

APPENDIX to Order No. _____
dated _____

APPROVED
by the HSE Academic Council
(minutes of the meeting
dated 27 June 2014 No. 05)

**REGULATIONS ON INTERMEDIATE ATTESTATION
AND ROUTINE KNOWLEDGE CONTROL OF STUDENTS AT
NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS**

Moscow 2014

CONTENTS

I. General provisions and definitions.....	3
II. Grading system	4
III. Routine knowledge control organisation.....	5
IV. Exams.....	6
V. Specifics of intermediate or final attestation and routine knowledge control for specific disciplines	6
A foreign language (English)	9
Internship and project work.....	Ошибка! Закладка не определена.
Scientific seminar	Ошибка! Закладка не определена.
Term papers	Ошибка! Закладка не определена.
Courses taken in other universities	
Physical training	Ошибка! Закладка не определена.
VI. Appeal	9
VII. Failed academic assignments procedures of students and transfer to the upper level	11
VIII. Procedures for resolving failed academic assignments	Ошибка! Закладка не определена.
IX. Continuation of education with failed academic assignments	15
X. Concluding provisions	16

I. GENERAL PROVISIONS

1. Students' knowledge control includes the routine knowledge control, intermediate attestation and final state attestation of students.
2. These Regulations regulate organisation of students' intermediate attestation and routine knowledge control within the National Research University Higher School of Economics (hereinafter University) and its campuses, in accordance with the curricula (including the individual study plans) established as per the existing procedure, within the study programs of higher professional education got for the first time ever, except for doctoral programs.
3. The final certifying examination is regulated by the local acts of the University related to the organisation and implementation of the final certifying examination at the University.
4. The routine control (hereinafter – routine control) is carried out for regular and systematic monitoring of students' academic knowledge in the courses and other types of study (internships, project work, scientific seminars etc.) during the lectures and seminars, including distance learning courses, and according to the results of the independent students' work. The form and contents of the routine control are described in the section III of the present Regulations.
5. The intermediate attestation aims to assessment of intermediate and final academic results according to specific disciplines/academic subjects and other types of study (hereinafter – academic subjects).
6. The final assessment shall be held upon completion of an academic subject. Each academic subject is finished by final attestation.
7. Intermediate control is carried out, aiming at controlling a part of an academic subject. The event shall be held upon the module or semester completion in case an academic subject lasts longer than one period. Some academic subjects may not require intermediate knowledge control.
8. The routine control results are used for taking final intermediate attestation. A final attestation event may be held as an exam.
9. If an intermediate knowledge control is envisaged for a certain subject, its unsatisfactory result is not a reason to deny a student the access to the subsequent intermediate control or to the final control of knowledge on the subject.
10. Results of intermediate attestation on the subject can be drawn from the result of a routine control without an exam. This decision is in discretion of a teacher/group of teachers (hereinafter – the teacher) responsible for this subject. For such subject an exam is indicated in the curriculum as a form of intermediate attestation to identify the status of final attestation results according to a specific subject and during a specific study period as they are recorded in a study plan of a student.
11. The contents¹ and forms of routine control, intermediate attestation, and its methodology are specified by the established curriculum of a subject and are equal for all students subject to intermediate attestation or routine knowledge control.
12. A teacher must inform students of contents and procedures of assessment, pertaining to intermediate attestation and routine control, at a first lesson on the given subject as well as repeatedly inform students of contents and procedures of an exam at a last lesson before a corresponding exam² on the given subject.

¹ A knowledge control procedure includes: forms of control (an exam, forms of routine control) written or oral exam (test), use of distance learning technologies or technical aids by the teacher or a student, possibility to use additional material during the assessment.

² If an exam is included into a curriculum.

