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dated December 28, 2018

APPROVED  
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**REGULATIONS FOR INTERIM AND ONGOING ASSESSMENTS OF  
STUDENTS AT NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF  
ECONOMICS**

Moscow, 2018

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## **I. General Provisions**

1. Academic assessments of students taking part in HSE University's degree programmes shall include ongoing assessments of their academic performance, interim assessments, and final state certification.

2. These Regulations for Interim and Ongoing Assessments of Students at National Research University Higher School of Economics (hereinafter, the "Regulations", and "HSE University", respectively) shall govern the procedures for ongoing and interim assessments of students at HSE University<sup>1</sup>, and its regional campuses, in accordance with duly approved curricula (including individual curricula) for degree programmes at the Bachelor's, Specialist and Master's level<sup>2</sup> (hereinafter, "degree programmes").

3. The procedures for final state certification of students are stipulated in an HSE University's bylaw for the organization and implementation of these processes at HSE University.

4. Ongoing assessments (hereinafter, "ongoing assessments") shall be aimed at regular and systematic monitoring of students' academic progress in courses and various academic tasks<sup>3</sup> (hereinafter, jointly referred to as a "course") during contact hours with teachers, including classes delivered through distance learning technologies, and through self-study. Ongoing assessments shall include several elements, which shall be assessed with respect to the rules defined in the course syllabus (hereinafter, "element of assessment").

5. Interim assessments are used to evaluate:

5.1. interim results with respect to a given course – for courses extending over multiple study periods<sup>4</sup> (hereinafter, a "long-term course"), provided that the studies on a long-term course are still underway, and the curriculum of a degree programme, which includes a long-term course, provides for several interim examinations;

5.2. final results for a course - if a course has been completed. Final grades for a course shall be given at the end of its study period and provided in the supplement to the relevant certificate of education and qualification.

6. Interim and final grades are given for a course on the basis of grades obtained by students for all elements of the given assessment. The fundamental principle for a student's performance evaluation is the cumulative nature of the interim assessments: the

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<sup>1</sup> These Regulations also govern the procedures for ongoing and interim assessments of students admitted to study at HSE University on any particular part of a degree programme.

<sup>2</sup> With the exception of degree programmes at the Bachelor's level which are designed for applicants with completed higher or vocational education only.

<sup>3</sup> Other types of academic tasks include internships, projects, research seminars, project seminars, term papers, independent examinations in English, the Project Proposal defence and other tasks, provided for by the Degree Programme's curriculum.

<sup>4</sup> A study period means a module or a semester, depending on the study process schedule as per which a given degree programme is being implemented.

grade for any course shall hinge on the continuous assessment of the student's work, which shall be evaluated through each element of assessment.

7. The scope of assessment elements, related forms, contents and procedures, tools and technologies, applicable evaluation systems, assessment criteria, identification of assessment elements, which are eligible / not eligible for retakes / or blocking<sup>5</sup>, as well as the formula (rule) for calculating interim and/or final grades for a course, rounding rules and other characteristics of the respective assessment elements,<sup>6</sup> shall be specified in the approved course syllabus and shall be uniform for all students registered in the course.

8. Teachers must inform students about the scope and procedures for assessment elements during the first class of the given course. He/she must also inform the students about the formula (rules) for calculating the interim and/or final grades for the course. Furthermore, during the first class, he/she must notify the students that the course syllabus is available on HSE University's corporate website (portal).

9. Teachers, who deliver classes for students and are responsible for conducting ongoing and interim assessments, shall be nominated by the relevant subdivision/school/department/faculty/institute (hereinafter, "subdivision"), which is responsible for delivering the course. The teacher who will be responsible for delivering a course shall be appointed by the respective subdivision<sup>7</sup> (hereinafter, "responsible teacher"). He/she will ensure that all teachers, who are involved in the study process on a given course, comply with the assessment procedures, as well as the integrity of all control and measurement materials (hereinafter, "CMM"), and the criteria for evaluating elements of assessment.

## **II. Grading System and Calculation**

10. A 10-point grading scale (hereinafter, a "10-point scale") shall be used at HSE University for giving grades for interim and final assessments for a given course. The rounding rules can be stipulated in the course syllabus. If no rounding rule is provided in the syllabus, arithmetical rounding shall be applied<sup>8</sup>.

11. In order to establish a correspondence between an HSE University's 10-point scale and quantitative 5-point grading scale, the following system of conversion for qualitative to quantitative grades shall be used:

- "Excellent" – 8 to 10 points;
- "Good" – 6-7 points;
- "Satisfactory" – 4-5 points;
- "Fail" – 0-3 points.

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<sup>5</sup> A blocking element of an assessment is defined in p. 23 hereof.

<sup>6</sup> May consist of the following: a written or oral element of assessment, long-distance technologies and technical aids may be employed by the teacher or student; additional materials may be used during the assessment process.

<sup>7</sup> Hereinafter, acting through the subdivision's head or his/her authorized representative.

<sup>8</sup> If arithmetical rounding is applied, the fractional part, which is less than 0.5, is discarded, and the grade is rounded down to the nearest integer value. Otherwise, the grade is rounded up to the nearest integer value.

“Excellent”, “Good” and “Satisfactory” grades shall be considered as passing grades.

12. A “zero” grade (0 points) may be assigned:

12.1. if a student fails to undertake an assessment (e.g., submitted a written assignment with no answers to the tasks given; refused to provide an answer at an oral examination; or other cases where the student failed to provide any answer);

12.2. or, if a violation has been committed as listed in the Procedures for Applying Disciplinary Measures for Violations of Academic Standards for Student Papers at National Research University Higher School of Economics<sup>9</sup>, including cases of copying at written or oral examinations, using verbal assistance at an oral examination, submitting the same paper twice, plagiarism and fraud at written examinations, and fabrication of data or results;

12.3. in other cases, as per the procedure established in these Regulations.

13. Prior to establishing the grade for the interim assessment, a teacher retains the right to utilize a grading scale different to the 10-point scale for assessment elements. Information with respect to the procedure and system of assessment must be provided in the given course syllabus.

If a different grading scale is used for interim assessments, the rules for conversion of grades to the 10-point scale must be specified in the relevant course syllabus.

14. Grades for interim assessments shall be calculated using a formula (rule), which takes into account grades for all elements of the given assessment. The formula for calculating grades assigned for the interim assessment must be stipulated in the course syllabus. Elements of assessment, which are not eligible for retakes, shall be specified in the course syllabus along with the formula (rule) for calculating grades assigned for the interim assessment<sup>10</sup>. If a course syllabus does not provide a list of assessment elements, which are not eligible for retakes, the contents of all assessment elements must be reflected in the CMMs to be used for retakes.

15. If a weighted sum of grades received for assessment elements with a sum of weights equal to 1 (one) is used as a formula (rule) for calculating an interim assessment grade, none of the related grades for assessment elements should weigh more than 70%.

