

**Academic Regulations
for Main Educational Programmes — Aspirantura Programmes for Training
Research and Teaching Staff and Clinical Residency Programmes
Implemented at St Petersburg State University**

These Academic Regulations for Aspirantura Programmes for Training Research and Teaching Staff and Clinical Residency Programmes Implemented at St Petersburg State University (hereinafter referred to as SPbU or the University) (hereinafter referred to as the Academic Regulations) have been developed in accordance with the Russian Federal Law No. 273-FZ “On Education in the Russian Federation” dd. December 29, 2012; Procedures for Organising and Conducting Educational Activity on Educational Programmes of Higher Education — Aspirantura Programmes (Military Aspirantura Programmes) for Training Research and Teaching Staff approved by Decree No. 1259 of the Russian Ministry of Education and Science dd. November 19, 2013; Procedures for Organising and Conducting Educational Activity on Educational Programmes of Higher Education — Clinical Residency Programmes approved by Decree No. 1258 of the Russian Ministry of Education and Science dd. November 19, 2013; Procedures for Conducting State Final Assessment on Educational Programmes of Higher Education — Aspirantura Programmes (Military Aspirantura Programmes) for Training Research and Teaching Staff, Clinical Residency Programmes and Probation Assistantship Programmes approved by Decree No. 227 of the Russian Ministry of Education and Science dd. March 18, 2016.

1. General Provisions

1.1. These Academic Regulations shall fix the procedures for the University’s aspirantura programmes for training research and teaching staff (hereinafter referred to as the aspirantura programmes) and clinical residency programmes (hereinafter referred to as the clinical residency programmes) for citizens of the Russian Federations, foreign nationals and stateless citizens.

1.2. Receiving higher education as students of aspirantura programmes and clinical residency programmes (hereinafter referred to as the students) by citizens of the Russian Federations, foreign nationals and stateless citizens is regulated by the Russian legislation, international and intergovernmental agreements of the Russian Federation, SPbU’s own educational standards, these Regulations and other SPbU’s bylaws.

1.3. Only persons with higher education (graduates of specialist degree or master programmes) shall be enrolled on aspirantura programmes and clinical residency programmes.

1.4. Only persons with higher education in medicine or pharmacy services shall be enrolled on clinical residency programmes.

1.5. Training of aspirantura students and clinical residency students (hereinafter collectively referred to as the students) enrolled within the admission quotas set by SPbU is government-funded.

1.6. Training of students enrolled apart from admissions within the admission quotas set by SPbU proceeds on the fee-paying (contractual) basis and is paid by legal entities or individuals.

1.7. Aspirantura programmes are implemented at SPbU in the main fields of study of higher education for training top qualification academic staff (hereinafter referred to as the main fields of study).

1.8. Clinical residency programmes are implemented in the specialities of higher education for training top qualification clinical residency staff (hereinafter referred to as the specialities).

1.9. An aspirantura programme may have a profile characterising its orientation at specific fields of knowledge and/or activities and defining its scope of subjects, prevailing types of learning activity and requirements to the results of programme completion. SPbU shall define the profiles of aspirantura programmes within the framework of the main fields of study.

1.10. SPbU aspirantura programmes and clinical residency programmes can be completed through the full-time mode of study.

1.11. Persons completing an aspirantura programme in the form of self-instruction (if the educational standard permits so for the given aspirantura programme) as well as persons having completed an aspirantura programme non-accredited by the state may be enrolled as external students for passing interim and state final assessment in the appropriate state-accredited aspirantura programme at SPbU.

1.12. Students and teaching staff shall be informed of the content of the University's regulatory acts concerning the educational process and the rights and duties of the aforementioned individuals and any amendments and changes thereto by an official responsible for publishing these acts on the University's official website (<http://www.spbu.ru/>) and/or by posting them on the appropriate information boards at SPbU. Students and teaching staff must take the initiative to study the documents uploaded to the University's official website or posted on the appropriate information boards at SPbU, including the University's local regulatory acts and individual local acts regarding their status as well as fixing their rights and duties.

1.13. Students shall be officially contacted by SPbU representatives through their corporate e-mails. The student shall personally check his/her corporate e-mail on a regular basis. The student shall be considered informed on an event or on the requirement to perform some action three days after the day the appropriate message has been sent to his/her official corporate e-mail address.

2. Teaching and Learning Process

2.1. Instruction in the University aspirantura and clinical residency programmes shall be carried out in accordance with the Russian Federation education law, the University Charter, educational standard, curricula, academic calendars, subject syllabi, internship syllabi, academic timetable, interim assessment schedule, these Regulations and other local acts of the University.

2.2. Aspirantura and clinical residency programmes shall be completed within the time frame fixed by the SPbU educational standard.

2.3. The time frame for physically challenged and disabled persons shall be increased upon a written application by the student within the limits fixed by the SPbU educational standard.

2.4. The time frame for aspirantura and clinical residency programme completion shall not include academic leaves of absence, maternity leave or child-care leave up to the age of three years.

2.5. The language of instruction for aspirantura and clinical residency programmes shall be specified in the teaching materials of the respective educational programme.

2.6. The teaching and learning process for aspirantura and clinical residency programmes shall be divided into periods of study – academic years.

2.7. The academic year for SPbU aspirantura and clinical residency programme students shall start on September 1 and end in accordance with the academic calendar of the given programme.

2.8. The academic year shall include at least a 6-week vacation. The programme duration shall include a vacation period granted upon the student's application after passing the final (state final) assessment.

2.9. Once students have been admitted to an educational programme, the authorised representative appointed by the Rector shall divide the students into groups so that the number of students in each group could allow the teacher to provide quality instruction, including practical classes.

2.10. Lists of students assigned to groups or subgroups shall be approved and communicated to the students by the authorised representative appointed by the Rector through posting these lists on the information board of the Academic Office in the appropriate main field of study.

2.11. All types of the student's learning and teaching activity shall be established in accordance with the syllabi of the relevant disciplines (modules).

2.12. For aspirantura and clinical residency programme completion the students shall be entitled to:

2.12.1. use SPbU library and information resources, the University's learning and scientific resources as well as production facilities in the manner prescribed at SPbU. Clinical residency programme students shall also be entitled to use SPbU medical databases;

2.12.2. have exchange placements at other educational and scientific organisations, participate in scientific conferences and projects as per the procedure established at SPbU;

2.12.3. participate in scientific and other events (competitions, conferences, workshops, symposia, expeditions, etc.) organised by SPbU.

2.13. The list, workload and distribution by study period of disciplines (modules), practical training, interim assessment and final (state final) assessment of students shall be determined by the curriculum.

2.14. Students shall be entitled to choose disciplines of the variable component of the curriculum (hereinafter referred to as the "elective and optional subjects").

2.15. The status of the discipline (compulsory / elective / optional) shall be determined by the programme curriculum.

2.16. Once a student is registered to attend an elective course that he/she selects from a list of subjects, attending this subject becomes a requirement.

2.17. Once the student has selected an elective, he/she files the corresponding application to the deputy head of the Academic Affairs Department in the appropriate fields of study, or using SPbU information resources specified by the order of the appropriate authorised official. The chosen elective is included into the student's individualised curriculum.

2.18. The minimum and maximum number of students that can attend an elective course shall be established by either SPbU Rector or their authorised representative as per the procedure established at SPbU with consideration of the content of subject syllabi as well as SPbU's financial and organisational opportunities.

