Annex

APPROVED

by HSE University Directive

No. \_\_\_\_\_\_\_\_\_\_\_\_,

 dated \_\_\_\_\_\_\_\_ \_\_, 2020

**Provisional 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. The **Regulations** refer to the Provisional Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics, applied for the organization and implementation of Final State Certification in 2020, in particular, in the context of preventive measures related to the coronavirus infection;
2. **HSE/the University** refers to National Research University Higher School of Economics;
3. The **FSC** refers to final state certification;
4. A **state examination** is a form of the FSC;
5. The **State Certification Board** (hereinafter, the “SCB”) is established for holding the FSC;
6. The **Local State Certification Board** (hereinafter, the “local SCB”) is established for holding respective state examinations;
7. The **Presidium of the State Certification Board** (the “SCB Presidium”) refers to the state examination board, which has been established for tallying the FSC results for all state examinations;
8. **AC** refers to the Appeals Committee;
9. A **thesis** means a final graduation paper;
10. **LMS** (“learning management system”) is a platform, which provides online support to HSE University’s learning processes;
11. **ASAV** refers to an automated system designed for the use by prospective students, current learners, doctoral students and HSE University’s alumni;
12. **Electronic means of information transmission** refer to services and websites, enabling decisively identifiable users to interchange data;
13. **Distance format** denotes a way of holding state certification examinations, organized with the use of distance technologies and electronic means of information transmission, via LMS or other online systems[[1]](#footnote-1), as per the decision of the relevant Academic Committee/Academic Supervisor (if there is no Academic Committee) of a given degree programme;
14. **Degree programme** refers to core degree programmes at the Bachelor’s, Specialist and Master’s level, respectively, implemented in any mode of study and offered by HSE University and/or its regional campuses;
15. A **student** refers to an individual pursuing a degree programme;
16. A **graduate** means an individual who, based on his/her FSC results, has been awarded a degree and issued a respective degree certificate, thereby confirming his/her respective qualification;
17. The **Programme Office** refers to a curriculum support unit responsible for providing support to processes related to studies under a given programme, including part-time and distance-learning undergraduate programmes, offered to students who have completed a vocational education;
18. A **programme manager** is the head of the Programme Office of a given degree programme, or a manager, responsible for ensuring support to processes related to learning processes under this programme;
19. **Regulations for Term Papers and Theses** refer to Regulations for Term Papers and Theses Prepared by Students of the Bachelor’s, Specialist and Master’s Level at National Research University Higher School of Economics;
20. **Guidelines for Thesis Preparation** refer to standards and methodological recommendations for preparing, writing, and evaluating theses, as developed by degree programmes/groups of degree programmes pursuant to the Regulations for Terms Papers and Theses;
21. **A campus** may refer to HSE University’s main campus in Moscow or any of the University’s regional campuses;
22. A **faculty** means a subdivision of the University (including its regional campuses), which are engaged in the provision of degree programmes;
23. **Faculty Dean** refers to the head of a subdivision involved in the implementation of degree programmes, including those offered at HSE University’s regional campuses;
24. **HE** **FSES** refers to federal state educational standards of higher education and/or educational standards set forth by HSE University;
25. **Academic staff** refers to HSE University staff members, including faculty members and research fellows;
26. **Designated Vice Rector** is the Vice Rector for academic affairs who is charged with overseeing the implementation of HSE University’s core degree programmes.
27. **General Provisions**
	1. These Regulations set forth the procedures for the operations of SCBs, convened for holding the FSC for degree students across all modes of study at HSE University and its regional campuses.
	2. The FSC may be comprised of 1 (one) or several state examinations of the following types:
		1. state examination:
			* final examination in a given course[[2]](#footnote-2);
			* final interdisciplinary examination in a given field of study (concentration) (hereinafter, a “final interdisciplinary examination”)[[3]](#footnote-3).
		2. thesis defence.
	3. A list of mandatory state examinations, which are included in the FSC for students of a given degree programme, is specified in the HE FSES (in the “Requirement for Programme Structure” section), which, in turn, serves as the basis for delivering a given programme.
	4. The thesis defence is a mandatory part of the FSC process.
	5. An Academic Committee/Academic Supervisor (if there is no Academic Committee) of a degree programme may recommend that the Designated Vice Rector decide to cancel the state examination process. Such a decision shall be made on the basis of a memorandum by an Academic Supervisor to introduce changes/amendments to the degree programme’s curriculum.
	6. An Academic Committee/Academic Supervisor (if there is no Academic Committee) of a degree programme may decide to change:
		1. the formats for holding state examinations (verbally, in writing, other), in comparison with the formats established earlier, if the decision to cancel the state examination has not been made;
		2. the procedures for thesis defence for Bachelor’s students, namely, to cancel the obligatory review of the Bachelor’s theses[[4]](#footnote-4).
	7. Changes to the format of state examinations shall be made by amending the programme of state examination.
	8. The reviewing of Bachelor’s works may be cancelled by amending the Guidelines for Thesis Preparation.
	9. State examinations, as well as pre-examination consultations, shall only be held with the use of distance education technologies
	10. Decisions as to what technologies may be used in the course of state examinations shall be made by faculty deans, based on recommendations provided by the Academic Committee/Academic Supervisor (in the absence of the Academic Committee) of the given degree programme. A distance format for state examinations shall be confirmed in the directive on holding the FSC. The SCB’s Secretary shall be responsible for ensuring that the identities of students and SCB members who take part in the FSC remotely are identified. Proctoring technologies, along with the choice of the proctoring type, must be agreed upon with eLearning Office.
28. **State Certification Board (SCB) - Structure**
	1. SCBs shall be convened to carry out the FSC.
	2. An SCB may be established for each degree programme implemented by a faculty or for a group of degree programmes within the same degree level and/or field of study. The number of the SCBs shall be determined by a decision of the faculty’s Academic Council/Dean (in the absence of an Academic Council). Moreover, the SCB may be formed for a group of degree programmes within the same degree level and/or field of study, implemented by different faculties. In such cases, the final decision must be agreed upon by Academic Councils/Deans (in the absence of a given Academic Council) of faculties involved in the provision of respective degree programmes.
	3. An SCB shall bear the following functions:
		1. determining if a student’s training is in line with the HE FSES criteria;
		2. reaching decisions on awarding a degree and issuing a degree certificate to a graduate based on his/her 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 of the year preceding the FSC process. He/she must be nominated from among persons who are not employed at HSE University. Furthermore, they must hold a postdoctoral degree (Doctor of Sciences), PhD and/or an academic title of professor, or be recognized as leading experts/representatives of employers/professional associations in respective professional fields (hereinafter, referred to as “professionals”). Furthermore, SCB chairpersons must be approved as per the HSE University Rector’s directive, upon the recommendation of the faculty Academic Councils/Deans (if an Academic Council is absent). The Office of the Registrar of the HSE University Office of Degree Programmes (hereinafter, the “Office of the Registrar”) shall be responsible for preparing a consolidated proposal with a list of potential candidates for the SCB chair position for subsequent approval.
