

Academic Regulations for Main Educational Bachelor Programmes, Specialist Degree Programmes, Master Programmes and Programmes of Middle Level Professional Education at St Petersburg State University

CHAPTER 1. GENERAL PROVISIONS

1.1. These Academic Regulations (hereinafter referred to as the “Regulations”) have been developed in accordance with the Russian Federation Law No. 273-FZ “On Education in the Russian Federation” dd. December 29, 2012; Order of the Russian Ministry of Education and Science No. 1367 "On Approval of the Procedures for Organising and Conducting Educational Activity on Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes" dd. December 19, 2013; Order of the Russian Ministry of Education and Science No. 464 "On Approval of the Procedures for Organising and Conducting Educational Activity on Educational Programmes of Middle Level Professional Education" dd. June 14, 2013; Order of the Russian Ministry of Education and Science No. 636 "On Approval of the Procedures for Conducting State Final Assessment on Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes" dd. 29 June 2015; Order of the Russian Ministry of Education and Science No. 968 "On Approval of the Procedures for Conducting State Final Assessment on Educational Programmes of Middle Level Professional Education" dd. August 16, 2013; other regulatory acts of the Russian Federation in the field of education; Charter of the Federal State Budgetary Educational Institution of Higher Education St Petersburg State University (hereinafter referred to as the "University", "SPbU"); the University's educational standards, and federal state educational standards of middle level professional education.

1.2. These Regulations shall fix the procedures for the University’s educational programmes of main educational bachelor, specialist degree, master programmes and programmes of middle level professional education, from students’ enrollment to their expulsion, as well as provide a set of rules governing student transfer and reinstatement.

1.3. These Regulations shall apply to all students of SPbU main educational bachelor programmes, specialist degree programmes, master programmes and programmes of middle level professional education (hereinafter referred to as the “educational programmes”).

1.4. The terminology used in these Regulations shall be applied in the same sense as those contained in the University's own educational standards for bachelor, specialist degree and master programmes.

1.5. Students must undergo continuous, interim and final assessment in accordance with either an approved schedule or an individual timetable and in strict adherence to the curricula and subject/internship syllabi as well as complete all the requirements and types of learning and teaching activity as prescribed by the subject/internship syllabi.

1.6. Types of student internships, their content and procedures shall be established in accordance with the curricula, internship syllabi and University's local acts.

1.7. Students can have their grades and coursework transferred from another institution in accordance with an order issued by the Rector or their authorised representative.

1.8. Students can have exchange placements at other educational organisations in accordance with the procedures established by the Rector or their authorised representative.

1.9. Students and teaching staff shall be informed of the content of the University's regulatory acts concerning the educational process and the rights and duties of the aforementioned individuals and any amendments and changes thereto by an official responsible for publishing these acts on the University's official website (<http://www.spbu.ru/>) and/or by posting them on the appropriate information boards at SPbU. Students and teaching staff must take the initiative to study the documents uploaded to the University's official website or posted on the appropriate information boards at SPbU, including the University's local regulatory acts and individual local acts regarding their status as well as fixing their rights and duties.

1.10. Students shall be informed on the educational process details and officially contacted by SPbU representatives through their corporate e-mails. The student shall personally check his/her corporate e-mail on a regular basis. The student shall be considered informed on an event or on the requirement to perform some action three days after the day the appropriate message has been sent to his/her official corporate e-mail address (*as amended by the Order No 10373/1 dd. December 26, 2016*).

CHAPTER 2. REQUIREMENTS FOR THE ORGANISATION OF TEACHING AND LEARNING PROCESS

2.1. Organisational Requirements for Taught Classes

2.1.1. Instruction at the University shall be carried out in accordance with the Russian Federation education law, the University Charter, educational standards, curricula, academic calendars, subject syllabi, academic timetable, interim assessment schedule, these Regulations and other University's local acts.

2.1.2. The academic year shall begin and end on the dates specified by the approved academic calendar of the appropriate educational programme.

2.1.3. All types of the student's learning and teaching activity shall be established in accordance with the syllabus of the relevant subjects, courses, and disciplines (modules).

2.1.4. Once same-year students have been admitted to the same educational programme, the head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector shall divide the students into groups so that the number of students in each group could allow the teacher to provide quality instruction, including practical classes. This shall be done upon the recommendation of the chairperson of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit.

2.1.5. For attending lecture-type classes, several learning groups can be brought together upon the recommendation of the chairperson of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit; the decision on merging several groups together to attend classes shall be made by the head (deputy head) of the Academic Affairs Office or an authorised representative appointed by the Rector. Learning groups can be subdivided into smaller groups to attend laboratory classes and some other types of classes; the decision on dividing groups into subgroups to attend such classes shall be adopted by the head (deputy head) of the Academic Affairs Office or an authorised representative appointed by the Rector. Requirements as to the maximum number of students in the group and subgroup attending the same class shall be established in the subject syllabus.

2.1.6. Lists of students assigned to groups or subgroups shall be approved by the head (deputy head) of the Academic Affairs Office or an authorised representative appointed by the Rector and communicated to the students by the head (deputy head) of the Academic Affairs Office or an authorised representative appointed by the Rector by posting these lists on the appropriate SPbU information board or on the University website.

2.1.7. Students admitted to a particular field of study in general can be subdivided at a later date into various training profiles within their bachelor, specialist degree and master programmes; lists of students shall be approved by the relevant authorised official in due order specified by the University. In case students are admitted to particular training profiles pursuant to the enrollment order, the transfer of students from one profile to another shall be carried out in due order in accordance with the procedure adopted for changing educational programmes.

2.1.8. Students must be assigned training profiles pursuant to Section 2.1.7 hereof within the timeframe specified by the educational programme curriculum.

2.1.9. Students must be assigned training profiles pursuant to Section 2.1.7 hereof upon the personal application and in consideration of the average score of their academic performance calculated in due order specified by the University. Whenever a student fails to provide a personal application, they shall be assigned a training profile by order of the deputy head of the Academic Affairs

Department in the appropriate field of study or any other authorised representative appointed by the Rector without considering the student's opinion.

2.1.10. The number of places in each training profile shall be determined by the head (deputy head) of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector upon the recommendation of the chairperson of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit, in accordance with the minimum and maximum number of students that can be assigned to the group.

2.1.11. Once classes begin, students, teachers and staff shall be required to keep noise down to allow classes to proceed without interruption.

2.1.12. Tardy students shall only be allowed to enter the classroom after the teacher allows them to come in.

2.1.13. Students can choose to use equipment (including personal computers and communications devices) in the classroom when it agrees with the provisions of the subject syllabus; in other cases, the teacher must give their permission for students to use such equipment.

2.1.14. The status of the subject (taught class) (compulsory / elective / optional) shall be determined by the curriculum.

2.1¹. Choosing Elective and Optional Subjects

2.1¹.1. Students shall be entitled to choose academic subjects of the variable component of the curriculum (hereinafter referred to as the “elective and optional subjects”).

2.1¹.2. Once a student is registered to attend an elective course selected from a list of subjects, attending this subject and undergoing interim assessment become requirements.

2.1¹.3. Optional classes and relevant interim assessments shall not be compulsory.

2.1¹.4. Every year, until March 30, in accordance with the order of the appropriate authorised official, the list of elective and optional subjects and their characteristics shall be communicated to students on the SPbU web portal in the "Learning Activity" section or in any other SPbU information resource. The students must choose which elective and optional subjects they are going to attend next academic year.

2.1¹.5. First-year students must, within the first two weeks of the first term of study (or training profiles assignment), sign up to attend certain elective subjects specified by the curriculum in the first two semesters by submitting their priorities either through their Personal Account on the SPbU portal (<https://my.spbu.ru/Account/Login.aspx?ReturnUrl=%2f>) or using other SPbU information resources specified by the order of the appropriate authorised official.

Every year, until April 20, students must sign up to attend certain elective subjects by submitting their priorities either through their Personal Account on the SPbU portal (<https://my.spbu.ru/Account/Login.aspx?ReturnUrl=%2f>) or

using other SPbU information resources specified by the order of the appropriate authorised official.

2.1¹.6. Consideration of student applications concerning elective subjects shall be organised by the deputy heads of the Academic Affairs Department in the appropriate fields of study within the terms specified in Clause 2.1¹.5 hereof.

Consideration of the other students' applications shall be organised by the deputy heads of the Academic Affairs Department in the appropriate fields of study until April 20 annually.

2.1¹.7. The minimum and maximum number of students that can attend an elective course shall be established by either SPbU Rector or their authorised representative as per the procedure established at SPbU with consideration of the content of subject syllabi as well as SPbU's financial and organisational opportunities.

2.1¹.8. An elective subject group shall be considered formed if the number of students who have signed up for this subject is not less than the prescribed minimum.

2.1¹.9. Students who fail to sign up for elective courses within the established timeframe shall be assigned a set of elective courses by the head (deputy head) of the Academic Affairs Office in the appropriate field of study.

2.1¹.10. Upon the deadline for elective subjects assignment, the lists of elective subject groups shall be approved by the head (deputy head) of the Academic Affairs Office in the appropriate field of study or any other authorised official within 7 (seven) days from the deadline for elective subjects assignment. Upon the recommendation of the head (deputy head) of the Academic Affairs Office in the appropriate field of study the deputy head of the Academic Affairs Department in the appropriate field of study shall issue a special order concerning elective subjects assignment.

2.1¹.11. The information on the number of groups and the number of students in them shall be submitted to the deputy head of the Educational Programmes Office in the appropriate field of study within 7 (seven) days from the issuing of the special order concerning elective subjects assignment by the deputy head of the Academic Affairs Department in the appropriate field of study.

2.1¹.12. In case a competition situation occurs in the process of forming the elective subjects groups (the number of submitted application exceeds the prescribed maximum number of students for the appropriate course), students shall be rated depending on their average score of academic performance for the whole period of study.

2.1¹.13. Within the first two weeks of the academic term when the elective subjects are taught students shall be entitled to submit a personal application concerning changing of the previously chosen elective courses if such a change neither reduces the number of students who have chosen this subjects below the prescribed minimum nor increases the prescribed maximum.

It shall be up to the head (deputy head) of the Academic Affairs Office in the appropriate field of study to decide whether to grant the student a right to change an elective course. Any changes in the lists of elective subjects groups shall be approved by the deputy head of the Academic Affairs Department in the

appropriate field of study or any other appropriate authorised official and shall be communicated to the deputy head of the Educational Programmes Office in the appropriate field.

2.1¹.14. Students shall not be entitled to change the previously chosen elective courses when two or more weeks have passed from the start of the academic term.

2.1¹.15. Elective subjects shall be chosen in accordance with Clause 2.1¹.5 thereof.

2.1¹.16. Optional classes shall be held if the minimum number of students required by the optional subject syllabus signs up to attend.

2.1¹.17. Students attending an optional course shall be admitted to interim assessment in the given optional subject upon completion of the syllabus of the optional subject.

2.1¹.18. Students can choose to include their grade for an optional subject in the supplement to their educational credentials; in this case, they must submit the corresponding application before the examination board (State Examination Committee) adopts its decision on conferring a degree or awarding professional qualification to such students.

2.2. Academic Timetable Requirements

2.3.1. The academic timetable shall be compiled by the staff of the Academic Affairs Department responsible for scheduling in accordance with the curriculum and academic calendar.

2.2.2. The academic timetable for an appropriate educational programme shall be coordinated with the chairperson of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit and approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector.

2.2.3. The academic timetable shall be compiled for the particular term of study (usually a semester); the timetable must be posted at least seven calendar days before the term of study begins, either on the information board of the Academic Affairs Office and on the University website.

2.2.4. Whenever contradictions arise between the academic timetable posted on the appropriate SPbU information board and the timetable published on the University website, the latter shall take precedence.

2.2.5. The academic timetable is made separately for each year of instruction and each academic group. Whenever the subject syllabus requires classes organised for cohorts and separate subgroups, the academic timetable is made for cohorts and separate subgroups respectively.

2.2.6. For every weekday the academic timetable must indicate:

2.2.6.1. the name of the subject (class);

2.2.6.2. the subject character (compulsory / elective / optional);

2.2.6.3. the subject type;

2.2.6.4. the time of the class;

2.2.6.4. the location of the class;

2.2.6.6. the name of the teacher.

2.2.7. The duration of taught classes shall be measured in academic hours. For each type of classroom-based teaching sessions, the academic hour shall be equal to 45 minutes. After each academic hour, the class may have a break for 5 to 10 minutes. Breaks between classes shall be at least 10 minutes. There must be at least a 30-minute lunch break provided during the day (usually after 4 academic hours).

