

Ministry of Health of the Russian Federation



**Federal State Budgetary Educational Institution of Higher Education  
“North-Western State Medical University named after I.I. Mechnikov”  
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of  
Health of the Russian Federation)

**PASSED**

by Academic Board  
of FSBEI HE NWSMU  
named after I.I. Mechnikov under the  
Ministry of Health of the Russian  
Federation  
on November 26, 2021  
Minutes No. 10

**ADOPTED**

by Order of Rector of  
of FSBEI HE NWSMU  
named after I.I. Mechnikov under the  
Ministry of Health of the Russian  
Federation  
dated 26.11.2021 No. 2298-O

**APPROVED**

At the meeting of the Council of Students  
of FSBEI HE NWSMU named after  
I.I. Mechnikov under the Ministry of  
Health of the Russian Federation  
Minutes No. 11 dated November 22, 2021

*(signature)* Kh.M. Temurziyeva

*November 26, 2021*

**Regulations**

**on the procedure for issue, maintenance and keeping records of the student grade record and student ID card for bachelor’s degree, specialist’s degree, master’s degree programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation**

**1. General Provisions**

1.1. These Regulations on the procedure for issue, maintenance and keeping records of the student grade record and student ID card for bachelor’s degree, specialist’s degree, master’s degree programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “Regulations”) were developed in accordance with the Federal Law “On Education in the Russian Federation” No. 273-FZ dated 29.12.2012, Order of the Ministry of Education and Science of the Russian Federation No. 203 dd. March 22, 2013 “On Approval of Sample Student ID card for Students and Sample Student Grade Record (Members of a Course) mastering Bachelor’s Degree, Specialist’s Degree, Master’s Degree Programs”, the Charter and other local regulations of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “University”).

1.2. The main terms used in these Regulations with the corresponding definitions:

**Student grade record** means a document that contains the results of assimilation by students of bachelor's degree, specialist's degree, master's degree programs (hereinafter referred to as the "student") of higher education – bachelor's degree program, specialist's degree program, master's degree program, for studying which a student was enrolled according to the procedure established at the University.

**Student ID card** means a document certifying the fact of a person's studies at the University.

**A duplicate document (student grade record, student ID card)** means a repeated copy of the original document, which contains information similar to the information indicated in the original.

## **2. Procedure for issuing and keeping records of student grade records and student ID cards**

### **2.1. Issue of student grade records and student ID cards**

2.1.1. The student grade record and the student ID card are issued to the student by an employee of the dean's office on the basis of the Rector's order on the student's enrollment at the University or the order on the student's transfer to study under another educational program.

2.1.2. The student grade record is given to:

- students enrolled to the first year of study – during the first semester of study, but not later than a month before the start of the first midterm assessment;
- students enrolled at the University due to transfer or transferred from one educational program to another – within 5 working days from the date of issue of the order on admission due to transfer or order on transfer of the student to another educational program.

2.1.3. Student ID card is issued to:

- students enrolled to the first year of study – during five working days from the date of start of education in accordance with the academic schedule;
- students enrolled at the University due to transfer or transferred from one educational program to another – within 5 working days from the date of issue of the order on admission due to transfer or order on transfer of the student to another educational program.

2.1.4. The student grade record and student ID card are issued to the student free of charge.

2.1.5. The student grade record and student ID card are issued to the student against personal signature.

2.1.6. The student is personally responsible for the safety of the student grade record and student ID card.

2.1.7. If a student changes his/her last name and (or) name and (or) middle name, his/her student grade record and student ID card shall remain the same. At the same time, changes are made to the student grade record and student ID card.

2.1.8. A duplicate of documents is issued if the original document is lost or damaged.

2.1.9. A duplicate of the student grade record and student ID card is issued on the basis of the personal application of the student in the name of the dean of the faculty within 10 working days after the submission of the specified application.

2.1.10. Employees of dean's offices of the University are responsible for the registration and issue of student grade records and student ID cards.

### **2.2. Keeping record of student grade records and student ID cards**

2.2.1. Student grade records and student ID cards are made on the basis of the application of the head of the educational department of the University. The number of forms in the application shall correspond to the control admission figures, taking into account the required number for issue of duplicates.