2.19. An elective subject group shall be considered formed if the number of students who have signed up for this subject is not less than the prescribed minimum.

2.20. Students who fail to sign up for elective courses within the established timeframe shall be assigned a set of elective courses by order of the deputy head of the Academic Affairs Department in the appropriate fields of study.

2.21. The lists of elective subject student groups shall be approved by an authorised representative appointed by the Rector within 7 (seven) days from the deadline for elective subjects assignment and shall be communicated to students within one day after the registration period is over, by placing the list of students on the information board of the Academic Office.

2.22. Within the first two weeks of classes (or from the moment of elective subjects assignment) students shall be entitled to submit a personal application concerning changing of

the previously chosen elective courses. Any changes in the lists of elective subject student groups shall be approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other appropriate authorised official and shall be communicated to the deputy head of the Educational Programmes Department in the appropriate field of study and to the students.

2.23. Students shall not be entitled to change the previously chosen elective courses when two or more weeks have passed from the moment of the first assignment to groups.

2.24. Optional classes and relevant interim assessment shall not be compulsory.

2.25. Students shall sign up for optional courses in due order specified by Clauses 2.16 and 2.17 hereof.

2.26. Optional classes shall be held if the minimum number of students required by the optional subject syllabus signs up to attend.

2.27. The academic timetable shall be compiled by the staff of the Academic Affairs Department responsible for scheduling in accordance with the curriculum and academic calendar of the appropriate educational programme.

2.28. The academic timetable shall be approved by the deputy head of the Academic Affairs Office in the appropriate main field of study and is communicated to the students and teachers through the information board of the Academic Office in the appropriate main field of study and through the University website.

2.29. The academic timetable is made separately for each year of instruction and each academic group. Whenever the subject syllabus requires classes organised for cohorts and separate subgroups, the academic timetable is made for cohorts and separate subgroups respectively.

2.30. Whenever a teacher is unavailable (due to illness, business travel, etc.) for a class, the deputy head of the Academic Affairs Department in the appropriate main field of study or any other authorised representative shall be obliged to: either substitute one class with another (with the permission of the teacher teaching the other class); or arrange to hold the class at a later time so that all classes are covered by the end of the term of study; or provide a substitute teacher in due order specified by the University.

2.31. If any changes must be made to the academic timetable, students and teaching staff must be immediately advised; the amended timetable with changes clearly marked must be placed on the appropriate information board of the Academic Office in the appropriate main field of study, and on the University website. The official responsible for putting the schedule together must advise the teacher accordingly of the changes to the academic timetable by sending a message via e-mail.

3. Using Online Courses in the Teaching and Learning Process

3.1. Online courses can be used in the learning and teaching process as:

3.1.1. a subject of the educational programme curriculum;

3.1.2. additional material to a subject of the educational programme curriculum.

3.2. If a subject of the main educational programme curriculum is implemented in the format of an online course, there may be no classroom-based teaching sessions at all.

3.3. The decision to include an online course into the curriculum shall be made as per the procedure established at SPbU.

3.4. The results of completion of online courses not included in the learning and teaching process as per the procedure established at SPbU shall be credited in accordance with the regulations approved by the Senior Vice-Rector for Academic Activities and Teaching Methods or any other authorised representative appointed by the Rector.

3.5. Information on the implementation of a subject of the main educational programme curriculum in the format of the online course shall be made available to students prior to the start of the study period. The academic timetable indicates the subject title, the

type of the class, the full name of the online course moderator, and a hyperlink to the online learning portal where the online course is hosted.

3.6. As part of the implementation of educational programmes in the online course form, interim assessment in this subject can be:

3.6.1. classroom-based, with the student's personal attendance in accordance with Chapters 4 and 5 hereof;

3.6.2. remote, using specialised software for student identification.

4. Organising Teaching and Learning Process for Aspirantura Programme Students

4.1. Each aspirantura programme student shall study in accordance with the individualised curriculum based on the general curriculum of the appropriate aspirantura programme.

4.2. The individualised curriculum of each aspirantura programme student must contain the complete list of subject syllabi completion, time frames for practical training, time frames and amount of the student's research and pedagogical activity, time frames and criteria for interim and final assessments.

4.3. The individualised curriculum of each aspirantura programme student shall be approved as per the procedure established at SPbU.

4.4. The individualised curriculum shall be the main document regulating the procedure of aspirantura programme completion (*as amended by Order No 12704/1 dd. December 26, 2018*).

4.5. The individualised curriculum shall be kept in the aspirantura student's personal file for the whole period of his/her aspirantura studies.

4.6. Any intellectual property products (hereinafter referred to as the IPP) created by aspirantura students shall be registered within the framework of the subject titled "Research" and in the aspirantura student's electronic portfolio. The exclusive rights to any IPP created by the aspirantura student in the course of his/her individualised curriculum performance shall be assigned in accordance with the applicable civil law, SPbU policy in the field of intellectual property approved as per the procedure established at SPbU, and the student contract (*as amended by Order No 12704/1 dd. December 26, 2018*).

4.7. The aspirantura student's individualised curriculum performance shall be controlled by his/her research supervisor.

4.8. The appointment of a research supervisor and approval of each student's research project title shall take place within three months from the enrollment by order of an authorised representative of the Rector as per the procedure established at SPbU.

4.9. A provisional list of diploma project subjects shall be offered and communicated to the students within the first year of study. This list is defined in accordance with Clause 11.2.2 hereof.

4.10. Upon the student's written application SPbU can, as per the procedure established therein, allow the student to prepare and defend his/her diploma project in the subject offered by this student, in case of its being duly reasonable and viable for practical application in the appropriate field of professional activity or at a particular site of professional activity.

4.11. If required, a co-supervisor or an academic advisor may be assigned to aspirantura students whose research is conducted at several organisations and/or at the intersection of related sciences.

4.12. The research supervisor may be replaced in the course of studies if the research project title, approved earlier, has been modified or made more specific, or if there are other circumstances hindering the process of research supervising.

4.13. Any modification of the research project subject, research supervisor replacement and assignment of a co-supervisor or an academic advisor shall proceed on grounds of an order of an authorised representative of the Rector as per the procedure established at SPbU.

4.14. Requirements to the qualification level of research supervisors, co-supervisors and academic advisors shall be specified as per the procedure established at SPbU.

5. Organising Teaching and Learning Process for Clinical Residence Programme Students

5.1. Each clinical residency programme student shall study in accordance with the individualised curriculum based on the general curriculum of the appropriate clinical residency programme. The individualised curriculum of each clinical residency programme student shall be approved by an appropriate authorised official within 3 months from the clinical residency programme student enrollment.

5.2. The completion of the individualised curriculum shall be specified in the clinical residency programme student's performance records journal. The clinical residency programme student is obliged to keep such a journal.

5.3. The clinical residency programme student's performance records journal must contain the complete list of subject syllabi completion, time frames for practical training, placement locations, practical training reports, the list of practical skills developed during the period of study, time frames and criteria for interim and final assessments.

5.4. This journal shall be checked and signed by the teacher responsible for this student's training, within the framework of continuous assessment and after the student has passed each stage of training.