	5. In order to replace an already appointed SCB chairperson and/or supplement the list of SCB chairpersons, when an earlier approved chairperson is unable to take part in SCB meetings, in particular, due to implications caused by the coronavirus outbreak, including any restrictive measures in place, the Academic Council/Dean of a given faculty (in the absence of an Academic Council) must propose another candidate and thusly forward a proposal to the Office of the Registrar. The Office of the Registrar shall then introduce changes/amendments to the relevant directive for the current calendar year.
	6. The proportion of professionals[[5]](#footnote-5) (including the SCB chairperson) to the total number of SCB members must come to at least 50% (fifty percent).
	7. The SCB’s authority shall be valid up until the end of the calendar year when its membership is finally approved.
	8. Several local SCBs may be formed from the SCB’s members in order to hold the 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 on an individual course;
		2. a local SCB for holding a final interdisciplinary 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 5 (five) members, including its chairperson. The share of professionals in the total number of the local SCB members (including the local SCB’s chairperson) must come to at least 50% (fifty percent). Other local SCB members shall be appointed from among the HSE University’s academic staff and/or other educational or research organizations, who hold an appropriate academic title and/or an academic degree.
	11. In order to support the work of local SCBs during the FSC period, secretaries of local SCBs shall be appointed from among the faculty’s staff. This decision shall be made by the Faculty Dean no later than 1 (one) month prior to the commencement of the FSC process and approved as per the Designated Vice Rector’s directive.
	12. The secretary of the local SCB is not considered a member of this board. Instead, he/she shall take minutes of the local SCB’s meetings, provide organizational support to members of the local SCB, furnish the SCB chairperson, Presidium of the SCB and the Appeals Committee (hereinafter, “AC”) with necessary materials, upon their request.
	13. Individual degree programmes may forgo the establishment of local SCBs if the number of graduation-year students under these programmes does not exceed 30 (thirty) persons. In such cases, all functions of the local SCB and those of the local SCB Presidium, which are outlined 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 to summarize FSC outcomes of all state examinations.
	15. The SCB Presidium shall perform the following functions:
		1. deciding on the conclusion of state examinations based on local SCBs’ minutes;
		2. based on the positive results of state examinations, deciding on awarding qualifications and issuing degree certificates (i.e., Bachelor’s, Specialist or Master’s degrees) to graduates from a given programme;
		3. at the final session of the SCB Presidium, which shall be held after the close of all local SCBs’ meetings, drawing up the final minutes[[6]](#footnote-6) of the SCB meeting.
	16. The Presidium shall consist of the SCB chairperson and members of local SCBs. Furthermore, the SCB Presidium must include at least 5 (five) members (including the SCB chairperson).
	17. The SCB Presidium shall be chaired by the SCB Presidium 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 Presidium chairpersons may also head one of the local SCBs, or take part in any local SCB as its member.
	18. The SCB chairperson shall also head each local SCB, should they be established.
	19. A secretary shall be appointed from among faculty staff in order to provide organizational support for SCB Presidium meetings. A local SCB secretary may serve as the secretary of the SCB Presidium. However, the Presidium’s secretary cannot be a member of the SCB Presidium.
	20. The SCB’s composition, including members of local SCBs, the SCB Presidium and secretaries of local SCBs and Presidium, shall be approved by the Designated Vice Rector’s directive, upon the approval of the SCB chairperson, no later than 1 (one) month before the date when the FSC process commences in accordance with the Academic Calendar. This draft directive shall be prepared by the Programme Office if the SCB is set up for an individual degree programme, or by the Deputy Dean for academic affairs if the board is established for several degree programmes.
	21. The activities of HSE University’s academic staff taking part in SCBs shall be considered when planning their workload. Payment for work and compensation for travel expenses, as incurred by SCB members who represent third parties, including the expenses of the SCB chairperson, shall be covered by individual faculties.
29. **SCB Procedures**
	1. The FSC shall be held as per the curriculum of a given degree programme and the HSE University Academic Calendar.
	2. SCB meetings, as well as those of local SCBs and SCB Presidium, shall be held remotely.
	3. No later than 30 (thirty) calendar days before the first state examination:
		1. the FSC timeframe for degree students must be approved as per a Dean’s directive on holding the FSC on a given degree programme, specifying the dates, time and format for the state examinations and pre-examination consultations, as well as lists of students assigned to particular SCBs for taking state examinations. Each student is entitled to at least 7 (seven) calendar days’ interval between examinations;
		2. through posting the FSC schedule on the degree programme’s homepage (site) on HSE University’s corporate site (portal) and sending information to the corporate e-mail addresses/e-mail addresses of SCB members who are not HSE University’s staff members[[7]](#footnote-7), the Programme Office shall:
			1. notify students, members and secretaries of local SCBs and ACs, as well as thesis supervisors, about the approved FSC schedule;
			2. notify students about:
30. AC composition; AC secretary, including his/her contact details; procedures for filing appeals[[8]](#footnote-8) and familiarizing students with AC minutes[[9]](#footnote-9);
31. cancellation or changes in the format of the state examination, if this has been provided for and such decisions have been reached;
32. technological settings for each state examination, including the procedure for transferring one’s written work to the SCB if the state examination is to be held in writing;
33. the procedure for submitting the final version of a thesis[[10]](#footnote-10);
34. options, timeframe and procedures for submitting presentations/other materials, accompanying thesis defence, for preliminary review by SCB members[[11]](#footnote-11).
	1. Additional rules for holding state examinations, including examinations held with the use of proctoring services, as well as procedures for personal identification and cases when technical errors and disruptions occur, shall be approved by an Academic Committee/Academic Supervisor (if there is no Academic Committee) of a given degree programme and brought to students’ attention no later than 10 (ten) calendar days before the start of examinations.
	2. In addition to the information mentioned in pp. 3.3.2 of p. 3.2 hereof, the following information shall be published in a special section of the webpages (websites) of degree programmes on HSE University’s corporate website (portal):
		1. no later than 15 (fifteen) calendar days before the start of the first state examination:
			1. composition of student groups for state examinations;
			2. information on SCB chairpersons, lists of local SCB members and secretaries of local SCBs;
		2. no later than 2 (two) working days before the start of the final state certification:
			1. information about mandatory video recording of state examinations[[12]](#footnote-12);
			2. lists of students with the start time of their state examination/thesis defence, if such a mechanism has been established for the examination process[[13]](#footnote-13).