2.2.8. If the academic timetable requires that students travel from one building to another across the University campus, breaks between classes must allow enough time for students to proceed from one building to the other. The academic timetable in both buildings should be taken into consideration.

2.2.9. Whenever a teacher is unavailable (due to illness, business travel, etc.) for a class, the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector must:

2.2.9.1. either substitute one class with another (with the permission of the teacher teaching the other class);

2.2.9.2. or arrange to hold the class at a later time so that all classes are covered by the end of the term of study; or

2.2.9.3. provide a substitute teacher in due order specified by the University.

2.2.10. If any changes must be made to the academic timetable, students and teaching staff must be immediately advised; the amended timetable with changes clearly marked must be placed on the appropriate information board of the Academic Affairs Department, and on the University website. The official responsible for putting the schedule together must advise the teacher accordingly of the changes to the academic timetable by sending a message via e-mail.

2.2.11. The timetable of physical education and sport classes (whenever the educational standard provides for such classes) shall be approved by the head of the Academic Affairs Department by agreement with the Vice Rector for Academic Affairs and Methodological Support in accordance with the physical education subject syllabus.

2.2.12. The timetable of military training classes shall be approved by the head of the Academic Affairs Department or any other appropriate authorised official by agreement with the head of the Faculty of Military Training.

2.3. Interim Assessment Scheduling Requirements

2.3.1. The interim assessment timetable (pass/fail tests, repeat pass/fail tests, examinations, repeat examinations and other assessment tests) shall be compiled by the staff of the University Academic Affairs Department responsible for scheduling in accordance with the academic calendar of educational activity.

2.3.2. The interim assessment timetable must include:

2.3.2.1. the name of the subject;

2.3.2.2. the type of assessment (test, examination);

2.3.2.3. the time of the test (examination);

2.3.2.3. the room where the test (examination) will be administered;

2.3.2.5. the name(s) of the teaching staff member(s), administering the test (examination).

2.3.3. The interim assessment timetable for an appropriate educational programme shall be coordinated with the chairperson of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit and approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector and communicated to students and teachers via an announcement on the appropriate SPbU information board and on the University website.

2.2.4. Whenever contradictions arise between the interim assessment timetable posted on the appropriate SPbU information board and the interim assessment timetable published on the University website, the latter shall take precedence.

2.3.5. The interim assessment timetable must be communicated to students and teaching staff no later than two weeks before examinations (tests) begin. Whenever the test or examination is administered immediately after coursework is completed, the day of the test (examination) must be announced to students no later than two weeks before the completion of the course.

2.3.6. The interim assessment timetable shall be compiled so that each group of students (each cohort) had one test (examination) per day, with the exception of cases where the grade is awarded for work done during the classes.

2.3.7. The timetable of repeat examinations (tests) must be made available to students and teaching staff at least three calendar days before the first repeat test (examination) is scheduled (whenever only one repeat test (examination) takes place, the schedule must be made available no later than three days before the repeat examination).

2.3.8. Only two repeat examinations per day can be held for one student. They cannot be held simultaneously.

2.3.9. The schedule must include the date, time and place of tutorials before the test (examination) (where tutorials are provided for by the subject syllabus).

2.3.10. Whenever a teaching staff member is unavailable (due to illness, business travel, etc.) to provide a tutorial before the examination, the tutorial is provided by the academic department head or a teacher appointed by an authorised representative appointed by the Rector.

2.3.11. The examination timetable must provide for three calendar days of students' preparation, not including the day of the previous examination, unless otherwise provided for by the subject / course / discipline (module) syllabus.

2.3.12. The timetable of repeat examinations shall be made available to students and teaching staff no later than one week before repeat testing begins.

2.3.13. The timetable of repeat testing must provide for just one examination per day for each group (cohort).

2.3.14. Whenever a teaching staff member is unavailable (due to illness, business travel, etc.) to administer the examination, the examination is

administered by the academic department head or a teacher appointed by an authorised representative appointed by the Rector.

2.3.15 If any changes must be made to the interim assessment timetable, students and teaching staff must be immediately advised; the amended schedule with changes clearly marked must be posted on the appropriate SPbU information board and on the University website.

2.3.16. The test or examination can only be rescheduled for a later time or a later date.

2.4. Individual Timetable

2.4.1. The following categories of students shall be eligible for an individual timetable separate from the academic calendar:

2.4.1.1. students returning from an exchange placement or a joint degree programme at another educational organisation as well as whenever it is required to organise student internships if the appropriate curriculum specifies that the continuous assessment date may be changes depending on internship timeframes;

2.4.1.2. students returning after a leave of absence, maternity leave or child-care leave;

2.4.1.3. students returning to the University after military service;

2.4.1.4. students taking part in training camps and competitions representing the University, St Petersburg or the Russian Federation;

2.4.1.5. students with disabilities.

2.4.2. An individual timetable shall be provided upon the written application of the student by order of the Rector or their authorised representative for a period not to exceed the next interim assessment period (curriculum performance control dates).

2.4.3. The individual timetable shall be compiled in accordance with the curriculum, and must contain information on interim assessment dates. Students with an individual timetable shall be tested (examined) within the terms specified by the interim assessment timetable.

2.4.4. The individual timetable must be communicated to the student either via corporate e-mail or against the student's written acknowledgement.

2.5. Individualised Study Procedure

2.5.1. An individualised study procedure can be arranged for students paying their tuition fees. Eligible students must have no more than two “incomplete” courses when applying for the individualised study procedure so they can retake their tests and/or examinations at a later date than that established for other students.

2.5.2. In case of written tests (examinations), individualised study procedures are only arranged for students who have no more than two “fail” and/or “unsatisfactory” grades on their written tests.

2.5.3. Individualised study procedures allow students to repeat classes they have failed (whenever such an arrangement is possible) and receive individual tutorials.

2.5.4. A student must apply for an individualised study procedure. The application shall be approved by the Rector or their authorised representative and filed as an addendum to the student's education contract. The appendix must include the list of subjects to be completed by the student, a full list of additional educational services and the term of such additional services which in no case shall exceed one year.

2.5.5. Once the individualised study procedure has been approved for the student, the deputy head of the University Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector issues a special order concerning the timetable of repeat tests (examinations) for such students, in accordance with the due order for interim assessment scheduling.

2.5.6. Students in individualised study procedures shall not be allowed to attempt retaking tests and examinations more than twice.

2.6. Individual Study Plan

2.7.1 An individual study plan is developed for individual students or groups of students who are enrolled in a main programme of higher or middle level professional education provided by the University, in accordance with the programme curriculum approved in due order.

2.7.2. The following students shall be eligible for an individual study plan:

2.6.2.1. students simultaneously enrolled in several main professional educational programmes;

2.6.2.2. students entitled to accelerated learning within their main professional educational programme;

2.6.2.3. students returning after a leave of absence or maternity leave in cases where their initial programme has been discontinued;

2.6.2.4. students enrolled in accordance with Chapter 14 of Procedures for Admission to Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes in 2014/2015 approved by the Decree No. 3 of the Russian Federation Ministry of Education and Science as of January 09, 2014;

2.6.2.5. student demonstrating standout success in their research and/or sport activity.

2.6.3. The individual study plan shall be developed by an order of the Vice Rector for Academic Affairs and Methodological Support or any other authorised representative appointed by the Rector.

2.6.4. The individual study plan must contain the full list of classes (subjects) and the terms of interim and final assessment.

2.6.5. The individual study plan shall be provided to the student by an order of the head of the Academic Affairs Department or any other authorised representative appointed by the Rector.

2.6.6. The procedure for individual study plan provision shall be established by an order of the appropriate authorised official.

CHAPTER 3. CONTINUOUS ASSESSMENT

3.1. Continuous assessment is provided for classes (subjects) which, in accordance with the subject (course, discipline (module)) syllabus, award points (rating points) for performance in the subject. Continuous assessment is a separate form of assessing students' performance that is used in addition to interim assessment to determine the quality of students' knowledge and skills.

3.2. Continuous assessment terms and procedures shall be specified in the subject (course, discipline (module)) syllabus. Once the terms and procedures of continuous assessment have been defined, The timetable of continuous assessment is approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector (in accordance with their job description).

3.1. Continuous assessment shall be documented in formal records of continuous assessment. Such formal records shall be filled out and registered in accordance with the order of the appropriate authorised official.

3.4. In cases where a student misses a continuous assessment event due to circumstances beyond their control and provides documents to support this fact to the Academic Affairs Office within three working days after such documents are issued, the student shall be allowed to complete continuous assessment before the final examinations in the subject.

3.5. Obligatory types of learning and teaching activity not completed by the student in class (with the exception of laboratory work and other exercises requiring the use of special equipment) can be completed at tutorials on weekdays during the teaching staff office hours.

CHAPTER 4. INTERIM ASSESSMENT

4.1. General Provisions on Interim Assessment

4.1.1. Interim assessment shall be organised to assess the student's results and control of the quality of educational programme mastering.

4.1.2. Interim assessment is carried out in the form of tests, examinations and other forms of assessment. The type of interim assessment for a class (subject) shall be established in the subject syllabus.

4.1.3. The methodology of interim assessment and assessment of student responses (papers) (as well as the methodology of the interim assessment of students in courses of physical education and sport, everyday safety skills, and

ESL classes pursuing University programmes of higher education according to the University's own educational standards) shall be established in subject syllabi.

4.1.4. Tests and examinations can be carried out once all classes in the subject are over (or once the subject syllabus has been completed) or at the end of the academic term.

4.1.5. The list of tests and examinations for a particular term shall be determined in accordance with the educational programme curriculum. The list of elective courses for a particular student shall be determined in accordance with Section 2.1¹.1.10 hereof.

4.1.6. The requirements for tests and examinations shall be established in the subject syllabus; the teacher shall advise the students accordingly during the first class session. The said requirements shall also be published on the SPbU website. These requirements concern the form of test (examination) administration (e.g. written or oral), criteria for the assessment of student responses (papers), the time required to prepare an oral answer, and the total duration of the test (examination). In case of a written test, these requirements shall also include typical questions (assignments) or examples of assignments.

4.1.7. Any test or examination administration issues not covered by these Regulations shall be established by an order of the appropriate authorised official.

4.1.8. The assignments that students must complete during the test (examination) shall be determined by the teacher administering the test (examination) in accordance with test and examination requirements as listed in the subject syllabus. The number of assignments shall be determined by the authorised representative appointed by the Rector.

The provisions of this section shall apply only in those cases where the subject is not being assessed using assessment tools established by an authorised representative appointed by the Rector.

4.1.9. The results of tests, examinations and assessments shall be recorded in formal records of assessment outcomes; meetings of assessment boards shall be documented by the minutes of assessment boards. Formal records of assessment outcomes and the minutes of assessment boards shall be filled out and registered in accordance with the order of an authorised representative appointed by the Rector.

4.1.10. The grading criteria for tests and examinations shall be established in accordance with the University Charter or other local regulatory acts of SPbU.

4.2. Test and Examination Regulations

4.2.1. A final grade in a pass/fail subject can be based on the grades for practical assignments, essays, reports, discussions, laboratory sessions, overall contribution, oral quizzes, written assignments and other types of learning and teaching activity in accordance with the subject (course, discipline (module)) syllabus.

4.2.2. At least one day before the examination, the teacher shall arrange a tutorial (if a tutorial is included in the subject syllabus); the time and place of the tutorial shall be shown on the examination timetable.

4.2.3. Tests and examinations shall be administered by the teacher specified in the schedule and teaching the given subject. Whenever a teaching staff member is unavailable to administer the examination, the examination shall be administered by the academic department head or another teacher appointed by the deputy head of the Academic Affairs Office in the appropriate field of study.

4.2.4. The subject syllabus can include a provision requiring that tests and examinations in a particular subject (course, discipline (module)) syllabus be administered by a board consisting of several teaching staff members. The grade awarded by the board shall not be final; the student shall have the right to repeat the test or examination in the order as provided for by these Regulations for students with “unsatisfactory” or “fail” grades.

4.2.5. The deputy head of the Academic Affairs Department in the appropriate field of study shall be allowed to delegate test and examination organising functions to other University officials by issuing the corresponding written order.

4.2.6. Students must report to the room where the test or examination is being held before the test or examination period starts. Every student must present their academic records book or other identification document (student ID, a passport or other form of identification).

4.2.7. Tardy students shall be allowed to come in and join the rest of the class taking the written test or examination; however, they will have the time of their test or examination reduced by the amount of time that passed from the beginning of the test or examination to the time when they joined the rest of the group.

