Annex

to HSE Directive

**No. 6.18.1-01/2004-08,**

**dated** **April 20, 2017**

APPROVED

by HSE Academic Council

Minutes No. 04, dated

April 07, 2017

**Regulations on**

**Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics**

**DEFINITIONS AND ABBREVIATIONS**

1. “HSE/the University” refers to National Research University Higher School of Economics;
2. “FSC” refers to final state certification;
3. A state examination is a form of FSC;
4. The State Certification Board (hereinafter, the “SCB”) has been established for holding FSC;
5. The Local State Certification Board (hereinafter, the “Local SCB”) has been established for holding specific state examinations;
6. The Presidium of the State Examination Board (“SCB Presidium”) has been established for summarizing the results of FSC examinations;
7. “AC” refers to the Appeals Committee;
8. A “thesis” is a final graduation paper;
9. LMS (“learning management system”) is a platform, which provides online support to HSE’s educational processes;
10. “ASAV” refers to a comprehensive academic information system designed for prospective students, current students, doctoral students and HSE alumni;
11. “Degree programme” refers to an educational programme offered by HSE at the Bachelor’s, Specialist and Master’s level in all areas of study, including part-time and distance learning undergraduate programmes offered by the University and its affiliated regional campuses to students who have already completed a vocational education;
12. A “student” is an individual pursuing a degree programme;
13. A “graduate” is an individual who, based on their FSC results, has been admitted to a degree and has been issued a degree certificate, thereby confirming his/her respective qualification;
14. The “programme office” is a curriculum support unit at HSE responsible for providing administrative support to processes related to studies within a given programme, including part-time and distance learning undergraduate programmes offered to students who have completed a vocational education;
15. A “programme coordinator” is the head of the programme office of a given degree programme, or an officer responsible for ensuring administrative support to processes related to study under a given programme;
16. “Regulations for Term Papers and Theses” refers to regulations for term papers and theses prepared by students at the Bachelor’s, Specialist and Master’s level at HSE;
17. “Guidelines for Term Papers and Theses Preparation” refer to standards and recommendations for preparing and evaluating term papers and theses developed by degree programmes/groups of degree programmes pursuant to the Regulations for Terms Papers and Theses;
18. “Campus” may refer to HSE’s main campus in Moscow or any of the University’s regional campuses;
19. A “faculty” is a subdivision of the University (including HSE’s affiliated regional campuses) which is engaged in the implementation of degree programmes;
20. “Faculty dean” refers to the head of a subdivision involved in the implementation of degree programmes, including those offered at HSE’s regional campuses;
21. HE FSES refers to federal state educational standards of higher education and/or educational standards for higher education set forth by HSE;
22. A “department/school” is a unit within an HSE faculty or other subdivision (e.g., department, school, institute, etc.,) responsible for the faculty’s planning, teaching and research activities, as well as the provision of administrative support for such activities.
23. “Academic staff” refers to HSE faculty members and researchers;
24. “Designated vice rector” is the vice rector for academic affairs who is in charge of HSE’s degree programmes.
25. **General Provisions**
	1. These regulations set forth the rules and procedures for holding FSC for students enrolled in degree programmes of all modes of study, implemented at the University and its affiliated campuses.
	2. FSC is mandatory for all students completing their degree programmes.
	3. FSC of HSE students must be held for all accredited degree programmes.
	4. Students who have properly complied with their curriculum or individual curriculum in a given degree programme without academic failure shall be admitted to the FSC process.
	5. FSC may be comprised of one (1) or several state examinations of the following types:
		1. State examination:
			* final examination in a given course[[1]](#footnote-1);
			* final interdisciplinary examination in a given field of study (concentration) (hereinafter, referred to as a “final interdisciplinary examination”)[[2]](#footnote-2).
		2. thesis defence.
	6. A list of mandatory state examinations, which thereby establish the FSC process for students of a given degree programme, is defined through the HE FSES (in the “Programme Structure Requirements” section), which, in turn, serves as the basis for delivering a given programme.
	7. Thesis defence is a mandatory part of the FSC process.
	8. Online tools and/or remote access technologies may be used for state examinations. Decisions as to whether or not to use online tools or remote access technologies shall be made by faculty deans, based on recommendations provided by the academic council / academic supervisor (in the absence of the academic council) of the given degree programme. In turn, this decision shall be fixed in a respective directive on state examination. The personal identification of students and/or SCB members who remotely take part in FSC shall be ensured by the secretary of the SCB.
	9. Annotations to theses in Russian[[3]](#footnote-3) and English, as well as the texts of term papers and theses, shall be published on HSE’s corporate website (portal) (pursuant to the University’s internal bylaws).
26. **Structure of the State Certification Board (SCB)**
	1. The SCB is responsible for the FSC process.
	2. The SCB may be established for each degree programme implemented by a faculty or for a group of degree programmes within the same level of education and field of study. The composition of the board shall be determined by a decision of the faculty’s academic council/dean (in the absence of an academic council). The SCB may be established for a group of degree programmes within the same level of education and fields of study, implemented within different faculties. In such cases, the decision must be reached by mutual agreement of academic councils/deans (in the absence of an academic council) of faculties involved in the implementation of respective degree programmes.
	3. The SCB is responsible for:
		1. defining whether the level of a student’s education is in line with the HE FSES requirements;
		2. deciding on awarding a degree and a degree certificate of higher education with a respective qualification based on a student’s FSC results;
		3. developing recommendations based on the results of the SCB’s activities in order to improve student training and instruction.
	4. The SCB’s chairperson must be appointed no later than December 31 in the year preceding the FSC process. He/she must be nominated from persons other than HSE staff. Furthermore, they must hold a postdoctoral degree (Doctor of Sciences), PhD and (or) an academic title of professor, or be recognized as a leading expert/representative of employers/professional associations in respective fields (hereinafter, referred to as “employers”). Moreover, SCB chairpersons must be approved by the HSE Academic Council upon the recommendation of the designated vice rector, on the basis of decisions made by respective academic councils or deans of faculties (in the absence of an academic council). The Studies Administration Office of the HSE Office of Degree Programmes (hereinafter, the “Studies Administration Office”) is responsible for preparing a consolidated proposal with a list of potential candidates for the SCB chair position.
	5. In order to replace an already approved SCB chairperson, the academic council or dean of a given faculty (in the absence of an academic council) must propose another candidate and thusly forward a proposal to the Studies Administration Office. The Studies Administration Office shall then file a proposal with the HSE Academic Council to introduce changes to the approved list of SCB chairpersons for the current calendar year.
	6. The share of representatives of employers[[4]](#footnote-4) (including the SCB chairperson) out of the total number of SCB members shall come to at least fifty (50) percent.
	7. The SCB’s authority shall be valid up until the end of the calendar year when its structure and membership is finally approved.
	8. Several local SCBs may be organized from the SCB’s members in order to hold FSC for a particular degree programme, in accordance with the list of state examinations included in the FSC for students taking part in the programme in question:
		1. a local SCB for holding a final exam in an individual course;
		2. a local SCB for holding a final inter-disciplinary exam in a field of study;
		3. a local SCB for the thesis defence.
	9. Upon the decision of a faculty’s academic council/dean (in the absence of the academic council), several local SCBs may be organized for a single state examination.
	10. A local SCB must include at least five (5) members, including the chairperson The share of representatives of employers in the total number of the local SCB members (including the local SCB chairperson) shall be at least fifty (50) percent. Other local SCB members shall be appointed from the academic staff of HSE and (or) other educational or research organizations, holding an academic title and (or) an academic degree above Master’s, including PhD.
	11. In order to support the work of local SCBs during the FSC period, secretaries of the local SCB from the faculty staff shall be appointed as per the faculty dean’s decision no later than a month prior to the commencement of the FSC process.
	12. The secretary of the local SCB is not considered a member of this board. Secretary of the local SCB takes minutes of meetings, provides organizational support to members of the local SCB, furnishes the SCB chairperson, Presidium of the SCB and the appeals committee (hereinafter, “AC”) with necessary materials, at their request.
	13. Individual degree programmes are not entitled to establish local SCBs if less than 30 final-year students are enrolled a given programme. In such cases, all functions of the local SCB and those of the local SCB Presidium, which are set forth in these Regulations, shall be carried out by the SCB (in line with requirements to the given local SCB’s composition, as per p. 2.10 hereof).
	14. The SCB Presidium shall be established for summarizing FSC outcomes based on the results of all state examinations.
	15. The SCB Presidium performs the following functions:
		1. deciding on the conclusion of state examinations based on reports provided by local SCB chairpersons;
		2. based on the positive results of state examinations, deciding on assigning qualifications and issuing degrees (i.e., Bachelor’s, specialist’s or Master’s degrees) to graduates of a given programme;
		3. recording[[5]](#footnote-5) the final minutes of the SCB meeting[[6]](#footnote-6) for the final session of the SCB Presidium.
	16. The Presidium shall consist of chairpersons and/or members of local SCBs. Furthermore, while the SCB Presidium must include at least five (5) members.
	17. The SCB Presidium shall be chaired by the SCB chairperson, whose duty it is to coordinate and monitor the work of all local SCBs so as to ensure uniform standards with respect to graduation requirements. SCB chairpersons may also head one of the local SCBs or take part in the work of any local SCB as a member.
	18. A secretary shall be appointed from faculty staff in order to provide organizational support for SCB Presidium meetings. A local SCB secretary may also serve as the secretary of the SCB Presidium. However, the Presidium’s secretary cannot be a member of the SCB Presidium.
	19. The SCB’s composition, including the chairpersons and local SCB members, the SCB Presidium and secretaries of local SCBs and Presidium, shall be approved[[7]](#footnote-7) by the designated vice rector’s directive upon the approval of the SCB chairperson, no later than one (1) month before the date when the FSC process commences[[8]](#footnote-8). This draft directive shall be prepared by the programme office, if the FSC process is organized for an individual degree programme, or by the deputy dean for academic affairs, if the procedure is being set up for a group of degree programmes.
	20. If the local SCB / SCB Presidium includes staff from another HSE campus, business travel expenses for these employees must be covered by the host party.
	21. Current work assignments of HSE academic staff taking part in the SCB shall be considered when planning their workload. Payment for work and compensation for travel expenses, incurred by SCB members who represent third parties, including the expenses of the SCB chairperson, shall be covered at the expense of individual faculties.
27. **FSC Procedures**
	1. FSC shall be held according to the curriculum of a given degree programme and the HSE academic calendar.
	2. State examinations shall be preceded by student consultations with respect to the questions to be included in the examination programme (hereafter, “pre-examination consultations”).
	3. No later than thirty (30) calendar days before the first state examination date:
		1. The FSC timeframe for degree students must be approved as per a dean’s directive[[9]](#footnote-9), specifying the dates, time and place of the state examinations and pre-examination consultations, as well as the dispersal of students into examination groups. Each student is entitled to at least seven (7) calendar days’ recess between examinations;
		2. the programme office shall notify students, members and secretaries of local SCBs and academic councils, as well as academic supervisors of theses, about the approved FSC timeframes through publishing this information on the degree programme’s web page (website), which is featured on HSE’s corporate website (portal). Other additional means of communication may be used for distributing such information.
	4. State examination programmes, including lists of questions, suggested for state examinations and recommendations for their preparation (e.g., lists of potential sources, etc.), shall be made available to students. State examination programmes are made available to students no later than six (6) months before commencement of the relevant FSC. The programme office publishes this information within a specified timeframe on the degree programme’s web page (website) on HSE’s corporate website (portal). Other additional means of communication may be used to distribute this information.
	5. Requirements for theses and procedures related to their preparation are disclosed in the Regulations for Theses Prepared by Students and are made available to students no later than six (6) months before the FSC commences. The programme office publishes this information within a specified timeframe on the degree programme’s web page (website) on HSE’s corporate website (portal). Other additional means of communication may be used for providing this information.
	6. State examination programmes and Regulations for Theses Prepared by Students are approved by the academic councils/deans of individual degree programmes (in the absence of an academic council) on the basis of recommendations provided by the academic councils/deans of individual degree programmes (in the absence of an academic council). Approved programmes are published on the webpages (websites) of degree programmes on HSE’s corporate website (portal) within a timeframe specified by these regulations.
	7. In addition to the documents mentioned in sub-paragraphs 3.3-3.6, the following information shall be published in a special section of the webpages (websites) of degree programmes on HSE’s corporate website (portal):
		1. references to these regulations shall be provided no later than six (6) months before the commencement of the FSC process for a particular degree programme;
		2. no later than thirty (30) calendar days before the date of the first state examination:
			1. dispersal of students into groups for state examinations;
			2. information on SCB chairpersons, lists of local SCB members and secretaries of local SCBs;
			3. the composition of the AC and place of its secretary’s work, as well as the procedure for appeals submission[[10]](#footnote-10);
		3. no later than two (2) working days prior to the final state certification:
			1. information on video/audio recording of the final state certification, in case so decided[[11]](#footnote-11);
			2. the dispersal of students by the time of the commencement of the state examination, if such a mechanism has been established for taking the examination[[12]](#footnote-12).