5.5. Upon completion of studies the journal shall be kept in the clinical residency programme student's personal file.

5.6. The teacher responsible for the student's training shall: bear personal responsibility jointly for the student's practical training and his/her following the occupational safety and health rules; exercise control over the observance of the right of students to perform certain types of work related to their future professional activities, based on the successful completion by students of the types of educational activities; and exercise control over the implementation by students of certain types of work related to their future professional activities; provide methodological support to students in conducting certain types of work related to their future professional activities.

5.7. As part of training, clinical residency programme students participate in health-care services delivery to citizens and in pharmaceutical activities in accordance with the Procedure for the Participation of Students of Main Professional Educational Programmes and Additional Professional Programmes in Health-care Services Delivery to Citizens and in Pharmaceutical Activities, approved by the Order of the Russian Ministry of Health No. 585H dated August 22, 2013.

6. Continuous and Interim Assessment

6.1. Students must undergo all types of continuous and interim assessment in accordance with their individualised curriculums and complete all the requirements prescribed by the course (module) syllabi.

6.2. Continuous assessment of aspirantura students shall be performed by the student's research supervisor, who evaluates the student's proficiency in the subjects (modules) and practical training in accordance with the individualised curriculum.

6.3. Continuous assessment of clinical residency programme students, including performance assessment and attendance control, shall be performed by the teacher responsible

for the clinical residency programme student's training. This teacher evaluates the student's proficiency in the subjects (modules) and practical training in accordance with the individualised curriculum.

6.4. Interim assessment is aimed at evaluating the interim and final learning outcomes in the subjects (modules), practical training and research in accordance with the individualised curriculum. Interim assessment shall be held in the form of pass/fail tests/examinations. Assessment of the learning outcomes in the subject titled "Research" shall include the results of the IPP expert evaluation (works of science, literature and art, software, databases, performances, phonograms, radio or television broadcasts or cable broadcasts, inventions, utility models, pre-production prototypes, selective breeding results, integrated circuit topographies, production secrets (know-how). IPP expert evaluation shall be carried out as per the procedure established at SPbU (*as amended by Order No 12704/1 dd. December 26, 2018*).

6.5. The requirements to the contents of interim assessment held in the form of tests/examinations, including the mode of such test/examination, evaluation criteria, duration of the test/examination, shall be established in the course (module) syllabus / practical training syllabus; the teacher shall advise the students accordingly during the first class session.

6.6. Interim assessment shall be held pursuant to the interim assessment schedule composed in accordance with the current curricula of the main educational aspirantura and clinical residency programmes.

6.7. The interim assessment schedule as well as the schedule of retaking failed examinations and resubmitting failed coursework shall be composed and approved by deputy heads of the Academic Affairs Department and communicated to the students and teachers via the information boards and the University website.

6.8. Students attending optional courses shall be admitted to interim assessment in the given optional subject at hand once they complete this subject in the amount prescribed by its syllabus.

6.9. Record of the outcomes of tests/examinations shall be organised by the teacher duly authorised to hold interim assessment in the given subject (module, practice).

6.10. The forms of records and proceedings shall be approved as per the procedure established at SPbU.

6.11. Candidate's examinations are a form of interim assessment for aspirantura programmes. Interim assessment in the form of a candidate's examination shall be held with the account of specific features established by this section.

6.12. Interim assessment in the form of a candidate's examination shall be organised for the following subjects: Foreign Language; History and Philosophy of Science; and Special Discipline (in the speciality corresponding to the field of study in accordance with the Nomenclature of Degree Specialities of Research Workers).

6.13. The research speciality (research specialities) of research workers as a subject of candidate's examinations has to correspond to the main field of study of the appropriate aspirantura programme.

6.14. The syllabi of candidate's examinations shall be developed and approved as per the procedure established at SPbU.

6.15. Interim assessment in the form of a candidate's examination shall be organised by examination boards whose composition is approved by either the SPbU Rector or any other authorised representative appointed by the Rector.

The examination board shall be composed in accordance with the applicable Russian Federation law.

6.16. Decisions of the examination boards concerning the outcomes of interim assessment in the form of a candidate's examination shall be recorded in a formal record and

an individualised proceedings of the given candidate's examination in the form approved at SPbU.

6.17. Passing of the candidate's examinations shall be confirmed by a pass certificate issued following the decision of the examination boards. Such a certificate is valid for life.

6.18. Unsatisfactory results of interim assessment in one or several subjects or failed interim assessment in general without reasonable excuse (failure to submit documents proving the student's case of missing the given test/examination) shall be considered academic failure.

6.19. Students with academic failure shall be entitled to pass interim assessment in the relevant subject only twice within one year from the moment this academic failure emerged (the second attempt shall be taken in front of the assessment board). The said period does not include the period of the student's illness, academic leave of absence, and maternity leave. Pursuant to the University Charter (Sub-clause "e" of Clause 51), any student, who receives three or more failing and/or unsatisfactory grades, a "fail" or an "unsatisfactory" for one subject when re-passing interim assessment in the presence of an assessment board, as well as in case he/she has failed to complete his/her coursework before the deadline, shall be expelled from the University for the failure to fulfil his/her obligations concerning duly completion of the educational programme and the curriculum.

6.20. The retaking of failed tests/examinations and resubmission of failed coursework shall be organised pursuant to the schedule approved by deputy head of the Academic Affairs Department or any other authorised representative appointed by the Rector.

6.21. Students that fail to come to their tests/examinations for a valid reason shall be entitled to submit documents proving their case within three working days from the date of such document issue. An individual test/examination timetable may be organised for such student based on his/her personal application accompanied by the documents proving his/her case.

6.22. Students who fail to provide plausible explanations of their absence or fail to deliver a document confirming there being a sound reason for their failure to appear at the test or examination within the established timeframe shall have their grade entered as "fail" or "unsatisfactory" in the test/examination formal record instead of the earlier "non-attendance" entry.

6.23. The decision to transfer the student to the next year or to admit the graduation year student to final assessment shall be made at the end of the study period by an authorised representative of the Rector on grounds of the comparison of test/examination records with the student's individualised curriculum.

6.24. Following the interim assessment, the official in charge of accounting of the learning outcomes for the appropriate aspirantura or clinical residency programme shall prepare a draft of the order by an authorised representative of the Rector concerning the students' transfer to the next year.

6.25. Students who have not passed interim assessment due to a plausible reason or students with incomplete coursework shall be transferred to the next year on a provisional basis.

6.26. Students who have not retaken the failed tests or examinations and resubmitted the failed coursework shall be expelled from SPbU for academic failure pursuant to the SPbU Charter.

6.27. Any test or examination administration issues not covered by these Regulations shall be established by an order of the authorised representative appointed by the Rector.

7. Individual Timetable

7.1. The following categories of students shall be eligible for an individual timetable separate from the academic calendar:

7.1.1. students returning from an exchange placement or a joint degree programme at another educational institution;

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

7.1.3. students returning to the University after military service;

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

7.1.5. students with disabilities.

7.2. An individual timetable shall be provided upon the personal application of the student by order of the Rector or their authorised representative for a period not to exceed the next interim assessment period (curriculum performance control dates).

7.3. The individual timetable shall be compiled in accordance with the curriculum, and must contain information on interim assessment dates. Students with an individual timetable shall be tested (examined) within the terms specified by the interim assessment timetable.

7.4. The individual timetable shall be communicated to the student either via corporate e-mail or against the student's written acknowledgement.