2.2.2. The number of the student's personal file, student grade records and student ID cards is the same, is indicated in the order on admission and does not change throughout the entire period of study at the University in the corresponding area of specialization (field of study), except for the case of transferring the student from one educational program to another.

The number of the personal file of the student (hereinafter referred to as the “number”) is assigned to the student when preparing an order on admission or an order on admission due to transfer from other educational organizations.

Number structure: *xyyyzzzzzz*, where:

- *xx* – the last two digits of the year of admission (transfer) of the student;
- *yyy* – number of the area of specialization (field of study) taking into account the form of study;
- *zzzzzz* – a serial number.

When transferring students from one educational program to another to receive education in a different area of specialization and (or) field of study, different form of study, the digits in *yyy* positions in the number change in accordance with the number of the new area of specialization (field of study) taking into account the form of study.

2.2.3. At least once a year, a commission is created to take out of service forms of student grade records and student ID cards, a certificate of retirement is drawn up containing information on the composition of the commission, the number of issued and damaged forms of student grade records and student ID cards.

### **3. Procedure for drawing up a student grade record**

3.1. Employees of the University fill out the student grade records within their powers and official duties.

3.2. Records shall be made carefully, legibly, in black, blue or purple ink.

3.3. Information on assessment of students in disciplines in the form “Completed” shall be transmitted by department employees to the dean’s office in electronic form.

3.4. The teacher enters only the satisfactory results of the students’ performance in the student grade record. The results are determined by the following grades: “excellent”, “good”, “satisfactory”, “passed”. Unsatisfactory grades (“unsatisfactory”, “failed”) and marks of absence in exams and tests (“failed to attend”) are not entered in the student grade record, they are put only in the examination sheet (in the case of the State Final Examination – in the minutes of the meeting of the State Examination Commission (hereinafter referred to as the “SEC”)).

3.5. After passing the midterm assessment, a student shall submit the student grade record to the dean’s office to check the compliance of the student grade record filling with the test and examination sheets, and put the signature of the dean (assistant dean), as well as stamp “Education Department” (on the even-numbered page), meaning passing the midterm assessment in the current semester. At the end of the academic year, an entry is made about the transfer to the next year of study.

3.6. Filling out page 1 (Appendix 1): on the left, the dean’s office employee sticks a 3x4 photograph of the student, puts the official stamp of the University, which should capture part of the photo. The column “Student’s Signature” shall contain the personal signature of the student. Next, the employee of the dean’s office puts the date of issue of the student grade record.

3.7. Page 2 is filled out by the employees of the dean’s office (Appendix 1):

- student grade record No. – the number is put as per cl. 2.2.2 of the Regulations;
- last name, first name, patronymic (if any) of the student – the last name, first name, patronymic of the student is entered in the nominative case on the basis of the student ID document and the order on admission;
- code, field of study (area of specialization) – the code and name of the area of specialization (field of study) are entered in accordance with the order on admission;
- in the column “Faculty” – the name of the faculty is entered;

- in the column “Admitted by Order” – the date and number of the order on admission are entered;
- in the column “Vice-Rector for Academic Affairs” – the signature of the Vice-Rector for Academic Affairs of the University, the official stamp of the University are put, in the line containing the inscription “Last Name, First Name, Patronymic” – the last name, first name, patronymic of the Vice-Rector for Academic Affairs of the University is indicated;
- in the column “Dean of the Faculty” – the signature of the dean of the faculty is put and his/her last name, first name, patronymic is indicated.

