives (other family members), the need to provide care to close relatives (other family members), desire to study at a different educational institution, including a foreign one, etc.

8.1.5. The term ‘close relatives’ means relatives in both direct ascending and descending lines (parents, children, grandparents, grandchildren), full and half-blooded (with a common father or mother) brothers and sisters.

8.1.6. Academic leaves are limited to 24 calendar months.

8.1.7. The University grants no academic leaves when there are grounds for expelling the student.

8.1.8. On their academic leave, the student is not allowed to master any secondary vocational or degree programme; this means they conduct no academic activities during leave; they undertake no studies and take no continuous assessments, no interim and final state assessment (they are released from the studies) but retain their student status.

8.1.9. Concerning the students on medical leaves of absence, the University appoints welfare and other types of material support in compliance with the current legislation of the Russian Federation.

8.1.10. Academic leaves can be granted to a student for an unlimited number of times.

8.1.11. It is not allowed to expel students when they are on academic leave except their voluntary withdrawal or withdrawal due to transfer to a different educational organisation.

8.2. Procedures for granting academic leaves

8.2.1. Academic leaves are granted under the order of the Rector or other official authorised by the Rector issued, based on the student’s application in the name of the Rector with the documents confirming the need for academic leave enclosed, within ten (10) days following the day when the student submitted the application and the documents. In their application, the student shall specify the purpose of academic leave requested (a type of academic leave), the duration of the academic leave, the confirmation for the particular type of academic leave.

8.2.2. The faculty authorised by the Head (Deputy Head) of the Academic Office of St Petersburg University are responsible for registering the student’s application for academic leave and supporting documents. The Head (Deputy Head) of the Academic Office or other official authorised by the Rector is responsible for requesting the organisation that issued the documents about the authenticity of the submitted documents, including healthcare facilities and military

recruiting centres (within three (3) working days following the day when the student submitted the application for academic leave).

8.2.3. The Head (Deputy Head) of the Academic Office or other official authorised by the Rector shall consider the student's application and supporting documents within two (2) days following the day they were submitted.

8.2.4. Considering confirmation for granting an academic leave, the Head (Deputy Head) of the Academic Office or other official authorised by the Rector assigns a respective subordinate from the Office to prepare a draft of the order on academic leave within three (3) working days and shall have it approved in the manner established at the University for approving drafts of orders accompanied with the supporting documents confirming the need for granting an academic leave.

8.2.5. Should the student submit forged documents to confirm the need for granting an academic leave, as well as in case the documents confirming the need for granting an academic leave fail to conform to the current state of things, the University will refuse to grant a requested academic leave. The students provided forged documents are subject to expulsion in the manner established at the University.

8.2.6. The Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector is responsible for informing the student about the denial in granting a requested academic leave.

8.2.7. Academic leaves shall begin from the date following the submission date unless a different date is specified in the application. Academic leaves cannot begin earlier than the submission date.

8.2.8. The order on academic leave shall specify the type of the academic leave, the date the academic leave begins, the date the academic leave ends, grounds for granting the academic leave.

8.2.9. A document underlying the decision on granting the medical leave of absence shall be a conclusion of the medical board of a medical institution.

8.2.10. Documents underlying the decision on granting academic leaves due to adverse circumstances are:

8.2.10.1. A conscription centre notice with an indication of the place and time for a departure for a location for military service;

8.2.10.2. A family income statement;

8.2.10.3. A statement for the provision of care for a family member;

8.2.10.4. A death certificate copy of one of the family members;

8.2.10.5. An invitation for work, studies, including those from foreign organisations;

8.2.10.6. Medical certificates issued by healthcare institutions;

8.2.10.7. Documents confirming natural disaster and/or an events of disastrous nature;

8.2.10.8. Other relevant documents.

8.3. Procedures for prolonging and returning from academic leave

8.3.1. To prolong or return from academic leave, a student shall file a respective application in the name of the Rector with the Academic Office at least within two (2) weeks after academic leave ended.

8.3.2. In case the student has submitted the application for prolonging academic leave, the academic leave shall be prolonged as per procedures for granting academic leave set forth in section 8.2 hereto.

8.3.3. Should the student fail to provide a respective application within the established deadline, the student shall be considered disaffiliated with the University and subject to terminating student status due to the disaffiliation. The order on terminating student status shall be issued by the Rector or other official authorised by the Rector based on the Disaffiliation Statement drawn up and signed by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector and at least by two (2) faculty members of St Petersburg University.

8.3.4. It is allowed to earlier return from academic leave upon the student's application on return. To avoid increasing the period of study while pursuing a respective degree programme upon students' earlier return from academic leave, the student shall be provided with the individualised schedule of academic studies as per clause 2.6.2.3 of these Regulations. (*As amended by Order No 8657/1 dated 3 September 2019*).

8.3.5. Students shall be re-admitted to the academic studies after the end of academic leave upon the order of the Rector or other official authorised by the Rector. The order on re-admission to academic studies after the end of the academic leave granted due to adverse circumstances, as well as on re-admission due to earlier return, shall be issued based on the student's respective application. The order on re-admission to academic studies after the end of the medical leave of absence, as well as on re-admission due to earlier return, shall be issued based on the student's respective application and medical board statement from a healthcare facility confirming the ability to continue studying.

8.3.6. Upon the end of a respective academic leave, the students shall be re-admitted to academic studies within the implemented curriculum under the same terms valid before granting respective academic leaves.

8.3.7. Should the University have stopped implementing the main educational programme of secondary vocational education or the degree programme being mastered by the student who was granted academic leave before the end of their academic leave, the student shall have the right to apply for being transferred to a different educational programme of secondary vocational education or a degree programme currently implemented at the University within the same field of study/speciality, within which the student used to study before the academic leave (conformed with the level of the educational programme mastered before the academic leave) under the same terms and conditions of study as pro-

vided hereof. *As amended by Order No 11046/1 dated 28 August 2023, Order No 11526/1 dated 11 September 2023*)

8.4. Particulars for granting academic leave to contractual (fee-paying) students

8.4.1. Concerning students studying at the University under contracts for the charged educational services sponsored by natural persons and/or legal entities, they shall be charged no tuition fee for the period of the respective academic leave. For the period of academic leave, the tuition fee payments made by contractual (fee-paying) students shall not be reimbursed and shall be credited towards the tuition fee for future periods of study.