II. GRADING SYSTEM

13. 10 score point scale of corresponding quality and quantity grades is established at the University.
14. Aiming at corresponding with 5 score point scale commonly used in the higher education system in the Russian Federation the following scale of corresponding quality and quantity grades is established at the University.
 - “Excellent” – 8 to 10 score points (on a 1 to 10 score point scale)
 - “Good” – 6 to 7 score points (on a 1 to 10 score point scale)
 - “Satisfactory” – 4 to 5 score points (on a 1 to 10 score point scale)
 - “Unsatisfactory” – 0 to 3 score points (on a 1 to 10 score point scale).
15. A “zero” grade (0 score points) is applied if a student had not started to work on a control/examination form as well as if there is a violation specified by the Regulations on disciplinary punishments for academic norms violations in students’ written study papers at the HSE³, such as cheating at a written test, double/repeated submission of written papers/essays, plagiarism, forgery at a written assignment/test, falsifying data and results of a paper.
16. Summarising grades on subjects derived from routine control results, or from routine control results and exams results are equivalent for the rating of students or contests that require the comparison of an academic performance.
17. For the routing control of students’ knowledge a 10-score scale is mainly used. A teacher may opt to use another assessment system.
18. Knowledge of a subject/part of a subject is evaluated with an aggregation system where the summarizing grade depends on the routing control results (expressed by an aggregated grade) and an exam grade⁴.
19. A summarizing grade is calculated as a weighted sum of aggregated grade/mark and a grade received on a test/exam. The sum of the weighted grade scores amounts to 1.
20. If a scale used for a routine control differs from 10-score scale the aggregated grade must be scaled up (converted) into a 10-score scale.
21. If a curriculum includes an exam on the subject the summarizing grade on the subject/part of the subject is calculated as a weighed sum of an aggregated grade and the grade received at the exam. The sum of weight should be equal to 1. A weight can not exceed 0.8.
22. If there is no exam on the subject the summarizing grade on the subject/part of the subject is equal to the aggregated grade.
23. Methods for the calculation of an aggregated and summarizing grade, number of components in a grade, weights for grade components, types of rounding off, procedures of knowledge control are to be defined in the curriculum.
24. All types of grades i.e. aggregated, exam/test-targeted and summarizing grades, shall be integers/whole numbers ranging from 0 to 10.
25. If a subject is studied during several modules (semester) the curriculum must provide a methodology for the assessment of aggregated and summarising grades in each period⁵ that includes an intermediate attestation of knowledge.

³Appendix 7 to the HSE Internal Regulations.

⁴ If an exam is included into a curriculum.

⁵ Period can be equal to several modules (semester) within those a subject is being learnt, however the intermediate/final attestation is not held.

26. If a subject is taught by teachers from several departments /chairs /faculties/institutes (hereinafter – department) a single curriculum is made with a methodology of aggregated and summarising grades definition.
27. A summarizing grade of the final control can depend on the summarising grades of an intermediate control. This dependence is expressed in a formula of a summarizing final grade on a subject that is given in a curriculum.
28. At the discretion of a teacher responsible for the subject, the Appendix to the diploma on higher education may include all the grades subject to intermediate knowledge control, as well as names of parts (modules) of a specific academic subject.

III. ROUTINE KNOWLEDGE CONTROL ORGANISATION

29. Routine control events are conducted by a teacher responsible for teaching a particular academic subject.
30. Routine control of knowledge can be conducted:
 - 30.1. during an in-class work in the presence of a teacher according to the schedule,
 - 30.2. during an independent work without a teacher with the subsequent assessment of results by the teacher or an assistant.
 - 30.3. with education information environment regularity used for remote learning both the in-class work and independent works, with the possible automatic assessment of results.
31. The routine control can be held in the following forms: homework assignments, tests and self-directed works, papers, essays, colloquiums, laboratory works, course projects and other forms of routine control at discretion of a teacher responsible for teaching a particular academic subject.
32. The forms of routine control, its rules, instruments and technologies to be used, and assessment criteria, grade scale, etc. must be set by the curriculum programme.
33. Teachers must inform students on the curriculum prior to the beginning of education.
34. Time-intensive forms of routine control, i.e. requiring significant amount of in-class type or more that 2 academic hours of independent work should be recorded in a curriculum in the relevant line.
35. The routine knowledge control organization and implementation must be set by the curriculum.
36. A teacher may slightly change the number and procedures of routine control. In this case he/she must inform the students thereabout at least a day prior to the altered routine control.
37. In regard to the routine knowledge control held in writing, a teacher shall follow the Guidelines on holding students' routine knowledge control in written form (see Appendix 1 to these Regulations).
38. The routine control results are evaluated and rated by a teacher, his/her assistant, or automatically.
39. Teachers must inform the students on the control event results/outcomes not later 10 days after the event.
40. Students can be informed through various communication means, including electronic ones.
41. Student ratings are registered in the teacher's control records worksheet. A teacher may maintain the control records worksheet in an e-format, including in the education information environment accessible to students.