	8. Programme coordinators are responsible for the publication of this information on the websites of respective degree programmes.
	9. Meetings of the local SCBs with respect to oral state examinations and thesis defences are held at meetings of the local boards with the attendance of at least two-thirds of their total members[[13]](#footnote-13).
	10. At least two (2) members of the local SCB must be present in the classroom during a student’s written state examination. The schedule may be set for members of the local board so that they may attend the examination in the classroom. The written assignments of each student taking the state examination shall be checked by at least two-thirds of the local SCB’s members.
	11. SCB meetings shall be chaired by respective SCB chairpersons.
	12. The resolutions of local SCBs and the SCB Presidium shall be adopted at closed meetings, which must be attended by at least two-thirds of all members by a simple majority vote of the members present, in the mandatory presence of the chairperson of the local SCB/SCB Presidium. In the event of a tie vote, the chairperson of the local SCB/SCB Presidium retains the right to cast a deciding vote.
	13. The respective outcomes of any types of state examinations included in the FSC process shall be assessed on a five-point and 10-point scale (i.e., Excellent (8, 9, or 10), Good (6 or 7), Satisfactory (4 or 5) and Unsatisfactory (0, 1, 2, or 3))[[14]](#footnote-14).
	14. Excellent, Good and Satisfactory grades hereby imply that the state examination has been successfully passed.
	15. Resolutions adopted by the local SCB and the SCB Presidium must be fixed in meeting minutes. Templates for the meeting minutes of local SCBs with respect to state examinations are presented in Annexes 1, 2, 3 and 4, hereto.
	16. Forms for meeting minutes with respect to state examinations are to be printed out from the ASAV by the programme coordinator and delivered to the secretary of the respective examination board no later than one (1) working day before the meeting.
	17. The minutes of local SCB meetings shall include lists of the questions presented to students and descriptions of the answers provided, as well as the opinions of the local SCB members with respect to the level of students’ preparedness for solving professional tasks. These positions shall be developed based on state examination results and should make note of any gaps identified in students’ theoretical training and practical skills.
	18. The minutes of local SCB meetings shall be signed by their respective chairpersons and secretaries. Furthermore, the secretaries of local SCBs must record the names of all local members attending the meeting.
	19. The minutes of meetings of the SCB Presidium must include a list of students who have successfully passed the FSC, along with their grades in accordance with minutes of local SCBs. Templates for the minutes of SCB Presidium meetings are provided in Annex 5 hereto. In turn, these minutes shall be signed by the chairperson and secretary of the SCB Presidium.
	20. The minutes of local SCBs and SCB Presidium meetings are prepared by their secretaries and delivered to programme offices, which, in turn, shall keep them on file for five (5) years. Upon expiry of the five-year period, the minutes shall be stored in the archives of the HSE Administration and General Services Office.
	21. The results of oral state examinations shall be announced to students by the chairperson or secretary of the local SCB on the examination day. The results of written state examinations shall be announced to students by the secretary of the local SCB no later than the next working day after the examination. The outcomes of examinations may be communicated to students via corporate e-mail or via the LMS. The secretary of the local SCB shall send the results of state examinations to respective programme coordinators via corporate e-mail at the same time when the results are announced to students. Programme coordinators must also send information on results to students, who took examinations, via the LMS and/or other electronic means of communication clearly ensuring students’ identification.
	22. Any student who has missed a state examination for no valid reason or has received an unsatisfactory grade shall not be admitted to the next state examination. He/she shall be duly dismissed from HSE for failing to fulfil his/her obligations to master the degree programme and complete the curriculum.
	23. Students who have successfully passed all state examinations and submitted their theses in due time shall be admitted to take part in a thesis defence[[15]](#footnote-15). Students who have failed to meet deadlines and were not admitted to the thesis defence process, including cases owing to violations identified during mandatory checks for plagiarism[[16]](#footnote-16), shall be dismissed from HSE for failing to fulfil their obligations to duly master the degree programme and complete the curriculum.
	24. During state examinations, students cannot carry and/or use any devices for transmission of information (i.e., electronic means of communication), except in cases whereby examinations are carried out with the use of electronic means of communication and/or remote education technologies, or if the use of electronic means of communication is required by the state examination programme or guidelines for thesis preparation[[17]](#footnote-17).
	25. In case any unauthorized academic and teaching materials or electronic means of communication are found with a student during a state examination, the involved student shall receive an unsatisfactory grade (0 on a 10-point scale), regardless whether or not such materials (means) were used by the student for preparing the answer.
	26. If a student violates academic norms during a state examination / in the course of an examination assessment, he/she shall face disciplinary action pursuant to HSE’s Internal Student Regulations.
	27. Video/audio recordings may be made during state examinations for all degree programmes of the faculty/individual degree programmes, in order to ensure the overall transparency of the FSC procedure. Whether a video/audio recording is needed for a faculty’s degree programmes shall be set forth in the faculty dean’s directive based on the recommendations of the academic council/academic supervisor (in the absence of the AC), and with due regard to the motivated opinion of the faculty’s student council. Whether a video/audio recording is needed should be taken into consideration when planning the given FSC process, with due attention to the scheduling of state examinations in classrooms that are properly equipped (or potentially can be equipped) with video/audio recording systems. If a decision is made to organize a video/audio recording, it shall be communicated[[18]](#footnote-18) to the chairperson, members of local SCBs and the students taking part in the FSC process. The relevant local SCB’s secretary shall be responsible for organizing the video/audio recording.
	28. Video and/or audio recordings may be used at the meetings of the SCB Presidium and the AC for decision-making purposes.
	29. **State Examination Procedure**
		1. Pre-examination consultations on courses included in the given state examination programme shall be provided to students prior to the start of the examination process.
		2. State examinations may be held orally or in writing. The precise format for examinations, including any combinations thereof, as well as the possibility of holding an examination over the course of several days, shall be defined in the state examination’s programme.
		3. When a state examination is held orally or in writing, students receive examination cards with assignments prepared in accordance with the approved state examination programme. While preparing their answers, students may make necessary notes on sheets of paper that are handed out by the local SCB secretary and stamped with the relevant faculty’s seal.
		4. State examinations may be held in writing via the LMS and/or other electronic systems.
		5. The formats for assessments used at state examinations are to be developed and approved by the academic councils of respective programmes. If a hard copy is used at a state examination, it shall be verified by the signature of the academic supervisor of the degree programme along with the faculty’s stamp.
		6. If the LMS and/or other electronic systems are used at state examinations, the academic supervisor of the relevant degree programme shall be responsible for checking the working capacity of the tests and other electronic assessment forms. This should be checked prior to the start of a state examination. In cases where over 100 students take the exam simultaneously in the LMS, programme coordinators are required to inform HSE’s IT Office and the Office of Degree Programmes of the date, time, place and number of students taking the examination.
		7. If an examination is held orally, each student shall be entitled to at least 45 minutes to prepare their answer. If a specific start time has been assigned to a student in advance[[19]](#footnote-19), this 45 minutes shall be counted from this time, unless special circumstances prevent the student from commencing the examination in due time. In this case, the chairperson of the local SCB may schedule another time for the student immediately at the examination.
		8. While a student gives his/her answers questions and thereafter, members of the local SCB, with the permission of the chairperson, may ask him/her to provide clarifications or answer further questions within the scope of the examination programme.
		9. After a student answers all questions and the chairpersons declares that the examination is finished, members of the local SCB shall put down the grades for each answer along with a preliminary grade in their records.
		10. When an examination is held in writing, it may last for up to four (4) academic hours. Grades given to students are to be based on the results of examination assignments in accordance with the methodology approved in the examination programme.
		11. After the examination is completed, the local SCB discusses the answers and/or written assignments of each student (after checking it) at a closed meeting and then gives each student an agreed-upon final grade in accordance with the approved assessment criteria.
		12. If members of the local SCB fail to reach a consensus in regards to a student’s final grade based on the grades individually issued by each member, the board must then approve a decision by a simple majority vote of its members at the meeting, which requires the mandatory presence of the local SCB chairperson. In the event of a tie vote, the chairperson shall be entitled to cast a vote.
		13. Final examination grades on a five-point and 10-point scale should be recorded in the examination minutes. These minutes must also include a list of examination assignments. If the LMS or other electronic systems were used during the examination, the minutes shall include information on the format of the assessment tools used. Where applicable, completed assignments (tests) may be provided upon the request of the SCB Presidium/AC. Furthermore, a student’s failure to attend an examination shall be documented in the examination minutes.
		14. Written examination assignments completed by students are filed in individual dossiers and presented to respective programme offices. These assignments shall be kept on file until the end of the calendar year and may be provided upon the request of the AC in order to consider a student’s appeal of his/her FSC results.
	30. **Thesis Defence Procedures**
		1. Forms, requirements, assessment criteria and procedures for selecting topics, deadlines and special details for thesis preparation at HSE are specified in the Regulations for Term Papers/Theses, as well as the Regulations for Theses Prepared by Students.
		2. An academic supervisor’s opinion and a second reader’s review of a thesis must be made available to the student by the programme office[[20]](#footnote-20), prior to the scheduled date of the thesis’ defence, as well as within the timeframe established by the Regulations for Theses Prepared by Students, so that the student has enough time to come up with answers to the remarks made by the academic supervisor and second reader during their review.
		3. The programme coordinator shall submit the thesis, academic supervisor’s opinion and review (reviews) to the local SCB secretary no later than two (2) calendar days before the proposed defence date. The local SCB secretary is responsible for making these materials available to members of the local SCB. The AC of the relevant degree programme (or the academic supervisor, in the absence of an AC) shall decide as to whether hard copies of the thesis (or other documents) should be provided or regarding any other way that should be used to make these materials available the local SCB’s members.
		4. A thesis defence starts with a student’s presentation. The timing of the presentation depends on the level of the degree programme. For instance, the presentation of a Bachelor’s thesis should take at least 15 minutes, whereas that of a Master’s or a Specialist’s thesis should come to at least 20 minutes.
		5. The student is expected to deliver key aspects of their thesis freely, without referring to notes. Thesis presentation may be displayed on a computer, in visual materials (e.g., tables, graphs, etc.), and/or any other materials illustrating its key features[[21]](#footnote-21).
		6. After the presentation is finished, members of the local SCB shall then ask the student questions concerning the topic of his/her thesis, or issues closely related thereto. In turn, the student is entitled to refer to their thesis when answering the questions.
		7. The presence of the student’s academic supervisor and/or second reader of the thesis at the local SCB meeting is not mandatory.
		8. After the discussion is concluded, the student shall present his/her closing remarks. In these remarks, he/she is required to respond to the notes made by the academic supervisor and the reviewer of the thesis, if any notes were given in the academic supervisor’s opinion and in the review. After the closing remarks, the thesis defence process shall be deemed completed.
		9. The local SCB shall decide on the final grade, based on the grades given by the academic supervisor, second reader, members of the local SCB, and the criteria for thesis assessment, as stipulated in the Regulations for Theses Prepared by Students.
		10. The final grade for a student’s thesis defence, given on a five-point and 10-point scale, is recorded in the examination minutes of the local SCB. A student’s absence at his/her thesis defence shall also be documented in the examination minutes.
	31. **Completing the FSC Process**
		1. Based on a decision from the SCB Presidium for awarding a degree and qualification to graduating students in their chosen field of study and issuing a degree certificate (diploma), which shall be recorded in the minutes of the SCB Presidium’s meeting, a directive on termination of student enrolment upon the completion of his/her studies shall be issued.
		2. Within eight (8) business days after FSC completion, as per the academic calendar[[22]](#footnote-22), the graduating student shall receive a degree certificate (i.e., Bachelor’s, Specialist or Master’s diploma).
		3. A degree certificate with honours shall be issued to students if all the following requirements are met:
			1. all grades for courses (modules), internships, projects and term papers (projects), which are specified in the diploma supplement, must be either Excellent, Good or Pass;
			2. all grades received during the FSC process are Excellent;
			3. the share of Excellent grades specified in the diploma supplement, including grades provided based on a student’s FSC results, must come to at least 75% for all grades, with the exception of Pass grades specified in the diploma supplement;
		4. after the work of the SCB and the SCB Presidium is completed, but no later than December 31 of the ongoing academic year, a report on the SCB’s performance will be presented to the faculty’s AC.
28. **Structure of Appeals Committees. Appellation Procedure**
	1. Students retain the right to appeal the results of state examinations. FSC outcomes may be cancelled by the decision of the relevant Appeals Committee. Students shall acquaint themselves with the procedures for submission and consideration of appeals at least six (6) months before the FSC.
	2. Appeals Committees, which operate throughout a calendar year, shall set up to handle student appeals.