8.4.2. Should the tuition fee have increased after the student's academic leave ends, the student is required to pay the difference between the amount of the tuition fee for the corresponding period of study and the amount credited towards the tuition fees for future periods of study. No increase in tuition fee paid for educational services shall be permitted after signing the respective Contract, except for the increase in the cost of the said services given the rate of inflation specified by the main characteristics of the federal budget for the next fiscal year and target period.

CHAPTER 9

FINAL STATE ASSESSMENT

9.1. General provisions for final state assessment

9.1.1. Academic studies in educational programmes end in final state assessment of the graduating students. Formats and procedures of final state assessment, including the appealing and cancelling final state assessment results procedures, are set forth by the legislation currently in force and, to the extent that does not contradict the law, by these Regulations. *(As amended by Order No 11046/1 dated 28 August 2023)*.

9.1.2. Final state assessment takes place in all accredited doctoral programmes. Final assessment in non-accredited educational programmes is conducted by final assessment boards in the manner prescribed by the current legislation and provisions of these Regulations for final state assessment.

9.1.3. The goal of final state assessment is to determine the level of the graduating students' training aimed at accomplishing professional tasks and the conformity of the respective educational programme students' learning outcomes with the requirements set forth by the following educational standards, i.e.:

- 9.1.3.1. With the state educational standard for degree programmes or the standard for implementing degree programmes adopted at the discretion of the University - for degree programmes implemented through higher education levels;
- 9.1.3.2. With the educational standards for a particular higher education level adopted at the discretion of the University - for degree programmes implemented through higher education levels;
- 9.1.3.3. With the state educational standard of secondary vocational education.

9.1.4. Final state assessment is conducted by state assessment committees (hereinafter referred to as SAC) appointed for each educational programme.

9.1.5. Final state assessment sessions are scheduled according to the timetable approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector under the order on approval of SACs' schedules issued by an authorised official. The final state assessment sessions schedule shall indicate the type, date, time and location of the respective final state assessment sessions, counselling sessions and deadlines for filing appeals on final state assessment grades. It shall be drawn up in such a way so that students have at least seven (7) days between the assessment sessions for preparing, except the day of the previous assessment session.

9.1.6. Particulars of final state assessment set forth by these Regulations shall be made available to students at least six (6) months before the final state assessment begins. Moreover, any amendments to the procedures for final state assessment shall be made available to students at least six (6) months before the final state assessment begins.

9.1.7. Authorised faculty members of the Academic Affairs Division are responsible for supervising over the final state assessment procedures .

9.1.8. Graduating students, who passed all types of final state tests/examinations included into the final state assessment, shall be awarded a respective degree (qualification) and issued an education credential of the respective level of education and/or qualification with the national symbols of the Russian Federation. The standard form of the education credential shall be approved by the University (the respective order of the Ministry of Science and Higher Education of the Russian Federation); the credential shall be certified by the University stamp.

9.1.9. Particulars of final state assessment in educational programmes of secondary vocational education are set forth for by the federal legislation and by-laws and regulations of the University.

9.2. Final state tests/examinations

9.2.1. Final state tests/examinations include:

9.2.1.1. Final state examination;

9.2.1.2. Defence of the graduation project on (hereinafter referred to as GP)

In the instances specified by the law, state assessment sessions within final state assessment in educational programmes of secondary vocational education are held in the format of a demonstration exam in the manner prescribed by the law. (*As amended by Order No 11046/1 dated 28 August 2023*).

9.2.2. The detailed list of final state tests/examinations included into final state assessment is determined by the academic curriculum.

9.2.3. It is not allowed to replace final state tests/examinations included into the list of compulsory final state tests/examinations by evaluating the quality of learning outcomes resulting from mastering educational programmes through continuous assessment and interim assessment of the students.

9.2.4. If the academic curriculum provides for final state examinations (final state examination), the final state assessment begins with final state examinations (final state examination).

9.2.5. Any final state examination can take place in a separate discipline or in the form of an interdisciplinary examination in the field of study (speciality).

9.2.6. The final state examination in a separate discipline aims at determining the level of student's proficiency in the material mastered as required by the syllabus of the relevant academic subject, course, discipline (module), and cover the entire content of the relevant discipline provided in the syllabus of the relevant academic subject, course, discipline (module) in compliance with the educational standard.

9.2.7. The final state interdisciplinary examination in the relevant field of study (speciality), along with the requirements to the content of particular academic disciplines, aims at estimating the ability of the graduating student to use knowledge acquired in the course of theoretical studies and/or developed competences to accomplish professional tasks, and student's prerequisites for subsequent studies in main educational programmes of the next level (stage) with regard to general provisions of the respective educational standard.

9.2.8. A graduation project is a research accomplished by a student (by a team of students collectively) that aims to demonstrate the level of students' training for performing professional activities independently.

9.2.9. A graduation project can be presented in the form of a start-up.

9.2.10. To prepare the graduation project, it is required to appoint a scientific supervisor to the student. The Deputy Head of the Educational Programmes Department for the relevant field of study or other official authorised by the Rector, upon the motion from the Head of the respective academic department, is responsible for approving the lists of candidates for graduation project supervising at least before approving the academic workload for the next academic year. Requirements applied to a scientific supervisor are set forth in the by-laws and regulations of the University.

9.2.11. It is mandatory to have the graduation projects reviewed. An official authorised by the Rector, upon the motion from the Head of the respective academic department, is responsible for approving the list of candidates for graduation projects reviewing at least one month before the graduation project defence date.