42. The routine control results are discussed by the teacher and students individually at special tutorials scheduled within the teacher's hours of attendance.
43. The aggregated grade and results of particular routine control events cannot be cancelled.
44. A study program may allow the repetition of some routine control forms. This matter is decided by the teacher responsible for the subject.
45. At a final lesson or tutorial before the examination session (hereinafter - session), a teacher shall announce students' aggregated grades for the evaluated part of the education programme.
46. The teacher has the right to excuse from attending exams those students that have demonstrated extraordinary performance results on this academic subject and received an aggregated grade of 7 or higher; those students receive "excellent" grades (8, 9, 10 score points). A list of these students shall be announced no later than 2 days prior the date of exam/test, including through electronic communication means used in the teaching process.
47. The teacher responsible for an academic subject realization must admit a student to an exam disregarding the aggregated grade he/she has.

IV. EXAMS

48. Every exam are scheduled for an examination session according to the University academic activities timetable established, and approved according to the University regulations;
49. A schedule of a session indicating the time and place of every exam is approved by the Head of Curricula Support Unit (hereinafter – Study Office) or manager responsible for curricula support of an education program (hereinafter – program manager).
50. The session schedule should be brought to notice of teacher and students by the Study Office at least one week prior to the session beginning placing it on dashboards of the faculty, on the Internet page (site) of the faculty on the corporate portal (site) of the University or other electronic communication channels used for education purposes.
51. As a rule no free days to get ready to the exam are offered.
52. If the education system is a modular one, teachers do not offer any consultations during the session.
53. The session schedule should envisage only one exam per day for a student.
54. Exams are mainly held in writing.
55. Written papers that require a considerable assessment period can be scheduled before the start of an examination session. An exact date to announce the assessment results and students' grades must be specified at the intermediate and final knowledge control timetable within 5 business days following the test or submission of papers. Presentation of written papers and an exam on other subject can take place on the same day.
56. In regard to the final or intermediate knowledge control held in writing, a teacher shall follow the Guidelines on holding students' knowledge control in a written form (see Appendix 1 to these Regulations).
57. Faculty members responsible for intermediate and final knowledge control events are assigned by a department/chair responsible for teaching the particular academic subject. The department/chair assigns a teacher responsible for carrying out intermediate and/or final control, who shall ensure consistency of control and assessment tools and assessment criteria, and supervise for a proper maintenance of examination record

- sheets (as set by Appendix 2 to these Regulations) and their timely submission to the Study Office. As a rule, the responsible teacher is a lecturer delivering this academic subject. In case of other candidacy, the department shall present a writing (or electronic) notice to the faculty Study Office stating the name of the teacher responsible for the exam at least 2 weeks, or in case of substituting for a sick teacher at least 1 day prior to the examination date(s).
58. If a subject curriculum doesn't include an exam, a person responsible for the summarizing grade (assigned similarly to the person responsible for the exam) at least two weeks prior to the beginning of a session informs the Study Office of the faculty that no exam should be included into the session schedule and sets the date for the filling of an examination record sheet that should fall within the session period.
 59. A decision on refused admittance in case of a violation by a student of an agreement on the provision of paid educational services, made prior to the study period at a private person's or legal body's cost (hereinafter - agreement on the provision of paid educational services) shall be made by Dean of the faculty according to an appropriate local acts of the University or agreement on the provision of paid educational services by issuing the corresponding order.
 60. Before an exam an assigned teacher must obtain an examination record sheet of an intermediate attestation (hereinafter – record sheet) from the Study Office. An examination record sheet should specify the subject title, the number of credits, study hours, a list of students admitted to the intermediate attestation on the subject, and the record sheet registered number. An examination record sheet can be transmitted by a teacher to the Study Office by electronic communication channels if the sender and the receiver are unambiguous.
 61. The examination record sheet should be delivered by the Study Office and used by a teacher electronically by use of automatic calculating formula at the time of allocation and calculation of resulting grades on the subject.
 62. No exam must be held without a proper examination record sheet.
 63. In the event of an exam on a subject taken by the students of various educational programs, the whole record sheet should be obtained by the teacher by means of ACAB information system. Also a teacher may obtain several record sheets at Study Offices of each educational program whose students are to take an exam.
 64. Prior to the exam the teacher must make should the present students are listed in the examination record sheet. Examination of a student not listed in the examination record sheet is not allowed. If this requirement is breached, the exam grade is cancelled by the resolution of the faculty Dean at the moment of violation.
 65. Students must submit their written examination papers, disregarding of how fully they are completed, to the examiner teacher immediately after the end of the exam. If a student fails to submit his/her paper, they receive grade “0” which is registered in examination record sheet columns “Grade received at exam”.
 66. The length of a written exam shall not exceed 4 academic hours, and it shall be announced to students before the beginning of the exam. The time of a written exam should be counted starting from the moment of finishing the distribution of test assignments. A written exam shall not start earlier than 9 a.m. and end after 9 p.m.
 67. The length of an oral exam for any student shall not exceed 4 academic hours. A oral exam must not be starting before 9 a.m. and finishing after 9 p.m. For a particular student, the time of an oral exam shall be counted starting from the moment of receiving