8. Individual Test / Examination Timetable

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

8.1.1. when the student misses a test/examination due to a plausible reason and presents documents to prove that fact;

8.1.2. when the student has been on sick leave during the internship, and presents duly-executed documents to prove it;

8.1.3. when the student has incomplete coursework due to their transfer from another institution or when returning after a leave of absence.

8.2. A student applying for an individual test/examination timetable must submit a personal application to the Academic Office, accompanied by the document proving their case.

8.3. The head of the Academic Office shall verify the authenticity of the submitted documents with the issuing institutions, including medical institutions.

8.4. Individual test/examination timetables for returning and transfer students shall be established in the order of transfer or reinstatement. The student shall not be required to petition for an individual test/examination timetable.

8.5. An individual test/examination timetable shall be provided to the student by order of the Rector or their authorised representative.

8.6. Once the order on the provision of individual test/examination timetables to students has been issued, the deputy head of the Academic Affairs Department or any other authorised representative appointed by the Rector shall issue an order establishing individual testing and examination timetables.

8.7. The student shall sign a paper confirming that they have read their individual test/examination timetable. The timetable can be posted on the appropriate SPbU information board or sent to the student by email in accordance with Clause 1.12 hereof.

8.8. An authorised representative of the Academic Office shall advise teachers administering tests and examinations of the date, place and time of individually-scheduled tests and examinations by email in accordance with Clause 1.12 hereof, and issue them a separate test/examination formal record filled out in the order specified by an authorised representative appointed by the Rector.

9. Academic Leave of Absence

9.1. An academic leave of absence shall be provided to students who cannot continue their studies because they are in need of medical treatment and in other exceptional cases such as family circumstances, etc.

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

9.2.1. medical academic leave of absence;

9.2.2. academic leave of absence for exceptional reasons.

9.3. An academic leave of absence shall be provided for the period not exceeding two years.

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

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

9.6. An academic leave of absence for exceptional reasons may be provided to students in case of their close relatives dying or falling serious ill, when students need to take care of their ill relatives, in case of students' conscription, in case the student wants to study in another educational institution including those located abroad, etc.

9.7. During his/her academic leave of absence the student shall be exempted from his/her duties concerning aspirantura or clinical residency studies and shall not be permitted to participate in the educational process until the end of his/her academic leave of absence, yet such student shall retain his/her student status.

9.8. Students who are educated on a contractual basis and whose education is paid for by individuals and/or legal entities shall not pay their tuition fees during an academic leave of absence; these funds shall not be returned to such students, they shall be transferred to future academic terms as per the procedure established at SPbU.

9.9. An academic leave of absence shall be provided to the student upon his/her personal application by order of the authorised representative appointed by the Rector. The student must submit the relevant supporting documents to be granted an academic leave of absence (a report issued by a medical expert board of a healthcare organisation; a draft notice from the military commissariat notifying of the time and place of departure for the active service location; a certificate confirming that a family member requires personal care assistance; a certificate of death of a family member; an invitation to travel to a foreign organisation to study; etc.). In the application, the student must explain the type and duration of the academic leave of absence, and the reasons why the student should be provided a such leave.

9.10. The personal application and the appended documents shall be registered with a person in charge of the aspirantura programme support and considered within seven calendar days from the submission date by the deputy head of the Academic Affairs Department. If necessary, the deputy head of the Academic Affairs Department shall verify the authenticity of the submitted documents with the issuing institutions.

9.11. There being grounds for an academic leave of absence, an authorised representative appointed by the Rector shall prepare an appropriate draft order, which shall be duly approved as per the procedure established at SPbU with the copies of confirming documents.

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

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

9.14. Students providing forged documents in support of their application for an academic leave, as well as providing false information in their application, shall not be granted an academic leave of absence. A student who during his/her studies at SPbU, submits forged or falsified documents shall be expelled in accordance with the SPbU Charter.

9.15. If the student's application for an academic leave of absence is denied, the appropriate authorised representative of the Rector shall inform the student accordingly.

9.16. The academic leave of absence shall end in due time or may be ended prematurely upon the student's personal application.

9.17. The student shall be admitted to studies after the end of his/her academic leave of absence by order of the appropriate authorised representative appointed by the Rector on the same conditions as before the academic leave of absence.

9.18. The academic leave of absence due to medical reasons shall be terminated upon the student's application submitted on or before the date on which the term of the leave ends. The application must be accompanied by a certificate issued by the medical board of the health care institution certifying the fact that the student can return to their studies.

9.19. No later than two weeks after the academic leave of absence is over, the student shall file an application with the Rector's Office or request an extension of the academic leave of absence by filing an application with the appropriate official in charge of the aspirantura programme support. Students who fail to submit an application in due time shall be expelled from the University due to their failure to report to the University upon the completion of the academic leave of absence. A corresponding order shall be issued by the appropriate authorised representative of the Rector. The order shall be based on the report filed and signed by the deputy head of the Academic Affairs Department in the appropriate main field of study and two or more employees of the Academic Office in the appropriate main field of study.

10. Reinstatement, Transfer, Switching from Budget-Financed Programmes to Self-Financed Programmes and Alternatively

10.1. Transferring and reinstating students shall be admitted to the programme by order of the Rector or their authorised representative in accordance with the recommendation of the Central Transfer and Reinstatement Committee. The fact of admission shall be recorded in an appropriate protocol. Students switching from a self-financed educational programme to a budget-financed programme shall be transferred by an order of the Rector or any other authorised representative appointed by the Rector following the decision of the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes. Such decision shall be recorded in an appropriate protocol.

10.2. Reinstatement of students as well as transfer of students in cases specified in Clauses 10.7.1 – 10.7.5, 10.9.1.-10.9.2 hereof shall be conducted twice a year before academic terms start. Transfer of students from self-financed places to budget-financed places shall be conducted in accordance with the schedule set forth by an appropriate authorised official.

10.3. The Rector or their authorised representative shall determine the following: the procedures used by the Central Transfer and Reinstatement Committee and the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes, the list of documents to be submitted by students being transferred or reinstated, and the applicable deadlines. The Central Transfer and Reinstatement Committee and the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes shall include in a mandatory manner the head of the SPbU Student Council and the head of the SPbU Students' Trade Union.

10.4. If the documents are submitted after the deadline, the candidates for transfer or reinstatement in question and their documents shall be reviewed at the next meeting of the Central Transfer and Reinstatement Committee, the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes where such documents shall be considered.

10.5. Information on the number of vacant places (including those for transfer from self-financed places to budget-financed places) shall be published in a mandatory manner on the official website of the University in the "Learning Activity" section. Excerpts from the proceedings record of the meetings of the Central Transfer and Reinstatement Committee, the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes shall also be subject to publication on the official website of the University in the "Learning Activity" section.

10.6. Any student reinstatement, transfer to another educational programme, switching from budget-financed programmes to self-financed programmes and alternatively shall be governed by order of the authorised representative appointed by the Rector.