16. The formula (rule) for calculating an interim assessment grade may be constructed as a non-linear expression relying on a variety of elements (minimum or maximum value of several grades, a choice from several grades for a specific condition,

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<sup>9</sup> Annex 3 to Internal Student Regulations of National Research University Higher School of Economics

<sup>10</sup> Assessment elements, which cannot be repeated, are usually not eligible for retakes, such as: taking part in a discussion at a seminar, solving a case at any particular moment, etc. However, there can be other grounds for excluding an element of assessment from the list of those eligible for retakes. Such grounds must be stipulated in the course syllabus.

etc.), or provide for a ranking of students' assessment results based on certain rules, or follow any other pattern, which should be specified in the given course syllabus.

17. The final grade for a given course, which includes several interim assessments, can depend on the grades for interim assessments along with the grades received for the relevant assessment elements during the last study period of a given course. The procedure for final grade calculation must be specified in the given course syllabus.

18. If a course is being offered by teachers of more than 1 (one) subdivision, a common syllabus should elaborate on the methods for calculating the final grades.

### **III. Ongoing Assessment Procedures**

19. Ongoing assessments of academic progress may be conducted:

19.1. during the contact hours, under teacher's supervision as per the established schedule;

19.2. as an independent student's work without teacher's supervision, which is to be subsequently graded by the teacher (or a teaching assistant);

19.3. through the use of e-learning tools, employed during contact hours by a teacher or independently by students during their self-study, including auto-grading tools.

20. Ongoing assessment methods may include homework, in-class assignments, independent projects, reports, essays, colloquiums, lab assignments, term papers, examinations and other formats selected by the teacher responsible for the given course.

21. A teacher enters ongoing assessment grades into a student performance record (assessment record sheet). In turn, student performance records may be maintained electronically, e.g., on a virtual platform, and kept accessible for references to students. The form of an assessment record sheet (e.g., indicative and final forms), as well as the requirements for maintenance of records in any specific form, deadlines<sup>11</sup> and the method for assessment records storage shall be established by the subdivision head. If no recommendations to this end have been made by the subdivision head, the relevant teacher shall write up the form of the assessment record sheet, and a record sheet must be stored for 3 (three) months upon completion of the interim assessment.

22. The last element of assessment for a course to be taken by students within the ongoing period is held during the examination period<sup>12</sup> or within 10 (ten) calendar days before the examination period, and is called an "Examination". Examinations are usually held in writing.

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<sup>11</sup> Assessment record sheets should be stored for at least 3 (three) months after the interim assessment date.

<sup>12</sup> An examination period is comprised of 1 (one) or 2 (two) weeks, when no classes are scheduled, and which are fully devoted to examinations. Examinations are held at the end of each academic period of an academic year, in accordance with the approved academic schedule.

23. Each<sup>13</sup> element of assessment, including examination, may have a blocking effect (hereinafter, a “blocking element of assessment”). If an unsatisfactory grade was given for a blocking element of assessment, either the interim grade as a whole or a part<sup>14</sup> of the interim grade calculation formula (rule) shall be regarded as an equivalent of a grade for a blocking element of assessment, until the student receives a positive grade for the blocking element of the assessment. When a student receives a positive grade for a blocking element of assessment (outright or after a retake), the interim grade (or a part thereof) shall be re-calculated with respect to the received positive grade.

24. If a course includes blocking elements for an assessment, which are organized more than in 10 (ten) calendar days before the examination period, the given course syllabus must provide students with an opportunity to retake each of such Elements before the examination period. The procedure and timeframe of such retakes shall be provided in the course syllabus. Retakes in regard to such blocking Elements of assessment shall be carried out using the same CMM and technologies which were applied during the first attempt of examination in this element of assessment.

25. If the weight of an element of assessment is less than 30% of the interim assessment grade, the course syllabus must provide the opportunity to retake such an element for those students who may have missed the given examination element for a valid reason. The procedure and timeframe for retakes shall be defined as per p. 24 hereof.

26. If a given course includes blocking elements of assessment, which are organized less than 10 (ten) calendar days before the examination period, the retakes of such elements can take place before the end of the examination period. The interim assessment grade shall be calculated only after retakes of such elements. The procedure for retakes must be described in the course syllabus. Retakes in regard to such blocking elements of assessment shall be carried out relying on the same CMM and technologies which were applied during the initial examination in this particular element of assessment. If there is a potential conflict with the main schedule of the examination period, the procedure for such retakes shall be defined as per p. 49 hereof.

27. An unsatisfactory grade received by a student for a course element of assessment cannot serve as the ground for the student’s non-admission to the further assessment elements (including examinations) of this course which are scheduled before the end of the oncoming examination period which includes an interim assessment for the given course.

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<sup>13</sup> With the exception of elements of assessment relating to the students’ attendance, or performance in class, etc. (i.e. those elements which are not eligible for retakes). Such elements of assessment cannot be referred to as blocking elements.

<sup>14</sup> If a blocking element of assessment blocks any part of an interim grade, this part shall be defined in the course syllabus in the grading system description.

28. The teacher shall bear the right to introduce minor adjustments to the number of assessments elements and examination procedures<sup>15</sup>. In such cases, a teacher should inform students of any changes and relevant reasons no later than 24 (twenty-four) hours before the start of the changed element of assessment. No later than within 3 (three) working days upon the receipt of such information, the students shall have the right to inform the academic supervisor of his/her degree programme with respect to such changes. Thusly, the academic supervisor shall make a final decision in regard to whether or not such changes may be introduced. If the academic supervisor has objections against the proposed changes, he/she shall inform the teacher via e-mail. In turn, the teacher shall inform the students of any minor changes in the examination procedure during the last class of the given course before the examination period.

29. Ongoing assessments in the form of written tests for over 50 (fifty) students must be arranged in accordance with the Guidelines for Conducting Ongoing and Interim Assessments in Writing (Annex 1).

30. The duration of a written assessment element cannot exceed 4 (four) academic hours; the students must be announced of the duration before its start. A written assessment shall start when all test assignments have been properly distributed to the students. Written examinations carried out during the examination period must not start earlier than 9 am and should end no later than 9 pm. Written tests, which are held at a period outside of the examination period, shall be planned with respect to the ongoing academic schedule of a course.

31. The duration of an oral examination for any student must not exceed 4 (four) academic hours. An oral examination must not start earlier than 9 am and end after 9 pm. For each student, an oral examination starts when he/she receives an examination card (assignment)<sup>16</sup> and ends when the examiner assigns the grade. The duration of an oral examination, which is held outside of the examination period, cannot be longer than a class period.

32. During the examination process, students may use syllabi, reference books, and other sources, as selected by the teacher and listed in the given course syllabus. The use of materials not permitted by the teacher, attempts to communicate with other students or other individuals (e.g., through an electronic means of communication), unauthorized movement in the examination room, the use of electronic means of communication following a teacher's explicit restriction of its use, etc., thereby present grounds for a student's removal from the examination room with subsequently assigning a "0" grade for the assessment element.

