

DATA ON E-SIGNATURE CERTIFICATE

Certificate 32D4DBC793CBC311378303AC0340BB364CB388
Owner Sergey Anatolyevich Saiganov
Valid from 23.08.2021 14:31:59 to 23.11.2022 14:31:59

Appendix No. 1
to Order No. 1711-O dd. August 31, 2022

Ministry of Health of the Russian Federation



**Federal State Budgetary Educational Institution of Higher Education
North-Western State Medical University named after I.I. Mechnikov under the
Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia)

PASSED by

Academic Board of
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of Russia
August 31, 2022,
Minutes No. 10

APPROVED

By order of the Rector of
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of Russia
dd. August 31, 2022 No. 1711-O

APPROVED

the meeting of the Council of Students
of FSBEI HE NWSMU named after
I.I. Mechnikov under the
Ministry of Health of Russia
Minutes No. 52 dd. August 29, 2022
_____ Kh.M. Temurziyeva
_____ 2022.

**Regulations
on the procedure for the final examination under higher education academic
programs without accreditation – bachelor’s degree programs, specialist’s degree
programs, master’s degree programs at FSBEI HE NWSMU named after I.I. Mechnikov
under the Ministry of Health of Russia**

1. These Regulations were developed in accordance with Federal Law “On Education in the Russian Federation” No. 273-FZ dd. December 29, 2012, order of the Ministry of Education and Science of Russia “On the approval of the Procedure for the organization and implementation of educational activities in higher education academic programs – bachelor’s degree, specialist’s degree, master’s degree programs” No. 245 dated April 06, 2021, order of the Ministry of Education and Science of Russia “On the approval of the Procedure for conducting final examination under higher education academic programs – bachelor’s degree, specialist’s degree, master’s degree programs” No. 636 dated June 29, 2015, University Charter and other local regulations of the University.

2. Regulations on the procedure for conducting final examination under higher education academic programs – bachelor’s degree, specialist’s degree, master’s degree programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as

the “Regulations”) establishes the procedure for organizing and conducting in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russian (hereinafter referred to as the “University”) of the final examination of students (hereinafter referred to as the “students”, “graduates”), completing their study of the academic programs, including forms of final examination, requirements for the use of educational and training means, means of communication during final examination, requirements for persons involved in final examination, procedure for filing and considering appeals, amendments and (or) cancellation of the results of the final examination, as well as the specifics of the final examination for students from among persons with disabilities.

3. Persons who have successfully passed the final examination are considered the persons who have completed their study under a non-state accredited academic program (regardless of the fact that at the time of admission, the academic program was accredited). Such persons have the right to undergo midterm and state final examination in the organization carrying out educational activities under the corresponding state-accredited academic program.

4. The final examination is carried out by the end-of-year examination commissions in order to determine the compliance of the results of students’ mastering of the basic academic programs with the relevant requirements of the federal state educational standard or educational standard (hereinafter collectively referred to as the “standard”).

5. A student who has no academic arrear and has fully completed the curriculum or individual curriculum for the corresponding academic program of higher education is admitted to undergo the final examination.

6. The University is responsible for the arrangement of the final examination on educational programs.

7. When carrying out the final examination of students the University uses the means necessary for the organization of the educational activities.

8. It is forbidden for the students and persons involved in the final examination to have or use means of communication during its conduct.

9. It is not allowed to charge the students for passing the final examination.

10. The final examination of the students by the University is carried out in the form of:

- final exam;
- defense of the graduate qualification work (hereinafter collectively referred to as the “final qualification tests”).

Specific forms of the final examination are established by the University taking into account the requirements set forth in the standard for each field of study (area of specialization).

11. The final exam is conducted in one or more disciplines and (or) modules of the educational program, the results of assimilation of which are of decisive importance for the professional activities of the graduates. The final exam is conducted orally or in writing.

12. Graduate qualification work is a work performed by students (several students together), demonstrating the level of readiness of the graduate for independent professional activity.

13. The type of the graduate qualification work, the requirements for it, the procedure for its fulfilment and the criteria for its assessment are established by the University independently in accordance with the requirements established by the standard (if any).

14. The scope of the final examination, its structure and content are established by the University in accordance with the standard.

15. The final examination is carried out within the terms determined by the University

16. The results of each qualification test are determined by grades “excellent”, “good”, “satisfactory”, “unsatisfactory”. The grades “excellent”, “good”, “satisfactory” mean the successful completion of the final qualification test.

17. Successful completion of the final examination is the basis for issuing the student with a document on higher education and on the qualification as per the standard established by the University at its own discretion.