	3. An Appeals Committee shall be set up for settling matters regarding appeals submitted by students of a given faculty. As per the decision of the respective AC of a faculty or dean (in the absence of the academic council), committees may be established: for each degree programme/ a group of degree programmes or field of study/ qualification, or several fields of study/ qualifications. The academic supervisor of a given degree programme shall propose candidates to the Appeals Committee if the committee has been established for each of the faculty’s degree programmes. Or, conversely, candidates shall be proposed by the deputy dean in charge of academic affairs, if an Appeals Committee has been established for a group of degree programmes, as well as for a field of study/ qualification, or several fields of study/ qualifications.
	4. An Appeals Committee must include at least four (4) members of the academic staff of a given HSE faculty, other than the SCB members of the faculty’s degree programmes. One of the Appeals Committee members shall be appointed as chairperson. As per the decision of the Appeals Committee chairperson, a representative of the student council of the given faculty may sit on Appeals Committee as a member (provided that this person is not a final year student).
	5. The Appeals Committee’s composition and secretary[[23]](#footnote-23), who should not be its member, must be approved by the directive of the designated vice rector no later than one (1) month before the start date of the FSC process. This directive is to be drafted by the programme office if an AC has been established for degree programmes supported by this office, or by the deputy dean in charge of academic affairs if an Appeals Committee has been established for degree programmes supported by different offices, as well as for a field of study/ qualification, or several fields of study/ qualifications.
	6. It is the duty of the chairperson to organize and supervise the work of the committee, as well as request necessary working materials (if needed). They may also invite experts from among HSE faculty members and/or representatives of other organizations engaged in professional activities related to the field of study within a respective degree programme (other than members of the AC and the SCB, which generated the resulting grades that have been appealed by a student and submitted for the consideration of the committee).
	7. Students are entitled to submit appeals to the Appeals Committee in a motivated statement format, which should be made in writing. Appeals may be submitted on the following grounds:
		1. if a student believes that the state examination procedure or procedures established for their thesis defence have been violated;
		2. if a student disagrees with the results of the state examination.
	8. Students must file appeals in person to the Appeals Committee (i.e., directly to its secretary) no later than the following working day after the announcement of the FSC results. The procedure for appeals submission should be published on the respective websites of faculties or degree programmes.
	9. The committee’s secretary must file respective appeals in the register[[24]](#footnote-24), specifying the submission date and the student’s full name, as well as the secretary’s official position and last name.
	10. In order to consider the appeal, the local SCB secretary, at the request of the chairperson of the Appeals Committee, shall submit the following materials to the committee:
		1. the minutes of the local SCB meeting and the opinion of the board’s chairperson in regards to compliance with state examination procedures, if an appeal has been filed on the grounds that violations had been committed during the examination procedure;
		2. written examination assignments completed by the student (if any), for consideration of the student’s appeal with respect to the established state examination procedure;
		3. a report generated in the LMS / another electronic system with respect to test/state examination results generated in any other electronic form (if any);
		4. video and audio recordings of the state examination (if any).
	11. An appeal shall be considered within two (2) working days after a relevant statement is filed at Appeals Committee meeting where the local SCB’s chairperson (or deputy chairperson) and the student who filed the appeal are invited. If the student does not attend the meeting, it can be held in his/her absence.
	12. Appeals Committee meetings must be held in presence of at least two (2) thirds of its total members.
	13. The committee’s decisions shall be approved by a simple majority vote of members attending the meeting. In the event of a tie vote, the chairperson shall be entitled to cast a vote.
	14. The minutes of Appeals Committee meetings should include a list of the questions presented to the student and a brief summary of his/her answers, as well as an opinion expressed by the local SCB chairperson with respect to the grounds for the appeal provided by the student in his/her statement. Decisions made by the committee shall be recorded in the meeting minutes and accompanied by substantiated conclusions.
	15. Appeals Committee meeting minutes shall be signed by the chairperson and secretary. Template minutes are provided in Annex 6 hereto.
	16. Within three (3) working days after the date of the Appeals Committee meeting, the relevant decision on the student’s appeal shall be communicated to the student by the committee’s secretary[[25]](#footnote-25). The student must be personally familiarized with the minutes. His/her acknowledgement of the Appeals Committee decision on his/her appeal shall be confirmed by his/her signature in the relevant minutes. If the student refuses to acknowledge (i.e., sign) the minutes, a statement on his/her refusal shall be prepared (as an attachment to the minutes) and signed by the Appeals Committee chairperson (or one of the committee members who attended the meeting) and its secretary.
	17. Appeals Committee meeting minutes shall be bound in books and delivered to programme offices for safekeeping for a period of five (5) years[[26]](#footnote-26). Thereafter, the minutes shall be stored in the archives of the HSE Administration and General Services Office.
	18. Upon consideration of an appeal statement, the AC shall make one (1) of the following decisions:
		1. to reject the appeal if the committee does not find confirmation of the details stated therein, and/or if these facts do not produce any effect on the results of the state examination;
		2. to approve the appeal if the details stated therein have proved to be true and have thus influenced the results of the state examination.
	19. In cases specified in p. 4.18.2, the results of a given state examination shall be annulled. In turn, the minutes on the appeal consideration shall be delivered to the local SCB no later than on the next working day so as to properly execute the Appeals Committee’s decision.
	20. If an appeal has been approved, the involved student shall have the opportunity to retake the state examination within a period determined by the degree programme, but no later than the final date of studies defined in the academic calendar for the current academic year. A retake of the state examination shall be held in presence of the Appeals Committee chairperson or of one of the committee members appointed by the chairperson. If the student retakes the thesis defence, the thesis which had been duly submitted before shall not be subject to amendments or replacement. If the student appeals a written exam, and the nature of the assignments and answers provided in writing allows the Appeals Committee to assign a new grade without a retake of the state examination, the student shall therefore not retake the exam. His/her new grade shall be stated in the minutes of the new SCB meeting, signed by the authorized representative of the Appeals Committee. The committee’s chairperson shall decide as to whether or not the student may receive a new grade without retaking the examination.
	21. The decisions of the Appeals Committee are final and cannot be revised.
	22. Students cannot appeal repeated state examinations.
29. **Procedure for Retaking State Examinations**
	1. Students, who have failed FSC due to their absence from a state examination for a valid reason, are entitled to pass the FSC within a six-month period after the FSC is completed. They shall not be dismissed from HSE[[27]](#footnote-27).
	2. Any student who has failed a state examination for a valid reason shall be admitted to a subsequent exam (if any).
	3. Valid reasons for a student’s absence from a state examination include:
		1. an illness confirmed by a standard medical certificate, which has been submitted to the programme office on the date when the student should resume his/her studies according to the certificate;
		2. other extraordinary reasons, which actually prevented the student from attending the state examination, as confirmed by documentary evidence within three (3) working days. These reasons may be related to:
			1. the individual curriculum of a student involved in international academic mobility, thus allowing for his/her participation in the FSC later than the time established by the given degree programme’s curriculum;
			2. illness or death of close relatives;
			3. fulfilment of public or state duties;
			4. summons to appear before law enforcement agencies/court;
			5. transportation problems (e.g., a cancelled flight, no tickets available, etc.);
			6. force majeure events.
	4. Any circumstances regarding students’ work (e.g., business travel, office hours, etc., except in those cases specified in p. 5.3.2.3 hereof) are not regarded as valid reasons for absence from a state examination.
	5. Decisions to consider a student’s explanations for absence as a valid reason in the cases listed in p. 5.3.2, shall be the purview of the relevant faculty dean.
	6. If upon arrival to the state examination a student decides that he/she is unable to take part in the examination due to his/her health condition, he/she must express this before taking an assignment/starting the thesis defence. Furthermore, this fact shall be noted in the local SCB’s minutes as a “missed examination”. The reason for missed state examination shall be considered as valid if the student provides a confirmation as per the requirements established in p. 5.3.1 hereof. If a student has started working on an assignment at the state examination/thesis defence but has refused to continue it afterwards, the completed part of the assignment/report at the defence shall be assessed in line with the established requirements of the state examination/Regulations for Term Papers and Theses Prepared by Students. If a student has refused to take part in the state examination and failed to complete any part of the examination assignments, he/she shall receive a “0” grade, irrespective of whether a medical certificate had been provided before or after his/her refusal to take part in the examination.
	7. If during the period provided for retaking FSC examinations the student fails to complete the FSC process for no valid reason, he/she shall be dismissed from the University for failing to fulfil his/her obligations to master the degree programme and complete the established curriculum. Furthermore, such students shall be issued a certificate of study or a certificate confirming their period of study.
	8. If during the period provided for retaking FSC examinations over the course of six (6) months upon completion of the FSC process a student has failed to attend the state examination for a valid reason, such as due to his/her health condition, and provided no health certificate issued by a medical institution in order to provide an exceptional leave of absence for medical reasons[[28]](#footnote-28), he/she shall be dismissed from HSE for failing to fulfil his/her obligations to master the degree programme and complete the established curriculum.
	9. If a student, who has failed to complete the FSC process and has been dismissed as a result of his/her failure to fulfil obligations to master the degree programme and complete the established curriculum, wishes to resume his/her study at HSE, this student shall be entitled to retake the FSC examination not earlier than during the established FSC period for students graduating in the next calendar year (not earlier than 10 months following the date of dismissal). Moreover, Master’s students can use this opportunity within no more than two (2) years, and students of the Bachelor and specialist programmes - within no more than four (4) years, following the completion of the FSC that the student failed to pass.
	10. When a student retakes the FSC, another thesis topic may be chosen and/or another academic supervisor may be appointed if the student so desires.
	11. One and the same person may not retake state examinations more than two (2) times.
30. **Special Organizational Issues Regarding FSC for Students with Disabilities**
	1. FSC for students with disabilities shall be held with due consideration of the specifics of their psychological and physical development, individual capabilities, and medical conditions (hereafter, “individual specifics”).
	2. No later than three (3) months before FSC commencement, students with disabilities must submit an application to the programme office indicating their individual specific needs, as well as stating that special conditions should be provided during the state examinations. The application must be accompanied by documents, thus confirming the student’s individual specific needs (if such documents are not already available in the student’s personal file).
	3. In their applications, students should specify (if needed) that:
		1. the presence of an assistant is required at the state examination;
		2. more time should be provided for taking the state examination as compared with the standard time (for each state examination).
	4. Based on a student’s application and the documents provided therein (or those that are already available), the programme coordinator shall decide as to whether the student’s application should be approved.
	5. Depending on the individual specific needs of students with disabilities, the academic supervisor of a given degree programme shall decide on whether a student may take the state examination in a suitable form (orally or in writing). Furthermore, the supervisor shall ensure the use of appropriate teaching means (including technical teaching means and special software), which would be sufficient for holding state examination for students with due consideration of their individual specific needs (e.g., for visually impaired students, deaf or hard-of-hearing students, students with speech and musculoskeletal system disorders, and other conditions).
	6. Academic supervisor of degree programmes must make sure that the following general requirements are fulfilled at state examinations, which are being held for students with a disability, including:
		1. holding examinations in the same room with students without individual specific needs, if this presents no difficulties for them during the exam process;
		2. an assistant (assistants), who shall be present in the room, to render required technical aid to students with disabilities, taking into account their individual needs (e.g., helping them to take a workplace, move around the room, read and handle assignments, communicate with SCB members, etc.); technical facilities made available to students with disabilities for taking the state examination, with due consideration of their specific needs;
		3. holding state examinations in HSE rooms and buildings, thus ensuring open access for students with disabilities to classrooms, restrooms and other premises, as well as the availability of all necessary facilities (e.g., ramps, hand-rails, wide doorways, elevators); in the absence of elevators/lifts, the classroom for the examination must be situated on the first floor of the building; special armchairs and other appliances shall also be provided.
	7. Upon the written request of a student with a disability, more time may be allocated for taking a state examination:
		1. a written state examination may be prolonged for up to 90 minutes;
		2. the time allocated for the student’s answer preparation at an oral state examination may be prolonged for up to 20 minutes;
		3. the period of a student’s thesis presentation may be prolonged for up to 15 minutes.
	8. Students who require special arrangements due to a health condition, other than students with disabilities, shall be entitled to submit a written application to the programme office with a request to provide special arrangements for them during the FSC process, specifying their individual circumstances (no later than in one (1) week to the FSC commencement date). Documentary confirmation of the student’s special requirements shall be attached to the application. The degree programme’s academic supervisor shall thus make a decision whether or not such special arrangements should be made.