### 3.8. Filling out pages 3–26 (Appendix 2):

- on each spread, the student enters the respective academic year, course, as well as his/her last name and initials;
- the odd pages are stamped with a seal of the University polyclinic;
- data on the results of midterm assessment (passing exams) are entered on odd pages by the teacher;
- data on the results of midterm assessment (test passing) are entered on even-numbered pages by the teacher;
- in the column “Name of Discipline (Module) of Section” the teacher enters the name of the discipline in accordance with the curriculum;
- in the column “Total number of Hours/Credit Points” an employee of the dean’s office puts the total number of hours of work in the training discipline in hours (including hours allocated to classroom studies, individual work of the student and midterm assessment) in accordance with the curriculum. After the symbol “/” (slash), the general workload of the discipline in credit points in accordance with the curriculum is indicated;
- in the column “Grade” the teacher enters the satisfactory results of passing the disciplines in accordance with clause 3.4 of the Regulations (it is allowed to use the following abbreviated term: “satisfactory” – “satisf.,” “good” – “g.,” “excellent” – “exc.”);
- in the column “Date of Passing the Exam” the teacher indicates the actual date of passing the exam in the format: day, month, year – 00.00.0000;
- in the column “Date of Passing the Pass/Fail Test” the teacher indicates the actual pass/fail test date in the format: date, month, year – 00.00.0000;
- in the columns “Teacher’s Signature” and “Teacher’s Last name”, respectively, the signature of the teacher who administers the exam or pass/fail test, and his/her last name are indicated;
- information on elective disciplines is entered in the semester in which they were mastered;
- there should be no unfilled places in the student grade record. The employee of the dean’s office puts a symbol on blank lines;
- in the line “Student \_\_\_\_\_ transferred (to) \_\_\_\_\_ course of study” the dean’s office employee puts the name and initials of the student and the course number;
- in the line “Dean of the Faculty” the signature of the dean of the faculty is put and his/her last name and initials are indicated, confirming the fact of reconciliation of the results of passing the midterm assessment by the student, as well as the transfer of the student to the next course of study.

### 3.9. Filling out pages 27–28 (Appendix 3):

- the student shall enter his/her last name and initials;
- the line “Dean of the Faculty” is signed by the dean of the faculty with indication of his/her last name and initials, confirming the fact of reconciliation of the results of passing the midterm assessment by students in all optional disciplines of the curriculum;
- further filling is carried out in accordance with clause 3.8 of the Regulations, except for paragraphs 2, 3, 12, 14, 15, cl. 3.8 of the Regulations.

### 3.10. Filling out pages 29–30 (Appendix 4):

- on the even-numbered page at the top, a student enters his/her last name and initials;

- columns “Name of Discipline (Module)”, “Subject Matter of End-of-Year Paper (Project)”, “Semester”, “Teacher’s Last name” are filled out by the end-of-year paper coordinator;
- in the column “Assessment” the end-of-year paper coordinator puts a grade in accordance with cl. 3.4 of the Regulations;
- in the column “Date of Delivery” the end-of-year paper coordinator puts the actual date of the end-of-year paper defense in the format: day, month, year – 00.00.0000;
- column “Teacher’s Signature” shall have the signature of the end-of-year paper coordinator;
- in the line “Dean of the Faculty” the signature of the dean of the faculty is put and his/her last name and initials are indicated, confirming the fact of reconciliation of the results of completion of the end-of-year paper by the student.

### 3.11. Filling out pages 31–32 (Appendix 5):

- on the even-numbered page at the top, a student enters his/her last name and initials;
- in the column “Name of Type of Practical Training” an employee of the dean’s office indicates the type and form of practical training in accordance with the curriculum;
- in the “Semester” column, an employee of the dean’s office puts the number of the relevant semester of the practical training;
- in the column “Place of Practical Training” the end-of-year paper coordinator of the relevant department conducting assessment (from the reporting documents provided for by the practical training program), indicates the abbreviated name of the organization where the student underwent practical training, in accordance with the order of the Rector of the University “On Practical Training Placement”;
- in the column “Job Performed (Position Held)” an employee of the dean’s office indicates the position taken by the student in accordance with the type of practical training according to the curriculum;
- in the column “Full Name of Practical Training Tutor from the Enterprise (Organization, Institution)”, the practical training tutor from the relevant department conducting assessment, indicates the last name and initials of the practical training tutor from the enterprise (organization, institution) (from the reporting documents provided for by the program of practical training), where the student underwent practical training;
- in the column “Total number of Hours/Credit Points” an employee of the dean’s office puts the total number of hours of work in the academic and on-the-job practical training in hours (including hours allocated to classroom studies, individual work of the student and midterm assessment) in accordance with the curriculum. After the symbol “/” (slash), the number of credit points of general workload of practical training in accordance with the curriculum is indicated;
- in the column “Full Name of the Practical Training Tutor from Organization Carrying Out Educational Activities”, an employee of the dean’s office indicates the last name and initials of the practical training tutor from the relevant department of the University in accordance with the order of the Rector of the University “On Practical Training Placement”;
- in the column “Grade Based on the Assessment Results”, the practical training tutor from the relevant department conducting assessment at the end of the practical training, puts the result of assessment in accordance with cl. 3.4 of the Regulations;
- in the column “Assessment Date”, the practical training tutor from the relevant department conducting assessment at the end of practical training, puts the date of assessment, which is conducted within the time limits approved by the order of the Rector of the University “On Practical Training Placement” in the format: day, month, year – 00.00.0000;
- in the column “Signature and Last name of the Person Responsible for Assessment”, the signature of the practical training tutor from the relevant department conducting the assessment at the end of the practical training is put, and his/her last name is indicated;
- the line “Dean of the Faculty” is signed by the dean of the faculty with indication of his/her last name and initials, which confirms the fact of reconciliation of the results of passing the academic and on-the-job practical training by the student.