18. The University has the right to use e-learning, distant educational technologies when conducting final qualification tests. The peculiarities of conducting final qualification tests using e-learning, distant educational technologies are determined by the local regulations of the University. When conducting the final qualification tests using e-learning, distant educational technologies, the University arranges personal identification of students and control over compliance with the requirements established by these local regulations.

19. To conduct the final examination, final examination commissions are created at the University.

Appeal commissions are created at the University to consider appeals based on the results of the final examination.

The final examination commission and the appeal ones (hereinafter collectively referred to as the “Commissions”) shall operate during the calendar year.

The University independently establishes the regulations for the work of the commissions.

20. The commissions are established at the University for each area of specialization and field of study, or for each educational program, or for a number of areas of specialization and fields of study, or a number of educational programs.

21. The chairperson of the final examination commission is approved by order of the Rector no later than December 31, preceding the year of the final examination.

22. The University approves the composition of the commissions no later than 1 month before the date of the final examination.

23. The chairperson of the final examination commission shall be selected and approved from among the persons who do not work at the University, have the academic degree of Doctor of Science and (or) the academic title of professor or are leading specialists – representatives of employers or their associations in the relevant field of professional activity.

The chairperson of the appeal commission is the Rector of the University (a substituting person, or the person authorized by the Rector of the University – on the basis of the order of the Rector of the University).

24. The chairpersons of the commissions organize and control the activities of the commissions, ensure the unity of the requirements for the students during the final examination.

25. The final examination commission shall include the chairperson of the said commission and at least 4 members of the said commission. The members of the final examination commission are leading specialists – representatives of employers or their associations in the relevant field of professional activity and (or) persons who are the members of the academic and teaching staff of this organization (other organizations) and (or) academic specialists of this organization (other organizations) and have an academic title and (or) academic degree. The share of the persons who are leading specialists – representatives of employers or their associations in the relevant field of professional activity (including the chairperson of the final examination commission), in the total number of persons who are the members of the final examination commission, shall be at least 50 percent.

26. The appeal commission shall include the chairperson of the said commission and at least 3 members of the said commission. The appeal commission consists of the persons being members of the academic and teaching staff of the University and who are not members of the final examination commissions.

27. For the period of the final examination to ensure the work of the examination commission, the Rector of the University appoints the secretary of the said commission from among the academic and

teaching staff of the University, academic specialists or administrative offices of the University. The secretary of the final examination commission shall not be a member thereof. The secretary of the final examination commission shall keep minutes of its meetings and submit the necessary materials to the appeal commission.

28. The main form of activity of the commissions is meetings.

The meetings of the commissions are authorized if at least two-thirds of the number of persons who are members of the commissions participate in them.

The meetings of the commissions are held by the chairpersons of the commissions.

Decisions of the commissions shall be taken by a simple majority of votes from the number of persons who are members of the commissions and participate in the meeting. With an equal number of votes, the chairperson of the commission shall have the casting vote.

29. Decisions taken by the commissions shall be documented in minutes.

The minutes of the meeting of the final examination commission established for the administration of the final qualification test shall indicate the list of questions asked to the student and the characteristics of the answers to them, the opinions of the chairperson and members of the final examination commission on the level of readiness of the student for solving professional problems identified during the final qualification test, as well as on the identified shortcomings in the theoretical and practical training of the student.

The minutes of the meetings of the commissions shall be signed by the chairperson. The minutes of the meeting of the final examination commission shall also be signed by the secretary of the final examination commission.

The minutes of the meetings of the commissions are stitched into books and stored in the archives of the University.

30. The program of the final examination, including the programs of final exams and (or) requirements for graduate qualification works and the procedure for their fulfilment, the criteria for assessing the results of passing final exams and (or) defending graduate qualification works approved by the University, as well as the procedure for filing and considering appeals are brought to the attention of students no later than six months before the start of the final examination.

31. The final exam is held according to the program approved by the University, containing a list of questions submitted to the final exam and recommendations to the students on preparing for the final exam, including a list of recommended literature for preparing for the final exam.

Before the final exam, the students are advised on issues included in the final exam program (hereinafter referred to as the "pre-examination consultation").

32. The university approves the list of topics of graduate qualification works offered to the students (hereinafter referred to as the "list of topics"), and brings it to the attention of the students no later than 6 months before the date of the state final examination.

Based on a written application of a student (several students who perform the graduate qualification work together), the University may, in the manner established by it, provide the student(s) with the opportunity to prepare and defend the graduate qualification work on the topic proposed by the student(s), if it is feasible to elaborate on it for practical use in the relevant field of professional activity or at a specific facility of professional activity.

To prepare the graduate qualification work, a student (several students who perform the graduate qualification works together) shall be assigned the graduate qualification works coordinator from among the University employees and, if necessary, a consultant (consultants), by virtue of the administrative act of the organization.