4.2.8. Tardy students shall be allowed to take their oral test or examination if the teacher has ample time to allow them to prepare their answer. The time needed to prepare the answer shall be indicated in the subject (course, discipline (module)) syllabus. Otherwise, the student shall not be allowed to join the group taking the test or examination. The teacher administering the test or examination shall enter “absent” or “non-attendance” in the test or examination formal record thus excluding the respective student from the test or examination.

4.2.9. All of the assignments in the test or examination must be completed by the student themselves. Unless otherwise provided for by the subject syllabus, any student using technical devices or preliminarily prepared materials, or consulting other students during the test or examination shall be removed from the test or examination with a "fail". This grade and the time the student was removed from the test or examination shall be recorded in the test or examination formal record and in the assessment board proceedings record form. An act shall be made following the usage of technical devices or preliminarily prepared materials, or consulting other students. This act shall be signed by three SPbU teachers or employees of SPbU units who have been present at the test or examination.

4.2.10. During oral tests and examinations with assignment cards prepared in advance, students have to choose any of the offered cards, provided they do not know which assignments are listed on the card and cannot see the assignments beforehand. Each student shall be allowed ample time to prepare their answer in accordance with the requirements as established in the subject (course) syllabus.

4.2.11. During oral examinations, the teacher shall listen to presentations by each of the students separately. The teacher may ask the students additional questions on subject content. Oral examination grades shall be announced immediately after each of the responses or after the teacher hears the responses of all of the students in the group. The test/examination formal record shall be posted on the appropriate SPbU information board and on the University website.

4.2.12. During written examinations, each of the students receives a written assignment. The duration of the test (examination) shall be established by the subject (course, discipline (module)) syllabus.

4.2.13. The teacher can choose not to attend a written test or examination. During the examination, the students must at all times be provided assistance by officially-appointed test or examination administrators appointed in accordance with the provisions of Section 4.2.5 hereof. Written examinations must be checked and graded by the teacher or other official appointed in accordance with Section 4.2.3 hereof.

4.2.14. Once the student completes their written examination or the time of the examination period expires, the student shall turn in their work and leave the room. Any student who refuses to turn in their work after the examination period ends shall be given a failing grade, and their work shall not be checked.

4.2.15. If necessary, students may leave the room for a brief period during the test or examination upon getting the permission of the teacher or a member of the support staff appointed in accordance with Section 4.2.5 hereof. Before leaving the room, the student must turn in their work and other materials containing the text of the assignment (preparation notes, handouts, other materials) to the teacher or a member of the support staff.

4.2.16. As may be specified by the subject (course, discipline (module)) syllabus or by an order of the authorised representative appointed by the Rector, students' responses can be coded for the purpose of anonymity. This can be done by the head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector. Special hardware and software can be used for coding purposes. The decision to use coding rests with the Faculty Academic Council.

4.2.17. When checking the students' responses, the teacher shall enter their comments in ink. If the work has been done on a computer, grading process requirements shall be established by the subject (course, discipline (module)) syllabus.

4.2.18. Students' written tests and examinations in pass/fail subjects must be graded within three calendar days of the test, excluding the day of the test. Students' written tests and examinations in full credit courses must be graded within seven calendar days of the test, excluding the day of the test.

4.2.19. Written test and examination grades shall be announced by the teacher or any other authorised representative appointed by deputy head of the Academic Affairs Department in the appropriate field of study. The announcement shall be placed on the on the appropriate SPbU information board and/or on the University website no later than one day after the checking period expires.

4.2.20. Students shall be entitled to review their graded test or examination. The review shall be organised by the teacher administering the test or examination. In cases where the paper is reviewed by the assessment board, the review must be held no later than three work days after the grades are announced, in accordance with the order of the deputy head of the University Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector.

4.2.21. Each student can be allowed to review their graded paper. After reviewing the paper, the student signs their name on the title page. If the paper has no title page, the student signs the first page of the paper. An act confirming that the student has seen the paper shall be made if the student refuses to sign the paper. This act shall be signed by three SPbU teachers or employees of SPbU units who have been present at paper reviewing.

4.2.22. During the review of their work, students shall be entitled to receive the teacher's comments on their grade.

4.2.23. During the review process, the teacher may choose to change the grade awarded to the student only if any calculation errors or improper use of the grading criteria is discovered contradicting the requirements of the subject syllabus.

4.2.24. A test (examination) can be administered in the form of creative project presentations. The presentation of creative projects can be organised by a group of teaching staff members teaching creative project classes. The presentations can be held in the presence of students or without them in attendance. Each of the teachers shall then announce the grades for their students. The grades can be announced after the creative project presentation is completed in the presence of all the students. The teacher can choose to demonstrate the projects and comment on the grading criteria as the grades are announced.

4.2.25. Whenever the subject syllabus requires that the student get a passing grade in the subject before being admitted to a full credit examination and the student fails to pass the test, said student shall not be allowed to take the examination. Any repeat tests (including presentations before the assessment board) must be administered before the time of the examination as scheduled. In all other cases, students who fail the pass/fail test shall be allowed to take the full credit examination.

4.2.26. A student who takes part in a test or examination and receives a failing grade shall not be allowed to retake the examination if after the event they presents a medical document stating that their poor performance at the test or examination was due to health reasons. In such cases, the results of their test or examination cannot be annulled.

4.2.27. A student may choose to apply for a repeat examination in just one class (subject) to increase their “satisfactory” or “good” grade, if a higher grade entitles them to receive a diploma with distinction. Permission to retake the examination shall be issued by the head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector upon the student's written application. The application must be submitted before the date of the meeting of the examination committee (State Examination Committee) to award the degree or qualification to the student in question.

4.2.28. With the exception of cases as listed in Section 4.2.27 hereof, tests and examinations with grades of “satisfactory” and “good” cannot be retaken.

4.3. Reporting and Filing of Interim Assessment Results

4.3.1. Pass grades for pass/fail subjects shall be entered by the teacher in the test/examination formal record (and/or in the assessment board proceedings record form), and copied to the student's academic records book (on the right-hand page). Failing grades for pass/fail subjects shall only be entered in the test/examination formal record (and/or in the assessment board proceedings record).

4.3.2. A student who passes a full credit test or examination shall have their grade entered in the test/examination formal record (and/or in the assessment board proceedings record), and copied to the student's academic records book (on the left-hand page). Failing grades for full credit courses shall only be entered in the test/examination formal record (and/or in the assessment board proceedings record).

4.3.3. The teacher shall enter the words "absent" or “non-attendance” in the test/examination formal record and the assessment board proceedings record across the names of the students not present at the test or examination.

4.3.4. Students who fail to provide plausible explanations of their absence or fail to deliver a document confirming there being a sound reason for their failure to appear at the test or examination within three working days of the test or examination shall have their grade entered as “fail” or “unsatisfactory” by order of the head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector in the test/examination formal record and the assessment board proceedings record replacing the earlier "absent" or “non-attendance” entry.

4.3.5. A duly-appointed representative of the Academic Affairs Office must provide the test/examination formal record or the proceedings record form to the teacher administering the test or examination or a member of the assessment board before the test/examination date.

4.3.6. Text/examination formal records and proceedings formal records shall be issued by an employee of the Academic Affairs Office to the teacher administering the examination, one of the members of the assessment board or an official appointed by the deputy head of the Academic Affairs Department in the

appropriate field of study or other authorised representative appointed by the Rector.

4.3.7. In case of oral tests (examinations), filled out text/examination formal records and proceedings records shall be submitted by the teacher administering the examination or one of the members of the assessment board to an employee of the Academic Affairs Office on the day of the test/examination or meeting of the assessment board, or on the following day if the test (examination) ends after 6 p.m. (for full-time students) or after 8 p.m. (for part-time and correspondence students).

4.3.8. Text/examination formal records and proceedings formal records filled out after a written test (examination) must be delivered by the teacher or one of the members of the assessment board to an employee of the Academic Affairs Office on the next work day after the results are announced or a review is held.

4.3.9. Students may not receive text/examination formal records and proceedings formal records from employees of the Academic Affairs Office, teaching staff members or members of the assessment board, and may not return said to employees of the Academic Affairs Office; otherwise test (examination) results shall be deemed null and void.

4.3.10. Test and examination results are copied by representatives of the Academic Affairs Office from test, examination and assessment formal records and the proceedings records of assessment boards to the students' personal files and other documents as approved by University's local acts no later than three days after the teacher submits the formal records to the Academic Affairs Office.

4.3.11. Students who complete their annual curriculum requirements are transferred to the next year by order of the Rector or their authorised representative. Students who have not passed interim assessment due to a plausible reason or students with incomplete coursework shall be transferred to the next year on a provisional basis.

4.3.12. Written test and examination materials (student papers, test and examination notes) must be kept on file for one year from the date of the test (examination) in a place specially designated by the deputy head of the Academic Affairs Department in the appropriate field of study.

4.4. Individual Test / Examination Timetable

4.4.1. Individual test/examination timetables are provided to students who cannot participate in testing according to the approved schedule in the following cases:

4.4.1.1. When the student provides a plausible explanation as to the reasons why they cannot attend the regularly-scheduled test or examinations and submits official documentation in support of their explanation, as in the case of:

4.4.1.1.1. students being sent by the University to attend academic and scientific events during the interim assessment period;

- 4.4.1.1.2. students being sent by the University to an exchange study placement at another educational organisation, in case the interim assessment period coincides with the beginning of the term at the educational organisation;
 - 4.4.1.1.3. students undergoing military training and traveling to camp duty during the interim assessment period;
 - 4.4.1.1.4. students attending regional, Russian and international athletic competitions, training camps, competitions, academic contests and other optional events as representatives of the University, St Petersburg and/or the Russian Federation;
 - 4.4.1.1.5. students attending medical treatment programmes or accompanying someone in need of a treatment programme during the interim assessment period;
 - 4.4.1.1.6. students undergoing planned treatment (or surgery) during the interim assessment period, pregnant female students who are expected to give birth during the interim assessment period.
- 4.4.1.2. When the student misses a test (examination) due to a plausible reason and presents documents to prove that fact;
 - 4.4.1.3. When the student has been on sick leave for more than one month during the interim assessment period (and presents documents to prove it);
 - 4.4.1.4. When the student has been on sick leave during obligatory laboratory testing, preparation of obligatory creative projects, rehearsals, training sessions, and this work cannot be made up before the date of a test or an examination in a particular subject, and presents duly-executed documents to prove it;
 - 4.4.1.5. When the student has been on sick leave during the internship, and presents duly-executed documents to prove it;
 - 4.4.1.6. When the student has incomplete coursework due to their transfer from another institution or when returning after a leave of absence.

4.4.2. A student applying for an individual testing/examination timetable must submit a personal application to the Academic Affairs Office, accompanied by the documents proving their case. Documents in support of the application (e.g. sick-leave certificates) must be presented within three working days of issuance of the certificate.

4.4.3. The head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector shall verify the authenticity of the submitted documents with the issuing institutions, including medical institutions.

4.4.4. Individual testing/examination timetables for returning and transfer students shall be established in the order of transfer or reinstatement. The student shall not be required to petition for an individual testing/examination timetable.

4.4.5. An individual testing/examination timetable shall be provided to the student by order of the Rector or their authorised representative.

4.4.6. Once the order on the provision of individual testing/examination timetables to students has been issued, the deputy head of the Academic Affairs Department in the appropriate field of study, or any other authorised representative appointed by the Rector shall issue an order establishing individual testing and examination timetables for such students in accordance with the timetable of tests and examinations retaking specified in Section 2.3 hereof. The students' timetable shall be provided upon application, and shall depend on the institution's organisational capacities (available rooms, teachers, etc.).

4.4.7. The student shall sign a paper confirming that they have read their individual testing/examination timetable. The timetable can be posted on the appropriate SPbU information board or sent to the student by email in accordance with Section 1.10 hereof.

4.4.8. An authorised representative of the Academic Affairs Office shall advise teachers administering tests and examinations of the date, place and time of individually-scheduled tests and examinations by email in accordance with Section 1.10 hereof, and issue them a separate test/examination formal record filled out in the order specified by an authorised representative appointed by the Rector.

CHAPTER 5. ACADEMIC FAILURE AND PROCEDURES FOR RESUBMISSION OF FAILED COURSEWORK AND/OR RETAKING EXAMINATIONS AND TESTS

5.1. The term "academic failure" refers either to one or more subjects, courses, disciplines (modules) for which the student received one or more "fail" or "unsatisfactory" grade during interim assessment or to failed interim assessment in general without reasonable excuse.

5.2. When a student is given a failing grade, they can repeat the test or examination twice more; the second repeat examination must be administered by the assessment board. The decision of the assessment board shall be final.