- an examination question card by the student, and until the moment of stating the grade by the examiner teacher.
68. At the teacher's discretion, in the course of an exam, students may use program outlines, reference books, and other sources of information as specified by the teacher as per the curriculum. Any unauthorised use of materials or attempted communication with other students or other people, including through the electronic means of communication or unauthorised moving around the examination room etc., shall result in student's dismissal from the examination room with a subsequent grade "unsatisfactory (0)"/"fail (0)" in the examination record sheet, columns "Grade received at exam".
 69. A student must come to the exam at the time indicated in the session schedule. If a student is late the examination time is not extended.
 70. A student that is present for an exam by the appointed time but decided to not participate because of feeling unwell, shall declare this before the receipt of a test assignment or examination question card, in which case the student shall be registered as "absent" at the examination record sheet. In case a student refuses to continue participating in an exam after having fulfilled a part of work, the completed part of work shall be assessed according to the established assessment criteria. In the event of student's refusal to continue participating in an intermediate or final control event and if no part of work is fulfilled, the student shall be registered as received "unsatisfactory (0)"/"fail (0)" grade in columns "Grade received at exam of the examination record sheet, disregarding of a medical certificate availability prior to or after this declaration.
 71. Sickness if confirmed by a standard medical certificate is considered a reasonable excuse for the absence at the examination. Sickness certificates should be submitted to the Study Office on the first day of recovery as dated in the sickness certificate. Other extraordinary/force-majeure circumstances can also be claimed reasonable excuses for the absence at the examination, in which case they must be reported (alongside supporting background documents) to the Study Office within 3 business days after a missed examination event. A validation decision on a presented force-majeure claim is made by Dean. Work-related reasons (e.g., business travels, office work hours etc.) shall not be reasonable excuses for a student's absence from examination.
 72. Failure to attend the exam is marked with the word "absent" in the examination record sheet, except cases mentioned in paragraph 46 herein. Word "absent" shall not be filled in the student's examination record book at student's request. The word "absent" can be put into any column of the examination record sheet.
 73. Examination grades are put into the examination record sheet at the day of written works presentation or day of an oral exam.
 74. The examiner after a student's answer or after the examination of a written work should define the exam grade and calculate the summarising grade on the subject (or a part of the subject) taking into account the aggregated grade and the exam grade on the formula of a rounded weighted sum, as defined in the curriculum.
 75. An aggregated grade, a grade received at the exam, and a summarizing grade are registered in the examination record sheet. An aggregated grade and a grade received at the exam shall be filled in the examination record sheet only in numeric form (on a 1 to 10 score point scale). A summarizing grade shall be filled in the examination record sheet in numeric form (on a 1 to 10 score point scale) and as a qualitative narrative description, E.g.: "Passed (7)", "Fail (2)", "Excellent (8)", "Good (6)" etc.

76. If the subject curriculum doesn't include an exam, the teacher filling the examination record sheet should note on its top "Assessment is done under the routine control results". In this case the summarising grade equals the aggregated grade and the column "Examination grade" is not filled.
77. An examination record sheet is certified by the examiner's signature or examiners' signatures under the table showing the grades of student. An examination record sheet with the grades can be printed out if the faculty maintains e-log of grades, defined by department or used by teacher.
78. A deadline for the transfer of filled examination record sheets to the Study Office is one business day of a written or an oral exam.
79. An examination record sheet can be transmitted by a teacher to the Study Office by electronic communication channels if the sender and the receiver are unambiguous. The record sheet should have a mark identifying the storage location of the original copy. By transmitting the record sheet to the Study Office by electronic communication channels, the original copy should remain deposited at a department.
80. In case students of several educational programs are listed in the record sheet, a teacher must transmit the record sheets to all the Study Offices of these programs. In this case transmission of a scanned copy by e-mail is preferred.
81. Program manager signs the record sheet or its scanned copy received by e-mail and marked with the storage location of the original copy. The record sheet or its scanned copy signed by the program manager should be stamped by the faculty official seal.
82. If any mistakes are found in the summarizing grade calculations or plagiarism is detected in written papers at a later time, on resolution of Study program academic supervisor the mistakes should be corrected by the teacher, and a new, updated examination record sheet should be issued. In case of plagiarism, a previously received grade is revised for "0" and filled in as the exam grade and for the summarizing grade. Amendments and revisions can be made within 10 business days from the beginning of assessment.