Concerning graduating students pursuing a specialist's or master's degree, an official authorised by the Rector is responsible for ensuring their graduation projects reviewing by several reviewers who do not belong to the faculty of the University.

9.2.12. Final state assessment syllabi, final state assessment criteria and graduation project assessment criteria, as well as the appealing procedure, shall be approved by the Rector or other official authorised by the Rector based on the criteria upon the decision of methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study, which are responsible for developing the structure and contents of the respective educational programme, and shall be made available to the graduating students at least six (6) months before the final state assessment begins. *(As amended by Order No 11046/1 dated 28 August 2023).*

9.2.13. The University ensures appropriate conditions for preparing graduation projects by students, schedules counselling sessions and/or overview lectures. Information about the time and place of the counselling sessions and/or overview lectures shall be included into the timetable of academic studies, final state assessment schedule.

9.2.14. The final state assessment tests/examinations (date, time and place) schedule shall be developed with regard to the working schedule of state assessment committees set forth by the order on approving schedules of state assessment committees and made available to students, state assessment committees' chairpersons and their members and the Appeals Committee, scientific supervisors, reviewers and counsellors, secretaries of state assessment committees at least one month before the day of the first final state assessment test/examination through posting it on the respective information stand at the University and/or on the University portal. *(As amended by Order No 7094/1 dated 13/09/2016).*

9.3. State assessment committees

9.3.1. The University appoints state assessment committees (hereinafter referred to as SAC) for final state assessment sessions in each educational programme.

9.3.2. State assessment committees are responsible for:

9.3.2.1. Fully evaluating the graduating students' level of training and analysing the conformity of their learning outcomes with the relevant educational standard requirements.

9.3.2.2. Deciding on awarding degrees (qualifications) based on the final state assessment results and issuing a graduating student a credential of the relevant level of education and/or qualification.

9.3.2.3. Developing proposals aimed at improving the graduating students' training resulting from the SAC activities.

9.3.3. Each SAC is headed by a chairperson who is responsible for organising and ensuring both control over the committee's activities and uniformity of requirements applied to graduating students.

9.3.4. Concerning chairpersons of respective state assessment committees, they shall be appointed from among doctors of science, professors of the relevant profile; in their absence - from among leading specialists representing employers or their associations in the relevant area of professional activity other than the faculty of the University. If required, a chairperson of a respective SAC must meet requirements applied to specialists, working on classified topics.

9.3.5. The responsibility for submitting recommendations for appointing SAC chairpersons for next calendar year to the Vice-Rector for Academic Activities and Teaching Methods at least before 15 October shall rest with those officials who are authorised by the Rector. *(As amended by Order No 8657/1 dated 3 September 2019).*

9.3.6. After chairpersons for respective state assessment committees have been approved by the order of an official authorised by the Rector, or Vice-Rector for Academic Activities and Teaching Methods or other official authorised by the Rector, respective state assessment committees shall be created for next calendar year in the manner established at the University *(As amended by Order No 8657/1 dated 3 September 2019).*

9.3.7. *Repealed by Order No 7094/1 dated 13 September 2016.*

9.3.8. *Repealed by Order No 3520/1 dated 11 May 2016.*

9.3.9. Activities of a respective SAC are supported by a committee's secretary who is not a member of the SAC.

9.3.10. The order on establishing SACs shall indicate the following: the composition of respective SACs and their secretaries.

9.3.11. The SAC working schedule shall be established by the order of an authorised official.

9.3.12. Deadlines and SAC working schedule are made available to the students and SAC members at least one (1) month before the state assessment committees begin their work.

9.3.13. The chairperson shall preside over all SAC meetings. All SEC decisions shall be adopted by secret ballot and documented in minutes signed by the SEC chairperson and secretary. *Order No 3520/1 dated 11 May 2016.*

9.3.14. Should a student have failed to arrive to the state examination or GP defence session, the 'not arrived'/'absent' note shall be entered into the minutes of the SAC meeting. Should a student be absent due to unjustifiable reason or in case they fail to provide a document confirming their good excuse for

being absent at the final state assessment session within the established deadline (beyond three (3) days after the document was issued/finalised), the SAC chairperson shall enter the ‘unsatisfactory’ grade into the minutes of the SAC meeting.

9.3.15. Should a student be dismissed from taking the GP defence, the ‘dismissed’ note shall be entered into the minutes of the SAC meeting. The SAC chairperson shall enter the ‘unsatisfactory’ grade into the minutes of the SAC meeting.

9.3.16. Should a student have failed to pass one or several state tests/examinations included into the final state assessment, they are subject to expelling as per the Charter of the University. Should a student have obtained the ‘unsatisfactory’ grade for one state examination, they are subject to expelling from the next working day following the day of the last final state examination scheduled. Should a student have obtained the ‘unsatisfactory’ grade for the defence of their GP, they are subject to expelling from the next working day after the day of the defence session.

9.3.17. Repeated attempts to take final state assessment shall be scheduled for a particular student after they have been reinstated at the University. Reinstating students takes place in the manner prescribed by section 7 of these Regulations.

9.3.18. Repeated attempts to take final state assessment shall be granted only two times and scheduled at least after ten (10) months and within five (5) subsequent years from the time the student failed to pass the respective final state assessment. (*As amended by Order No 7094/1 dated 13 September 2016*).

9.3.19. Concerning students who failed to take their final state tests/examinations due to good excuses (due to medical indications or due to other adverse circumstances duly confirmed), they shall exercise the right to take a repeated final state tests/examinations retaining their University student status. Repeated SAC meetings take place within six (6) months from the moment the final state assessment sessions finished. (*As amended by Order No 3520/1 dated 11 May 2016*).