	3. Programme managers are responsible for publishing the information indicated in p. 3.4 and 3.5 hereof on the webpages of respective degree programmes on HSE University’s corporate website (portal).
	4. Meetings of the local SCBs (SCB Presidium) shall be held remotely. In addition, meetings of the local SCBs, with respect to oral state examinations and thesis defences, must be held with at least two-thirds of their total members in attendance[[14]](#footnote-14).
	5. At least 2 (two) members of the local SCB must invigilate written state examinations held remotely without the use of proctoring technology. The schedule may be set for members of the local board with the times when they are online. The written assignments of each student taking the state examination shall be checked in a distributed format by at least two-thirds of the local SCB’s total members.
	6. SCB meetings shall be headed by respective SCB chairpersons.
	7. The decisions of local SCBs and the SCB Presidium shall be reached 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 tied vote, the chairperson of the local SCB/SCB Presidium shall retain the right to cast a deciding vote.
	8. The respective outcomes of any types of state examinations included in the FSC process shall be assessed on a five-point and 10-point grading scale (i.e., Excellent (8, 9, or 10 points), Good (6 or 7 points), Satisfactory (4 or 5 points) and Unsatisfactory (0, 1, 2, or 3 points))[[15]](#footnote-15).
	9. Excellent, Good and Satisfactory grades hereby imply that the state examination has been passed.
	10. 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.
	11. Forms for meeting minutes, with respect to state examinations, shall be generated in the ASAV by programme managers no later than 2 (two) working days before the scheduled state examination[[16]](#footnote-16). The forms for meeting minutes are available for filling and approval by a secretary and chairperson of the relevant board in LMS (hereinafter, a “personal account”).
	12. The minutes of local SCB meetings shall include lists of the questions posed to students and descriptions of the answers provided, as well as the opinions of local SCB members with respect to the level of students’ preparedness for solving professional tasks, as evaluated during the state examination process. These records should also make note of any gaps identified in students’ theoretical training and practical skills.
	13. The secretaries of local SCBs must record in the minutes the names of all local members attending the meeting.
	14. The minutes of SCB Presidium meetings must include a list of students who have passed the FSC, along with their grades, in accordance with minutes of local SCBs. The template for the minutes of SCB Presidium meetings is provided in Annex 5 hereto. In turn, the SCB secretary shall be responsible for drafting these minutes.
	15. The minutes of local SCBs shall be printed out by the SCB secretary. Minutes shall be signed by chairpersons and secretaries of the respective local SCBs (SCB Presidium). Should the signing be unfeasible, one of the following options may be selected by a degree programme’s Academic Supervisor, at his/her discretion:
		1. the secretary of the respective SCB shall send the minutes to the SCB chairperson by e-mail; the latter signs the minutes and, in turn, sends the scan of the signed minutes to the SCB secretary, who then signs them in his/her turn and stores them until the completion of restrictive measures; after the restrictions are lifted, the SCB secretary sees to it that the minutes’ original is signed;
		2. all minutes shall be signed by the chairperson of the SCB Presidium (SCB chairperson), who, as per the decision of a degree programme’s Academic Supervisor, has been delegated the authority to sign degree certificates issued for a degree programme’s graduates[[17]](#footnote-17), and the SCB secretary (SCB Presidium)[[18]](#footnote-18).
	16. The meeting minutes of local SCBs/SCB Presidium shall be put together in individual files (bound in books) and delivered to Programme Offices, which, in turn, shall keep them on file for 5 (five) years. Upon the expiry of the five-year period, the minutes of local SCBs’ and SCB Presidium’s meetings shall be transferred for archival storage to the archives of the Administration and General Services Office, as per established procedure at HSE University.
	17. The results of oral state examinations shall be announced to students on the examination day. The results of written state examinations shall be announced to students no later than the next working day after the state examination. The outcomes of examinations may be communicated to students via corporate student e-mail, LMS, other electronic means of information transmission. Within the same timeframe as that set for announcing results to students, programme managers must too send information on results to students, who took part in state examinations, via LMS and/or other electronic means of communication clearly ensuring students’ identification[[19]](#footnote-19).
	18. Any student who has missed a state examination for no valid reason or received an unsatisfactory grade shall not be admitted to the next state examination. He/she shall be dismissed from HSE University for failing to conscientiously fulfil his/her obligations to master the degree programme and complete the curriculum.
	19. Students who have passed all state examinations and submitted their theses in due time shall be admitted to take part in a thesis defence[[20]](#footnote-20). Submission of the final thesis version shall be done only by uploading the electronic version to the module “Thesis/Term Paper” via an LMS personal account. Therefore, a hard copy of a thesis shall not be submitted by a student.
	20. Persons who have failed to submit their work by the set deadline and hence progress to the thesis defence, e.g., due to instances of misconduct identified during the check of the thesis work for plagiarism[[21]](#footnote-21), shall be dismissed from HSE University for failing to conscientiously fulfil his/her obligations to master the degree programme and complete the curriculum.
	21. During the FSC process, students cannot carry and/or use any devices for transmission of information (i.e., electronic means of communication), except for means of communication and devices necessary during examinations implemented with the use of electronic means of communication and distance learning technologies, or if the use of electronic means of communication is required by the state examination programme or Guidelines for Thesis Preparation[[22]](#footnote-22).
	22. If any unauthorized academic and teaching material or electronic means of communication are found on a student during a state examination, or if any breach of rules for holding state examinations with the use of the proctoring technology occurs, the involved student shall receive an unsatisfactory grade (i.e., 0 on a 10-point scale), regardless of whether or not such materials (means) were used by the student when preparing his/her answer.
	23. In cases of academic misconduct, as identified in the course of a state examination/assessment of state examination results, a student shall face disciplinary action, as pursuant to HSE University’s Internal Student Regulations.
	24. Video recordings must be made during state examinations for all degree programmes of the faculty/individual degree programmes, in order to ensure the overall transparency of FSC procedures. The requirement to make a video recording must be taken into account when planning the FSC, including the planning of SCB meetings with due consideration of technologies, e.g., means for video recording. The secretaries of local SCBs shall bear responsibility for organizing video recordings.
	25. Video recordings may be used at the meetings of the SCB Presidium for decision-making purposes.
	26. Recommended procedures for making video recordings and storing materials are established by the Guidelines for Organizing Video Recording During Ongoing Assessments and State Examinations, as approved by HSE University Directive No. 6.18.1-01/1807-12, dated July 18, 2019.