10.7. Student transfer includes:

10.7.1. Aspirantura students transfer to a different aspirantura programme (including transfer to a different main field of study);

10.7.2. Clinical residency students transfer to a different clinical residency programme (including transfer to a different speciality);

10.7.3. Switching to a different mode of study;

10.7.4. Transfer to SPbU of an aspirantura student of another educational/scientific institution with state accreditation;

10.7.5. Transfer to SPbU of a clinical residency student of another educational/scientific institution with state accreditation or of an institution of additional professional education;

10.8. Switching from budget-financed programmes to self-financed programmes and alternatively includes:

10.8.1. Students switching from a self-financed education programme to a budget-financed programme;

10.8.2. Transfer of a student from a budget-financed education programme to a self-financed programme;

10.9. Student reinstatement includes:

10.9.1. Reinstatement as a student of a currently implemented aspirantura or clinical residency programme of a person having earlier been enrolled on one of the aspirantura or clinical residency programmes implemented at SPbU and expelled before graduation;

10.9.2. Students returning for state final assessment (students who completed the appropriate SPbU programme but did not take or pass state final assessment).

10.10. Students shall be transferred from other educational institutions, reinstated and transferred from budget-financed programmes to self-financed programmes and alternatively on a competitive basis.

10.11. The transfer, reinstatement of students as well as switching from budget-financed programmes to self-financed programmes and alternatively shall be dependent upon the student's assessment results must show evidence of his/her ability to successfully complete the programme in question, with the exception of the following categories of students: those switching from self-financed programmes to budget-financed programmes and alternatively.

10.12. The assessment of students applying for transfer or reinstatement can be based on a review of submitted documents or on the results of an oral or written examination.

10.13. The transfer and reinstatement of students to budget-financed programmes shall be dependent upon the existence of vacant budget-financed places in the given year of study of the appropriate programme (main field of study) in the relevant type of enrollment, with the exception of Clause 10.9.2 hereof. The number of vacant budget-financed places is

determined as subtraction between the number of students attending the programme in a given year and the total number of budget-financed places allocated to the appropriate educational programme in the relevant type of enrollment in a given year. Information on the number of vacant budget-financed places (including those for transfer from self-financed places to budget-financed places) shall be published in a mandatory manner on the official website of the University in the "Learning Activity" section.

10.14. Any curricula difference between the two institutions attended by the student must be dealt with in accordance with the procedures established for academic failure. Reinstatement and student transfer shall follow an individual interim assessment timetable to deal with the differences between the two programmes.

10.15. A student, transferring or being reinstated, shall be awarded transfer credits in the order specified by the appropriate authorised representative of the Rector.

10.16. Student transfer and reinstatement shall be conducted in accordance with the schedule set forth by order of the appropriate authorised representative appointed by the Rector based on the decision of the Central Transfer and Reinstatement Committee. The fact of admission shall be recorded in a protocol.

10.17. Recommendations of the Central Transfer and Reinstatement Committee shall also be subject to publication on the official website of the University in the "Learning Activity" section.

10.18. Student transfer and reinstatement shall be conducted by order of the appropriate authorised representative appointed by the Rector based on the decision of the Central Transfer and Reinstatement Committee. The fact of admission shall be recorded in a protocol.

10.19. Students transferring from budget-financed places to self-financed programmes shall be admitted by order of the authorised representative appointed by the Rector without the corresponding decision of the Central Transfer and Reinstatement Committee until the student in question is recommended for expulsion.

10.20. Transfer to another educational programme, including another main field of study, switching from self-financed programmes to budget-financed programmes, switching to a different mode of study:

10.20.1. shall be conducted if the student has successfully completed his/her assessment (interim assessment) for the previous terms;

10.20.2. shall not be conducted during the interim assessment period.

10.21. Students shall be transferred from other educational/scientific institutions to SPbU upon their personal applications submitted as per the procedure established at SPbU. The student must submit an academic transcript and other documents confirming his/her educational achievements (other documents are submitted at the discretion of the student).

10.22. Students can transfer to SPbU from any educational/scientific institutions accredited by the state at the time the student applies for transfer. SPbU shall prohibit the transfer of aspirantura students from unaccredited educational programmes.

10.23. Students pursuing self-financed education shall not be transferred to budget-financed places at SPbU.

10.24. Students who transfer to SPbU from a budget-financed place at another educational/scientific institution shall be entitled to apply to self-financed and budget-financed places.

10.25. Students cannot be transferred to the University from other educational organisations to the final year of study, except for being transferred from educational organisations included into the list of top 300 universities rated in the Academic Ranking of World Universities, The Times Higher Education World University Rankings and QS World University Rankings or any rankings being conferred the same status by the decision of the Central Transfer and Reinstatement Committee recorded in a respective protocol.

10.26. Aspirantura students transferring from self-financed places to budget-financed places shall be admitted on a competitive basis whenever budget-financed places become available in the respective year of the programme, respective mode of study in the appropriate educational programme (main field of study), in accordance with the conditions established by the Procedure for and Cases of Switching from Self-financed Places to Budget-financed Places of Educational Programmes approved by Decree No. 443 of the Russian Ministry of Education and Science dd. June 06, 2013.

10.27. The following groups of aspirantura students having, at the moment of submitting an application, neither incomplete coursework, nor any disciplinary penalties, nor arrear with payment of tuition fees shall be eligible for transfer from a self-financed place to a budget-financed place. This is also applicable to international students eligible, in accordance with the laws of the Russian Federation, to study at the University on a budget-financed basis.

10.27.1. In case there are two or more candidates to be transferred from a self-financed place to a budget-financed place, students with better interim assessment grades have a priority.

10.27.2. Upon consideration of the student's application for transfer from a self-financed education programme to a budget-financed programme, the Central Transfer and Reinstatement Committee shall make one of the following decisions:

10.27.2.1. To transfer the student from a self-financed education programme to a budget-financed programme

10.27.2.2. Not to transfer the student from a self-financed education programme to a budget-financed programme.

10.27.3. The order of the appropriate authorised representative appointed by the Rector concerning the student's transfer from a self-financed education programme to a budget-financed programme shall be issued no later than 10 calendar days from the date the Central Transfer and Reinstatement Committee has made a positive decision.

10.27.4. Students transferring from budget-financed places to self-financed programmes shall be admitted by order of the Rector or their authorised representative without the corresponding decision of the Central Transfer and Reinstatement Committee or the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes until the student in question is recommended for expulsion.

10.28. Student reinstatement requirements:

10.28.1. Students shall be allowed to return to their studies within five years of their dismissal from SPbU, for whatever reason, and reapply to the budget-financed place if at the moment of dismissal they had had a budget-financed place, with the exception of the cases specified by the University Charter.

10.28.2. A student who before his/her dismissal has had a self-financed place shall not be allowed to return to the budget-financed place.

10.28.3. Students who return to budget-financed places must be readmitted to the main programme that they have previously attended. In cases when the student cannot return to the programme from which he/she has been expelled because it is no longer implemented, he/she can be reinstated to another SPbU programme of higher education.

10.28.4. The student can choose to be readmitted to any mode of study offered by the University.

10.29. Student reinstatement requirements for repeating state final assessment:

10.29.1. Students can be reinstated for repeating state final assessment within five years of their first attempt.

10.29.2. Students returning to the University to repeat their state final examination in a particular educational programme shall be readmitted regardless of the mode of study or availability of budget-financed places.

10.29.3. If the programme that had been attended by the student before their dismissal from the programme has been discontinued and, by order of the authorised

representative appointed by the Rector, said programme has been removed from the list of programmes offered by the University, the student cannot be readmitted to retake his/her final examination. In this case, the student can be readmitted to one of the University's other educational programmes to continue his/her studies in accordance with the conditions established in Clauses 10.28.1 – 10.28.4 hereof.