9.3.20. The SAC annual report and proposals aimed at improving the quality of students’ training in respective educational programmes prepared by the SAC chairperson shall be considered by the methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study responsible for developing the structure and content of respective educational programmes, submitted to an authorised official accompanied by extracts from the minutes of the methodological council’s or teaching methodology committee’s meetings of the enlarged group (groups) of specialities or fields of study and forwarded to the founder of the University within two (2) months after the respective final state assessment finished. Minutes of SAC meetings shall be submitted to the Joint Archive of the University. (*As amended by Order No 11046/1 dated 28 August 2023*).

9.4. Procedures for assigning graduation project topic

9.4.1. Procedures for developing lists of graduation project topics and selecting graduation project topic are specified by the by-laws and regulations of the University.

9.4.2. Concerning the master's degree programme students, they are prescribed to select their graduation project topic at the beginning of the studies.

9.4.3. Concerning bachelor's or specialist's degree programme students, they can change (amend, clarify) their graduation project topic upon their scientific supervisor's consent at least before the order on admission to final state assessment is issued.

9.4.4. Concerning master's degree programme students, they are not allowed to change their graduation project topic; however, students shall have the right to clarify their graduation project topic upon their scientific supervisor's consent at least before the order on admission to final state assessment is issued.

9.4.5. Students cannot change or clarify their graduation project topic after the order on admission to final state assessment is issued.

9.5. Procedures for admitting students to final state assessment

9.5.1. Only students of the final year of study that have completed mastering the respective educational programme in the scope of all periods (terms) of study (except the final state assessment period (term)) shall be admitted to final state assessment.

9.5.2. Responsibility for issuing the order on the admission of students to final state assessment within three (3) working days after the final day the last interim assessment session finished rests with an authorised official.

9.5.3. The Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector is responsible for providing SAC with the following:

9.5.3.1. the order on the admission of students to final state assessment;

9.5.3.2. students' record books;

9.5.3.3. the graduation project text, comments and the review on the graduation project.

9.5.4. Moreover, other materials attributed to the theoretical and practical value of the graduation project, student's articles on the graduation project topic, and documents about implementing the graduation project into practice can be provided to the SAC.

9.5.5. The SAC chairperson, based on the provided materials, shall be responsible for ensuring the organisation and control over final state assessment sessions.

9.6. Procedures for final state assessment

9.6.1. The list of final state examinations is determined in compliance with the respective academic curriculum. Concerning students that, as provided by their academic curriculum, have the right to select an academic discipline for their final state assessment, they must submit an application on their selected discipline for their final state assessment in the name of the Head (Deputy Head) of the Academic Office at least six (6) months before the final state assessment session begins (students reinstated in the University must submit the respective application at least within five (5) days from the day the order on their reinstatement was issued).

9.6.2. The format of final state assessment sessions, requirements applied to each final state assessment session (including its duration, assessment procedures and criteria), legitimacy of using computing devices at final state assessment sessions shall be set forth by the order of the Rector or other official authorised by the Rector based on the decision of the methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study at least six (6) months before the final state assessment session begins in the manner prescribed by clause 1.9 hereto. *(As amended by Order No 11046/1 dated 28 August 2023).*

9.6.3. There shall be held a counselling session at least one day prior to the day of the respective final state assessment session. The information about all counselling sessions shall be included in the final state assessment schedule.

9.6.4. Students must arrive by the time the respective final state assessment session begins with their identity document. The Head (Deputy Head) of the Academic Office or other official authorised by the Rector is responsible for verifying the attendance of students and admitting them to the premises allocated for the final state assessment session.

9.6.5. Concerning students that fail to arrive by the beginning of the final state assessment session held in writing, they shall be admitted to take the final state assessment by the SAC members or other authorised officials. In this case the duration of the final state assessment session shall be reduced for them by the time they have missed from the beginning of the session. Should any student that has become aware of the examination task content have left the final state assessment classroom, the students that have failed to arrive on time shall not be admitted to take the examination. *(As amended by Order No 3520/1 dated 11 May 2016).*

9.6.6. Concerning students that fail to arrive by the beginning of the final state assessment session held orally, they shall be admitted to take the final state assessment by the respective examination board's members (state assessment committee's members) provided that there is at least sufficient preparation time left (as established by the syllabus of the respective state assessment). Otherwise, these students shall not be admitted to take the final state examination.

9.6.7. Examination task shall be accomplished by each student independently. Should any student use communication devices or preliminarily-prepared materials, or consult other students during the state examination session, it shall be grounds for removing the student from the state examination session with the 'unsatisfactory' grade. The 'unsatisfactory' grade, the grounds for the removal and the time the student was removed from the state examination session shall be recorded in the examination board's (state assessment committee's) formal records.

9.6.8. Should a student be removed from the state examination held in writing, it is required to make a note on their paper indicating the grounds and the time of the removal. At the same time, three University faculty members shall confirm the fact of the removal by their handwritten signatures. This student's paper shall not be reviewed.

9.6.9. Concerning the student that has been removed from the state examination held orally, the note of the removal shall be made on their draft paper of the answer. At the same time, three University faculty members shall confirm the fact of the removal by their handwritten signatures made on the student's draft paper.

9.6.10. Each student taking a state examination held orally shall have a preparation time to prepare for answering. The preparation time limit shall be set forth in the syllabus of the respective state examination.

9.6.11. The examination board hears each student's answer separately. At least two-thirds of the examination board members must present at the assessment session. (*As amended by Order No 7383/1 dated 21 July 2021*).

9.6.12. The students' performance at the final state assessment sessions shall be audio or video recorded.

9.6.13. After hearing all students' answers, the examination board retires to the deliberation room to decide on students' grades using the following assessment system: 'excellent', 'good', 'satisfactory', 'unsatisfactory'. Examination board members present in the deliberation room shall adopt decisions on students' grades by secret ballot in the presence of the board's chairperson. In case of equal votes, the chairperson (or their acting deputy) of the board shall exercise the right of a casting vote. The examination board's decision shall be recorded in the minutes of the examination board's meeting.