33. Not later than 30 calendar days before the day of the first final qualification test, the University approves by an executive directive the schedule of final qualification tests (hereinafter referred to as the "schedule"), with indication of the dates, time and place of the final qualification tests and pre-examination

consultations, and brings the schedule to the attention of the student, chairperson and members of the final examination commissions and appeal commissions, secretaries of the final examination commissions, managers and consultants of the graduate qualification work coordinators.

When preparing the schedule, a break is established between the final qualification tests lasting at least 7 calendar days.

34. Upon completion of the students' preparation of the graduate qualification work, the graduate qualification work coordinator submits to the University written comments on the work of the student during the preparation of the graduate qualification work (hereinafter referred to as the "comments"). If the graduate qualification work is prepared by several students, the graduate qualification work coordinator submits to the organization comments on their joint work during the period of preparation of the graduate qualification work.

35. Graduate qualification works for master's degree and specialist's degree programs are subject to review.

To conduct a review of the graduate qualification work, this work is sent by the University to one or more reviewers from among the persons who are not employees of the department, either the faculty or the University in which the graduate qualification work was performed. The reviewer analyzes the graduate qualification work and submits to the University a written review of the specified work (hereinafter referred to as the "review").

If the graduate qualification work is interdisciplinary, it is directed by the University to several reviewers. Otherwise, the number of reviewers is set by the University.

36. The University ensures that the student is familiarized with the comments and review(s) no later than 5 calendar days before the day of defense of the graduation qualification work.

37. The final qualification work, comments and review(s) shall be submitted to the final examination commission no later than 2 calendar days before the day of defense of the graduate qualification work.

38. Texts of graduate qualification works, with the exception of texts of graduate qualification works containing information constituting a state secret, are placed by the University in the electronic library system of the University and checked for the degree of matching content. The procedure for placing texts of graduate qualification works in the electronic library system of the University, checking for the degree of matching content, including main idea matching, identifying unauthorized matching content is established by the University.

Access of persons to the texts of graduate qualification works shall be provided in accordance with the law of the Russian Federation, taking into account the withdrawal by decision of the right holder of production, technical, economic, organizational and other information, including the results of intellectual activity in the scientific and technical field, on the methods of professional activities that have real or potential commercial value because they are unknown to third parties.

39. The results of the final qualification test conducted in oral form, are announced on the day of its performance, the results of the final qualification test conducted in writing are announced on the next working day after the day of its conduction.

40. The students who have not passed the final examination due to failure to appear for the final qualification test for a good reason (temporary disability, fulfillment of public or state duties, summoning, transport problems (flight cancellation, absence of tickets), weather conditions, other force major) shall have the right to pass it within 6 months after the completion of the final examination.

A student shall submit to the University a document confirming the reason for his/her absence.

The student who has not passed one final qualification test for a valid reason is admitted to

taking next final qualification test (if any).

41. The students who have not passed the final qualification test due to failure to attend the final qualification test without valid excuse or in connection with the “unsatisfactory” grade, as well as the students specified in paragraph 43 of these Regulations and have not passed the final qualification test within the period established for them (due to failure to attend the final qualification test or “unsatisfactory” grade), are expelled from the University with the issue of an academic certificate as having failed to fulfill the duties of conscientious assimilation of the educational program and fulfilment of the curriculum.

42. The person who has not passed the final examination may retake the final examination not earlier than 10 months and not later than five years after the date of the final examination, which the student failed to pass. The specified person can retake the final examination no more than two times.

To retaking the final examination, the specified person based on his/her application is re-admitted to the University for a period of time established by the order of the Rector of the University, but not less than the period of time provided for by the academic schedule for the final examination according to the corresponding educational program.

At retaking the final examination at the request of the student by the decision of the University, the student may be given a different topic of the graduate qualification work.

43. For students from among the disabled, the final examination is carried out by the University taking into account the specific features of their psychophysical development, their individual capabilities and health status (hereinafter referred to as the “individual characteristics”).

44. The following general requirements shall be met during the final examination:

conducting the final examination for disabled people in the same classroom together with the students who are not disabled, unless it creates difficulties for the disabled people and other students when passing the final examination;

presence in the classroom of an assistant (assistants) providing the necessary technical assistance to students with disabilities, taking into account their individual characteristics (to take a workplace, move, read and prepare a task, communicate with the chairperson and members of the examination commission);

use of the necessary technical equipment for students with disabilities when passing the final examination, taking into account their individual characteristics;

ensuring unhindered access of students with disabilities in the classroom, toilet and other rooms, as well as their stay in the specified rooms (availability of ramps, handrails, expanded doorways, elevators, in the absence of elevators, the classroom shall be located on the ground floor, availability of special seats and other devices).