3.12. Filling out pages 33–34 (Appendix 6):

- on the even-numbered page at the top, a student enters his/her last name and initials;
- in the column “Type of Research Work” the teacher indicates the type of research work;
- in the “Semester” column, the teacher puts the number of the corresponding semester for conducting research work;
- in the column “Grade” the teacher enters the satisfactory results of the research work defense in accordance with cl. 3.4 of the Regulations;
- in the column “Date of Delivery” the teacher puts the date of the research work defense in the format: day, month, year – 00.00.0000;
- in the columns “Teacher’s Signature” and “Teacher’s Last name”, respectively, the signature of the teacher who assessed the results of the research work defense is put and his/her last name is indicated;
- the line “Dean of the Faculty” is signed by the dean of the faculty with indication of his/her last name and initials, which confirms the fact of fulfillment by the student of the research work.

3.13. Filling out pages 35–36 (Appendix 7):

- on the even-numbered page at the top, the employee of the dean’s office enters the last name and initials of the student;
- section “State Examinations” is filled in by the Secretary of SEC;
- in the column “Name of Disciplines (Modules)” the Secretary of SEC enters the name of the State Exam in accordance with the curriculum;
- in the column “Date of Passing the Exam” the Secretary of SEC puts the date of the state exam in the format: day, month, year – 00.00.0000;
- in the column “Grade”, the Secretary of SEC enters a satisfactory grade on the basis of the minutes of the meeting of SEC on administration of the state exam in accordance with cl. 3.4 of the Regulations;
- the column “Signatures of the Chairman and Members of SEC” is signed by the Chairman and at least three members of SEC who were present when the student passed the State Final Examination;
- at the bottom of the spread on the left an employee of the dean’s office indicates the last name and initials of the student admitted to the State Final Examination;
- the number and date of the order “On Admission to the State Final Examination” are indicated at the bottom of the spread on the right by an employee of the dean’s office. After the work of SEC is completed, the signature of the dean of the faculty is put.

3.14. Filling out page 37 (Appendix 8):

- on the page at the top, an employee of the dean’s office enters the last name and initials of the student;
- section “Graduate Qualification Work” is filled out by the Secretary of SEC;
- in the line “Form of Graduate Qualification Paper” the Secretary of SEC indicates the corresponding form of graduate qualification paper (bachelor’s degree paper, thesis, master’s thesis) (hereinafter referred to as “GQP”);
- in the line “Subject Matter” and “Coordinator” the Secretary of SEC indicates, respectively, the subject matter and last name and initials of the GQP coordinator, approved by order;
- in the line “Date of Defense”, the Secretary of SEC puts the date of the meeting of SEC in the format: day, month, year – 00.00.0000;
- in the line “Grade”, the Secretary of SEC enters the satisfactory grade on the basis of the minutes of the meeting of SEC in accordance with cl. 3.4 of the Regulations;
- the line “Signatures of the Chairman and Members of SEC” contains signatures of the Chairman of SEC and members of SEC who were present at the defense of GQP.

3.15. Filling out page 38 (Appendix 8):

- section “By the decision of the State Examination Commission” is filled out by the Secretary of SEC, except for the line “Issued diploma No. \_\_\_\_\_ dd. \_\_\_\_\_”;
- the date of the SEC meeting in the format: date, month, year – 00.00.0000 and minutes number are indicated;
- in the line “to student”, the last name, name, patronymic of the student are entered;
- in the line “Qualification assigned” the name of the assigned qualification is indicated;
- in the lines “Chairman” and “Members of the Commission” the signatures of the Chairman of SEC and at least three members of SEC are put respectively;
- the line “Issued diploma No. \_\_\_\_\_ dd. \_\_\_\_\_” is filled out by an employee of the dean’s office of the University – a record is made about the diploma number and the date of diploma issue;
- in the line “Dean of the Faculty” the signature of the dean of the faculty is put, the employee of the dean’s office indicates his/her last name and initials.