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|  |  |  |  |  |  | Annex 1to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For state examinations held in the form of oral exams* |
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|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting**  |  |
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| Student of the |  |   | (year of study) |
| Degree programme |  |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (level) Field of study / concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | *(code and title of a field of study/concentration)* |
| Faculty |  |
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|  |  |  |  |  | *(last name, first name, patronym/middle name - if any)* |  |  |  |  |  |  |
| **Board members:** |  |  |
|  | Academic Degree | Title | Subdivision | Last name, first name, patronym/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Board members  |  |  |  |  |  |  |
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| Secretary |  |  |  |  |  |  |
| **Examination card No. (***if any***)** |  |  |  |  |  |  |  |
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| **Assignments:**  |  |  |  |  |  |  |  |  |  |  |
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| **Additional questions:** |  |  |  |  |  |  |  |  |  |  |  |
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| **Conclusions made by Board members:** |  |
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| **Grade:** |  | / |
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| Chairperson  |  |  |  |
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| Secretary  |  |  |  |  |
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|  |  |  |  |  | Annex 2to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For state examinations held in writing* |
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|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting**  |  |
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| Student of the |  |   | (year of study) |
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|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (level)Field of study / concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | *(code and title of a field of study/concentration)* |
| Faculty |  |
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| **Board members:** |  |  |
|  | Academic degree | Title | Subdivision | Last name, first name, patronym/middle name - if any | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Board members  |  |  |  |  |  |  |
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| Secretary  |  |  |  |  |  |  |
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| **Assignments:** |  |  |  |  |  |  |  |  |  |  |
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| **Conclusions made by Board members:** |  |
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| Chairperson  |  |  |  |
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| Secretary  |  |  |  |  |
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|  |  |  |  |  | Annex 3to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For state examinations held using online formats* |
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|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting**  |  |
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| Student of the |  |  | (year of study) |
| Degree programme |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (level)Field of study / concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | *(code and title of a field of study/concentration)* |
| Faculty |  |
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| **Board members:** |  |  |
|  | Academic Degree | Title | Subdivision | Last name, first name, patronym/middle name - if any | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Board members  |  |  |  |  |  |  |
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| **Examination form** |  |
| *(test/ other)* |  |  |  |  |  |  |  |  |  |  |  |
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| **No. of assignments/ tests** |  |
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| **Conclusions made by Board members:** |  |
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| Chairperson  |  |  |  |
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| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |

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|  |  |  | Annex 4to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Level Programmes at National Research University Higher School of Economics |
|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting** **at Thesis Defence** |  |
|  |  |  |  |  |  | No. |  |  |  |  |  |  |  |  |
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| Student of the |  |   | (year of study) |
| Degree programme |  |
|  | *(title of the degree programme)* |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (level)Field of study / concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  | *(code and title of a field of study/concentration)* |
| Faculty |  |
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| **Board members:** |  |  |
|  | Academic Degree | Title | Subdivision  | Last name, first name, patronym/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Board members  |  |  |  |  |  |  |
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| **Topic of Thesis** *(in Russian):* |  |  |  |  |  |  |  |  |  |  |
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| **Academic Supervisor of Thesis** |  |
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| *(academic degree)* |  | *(position)* |  | *subdivision* |  | *(full name)* |
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| **The following documents have been submitted** *(please specify the mode of presentation and the place of storage, if the documents have been electronically submitted):* |  |  |  |  |  |  |  |  |  |  |  |  |
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| Thesis | on |  | pages |  |  |  |  |  |  |  |
| Academic Supervisor’s opinion | on |  | pages |  |  |  |  |  |  |  |
| Second reader’s review | on |  | pages |  |  |  |  |  |  |  |
| Second reader’s review (if any) | on |  | pages |  |  |  |  |  |  |  |
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| **Academic Supervisor’s conclusion and recommended grade:**  |  |  |  |  |  |  |  |  |  |
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| **Second reader’s conclusion and recommended grade** *(if any)*: |  |  |  |
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| **After the thesis presentation, the student answered the following questions:**  |
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| **Characteristics of the student’s answers:** |  |  |  |  |  |  |  |  |  |
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| **Board Resolution** |  |  |  |  |  |  |  |  |  |  |
| 1. | Acknowledge that the student |  |
|  |  | *(last name, first name, patronym/middle name - if any)* |
|  | has prepared and defended his/her thesis with the grade: |  |
|  |  | *Grade on a 10-point scale (figures)* |
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|  |  | *Grade on a five-point scale (words)* |
| 2. Conclusions reached by board members:  |  |
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| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |
| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |

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|  |  |  |  |  |  | Annex 5to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics |
|  |  |  |  |  |  |  |
|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  | *(faculty)* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Minutes of SCB Final Meeting** |  |  |  |
|  |  |  |  |  |  | No. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| on Awarding the Qualification  |  |
|  |  | *(qualification)* |  |
| to students of the degree programme  |
|  |
| *(title of degree programme)* |
|  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (level)Field of study / concentration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
| *(code and title of a field of study/concentration)* |
| after final state certification |
|  |
|  | ” |  | ” |  |  |  | 20 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Composition of SCB Presidium** |  |  |  |
|  | Academic degree | Title | Subdivision | Last name, first name, patronym/middle name (if any) | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |
| Board members  |  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
| Secretary  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Agenda Item:** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | on Awarding the Qualification |  |
| *(Last name and initials)* |  |  |  |  |  |  | *(qualification)* |
| to students of the following field of study/concentration |
|  |
| *(code and title of a field of study/concentration)* |
| after final state certification. |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Resolution:**  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Acknowledge that the students have completed the curriculum of their programme of higher education in the following field of study / concentration
 |
|  |
|  |  |  |  |  | *(code and title of a field of study/concentration)* |  |  |
| and passed the final state examinations successfully (see an attachment hereto).  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Approve minutes of the SCB/local SCB meeting(s) (underline as appropriate):
 |
| No. of the state examination minutes *(if any)* |
| From No. |  | To No. |  |
| No. of minutes for thesis defence |
| From No. |  | To No. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Award the qualification in
 |  |
|  | (qualification) |
| Field of study/concentration  |  |
|  | *(code and title of a field of study/concentration)* |
| to the following students: |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronym/middle name (if any) |
| 1. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Issue degree certificates (diplomas) to students:
 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No | Last name, first name, patronym/middle name (if any) | Type of diploma |
| 1. |  |  |
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| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |
| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |

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|  |  |  |  |  |  |  |  |  |  | Annex to Minutes No. \_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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|  |  |  |  |  |  |  | **LIST** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| of students who passed the final state certification in the degree programme  |
|  |
|  |  |  |  |  |  | *(title of the degree programme)* |  |  |  |
| Field of study/concentration |
|  |
|  |  |  |  | *(code and title of field of study/concentration)* |  |  |  |
|  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronym/ middle name (if any) | Grades |
| State examination in a course | State interdisciplinary examination in a respective field of study | Thesis defence |
| Grade on a 10-point scale (figures) | Grade on a five-point scale (words) | Grade on a 10-point scale (figures) | Grade on a five-point scale (words) | Grade on a 10-point scale (figures) | Grade on a five-point scale (words) |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | Annex to Minutes No. \_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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|  |  |  |  |  |  |  | **LIST** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| of students who have passed final state certification in the degree programme  |
|  |
|  |  |  |  |  |  | *(title of degree programme)* |  |  |  |
| Field of study/concentration |
|  |
|  |  |  |  | *(code and title of field of study/concentration)* |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronym/middle name (if any) | Grades |
| State interdisciplinary examination in a respective field of study | Thesis defence |
| Grade on a 10-point scale (figures) | Grade on a five-point scale (words) | Grade on a 10-point scale (figures) | Grade on a five-point scale (words) |
|  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  | Annex to Minutes No. \_\_\_\_\_\_\_\_\_, dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
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|  |  |  |  |  |  |  | **LIST** |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| of students who have passed final state certification in the degree programme  |
|  |
|  |  |  |  |  |  | *(title of degree programme)* |  |  |  |
| Field of study/concentration |
|  |
|  |  |  |  | *(code and title of field of study/concentration)* |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronym/middle name (if any) | Grades |
| Thesis defence |
| Grade on a 10-point scale (figures) | Grade on a five-point scale (words) |
|  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  | Annex 6to Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics |  |
|  |  |  |  |  |  |  |
|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Minutes of Appeals Committee Meeting** |  |  |  |
|  |  |  |  |  |  | **No.** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | *(faculty)* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | “ |  | ” |  |  | 20 |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Composition of Appeals Committee** |  |  |  |  |
|  | Academic degree | Title | Subdivision | *Last name, first name, patronym/middle name ( if any)* | *Present at the meeting (specify)* |
| Chairperson |  |  |  |  |  |
| Members |  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |
| Secretary |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The Appeals Committee has considered an application submitted by student of |  |  | (year of study) |  |
| Degree programme; |  |
|  |  |  |  |  |  |  |  | *(title of the degree programme)* |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ level |
|  |
|  |  |  | *(last name, first name, patronym/middle name - if any)* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *dated \_\_\_\_.\_\_\_\_.20\_\_\_\_ , to appeal the results of final state certification conducted on \_\_\_\_.\_\_\_\_.20\_\_\_\_ .* |
|  |
| *The appeal claims a violation of the established procedure for final state certification and (or) states the student’s disagreement with the results of final state certification, namely:*  |
|  |
|  |
|  |
|  |
| *(summary of appeal)* |
| *The following documents (video/audio records) have been submitted for consideration:*  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |
| *In the course of the meeting, the student was asked the following questions, and the following answers were provided:* |
| *Question:*  |
| 1. |  |
|  |
| Answer: |  |
|  |
| *Question:* |  |
| 2. |  |
|  |
| Answer: |  |
|  |
| *Question:* |
| 3. |  |
|  |
| Answer: |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| *The Appeals Committee came to the following conclusion:* |
|  |
|  |
|  |
| *On the basis of the aforementioned facts, the Appeals Committee hereby concludes:*  |
|  |
|  |
|  |
| ***Resolution made by the Appeals Committee*** *(choose as appropriate)****:*** |
| ***Allow* the student’s appeal.** |  |  |
|  |  |  |  | *(last name, first name, patronym/middle name - if any)* |  |  |  |
| *Withdraw the result of the final state examinations taken on \_\_\_\_.\_\_\_\_.20\_\_. The student shall be allowed to retake the final state certification.*  |
|  |
| *If the information stated in the appeal has been confirmed as relevant for the results of the final state examination taken by other students who also took part in final state certification, the results of all other students shall be annulled as well. All other students shall also be required to retake final state certification.*  |
|  |  |  |  |  |  |  |
|  | **YES** |  |  | **NO** |  |  |
|  | *(choose as appropriate)* |  |
|  |
| ***Dismiss* the student’s appeal.** |  | ***.*** |
|  | *(last name, first name, patronym - if any)* |  |
| *The result of the final state examinations taken on \_\_\_\_.\_\_\_\_.20\_\_ remains unchanged.* |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chairperson |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |
| Secretary |  |  |  |  |
|  |  |  |  |  |  |  | *Signature* |  |  | *(last name and initials)* |  |