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<sup>15</sup> The assignment of a blocking status to a given element of assessment cannot be regarded as a minor change.

<sup>16</sup> If a form of a given element of assessment does not foresee the distribution of assignments, an oral examination shall start once the student begins to give his/her answer.



33. Students must arrive for the examination at the time indicated in the examination schedule or at that specified by a teacher (applicable to oral examinations). The examination time may be extended by the examiner's decision if a student is late.

34. A student who has arrived for the examination but decided not to participate due to health reasons must declare this before the receipt of an examination card or assignment. In such a case, this student shall be registered as "absent" on the assessment record sheet.

If a student refuses to continue the examination process after having completed part of the assignment, this part shall be assessed as per the established assessment criteria.

If a student refuses to continue the examination and has failed to complete any part of the assignment, a "0" grade will be entered into the assessment record sheet, regardless of a medical certificate that may be available prior to or after such refusal.

35. Valid excuses for absence may include illness confirmed by a medical certificate, as well as other exceptional circumstances supported by documentary evidence. A medical certificate shall be submitted by the student to the Degree Programme Office (hereinafter, the "programme office") or to the programme manager in charge of providing support for the student's study of a given degree programme (hereinafter, the "programme manager"), on the date which he/she is expected to resume classes, as per the medical certificate. Other valid reasons shall be provided as documentary evidence to the programme manager within 3 (three) working days after non-appearance. Whether or not to accept exceptional circumstances as a valid excuse for absence shall be the decision of the programme coordinator. Work-related reasons (e.g., business trips, office hours, etc.) are not valid excuses for a student's absence from an examination.

36. Students who fail to attend an examination shall be registered as "absent" on the assessment record sheet. The teacher is not allowed to register a student as "absent" at the latter's request if the student was present during class/ at the examination and began completing the given assignment.

37. Assessment results should be evaluated by the teacher, a teaching assistant, or automatically by use of e-learning tools.

38. Teachers must inform students about their ongoing assessment results no later than 10 (ten) calendar days following the given assessment date. If an assessment is conducted during the examination period, the results shall be announced within 5 (five) working days after the end of this period.

39. Students may be informed through various channels of communication, including electronic ones.

40. During their office hours, teachers must hold individual or group appointments with students in order to address students' queries with respect to ongoing assessment results.

41. If a given course syllabus foresees an examination during the examination period, the teacher shall have the right to release students from an examination while also giving them an interim assessment grade in line with a respective cumulative grade. The teacher shall announce his/her decision no later than at the last class prior to the examination period. Online channels of communication, which can be used during the course of study, may also be used for announcing grades. As per the students' own choice, they may decide to take an examination rather than receive a grade without an examination. In turn, the teacher must be informed of such a decision no later than at the final class.

#### **IV. Organization of the Examination Period and Interim Assessment Outcomes**

42. Interim assessment outcomes shall be summed up during the examination period. In order to avoid the debasing of teaching quality assessments submitted by students, as held in accordance with the University's bylaws prior to the examination period, interim or final grades for a given course cannot be given before the examination period. Interim assessment outcomes shall be stated in the interim assessment record sheet (hereinafter, the "record sheet") (Annex 2).

43. The following steps may be undertaken during the examination period:

43.1. holding an examination scheduled for an ongoing period of study;

43.2. demonstrating and discussing common mistakes, generally made in examinations or (all or any particular) blocking elements that took place before the examination period;

43.3. announcing interim assessment outcomes: outcomes may be announced via online communication channels used in the course of studies; interim assessment outcomes must be communicated to students via online channels before holding a meeting with those assessed if such a meeting has been scheduled.

44. The schedule and venue of events listed in p. 43 hereof during the ongoing examination period shall be approved by the programme manager. No later than 2 (two) weeks before the examination period, the responsible teacher shall inform the programme office that there is no need to appoint a date for an examination or presentation of works in the schedule for the given examination period, if such an examination or presentation is not planned for the coming examination period, as well as specify the date for preparing a record sheet.

45. At least 1 (one) week before the examination period's starting date, the examination period's schedule shall be communicated to teachers and students by the programme office, or the programme manager, and published on the information boards of the given degree programme, as well as on the degree programme's website on HSE University's corporate website (portal), and other online communication channels used during studies.

46. No special days are normally allotted for preparing for examinations.

47. If a modular system is in use, teachers must not hold any pre-examination tutorials during the examination period.

48. An examination schedule must be drawn up, whereby each student should have no more than 1 (one) examination per day.

Schedules of the examination periods for students, who have wished to include external course(s) from other degree programmes' curricula into their individual curricula (hereinafter, "students with external courses"), shall be considered as an exception. Such a student must inform the programme manager if 2 (two) examinations in his/her schedule fall on the same date. If the programme manager is unable to plan the schedule of the examination period, which would thereby guarantee that the student with an external course takes only 1 (one) examination per day, without affecting interests of other students or teachers, he/she will be allowed to take 2 (two) examinations on the same day. In such cases, the programme manager shall notify teachers who administer examinations for both courses by e-mail and by telephone, telling them that there is a special situation in regard to the student with an external course, and thus shall inform these teachers when this student can start completing assignments for the first and the second examination. The teachers must then confirm the receipt of the notification via e-mail by sending a return message to the programme manager.

49. An examination for a given course and the events listed in sub-paragraphs 43.2 and 43.3 of paragraph 43 hereof with respect to other courses, as well as retakes of the blocking elements of assessment, as specified in p. 26 hereof, may be combined during the examination period. If an examination and a retake of a blocking element of assessment fall on the same date, the student must duly notify the teachers of respective courses and inform them when he/she can begin to complete assignments at an examination as well as a retake of a blocking element of assessment. At the student's request, teachers may make adjustments to the rules of the examination and/or the retake of the blocking element of the assessment for said student.

50. A decision to suspend a student from the examination process if he/she has breached an educational agreement concluded upon his/her admission to studies funded by individuals and/or legal entities (hereinafter, the "agreement for paid educational services") may be enacted as per a dean's directive<sup>17</sup>, pursuant to HSE University's internal bylaws and/or the given agreement for paid educational services.

51. The examiner must collect the interim assessment record sheet from the programme office. This record sheet must contain the respective course's title, list of students admitted to interim assessments and a reference number. The record sheet may be transferred from the programme office to the examiner via electronic channels if both the sender and the addressee are clearly identified.

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<sup>17</sup> The term "dean" will hereinafter refer to the dean of the faculty where the given degree programme is delivered, or the head of an affiliated subdivision (school, institute, department) included into the faculty's structure.

52. An interim assessment record sheet may be transferred by the respective programme office and filled in electronically by the examiner, by means of an automatic calculation to assign and establish the interim/final course grades.

53. Students not listed on the interim assessment record sheet shall not be assigned any grade. If this requirement is breached, the grades for such students shall be cancelled as per the dean's resolution upon the discovery of this violation.