A student with academic failure shall be entitled to pass interim assessment twice within one year from the moment this academic failure emerged. The said period does not include the period of the student's illness, academic leave of absence, or maternity leave.

Pursuant to the University Charter (Sub-clause "e" of Clause 51), any student, who receives three or more failing and/or unsatisfactory grades, a "fail" or an "unsatisfactory" for one subject when re-passing interim assessment in the presence of an assessment board, as well as in case he/she has failed to complete his/her coursework before the deadline, shall be expelled from the University for the failure to fulfil his/her obligations concerning duly completion of the educational programme and the curriculum.

5.3. The assessment board shall be comprised of at least three teachers and shall be usually headed by the academic department head. The teacher who

administered the initial test or examination can be included in the assessment board but shall not be allowed to chair it. The assessment board is formed by an authorised representative appointed by the Rector, in the order specified by the Vice Rector for Research and Academic Affairs.

5.4. The assessment board is comprised of the vice rector for main fields of study or any other authorised representative appointed by the Rector upon the recommendation of the head of the appropriate SPbU academic unit for each of the respective subjects. Assessment boards shall be formed for the administration of tests or examinations in particular subjects by an authorised representative appointed by the Rector upon the recommendation of academic department heads.

5.5. A test or an examination administered by the assessment board is carried out in accordance with testing requirements as established in the subject syllabus; any repeat test or examination is administered in the same format (i.e., written or oral) and in the same order as the first attempt.

5.6. When the repeat test or examination is administered by the assessment board in the oral format, at least three members of the board must be present.

5.7. When the repeat test or examination is administered in written form, members of the assessment board are not required to be present. Written papers must then be checked by all members of the assessment board.

5.8. The assessment board assigns a grade to the student retaking the test or examination by simple majority vote of all members present. When an equal number of votes is cast for two different grades, the Chairperson of the board shall have a casting vote right. The results of the repeat test (examination) shall be recorded in the proceedings record of the assessment board.

5.9. The grade that the student receives for the test or examination administered by the assessment board shall be final. If the student fails in one of such repeat tests/examinations, they are automatically expelled from the University due to academic failure in accordance with the University Charter.

5.10. All repeat tests and examinations shall be held according to the repeat interim assessment timetable compiled in accordance herewith.

CHAPTER 6. TERM PAPER REGULATIONS

6.1. Term paper is an independent research on an approved subject conducted by the student under the supervision of an SPbU employee belonging to the teaching staff during the student's completion of the appropriate educational programme. The number of term papers that must be completed by the student during the subject of their studies shall be determined by the educational programme curriculum.

6.2. The subject of the student's term paper and their research advisor shall be approved at the meeting of the department employing the advisor, unless otherwise provided by the University's regulatory acts.

6.3. Term paper requirements shall be established by the subject (course, discipline (module)) syllabus.

6.4. In cases where a term paper advisor gets transferred to a different position (other department), the academic department head shall then assign another advisor to such student, with due consideration given to the student's opinion, from among SPbU teaching staff members.

6.5. The student shall be entitled, upon his/her personal application approved by his/her academic advisor, to change the term paper subject including choosing another field of study. In this case a new term paper advisor may be assigned in accordance with Clause 6.2 hereof.

6.6. The term paper shall be submitted by the student within the timeframe as indicated by an order of the head of the Academic Affairs Department in the appropriate field of study, registered by an employee authorised by the deputy head of the Academic Affairs Department in the appropriate field of study, and then checked by the term paper advisor. In case a student fails to meet the deadline, he/she shall be graded with a "fail" ("unsatisfactory") for his/her term paper.

6.7. A term paper can be graded by the advisor; if the subject (course, discipline (module)) syllabus includes a term paper defense, the grade is awarded by the board, which consists of at least three teachers.

6.8. Term paper defense is administered according to the schedule approved by the deputy head of the University Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector.

6.9. After receiving a "fail" or "unsatisfactory" grade for their paper, the student must edit and resubmit their work. Repeat submission of the paper in this case shall be carried out in accordance with the order established for repeating tests and examinations.

6.10. The student must cite the sources that he/she has used for the paper. The procedure for fixation of unlawful borrowings in students' term papers shall be specified by an order of the Rector or any other authorised representative appointed by the Rector.

6.11. The form of the term paper shall be established by the subject (course, discipline (module)) syllabus.

CHAPTER 6¹. TERM PAPER DEFENSE REGULATIONS

6¹.1. Term paper defense shall be held at a meeting of the assessment board if such defense is required by the subject (course, discipline (module)) syllabus.

6¹.2. Term paper defense is a public presentation of the student's term paper at a meeting of the assessment board, during which the student provides an oral summary of the term paper, substantiates the applicability of its subject as well as his/her findings and suggestions developed by the student during his/her work on it.

6¹.3. Term paper defense may be held either publicly or in private.

6¹.4. Within three working days from the term paper registration in accordance with Clause 6.6 hereof, the term paper requiring defense before the assessment board shall be submitted by an employee authorised by the deputy

head of the Academic Affairs Department in the appropriate field of study to the student's advisor for a review, and then to the official reviewer who presents their assessment of the paper, if such assessment is specified by the syllabus.

The advisor shall check the prepared term paper and write a review, and the official reviewer shall present their assessment of the paper within three working days after receiving the paper.

6^{1.5}. The employee authorised by the deputy head of the Academic Affairs Department in the appropriate field of study shall see to it that the review and the assessment were communicated to both the student and board members at least three days before the board meeting takes place.

6^{1.6}. The board for term paper defense shall consist at least of three SPbU teachers competent in the field of study, to which the subjects of the presented term paper belongs. The composition of the board shall be determined at a meeting of the academic department where the term paper advisor works and approved by the deputy head of the Academic Affairs Office in the appropriate field of study.

6^{1.7}. If the advisor and the official reviewer are members of the board, they must be present at the board meeting.

If the advisor and the official reviewer are not members of the board, they may not be present at the board meeting.

6^{1.8}. Term paper defense shall be an oral presentation. The duration of the student's report concerning the main provisions of the term paper shall be 5–7 minutes. The duration of the defense in general shall not exceed 20 minutes.

6^{1.9}. The board shall hear the advisor's review and the assessment made by the official reviewer. The student shall be permitted to answer the questions and comments from the board members, reviewer and advisor.

6^{1.10}. Following the results of the defense, the board members shall grade the term paper in accordance with the grading scheme specified in the appropriate subject (course, discipline (module)) syllabus.

6^{1.11}. The board members shall adopt a decision on term paper grading in an open ballot at an in-camera session of the board.

6^{1.12}. The grades awarded by the board shall be announced to students on the day of the term paper defense after the proceedings formal record has been made. The proceedings formal record shall be published on the appropriate SPbU information board and/or on the University website.

6^{1.13}. Students can make a second attempt at defending their term papers in accordance with the procedures for tests and examinations retaking specified herein.

CHAPTER 7. STUDENT TRANSFER AND REINSTATEMENT

7.1. General Provisions for Student Transfer and Reinstatement

7.1.1. The term “student transfer” shall refer to:

- 7.1.1.1. Students transferring to a different programme (including students transferring to a different main field of study).
- 7.1.1.2. Students transferring to the University from another state-accredited educational organisation;
- 7.1.1.3. Students changing their training profile;
- 7.1.1.4. Students changing their mode of study;
- 7.1.1.5. Students switching from a self-financed education programme to a budget-financed programme;
- 7.1.1.6. Students switching from budget-financed programmes to self-financed programmes;

7.1.1. The term “student reinstatement” shall refer to:

- 7.1.2.1. Students returning after a leave of absence and admitted to any programme currently administered by the University.
- 7.1.2.2. Students who were admitted to state final assessment but did not pass state final assessment, for repeating state final assessment.

7.1.3. Reinstatement and student transfer shall be held on a competitive basis in case there are any vacant places.

7.1.4. Reinstatement and student transfer shall be required for the student to complete their first interim assessment period successfully, with the following exceptions:

- 7.1.4.1. Students returning after service in the Armed Forces of the Russian Federation or after completing the alternative civil service requirements;
- 7.1.4.2. Students switching from a budget-financed education programme to a self-financed programme;
- 7.1.4.3. Transfer of individuals being educated abroad.

7.1.5. The student is officially transferred or readmitted after an assessment period; their assessment results must show evidence of their ability to successfully complete the programme in question, with the exception of the following categories of students:

- 7.1.5.1. Students returning after service in the Armed Forces of the Russian Federation or after completing the alternative civil service requirements;
- 7.1.5.2. Students switching from a self-financed education programme to a budget-financed programme;
- 7.1.5.3. Students switching from a budget-financed education programme to a self-financed programme;

7.1.6. The assessment of students applying for transfer or reinstatement can be based on a review of submitted documents or the results of an oral or written examination. The type of assessment shall be established by the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit. Oral or written assessment for transfer or student reinstatements (in cases as provided for by Sections 7.1.1.1, 7.1.1.3–7.1.1.6 hereof) shall be required if the same provision applies to students seeking transfer to the University from other educational organisations.

7.1.7. The transfer and reinstatement of students to state-financed programmes shall be dependent upon:

7.1.7.1. Vacant state-financed places in the year and programme, with the exception of cases specified by Section 7.4.2 hereof. The number of vacant state-financed places is determined as subtraction between the number of students attending the programme in a given year and the total number of budget-financed places allocated to the appropriate educational programme in the relevant profession, specialty, field of study and type of enrollment in a given year.

7.1.7.2. The total duration of the student's programme shall not exceed the normative period of instruction for a particular field of study by more than one year (in due consideration of the mode of study), excluding the period of the academic leave of absence. The only exception to this rule shall apply to students returning to complete the final examination requirements. Some exceptions to the aforementioned requirement can be made for certain categories of applicants upon agreement with the University trustees in those cases specified by the law of the Russian Federation. The duration of the programme for students transferring or returning to a self-financed curriculum, and students switching from a budget-financed place to a self-financed curriculum may exceed the normative programme duration by more than one year.

7.1.8. Any curricula difference between the two institutions attended by the student must be dealt with in accordance with the procedures established for academic failure. The difference between the curriculum of the student's former institution and the University programme must not exceed ten courses (unless otherwise provided for by the Rector or their authorised representative in accordance with the decision of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit); in any case, the difference cannot exceed 50% of all required main programme coursework.

7.1.9. Reinstatement and student transfer shall follow an individual interim assessment timetable to deal with the differences between the two programmes; the order of administration of the aforesaid tests and examinations shall be determined in accordance herewith.

7.1.10. A student, transferring or being reinstated, shall be awarded transfer credits in the order specified by the Rector or their authorised representative.

7.1.11. Transferring and reinstating students shall be admitted to the programme by order of the Rector or their authorised representative in accordance with the recommendation of the Central Transfer and Reinstatement Committee. The fact of admission shall be recorded in an appropriate protocol. Students switching from a self-financed educational programme to a budget-financed programme shall be transferred by an order of the Rector or any other

authorised representative appointed by the Rector following the decision of the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes. Such decision shall be recorded in an appropriate protocol.

Reinstatement of students as well as transfer of students in cases specified in Clauses 7.1.1.1–7.1.1.4, 7.2.8.1 hereof shall be conducted twice a year before academic terms start. Transfer of students specified in Clauses 7.2.8.2 and 7.2.8.3 hereof from self-financed places to budget-financed places shall be conducted in accordance with the schedule set forth by an appropriate authorised official.

7.1.12. The procedure for transfer of students from self-financed places to budget-financed places specified herein shall be applicable to international students, who, in accordance with the laws of the Russian Federation, are entitled to be educated at SPbU on a budget-financed basis.

7.1.13. The Rector or their authorised representative shall determine the following: the procedures used by the Central Transfer and Reinstatement Committee and the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes, the list of documents to be submitted by students being transferred or reinstated, and the applicable deadlines. The Central Transfer and Reinstatement Committee and the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes shall include in a mandatory manner the head of the SPbU Student Council and the head of the SPbU Students' Trade Union.

7.1.14. If the documents are submitted after the deadline, the candidates for transfer or reinstatement in question and their documents shall be reviewed at the next meeting of the Central Transfer and Reinstatement Committee, the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes where such documents shall be considered.

7.1.15. Information on the number of vacant places (including those for transfer from self-financed places to budget-financed places) shall be published in a mandatory manner on the official website of the University in the "Learning Activity" section. Excerpts from the proceedings record of the meetings of the Central Transfer and Reinstatement Committee, the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes shall also be subject to publication on the official website of the University in the "Learning Activity" section.