45. All local regulations of the University on the issues of the final examination shall be brought to the attention of students with disabilities in easy-to-understand terms.

46. At the written application of a student with disabilities, the duration of passing the final qualification test by the disabled person may be increased as compared to the standard timeframe:

duration of the final exam held in writing – not more than 90 minutes;

duration of the preparation of the student for the answer at the final exam conducted orally – not more than 20 minutes;

duration of the student’s speech during the defense of the graduation qualification work – not more than 15 minutes.

47. Depending on the individual characteristics of students with disabilities, the University ensures that the following requirements are met when conducting the final qualification test:

:

a) for the blind:

tasks and other materials for passing the final qualification test shall be drawn up in embossed-point Braille or in the form of an electronic document available using a computer with specialized software for the blind, or read by an assistant;

written tasks are performed by students on paper in embossed-point Braille or on a computer with specialized software for the blind, or dictated to the assistant;

if necessary, the students are provided with a set of writing accessories and paper for writing in embossed-point Braille, a computer with specialized software for the blind;

b) for the visually impaired:

tasks and other materials for the final qualification test shall be executed in increased font;

individual uniform lighting of at least 300 lux is provided;

if necessary, the students are provided with a magnifying device, it is allowed to use the magnifying devices that the students have;

c) for deaf and hearing-impaired, with severe speech disorders:

multiple-access sound amplifying equipment is provided, if necessary, the students are provided with individual sound amplifying equipment;

at their request, the final qualification tests are carried out in writing;

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

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

at their request, the final qualification tests are conducted orally.

48. No later than 3 months before the start of the final examination, a student being a disabled person, submits a written application on the need to create special conditions for him/her during the final qualification tests indicating his/her individual characteristics. The application is accompanied by documents confirming that the student has special needs (in the absence of these documents at the University).

In the application, the student indicates the need (no need) for the assistant to be present at the final qualification test, the need (no need) to increase the duration of the final qualification test as compared to the established duration (for each final qualification test).

49. Based on the results of the final qualification tests, the student has the right to appeal.

50. A student has the right to file a written appeal to the appeal commission on the violation, in his/her opinion, of the established procedure for conducting the final qualification test and (or) disagreement with the results of the final exam.

51. The appeal shall be filed to the appeal committee personally by the student no later than the next working day after the announcement of the results of the final qualification test.

52. For the consideration of the appeal, the secretary of the final examination commission shall send to the appeal commission the minutes of the meeting of the final examination commission, the conclusion of the chairperson of the final examination commission on compliance with procedural regulations during the final qualification test, as well as written answers of the student (if any) (to consider an appeal on conducting a state exam) or a graduate qualification work, comments and review(s) (to consider an appeal for defending a graduate qualification work).

53. No later than 2 working days from the date of its filing, the appeal is considered at a meeting of the appeal commission, to which the chairperson of the final examination commission and the student who appealed are invited. The meeting of the appeal commission may be held in the absence of the student who appealed, in case of his/her failure to appear at the meeting of the appeal commission.

The decision of the appeal commission shall be brought to the attention of the student who filed the appeal within 3 working days from the date of the meeting of the appeal commission. The fact of familiarization of the student who appealed with the decision of the appeal commission is confirmed by the signature of the student.

54. When considering an appeal for the violation of the procedure for conducting the final qualification test, the appeal commission makes one of the following decisions:

on the dismissal of the appeal, if the information contained in it on the violations of the procedure for conducting the final qualification test of the student turned out to be false and/or did not affect the result of the final qualification test;

on upholding the appeal, if the information contained in it on the violations of the procedure for conducting the final qualification test of the student turned out to be true and affected the result of the final qualification test.

In the case specified in paragraph three of this clause, the result of the final qualification test shall be canceled, and therefore the report on the consideration of the appeal shall be submitted to the final examination commission no later than the next working day to implement the decision of the appeal commission. The student is given the opportunity to pass the final qualification test within the time limits established by the University.

55. When considering an appeal claiming disagreement with the results of the final exam, the appeal commission makes one of the following decisions:

on the dismissal of the appeal and upholding the final exam result;

on upholding the appeal and assignment of a different grade for the final exam.

The decision of the appeal commission shall be submitted to the final examination commission no later than the next working day. The decision of the appeal commission is the basis for canceling the previously assigned grade for the final exam and assignment of the new grade.

56. The decision of the appeal commission is final and is not subject to revision.

57. The repeated final qualification test of the student who filed an appeal is carried out in the presence of the chairperson or one of the members of the appeal commission no later than the date of completion of education in the organization in accordance with the standard.

58. An appeal with regard to the repeated final qualification test shall not be accepted.

59. An authorized official of the University annually reports to the academic council of the University on the work of the examination commission.