35. **Procedure for Holding a State Examination (If It Is Held)**
	1. Pre-examination consultations on questions included in the given state examination programme shall be provided to students remotely before the start of the examination process.
	2. State examinations taking place in a distance format 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 Programme for holding state examinations[[23]](#footnote-23).
	3. When a state examination is held verbally or in writing, students receive examination cards with assignments, prepared in accordance with the approved state examination programme. These examination cards shall be forwarded to students through the use of electronic means of communication, or read out directly by an SCB member/SCB secretary. While preparing their verbal answers, students may make the necessary notes in relation to each question.
	4. State examinations held in writing shall be organized via LMS and/or other electronic systems.
	5. The formats for evaluation materials used at state examinations are to be developed and approved by the Academic Committees of respective programmes or the Academic Supervisor, if there is no Academic Committee.
	6. The academic supervisor of the relevant degree programme shall be responsible for checking the working capacity of the tests and other electronic assessment means employed for holding state examinations with the use of LMS and other electronic systems. This should be checked prior to the start of a state examination. In cases where over 100 students take the exam simultaneously in LMS, programme managers are required to inform HSE University’s IT Office and Centre for Study Technologies and Communications of the Office of Degree Programmes of the date, time, place and number of students taking part in the examination.
	7. If an examination is held verbally, each student shall be entitled to at least 45 (forty-five) minutes to prepare their answer. If a specific start time was assigned to a student in advance[[24]](#footnote-24), these 45 minutes shall be counted from the specified time unless special circumstances (including technical issues occurring while connecting to the electronic system) prevent the student from starting the examination at that time. In such cases, the chairperson of the local SCB may appoint another time for the student during the examination.
	8. While a student gives his/her answers and after it, members of the local SCB, with the permission of the chairperson, may ask him/her to provide clarifications or answer further questions[[25]](#footnote-25) within the scope of the examination programme.
	9. After a student answers all questions and the chairperson declares that the examination is finished, members of the local SCB shall put down the grades for each answer given, along with a preliminary final grade, in their notes.
	10. A total of 6 (six) academic hours are allocated for written examinations. Grades shall be given to students based on the results of examination assignments in accordance with the methodology set out in the examination programme.
	11. After the examination is completed, the local SCB discusses the answers and/or written assignments of each student (after duly checking them) at a closed meeting, conducted remotely, and then they shall give each student the 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 who are present at the meeting, which requires the mandatory presence of the local SCB chairperson. In the event of a tied vote, the chairperson shall be entitled to cast a deciding vote.
	13. Final examination grades on a five-point and 10-point scale should be recorded in the minutes of the local SCB meeting. These minutes must also feature a list of assignments given during the examination. In addition, the minutes must include information on the application of LMS or other electronic systems during the state examination, the format of the evaluation materials used. If necessary, completed assignments (tests) may be requested by the SCB Presidium/AC. Furthermore, a student’s failure to attend an examination shall be recorded in the minutes.
	14. Technological procedures for the delivery of written works by students to the SCB shall be determined by a programme’s Academic Supervisor and brought to the students’ attention as per relevant provisions of these Regulations.
	15. Copies of written examination works shall be sent to Programme Offices by SCB secretaries and stored in electronic form until the end of the calendar year. These copies may be requested by AC when reviewing a student’s appeal against his/her FSC results.
36. **Thesis Defence Procedures**
	1. The forms, requirements, assessment criteria and procedures for selecting topics, deadlines and special aspects for thesis preparation at HSE University are specified in the Regulations for Term Papers and Theses, as well as the Guidelines for Thesis Preparation.
	2. Programme managers shall inform thesis supervisors and referees[[26]](#footnote-26) about the requirement to get acquainted via the personal LMS account in the module “Thesis/Term Paper” with theses submitted by students within the timeframe set by a degree programme, as well as a deadline for submitting a feedback/review.
	3. A feedback/review shall be submitted by a thesis supervisor and referee by attaching a text file or a scan of the document in the relevant LMS personal account in the “Thesis/Term Paper” module.
	4. The content of feedback provided by a thesis supervisor and a review of a thesis must be accessible to the student in his/her LMS personal account in the “Thesis/Term Paper” module before the appointed thesis defence date[[27]](#footnote-27), within the timeframe set in the Guidelines for Thesis Preparation, but no later than 5 (five) calendar day before the thesis defence, so that a student can prepare substantiated answers to the notes left by a thesis supervisor and referee in advance.
	5. In the LMS personal account in the “Thesis/Term Paper PO” module, a programme’s manager shall monitor the execution and timeframes for students’ familiarization with feedbacks/reviews, including, if needed, provide consultations to a thesis supervisor and referee with respect to the technical features of the work in LMS modules.
	6. Theses, feedbacks and reviews shall be accessible for reading by SCB members and an SCB secretary in a special LMS module no later than 2 (two) calendar days before the set thesis defence date. A secretary of the relevant local SCB shall bear responsibility for familiarization of local SCB members with the specified materials and informing them about the requirement to get acquainted with submitted materials. If required, he/she shall provide consultation to SCB members about the technical characteristics of LMS modules.
	7. A thesis defence shall start with a student’s presentation on a thesis topic. The length of the presentation depends on the level of the degree programme. For instance, a presentation of a Bachelor’s thesis should take at least 15 (fifteen) minutes, whereas that of a Master’s or a Specialist’s thesis should come to at least 20 (twenty) minutes.
	8. The student will be expected to explain key aspects of his/her thesis freely, without reading out notes. During a report on a thesis, students can use computer presentations, prepared visual graphic (e.g., spreadsheets, diagrams, figures, etc.) or other materials and/or any other materials illustrating its key features[[28]](#footnote-28). Students are entitled to upload a presentation/other materials for their thesis defence for preliminary familiarization with them by SCB members, no later than 2 (two) calendar days before the thesis defence.
	9. After the presentation is finished, members of the local SCB shall ask the student questions concerning the topic of his/her thesis, or issues closely related thereto. In turn, the student shall be entitled to refer to their thesis when answering questions.
	10. The presence of a thesis supervisor and/or referee at the local SCB meeting is not mandatory.
	11. 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 thesis supervisor and the referee, if any notes were given in the feedback or review. After the closing remarks, the student’s thesis defence process shall be deemed completed.
	12. The local SCB shall decide on the final grade, based on the grades given by the thesis supervisor, referee, members of the local SCB, and the criteria for thesis assessment, as stipulated in the Guidelines for Thesis Preparation.
	13. The final grade for a student’s thesis defence, given on a five-point and 10-point scale, shall be recorded in the minutes of the local SCB meeting. A student’s absence from his/her thesis defence shall also be documented in the minutes.