7.1.16. Students transferring from budget-financed places to self-financed programmes shall be admitted by order of the Rector or their authorised representative without the corresponding decision of the Central Transfer and Reinstatement Committee or the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes until the student in question is recommended for expulsion.

7.2. Conditions for Student Transfer

7.2.1. Students transferring to a different educational programme, or transferring from self-financed places to budget-financed places, students changing their mode of study (except students transferring from full-time to part-time or correspondence programmes and students transferring from part-time to correspondence programmes):

7.2.1.1. must successfully complete their interim assessment for the previous term.

7.2.1.2. cannot file for transfer during the interim assessment period.

7.2.2. Students transferring to the University from other educational organisations shall be admitted in accordance with applicable Russian Federation law and these Regulations.

7.2.3. A student can transfer to the University from other educational organisations if he/she has completed a main educational programme belonging to a state-accredited consolidated group of professions, specialities and main fields of study.

7.2.4. Students cannot be transferred to the University from other educational organisations to the final year of study, except for being transferred from educational organisations included into the list of top 300 universities rated in the Academic Ranking of World Universities, The Times Higher Education World University Rankings and QS World University Rankings or any rankings being conferred the same status by the decision of the Central Transfer and Reinstatement Committee recorded in a respective protocol.

7.2.5. Students pursuing self-financed education shall not be transferred to budget-financed places at the University.

7.2.6. Students who transfer to the University from a budget-financed place at another educational organisation shall be entitled to apply to self-financed and budget-financed places.

7.2.7. Students transferring from self-financed places to budget-financed places shall be admitted on a competitive basis to enroll in a main programme whenever budget-financed places become available in the respective year of the programme.

7.2.8. The following groups of students having, at the moment of submitting a motivated application, neither incomplete coursework, nor any disciplinary penalties, nor arrear with payment of tuition fees shall be eligible for transfer from a self-financed place to a budget-financed place:

7.2.8.1. Students who have received "excellent" or "excellent" and "good" or "good" grades for the two semesters preceding the application submission:

7.2.8.2. Students belonging to one of the following categories of persons (not including foreign citizens unless otherwise provided by the international agreement):

7.2.8.2.1. Students who are orphans or do not have guardians, disabled students with 1st and 2nd degrees of disability;

7.2.8.2.2. Individuals younger than 20 and having only one parent who is a 1st group invalid, if the family average income is lower than the minimum subsistence level specified for the appropriate constituent entity of the Russian Federation;

7.2.8.2.3. Women having given birth to a child during the period of study.

7.2.8.3. Students who have lost one or both parents (authorised representatives) or the sole parent (authorised representative) during the period of study.

7.2.9. The student's application for transfer from a self-financed education programme to a budget-financed programme must be complemented with documents confirming that this student belongs to one of the categories of persons specified in Clauses 7.2.8.2 and 7.2.8.3 hereof, as well as documents confirming the student's special achievements in the University's academic, research, social, cultural and sport activity (if applicable).

7.2.10. The priority ranking of the conditions of transfer from self-financed educational programmes to budget-financed programmes shall be set forth by the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes.

7.2.11. Upon consideration of the student's application for transfer from a self-financed education programme to a budget-financed programme, the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes shall make one of the following decisions:

7.2.11.1. To transfer the student from a self-financed education programme to a budget-financed programme;

7.2.11.2. Not to transfer the student from a self-financed education programme to a budget-financed programme.

7.2.13. The order of the Rector or any other authorised representative appointed by the Rector concerning the student's transfer from a self-financed education programme to a budget-financed programme shall be issued no later than 10 calendar days from the date the Committee for Making Decisions Concerning Transfer from Self-Financed Educational Programmes to Budget-Financed Programmes has made a positive decision.

7.2.14. Transfer of students, assigned to particular training profiles in accordance with the established procedure after enrollment, from one training profile to another shall be conducted as per the procedure specified for the transfer of students to another educational programme.

7.2.15. Transfer of students, assigned to particular training profiles by the enrollment order, from one training profile to another shall be conducted as per the procedure specified for the transfer of students to another educational programme.

7.2.16. Students shall be transferred from budget-financed places to self-financed places upon the student's written application on condition that the student has no more than two "fail" and/or "unsatisfactory" grades.

7.2.17. In cases where the student has three “fail” or “unsatisfactory” grades at the moment of the transfer application submission, they shall not be transferred to a self-financed place and must be expelled due to academic failure in accordance with the University Charter.

7.2.18. In case of written tests (examinations), students shall only be transferred to self-financed places on condition that they have no more than two “fail” or “unsatisfactory” grades on their written tests.

7.3. Student Reinstatement Requirements

7.3.1. Students shall be allowed to return to their University studies within five years of their dismissal from the University, for reasons specified in Sub-clauses "a", "d–f" and "i" of Clause 51 of the SPbU Charter, and reapply to the budget-financed place if at the moment of dismissal they had a budget-financed place.

A student dismissed from the University for reasons specified in Sub-clauses "a", "d–f" and "i" of Clause 51 of the SPbU Charter can be readmitted to the University by an order of the Rector or an authorised representative appointed by the Rector.

A student dismissed from SPbU at his/her own request before completion of the main educational programme can be readmitted to SPbU on the same conditions within 5 years from the dismissal, if there are any vacant places.

A student dismissed from SPbU for health reasons and for reasons specified in Sub-clauses "d–f" and "i" of Clause 51 of the SPbU Charter can be readmitted to the University within the period specified by the local acts of the University but not exceeding 5 years after the dismissal, if there are any vacant places.

A student dismissed from SPbU pursuant to Sub-clauses "f", "g" and "g.1" of Clause 51 of the SPbU Charter cannot be readmitted to the University.

7.3.2. A student who before their dismissal has had a self-financed place shall not be allowed to return to the budget-financed place.

A student educated at the budget-financed places can be readmitted on a self-financed basis with his/her permission.

7.3.3. Students who return to budget-financed places must be readmitted to the main programme that they have previously attended (with the exception of those cases as provided for by Section 7.4.3 hereof).

In cases when the student cannot return to the main programme from which they have been dismissed, they can apply to another programme of higher education. The main field of study to which the student can reapply shall be determined in accordance with the list of majors (training profiles) of higher education programmes approved by federal executive authorities as meeting the requirements for a bachelor, master or specialist degree or programmes of higher education that lead to a professional diploma.

In all other cases, student reinstatements can choose any of the programmes offered by the University on conditions as established herein.

7.3.4. The student can choose to be readmitted to any mode of study offered by the University, with the exception of those cases as provided for by Clause 7.4.2 hereof.

7.3.5. Students who return from subject-oriented curricula to other subject-oriented curricula, from competency based curricula to other competency based curricula, or those dismissed from a certain mode of study and seeking reinstatement to the same mode must meet the following requirements:

7.3.5.1. Students shall be readmitted to the term of study corresponding to the term of study of their programme immediately preceding dismissal.

7.3.5.2. Students can be readmitted to the programme term following the programme term the student failed to complete, provided that the student has no more than two incompletes and no more than 10 subjects that need to be retaken (including the difference in coursework between different institutions).

7.3.6. Students returning to a competency based curriculum from a subject-oriented curriculum, or dismissed from one mode of study and returning to a different mode must have no more than 10 subjects that need to be retaken (including the difference in coursework between different institutions).

7.3¹. Transfer of Individuals Being Educated Abroad

7.3¹.1. Individuals being educated abroad shall be transferred to SPbU to a self-financed programme.

7.3¹.2. Individuals being educated abroad shall be transferred only before the beginning of the term.

7.3¹.3. Individuals being educated abroad shall not be transferred to the first and the last terms.

7.3¹.4. The assessment of individuals applying for transfer from foreign educational organisations shall be held by correspondence in the form of a competitive selection of documents (portfolios) unless otherwise provided for by the Rector or their authorised representative.

7.3¹.5. The list of documents submitted by an individual applying for transfer from foreign educational organisations shall be established independently in the University's appropriate regulatory act.

7.3¹.6. When transferring an individual being educated abroad, a methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit shall organise methodological evaluation to credit the results and study in the order specified by the Vice Rector for Academic Affairs or any other authorised representative appointed by the Rector. Pursuant to such methodological evaluation the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit shall recommend the appropriate SPbU educational programmes and study periods for the individual applying for transfer.

7.3¹.7. Individuals being educated abroad shall be transferred to SPbU in accordance with Chapter 7.1 hereof unless otherwise provided for by this Chapter.

7.4. Student Reinstatement Requirements for Repeating State Final Assessment

7.4.1. Students can take their final examinations no more than twice within five years of their first attempt.

7.4.2. Students returning to the University to repeat their state final examination in a particular educational programme shall be readmitted regardless of the mode of study or availability of budget-financed places.

7.4.3. If the programme that had been attended by the student before their dismissal from the programme has been discontinued and, by order of the Rector or their authorised representative, said programme has been removed from the list of programmes offered by the University, the student cannot be readmitted to retake their final examination. In this case, the student can be readmitted to one of the University's other educational programmes to continue their studies in accordance with the conditions established in Section 7.3 hereof.

CHAPTER 8. ACADEMIC LEAVES OF ABSENCE

8.1. Academic Leaves of Absence: General Provisions

8.1.1. Academic leaves of absence shall be provided to University students in need of medical treatment and in other exceptional cases (military draft, natural calamities, family circumstances, etc.).

8.1.2. Students can be offered the following types of academic leaves of absence:

8.1.2.1. Medical academic leave of absence;

8.1.2.2. Academic leave of absence due to extraordinary circumstances (military draft, natural calamities, family circumstances, including student travel to other educational institutions, including foreign educational institutions, etc.).

8.1.3. A medical academic leave of absence shall be provided to students who cannot continue their studies at a bachelor, specialist degree, master programme or a programme of middle level professional education due to health reasons.

8.1.4. An academic leave of absence due to extraordinary circumstances can be provided to the student in case of their military drafting or their close relatives (other family members) dying or falling serious ill, when the student needs to take care of their ill relatives or other family members; when the student wishes to travel to study at another university, including foreign universities, etc.

8.1.5. Close relatives include: lineal relatives (parents, children, grandparents, grandchildren), siblings and half-brothers or sisters.

8.1.6. The academic leave of absence cannot exceed 24 calendar months.

8.1.7. An academic leave of absence cannot be provided to students who could potentially be expelled.

8.1.8. During their academic leave of absence, the student cannot continue studying in the programme of higher or middle level education, i.e. attend

classes, undergo continuous, interim and final assessment (the student shall not be admitted to the educational process until his/her academic leave of absence ends); however, they retain their student status.

8.1.9. Students on academic leaves of absence due to medical reasons shall be awarded social pensions and other types of financial support in accordance with applicable Russian Federation law and University's local acts.

8.1.10. A student may be provided an academic leave of absence an unlimited number of times.

8.1.11. Students on academic leave cannot be expelled from the University with the exception of cases when they do so at their own request or expelled due to their transfer to another educational organisation.

8.2. Provision of Academic Leaves of Absence

8.2.1. The student shall file an application with the office of the Rector to receive an academic leave of absence. They must submit the necessary documents to support their case. The academic leave of absence shall be granted by order of the Rector or their authorised representative within 10 (ten) days from the student's submission of the application and documents. In the application, the student must explain the reasons for requesting an academic leave of absence (its type), duration, and the reasons why the student should be provided a leave of absence.

8.2.2. The personal application by the student and the appended documents shall be registered by the appropriate SPbU employees authorised by the head (deputy head) of the Academic Affairs Office. The head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector shall verify the authenticity of the submitted documents with the issuing organisations, including medical institutions and military commissariats (the request must be filed within 3 (three) working days from the student's submission of the application).

8.2.3. The student's application and all the submitted documents must be reviewed by the head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector within 2 (two) days from the date of submission.

8.2.4. There being grounds for an academic leave of absence, the head (deputy head) of the Academic Affairs Office or an authorised representative appointed by the Rector shall request the appropriate employee of the Academic Affairs Office to prepare a draft order on the academic leave of absence and send it for approval within three working days in accordance with the procedure established by the University for the coordination of draft orders, with copies of the documents proving the necessity of providing an academic leave of absence.

8.2.5. Students providing forged documents in support of their application for an academic leave, as well as providing false information in their application, shall not be granted an academic leave of absence. A student who submits forged or falsified documents shall be expelled in due order specified by the University.

8.2.6. If the student's application for an academic leave of absence is denied, the deputy head of the University Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector shall inform the student accordingly.

8.2.7. The academic leave of absence shall be granted starting on the day after the application date, unless otherwise stated in the application; in any case, no earlier date can be used.