54. When summing up interim assessment results for a given course taken by students from different degree programmes, the examiner may obtain a unified assessment record sheet through a designated tool in HSE University's ASAV integrated information system<sup>18</sup>, or alternatively, he/she may collect a record sheet from each respective programme office to which the students who have taken the examination are assigned.

55. If an examination has been included in a given course syllabus, upon completion of the examination or reviewing a written examination paper, the examiner shall calculate the interim grade for the course, relying on the formula specified in the course syllabus, and the grade shall be registered on the interim assessment record sheet. If an examination was held orally, the teacher can announce the grade immediately after the student's presentation, if the assessment methods do not require additional time for the grade calculation.

56. Upon completion of an examination, or the review of a written examination paper, the examiner must calculate the interim grade for the given course and register the grade on the interim assessment record sheet for all students, including absent students; in case when a student did not show up for the examination, the examiner should put a respective mark about their absence in the special column. A positive grade for an interim assessment given to a student, who has failed to attend an examination, may be changed, if he/she was absent for a good reason with the documentary evidence thereof provided (pursuant to p. 35 hereof) and if he/she took part in the retake at their own request, pursuant to Section VIII hereof. In such cases, the programme manager shall copy the renewed grade for the student's interim assessment where he/she was present from the assessment record sheet in the ASAV so as to replace the previous grade.

57. If a course ends in an assessment element conducted before the examination period, the teacher shall calculate the interim grade for a course (or a part thereof) relying on the formula specified in the respective syllabus no earlier than the starting date and no later than the final date of the examination period.

58. The interim grade for a given course shall be registered in the interim assessment record sheet as a number on a 10-point grading scale and as a qualitative description on a 5-point grading scale (e.g., "(8) Excellent", "(6) Good", etc.). The

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<sup>18</sup> ASAV (Applicant. Student. Doctoral Student. Alumnus) is an integrated information system where the data on student academic performance, teaching loads, curricula, etc., are stored.

responsible teacher controls the quality and timeliness of filling record sheets by all teachers who are involved in the course's implementation process.

59. A record sheet must be certified by the signature of the examiner or the board of examiners below the table where the student's grades are listed. Furthermore, the record sheet with the grades may be printed out, as long as the relevant subdivision maintains electronic logbooks, or if the teacher utilized electronic means for the grading process.

60. The deadline for submitting completed interim assessment record sheets to the programme office is 5 (five) working days after the end of the examination period.

61. A record sheet signed by a teacher may be scanned and e-mailed to the programme office, or submitted via any other information means, as long as the sender is clearly identified. Furthermore, the teacher must indicate where the original record sheet is stored. If the record sheet was submitted to the programme office electronically, the original must be kept by the subdivision.

62. If a record sheet includes information about students from different degree programmes, the teacher must submit the record sheet to each respective programme office. In such cases, submission of a scanned copy via e-mail is preferable.

63. The programme manager shall sign the interim assessment record sheet or its scan, submitted via e-mail along with a note on where the original is stored. The record sheet, or its scan, signed by the programme manager, must also feature the faculty's stamp<sup>19</sup>.

64. Within 3 (three) working days after establishing the interim assessment grades, the teacher sends a file with the calculation of grades, including grades for all assessment elements specified in the course syllabus, to students and the programme manager, via online channels of communication (via e-mail or information system in use in the study process).

65. If any mistakes are identified by a student and/or a programme manager in the calculation of grades, the student must contact the teacher to inform him/her of mistakes within 2 (two) working days after having gained the access to the file with the calculation of grades. In turn, the teacher shall make appropriate amendments to the calculation and notify the programme manager and the responsible teacher of amendments in the record sheet within 2 (two) working days upon the receipt of the inquiry, provided that the teacher agrees with the comments. The programme manager shall help the teacher make amendments to the record sheet. If the teacher disagrees with the comments, he/she must provide explanations to the student/programme manager within 2 (two) working days. Or, if the teacher does not respond to the student's/programme coordinator's inquiry, the

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<sup>19</sup> Hereinafter, faculty shall refer to faculty and other HSE University's subdivisions engaged in the implementation of degree programmes.

student/programme manager shall inform the responsible teacher<sup>20</sup> and the academic supervisor of the student's degree programme of the identified mistake. In such cases, the responsible teacher shall verify the claim and make a final decision.

66. With respect to cases of plagiarism identified after the examination grades have been announced, the grade in the record sheet shall be changed to "0"<sup>21</sup>.

## **V. Special Arrangements for Certain Ongoing and Interim Assessments - Foreign Language (English)**

67. First- and second-year students taking part in Bachelor's or Specialist programmes are exempt from the obligation to include a "Foreign Language (English)" course (hereinafter, "English") in their respective individual curricula, as this course is optional. Regardless of whether or not English is included in the student's individual curriculum, he/she must:

- at the end of the first year of study, take an internal examination in English as per the relevant examination procedure, thereby allowing the student to take the examination over several days; this process shall be regulated by the Internal English Examination Programme, as developed by the HSE University's School of Foreign Languages and published on HSE University's corporate website (portal);

- during the second year of study, take an independent examination in English, with the application of technologies appropriate for international examinations. The independent examination procedure is specified in Annex 13.

68. Students are entitled to file a request with the programme office for their results obtained from an international examination in English to be regarded as the results of an optional English course, with respect to the internal or independent examination in English, on the basis of a valid certificate (hereinafter, the "certificate"), hereby confirming that they have passed an international English language test with an average grade above or equal to "Good" as per the Scale of Conversion of International English Language Test Results to HSE University's grading system (hereinafter, the "conversion scale").

Once the authenticity of the certificate has been established, the programme manager shall then inform the English instructor that the student in question is duly exempt from classes and the examination, and shall also file the grade from the certificate (based on the conversion scale) with HSE University's ASAV integrated information system for all English examinations, which are due to take place starting from the date of the certificate's submission up until the end of its validity period, if the certificate runs out before the end of the period allocated for studying English at HSE University.

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<sup>20</sup> If a course is delivered by one teacher, functions of the responsible teacher shall be exercised by the subdivision's head responsible for this course's implementation.

<sup>21</sup> Pursuant to Annex 3 to the Internal Student Regulations of National Research University Higher School of Economics

When filling in the interim assessment record sheet, the programme manager must copy the grades from ASAV and certify this with hi/her signature on the right from the table with grades.

69. The procedure described in Section IX hereof shall be applicable with respect to the students who, after retakes in English in their first and second year of study, still have a fail in English. A student may be offered an individual curriculum with the option of studying English during the next academic year, which starts from September 1.

If a student receives a grade over “3” (three) on a 10-point scale on an internal or independent examination in English, all of his/her previous unsatisfactory grades in English, or those assigned for the internal examination, shall be replaced with the grade that he/she received for the examination. To this end, the programme manager must prepare an individual record sheet for each student with his/her grades that have been transferred, as well as sign the record sheet and input the changed grade in the ASAV. Therefore, the student shall be regarded as having successfully completed his/her individual curriculum with repeated courses.