37. **Structure of Appeals Committees. Appellation Procedure**
	1. Students retain the right to appeal the results of state examinations. FSC outcomes may be annulled as per the decision of the relevant AC. Students shall be informed about the procedures for submission and review of appeals at least 6 (six) months before the start of the FSC process.
	2. ACs, which operate throughout a calendar year, shall be set up to handle student appeals against FSC outcomes.
	3. An AC shall be formed for settling matters regarding appeals submitted by students of an individual faculty. As per the decision of the respective faculty Academic Council/Dean (in the absence of the Academic Council), ACs may be established for each degree programme/group of degree programmes or field of study/concentration, or several fields of study/concentrations. The Academic Supervisor of a given degree programme shall propose candidates to the AC if it has been decided to establish an AC for each of the faculty’s degree programmes, or by the Deputy Dean in charge of academic affairs if it has been decided to create an AC for a group of degree programmes, as well as for a field of study/concentration, or several fields of study/concentrations.
	4. An AC must include at least four (4) members from among the academic staff of a given faculty, who do not sit on the SCBs for the faculty’s degree programmes. One of the AC members shall be appointed as its chairperson, as per the HSE University Rector’s directive. As per the decision of the AC chairperson, a representative of the student council of the given faculty may be invited to take in the AC meeting (provided that this student is not in his/her graduation year).
	5. The AC’s composition and secretary[[29]](#footnote-29), who should not be considered its member, must be approved by the directive of the designated vice rector no later than 1 (one) month before the start date of the FSC process. This directive shall be drafted by the Programme Office if an AC has been established for degree programmes supported by this Programme Office, or by the Deputy Dean in charge of academic affairs if an AC has been created for degree programmes supported by different Programme Offices, as well as for a given field of study/concertation, or several fields of study/concentrations.
	6. It is the duty of the chairperson to organize and supervise the work of the AC, as well as request materials necessary for its work. If required, they may also invite experts from among HSE University’s academic members and/or representatives of other organizations engaged in professional activities related to the given field of study of a respective degree programme (other than members of the AC and the SCB whose results have been appealed by a student and presented for review by the AC).
	7. Students are entitled to submit appeals to the AC as a motivated statement, made in writing. Grounds for making an appeal may be as follows:
		1. a violation, in a student’s opinion, of the established procedure for state examination or thesis defence;
		2. if a student disagrees with the results of the state examination.
	8. A student must file appeals to the AC through sending an application from his/her corporate e-mail no later than the next working day after the announcement of state examination results. The procedure for appeals submission, along with information about the AC secretary and his/her contact details, should be published on the respective webpage (site) of the faculty or degree programme.
	9. The AC secretary must record incoming appeals in the register[[30]](#footnote-30), specifying the date when an appeal is received and the student’s full name, as well as registering officer’s position and last name.
	10. In order to consider an appeal, the local SCB secretary, at the request of the AC chairperson, shall submit the following materials to the committee:
		1. the minutes of the local SCB meeting and the opinion of the local board’s chairperson in regards to compliance with state examination procedures, if an appeal has been filed on grounds that violations had been committed during the examination procedure;
		2. written examination assignments completed by the student (if any), for considering his/her appeal with respect to 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 recordings of the state examination (if any).
	11. An appeal shall be considered at the AC meeting, which will be held entirely in a distance format within 2 (two) working days after a relevant appeal was filed. The local SCB’s chairperson and the student who filed the appeal are invited to join the meeting. If the student does not attend the meeting, it can be held in his/her absence.
	12. AC meetings must be held in presence of at least two-thirds thirds of its total members.
	13. The committee’s decisions shall be approved by a simple majority vote of members present at the meeting. In the event of a tie vote, the chairperson shall be entitled to cast a deciding vote.
	14. The minutes of AC meetings, which shall be made by the AC secretary, should include a list of the questions presented to the student and a brief summary of his/her answers, as well as the local SCB chairperson’s opinion with respect to the grounds for the appeal provided by the student in his/her statement. Decisions made by the AC shall be recorded in the meeting minutes and accompanied by substantiated conclusions. The template for the AC minutes is provided in Annex 6 to these Regulations.
	15. AC meeting minutes shall be printed out by the AC secretary and signed by both its chairperson and secretary. Should the signing be unfeasible, the AC secretary shall send the minutes to the AC chairperson by e-mail; the AC chairperson, in turn, shall sign the minutes and forward the scanned copy of the signed minutes to the AC secretary, who shall then sign the minutes him/herself and ensure its storage until the restrictive measures are lifted.
	16. Within 3 (three) working days after the date of the AC meeting, the relevant decision on the student’s appeal shall be communicated to the student by the committee’s secretary[[31]](#footnote-31). The student must be familiarized with the AC minutes by sending him/her its scanned copy signed as per p. 6.15 hereof to the student’s corporate e-mail. The copy of the minutes shall be accompanied by the information about the deadline and procedure for reading it. The student must familiarize him/herself with the AC minutes. His/her acknowledgement of the AC decision on his/her appeal shall be confirmed in the student’s reply sent to the AC secretary no later than the next working day after the dispatch of the minutes, with the express indication that the minutes have been received by the student. If the reply is not received by the AC secretary, he/she shall draw up a statement about the refusal to read the minutes (which shall be attached to the minutes), which shall then be signed by the AC chairperson (or one of AC members present at the meeting) and secretary him/herself[[32]](#footnote-32).
	17. After the end of the restrictive measures in place, AC meeting minutes (including attachments thereto) shall be bound in books and presented to relevant subdivisions[[33]](#footnote-33), which shall ensure their safekeeping for 5 (five) years. Thereafter, the minutes shall be stored in the archives of the Administration and General Services Office.
	18. Upon consideration of an appeal, the AC shall make 1 (one) of the following decisions:
		1. to reject the appeal if the committee does not find evidence for the details stated therein, and/or if these facts have not impacted on the results of the state examination;
		2. to uphold the appeal if the details stated therein have proved to be true and have thus influenced the results of the state examination.
	19. In those cases specified in p. 6.18.2 hereof, the results of a given state examination shall be annulled. In turn, the minutes with the appeal review shall be delivered to the local SCB no later than the next working day so as to properly implement the AC decision.
	20. If an appeal is upheld, 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 stated in the Academic Calendar for the current academic year. A retake of the state examination shall be held in the presence of the AC chairperson or one of the committee members, as appointed by the chairperson. If the student retakes the thesis defence, the earlier submitted thesis, as per established procedure, shall not be subject to amendments or substitution. If the student appeals against the results of a written exam, and the nature of the assignments and answers provided in writing allows to award a new grade without holding a resit 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 session, signed by the authorized representative of the AC. The AC chairperson shall decide as to whether or not the student may receive a new grade without retaking the examination.