8.2.8. The Rector's order granting the student an academic leave of absence must indicate the type of the academic leave of absence, the dates when the academic leave of absence begins and ends, and the reasons for providing the academic leave of absence.

8.2.9. The medical leave of absence shall be provided in accordance with a report issued by a medical expert board of a healthcare organisation.

8.2.10. The following documents can be considered part of the application for an academic leave of absence due to extraordinary family circumstances:

8.2.10.1. A draft notice from the military commissariat notifying of the time and place of departure for the active service location;

8.2.10.2. Family income statement;

8.2.10.3. Certificate confirming that a family member requires personal care assistance;

8.2.10.4. Certificate of death of a family member;

8.2.10.5. Invitations to travel to another institution or establishment to study or work, including invitations from foreign organisations;

8.2.10.6. Medical documents issued by healthcare institutions;

8.2.10.7. Documents confirming the fact of an emergency situation or natural disaster;

8.2.10.8. Other documents.

8.3. Academic Leave Extension and Return to Studies after Academic Leave

8.3.1. No later than two weeks after the academic leave of absence is over, the student shall file an application with the Rector's Office or request an extension of the academic leave of absence by filing an application with the Academic Affairs Office.

8.3.2. If the student's request to extend the academic leave of absence is granted, leave shall be extended in accordance with the procedure indicated in Section 8.2 hereof.

8.3.3. Students who fail to submit an application in due time shall be expelled from the University due to their failure to report to the University upon the completion of the academic leave of absence. A corresponding order shall be issued by the Rector or their authorised representative. The order shall be based on the report filed by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector and at least two members of the SPbU staff.

8.3.4. The student can petition to return to studies before the end of the term of the academic leave of absence.

8.3.5. The academic leave of absence shall be terminated upon the order of the Rector or any other authorised representative appointed by the Rector. An academic leave of absence due to extraordinary circumstances shall be terminated (including halfway termination) upon the student's application. An academic leave of absence due to medical reasons shall be terminated upon the student's application submitted on or before the date on which the term of the leave ends. The application must be supplemented with a report issued by a medical expert board of a healthcare organisation certifying the fact that the student can return to studies.

8.3.6. After their academic leave of absence, students continue their studies on the same conditions as before the academic leave of absence.

8.3.7. In cases when the student's main educational programme is discontinued before their academic leave of absence is completed, they can petition to transfer to another main programme of higher or middle level education provided by the University (in accordance with the level of the programme) on the same conditions in due order as specified by these Regulations.

8.4. Financial Terms of Academic Leaves of Absence Provided to Students in Self-Financed Places

8.4.1. Students who are educated on a contractual basis and whose education is paid for by individuals and/or legal entities shall not pay their tuition fees during an academic leave of absence; these funds shall not be returned to such students, they shall be transferred to future academic terms.

8.4.2. In case of an increase in tuition fees after the student's return from the academic leave of absence, the student shall be required to pay the difference between the two figures; thereafter, prepaid amounts shall be transferred to future terms. An increase in tuition fees after signing the education contract shall not be permitted with the exception of cases when tuition fees are indexed to the rate of inflation provided for by the main characteristics of the federal budget for the next fiscal year and planning period.

CHAPTER 9. STATE FINAL ASSESSMENT

9.1. General Provisions for Final State Assessment

9.1.1. After completing their curriculum requirements, students must undergo final assessment.

9.1.2. State final assessment (hereinafter referred to as "final assessment") shall be held in every state-accredited educational programme. Final assessment in non-accredited programmes shall be arranged by assessment boards in due

order specified by applicable legislation and these Regulations for final assessment.

9.1.3. The goal of final assessment is to determine the competencies of university graduates and assess their readiness to perform their duties; their results in completion of a main educational programmes are assessed in accordance with the following educational standards:

9.1.3.1. State Educational Standard of Higher Education or a local University's own educational standard for programmes of higher education (for programmes implemented at various levels of higher education);

9.1.3.2. Local University educational standards for programmes of higher education (for programmes implemented at various stages of higher education);

9.1.3.3. State educational standard of middle level professional education.

9.1.4. Final assessment shall be administered by a State Examination Board (hereinafter referred to as SEB) created for each of the educational programmes.

9.1.5. Final assessment shall be held in accordance with the timetable approved by the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector, in accordance with the order of the appropriate authorised official on the timetable of these examinations. The timetable of final assessment shall contain information on the type, date, time and place of the state assessment tests, consultations and appeal submission. The timetable must provide at least seven days (excluding the date of the previous examination) between examinations.

9.1.6. The final assessment procedure as specified by these Regulations must be communicated to students at least six months before the final assessment. Any changes to the order of administering final assessment must be communicated to students no later than six months before the final assessment begins.

9.1.7. Control over the final assessment procedure shall be exercised by the authorised Academic Affairs Department staff.

9.1.8. University graduates who successfully complete all the final assessment tests in the programme shall be awarded their professional qualification (or degree) and receive diplomas confirming their degree and/or qualification. The diplomas shall bear the official symbols of the Russian Federation and the stamp of the University. The form of these documents shall be approved by the University (by the order of the Russian Federation Ministry of Education and Science).

9.1.9. The particulars of state final assessment for programmes of middle level professional education shall be specified by the federal laws and the University's regulatory acts.

9.2. Final Assessment Tests

9.2.1. Final assessment tests include:

9.2.1.1. A state examination;

9.2.1.2. A defense of a diploma project.

9.2.2. The list of examinations included in final assessment shall be established in accordance with the curriculum.

9.2.3. Final assessment shall be compulsory for all students; knowledge and skills cannot be assessed by the results of continuous and interim assessment.

9.2.4. For all programmes that include a state examination, final assessment begins with the state examination(s).

9.2.5. A state examination can be administered in a separate subject or as a interdisciplinary examination in the student's main field of study.

9.2.6. A state examination in a particular subject must assess the student's mastery of the subject (course, discipline (module)) syllabus and cover all of the concepts in this syllabus in accordance with the respective educational standard.

9.2.7. The final state examination in a particular educational programme must assess the student's knowledge of separate subjects and demonstrate their ability to apply theoretical knowledge in practice and competencies – to achieving professional goals and objectives. The final examination also tests the student's ability to continue their education at the next level in accordance with the general requirements established by the corresponding educational standard.

9.2.8. A diploma project is an individual student's work (or a joint project of several students) demonstrating the graduate's preparedness to individual professional activity.

9.2.9. A diploma project can be completed in the form of a start-up.

9.2.10. In order to prepare their diploma project, each student is assigned a research advisor and, where necessary, consultants. Lists of diploma project advisors in each department are approved by the deputy head of the Academic Affairs Office in the appropriate field of study or any other authorised representative appointed by the Rector no later than on the date of academic workload distribution for the next academic year. Diploma advisor qualification requirements shall be established independently in the University's appropriate regulatory act.

9.2.11. Diploma projects must undergo written assessment. Lists of diploma project reviewers in each department are approved by an authorised representative appointed by the Rector upon the presentation of the academic department head no later than one month before the diploma project defense.

The authorised representative appointed by the Rector shall send the specialist degree and master students' diploma projects for assessment to one or more reviewers who are not employed by SPbU.

9.2.12. Syllabi of state examinations, the assessment criteria for such examinations and the assessment criteria for diploma projects as well as appeal proceedings shall be approved by the Rector or any other authorised representative appointed by the Rector, in accordance with the decision of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit responsible for the development of the structure and content of corresponding educational programmes and communicated to students no later than six months before final assessment.

9.2.13. Students must have the necessary conditions in place for their preparation, with tutorials and (or) advisement presentations. Information about the time and place of such tutorials or lectures shall be provided in the students' academic timetable or the timetable of state examinations.

9.2.14. The timetable of final assessment tests (date, time and place) shall be established in accordance with the timetable of examination boards. The timetable of examination boards shall be established in accordance with the order on the timetable of the SEB. It shall be communicated to students, the SEB members, academic advisors, reviewers and consultants no later than one month before the first final assessment test. The corresponding announcement must be posted on the appropriate SPbU information board and/or on the University web portal (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.3. State Examination Boards

9.3.1. Final assessment shall be administered by a State Examination Board (hereinafter referred to as SEB) created for each of the educational programmes.

9.3.2. The SEB shall:

9.3.2.1. Provide comprehensive assessment of the level of each graduate's preparedness, and determine whether their level of preparedness corresponds to the requirements of relevant educational standards.

9.3.2.2. Adopt a decision to award a degree (or qualification) after final assessment and issue the graduate a corresponding document confirming their level of education and/or qualification.

9.3.2.3. Based on the results of each academic year, provide recommendations regarding the training of graduates.

9.3.3. The SEB is presided by a chairperson who organises and oversees the activities of the examination board and ensures the unity of requirements for graduates.

9.3.4. The SEB chairperson shall be an academic not employed by the University, a Doctor of Science and Full Professor in the corresponding area; where such candidates are not available, the SEB chairperson's duties shall be delegated to prominent experts among employers' representatives or their associations in the corresponding field of professional activity. Whenever necessary, the SEB chairperson shall have clearance to deal with classified subjects.

9.3.5. The list of candidates who will serve as SEB chairpersons in the following calendar year shall be sent by authorised representatives appointed by the Rector to the Vice Rector for Academic Affairs and Methodological Support or any other authorised representative appointed by the Rector no later than October 15.

9.3.6. Once the SEB chairpersons have been approved, the Vice Rector for Academic Affairs and Methodological Support or any other authorised representative appointed by the Rector shall authorise the creation of SEBs for

the next calendar year in accordance with the requirements established at the University.

9.3.7. Abandoned (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.3.8. Abandoned (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.3.9. SEBs shall be assisted by secretaries; secretaries shall not be included as the SEB members.

9.3.10. The SEB establishment order shall include the following details: the SEB composition and SEB secretaries.

9.3.11. The SEB schedule shall be established by the order of the appropriate authorised official.

9.3.16. In accordance with Section 1.10 hereof, the SEB timetable shall be communicated to students and members of SEB no later than one month before the boards begin their work.

9.3.13. The SEB meetings shall be held by the chairperson. All SEB decisions shall be adopted by secret ballot and documented in proceedings records signed by the SEB chairperson and secretary (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.3.14. The examination board shall enter the words "absent" or "non-attendance" in the examination board proceedings record form by the names of the students not present at their state examinations or diploma project defenses. Students who fail to provide plausible explanations for their absence or fail to deliver a document confirming there being a sound reason for their failure to appear at the final state examination within three working days of the examination shall have their grade entered as "fail" or "unsatisfactory" by the chairperson of the SEB in the SEB proceedings formal record.

9.3.15. Students who were not admitted to defend their diploma project shall have the words "not admitted" entered by their names in the SEB proceedings formal record. The SEB proceedings formal record shall list the student's grade as "unsatisfactory;" the corresponding entry must be made by the SEB chairperson.

9.3.16. Graduation year students who fail one or several of their final examinations included in the programme of final assessment shall be expelled from the University in accordance with the University Charter. Graduation year students who fail one of their state examinations shall be expelled from the University on the next working day after the last state examination. Students who receive an "unsatisfactory" grade at their diploma project defense shall be expelled from the University on the next working day after the day of their diploma project defense.

9.3.17. Students shall be entitled to repeat their final assessment upon reinstatement to the University. Reinstatement shall be carried out in accordance with the procedures established in Section 7 hereof.

9.3.18. Graduation year students can repeat their final assessment no more than twice, no earlier than 10 months and no later than five years after their initial attempt (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.3.19. Students who did not complete their final examinations due to a plausible reason (for medical reasons or in other exceptional documented

circumstances) shall be allowed to attempt their final examinations without being expelled from the University. Additional SEB meetings shall be organised within six months after the final assessment has ended (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.3.20. The annual report on the activities of the SEB and recommendations for improving educational programmes, prepared by the SEB chairperson, must be considered by the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit responsible for the development of the structure and content of the programme. The report shall be submitted to the appropriate authorised official along with an excerpt from the proceedings record of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit, and forwarded to the trustees of the University within two months of completion of the state final assessment. The proceedings formal records of the SEB and examination boards shall be filed in the University Archives.

9.4. Procedure of Selecting the Diploma Project Subject

9.4.1. The procedure for establishing the list of diploma project subjects and the procedure for selecting the diploma project subject shall be specified by the University's regulatory acts.

9.4.2. Students attending a Master's programme must select their thesis subject early in the programme.

9.4.3. The subject (or title) of the diploma project in a bachelor programme or specialist degree programme can only be changed/modified before the date of the Rector's order on upcoming final assessment. All changes must be coordinated with the academic advisor.