9.6.14. The chairperson (or their acting deputy) of the examination board shall announce grades for the respective state examination on the day of the state examination session and they shall be posted on the respective information stand at the University and the University website.

9.6.15. A state examination held in writing can take a computer-based format.

9.6.16. At the pass/fail test (examination) held in writing, each student is provided with a writing task. The duration of each state examination session shall be set forth in a syllabus of the respective state examination.

9.6.17. The presence of all board's members at the state examination held in writing is not required.

9.6.18. To ensure anonymity while reviewing papers, students' personal data is encrypted.

9.6.19. Once the student has completed writing the examination task or after the examination time limit has expired, they must submit their paper and leave the classroom allocated for the state examination.

9.6.20. Should there be a need to leave the classroom allocated for state examination held in writing, the student shall have the right to do so upon the permission of an examination board's member. At the same time, the student must submit their test papers, as well as other papers containing assigned for accomplishing tasks (drafts, hand-outs, etc.) to an examination boards' member.

9.6.21. The examination board shall review the students' papers at their closed meeting within the time established for reviewing by the syllabus of the respective state examination, but at least within one working day from the moment the respective state examination took place.

9.6.22. At least two-thirds of the examination board members must be present at the meeting.

9.6.23. The examination board's decision on evaluating the students' performance at the examination session shall be adopted by simple majority from the number of the respective examination board's members in the presence of the board's chairperson. In case of equal votes, the chair of board shall exercise the right of a casting vote. The examination board's decision shall be recorded in the minutes of the examination board's meeting. *(As amended by Order No 7094/1 dated 13 September 2016).*

9.6.24. It is prescribed to announce the grades for the state examination held in writing on the day following the last day assigned for reviewing written papers by posting them on the respective information stand at the University and on the University website.

9.6.25. Members of the respective examination board or other authorised officials are responsible for making evaluated written papers available to students according to the schedule approved by the Deputy Head of the Academic Affairs Division for the relevant field of study or other official authorised by the Rector at least within three (3) working days after the examination grades were duly posted. *(As amended by Order No 3520/1 dated 11 May 2016).*

9.6.26. Each student has the right to revise their test paper while these are made available. The students that have revised their test papers shall confirm this by a respective note on the title page of their work; if the title page is unavailable - on the first page of their paper. Should a student refuse to revise their paper, provide a respective confirmation on the title page or the first page of the paper if the title page is unavailable, there shall a statement be drawn up confirming the student's revising the paper and refusing to provide a respective confirmation. The statement shall be signed by three SAC members or at least three authorised

persons present at the event employed by the University. (*As amended by Order No 3520/1 dated 11 May 2016*).

9.6.27. As the papers are made available, students have the right to be explained details concerning their evaluated papers by the examination board.

9.6.28. *Repealed by Order No 3520/1 dated 11 May 2016.*

9.6.29. Concerning those students who have failed to arrive to take final state assessment due to a good excuse (temporary disability, public or state service, subpoena, transport failures (cancelled flights, lack of tickets), weather conditions, or other circumstances listed as good excuses by the University), they shall have the right to take final state assessment within six (6) months after the respective final state assessment session finished.

The student must provide the faculty of the Academic Office with a document confirming the reason for their not arriving within three (3) working days after the issuance (confirmation) date.

In case a student has failed to take one final state test/examination due to a good excuse, they shall be admitted to take the subsequent state test/examination (if any).

9.7. Procedures for preparing and defending Graduation Project (GP)

9.7.1. A student (a team of students collectively) shall accomplish their graduation project under the supervision of a scientific supervisor appointed to them.

9.7.2. The defence of graduation projects takes place in Russian unless otherwise provided by the requirements to the contents and design of the graduation project in a respective degree programme.

A student has the right to contact the Head of the Academic Office for the relevant field of study applying for the permission to accomplish and/or defend the graduation project not only in Russian or a language prescribed by the requirements to the content and design of the graduation project, but in English as well.

9.7.3. Terms of accomplishing and the requirements applied to the GP structure, contents and design shall be determined by the order of an official authorised by the Rector based on the decision of the methodological council or teaching methodology committee of the enlarged group (groups) of specialities or fields of study responsible for developing the structure and contents of the respective educational programme and shall be made available to students at least within six (6) months before the respective final state assessment begins. The time allocated for preparing GP is determined by the academic curriculum. (*As amended by Order No 11046/1 dated 28 August 2023*).

9.7.4. There should be links to borrowings in student's GP. The procedure for recording illegal borrowings identified in students' GP is determined by the order of the Rector or other official authorised by the Rector.

9.7.5. Students must submit their final editions of the prepared GP to have them posted in the Learning Management System following the manner prescribed by the regulations for posting the GP texts in the Learning Management System approved by an authorised official.

The deadlines for posting GP in the Learning Management System are determined by the direction of the Deputy Head of the Academic Affairs Division for the relevant field of study at least six (6) months before the final state assessment begins. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.6. Students shall post their GP in the Learning Management System accompanied by the relevant abstract (synopsis) *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.7. GPs prepared by students and the dates on which the GPs were submitted shall be registered in the Learning Management System. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.8. Should students have failed to submit their GRs to the Learning Management System within the deadline, they shall not be admitted to the GP defence session. The examination board for graduation projects shall enter a relevant record in the minutes of their meeting. The 'unsatisfactory' grade shall be entered into the SAC examination records. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.9. The scientific supervisor and the reviewer are responsible for having their comments and the review published in the Learning Management System at least five (5) days before the day of the relevant GP defence session in the manner prescribed by regulations for posting GP texts in the Learning Management System approved by an authorised official. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.10. Concerning students and members of SAC, they shall have access to GP comments, reviews and texts correspondingly through the Learning Management System. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.11. *Repealed by Order No 5907/1 dated 21 July 2016.*

9.7.12. Only those students who have had their GPs posted in the Learning Management System within the established deadline, passed their state examinations or duly justified their reason for not arriving to the state examination session shall be admitted to the GP defence session. *(As amended by Order No 5907/1 dated 21 July 2016).*

9.7.13. Defence of graduation projects shall take place in the presence of at least two-thirds of the examination board members at the open session (unless graduation projects contain information of the state secret nature or associated with the protected as per the legislation of the Russian Federation other confidential information).