1. Final examinations are aimed at evaluating a student’s academic progress in a given course of a degree programme and cover all course content, as stipulated by the respective HE FSES. [↑](#footnote-ref-1)
2. Final interdisciplinary examinations are aimed at evaluating students’ knowledge and skills attained in the course of general professional and special training. Along with requirements to the contents of individual courses, it should also cover general requirements for final year students, stipulated by the HE FSES for this field of study (concentration). Such examinations reveal and evaluate the student’s theoretical base necessary for solving professional tasks and the competencies required for career development in the main focus areas of his/her chosen profession. [↑](#footnote-ref-2)
3. If theses are produced in a foreign language, their annotation must be prepared and published in a chosen foreign language and English. If theses are produced in English, the annotation and text shall be prepared and published in English. [↑](#footnote-ref-3)
4. “Employer representatives” may also refer to HSE academic staff members employed at the University (as their primary place of employment, or on a part-time basis) at places unrelated to educational activities at HSE. [↑](#footnote-ref-4)
5. Final meetings of the SCB Presidium must be held after all local SCBs finish their work. [↑](#footnote-ref-5)
6. Final minutes shall serve as the basis for issuing directives on the termination of students’ enrollment upon completion of their studies. [↑](#footnote-ref-6)
7. In line with the Collection of Standard Directive Templates (hereafter, the “Collection”) for student affairs applicable to core educational programmes at the Bachelor’s, Specialist and Master’s level. [↑](#footnote-ref-7)
8. The FSC start date must be fixed in the relevant directive. [↑](#footnote-ref-8)
9. As per the Collection. [↑](#footnote-ref-9)
10. Reference to the procedure for appeals submission, if it is published on the faculty’s webpage (see p. 4.8. hereof). [↑](#footnote-ref-10)
11. See p. 3.27 hereof. [↑](#footnote-ref-11)
12. See p. 3.29.7 hereof. [↑](#footnote-ref-12)
13. Hereinafter, two-thirds are rounded up to the nearest whole number. [↑](#footnote-ref-13)
14. The results of state examinations shall be assessed pursuant to the same system as set forth in the Regulations for Interim and Ongoing Assessment of Students. [↑](#footnote-ref-14)
15. Deadlines for submission of the final versions of theses are specified in the directive for state examination, but no later than seven (7) working days before the date of a given thesis defence. [↑](#footnote-ref-15)
16. The procedure for checking student academic papers for plagiarism is defined in the Regulations on Checking Student Papers for Plagiarism, which have been published on HSE’s corporate website (portal). [↑](#footnote-ref-16)
17. Guidelines for thesis preparation, as developed by respective degree programmes, as well as the directive on the state examination, shall determine whether or not means of communication may be used. [↑](#footnote-ref-17)
18. Pursuant to the procedure and within the given timeframe, specified in p. 3.7.3. hereof. [↑](#footnote-ref-18)
19. The secretary of the examination board may prepare a schedule to be distributed to students before the start of the examination process. If an examination is arranged in this way, this information should be communicated to students no later than two (2) working days before the examination date and published on the bulletin board and/or website of the given degree programme. [↑](#footnote-ref-19)
20. Students shall be familiarized with the academic supervisor’s opinion by the latter or by the programme office - in case the Regulations for Theses Prepared by Students require that the academic supervisor should submit their opinion directly to the programme office. The programme office shall be responsible for familiarizing the student with the review provided by the second reader. [↑](#footnote-ref-20)
21. The requirements of a given degree programme with respect to the thesis defence procedure are described in the Regulations for Theses Prepared by Students. [↑](#footnote-ref-21)
22. Pursuant to the annual directive “On Approving the Academic Calendar at HSE”. [↑](#footnote-ref-22)
23. May also act as a secretary of the local SCB and/or secretary of the SCB Presidium at the same time [↑](#footnote-ref-23)
24. The register shall be maintained depending on the procedure of the Appeals Committee operations, described in p. 4.3. hereof. An electronic register can be maintained. [↑](#footnote-ref-24)
25. If needed: via corporate student e-mail or the LMS, with a reminder for acknowledgement of the minutes (personally or electronically). [↑](#footnote-ref-25)
26. If the Appeals Committee has been established for each degree programme/a group of degree programmes administered by a single programme office, the programme office shall be responsible for the storage of minutes; if the Appeals Committee has been established for a group of degree programmes administered by several programme offices, as well as with respect to a range of fields of study/concentrations, the subdivision which will be responsible for the storage of minutes shall be determined by the deputy dean for academic affairs. [↑](#footnote-ref-26)
27. Effective from the FSC completion date, as per the established HSE academic calendar. [↑](#footnote-ref-27)
28. In this case, HSE may decide to grant such students an exceptional leave of absence. [↑](#footnote-ref-28)