9.4.4. The subject of the Master's thesis cannot be changed; however, the student can make adjustments to the subject no later than the date of announcement of the list of diploma candidates. Any such adjustments of the subject must be agreed with the student's advisor.

9.4.5. Once the list of diploma candidates has been announced, no changes to the subject can be introduced.

9.5. Admission of Students to Final Assessment

9.5.1. In order to be admitted to final assessment, graduation year students must complete all their coursework, except for the final term in which final assessment is held.

9.5.2. Graduation year students are admitted to final assessment by order of the appropriate authorised official within three days after the end of the final assessment test of the interim assessment.

9.5.3. The deputy head of the University Academic Affairs Department in the appropriate main field of study or any other authorised representative

appointed by the Rector shall submit the following documents to the State Examination Board:

9.5.3.1. the order on the admission of graduation year students to final assessment;

9.5.3.2. students' academic records books;

9.5.3.3. the text of the diploma project, the text of the diploma project assessment and diploma project review.

9.5.4. Other materials submitted to the SEB can include reviews of theoretical and practical significance to the student's research, their published articles and documents regarding practical applications of study results.

9.5.5. Final assessment shall be arranged and supervised by the SEB chairperson in accordance with the aforesaid documents.

9.6. State Examination Regulations

9.6.1. The list of state examinations shall be approved in accordance with the curriculum. If in accordance with their curriculum the graduating student is eligible to select their final assessment, they must advise the head (deputy head) of the Academic Affairs Office accordingly no later than six months before final assessment begins (student reinstated must submit the same within five calendar days of their reinstatement).

9.6.2. The form of state examinations and requirements for each of the state examinations (duration, grading procedures and criteria) shall be established by the order of the Rector or any other authorised representative appointed by the Rector pursuant to the decision of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit no later than six months before the final assessment in the order as prescribed in Section 1.9 hereof. The Faculty Academic Council shall also decide whether graduation year students will be allowed to use computers, calculators, reference materials or other materials during the examinations.

9.6.3. A tutorial for graduation year students must be arranged at least one day before the date of the state examination. Information on all such tutorials must be included in the timetable of final assessment tests.

9.6.4. Graduation year students must come in time for the state examination. Each student must submit an identity document. The head (deputy head) of the Academic Affairs Office or any other authorised representative appointed by the Rector shall take attendance and then allow graduation year students to enter the room where the examination will be held.

9.6.5. Tardy students shall be allowed by the SEB members or any other authorised officials to come in and join the rest of the class taking a written state examination; however, they will have the time of their state examination reduced by the amount of time that passed from the beginning of the examination to the time when they joined the rest of the group after at least one student who already knows the content of the examination leaves the room for whatever reason, no

tardy students shall be allowed to come in (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.6.6. Tardy students shall be allowed to take their oral state examination if the members of the examination board (State Examination Board) have ample time to allow them to prepare their answer. The time needed to prepare the answer shall be indicated in the subject syllabus. In other cases, tardy students shall not be allowed to join the state examination.

9.6.7. All of the assignments must be completed by the students themselves. Any student having technical devices or preliminarily-prepared materials, or consulting other students during the state examination shall be removed from the state examination with a failing grade. A grade of "fail", the reason for removal and the time the student was removed from the state examination shall be recorded by the chairperson and secretary in the examination board's (State Examination Board's) formal record.

9.6.8. If a student is removed from a written state examination, a member of the examination board shall place the corresponding mark on his/her written examination form, indicating the time and the reason for dismissal of the student from the examination. The fact of removal shall also be authenticated by three employees of the University. The student's written work shall not be graded.

9.6.9. If a student is removed from an oral state examination, the corresponding mark shall be placed on his/her answer sheet, indicating the time and reason for dismissal of the student from the examination. The fact of removal shall also be authenticated by three employees of the University on the student's answer sheet.

9.6.10. At the oral state examination, each student shall have time to prepare his/her answer. The minimal time for preparation of the oral answer must be established in the state examination syllabus.

9.6.11. The examination board shall hear each of the students' separately. At least half of all members of the examination board must be present during each student's answer.

9.6.12. An oral state examination shall be audio- and/or video-recorded.

9.6.13. After hearing all the students, the examination board shall adopt a decision on grades awarded to the students on the following scale: excellent, good, satisfactory, unsatisfactory. Student grades shall be adopted by secret ballot of examination board members. The chairperson and/or their deputy must be present. When an equal number of votes is cast for two different grades, the chairperson of the board (or their deputy) shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

9.6.14. The results of the state examination in oral form shall be announced by the chairperson of the examination board (or their deputy) on the day of the examination and posted on the appropriate SPbU information board and on the University website.

9.6.15. A written state examination can be administered in a computer-assisted format.

9.6.16. During a written state examination, each of the students receives a written assignment. The duration of the state examination must be indicated in the programme of the state examination.

9.6.17. A written state examination must not be necessarily be attended by all members of the examination board.

9.6.18. In order to guarantee the anonymity of written responses, the students' personal data shall be coded.

9.6.19. Once the student completes their written examination or the time of the examination period expires, the student shall turn in their work and leave the room.

9.6.20. If necessary, students may leave the room for a brief period during the written state examination upon getting the permission of a member of the SEB. Before leaving the room, the student must turn in their work and other materials containing the text of the assignment (preparation notes, handouts, other materials) to the SEB member.

9.6.21. The students' written responses shall be reviewed by an in-camera session of the examination board within the timeframe established by the State Examination Syllabus but no later than one working day after the day of the state examination.

9.6.22. At least the two thirds of all members of the examination board must be present.

9.6.23. Student grades shall be adopted by simple majority vote of examination board members; the chairperson of the board must be present. When an equal number of votes is cast for two different grades, the chairperson of the board shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.6.24. The results of a state examination held in written form shall be announced on the next day after the deadline for the submission of written examination grade reports; the grades shall be posted on the appropriate SPbU information board and on the University website.

9.6.25. Students shall be entitled to review their graded written papers. The review of students' written responses shall be organised by SEB members or any other authorised officials no later than three working days after the grades are announced, in accordance with the order of the deputy head of the Academic Affairs Department in the appropriate field of study or any other authorised representative appointed by the Rector (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.6.26. Each student can be allowed to review their graded paper. After reviewing the paper, the student signs their name on the title page. If the paper has no title page, the student signs the first page of the paper. An act confirming that the student has seen the paper shall be made if the student refuses to sign the paper. This act shall be signed by three SEB members or other appropriate authorised officials who have been present at paper reviewing (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.6.27. During the review of their work, students shall be entitled to receive the comments of examination board members on their grade.

9.6.28. *Abandoned (as amended by the Order No 3520/1 dd. May 11, 2016).*

9.6.29. Students who have missed a final assessment test due to a plausible reason (a sick-leave, public duties, summons to court, transportation difficulties (flight cancellation, all tickets have been sold), weather conditions or any other circumstances listed by the University) shall be entitled to take this test within six months after the final assessment has ended.

Such student must submit to the Academic Affairs Office a document confirming the reason of his/her absence within three working days of its issuance.

A student who have missed one final assessment test due to a plausible reason shall be allowed to take the next final assessment test (if any).

9.7. Regulations for Preparing and Defending Diploma Projects

9.7.1. A diploma project is an individual student's work (or a joint project of several students) completed under the supervision of their academic advisor.

The diploma project shall be completed and defended in Russian unless otherwise specified by the requirements as to the content and presentation of the diploma project in the appropriate educational programme.

The student shall be entitled to submit an application to the head of the Academic Affairs Office in the appropriate field of study asking to organise the diploma project defense not only in Russian or in the language specified by the requirements as to the content and presentation of the diploma project but also in English.

9.7.3. Requirements as to the structure, content and presentation of the diploma project shall be determined by order of the authorised representative appointed by the Rector, pursuant to the order of the methodology council or board for academic affairs and methodological support of the appropriate SPbU academic unit responsible for the development of the structure and content of the appropriate educational programme; the aforesaid requirements shall be communicated to the students at least six months before the final assessment begins. The terms of diploma project presentation shall be established in the educational programme curriculum.

9.7.4. The student must cite the sources that he/she has used for the project. The procedure for fixation of unlawful borrowings in students' diploma projects shall be specified by an order of the Rector or any other authorised representative appointed by the Rector.

9.7.5. The final version of the diploma project shall be published by the student in the Learning Management System in accordance with the regulations for diploma project text publishing in the Learning Management System approved by an authorised official.

The deadlines for publishing the diploma projects in the Learning Management System shall be established by order of the deputy head of the Academic Affairs Department in the appropriate field of study, and shall be communicated to students no less than six months before the final assessment begins (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.6. The student shall publish their diploma project in the Learning Management System along with a synopsis (project abstract) (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.7. Registration of the students' diploma projects and the dates of project submission shall proceed in the Learning Management System (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.8. A graduating student who fails to publish their diploma project in the Learning Management System before the deadline shall not be allowed to defend their diploma project. An authorised official of the Academic Affairs Department shall make the corresponding entry in the proceedings formal record of the diploma project defense board. The SEB proceedings formal record shall list the student's grade as "unsatisfactory". (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.9. The advisor's review and the reviewer's comments shall be published by the advisor and the reviewer in the Learning Management System no later than three days before the diploma project defense in accordance with the regulations for diploma project text publishing in the Learning Management System approved by an authorised official (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.10. Students shall get familiar with the reviews and comments on their diploma projects and members of state examination boards shall get familiar with the texts of the diploma projects via the Learning Management System (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.11. *Abandoned (as amended by the Order No 5907/1 dd. July 21, 2016)*.

9.7.12. Only those students who have published their diploma projects in the Learning Management System, successfully passed all their state examinations or failed to attend a state examination and submitted official documentation in support of their explanation shall be allowed to defend their diploma projects. (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.7.13. Diploma project defense (with the exception of projects containing state secrets or limited-access information in accordance with applicable Russian Federation law) shall be held at an open session of the examination board with the participation of at least two-thirds of its members.

9.7.14. The diploma project defense shall be audio- and/or video-recorded.

9.7.15. During the defense, each of the students shall present their study and answer the questions of members of the examination board and others present at the defense. The student's advisor shall read their written comments, and the reviewer shall present their written review of the diploma project. The student shall be provided time to respond to the comments and questions of the reviewer. One of the members of the examination board shall read the advisor's and the reviewer's comments in cases where they are unavailable to present their comments in person.

9.7.16. After hearing all of the students, based on their answers and the comments of their advisors and reviewers (in due consideration of diploma project presentation requirements), the examination board shall adopt a decision on the grades awarded to students on the following scale: excellent, good, satisfactory and unsatisfactory. students' grades shall be adopted by simple majority vote of examination board members; the chairperson of the board or their deputy must be present. When an equal number of votes is cast for two different grades, the chairperson of the board (or their deputy) shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record.

9.7.17. The results of diploma project defense shall be announced by the chairperson of the examination board (or their deputy) on the day of the defense and posted on the appropriate SPbU information board and on the University website

9.7.18. The State Examination Board can distinguish projects of particular theoretical or practical significance. The SEB can recommend such diploma projects for publication.

9.8. Work of Review Boards

9.8.1. Students shall be entitled to submit an appeal. The student to submit a written appeal to the review board on the grounds of a violation of the prescribed procedure of the final assessment test and/or on the grounds of his/her disagreement with the results of the final assessment test (*as amended by the Order No 5907/1 dd. July 21, 2016*).

9.8.2. Such appeal shall be personally submitted by the student to the review board no later than the following working day after the results of the final assessment test have been announced.

9.8.3. The review board shall be presided by the Rector or any other authorised representative appointed by the Rector.

9.8.4. The review board shall include the chairperson and at least three members thereof. The review board shall be composed of the academic staff not being members of the state examination board (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.8.5. Abandoned (*as amended by the Order No 3520/1 dd. May 11, 2016*).

9.8.6. The decision of the review board concerning the student's appeal shall be adopted by simple majority vote; the chairperson of the board or their deputy must be present. When an equal number of votes is cast, the chairperson of the board shall have a casting vote right. The decision shall be adopted in the form of the proceedings formal record (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.8.7. The board meeting shall be considered legally qualified if no less than two thirds of its members take part in it (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.8.8. For the appeal to be considered, the SEB secretary shall submit to the review board the proceedings formal record of the SEB meeting, the report of the

SEB chairperson on adherence to the procedural issues during the final assessment test, and the student's written answers (if any) (for consideration of a state examination appeal), or the diploma project, review and written assessment (assessments) (for consideration of a diploma project defense appeal).

9.8.9. The appeal shall be considered at a meeting of the review board within two working days after it has been submitted. The SEB chairperson and the student who has submitted the appeal are invited to this meeting. The meeting of the review board may be held in the absence of the appealing student in case of his/her not being able to visit this meeting (*as amended by the Order No 7094/1 dd. September 13, 2016*).