10.30. Individuals being educated abroad shall be transferred to SPbU to a self-financed programme.

10.31. Individuals being educated abroad shall be transferred only before the beginning of the term.

10.32. Individuals being educated abroad shall not be transferred to the first and the last terms.

10.33. The assessment of individuals applying for transfer from foreign educational organisations shall be held by correspondence in the form of a competitive selection of documents (portfolios) unless otherwise provided for by the Rector or their authorised representative.

10.34. The list of documents submitted by an individual applying for transfer from foreign educational organisations shall be established independently in the University's appropriate regulatory act.

10.35. When transferring an individual being educated abroad, a methodology council or board for academic activities and teaching methods shall organise methodological evaluation to credit the results and study in the order specified by the Senior Vice-Rector for Academic Activities and Teaching Methods or any other authorised SPbU official. Pursuant to such methodological evaluation the methodology council or board for academic activities and teaching methods shall recommend the appropriate SPbU educational programmes and study periods for the individual applying for transfer.

10.36. Individuals being educated abroad shall be transferred to SPbU in accordance with this chapter unless otherwise provided for by Clauses 10.30 – 10.35 hereof.

11. State Final Assessment

11.1. General Provisions

11.1.1. After completing their curriculum requirements, students must undergo state final assessment.

11.1.2. State final assessment (hereinafter referred to as "final assessment") shall be held in every state-accredited educational programme.

11.1.3. The goal of final assessment is to determine the competencies of university graduates and assess their readiness to perform their duties; their results in completion of an aspirantura or clinical residency programme are assessed in accordance the educational standard.

11.1.4. Students who have fully completed their individualised curricula and passed all types of interim assessment shall be admitted to state final assessment.

11.1.5. Graduation year students are admitted to final assessment by order of the appropriate authorised official within three days after the end of the final assessment test of the interim assessment.

11.1.6. Final assessment shall be administered by a State Examination Board (hereinafter referred to as SEB) created as per the procedure established at SPbU by order of an authorised representative appointed by the Rector.

11.1.7. Final assessment shall be held in accordance with the timetable approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector, in accordance with the order of the appropriate authorised official on the approval of the schedule of SEBs' work. The timetable

of final assessment shall contain information on the type, date, time and place of the state assessment tests, consultations and appeal submission. The timetable must provide at least seven days (excluding the date of the previous examination) between examinations.

11.1.8. The timetable of final assessment tests (date, time and place) shall be communicated to students, the SEB chairperson and members, research supervisors, reviewers and advisors no later than one month before the first final assessment test. The corresponding announcement must be posted on the appropriate SPbU information board and/or on the University website.

11.1.9. The final assessment procedure must be communicated to students at least six months before the final assessment. Any changes to the order of administering final assessment must be communicated to students no later than six months before the final assessment begins.

11.1.10. Syllabi of state examinations, the assessment criteria for such examinations and the assessment criteria for diploma projects as well as appeal proceedings shall be duly approved by the Rector or any other authorised representative appointed by the Rector and communicated to the students no later than six months before the final assessment starts.

11.1.11. University graduates who successfully complete all the final assessment tests in the programme shall be awarded an appropriate qualification and be issued a document confirming their level of education and/or qualification.

11.1.12. Students who have missed a final assessment test due to a plausible reason (a sick-leave, public duties, summons to court, transportation difficulties (flight cancellation, all tickets having been sold), weather conditions or their close relatives dying or falling seriously ill) shall be entitled to take this test within six months after the final assessment has ended.

11.1.13. Any student who has missed a final assessment test due to a plausible reason must submit to the Academic Office a document confirming the reason of his/her absence within three working days of its issuance.

11.1.14. Students who have either failed the state final assessment without valid excuse or obtained unsatisfactory results during it shall be expelled.

11.1.15. Persons who have either failed state final assessment or obtained unsatisfactory grades as well as persons who have completed part of the educational programme and/or expelled from SPbU shall be issued an academic transcript in the form approved by order of the appropriate authorised representative appointed by the Rector.

11.1.16. Final assessment tests include:

11.1.16.1. A state examination;

11.1.16.2. A defense of the diploma project;

11.1.17. The list of examinations included in final assessment shall be established in accordance with the curriculum.

11.1.18. For all programmes that include a state examination, final assessment begins with the state examination(s).

11.2. Regulations for Preparing and Defending Aspirantura Student's Diploma Projects

11.2.1. An aspirantura student's diploma project (hereinafter referred to as the diploma project) is a qualifying research paper containing a solution of a problem essential for the given field of knowledge; it may also contain scientifically grounded technical, technological or other solutions and developments vital for the progress of the country.

11.2.2. The procedure for establishing the list of diploma project subjects and the procedure for selecting and approving the diploma project subject shall be specified by the University's regulatory acts.

11.2.3. The diploma project must be completed individually under the guidance of an appointed research supervisor.

11.2.4. Diploma projects must undergo written assessment. The list of potential reviewers is approved by an authorised representative appointed by the Rector no later than one month before the diploma project defense.

11.2.5. The authorised representative appointed by the Rector shall send the diploma projects for assessment to one or more reviewers who are not employed by SPbU.

11.2.6. The diploma project shall be completed and defended in Russian unless otherwise specified by the requirements as to the content and presentation of the diploma project in the appropriate educational programme.

The student shall be entitled to submit an application to an employee of the Academic Office asking to create the diploma project and/or organise its defense not only in Russian or in the language specified by the requirements to the content and presentation of the diploma project but also in English.

11.2.7. Requirements to the structure, content and presentation of the diploma project shall be determined by order of the authorised representative appointed by the Rector and must be communicated to students at least six months before the final assessment. The terms of diploma project presentation shall be established by the academic calendar.

11.2.8. The student must cite the sources that he/she has used for the project. The procedure for fixation of unlawful borrowings in students' diploma projects shall be specified by an order of the Rector or any other authorised representative appointed by the Rector.

11.2.9. The final version of the diploma project shall be published by the student in the Learning Management System in accordance with the regulations for diploma project text publishing in the Learning Management System approved by an authorised official.

11.2.10. The deadlines for publication of the diploma project in the Learning Management System shall be established by order of the deputy head of the Academic Affairs Department in the appropriate field of study, and shall be communicated to students no less than six months before the state final assessment begins.

11.2.11. The student shall publish his/her diploma project in the Learning Management System along with a synopsis (project abstract).

11.2.12. Registration of the students' diploma projects and the dates of project submission shall proceed in the Learning Management System

11.2.13. A graduating student who fails to publish their diploma project in the Learning Management System before the deadline shall not be allowed to defend their diploma project. An authorised official of the Academic Affairs Department shall make the corresponding entry in the proceedings formal record of the diploma project defense board. The SEB proceedings formal record shall list the student's grade as "unsatisfactory".

11.2.14. The research supervisor's review and the reviewer's comments shall be published by the research supervisor and the reviewer in the Learning Management System no later than 5 calendar days before the diploma project defense in accordance with the regulations for diploma project text publishing in the Learning Management System approved by an authorised official.

11.2.15. Students shall get familiar with the reviews and comments on their diploma projects and members of state examination boards shall get familiar with the texts of the diploma projects via the Learning Management System.