V. SPECIFICS OF INTERMEDIATE OR FINAL ATTESTATION AND ROUTINE KNOWLEDGE CONTROL FOR SPECIFIC DISCIPLINES

A foreign language (English)

83. First and second year students of the Bachelor's or Specialist's program may be relieved from "Foreign language (English)" classes (hereinafter – the English language) subject to the presentation to the Study office of a valid certificate (hereinafter – the certificate) confirming that they have passed an International English language testing with the average grade above "good" on HSE scale of certificates' grades conversion approved by an order of First Vice Rector on academic affairs (hereinafter – the conversion scale).
84. When the authenticity of the certificate is established the program manager informs the English teacher that a student is validly relieved from classes and an exam and for all English language exams that should be passed by the student since the presentation of the certificate till the end of the second year puts into ACAB information system the grade converted from the certificate on the conversion scale.

85. When an examination record sheet is filled, the head of the Study Office takes the grades from ACAB and puts them into “Summarising grade” column, notes “Under a certificate” in preceding columns and certifies this notice with the signature to the left of the table with grades.

Internship and project work

86. Internship and project work examination record sheets are filled into the Intermediate attestation record sheet on a scientific seminar/ internship/ project work (hereinafter - record sheet on a scientific seminar/ internship/ project work)(Appendix 3 to the present Regulations). The record sheets on a scientific seminar/ internship/ project work with grades are signed by teachers responsible for the practical training and its assessment and are to be transferred to the Study Office of the faculty prior to the session end if the practical training took place during the academic year or within a week after the end of the practical training if conducted after the end of the last module (semester).
87. If an internship program doesn't provide other assessment system, only the “Summarising grade” column is filled in the record sheet on a scientific seminar/ internship/ project work.

Scientific seminar

88. Grade on a scientific seminar is put into the record sheet on a scientific seminar/ internship/ project work (Appendix 3 to the present Regulations) by the seminar moderator.
89. Record sheets on a scientific seminar/ internship/ project work are transferred to the Study Office prior to the last week of a module.
90. A moderator of a scientific seminar is responsible for the reception and return of a record sheet on a scientific seminar/ internship/ project work to the Study Office.

Term paper

89. A term paper grade is put into the examination record sheet on the term paper intermediate attestation (Appendix 4 to the present Regulations) by student's academic supervisor and transferred to the Study Office of the faculty prior to the last week of the module when the course work was evaluated.
92. The examination record sheet on the term paper intermediate attestation should specify the topic of every term paper and the received grade.
93. The academic supervisor is responsible for the reception and return of an examination record sheet on the term paper intermediate attestation to the Study Office.

Courses taken in other universities

94. Results of intermediate attestation of knowledge for students-members of bilateral and multilateral exchange programs or joint educational programs who covered a part of the educational program in other higher education institutions, including foreign one are recognized by HSE (in accordance with HSE Regulations on students' academic mobility).
95. Summarising grade on subjects are defined individually for every student as per procedure established by the attestation commission of educational program in HSE.

Physical training

96. Pass-fail system is used for final intermediate assessment in Physical training.

97. "Pass/fail" grade is put by a physical training instructor into the academic record (Appendix 2 to the present Regulations). Only "Summarising grade" column is filled in the record.
98. Records sheets are transferred by the instructor to the Study Offices twice a year - at the end of the second and the last module (at the end of semesters).