If a student has received an unsatisfactory grade based on the results of an internal or an independent examination, the provisions of Section IX hereof shall continue to be fully applicable with respect to him/her.

70. No later than April 30, a student in his/her final year of study has the right to file an application for transfer of an international English language test results to renew a previously received positive result of the independent English language test. In turn, the student’s application must be submitted along with a valid certificate with at least a “good” average score on the relevant conversion scale.

After verifying the authenticity of the certificate, the programme manager shall assign a grade, which should be equal to the grade stated in the certificate and converted as per the relevant conversion scale, via the ASAV. This grade shall be included in the student’s diploma supplement.

### **Optional Course in “Academic Writing in English” and Project Proposal Defence in English**

71. Students in their final year of study under Bachelor’s and Specialist programmes may be offered an optional course in “Academic Writing in English” (hereinafter, the “Academic Writing course”), which is focused on providing assistance to students who are required to work with sources in English in the course of their thesis’ preparation (hereinafter, a “thesis”), as well as systematization of knowledge and skills necessary for preparing and making a presentation of academic, project and research texts in English. Students are not required to take an examination for the “Academic Writing” course. The syllabus of the “Academic Writing” course should be developed by the subdivision responsible for this course’s provision. As a result of successful completion of the “Academic Writing” course, the student prepares a detailed plan of his/her thesis in English (hereinafter, the “Project Proposal”). The Project Proposal forms an integral part

of the student's thesis, pursuant to the educational standards of the respective Bachelor's and Specialist programmes at HSE University.

72. The "Academic Writing" course is optional, and students may refrain from including this course in their individual curricula. If this course is not chosen, the Project Proposal shall be developed by students independently.

73. A student's Project Proposal shall be checked for unauthorized borrowed materials as per HSE University's established procedure<sup>22</sup>, and within the timeframe set by the degree programme's academic supervisor.

74. Whether or not the "Academic Writing" course is included in a student's individual curriculum, he/she must make a public presentation of the Project Proposal (hereinafter, the "Project Proposal defence") to the committee. The procedure for<sup>23</sup> the Project Proposal defence and the composition of the committee shall be determined by the degree programme's academic supervisor as per the special section of the Rules for Theses Preparation which shall be approved by faculties at their discretion for each degree programme or groups of degree programmes. Students of various degree programmes can defend their Project Proposals at the same time.

75. It is advisable to schedule the Project Proposal defence for the examination period of Module 3. The Project Proposals defence may be held no later than within 2 (two) weeks upon completion of Module 3 of the final year of study.

76. The outcomes of the Project Proposal defence shall be recorded in the minutes by the committee's chairperson (Annex 3). The minutes of the Project Proposal defence shall be written up by the programme manager and submitted to the chairperson of the committee responsible for assessing the Project Proposal. The minutes may be submitted electronically.

77. If a student receives an unsatisfactory grade for the Project Proposal's defence, or fails to attend the defence for no valid reason, he/she shall be considered to have an academic failure and thereby subject to the procedure specified in Section IX hereof.

78. Grades received by students for their Project Proposal defence must be handed to the Secretary of the State Examination Board responsible for holding theses' defences (hereinafter, the "SEB", and the "thesis", respectively). The SEB Secretary announces grades to the SEB members.

79. Grades received by students for their Project Proposal defence shall be indicated in a separate line in the diploma supplement awarded to graduates of HSE University's Bachelor's and Specialist programmes.

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<sup>22</sup> Regulations on Checking Student Papers for Plagiarism and on Publication of Bachelor's/Master's/ Specialist theses on HSE University's corporate website (portal)

<sup>23</sup> A description of the procedure for the Project Proposals defence includes the date of the Project Proposal's uploading in the information system for checking the text for plagiarism, the date of defence, oral part or assessment of a written text only, assessment criteria, collective or individual decision on the results of the defence, as well as other organizational matters.



80. Should a topic of a thesis be changed by a student who has been reinstated in order to repeat the final state certification, the Project Proposal defence must be included in his/her individual curriculum, even if he/she had received a positive grade for this curriculum element prior to his/her dismissal.

### **Internships, Project Work, Research Seminars**

81. Grades for internships, project activities, and research seminars shall be recorded in an interim assessment record sheet for each given activity (Annex 4). This record sheet must be signed by teachers responsible for arranging and assessing internships or project work, or by the research seminar's supervisor. It should be subsequently submitted to the programme office prior to the end of examination period. If an internship takes place in summer, the record sheet shall be submitted to the programme office within the first week of the upcoming academic year. If the internship takes place during the academic year, the record sheet shall be submitted to the programme office within 5 (five) days after the completion of the examination period of the fourth module.

82. The grade for a project, which has not been included in the category of compulsory projects, may be fixed in the appraisal sheet<sup>24</sup> by the relevant project head. No record sheet for research seminar/internship/project work shall be prepared with respect to such cases. In such instances, the appraisal sheet with the signature of the project head specifying the number of credits and the grade on a 10-point grading scale, or a "pass" grade, shall be kept in the student's personal file. The programme manager shall fix the grade in the ASAV system.

### **Term Papers**

83. Grades for term papers must be written down on an interim assessment record sheet for a given term paper (Annex 5) by the student's term paper supervisor (unless the rules for the term paper's preparation under the given degree programme allow for a collective presentation and/or defence of the paper). The record sheet shall be then submitted to the programme office no later than within 5 (five) working days after the end of the respective examination period during which a term paper should be assessed. The grade for the term paper shall be approved as per the decision of the committee if the rules for the paper's preparation under the programme foresee a defence before the committee. In such cases, the record sheet must be filled in by the chairperson of the committee.

84. Record sheets for interim assessments of term papers must specify the topic of each student's term paper and the grade received.

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<sup>24</sup> The format for the project appraisal sheet is specified in the Regulations for Research Projects and Internships of HSE University's Students.

85. The term paper supervisor or chairperson of the committee for term papers' defence shall be responsible for collecting and returning the record sheet to the programme office.

### **Courses Taken at Other Universities**

86. The results of interim assessments of students who have participated in bilateral and multilateral exchange programmes or joint degree programmes, and completed a part of the degree programme at another academic institution, including a foreign one, shall be recognized and transferred along with the results of examinations taken at other academic institutions (pursuant to the Regulations for the Academic Mobility of HSE University's Students).

87. Interim assessment grades shall be determined individually for each student, as per the procedures established at HSE University<sup>25</sup>.

### **Physical Education**

88. The interim assessment for physical education is not graded.

89. A "pass/fail" grade for physical education shall be entered into the interim assessment record sheet by the relevant teacher (Annex 2). Records sheets must be submitted to the programme offices 2 (two) times a year - at the end of the second and the fourth modules (at the end of the semesters).

## **VI. Appeals**

90. Students are entitled to make an appeal for a review of the results of assessment elements (including retakes), which are defined in the course syllabus as blocking elements (hereinafter, the "blocking element of an assessment") and/or an examination.