11.2.16. Only those students shall be allowed to defend their diploma projects, who have published their diploma projects in the Learning Management System, has a publication containing the main scientific outcomes of the diploma project, and:

11.2.16.1. either successfully passed their state examinations;

11.2.16.2. or failed to attend a state examination and submitted official documentation in support of their explanation.

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

11.2.18. The diploma project defense shall be audio- and/or video-recorded.

11.2.19. The deputy head of the Academic Affairs Department in the appropriate main field of study or any other authorised representative appointed by the Rector shall submit the following documents to the State Examination Board:

11.2.19.1. the order on the admission of graduation year students to final assessment;

11.2.19.2. information on the publications containing the main scientific outcomes of the diploma project;

11.2.20. other materials proving theoretical and practical significance of the diploma project, the student's published articles and documents regarding practical applications of the diploma project (if any).

11.2.21. During the defense, each of the students shall present their study and answer the questions of members of the examination board and others present at the defense. The student's advisor shall read their written comments, and the reviewer shall present their written review of the diploma project. The student shall be provided time to respond to the comments and questions of the reviewer. One of the members of the examination board shall read the advisor's and the reviewer's comments in cases where they are unavailable to present their comments in person.

11.2.22. After hearing all of the students, based on their answers and the comments of their advisors and reviewers (in due consideration of diploma project presentation requirements), the examination board shall adopt in closed session a decision on the grades awarded to students on the following scale: excellent, good, satisfactory and unsatisfactory. students' grades shall be adopted by simple majority vote of examination board members; the chairperson of the board or their deputy must be present. When an equal number of votes is cast for two different grades, the chairperson of the board (or their deputy) shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

11.2.23. The results of diploma project defense shall be announced by the chairperson of the examination board (or their deputy) on the day of the defense and posted on the information board of the Academic Office in the appropriate main field of study.

11.2.24. The State Examination Board can distinguish projects of particular theoretical or practical significance. The SEB can recommend such diploma projects for publication.

11.2.25. SPbU aspirantura programme students, who have defended a candidate's dissertations prior to state final assessment, are eligible to submit their candidate's dissertation as a diploma project.

11.3. State Examination Regulations

11.3.1. A state examination shall be held in one or several subjects and/or modules of the educational programme, whose completion is essential for the graduates' professional activities.

11.3.2. The state examination is aimed at assessing the student's ability to apply theoretical knowledge in practice and competencies – to achieving professional goals and objectives.

11.3.3. The list of state examinations shall be approved in accordance with the curriculum.

11.3.4. The form of state examinations and requirements for each of the state examinations (duration, grading procedures and criteria) shall be established by an order of the Rector or their authorised representative no later than six months before the final assessment begins. The above-mentioned person shall also decide whether graduation year students will be allowed to use computers, calculators, reference materials or other materials during the examination.

11.3.5. A tutorial for graduation year students must be arranged at least one day before the date of the state examination. Information on all such tutorials must be included in the timetable of final assessment tests.

11.3.6. Graduation year students must come in time for the state examination. Each student must submit an identity document. The head (deputy head) of the Academic Office or any other authorised representative appointed by the Rector shall take attendance and then allow graduation year students to enter the room where the examination will be held.

11.3.7. Tardy students shall be allowed by the SEB members or any other authorised officials to come in and join the rest of the class taking a written state examination; however, they will not have the time of their state examination increased. After at least one student who already knows the content of the examination assignment leaves the room for whatever reason, no tardy students shall be allowed to come in.

11.3.8. All of the assignments must be completed by the students themselves. Any student having communication equipment or preliminarily-prepared materials, or consulting other students during the state examination shall be removed from the state examination with a failing grade. A grade of "fail" shall be entered into the State Examination Board's formal record.

11.3.9. If a student is removed from a written state examination, a member of the examination board shall place the corresponding mark on his/her written examination form, indicating the time and the reason for dismissal of the student from the examination. The fact of removal shall also be authenticated by three employees of the University. The student's written work shall not be graded.

11.3.10. If a student is removed from an oral state examination, the corresponding mark shall be placed on his/her answer sheet, indicating the time and reason for dismissal of the student from the examination. The fact of removal shall also be authenticated by three employees of the University on the student's answer sheet.

11.3.11. At the oral state examination, each student shall have time to prepare their answer. The minimal time for preparation of the oral answer shall be established by the state examination syllabus.

11.3.12. The examination board shall hear each of the students' separately. At least half of all members of the examination board must be present during each student's answer.

11.3.13. An oral state examination shall be audio- and/or video-recorded.

11.3.14. After hearing all the students, the examination board shall adopt a decision on grades awarded to the students on the following scale: excellent, good, satisfactory, unsatisfactory. Student grades shall be adopted by examination board members. The chairperson and/or their deputy must be present. When an equal number of votes is cast for two different grades, the chairperson of the board (or their deputy) shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

11.3.15. The results of the state examination in oral form shall be announced by the chairperson of the examination board (or their deputy) on the day of the examination and posted on the appropriate SPbU information board.

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

11.3.17. During a written state examination, each of the students receives a written assignment. The duration of the state examination shall be established by the state examination syllabus.

11.3.18. A written state examination must not be necessarily be attended by all members of the examination board.

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

11.3.20. Once the student completes their written examination or the time of the examination period expires, the student shall turn in their work and leave the room.

11.3.21. If necessary, students may leave the room for a brief period during the written state examination upon getting the permission of a member of the SEB. Before leaving the room, the student must turn in their work and other materials containing the text of the assignment (preparation notes, handouts, other materials) to the SEB member.

11.3.22. The students' written responses shall be reviewed by an in-camera session of the examination board within the timeframe established by the State Examination Syllabus but no later than one working day after the day of the state examination.

11.3.23. At least the two thirds of all members of the examination board must be present.

11.3.24. Student grades shall be adopted by simple majority vote of examination board members; the chairperson of the board must be present. When an equal number of votes is cast for two different grades, the chairperson of the board shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

11.3.25. The results of a state examination held in written form shall be announced on the next day after the deadline for the submission of written examination grade reports; the grades shall be posted on the appropriate SPbU information board.

11.3.26. Each student shall be allowed to review their graded paper. After reviewing the paper, the student signs his/her name on the title page. If the paper has no title page, the student signs the first page of the paper. If the student who has seen his/her checked paper refuses to sign his/her name on it, an act confirming that the student has seen the paper shall be made. This act shall be signed by three SEB members or at least three other appropriate authorised officials who have been present at paper reviewing.

11.3.27. Students shall be entitled to review their graded written papers. The review of students' written responses shall be organised by SEB members or any other authorised officials no later than three working days after the grades are announced, in accordance with the order of the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector.

11.3.28. During the review of their work, students shall be entitled to receive the comments of examination board members on their grade.

11.4. State Examination Boards

11.4.1. The SEB is presided by a chairperson who organises and oversees the activities of the examination board and ensures the unity of requirements to the graduates.