9.7.14. GP defence sessions shall be audio and video recorded.

9.7.15. Each student is given the floor to explain their research findings, answer questions from the examination board's members or other persons present at the GP defence session. The scientific supervisor shall read their comments, and the reviewer - their written review. Each student shall be provided with the time to respond to the comments and reviewer's questions. Should the respective scientific supervisor or the respective reviewer have failed to arrive to the session, one of the examination board's members shall read the comments and the review on the relevant GP.

9.7.16. After the examination board have heard all students' reports, it shall decide on assessing students' GP (with regard to GP compliance with the requirements to the GP design) at the closed meeting by secret ballot using the following assessment system: 'excellent', 'good', 'satisfactory', 'unsatisfactory'. Examination board members present in the deliberation room shall adopt decisions on students' grades by simple majority vote in the presence of the board's chairperson. In case of equal votes, the chairperson (or their acting deputy) of the board shall exercise the right of a casting vote. The examination board's decision shall be recorded in the minutes of the examination board's meeting.

9.7.17. The chairperson (or their acting deputy) of the examination board shall announce grades for the respective GP on the day of the GP defence session, and they shall be posted on the respective information stand at the University and on the University website.

9.7.18. The SAC by their decision can recognise those GP of particular theoretical or practical value. The SAC by their decision can recommend particular GP for publication.

9.8. Appeals Committee regulations

9.8.1. Students shall have the right to file their appeals with the Appeals Committee about supposed breaches of the prescribed procedures for final state tests/examinations or their disagreement with the grades obtained for a state examination taken. *(As amended by Order No 5907/1 dated 21 July 2016)*

9.8.2. Students must submit their appeals to the Appeals Committee in person at least within one working day following the day the respective examination results were announced.

9.8.3. The chairperson of the Appeals Committee is the Rector or other official authorised by the Rector.

9.8.4. The Appeals Committee shall be composed of the chairperson and at least three (3) members. The Appeals Committee shall be composed of the University faculty members not included into the State Assessment Committee. *(As amended by Order No 7094/1 dated 13 September 2016).*

9.8.5. *Repealed Order No 3520/1 dated 11 May 2016*

9.8.6. The Appeals Committee's decision on considering the students' appeals shall be taken by simple majority vote from the number of the Appeals Committee's members in the presence of the Committee's chairperson. In case of equal votes, the chair of board shall exercise the right of a casting vote. The Ap-

peals Committee's decision shall be recorded in the minutes of the Appeals Committee's meeting. *(As amended by Order No 7094/1 dated 13 September 2016).*

9.8.7. The Appeals Committee's meeting shall be valid and competent provided two-thirds of the Committee's members present at the meeting. *(As amended by Order No 7094/1 dated 13 September 2016).*

9.8.8. To have appeals considered, the State Assessment Committee's secretary shall submit the minutes of the State Assessment Committee's meeting, the State Assessment Committee's chairperson's statement on abiding by the final state assessment regulations, as well as the papers written by students (if applicable) (to have the final state assessment conformity with the regulations considered) or the text of the respective graduation project, the comments and the review (reviews) (to have the graduation project defence session conformity with the regulations considered) to the Appeals Committee.

9.8.9. The appeals shall be considered at the Appeals Committee's meeting within two working days from the day they were submitted; the chairperson of the respective examination board shall be invited to the meeting. The Appeals Committee's meeting can take place without the appealing student unless the student has arrived at the meeting. *(As amended by Order No 7094/1 dated 13 September 2016).*

9.8.10. The Appeals Committee's decision shall be made available to the appealing student within three (3) working days following the day of the Appeals Committee's respective meeting. Students shall verify the fact of their reading the decision by their handwritten signature. Should the student refuse to verify their reading the decision, the respective statement shall be drawn up signed at least by three (3) members of the Appeals Committee.

9.8.11. Upon considering an appeal on the final state examination conformity with the regulations, the Appeals Committee can adopt either of the following decisions:

9.8.11.1 to dismiss the appeal, unless the facts concerning the alleged breaches of state examination regulations listed therein have proved true and/or have changed the result of the respective final assessment test/examination *(As amended by Order No 3520/1 dated 11 May 2016);*

9.8.11.2 to address the appeal, if the facts concerning the alleged breaches of state examination regulations listed therein have proved true and have changed the result of the final assessment test/examination *(As amended by Order No 3520/1 dated 11 May 2016).*

9.8.12. In case specified in clause 9.8.11.2, the final state examination results are subject to cancellation; pursuant thereto, at least on the next working day, the proceedings of considering the appeal shall be submitted to the State Assessment Committee to fulfil the Appeals Committee's respective statement. The

student shall be provided with an opportunity to take final state tests/examinations within the period established by the University.

9.8.13. Upon considering an appeal on questioning the grade of the final assessment test/examination, the Appeals Committee can adopt either of the following decisions: *(As amended by Order No 3520/1 dated 11 May 2016)*

9.8.13.1 to dismiss the appeal and recognise the result of the final assessment test/examination irreversible *(As amended by Order No 3520/1 dated 11 May 2016)*;

9.8.13.2 to address the appeal and reconsider the result of the final assessment test/examination *(As amended by Order No 3520/1 dated 11 May 2016)*.

9.8.14. The Appeals Committee's decision adopted in compliance with the provisions of clause 9.8.13 shall be submitted to the State Assessment Committee at least on the next working day. The Appeals Committee's respective decision shall provide authority for cancelling the grade awarded earlier for final state examination and awarding a different one. *(As amended by Order No 3520/1 dated 11 May 2016)*.

