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Appendix No. 1
to Order No. 1708-O dd. 31.08.2022



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
August 31, 2022,
Minutes No. 10

APPROVED by
Order of the Rector
of FSBEI HE
NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation
dated 31.08.2022 No. 1709-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. 52 dated August 29, 2022

_____ H.M. Temurziyeva
_____ 2022

**Regulations
on the procedure for conducting state final examination for higher education academic
programs – 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. These 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 Russia “On the approval of the Procedure for the organization and implementation of educational activities in higher education academic programs – bachelor’s degree, specialist's degree, master's degree programs” No. 245 dated 06.04.2021, order of the Ministry of Education and Science of Russia “On approval of the Procedure for conducting state final examination for higher education academic programs – bachelor’s degree, specialist's degree, master's degree programs” No. 636 dated 29.06.2015, order of the Ministry of Education and Science of Russia “On approval of the procedure for filling out, recording and issuing documents on higher education and qualification, transcripts thereto and duplicates thereof” No. 670 dated 27.06.2021, Charter of the University.

2. Regulations on the procedure for conducting state final examination for higher education academic programs- 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”) establishes the procedure for organizing and conducting in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “University”) of the state final examination of students (hereinafter referred to as “students”, “graduates”), completing their study under the state-accredited academic programs, including forms of state final examination, requirements for the use of educational and training means, means of communication during state final examination, requirements for persons involved in state final examination, procedure for filing and considering appeals, amendments and (or) cancellation of the results of the state final examination, as well as the specifics of the state final examination for students from among persons with disabilities.

3. The state final examination is carried out by the state examination commissions in order to determine the compliance of the results of students' mastering of the basic academic programs with the relevant requirements of the federal state educational standard or educational standard (hereinafter collectively referred to as the “standard”).

4. A student who has no academic arrear and has fully completed the curriculum or individual curriculum for the corresponding higher education academic program is admitted to undergo the state final examination.

5. The University is responsible for arrangement of the state final examination on educational programs.

6. When carrying out the state final examination of students the University uses the means necessary for organization of the educational activities.

7. It is forbidden for students and persons involved in the state final examination to have or use means of communication during its conduction.

8. Persons mastering an educational program in the form of self-education or persons studying under higher education academic program without state accreditation have the right to undergo state final examination at the University without attending lectures according to an academic program with state accreditation, in accordance with these Regulations.

9. It is not allowed to charge students for passing the state final examination.

10. The state final examination of students by the University is carried out in the form of: state exam; defense of the graduate qualification work (hereinafter collectively referred to as the “state qualification tests”).

Specific forms of state final examination are established by the University taking into account the requirements set forth in the standard for each field of study (area of specialization).

11. The state exam is conducted in one or more disciplines and (or) modules of the academic program, the results of assimilation of which are of decisive importance for the professional activities of graduates. The state exam is conducted orally or in writing.

12. Graduate qualification work is a work performed by students (several students together), demonstrating the level of readiness of the graduate for independent professional activity.

13. The type of graduate qualification work, the requirements for it, the procedure for its fulfilment and the criteria for its assessment are established by the University independently in accordance with the requirements established by the standard (if any).

14. The scope of the state final examination, its structure and content are established by the University in accordance with the standard.

15. State final examination is carried out within the terms determined by the University at its own discretion.

16. The results of each state qualification test are determined by grades “excellent”, “good”, “satisfactory”, “unsatisfactory”. Grades “excellent”, “good”, “satisfactory” mean successful completion of the state qualification test.

17. Successful completion of the state final examination is the basis for giving a student a document on higher education and on the qualification according to the standard established by the Ministry of Science and Higher Education of the Russian Federation.

18. The University has the right to use e-learning, distant educational technologies when conducting state qualification tests. The peculiarities of conducting state qualification tests using e-

learning, distant educational technologies are determined by local regulations of the University. When conducting state qualification tests using e-learning, distant educational technologies, the University arranges personal identification of students and control over compliance with the requirements established by these local regulations.