	21. The decisions of the AC are final and cannot be revised.
	22. Students cannot make appeals against retakes of state examinations.
38. **Procedure for Retaking State Examinations**
	1. Students, who have failed the FSC due to their absence from a state examination for a valid reason, are entitled to pass the FSC within the six-month period after the FSC is completed[[34]](#footnote-34). They shall not be dismissed from HSE University.
	2. A student who has failed a state examination for a valid reason shall be admitted to a subsequent exam (if applicable).
	3. Valid reasons for a student’s absence from a state examination shall include:
		1. an illness, as confirmed by a standard medical certificate and submitted to the Programme Office on the date when the student should resume his/her studies according to the certificate[[35]](#footnote-35);
		2. other exceptional circumstances, which objectively prevented the student from attending the state examination, as confirmed by documentary evidence[[36]](#footnote-36) presented no later than 3 (three) working days after non-attendance. Such circumstances may be as follows:
			1. the individual curriculum (hereinafter, an “IC”) of a student taking part in international academic mobility, allowing for his/her participation in the FSC at a later date later than that established in the given degree programme’s curriculum;
			2. the IC of a student whose thesis preparation and/or defence has been rescheduled for the next academic year, owing to his/her inability to access materials, data, equipment required for completing his/her thesis in full measure, because of the imposed measures to prevent the spread of the coronavirus infection;
			3. illness or death of close relatives;
			4. fulfilment of public or state duties;
			5. summons to appear before court/law enforcement agencies;
			6. transportation problems (e.g., a cancelled flight, no tickets available, etc.);
			7. force majeure events, including the occurrence (during the ongoing state examination) of technical problems, which shall be reviewed as per HSE University’s established procedure.
	4. Any circumstances related to students’ work (e.g., business travel, office hours, etc., except those cases specified in p. 7.3.2.4 hereof) shall not be regarded as valid reasons for his/her absence from a state examination.
	5. Decisions to consider a student’s explanations for absence as a valid reason in cases listed in p. 7.3.2, shall be made by the relevant Faculty Dean and agreed upon with the degree programme’s Academic Supervisor.
	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 receiving an assignment/the start of the thesis defence. In such cases, this fact shall be noted in the local SCB’s minutes as “non-attendance”. The reason for missing a state examination shall be considered as valid if the student provides a confirmation as per the requirements established in p. 7.3.1 hereof. If he/she has started working on an assignment at the state examination/thesis defence, but then refused to continue it, the completed part of the assignment/report at the defence shall be assessed in line with the established requirements/criteria of the state examination/Guideline for Thesis Preparation. If a student has refused to continue taking part in the state examination and also failed to complete any portion of the examination assignment, he/she shall receive a “0” grade (recorded in the local SCB minutes), regardless of whether a medical certificate had been provided either before or after his/her refusal to take part in the examination.
	7. If, during the period when the retakes of the FSC take place, the student fails the FSC for no valid reason, he/she shall be dismissed from HSE University for failing to fulfil his/her obligations to duly master the degree programme and complete the established curriculum. Furthermore, such students shall be issued a certificate of attendance or a certificate confirming the period of their study.
	8. If, during the period allocated for retaking the FSC over the course of 6 (six) months after the completion of the FSC process, a student has failed to attend the state examination for a valid reason, including health-related reasons, but not provided a health certificate issued by a medical institution in order to receive an exceptional leave of absence for medical reasons[[37]](#footnote-37), he/she shall be dismissed from HSE University for failing to fulfil his/her obligations to duly master the degree programme and complete the established curriculum.
	9. A student, who has failed the FSC and has been dismissed for his/her failure to fulfil obligations to duly master the degree programme and complete the set curriculum, is entitled, upon his/her reinstatement at HSE University, to retake the FSC no earlier than the next calendar year, within the timeframe established for holding the FSC for graduation-year students, but no earlier than in 10 (ten) months and no later than in 5 (five) years after the FSC failed by the student.
	10. Upon the FSC retake, another thesis topic may be approved and/or another Academic Supervisor may be appointed if the student so desires.
	11. One and the same person may retake state examinations no more than 2 (two) times.

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|  |  |  |  |  |  | Annex 1to Provisional Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For verbal state examinations* |
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|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting on** |  |
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| Student of the |  |   | (year of study) |
| Degree programme |  |
| Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field of study/concentration |  |
|  |  | *(code and name of field of study/concentration)* |
| Faculty |  |
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|  |  |  |  |  | *(last name, first name, patronym/middle name - if any)* |
| Systems (means) for holding the FSC |  |
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| **Board members:** |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Members |  |  |  |  |  |  |
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| Secretary |  |  |  |  |  |  |
| **No. of examination card** **(***if applicable***)** |  |  |  |  |  |  |  |
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| **Assignments:** |  |  |  |  |  |  |  |  |  |  |
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| **Additional questions (if applicable):** |  |  |  |  |  |  |  |  |  |
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| **Description of a student’s answers:** |  |
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| **Opinion of the Board’s Chairperson and members about the student’s level of preparedness for solving professional tasks, as well as any deficiencies in his/her theoretical and practical training, identified during the examination:**  |
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| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name, initials)* |  |
| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name, initials)* |  |

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|  |  |  |  |  |  | Annex 2to Provisional Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For written state examinations* |
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|  |  |  | **National Research University****Higher School of Economics** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting on** |  |
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| Student of the |  |   | (year of study) |
| Degree programme |  |
| Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Field of study/concentration |  |
|  |  | *(code and name of field of study/concentration)* |
| Faculty |  |
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|  |  |  |  |  | *(last name, first name, patronym/middle name - if any)* |  |  |  |  |  |  |
| Systems (means) for holding the FSC |  |
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| **Board members:** |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Members |  |  |  |  |  |  |
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| Secretary |  |  |  |  |  |  |
| **No. of examination card** **(***if applicable***)** |  |  |  |  |  |  |  |
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| **Assignments:** |  |  |  |  |  |  |  |  |  |  |
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| **Description of student’s answers:** |  |