9.8.15. The Appeals Committee's respective decision shall be irreversible.

9.8.16. The appealing student shall be admitted to take the repeated attempt of the final state test/examination before their study completion date in the presence of the Appeals Committee's chairperson or one of the members. *(As amended by Order No 3520/1 dated 11 May 2016, No 7094/1 dated 13 September 2016)*.

9.8.17. The University accepts no appeals questioning the grade of the final state test/examination held abiding by the provisions of clause 9.8.16.

CHAPTER 10

PARTICULARS OF THE TEACHING AND LEARNING PROCESS FOR PHYSICALLY CHALLENGED STUDENTS

10.1. A physically challenged person is a person with impairments in their physical and/or mental development, e.g., with complete or partial deafness, complete or partial blindness, severe speech disorders, musculoskeletal system disorders, other impairments, including disability.

10.2. The status of a physically challenged person shall be confirmed by the documents as follows:

10.2.1. a statement from the psychological-medical-pedagogy commission;

10.2.2. A certificate of the defined disability issued in the manner prescribed by the legislation of the Russian Federation.

10.3. Students must provide the Academic Office with the copies of the documents confirming the status of a physically challenged person. These documents are kept in the student's personal records.

10.4. In case a physically challenged student is provided with an individualised rehabilitation programme in the manner established by the legislation of the Russian Federation, this student upon their request can have an individualised schedule of studies developed based on the order of the Rector or other official authorised by the Rector.

10.5. The University ensures appropriate conditions for physically challenged students to master degree programmes or programmes of secondary vocational education. Appropriate conditions for physically challenged students ensuring their mastering degree programmes or programmes of secondary vocational education are such conditions that include the use of special teaching and learning programmes and methods, special textbooks, teaching aids and didactic materials, special teaching technical means for collective and individualised use, appointment of an assistant that provides necessary technical aid, remedial studies held in groups and individually and other conditions irreplaceable or facilitating the course of physically challenged student's mastering educational programmes.

10.6. With regard to learning demands of such students, the University offers different forms of respective continuous assessment and interim assessment sessions while organising continuous assessment and interim assessment (e.g., a written task is replaced by an oral one). Moreover, the University allows for irregular duration of continuous assessment or interim assessment sessions.

10.7. During their interim assessment sessions, with regard to their learning demands, physically challenged students shall have assistants appointed to provide them with appropriate technical aid.

10.8. Concerning papers written in Braille, they shall be reviewed within seven (7) working days from the day the respective test/examination took place.

CHAPTER 11

PROCEDURES FOR ACQUIRING GENERIC COMPETENCES IN ENGLISH

11.1. The English language reference level of the University graduates with a bachelor's degree (qualification), as well as with a specialist's degree (qualification), who studied in conformity with the educational standards adopted by the University at its discretion and were awarded their first degree must correspond with the B2 level of the Common European Framework of Reference for languages.

11.2. The University implements academic studies to improve English reference levels of students in degree programmes in compliance with subject syllabus for 'English'.

11.3. The students demonstrate their foreign language communication

competence level in the manner approved by the order of the Rector or other official authorised by the Rector.

11.4. Should a student fail to pass continuous assessment in the course of mastering English, this shall have no effect to the decision on expelling the student due to academic failure, as well as to the decision on granting the government-funded academic stipend.

11.5. Interim assessment in English takes place in the form of a pass/fail test as prescribed by academic curricula, provisions of Chapter 58 of the Federal Law No 273-FZ 'On Education in the Russian Federation' dated 29 December 2012, and provisions of Chapter 4 of these Regulations.

11.6. Those students, who have failed to pass interim assessment in English/obtained the 'failed' grade for the repeated attempt to take the test, are subject to expelling from the University as per the Charter of the University.

CHAPTER 12

PROCEDURES FOR DEMONSTRATING GENERIC COMPETENCE IN PHYSICAL TRAINING AND SPORTS

12.1. The University graduates with bachelor's degree (qualification), as well as with master's degree (qualification), who studied in conformity with the educational standards adopted by the University at its discretion and were awarded their first degree must demonstrate the competence 'can adequately use the concepts of physical culture and methods of physical education to increase the adaptation reserves of the body and improve health that ensure active performing of professional duties' (hereinafter referred to as 'generic competence in physical training and sports').

12.2. The University implements academic studies in developing generic competence in physical training and sports in students within degree programmes in compliance with the subject syllabus of Physical Training and Sports.

12.3. The students demonstrate the level of their generic competence in physical training and sports as per the subject syllabus of Physical Training and Sports.

12.4. The students demonstrate their generic competence in physical training and sports in the manner established by the order of the Rector or other official authorised by the Rector.

12.5. Should a student fail to pass continuous assessment in the course of acquiring generic competence in physical training and sports, this shall have no effect to the decision on expelling the student due to academic failure, as well as to the decision on granting the government-funded academic stipend.

12.6. The students who failed to demonstrate the required level of their generic competence in physical training and sports shall not be admitted to take final state assessment.

CHAPTER 13

TRANSFER OF CREDIT UNITS AND PERIODS OF STUDY

13.1. Transfer of credit units and periods of study shall take place under following circumstances:

- 13.1.1. under reinstating in the University;
- 13.1.2. under transferring to the University;
- 13.1.3. under organising academic mobility programmes for students of St Petersburg University;
- 13.1.4. under deciding on accelerated training;
- 13.1.5. under other circumstances at students' initiative.

13.1¹. The transferred students, who were credited with the units, shall be enrolled to academic studies based on an individualised schedule of studies, as well as to accelerated training, in the manner established at the University, except circumstances specified by clauses 13.1.1, 13.1.2 herein. *(As amended by Order No 6514/1 dated 16 June 2021)*

13.2. Crediting with the units and years of attendance takes place based on the student's application for reinstatement or transfer, or sending to inclusive studies, or transfer to accelerated training, or crediting disciplines (academic subject, course, discipline (module), or internship, or non-degree programmes learning outcomes acquired at other organisations). The template for the application is specified in respective by-laws and regulations.