19. To conduct state final examination, state examination commissions are created at the University.

Appeal commissions are created at the University to consider appeals based on the results of state final examination.

The State Examination and Appeal Commissions (hereinafter collectively referred to as the “Commissions”) shall operate during the calendar year.

The University independently establishes the regulations for the work of commissions.

20. Commissions are established at the University for each area of specialization and field of study, or for each educational program, or for a number of areas of specialization and fields of study, or a number of educational programs.

21. The chairman of the state examination commission is approved by the Ministry of Health of Russia no later than December 31, preceding the year of the state final examination on the proposal of the University.

22. The University approves the composition of the commissions no later than 1 month before the date of the start of the state final examination.

23. The Chairman of the State Examination Commission shall be selected and approved from among the persons who do not work at the University, have the academic degree of Doctor of Science and (or) the academic title of professor or are leading specialists – representatives of employers or their associations in the relevant field of professional activity.

The chairman of the appeal commission is the Rector of the University (a substituting person, or the person authorized by the Rector of the University – on the basis of the order of the Rector of the University).

24. The Chairmen of the commissions organize and control the activities of the commissions, ensure the unity of the requirements for students during the state final examination.

25. The state examination commission shall include the Chairman of the said Commission and at least 4 members of the said commission. Members of the state examination commission are leading specialists – representatives of employers or their associations in the relevant field of professional activity and (or) persons who are members of the academic and teaching staff of this organization (other organizations) and (or) academic specialists of this organization (other organizations) and have an academic title and (or) academic degree. The share of persons who are leading specialists – representatives of employers or their associations in the relevant field of professional activity (including the chairman of the state examination commission), in the total number of persons who are members of the state examination commission, shall be at least 50 percent.

26. The appeal commission shall include the chairman of the said commission and at least 3 members of the said commission. The appeal commission consists of the persons being members of the academic and teaching staff of the University and who are not members of the state examination commissions.

27. For the period of state final examination, to ensure the work of the state examination commission, the Rector of the University appoints the secretary of the said commission from among the persons being members of the academic and teaching staff of the University, academic specialists or administrative staff of the University. The secretary of the state examination commission shall not be a member thereof. The Secretary of the state examination commission shall keep minutes of its meetings and submit the necessary materials to the appeal commission.

28. The main form of activity of the commissions is meetings.

Meetings of commissions are authorized if at least two-thirds of the number of persons who are members of the commissions participate in them.

Meetings of the commissions are held by the chairmen of the commissions.

Decisions of the commissions shall be taken by a simple majority of votes from the number of persons who are members of the commissions and participate in the meeting. With an equal number of votes, the chairman of the commission shall have the casting vote.

29. Decisions taken by the commissions shall be documented in minutes.

The minutes of the meeting of the state examination commission established for administration of the state qualification test shall indicate the list of questions asked to the student and the characteristics of the answers to them, the opinions of the chairman and members of the state examination commission on the level of readiness of the student for solving professional problems identified during the state qualification test, as well as on the identified shortcomings in the theoretical and practical training of the student.

Minutes of meetings of the commissions shall be signed by the chairman. The minutes of the meeting of the state examination commission shall also be signed by the secretary of the state examination commission.

The minutes of meetings of the commissions are stitched into books and stored in the archives of the University.

30. The program of state final examination, including the programs of state exams and (or) requirements for graduate qualification works and the procedure for their fulfilment, the criteria for assessing the results of passing state exams and (or) defending graduate qualification works approved by the University, as well as the procedure for filing and considering appeals are brought to the attention of students no later than six months before the start of state final examination.

31. The state exam is held according to the program approved by the University, containing a list of questions submitted to the state exam and recommendations to students on preparing for the state exam, including a list of recommended literature for preparing for the state exam.

Before the state exam, students are advised on issues included in the state exam program (hereinafter referred to as the “pre-examination consultation”).

32. The university approves the list of topics of graduate qualification works offered to students (hereinafter referred to as the “list of topics”), and brings it to the attention of students no later than 6 months before the date of the start of the state final examination.