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| **The opinion of the Board’s Chairperson and members about the student’s level of preparedness for solving professional tasks, as well as any deficiencies in his/her theoretical and practical training, identified during the examination:**  |
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| **Grade:** |  | / |
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| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name, initials)* |  |
| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name, initials)* |  |

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|  |  |  |  |  | Annex 3to Provisional Regulations on Final State Certification of Students of Bachelor’s, Specialist and Master’s Programmes at National Research University Higher School of Economics*For 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 on** |  |
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| Student of the |  |   | (year of study) |
| Degree programme |  |
| Level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Field of study/concentration |  |
|  |  | *(code and name of field of study/concentration)* |
| Faculty |  |
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|  |  |  |  |  | *(last name, first name, patronym/middle name - if any)* |
| Systems (means) for holding the FSC |  |
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| **Board members:** |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Members |  |  |  |  |  |  |
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| Secretary |  |  |  |  |  |  |
| **Examination format**  |  |
| *(testing/other)* |  |  |  |  |  |  |  |  |  |  |  |
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| **No. of assignments/tests, offered to the student:**  |  |
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|  |  | *(if applicable)* |  |  |
| **Description of the student’s answers:**  |
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| **Opinion of the Board’s Chairperson and members about the student’s level of preparedness for solving professional tasks, as well as any deficiencies in his/her theoretical and practical training, identified during the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ examination:**  |
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| Secretary |  |  |  |  |
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|  |  |  | Annex 4to Provisional 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** |  |  |  |
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|  |  |  | **Minutes of Local SCB Meeting on the thesis defence** |  |
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| Student of the  |  |   | (year of study) |
| Degree programme |  |
|  | *(title of degree programme)* |
| Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Field of study/concentration |  |
|  |  | *(code and title of field of study/concentration)*  |
| Faculty |  |
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|  |  |  |  |  | *(last name, first name, patronym/middle name - if any)* |
| Systems (means) for holding the FSC |  |
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| **Board members:** |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Recommended grade *on a 10-point scale (figures/ words)* | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |  |
| Members |  |  |  |  |  |  |
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| Secretary |  |  |  |  |  |  |
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| **Thesis topic** *(in Russian):* |  |  |  |  |  |  |  |  |  |  |
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| **Thesis Supervisor**  |  |
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| *(academic degree)* |  | *(position)* |  | *(subdivision)* |  | *(full name)* |
|  |  |  |  |  |  |  |  |  |  |  |
| **The following have been submitted to the Board** *(if received in an electronic form, please specify how this was received and where it is stored):* |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Thesis | on |  | pages |  |  |  |  |  |  |  |
| Supervisor’s feedback | on |  | pages |  |  |  |  |  |  |  |
| Review | on |  | pages  |  |  |  |  |  |  |  |
| Review *(if applicable)* | on |  | pages |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Thesis Supervisor’s conclusions and recommended grade:**  |
|  |
|  |
|  |
|  |
| **Referee’s/(s’) conclusions and recommended grade** *(if applicable)*: |  |  |  |
|  |
|  |
|  |
|  |
| **After the report on the completed thesis, the following questions were posed to the student:**  |
| 1. |  |
|  |
| 2. |  |
|  |
| 3. |  |
|  |
| **Description of the student’s answers:**  |  |  |  |  |  |  |  |  |  |
|  |
|  |
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|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Opinion of the Board’s Chairperson and members of the student’s preparedness for solving professional tasks and any deficiencies in his/her practical and theoretical training, as identified in the course of thesis defence:**  |
|  |
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| **The Board’s decision:** |  |  |  |  |  |  |  |  |  |  |
|  | Hereby, acknowledge that the student  |  |
|  |  | *(last name, first name, patronymic/middle name – if any)*  |
|  | has prepared and defended his/her thesis for the grade:  |  |
|  |  | *Grade on a 10-point scale (figures)* |
|  |  |  |
|  |  | *Grade on a five-point scale (words)* |
| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |
| Secretary  |  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | Annex 5to Provisional 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 the Final SCB Presidium’s Meeting**  |  |  |  |
|  |  |  |  |  |  | No. |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| on Awarding the Qualification |  |
|  |  | *(title of qualification)* |  |
| to graduates who have completed studies under a core degree programme  |
|   |
| *(title of degree programme)* |
| Level\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Field of study/concentration  |
|  |
| *(code and title of field of study/ concentration)* |
| and final state certification  |
|  |
|  | “ |  | “ |  |  |  | 20 |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Systems (means) for holding the FSC |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **SCB Presidium members:** |  |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Present at the meeting (*specify*) |
| Chairperson  |  |  |  |  |  |
| Members |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| 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 field of study/concentration)* |
| who have passed final state certification.  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Resolution:** |  |  |  |  |  |  |  |  |  |  |  |
| 1. Hereby acknowledge that the students have fully completed the curriculum of the core degree programme in field of study/concentration
 |
|  |
|  |  |  |  |  | *(code and title of field of study/concentration)* |  |  |
| and passed state examinations with positive grades (see the attachment hereto).  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Approve minutes of the SCB/local SCB meeting(s) (underline as appropriate):
 |
| No. of minutes for state examination results (if appropriate)  |
| from № |  | till № |  |
| No. of thesis defence minutes  |
| from № |  | till № |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Award the qualification as follows
 |  |
|  | (title of qualification) |
| in field of study/concentration  |  |
|  | *(code and title of field of study/concentration)* |
| to the following students:  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronymic/middle name – if any  |
| 1. |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 1. Issue the student the following documents confirming the awarded degree and qualification:
 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| No. | Last name, first name, patronymic/middle name – if any | Diploma type |
| 1. |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Chairperson  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |
| Secretary |  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  | Annex 6to Provisional 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 the Appeals Committee’s (AC) meeting**  |  |  |  |
|  |  |  |  |  |  | **№** |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  | *(faculty)* |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | “ |  | “ |  |  | 20 |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Systems (means) for holding the AC meeting |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **AC members:** |  |  |  |  |