The University provides students with an opportunity to submit their respective applications in digital format through the Personal Account service (my.spbu.ru) or via the University corporate email. *(As amended by Order No 1726/1 dated 16 June 2021)*

13.3. Crediting with the units and years of attendance takes place in the manner prescribed by the order of an authorised person.

CHAPTER 14

ACADEMIC EXCHANGE.

14.1. Students have the right to being sent to study at other educational institutions, including educational and research organisations in foreign states.

14.2. The purpose of such a form for students is to master a part of the degree programme within which they are trained at St Petersburg University.

14.3. The content of the training programme at another educational organisation is determined by the inclusive studies curriculum. The inclusive studies curriculum form is approved by the order of the Rector or an official authorised by the Rector.

14.4. Student's staying at another educational organisation shall result in no increase of the entire period of their study in the degree programme which they master at the University unless otherwise provided for by the current legislation.

14.5. It is allowed to send students of the final year to another educational organisation provided they return to St Petersburg University at such a time that will ensure their passing the respective interim assessment and admitting to final state assessment to pass it within the period established by the academic curriculum.

14.6. Upon their return, students trained in the military training programme and sent to another educational organisation upon their request filed in the name of the Head of the Faculty of Military Training and based on the order of an authorised official shall be provided with the opportunity to study the disciplines unattended by them during their studying at another educational organisation (provided the study at another educational organisation has resulted in no increase of the entire period of study within the military training programme) provided there are organisational and logistical availabilities.

14.7. Should a student be sent to study at international educational organisations, they must provide the respective body of the foreign state authorised to process documents for entering the territory of the foreign state with the invitation issued in due order (or its copy) by a hosting party. The responsibility for collecting all documents required for entering the territory of the respective foreign state (visa, voluntary medical insurance policy or other documents) shall rest with the respective student.

14.8. The following shall be the grounds for sending a student to another educational organisation:

14.8.1. a student has won the St Petersburg University Contest for participating in academic mobility programmes implemented in the framework of agreements executed between St Petersburg University and another educational organisations registered in the manner established in the University (the contest results and the list of the University students-contest winners shall be approved by the respective order of the Rector or an official authorised by the Rector);

14.8.2. a student has won the Contest under the aegis of public administration bodies of the Russian Federation and the entities constituting the Russian Federation, which shall be confirmed by issuing of the respective study reference by public administration bodies of the Russian Federation and the entities constitution the Russian Federation;

14.8.3. A student has won the Contest under the aegis of another organisations (consortium, academic mobility programmes, etc.), which shall be confirmed by the respective letter of reference about awarding the St Petersburg University student by the grant or any other consent letter admitting the student to studies;

14.8.4. an agreement about jointly implementing educational programmes between St Petersburg University and an educational partner organisation;

14.8.5. Other grounds complying with the legislation of the Russian Federation, entities constituting the Russian Federation, and by-laws and regulations of the University.

14.9. Should a student wish to study at another educational organisation on the grounds other than those specified in clause 14.8 herein, they can be granted an academic leave of absence due to exceptional circumstances. In this case the student shall be credited with no learning outcomes.

14.10. It is not allowed to send those students to study at another educational organisation who belong to the following categories:

14.10.1. students who are currently on their academic leave, maternity leave, or parental leave;

14.10.2. students with academic failure;

14.10.3. students who are studying on contractual (fee-paying) places in arrears with tuition fee covering the period of study during which they intend to study at another educational organisation.

14.11. Upon their return and based on their application, the students shall be provided with an individualised schedule of studies in the manner established at the University.

14.12. On the next working day after they were provided with a certificate of academic records (or a copy thereof) with grades obtained and the workload for academic disciplines taken issued by the host party, the student must submit the certificate to the Academic Office for the relevant field of study. If the host party forwards the respective certificate with grades and the workload for academic disciplines directly to St Petersburg University, this certificate must be submitted to the Academic Office for the relevant field of study.

14.13. Should the certificate of academic records with grades and the workload for academic disciplines issued by another educational organisation indicate no grades and the workload for the academic disciplines constituting the inclusive studies curriculum, the student shall eliminate the occurred academic failure in the manner established at the University.

The respective Contest activities, students' participating in the programme of academic mobility at another educational organisation, funding of the programme of academic mobility, prolonging the period of study at another educational organisation, cancelling the studies at another educational organisation and reporting the results of students' participating in the programme of academic mobility at another educational organisation shall be regulated by the respective orders of duly authorised officials.

CHAPTER 15

PARTICULARS OF TEACHING AND LEARNING USING ONLINE COURSES

15.1. Respective online courses can be used in the teaching and learning process as:

15.1.1. disciplines constituting the educational programme curriculum;

15.1.2. complementary material for disciplines constituting the educational programme curriculum.

15.2. If a discipline of the respective curriculum is implemented in the online course format, it is allowed not to conduct classroom-based lessons with the direct interaction between a teacher and the students.

15.3. The decision on including the respective online course into the degree programme curriculum shall be adopted in the manner established at the University.

15.4. Crediting students with the learning outcomes of the respective online courses not duly included into the teaching and learning process at the University takes place in compliance with the Regulations approved by the Vice-Rector for Academic Activities and Teaching Methods or other official authorised by the Rector. *(As amended by Order No 8657/1 dated 3 September 2019).*

15.5. The University students shall be informed about the disciplines of the main educational programme implemented in the University's online course format before the period of study begins. The timetable of academic studies shall indicate the title of the respective discipline, type of the academic study, the full name of the teacher who moderates the respective online course, as well as the link to the online education portal hosting the online course.

15.6. Concerning interim assessment within the degree programmes in the online course format, it can take the forms as follows:

15.6.1. directly in the classroom at the premises of the University attended by students in person as per Chapter 4 hereto;

15.6.2. remotely using the appropriate software ensuring identification of the student's personality.