11.4.2. The SEB chairperson shall be appointed from among non-SPbU staff, who meet the following requirements:

11.4.2.1. for state final assessment of aspirantura students — holders of a doctor of science degree (including that issued outside the Russian Federation and recognised in the Russian Federation) in a research speciality corresponding to the main field of study of the appropriate aspirantura programme;

11.4.2.2. for state final assessment of clinical residency students — holders of a doctor of science degree (including that issued outside the Russian Federation and recognised in the Russian Federation) and/or the academic title of a professor in the appropriate field of

professional activity; it may also be representatives of public authorities of the Russian Federation, public authorities of the constituent entities of the Russian Federation and local authorities in the field of healthcare;

11.4.3. The list of candidates who will serve as SEB chairpersons in the following calendar year shall be sent by authorised representatives appointed by the Rector to the Senior Vice-Rector for Academic Activities and Teaching Methods or any other authorised representative appointed by the Rector as per the established procedure.

11.4.4. The SEB composition shall be approved by the appropriate authorised official as per the procedure established at SPbU.

11.4.5. Any SEB must be composed of at least 5 persons, of whom at least 50% are prominent experts among employers' representatives and/or their associations in the appropriate field of professional activity and/or representatives of public authorities of the Russian Federation, public authorities of the constituent entities of the Russian Federation and local authorities exercising powers in the appropriate field of professional activity; the rest being represented by academic staff of SPbU and/or other organisations, and/or by researchers of SPbU and/or other organisations and having an academic title and/or academic degree.

11.4.6. SEBs shall be assisted by secretaries; secretaries shall not be included as the SEB members.

11.4.7. The SEB secretaries shall be appointed by the appropriate authorised official.

11.4.8. The SEB meetings shall be held by the chairperson. All SEB decisions shall be documented in proceedings records signed by the SEB chairperson and the secretary.

11.4.9. The examination board shall enter the words "absent" or "non-attendance" in the examination board proceedings record form by the names of the students not present at their state examinations or diploma project defenses. Students who fail to provide plausible explanations for their absence or fail to deliver a document confirming there being a sound reason for their failure to appear at the final state examination within three working days of the examination shall have their grade entered as "fail" or "unsatisfactory" by the chairperson of the SEB in the SEB proceedings formal record.

11.4.10. Students who were not admitted to defend their diploma project shall have the words "not admitted" entered by their names in the SEB proceedings formal record. The SEB proceedings formal record shall list the student's grade as "unsatisfactory;" the corresponding entry must be made by the SEB chairperson.

11.4.11. Graduation year students who fail one or several of their final examinations included in the programme of final assessment shall be expelled from the University in accordance with the University Charter. Graduation year students who fail one of their state examinations shall be expelled from the University on the next working day after the last state examination. Students who receive an "unsatisfactory" grade at their diploma project defense shall be expelled from the University on the next working day after the day of their diploma project defense.

11.4.12. Persons expelled from SPbU due to unsatisfactory grades at their state final assessment shall be entitled to repeat their final assessment upon reinstatement to the University.

11.4.13. Graduation year students can repeat their final assessment no more than twice, no earlier than one year and no later than five years after their initial attempt.

11.5. Work of Review Boards

11.5.1. Students shall be entitled to submit an appeal. The student to submit a written appeal to the review board on the grounds of a violation of the prescribed procedure of the final assessment test and/or on the grounds of his/her disagreement with the results of the final assessment test.

11.5.2. Such appeal shall be personally submitted by the student to the review board no later than the following working day after the results of the final assessment test have been announced.

11.5.3. The review board shall be presided by the Rector or any other authorised representative appointed by the Rector.

11.5.4. The review board shall include the chairperson and at least three members thereof. The review board shall be composed of the SPbU academic and/or research staff not being members of the state examination board.

11.5.5. The decision of the review board concerning the student's appeal shall be adopted by simple majority vote; the chairperson of the board or their deputy must be present. When an equal number of votes is cast, the chairperson of the board shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

11.5.6. The board meeting shall be considered legally qualified if no less than two thirds of its members take part in it.

11.5.7. For the appeal to be considered, the SEB secretary shall submit to the review board the proceedings formal record of the SEB meeting, the report of the SEB chairperson on adherence to the procedural issues during the final assessment test, and the student's written answers (if any) (for consideration of a state examination appeal), or the diploma project, review and written assessment (assessments) (for consideration of a diploma project defense appeal).

11.5.8. The appeal shall be considered at a meeting of the review board within two working days after it has been submitted. The SEB chairperson and the student who has submitted the appeal are invited to this meeting. The meeting of the review board may be held in the absence of the appealing student in case of his/her not being able to visit this meeting.

11.5.9. The decision of the review board shall be communicated to the student who has submitted the appeal within three working days after the meeting. The student shall authenticate his/her signature that he/she has been familiarised with the review board's decision. If the student refuses to authenticate that, an act shall be made thereof and signed by at least three members of the review board.

11.5.10. When considering an appeal on a violation of the state examination procedure, the review board shall adopt one of the following decisions:

11.5.10.1. dismissal of the appeal, if the facts concerning a violation of the state examination procedure listed therein have not proved true and/or have not changed the result of the final assessment test;

11.5.10.2. allowance of the appeal, if the facts concerning a violation of the state examination procedure listed therein have proved true and have changed the result of the final assessment test.

11.5.11. In the case specified by Clause 11.5.10.2 the result of the final assessment test shall be annulled and on the grounds thereof the appeal formal record shall be submitted to the SEB for the enforcement of the review board's decision no later than the following working day after the meeting of the review board. The student shall be granted an opportunity to take the final assessment test within the timeframe as indicated by the University.

11.5.12. When considering an appeal on disagreement with the results of the final assessment test, the review board shall adopt one of the following decisions:

11.5.12.1. dismissal of the appeal and retention of the result of the final assessment test;

11.5.12.2. allowance of the appeal and changing of the result of the final assessment test.

11.5.13. The decision of the review board adopted pursuant to Clause 11.5.12.2 shall be submitted to the SEB no later than the following working day after the meeting of the

review board. The review board's decision shall be the ground for the annulment of the previous result of the final assessment test and announcement of a new one

11.5.14. The review board's decision shall be final and shall not be subject to revision.

11.5.15. A repeated final assessment test for the student who has submitted an appeal shall be held in the presence of the chairperson or one of the review board members no later than the graduation date.

11.5.16. An appeal submitted on the results of repeating state final assessment test shall not be considered.

12. Organising Teaching and Learning Process for Students with Disabilities

12.1. Students with disabilities shall include the following individuals with physical and/or mental disabilities: students who are fully or partly deaf, fully or partly blind, speech-impaired, suffer from restricted mobility and/or other health issues, and invalids.

12.2. Copies of the documents in support of the student's special status must be submitted to the Academic Office; copies of these documents shall be placed in the student's personal file.

12.3. Students with disabilities attending individual rehabilitation programmes in accordance with applicable Russian Federation law shall be allowed to follow an individual timetable upon their personal application to the Rector and by order of the Rector or their authorised representative.

12.4. SPbU creates special conditions for students with disabilities so that they could be able to complete educational programmes. Such special conditions include using special educational programmes and instructional methodology, special textbooks, learner's guides and didactic materials, special single-user and multiple-user training equipment, services of an assistant rendering students the required technical support, group and individual correctional classes and other conditions enabling adequate completion of educational programmes by students with disabilities.

12.5. For the purposes of continuous and interim assessment, subject syllabi must include provisions to meet the needs of students with disabilities who should be allowed to complete their tests in a different format (e.g. oral presentations instead of written tests), and given more time to complete their tests and examinations.

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

12.7. Seven working days from the date of the test/examination shall be allowed for the grading of tests and examinations that have been written using the Braille system.