#### 3.16. Making corrections to the student grade record:

- page 2: incorrect entry (or changes in connection with the change of the last name (name, patronymic) of the student) is crossed out by the dean’s office employee, the correct entry is made and certified by the signature of the dean of the faculty “Alteration approved”. In case of a change of last name (name, patronymic) the dean’s office employee shall enter the data of the document on the basis of which the change of last name (name, patronymic) took place on the reverse of the cover of the student grade record (endpaper);
- pages 3–38: if the teacher makes a mistake when entering information in the student grade record, the incorrect entry is crossed out by the teacher, the correct entry is made in the free line and certified with the teacher’s signature marked “Alteration approved”. If it is necessary to exclude an incorrect entry, the entry is crossed out by the teacher, in the free line the teacher makes a mark “Crossed out text in the line \_\_\_ approved” and certified by the teacher’s signature;
- correction fluid shall not be used when making corrections.

3.17. When the student is re-admitted to the University or gets back from the academic leave, the student grade record from the student’s personal file is transferred to the dean’s office employee for filling. An insert (Appendix 9) is glued into it, on the first page of which the number of the insert is indicated (corresponds to the number of the personal file), as well as the full name of the student, code, field of study (area of specialization), year of study, semester, to which the student is re-admitted/returned from the academic leave. Filling out of the 2nd and 3rd pages of the insert is carried out in accordance with cl. 3.4 of the Regulations. On the 4th page of the insert, curricula discrepancy resolution records are made, which are certified by the teacher’s signature. The 1st, 3rd and 4th pages of the insert are signed by the dean (assistant dean) of the faculty.

### **4. Procedure for preparation of the student ID card**

4.1. Student ID cards are filled out by employees of dean’s offices of faculties within the framework of their powers and official duties (Appendix 10).

4.2. The entries on the right endpaper of the student ID card shall be made carefully, legibly, in black, blue or purple ink. Information for the left endpaper of the student ID card, as a rule, is generated electronically in the dean’s office, printed, and glued on the inside left-hand side of the student ID card hard cover.

4.3. On the left spread (filled out by the dean’s office employee):

- in the lines “Founder” and “Full name of the organization engaged in educational activities” the full name of the founder and the University is entered;
- in the line “Student ID card No.” the number is entered as per cl. 2.2.2 of the Regulations;

- in the line “Last name” the last name in the nominative case is entered in accordance with the passport data (for foreign citizens – in accordance with the documents on migration and visa registration) and the order on enrollment;
- in the line “First name, patronymic” the last name, first name, patronymic of the student in the nominative case (in accordance with the passport data and the order on enrollment) are entered;
- in the line “Form of education” the form of education is indicated (intramural form of study, extramural form of study or mixed attendance mode) in accordance with the order on admission;
- in the line “Enrolled by order” the date and number of the order on enrollment of the student are indicated;
- in the line “Date of issue” the date of issue of the student ID card to a student is indicated;
- below a personal signature of the student is put;
- on the left, a photograph of the student is glued into the frame;
- the official stamp of the University is affixed, which shall capture part of the photograph.

4.4. On the spread on the right (filled out by the dean’s office employee):

- in the line “Valid until \_\_\_\_\_ 20 \_\_” the information about the date, month, year of expiration of validity of the student ID card is indicated;
- in the line “Dean/Director” the signature of the dean is put and his/her last name and initials are entered;
- the “Education Department” seal is affixed to the place of the seal.

4.5. At the beginning of each academic year, within three weeks, the student is required to submit a student ID card to the dean’s office to extend its validity.

4.6. The employee of the dean’s office, on the basis of the order on transfer to the next year of study and no later than ten working days from the date of submission of the student ID card for extension of the period of its validity, fills out the necessary information and gets it certified by the dean of the faculty.

## **5. Issue of duplicate student grade record and student ID card**

5.1. When making a duplicate of the student grade record, the word “DUPLICATE” is written in capital letters above the inscription “Student Grade Record No.”.