|  | Academic Degree | Position | Subdivision | Last name, first name, patronymic/middle name (if any) | Present at the meeting *(specify)* |
| Chairperson  |  |  |  |  |  |
| Members |  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Secretary |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| The AC has reviewed the statement of the student of |  | year  |  |  |
| of degree programme  |  |
|  |  |  |  |  |  |  |  | *(title of degree programme)* |
| level \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |
|  |  |  | *(*last name, first name, patronymic/middle name – if any*)* |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| *from \_\_\_\_.\_\_\_\_.20\_\_\_\_ on the appeal against the results of the state examination which took place on \_\_\_\_.\_\_\_\_.20\_\_\_\_ .* |
|  |
| *The appeal contains a complaint against an irregularity in established procedure for holding the state examination and/or objection to the results of the state examination, namely:*  |
|  |
|  |
|  |
|  |
| *(statements of the appeal in brief)* |
| *The following documents have presented for the review by the AC (video/audio recordings):*  |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
|  |
|  |
| *During the AC session, the following questions were posed to the student and the following answers were received:*  |
| *Question:* |
| 1. |  |
|  |
| Answer: |  |
|  |
| *Question:* |
| 2. |  |
|  |
| Answer: |  |
|  |
| *Question:* |
| 3. |  |
|  |
| Answer: |  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| *As a result, the AC has established:*  |
|  |
|  |
|  |
| *On the basis of the stated above the AC holds that:*  |
|  |
|  |
|  |
| ***The AC’s resolution*** *(select appropriate solution/solutions from those listed below):*  |
| **Uphold the appeal of** |  | ***.*** |
|  |  |  |  |  *(student’s last name, first name, patronymic/middle name – if any)*  |  |  |  |
| *The result of the state examination, dated \_\_\_\_.\_\_\_\_.20\_\_, shall be annulled. The student is offered an opportunity to retake the state examination.*  |
|  |
| *If the statements presented in the appeal have been confirmed and have impacted on the results of the state examination of other students who participated therein, in addition to the results of the student who has lodged the appeal, the results of all students who participated in the state examination shall be thusly annulled. Students shall be appointed a retake of the state examination.*  |
|  |  |  |  |  |  |  |
|  | **YES** |  |  | **NO** |  |  |
|  | *(select as appropriate)* |  |
|  |
| **Refuse the appeal of**  |  | ***.*** |
|  *(student’s last name, first name, patronymic/middle name – if any)* |  |
| *The results of the state examination, dated \_\_\_\_.\_\_\_\_.20\_\_ , shall not be subject to revision.*  |
|  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| AC Chairperson |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |
| AC Secretary |  |  |  |  |
|  |  |  |  |  |  |  | *(signature)* |  |  | *(last name and initials)* |  |

1. Zoom, Skype, MS Teams, Webinar, etc. [↑](#footnote-ref-1)
2. Final examinations in individual courses are aimed at evaluating a student’s academic progress in a given course of a degree programme and shall cover all course content, as stipulated by the respective HE FSES. [↑](#footnote-ref-2)
3. 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-3)
4. The review of Specialist and Master’s theses is mandatory and hence may not be cancelled. [↑](#footnote-ref-4)
5. Professionals may also include HSE University’s academic staff members employed at the University (as their primary place of employment, or on a part-time basis) in non-teaching positions. [↑](#footnote-ref-5)
6. This shall serve as the grounds for issuing a directive on the dismissal of students due to the completion of their studies. [↑](#footnote-ref-6)
7. Other means of transmitting information may also be used. [↑](#footnote-ref-7)
8. Link to the procedures on submitting appeals, if it is published on the faculty’s homepage (see p. 6.8 of these Regulations). [↑](#footnote-ref-8)
9. See p. 6.15 hereof. [↑](#footnote-ref-9)
10. See p. 3.22 hereof. [↑](#footnote-ref-10)
11. See p. 5.8 hereof. [↑](#footnote-ref-11)
12. See p. 3.27 hereof. [↑](#footnote-ref-12)
13. See p. 4.7 hereof. [↑](#footnote-ref-13)
14. Hereinafter, two-thirds are rounded up to the nearest whole number. [↑](#footnote-ref-14)
15. The results of state examinations shall be assessed pursuant to the same system as employed for interim assessments, as set forth in the Regulations for Interim and Ongoing Assessment of Students at HSE University. [↑](#footnote-ref-15)
16. This is the prerequisite of timely familiarization with the materials submitted for thesis defence (thesis, feedback, review, etc.) by members and secretary of the State Thesis Defence Board. [↑](#footnote-ref-16)
17. It is possible to sign minutes and degree certificates simultaneously. [↑](#footnote-ref-17)
18. Immediately after filling the minutes on the day when a state examination takes place. All minutes may be signed by the SCB Presidium secretary as per the decision of a degree programme’s academic supervisor. [↑](#footnote-ref-18)
19. The results to be announced to students in line with p. 3.20 hereof may be brought to students’ attention by informing them about the place where this information is kept (i.e., a personal LMS account). [↑](#footnote-ref-19)
20. Deadlines for submission of the final versions of theses are specified in the directive on holding state examination, but no later than 7 (seven) working days before the date of a given thesis defence. [↑](#footnote-ref-20)
21. The procedures for plagiarism are determined in the Regulations on Checking Student Papers for Plagiarism and the Publication of Bachelor’s, Specialist and Master’s Theses on the HSE Corporate Website. [↑](#footnote-ref-21)
22. The requirement to use the means of communication shall be set in Guidelines for Thesis Preparation, as developed by respective degree programmes, as well as the directive on holding state examinations. [↑](#footnote-ref-22)
23. Considered with amendments made. [↑](#footnote-ref-23)
24. 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 2 (two) working days before the examination date and published on the bulletin board and/or website of the given degree programme. [↑](#footnote-ref-24)
25. Questions may be asked (repeated) through the use of a medium such as chat (or other media). [↑](#footnote-ref-25)
26. If reviewing a thesis is mandatory. Hereinafter, ‘thesis’ means Master’s and Specialist thesis and Bachelor’s thesis, unless the decision has been made to cancel mandatory reviewing. [↑](#footnote-ref-26)
27. Both a thesis supervisor and a referee shall be responsible for a student’s familiarization with the feedback/review. [↑](#footnote-ref-27)
28. The requirements of a given degree programme with respect to the thesis defence procedure are described in the Guidelines for Thesis Preparation. [↑](#footnote-ref-28)
29. May act as a secretary of the local SCB and/or secretary of the SCB Presidium at the same time. [↑](#footnote-ref-29)
30. The register may be maintained depending on the formation of the AC, as described in p. 6.3. hereof. An electronic register may be maintained. [↑](#footnote-ref-30)
31. If needed: via corporate student e-mail or the LMS, with a mandatory reminder about acknowledgement with the minutes (personally or electronically). [↑](#footnote-ref-31)
32. The procedure for its signing may be analogous to that in place for AC minutes; please see p. 6.15 hereof. [↑](#footnote-ref-32)
33. If an AC has been established for each degree programme/a group of degree programmes administered by a single Programme Office, the latter shall be responsible for the storage of minutes; if the AC 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 responsible for the storage of minutes shall be determined by the Deputy Dean for academic affairs. [↑](#footnote-ref-33)
34. Effective from the FSC completion date, as per the established Academic Calendar at HSE University. [↑](#footnote-ref-34)
35. During the period when restrictive measures are in place, a copy of a medical certificate may be accepted, as sent to the Programme Office by e-mail. The original of the certificate shall be presented after restrictive measures have been removed. [↑](#footnote-ref-35)
36. See footnote 35 above. [↑](#footnote-ref-36)
37. In such cases, HSE University may decide to grant such students an exceptional leave of absence. [↑](#footnote-ref-37)