Based on a written application of the student (several students who perform the graduate qualification work together), the University may, in the manner established by it, provide the student (students) with the opportunity to prepare and defend the graduate qualification work on the topic proposed by the student (students), if it is feasible to elaborate on it for practical use in the relevant field of professional activity or at a specific facility of professional activity.

To prepare the graduate qualification work, the student (several students who perform the graduate qualification works together) shall be assigned the graduate qualification works coordinator from among the University employees and, if necessary, a consultant (consultants), by virtue of the administrative act of the organization.

33. No later than 30 calendar days before the day of the first state qualification test, the University approves the schedule of state qualification tests by virtue of an executive directive (hereinafter referred to as the schedule), which indicates the dates, times and venues of state qualification tests and pre-examination consultations, and brings the schedule to the attention of the student, chairman and members of state examination commissions and appeal commissions, secretaries of state examination commissions, coordinators and consultants of graduate qualification works.

When preparing the schedule, a break is established between state qualification tests lasting at least 7 calendar days.

34. Upon completion of the students’ preparation of the graduate qualification work, the graduate qualification work coordinator submits to the University written comments on the work of the student during the preparation of the graduate qualification work (hereinafter referred to as the - “comments”). If the graduate qualification work is prepared by several students, the graduate qualification work coordinator submits to the organization comments on their joint work during the period of preparation of the graduate qualification work.

35. Graduate qualification works for master's degree and specialist’s degree programs are subject to review.

To conduct a review of the graduate qualification work, this work is sent by the University to one or more reviewers from among the persons who are not employees of the department, either

the faculty or the University in which the graduate qualification work was performed. The reviewer analyzes the graduate qualification work and submits to the University a written review of the specified work (hereinafter referred to as the “review”).

If the graduate qualification work is interdisciplinary, it is directed by the University to several reviewers. Otherwise, the number of reviewers is set by the University.

36. The university ensures that the student is familiarized with the comments and review (reviews) no later than 5 calendar days before the day of protection of the graduation qualification work.

37. The final qualification work, comments and review (reviews) shall be submitted to the state examination committee no later than 2 calendar days before the day of defense of the graduate qualification work.

38. Texts of graduate qualification works, with the exception of texts of graduate qualification works containing information constituting a state secret, are placed by the University in the electronic library system of the University and checked for the degree of matching content. The procedure for placing texts of graduate qualification works in the electronic library system of the University, checking for the degree of matching content, including main idea matching, identifying unauthorized matching content is established by the University.

Access of persons to the texts of graduate qualification works shall be provided in accordance with the law of the Russian Federation, taking into account the withdrawal by decision of the right holder of production, technical, economic, organizational and other information, including the results of intellectual activity in the scientific and technical field, on the methods of professional activities that have real or potential commercial value due because they are unknown to third parties.

39. The results of the state qualification test conducted in oral form, are announced on the day of its performance, the results of the state qualification test conducted in writing are announced on the next working day after the day of its conduction.

40. Students who have not passed the state final examination due to failure to appear for the state qualification test for a good reason (temporary disability, fulfillment of public or state duties, summoning, transport problems (flight cancellation, absence of tickets), weather conditions, other force major) shall have the right to pass it within 6 months after completion of the state final examination.

A student shall submit to the University a document confirming the reason for his/her absence.

A student who has not passed one state qualification test for a good reason is allowed to pass the next state qualification test (if any).

41. Students who have not passed the state qualification test due to failure to attend the state qualification test without valid excuse or in connection with the “unsatisfactory” grade, as well as students specified in paragraph 43 of these Regulations and have not passed the state qualification test within the period established for them (due to failure to attend the state qualification test or “unsatisfactory” grade), are expelled from the University with issue of an academic certificate as having failed to fulfill the duties of conscientious assimilation of the educational program and fulfillment of the curriculum.

42. A person who has not passed the state final examination may retake the state final examination not earlier than 10 months and not later than five years after the date of the state final examination, which the student failed to pass. The specified person can retake the state final examination no more than two times.