VI. APPEAL

99. A student has the right to appeal for review of exam results.
100. An appeal shall be submitted by a student to study program academic supervisor within 3 business days upon announcement of results on a particular academic subject or a type of academic activities.
101. An appeal must specify concrete reasons for a review of results. Such reasons may involve the following:
 - Incorrect statement of questions, questions exceeding the scope of the study program, mistakes/false answers to the questions and test assignments made by test developers;
 - Infringement of an established exam procedure by the examiner;
 - Misuse of an assessment method(s);
 - Circumstances that impeded an objective assessment of this work by the teacher.
102. A student's dissatisfaction with the received grade cannot be a reason to appeal for its review.
103. An appeal should be reviewed within 3 business days by a specially established appeal committee, involving the examiner teacher responsible for the exam (a repeated test/exam) in question, as well as at least two other teachers, one of which shall be appointed the Chairman of the appeal committee.
104. The candidacies for the appeal committee and the date of its meeting shall be approved by a written resolution of Department Head responsible for teaching of this academic subject. The appeal committee may involve teachers from other departments.
105. The appeal committee shall hold its meeting in presence of the student.
106. The time and place of the meeting should be communicated to the student at least one day prior to the meeting. The Study Office is responsible for delivering this information to the student; exact time and means of communicating this information to the student should be registered by the office.
107. In case of the student's failure to attend the scheduled meeting of the appeal committee with no authorized reason, the appeal can be rejected.
108. The review should only be focused on the reasons specified at the student's appeal. Additional examination of the student on issues related to the paper or academic subject is prohibited. The student is not admitted to the discussion and decision making stage in the committee work, and should leave the appeal committee meeting before they start the discussion.

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

VII. FAILED ACADEMIC ASSIGNMENTS AND TRANSFER TO THE UPPER LEVEL

110. A student that fails to attend an exam without a reasonable excuse or receives a summarizing grade of 4 or less score points (on a 1 to 10 score point scale) at an intermediate or final attestation, and who has no-shows for a valid reason, is considered as having a failed academic assignment.
108. Students that have successfully completed the academic year with no failed academic assignments are transferred/promoted to the next year of study according to the established University procedure. For students of the last year of study, that have successfully completed the academic year with no failed academic assignments are transferred/promoted to the state final assessment according to the established University procedure.
112. For graduate students involved in the master-level programs, that have successfully accumulated a necessary number of credit points as required by the curriculum work plan, but have some failed academic assignments on academic subjects in excess of the required necessary number of credits, the procedures of transfer to the next year of study shall be governed by the “Rules on development and implementation of master-level programs”.
113. Students that have up to two failed academic assignments by the end of the academic year can be admitted to academic activities at the next academic year with an obligation to repeat the failed exam at the beginning of the next academic year following the established repeated exams timetable. For students of the last year of study, that have up to two failed academic assignments on two various subjects and implementation of other types of study by the end of the academic year can use an individual study plan with an obligation to take courses the students have failed academic assignments on again (hereinafter repeated ISP) without expulsion from the University. Otherwise they are expelled from the University in accordance to the established University procedure.
114. A student who did not complete an intermediate or final control event with a reasonable excuse shall not be considered as having failed an academic assignment. Such student can complete the exam on an individual basis during next session for repeated examination, as scheduled by Dean of the faculty.
115. A “fail” or “unsatisfactory” grade received in the course of intermediate or final assessment on any optional courses that had been selected by students and included in their individual study plan on a written request, shall be counted as a failed academic assignment alongside the other ones.
116. A grade “unsatisfactory” received for the all-university optional course shall not be counted as a failed academic assignment.
117. To resolve the failed academic assignment the repeated exam is to be held.