5.2. The employee of the dean’s office shall enter data on the student’s academic performance for the entire period of study until the moment of issuing the duplicate into the duplicate of the student grade record.

5.3. The basis for entering data on academic performance is the originals of the test and examination sheets.

5.4. When restoring data, the filling rules set forth in Section 5 of the Regulations are observed, with the exception of signatures of teachers.

5.5. In the columns “Teacher’s Signature”, “Teacher’s Last name” of each restored page, the assistant dean who makes a duplicate makes an entry “Records made on the basis of test and examination sheets”, puts a signature and indicates his/her last name and initials.

5.6. When issuing a duplicate student ID card, the word “DUPLICATE” is written in capital letters by the employee of the dean’s office above the inscription “Student ID Card No. \_\_”.

5.7. Only current information is transferred to the duplicate student ID card.

## **6. Safe-keeping of student grade record and student ID card**

6.1. Forms of student grade records and student ID cards are stored in the student documentation support department.

6.2. If a student is expelled before the end of the period of study, the student grade record and student ID card are submitted to the student documentation support department, filed



and stored in the student's personal file. The student grade record for the period of academic leave is submitted to the student documentation support department.

6.3. When a student is re-admitted to the University, the student grade record and student ID card are taken out from his/her personal file and given to the student on the basis of an order on enrollment by way of re-admission. When getting back from the academic leave, the student is given the student grade record on the basis of an order on return from academic leave.

6.4. When receiving a diploma on graduation from the University, the student grade record is submitted to the department of documentation support of students of the University, filed and kept in the personal file of the graduate.

LEFT SIDE

RIGHT SIDE

<div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto 20px auto; display: flex; align-items: center; justify-content: center;"> <p>Space for photo</p> </div> <p>L. S.</p> <p style="text-align: right; margin-top: 20px;">             Student's signature _____              _____ 20 __              (date of issue of the student grade record)         </p> <p style="text-align: center; margin-top: 20px;">1</p>	<p style="text-align: center;"><i>Ministry of Health of the Russian Federation</i>  <i>Federal State Budgetary Educational Institution of Higher Education</i>  <i>"North-Western State Medical University named after I.I. Mechnikov"</i>  <i>under the Ministry of Health of the Russian Federation</i></p> <p style="text-align: center;">STUDENT GRADE RECORD No. _____</p> <hr/> <p style="text-align: center;">(last name, first name, patronymic (the latter, if any) of the student)</p> <hr/> <p>Code, area of specialization (field of study) _____</p> <hr/> <p>Faculty _____</p> <p>Enrolled by order dd. _____ 20 __ No. _____</p> <p>Vice-Rector for Academic Affairs _____              (signature) (last name, first name, patronymic (the latter, if any))</p> <p>Dean of the Faculty _____              (signature) (last name, first name, patronymic (the latter, if any))</p> <p style="text-align: center; margin-top: 20px;">2</p>
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**Pages 3–26**

2nd semester 20 \_\_/20 \_\_ of the academic year

**FIRST YEAR OF STUDY**

\_\_\_\_\_ (Full name of the student)

Results of midterm assessment (exams)							Results of midterm assessment (pass/fail tests)						
Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Exam date	Teacher's signature	Teacher's last name	Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Pass/fail test date	Teacher's signature	Teacher's last name

Student \_\_\_\_\_ transferred to \_\_\_\_\_ course

Dean of the Faculty \_\_\_\_\_ (signature)

## Elective disciplines

\_\_\_\_\_ (Full name of the student)

Results of midterm assessment (exams)							Results of midterm assessment (pass/fail tests)						
Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Exam date	Teacher's signature	Teacher's last name	Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Pass/fail test date	Teacher's signature	Teacher's last name

Dean of the Faculty \_\_\_\_\_ (signature)

Pages 29–30

**End-of-year papers (projects)**

Item No.	Name of discipline(s) (module)	End-of-year paper (project) subject matter	Semester	Grade	Date of exam	Teacher's signature	Teacher's last name

Dean of the Faculty \_\_\_\_\_ (signature)

Pages 31–32

**Academic and on-the-job practical training**

Description of the type of practical training	Semester	Place of practical training	Job performed (position held)	Full name of practical training tutor from the enterprise (organization, institution)	Total number of hours/ credit points	Full name of practical training tutor from the organization engaged in educational activities	Grade based on the results of assessment	Date of assessment	Signature and last name of the person who carried out the assessment