91. An appeal request shall be submitted by a student to the academic supervisor of the relevant degree programme<sup>26</sup> within 3 (three) working days from the moment when the grades for a blocking element of assessment and/or examination were announced.

92. An appeal request must specify grounds for proceeding thereof. Such grounds may involve the following:

- invalid question formulation, questions exceeding the scope of the syllabus, mistakes (including ambiguity) in formulation of tasks and test assignments made on the part of authors;
- infringement of the established procedure of holding assessment of the element on the part of the examiner;
- breaches of the grading framework;

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<sup>25</sup> Pursuant to the Regulations for Evaluation Committees of Degree Programmes and Evaluation Procedures.

<sup>26</sup> An appeal request in regard to results of the assessment of the blocking element of an open optional course is submitted for consideration of the HSE University's Vice Rector responsible for coordinating the University's academic activities.

– other circumstances, which could potentially impede an objective assessment on the part of the examiner.

93. A student's dissatisfaction with his/her received grade shall not be sufficient grounds for filing an appeal.

94. The academic supervisor has the right to refuse from reviewing the appeal, with the explanation of his/her refusal provided to the student in writing.

95. Appeal cases shall be reviewed within 3 (three) working days by a special appeals committee (hereinafter, the "AC"), which shall be comprised of at least 3 (three) teachers, 1 (one) of whom shall be appointed the AC chairperson. An examiner who has been involved in assessing the blocking element or a retake may not sit on the AC.

96. The composition of the AC and the date of its meeting shall be set out by a written resolution of the head of the subdivision to which the given course is assigned. The AC may include teachers from other subdivisions. As such, the subdivision's head must coordinate the time of the AC meeting with all its members and the examiner.

97. The AC must hold its meetings in the presence of the involved student and examiner<sup>27</sup>, who was involved in assessing the blocking element or related retake. A representative of the respective student council of the student's faculty / HSE University's Student Council (if there is no faculty student council) / the student council of an HSE University's regional campus (for students at HSE University's regional campuses) can also attend the meeting, with prior approval of the AC's chairperson.

98. The time and place of the meeting must be communicated to the student and the examiner at least 1 (one) day prior to the meeting by any available means. As such, the programme office is responsible for delivering this information to the student and the teacher, registering the exact time and means of the delivery.

99. If a student and/or examiner, who were duly notified about the time and place of the meeting, fail to attend, the appeal may still be subject to review.

100. The AC can only review grounds/claims specified in a student's appeal request. The AC's decisions may also be based on audio or video records of the assessment of the blocking element or related retake (if any). An additional interview with the student with respect to the assignment or the course under review is prohibited. Furthermore, the student and the examiner should leave the meeting when the AC discusses the case at hand and reaches its final decision.

101. Following a decision made by the AC and signed by its chairperson and members, an appeal shall either be approved or rejected (i.e., a violation must be either confirmed or deemed unsubstantiated). In the first instance, the results of the assessment of the blocking element, or the retake, shall be deemed invalid, and the minutes on the appeal's review are to be submitted to the programme office for the implementation of

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<sup>27</sup> If the assessment of a blocking element has been performed by the committee, the committee's chairperson shall be invited.

the AC's decision within 1 (one) working day. If the appeal is granted, the student may retake the examination or repeat the examination retake within the timeframe established by the degree programme, but no later than within 1 (one) month after the meeting of the AC. Repeated examinations or retakes shall be organized in the presence of the chairperson of the AC, or 1 (one) of the members of the AC, appointed as per the chairperson's decision. If a student appeals a written examination or retake, and the nature of the assignments and answers provided in writing thereby allows the AC to assign a new grade based without a retake of the examination, the repeat assessment or retake shall not be organized. The new grade shall be written down in the minutes of the AC, signed by the authorized representative of the committee. The chairperson shall decide on whether or not the student may receive a new grade without having to retake the examination at his/her own discretion.

## **VII. Academic Failure and Academic Progression**

102. A student shall be considered as having an academic failure, if he/she was assigned an unsatisfactory grade of less than 4 (four) points (on a 10-point grading scale) for an interim assessment as part of a given course and/or failed to pass an interim assessment without a valid reason.

103. Students who have successfully completed the academic year with no failed assessments may duly progress to the subsequent year of study. Students in their final year of study who have successfully completed all courses and fulfilled all other academic tasks without any failure may thereby proceed to final state certification, as per the procedures established at HSE University.

104. Students who have failed assessments in up to 2 (two) different courses may progress to the following year of study upon the completion of the academic year. Nevertheless, they must retake any failed examinations at the beginning of the next academic year in accordance with the established schedule of retakes. Students in their final year of study who have up to 2 (two) failed assessments in different courses by the end of these courses' study period and other academic tasks, may proceed to study under an individual curriculum with repeated courses which the student has previously failed (hereinafter, an "IC with repeated courses") without dismissal from HSE University only after retakes, if, at the dean's decision, students of a final year of study are provided with an opportunity of a retake prior to the appointed final state certification. Otherwise, they shall be subject to dismissal from HSE University as per established procedures.

105. If a student has received an unsatisfactory interim grade from a course, which involves several interim assessments, but he/she is not subject to expulsion from the University due to his/her failure to master the degree programme properly, he/she may be admitted to further study under the course in subsequent study periods and can also take interim assessments in future, as per the respective course syllabi. If a course syllabus does not provide for the possibility of studying the subsequent parts of the course unless the student has received a positive grade at the interim assessment stage for the previous

part, the individual curriculum of a student who has received an unsatisfactory grade for the interim assessment for the previous part cannot include the subsequent course parts until his/her academic failure is eliminated as per the established procedure stipulated in these Regulations.

106. An “unsatisfactory” grade for an interim assessment for any optional course under the curriculum, which had been selected by a student and included in his/her individual curriculum, as per his/her written request, shall be regarded as a failed assessment and added to the list of the student’s failed courses.

107. An “unsatisfactory” grade for an open optional course cannot be regarded as an academic failure.

108. Failed examinations may be retaken.

### **VIII. The Procedure for Retaking Examinations**

109. Students, who have failed assessments for 3 (three) or more different courses<sup>28</sup>, are not allowed to retake interim examinations and, thus, shall be dismissed from the HSE University immediately after failing the third course on the grounds of neglecting the obligation to master the degree programme with due diligence.

110. Retaking an interim examination for the purpose of improving a passing grade (from 4 (four) points on a 10-point scale) is prohibited, except in cases stipulated in p. 56 and 70 hereof.

111. Retake of interim examinations for one and the same course is allowed within 1 (one) academic year from the moment when examination is deemed failed by a student. This period does not include the time when a student was absent for health reasons, or on an exceptional leave of absence, or on maternity leave.