VIII. PROCEDURES FOR RESOLVING FAILED ACADEMIC ASSIGNMENTS

115. Students with simultaneous failed academic assignments on three and more subjects are not allowed to repeat intermediate or final attestation and are dismissed from the university after having failed on the third subject.
119. Repeated exams aiming at improving a grade of 4 score points or higher (on a 1 to 10 score point scale), are prohibited.
120. Repeated examination on a particular academic subject can be scheduled no more than twice.
121. Repeated examinations can be held with any level of aggregated grade on a given subject.
122. A first repeated examination shall be held by the same examiner teacher that had held the initial exam. Other teacher may be holding a first repeated exam only if it has been agreed by the department with the initial examiner.
123. First repeated examination procedures should be totally equal to the exam procedures. Only the grade received at the exam is subject to revision. The earlier received aggregated grade cannot be changed.
124. For a second time, a repeated examination shall be evaluated by a special examination committee consisting of at least three examiners.
125. In case of a second repeated examination attempt, the date of the second repeated examination, the examination committee and its Chairman shall be set by a written resolution of Head of a corresponding department. The examination committee should involve the teacher that held an initial exam, and at least two other teachers, one of which is appointed Chairman of the committee. The examination committee may involve teachers from other departments.
126. At the second repeated examination, the examination committee has the right to disregard the routine control results and to assign a summarizing grade based on the results of studying the subject by the student.
127. A second repeated oral exam shall be held in presence of at least three members of the examination committee, involving the committee Chairman.
128. The grade is assigned upon the end of the meeting. A second repeated written test shall be held in presence of at least one member of the examination committee. The test paper review and assessment can be held by the committee's members independently. Grades assigned by each member of the committee shall be presented to the committee Chairman. A summarizing grade for the test paper shall be assigned within no more than 5 business days from the repeated examination date.
129. A summarizing grade at the second repeated exam shall be determined by agreement of all members of the committee. In case of disparity the decision of the Chairman shall prevail.
130. The second repeated examination results shall be registered at the minutes that ought to be signed by all members of the committee. The minutes of a second repeated oral exam shall include the exam questions and a concise summary of the given answers. The minutes of a second repeated written test shall include the test questions/assignments and a concise conclusion on the contents of the given answers.
131. If the subject curriculum doesn't include an exam and the summarising grade is drawn from the routine control results, a student with a failed academic assignment on the subject is allowed to repeat the exam only once and the exam is conducted by a commission under the rules specified for the second repetitions of an exam and the aggregated grade is not taken into account by the commission.

132. For students who failed a term paper, only one repeat attempt is allowed also with a commission of examiners.
133. Timetables of the main and the supplemental extended periods shall be approved by the program manager twice a year.
134. The main repeated examination period cannot be started before the completion of examination sessions of the second and the fourth modules.
135. Repeated examinations can not be held during holidays.
133. No repeated examination period can be finished after the deadlines as set in the table below:

Resolving students' failed academic assignments carried-over from:	The end of the repeated examination period
Modules 3 – 4	October 15
Modules 1 – 2	February 15

137. A schedule of repeated exams must provide at least two dates for the first repeated examination by every teacher who has students with failed academic assignment (with at least 5 calendar days interval between them). The number of day for the first repeated oral exams can be increased if the number of student with failed academic assignments on the subject or students validly absent during a session is above 40.
138. A schedule of repeated exams shall provide one day for the second repetition of the exam conducted by a commission authorized to hold the second repeated exam for every subject where students have failed academic assignments (with at least 5 calendar days interval between them). The number of day for the second repeated oral exams can be increased if the number of student with failed academic assignments on the subject or students validly absent during a session is above 40.
139. Teachers and departments on the subjects where student have failed academic assignments during the last session, inform Study Offices thereabout and coordinate with them the date for the first and second repeated exams and the maximum number of student who can addend the exam at a particular date 5 business days prior to the beginning of repeated exams.
140. Students with failed academic assignments are notified of the repeated exams' schedule at least 3 days prior to the first repeated exam. A notification can be done via electronic communication channels.
141. A student with a failed academic assignment or absent from the exam during the session for a valid reason shall individually choose the date to repeat the exam from those available in the schedule and must get a registration from the Study Office as an exam participant on a particular date.
142. A Study Office maintains records of students registered for a repeated exam. If a maximum number of participants is exceed, the Office shall offer another date for a student.
143. The coordination of the repeated exam date between a student and the Study Office can be done via corporate e-mail or other communications channels used within the educational program.
144. Repeated examination record sheets are filled, transferred, and received by examiner/chairman of the examination commission as defined by the present Regulations for exams.