9.8.10. The decision of the review board shall be communicated to the student who has submitted the appeal within three working days after the meeting. The student shall authenticate his/her signature that he/she has been familiarised with the review board's decision. If the student refuses to authenticate that, an act shall be made thereof and signed by at least three members of the review board.

9.8.11. When considering an appeal on a violation of the state examination procedure, the review board shall adopt one of the following decisions:

9.8.11.1 dismissal of the appeal, if the facts concerning a violation of the state examination procedure listed therein have not proved true and/or have not changed the result of the final assessment test (as amended by the Order No 3520/1 dd. May 11, 2016);

9.8.11.2 allowance of the appeal, if the facts concerning a violation of the state examination procedure listed therein have proved true and have changed the result of the final assessment test (as amended by the Order No 3520/1 dd. May 11, 2016).

9.8.12. In the case specified by Clause 9.8.11.2 the result of the final assessment test shall be annulled and on the grounds thereof the appeal formal record shall be submitted to the SEB for the enforcement of the review board's decision no later than the following working day after the meeting of the review board. The student shall be granted an opportunity to take the final assessment test within the timeframe as indicated by the University.

9.8.13. When considering an appeal on disagreement with the results of the final assessment test, the review board shall adopt one of the following decisions (*as amended by the Order No 3520/1 dd. May 11, 2016*):

9.8.13.1. dismissal of the appeal and retention of the result of the final assessment test (*as amended by the Order No 3520/1 dd. May 11, 2016*);

9.8.13.2. allowance of the appeal and changing of the result of the final assessment test (*as amended by the Order No 3520/2 dd. May 11, 2016*).

9.8.14. The decision of the review board adopted pursuant to Clause 9.8.13 shall be submitted to the SEB no later than the following working day after the meeting of the review board. The review board's decision shall be the ground for the annulment of the previous result of the final assessment test and

announcement of the new one (*as amended by the Order No 3520/2 dd. May 11, 2016*).

9.8.15. The review board's decision shall be final and shall not be subject to revision.

9.8.16. A repeated final assessment test for the student who has submitted an appeal shall be held in the presence of either the chairperson or one of the review board members no later than the graduation date (*as amended by the Orders No 3520/2 dd. May 11, 2016 and No 7094/1 dd. September 13, 2016*).

9.8.17. An appeal submitted on the results of a final assessment test held pursuant to Clause 9.8.16 shall not be considered.

CHAPTER 10. LEARNING AND TEACHING PROCESS FOR STUDENTS WITH DISABILITIES

10.1. Students with disabilities shall include the following individuals with physical and/or mental disabilities: students who are fully or partly deaf, fully or partly blind, speech-impaired, suffer from restricted mobility and/or other health issues, and invalids.

10.2. Special student status must be confirmed by the following documents:

10.2.1. Report of the Education Board for Students with Psychological or Medical Problems;

10.2.2. Disability certificate issued in accordance with applicable Russian Federation law.

10.3. Copies of the documents in support of the student's special status must be submitted to the Academic Affairs Office; copies of these documents shall be placed in the student's personal file.

10.4. Students with disabilities attending individual rehabilitation programmes in accordance with applicable Russian Federation law shall be allowed to follow an individual timetable upon their personal application to the Rector and by order of the Rector or their authorised representative.

10.5. SPbU creates special conditions for students with disabilities so that they could be able to complete educational programmes of higher and middle level professional education. Such special conditions include using special educational programmes and instructional methodology, special textbooks, learner's guides and didactic materials, special single-user and multiple-user training equipment, services of an assistant rendering students the required technical support, group and individual correctional classes and other conditions enabling adequate completion of educational programmes by students with disabilities.

10.6. For the purposes of continuous and interim assessment, subject syllabi must include provisions to meet the needs of students with disabilities who should be allowed to complete their tests in a different format (e.g. oral presentations instead of written tests), and given more time to complete their tests and examinations.

10.7. An assistant can be provided to a disabled student who needs technical assistance during the test.

10.8. Seven working days from the date of the test (examination) shall be allowed for the grading of tests and examinations that have been written using the Braille system.

CHAPTER 11. THE PROCEDURE FOR ACQUIRING GENERIC COMPETENCE IN ENGLISH

11.1. SPbU graduates — holders of the bachelor / specialist qualification (degree) — who have been educated in accordance with SPbU's own educational standards and for whom this was their first higher education, must demonstrate English language skills at the B2 level of the Common European Framework of Reference for Languages (CEFRL).

11.2. SPbU conducts educational activity aimed at the increase of the English language skills of its students of main professional educational programmes in accordance with the subject syllabus for the English language.

11.3. The fact of the foreign language competence formation is confirmed as per the procedure approved by an order of the Rector or their authorised representative.

11.4. Unsatisfactory results obtained during continuous assessment shall not be taken into consideration when it must be decided whether or not the student must be expelled for his/her academic failure; it shall not be also taken into consideration when the issue of conferring to the student state academic scholarship arises.

11.5. Interim assessment in the English language in form of a pass/fail test shall be conducted in accordance with the curricula, the provisions of Article 58 of the Russian Federal Law No. 273-FZ as of December 29, 2012 "On Education in the Russian Federation", and the requirements of Chapter 4 hereof.

11.6. Students who have not passed interim assessment in the English language / who have obtained unsatisfactory results at the second repetition attempt shall be expelled pursuant to the SPbU Charter.

CHAPTER 12. ON CONFIRMATION OF GENERIC COMPETENCE IN PHYSICAL EDUCATION AND SPORT

12.1. SPbU graduates — holders of the bachelor / specialist qualification (degree) — who have been educated in accordance with SPbU's own educational standards and for whom this was their first higher education, must demonstrate the generic competence "ready to properly use the concepts of physical education and methods of physical training for increasing adaptive resources of the organism and promotion of health ensuring active professional engagement" (hereinafter referred to as "generic competence in physical education and sport").

12.2. SPbU conducts educational activity aimed at the formation of the generic competence in physical education and sport in its students of main

professional educational programmes in accordance with the subject syllabus for physical education and sport.

12.3. The fact of the formation of the generic competence in physical education and sport is confirmed in accordance with the subject syllabus for physical education and sport.

12.4. The fact of the formation of the generic competence in physical education and sport is confirmed as per the procedure approved by an order of the Rector or their authorised representative.

12.5. Unsatisfactory results obtained during continuous assessment shall not be taken into consideration when it must be decided whether or not the student must be expelled for his/her academic failure; it shall not be also taken into consideration when the issue of conferring to the student state academic scholarship arises.

12.6. Students who have failed to confirm the formation of the generic competence in physical education and sport shall not be admitted to state final assessment.

CHAPTER 13. TRANSFER OF CREDIT

13.1. Students shall be eligible to credit transfer in the following cases:

13.1.1. upon reinstatement to SPbU;

13.1.2. upon transfer to SPbU;

13.1.3. upon SPbU students' academic mobility organisation;

13.1.4. upon an accelerated learning decision;

13.1.5. in other cases upon students' initiative.

13.2. Credit transfer shall take place after the student submits an application on his/her reinstatement / transfer / exchange placement / accelerated learning.

13.3. Credit transfer shall take place in accordance with an order of the appropriate authorised official.

CHAPTER 14. ACADEMIC EXCHANGE

14.1. Students shall be entitled to exchange study placements at other educational organisations including non-Russian educational and scientific organisations.

14.2. Exchange study placements are aimed at the students' completion of a part of the main educational programme they are enrolled in at SPbU.

14.3. The content of the educational programme at another educational organisation shall be determined by the exchange study placement plan. The form of this plan shall be approved by an order of the Rector or any other authorised representative appointed by the Rector.

14.4. An exchange study placement at another educational organisation cannot result in the increase of the SPbU main educational programme duration unless otherwise provided for by the current laws.

14.5. A graduation year student can be sent to an exchange study placement at another educational organisation only upon condition of his/her

return to SPbU within a timeframe enabling him/her pass interim assessment and be admitted to state final assessment to pass it within a timeframe specified by the curriculum.

14.6. A student of the military training programme sent to an exchange study placement at another educational organisation can on return, upon his/her personal application addressed to the head of the Faculty of Military Training, study, by the decision of the appropriate authorised official, the subjects he/she have not studied during his/her placement at another educational organisation, if there is an organisational or technical opportunity for that (upon condition that his/her studying at another educational organisation did not result in the increase of the military training programme duration).

14.7. When being sent to an exchange study placement at a non-Russian educational organisation, the student shall submit an official invitation from the receiving party (or a copy thereof) to an institution officially authorised to formalise documents for entry to the appropriate foreign state. It shall be the student's duty to have of all the required entry documents (visa, voluntary health insurance policy, etc.) finalised.

14.8. There are the following grounds for sending a student to an exchange study placement at another educational organisation:

14.8.1. Winning an academic exchange competition for SPbU students. Such programmes are implemented within the framework of agreements signed between SPbU and other educational organisations and registered as per the procedure established at SPbU (competition results and the list of winners among SPbU students are approved by the appropriate order of the Rector or any other authorised representative appointed by the Rector);

14.8.2. Winning a competition held by governmental bodies of the Russian Federation and constituent entities of the Russian Federation. Such victory must be confirmed by an appropriate reference issued by the governmental bodies of the Russian Federation and constituent entities of the Russian Federation;

14.8.3. Winning a competition held by other organisations (consortia of academic mobility programmes, etc.) confirmed by an appropriate letter on grant provision to the relevant SPbU student or any other letter confirming an exchange study placement;

14.8.4. A contract or an agreement on joint implementation of educational programmes between SPbU and partner organisation;

14.8.5. Other grounds in accordance with the laws of the Russian Federation, constituent entities of the Russian Federation and SPbU local acts.

14.9. If a student wants to study at another educational organisation but there are no grounds specified in Clause 14.8 hereof for sending him/her to an exchange study placement there, such student, upon his/her personal application, shall be granted an academic leave of absence due to exceptional circumstances. There shall be no credit transfer in this case.

14.10. The following categories of students shall not be sent to an exchange study placement at another educational organisation:

14.10.1. Students on academic leaves of absence, maternity leave or child-care leave;

14.10.2. Students with incomplete coursework;

14.10.3. Students of self-financed education programmes with arrears in tuition fees payment for the academic term during which they will be educated at another educational institution.

14.11. After his/her return to SPbU the student shall be provided, upon his/her personal application, an individual timetable as per the procedure established at SPbU.

14.12. On the next working day after he/she receives the document (certificate) containing the grades for and the workload of the studied courses issued by the receiving party (or a copy thereof), the student has to submit the said document (certificate) to the Academic Affairs Office in the appropriate field of study. In case the receiving party has sent the said document (certificate) containing the grades for and the workload of the studied courses directly to SPbU, this document (certificate) must be forwarded to the Academic Affairs Office in the appropriate field of study.

14.13. In case the abovementioned document (certificate) contains no information on the grades for and workload of particular courses included into the student's exchange study placement plan, the student shall complete, upon his/her return, the resultant incomplete coursework as per the procedure established at SPbU.

Organisation of the competition, sending students to an exchange study placement at another educational organisation, funding of this process, extension of the period of study at another educational organisation, cancellation of study at another educational organisation, and reporting on the results of sending students to an exchange study placement at another educational organisation shall be regulated by orders of the appropriate authorised officials.

CHAPTER 15. USING ONLINE COURSES IN THE LEARNING AND TEACHING PROCESS

15.1. Online courses can be used in the learning and teaching process as:

15.1.1. a subject of the educational programme curriculum;

15.1.2. additional material to a subject of the educational programme curriculum.

15.2. If a subject of the main educational programme curriculum is implemented in the format of an online course, there may be no classroom-based teaching sessions at all.

15.3. The decision to include an online course into the curriculum shall be made as per the procedure established at SPbU.

15.4. The results of completion of online courses not included in the learning and teaching process as per the procedure established at SPbU shall be

credited in accordance with the regulations approved by the Vice Rector for Academic Affairs and Methodological Support or any other authorised representative appointed by the Rector.

15.5. Information on the implementation of a subject of the main educational programme curriculum in the format of the online course shall be made available to students prior to the start of the study period. The academic timetable indicates the subject title, the type of the class, the full name of the online course moderator, and a hyperlink to the online learning portal where the online course is hosted.

15.6. As part of the implementation of educational programmes in the online course form, interim assessment in this subject can be:

15.6.1. classroom-based, with the student's personal attendance in accordance with Chapter 4 hereof;

15.6.2. remote, using specialised software for student identification.