112. A first retake on an interim assessment (hereinafter, the “first retake”) for a given course, which includes blocking elements and does not provide for an examination during the examination period or during 10 (ten) calendar days before the examination period, shall be organized as a combination of retakes of separate blocking elements of assessment (p. 24) and held before the examination period. In other cases, the first retake shall be held during the period of retakes.

113. The first retake shall be conducted by the same examiner, who had previously conducted the initial interim examination (hereinafter, the “initial examiner”). Another teacher may only oversee the first retake if this has been coordinated by the subdivision’s head with the initial examiner. If the initial examiner is no longer working at HSE University, or for any other reasons, which make his/her presence at the retake impossible, the subdivision’s head shall appoint a teacher to oversee the first retake.

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<sup>28</sup> This limit does not include courses that had been earlier failed by the student and are being repeated by him/her while on an IC with repeated courses, if he/she has still not yet taken the examinations of such repeated courses within the specified period.

114. A first retake must follow the same procedure as the initial examination. Only a grade received at the examination is eligible for revision. The cumulative grade for previous assessments cannot be revised.

115. A student can retake all assessment elements of a course or any part thereof. The course syllabus shall specify what elements of assessment are subject to retake, as well as methods for interim assessment grade calculation upon completion of the first and second retake. After the retake, the interim grade for a course shall be calculated as per the initial formula described in the given course syllabus, but with regard to new grades received for retaken elements. Grades for the elements of assessment which are not subject to retakes remain unchanged and are included in the formula with the initially stated weight.

116. The first retake in regard to a course, which does not include blocking elements of assessment and does not provide for an examination during the examination period or within 10 (ten) calendar days before an examination period, shall be carried out using CMM specifically developed for retakes by a given responsible teacher. CMM used for retakes must allow examiners to evaluate a student's performance with regard to elements of assessment which are subject to retakes. The technology for examinations using CMM for retakes shall be described in the course syllabus.

117. The second retake (hereinafter, a "second retake") shall be conducted by a special committee, which must consist of at least three examiners.

118. The date of a second retake, as well as the composition of the committee and the name of its chairperson, shall be stipulated in a written resolution by the subdivision's head to which the course is assigned. The committee's staff, in turn, must include the examiner who conducted the initial examination and at least 2 (two) other teachers, 1 (one) of whom shall be appointed as its chairperson. The committee may include teachers from other subdivisions.

119. Relevant CMM shall be developed for the second retake in courses of any type under supervision of the committee's chairperson. The technology for examinations using CMM for the second retake is also described in the course syllabus. CMM for the second retake can differ from CMM used at the first retake or be the same as regards a selection of study outcomes subject to assessment, as well as assessment technologies.

120. A second retake of an oral examination shall be held in the presence of at least 3 (three) members of the committee, including the chairperson. The grade is assigned after the committee's meeting.

121. The second retake of a written examination must be held in the presence of at least 1 (one) member of the committee. Furthermore, reading and evaluating the written paper may be conducted by the committee's members independently. Grades assigned by each committee member must be submitted to the chairperson. The grade for the written paper must be assigned within 5 (five) working days from the retake date, but prior to the final date of the retakes period (p. 126).

122. The final grade for a second retake must be decided upon the consensus of the committee's members. Should there be any disagreement, the final grade shall be decided by a simple majority vote. Should there be a tie, the grade assigned by the chairperson shall retain precedence.

123. The results of a second retake must be registered in the minutes signed by all members of the committee. The minutes of the retake of an oral examination must include the examination questions and a brief summary of the student's answers. The minutes of the retake of a written examination must include the examination questions/assignments, as well as a brief evaluation of the answers provided.

124. The retake schedules for students of full-time degree programmes (hereinafter, "students of full-time degree programmes") shall be approved 2 (two) times a year by the relevant programme's manager. The retake period for students of full-time degree programmes cannot start before the end of the examination periods of Modules 2 and 4.

125. The number, starting date and end date of retake periods for students taking part in degree programme provided in part-time mode of study shall be established by a directive from the relevant faculty dean. The schedule for examination retakes for part-time or long-distance students for each given period must be approved by the respective programme manager.

126. Retake examinations cannot be scheduled to take place during a vacation period.

The retake periods for students of full-time degree programmes must be completed by the dates listed in the table below:

Academic failure in	Retake deadline
Modules 3-4	October 15
Modules 1-2	February 15

127. A retake schedule must provide at least 2 (two) dates for first retakes of the examination per each teacher, who has students with failed examinations<sup>29</sup> (with at least 5 (five) calendar days in between). There may be more dates for the first retakes of a given oral examination, if the total number of students who failed the course during the examination period is above 40.

128. A retake schedule must provide 1 (one) date for the second retake of the examination (assessed by the authorized committee) per each course for students who failed an examination at the last examination period (with at least 5 (five) calendar days between the final date of the first retake and the date of the second retake). There may be more dates for the second retakes of an oral examination, if the number of students who failed it during the examination period is above 40.

129. Teachers or, upon agreement with teachers, managers of subdivisions responsible for courses with students who have failed an examination during the previous

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<sup>29</sup> For those students who have received a failing grade on 2 (two) forms of assessment for a given course, retakes are scheduled for each form of assessment individually.

examination period must inform the relevant programme offices and thereby agree on the dates for the first and second retakes, as well as the maximum number of students who may retake an examination on the same date. This should be done at least 5 (five) working days prior to the start of the retake period.

130. Students who failed an examination at the last examination period must be notified about the retake schedule at least 3 (three) days prior to the first retake. Students may be notified via electronic communication channels.

131. Students who have academic failures may choose the date for their retake out of those dates available as per the schedule. With this in mind, they must register at the programme office in order to attend a retake on a particular date. If the student made no choice within 3 (three) working days before the date of the first retake, the programme office shall assign the date of retake for such students at their own discretion.

132. The programme office shall appoint the examination date for students who missed an examination during the examination period for a valid reason on the first date proposed in the retake schedule. If the examination results are unsatisfactory, the date of the first retake shall be appointed on the second date from the dates proposed in the retake schedule.

133. The programme office must keep records of students, who are registered for retakes. If the maximum number of participants allowed by a teacher for the given date is exceeded, a student may be offered another date for his/her retake.

134. The student and the programme office may agree on the retake date via corporate email or other communication channels used within the degree programme.

135. Retake record sheets are to be filled in, submitted and collected by the examiner/chairperson of the committee, as defined in these Regulations with respect to the processing of examination record sheets for holding the examination.

136. If the examiner or the student cannot attend a retake examination for a valid reason, the student, the examiner/chairperson of the committee must inform the programme office as per the procedure described for the examination.

137. If many students are absent for the first or second retake for valid reasons<sup>30</sup>, additional dates may be set up at the programme manager's resolution within the timeframe specified in p. 126 hereof.

138. A student unable to use an allotted number of retakes by the end of the retake period shall be deemed to have failed assessments.

139. A student who did not attend the first and/or second retake examination for health reasons and failed to submit a certificate requesting to grant him/her an exceptional leave of absence for medical grounds, issued by a medical expert board of a respective healthcare institution<sup>31</sup>, may be permitted to retake examinations outside of the retake period by the dean of the relevant faculty on the basis of the student's well-founded request.