145. If a student can not addend a repeated exam for a valid reason, the student or an examiner/chairman of the examination commission shall inform the Study Office thereabout as defined by the rules for an exam.
146. If a significant number of students didn't attend first of second repeated exams for valid reasons, additional dated can be fixed by the resolution of the program manager within the time set in item 136 of the present Regulations.
147. By the end of the repeated exams period, a student unable to use to set number of repeated exams is deemed to have failed academic assignments.
148. A student who failed to addend a repeated exam for health reasons and failed to present a certificate, issued by a medical expert board (MEB) of a public municipal clinic conducting a regular medical screening of the student, stating the medical need to grant a leave absence to this student, it is Dean's discretion to set a repeated exams period in accordance with the student's motivation letter.
149. In exceptional cases exams with an unsatisfactory grade or in case of absence at the exam can be repeated even prior to the beginning of repeated exams period. The relevant resolution is taken by the head of a study program together with the examiner. The number of repeated exams is not increased and is fully regulated by provisions of item 120 of the present Regulations. An application for an early repeated exam addressed to the Dean must describe the reasons and be enclosed with the documents confirming the existence of extraordinary circumstances.
150. A student must independently find the results of his/her intermediate assessment. Unawareness of the results doesn't relieve the student for the responsibility and can not be used as a valid reason to miss a repeated exam or to violate the terms of appeal.
151. Last year students, under the resolution of the Dean, may resolve their failed academic assignments from module 3 or 4 prior to the final state certification.

IX. CONTINUATION OF EDUCATION WITH FAILED ACADEMIC ASSIGNMENTS

152. A student with failed academics assignments on maximum two different subjects, but not following the repeated individual study plan, after the end of repeated exams period can be offered to follow such a plan (RISP – repeated individual study plan).
153. A student following RISP and having failed academic assignment on maximum two different subject at the end of repeated exams period can include these subjects into RISP.
154. A student who study with support from the federal grant funds, may be subject to conditions of the paragraph 152 herein related to conclusion of contract for tuition-based services for private persons and legal bodies (hereinafter - tuition-based).
155. Students who study at University in accordance to international agreements of the Russian Federation or to educational quote for foreign citizens established by the Government of the Russian Federation/ who study in the Russian Federation as Russian citizens in accordance with Part 1 Article 4 of the Federal Constitutional Law dated 21 March 2014 No. 6-FKZ on “Admitting to the Russian Federation the Republic of Crimea and Establishing within the Russian Federation the New Constituent Entities of the Republic of Crimea and the City of Federal Importance Sevastopol”, may be subject to paragraph 152 herein once within the study period at University (apart from cases within those students fails a term paper because of no-choice of a theme).

156. If a student opts to choose RISP he/she is promoted to the next year (autumn period) or continues the same year education (spring and autumn periods) if the total volume of the educational program the next year exceeds 75 credit point. A student who has chosen RISP (autumn period) can not be promoted to the next year of education if he/she decided to re-study the failed courses without following the course of the next year. This decision must be indicated in a student's application for RISP.
157. If a student decides not to follow RISP he/she is dismissed from HSE for a bad academic standing (hereinafter failed academics assignments)
158. RISP granting procedure and education under RISP are regulated by Appendix 5 "On the education of students with failed academic assignments under individual study plan" to the present Provisions. A sample of RISP is given in Appendix 6 to the present Provisions.
159. If a student is reinstated after having been dismissed for a bad academic standing, he/she is offered RISP to cover subjects that were added into a curriculum during the past time.
160. A reinstatement of a student after a dismissal for a bad academic standing doesn't not grant the right to repeat an exam without re-studying a course.

X. CONCLUDING PROVISIONS

161. Routine control events and exams may involve, alongside the faculty members (hereinafter - faculty), teaching assistants, doctoral students and support officers, Rector, Vice-rectors, Dean of the faculty, academic supervisors, Heads/Directors of departments, representatives of the Directorate for main educational programs. Other people can be admitted only on Dean's permission.
162. Any violation/infringement of these Regulations on the part of the faculty and other teaching and administrative staff (hereinafter the staff) of departments and academic units, may be appealed against by students, by submitting individual claims to Dean or Vice-rector for Academic Affairs. A failure of faculty or staff members to comply with the Regulations shall be regarded as a violation of the established rules of academic process.
163. A copy of the Regulations shall be kept by all Study Offices, departments, as well as posted on faculty information boards and web pages of the University. Responsibilities for implementation of this article in regard to the publication on faculty information boards and web pages, is placed on program managers and Heads/Redirectors of departments.
164. These Regulations must be duly implemented by the continuing professional education units of the University, including its branches, which carry out short-term or intensive training higher education programmes, in regard to summarising results of the intermediate/final attestation of students' knowledge.
165. Specifics of intermediate attestation and routine control organisation for students at the University's International College of Economics and Finance (ICEF) are set in Appendix 7 to these Regulations.
166. Features of the organization of knowledge control of students of the Joint HSE/NES Bachelor of Arts Programme Faculty of Economics are set in the Appendix 8 to these Regulations.