Dean of the Faculty \_\_\_\_\_ (signature)

**Research work**

\_\_\_\_\_ (Full name of the student)

Type of research work	Semester	Grade	Date of exam	Teacher's signature	Teacher's last name	Type of research work	Semester	Grade	Date of exam	Teacher's signature	Teacher's last name

Dean of the Faculty \_\_\_\_\_ (signature)

Pages 35–36

State exams

\_\_\_\_\_ (Full name of the student)

Item No.	Discipline (modules) name	Exam date	Grade	Signatures of the Chairman and members of the State Examination Commission
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Student \_\_\_\_\_ is admitted to the state final examination. Order dd. \_\_\_\_\_ 20 \_\_ No. \_\_\_\_\_  
 (full name)

Dean of the Faculty \_\_\_\_\_ (signature)



<p style="text-align: center;">_____ (Full name of the student)</p> <p style="text-align: center;">Graduate Qualification Work</p> <p>Form of Graduate Qualification Work: _____</p> <p>Subject matter: _____ (Graduate Qualification Work)</p> <p>_____ _____ _____</p> <p>Coordinator: _____ (Full name)</p> <p>Date of defense: _____ 20 ____</p> <p>Grade: _____</p> <p>Signatures of the Chairman and members of the State Examination Commission:</p>	<p style="text-align: center;">By the decision of the State Examination Commission</p> <p>dd. _____ 20__ Minutes No. _____</p> <p>student _____ (last name, first name, patronymic (the latter, if any))</p> <p>is assigned a qualification _____ (name)</p> <p>Chairman: _____ (signature)</p> <p>Members of the Commission: _____ (signatures)</p> <p>Diploma issued _____ No. ____ dd. _____ 20 ____</p> <p>Dean of the Faculty _____ (signature) (full name)</p>
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**Student grade record insert****Page 4, 1**

Curriculum discrepancy resolution records					
Item No.	Name of discipline (module), practical training	Total number of hours/credit points	Grade	Date of exam	Teacher's signature
re-admitted/returned from academic leave to _____ year of study _____ semester _____ code, field of study (area of specialization)					
Dean of the Faculty _____ (signature)					201_

Insert to the student grade record No. \_\_\_\_\_

Student \_\_\_\_\_  
 (full name)

---

re-admitted/returned from academic leave

to \_\_\_\_\_ year of study \_\_\_\_\_ semester

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code, field of study (area of specialization)

\_\_ semester 20 \_\_/20 \_\_ academic year

\_\_\_\_\_ YEAR OF STUDY

\_\_\_\_\_ (Full name of the student)

Results of midterm assessment (exams)							Results of midterm assessment (pass/fail tests)						
Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Exam date	Teacher's signature	Teacher's last name	Item No.	Name of discipline (module), section	Total number of hours/ credit points	Grade	Pass/fail test date	Teacher's signature	Teacher's last name

Dean of the Faculty \_\_\_\_\_ (signature)

<hr/> <p style="text-align: center;">(founder)</p> <hr/> <p style="text-align: center;">(full name of the organization engaged in educational activities)</p>	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">Space for photo</div> <div style="width: 35%;"> <p style="text-align: center;">STUDENT ID CARD No. _____</p> <p>Last name _____</p> <p>Name, patronymic _____ (the latter, if any)</p> <p>Form of study _____</p> <p>Enrolled by order dd. _____ 20 __ No. _____</p> <p>Date of issue _____ 20 __</p> <p>_____</p> <p>(student's signature)</p> </div> <div style="width: 45%;"></div> </div>	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">L. S.</div> <div style="width: 35%;"></div> <div style="width: 45%;"></div> </div>	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>
<div style="display: flex; justify-content: space-between;"> <div style="width: 15%;">Head of the organization carrying out educational activities, or other official authorized by it</div> <div style="width: 35%;"> <p>_____</p> <p>(signature)</p> </div> <div style="width: 45%;"> <p>_____</p> <p>(last name, first name, patronymic (the latter, if any))</p> </div> </div>	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>
	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>
	<p>Valid until _____ 20 __.</p> <p>Dean/Director _____ (signature) (last name, first name, patronymic, the latter, if any))</p> <p>L. S.</p>