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<sup>30</sup> Over half of students who failed an examination or missed it for a valid reason.

<sup>31</sup> In such cases, a student may be granted an exceptional leave of absence pursuant to the Procedures and Grounds for a Student's Exceptional Leave of Absence, approved as per Directive No.455 of the Ministry of Higher Education and Science, dated June 13, 2013. A certificate issued by a medical expert/board must be submitted to the programme office within 3 (three) working days from the end of the retake period.



140. In exceptional cases, a retake of examination may be scheduled prior to the retake period, as long as this happened within the examination period. Such decisions may be made by the degree programme's academic supervisor and with the examiner's consent. Nevertheless, the number of retakes shall be not increased. A student's request for an early retake addressed to the given academic supervisor must spell out the reasons for the said request, and he/she should enclose documents confirming such exceptional circumstances.

141. Students are responsible for learning the results of their interim assessment. Failure to learn the results does not relieve the student from the responsibility and does not present a valid excuse for a missed retake or breached deadline for an appeal.

142. Upon the faculty dean's resolution, students in their final year may retake failed examinations from Modules 3 or 4 prior to final state certification.

### **IX. Options for Academic Progression with Failed Examinations**

143. A student who has failed assessments in no more than 2 (two) different courses after the end of the retake period and is not studying under an IC with repeated courses, may transition thereto.

144. If a student studying under an IC with repeated courses has failed assessments in no more than 2 (two) different courses after the end of the retake period and is studying under an IC with repeated courses, he/she may be offered to include the failed courses/parts of courses into his/her existing IC with repeated courses.

145. A student funded by subsidies from the Russian federal budget for a state assignment (hereinafter, a "state-funded place") may take advantage of the option specified in p. 143 hereof, provided that he/she transfers to a place funded by individuals and/or legal entities under an agreement for educational services (hereinafter, a "fee-paying place").

A student whose tuition fee is funded by HSE University (hereinafter, an "HSE University's target place") may take advantage of the option specified in p. 143 hereof, provided that he/she transfers to a fee-paying place, paid by the student under a respective agreement for educational services.

146. Students who study at HSE University under international agreements signed on behalf of the Russian Federation, or within a quota set up by the Government of the Russian Federation for the studies of foreign nationals in the Russian Federation/were admitted to HSE University as individuals recognized as citizens of the Russian Federation pursuant to Part 1, Article 4 of Federal Constitutional Law No.6-FKZ "On Admitting to the Russian Federation the Republic of Crimea and Establishing within the Russian Federation the New Constituent Entities of the Republic of Crimea and the City of Federal Importance Sevastopol", dated March 21, 2014, may take advantage of the option specified in p. 143 without transferring to a fee-paying place 1 (one) time throughout the duration of their studies at HSE University (unless an academic failure arises from failure to settle on a topic for a term paper).

147. Students who have agreed to study under an IC with repeated courses may progress to the next year of study (autumn period), or remain in the same year of study (autumn and spring periods) if the number of credits to be earned during the next year of study is over 80.

A student who has agreed to study under an IC with repeated courses (autumn period) may choose to retake courses during the subsequent academic year separately

from the courses set out in the working curriculum for the given academic year, and thus, he/she does not progress to the following year of study. This decision must be registered in the student's application for an IC with repeated courses.

148. Students who opt not to study under an IC with repeated courses shall be dismissed from HSE University for their failure to master a part of the given degree programme, as well as failure to comply with its curriculum (hereinafter, an "unsatisfactory academic performance").

149. Procedures for approving an IC with repeated courses and studying thereunder are governed by Annex 6. A sample IC with repeated courses is presented in Annex 7.

150. Students reinstated after dismissal for unsatisfactory academic performance may study under an IC with repeated courses, which should also include courses that may have been earlier missed by him/her due to the differences in curricula for various years of intake.

151. The Student's reinstatement after dismissal for unsatisfactory academic performance does not grant the Student the right to retake the given course's examinations without retaking the course as such.

## **X. Final Provisions**

152. While elements of assessments are being conducted, not only faculty members, assistant teachers, doctoral students and teaching support staff assisting with the examination, but also the HSE University's Rector, vice rectors, faculty deans, academic supervisors of degree programmes, heads of subdivisions and representatives of the Department of Degree Programmes may be present. Other persons may only be present upon a faculty dean's permission.

153. In order to ensure transparency, as well as to facilitate the processing of appeals, audio and video recording may be arranged during examinations, retakes and AC meetings. Audio and video recording is arranged at the request of students/teachers by informing the programme office at least 4 (four) working days prior to the given assessment (or within the next working day if the event has been announced later than in five (5) working days before its starting date). The student council of the given faculty, or the HSE University's Student Council, the student councils of HSE University's regional campuses (for students of HSE University's regional campuses), shall provide the technical support for audio- or video-recording. The relevant student council shall be informed by the programme office of the relevant degree programme no later than three (3) working days prior to the event where audio or video-recording is required (or at least 1 (one) working day if the event has been announced later than in 5 (five) working days before its starting date). Within 2 (two) working days upon completion of audio or video-recording, files shall be submitted to the programme office of the student's degree programme. If audio or video-recordings must be used, the AC, deans, vice rectors, the HSE University's Rector and/or the committee for resolution of education-related disputes must receive the materials upon filing a request with the relevant degree programme's office within 1 (one) working day.

154. Any violations of these Regulations on the part of the faculty and the teaching support staff of subdivisions and programme offices may be appealed by students on a case-by-case basis. With this in mind, an appeal must be submitted to the faculty dean or the vice rector coordinating the University's academic activities. Violations committed

on the part of faculty and teaching support staff shall be considered as a violation of the established study process.

155. A copy of these Regulations must be kept with all programme offices and subdivisions, as well as published on the degree programmes' webpages on HSE University's corporate website (portal) and linked on the official base of HSE University's documentation. Responsibility for the implementation of this paragraph with respect to publishing documents online on the degree programmes' webpages is vested in programme managers and heads of subdivisions, respectively.

156. Interim and ongoing assessments at the HSE International College of Economics and Finance are described in Annex 8 hereto.

157. Interim and ongoing assessments of students participating in the Bachelor's Programme "HSE/NES Programme in Economics" (Faculty of Economics) are set out in Annex 9 hereto.

158. Interim and ongoing assessments of students mastering a degree programme in the field of design (Faculty of Communications, Media and Design) are set out in Annex 10 hereto.

159. Interim and ongoing assessments of students participating in the Master's Programme "Statistical Learning Theory" (Faculty of Computer Sciences) are set out in Annex 11 hereto.

160. Interim and ongoing assessments of students participating in the Bachelor's Programme "HSE and University of London Parallel Degree Programme in International Relations" (provided by the Faculty of World Economy and International Affairs) are set out in Annex 12 hereto.