To retaking the state final examination, the specified person based on his/her application is re-admitted to the University for a period of time established by the order of the Rector of the University, but not less than the period of time provided for by the academic schedule for the state final examination according to the corresponding educational program.

At retaking the state final examination at the request of the student by the decision of the University, the student may be given a different topic of the graduate qualification work.

43. For students from among the disabled, state final examination is carried out by the University taking into account the specific features of their psychophysical development, their

individual capabilities and health status (hereinafter referred to as the “individual characteristics”).

44. The following general requirements shall be met during the state final examination:

conducting state final examination for disabled people in the same classroom together with students who are not disabled, unless it create difficulties for disabled people and other students when passing the state final examination;

presence in the classroom of an assistant (-s) providing the necessary technical assistance to students with disabilities, taking into account their individual characteristics (take a workplace, move, read and prepare a task, communicate with the chairman and members of the state examination commission);

use of the necessary technical equipment for students with disabilities when passing the state final examination, taking into account their individual characteristics;

ensuring unhindered access of students with disabilities in the classroom, toilet and other rooms, as well as their stay in the specified rooms (availability of ramps, handrails, expanded doorways, elevators, in the absence of elevators, the classroom shall be located on the ground floor, availability of special seats and other devices).

45. All local regulations of the University on the issues of state final examination shall be brought to the attention of students with disabilities in easy-to-understand terms.

46. At the written application of a student with disabilities, the duration of passing the state qualification test by a disabled person may be increased as compared to the standard timeframe:

duration of the state exam held in writing,

- not more than 90 minutes;

duration of preparation of the student for the answer at the state exam conducted orally - not more than 20 minutes;

duration of the student's speech during defense of the graduation qualification work - not more than 15 minutes.

47. Depending on the individual characteristics of students with disabilities, the University ensures that the following requirements are met when conducting a state qualification test:

a) for the blind:

tasks and other materials for passing the state qualification test shall be drawn up in embossed-point braille or in the form of an electronic document available using a computer with specialized software for the blind, or read by an assistant;

written tasks are performed by students on paper in embossed point braille or on a computer with specialized software for the blind, or dictated to the assistant;

if necessary, students are provided with a set of writing accessories and paper for writing in embossed-dot Braille, a computer with specialized software for the blind;

b) for the visually impaired:

tasks and other materials for the state qualification test shall be executed in increased font;

individual uniform lighting of at least 300 lux is provided;

if necessary, students are provided with a magnifying device, it is allowed to use the magnifying devices that students have;

c) for deaf and hearing-impaired, with severe speech disorders:

multiple-access sound amplifying equipment is provided, if necessary, students are provided with individual sound amplifying equipment;

at their request, state qualification tests are carried out in writing;

d) for persons with musculoskeletal disorders (severe disorders of the motor functions of the upper extremities or the absence of upper extremities):

written tasks are performed by students on a computer with specialized software or dictated to the assistant;

at their request, state qualification tests are conducted orally.

48. No later than 3 months before the start of the state final examination, a student being a disabled person, submits a written application on the need to create special conditions for him/her during state qualification tests indicating his/her individual characteristics. The application is accompanied by documents confirming that the student has special needs (in the absence of these documents at the University).

In the application, the student indicates the need (no need) for the assistant to be present at the state qualification test, the need (no need) to increase the duration of the state qualification test as compared to the established duration (for each state qualification test).

49. Based on the results of state qualification tests, the student has the right to appeal.

50. A student has the right to file a written appeal to the appeal commission on violation, in his/her opinion, of the established procedure for conducting a state qualification test and (or) disagreement with the results of the state exam.

51. The appeal shall be filed to the appeal committee personally by the student no later than the next working day after the announcement of the results of the state qualification test.

52. For consideration of the appeal, the Secretary of the State Examination Commission shall send to the Appeal Commission the minutes of the meeting of the State Examination Commission, the conclusion of the Chairman of the State Examination Commission on compliance with procedural regulations during the state qualification test, as well as written answers of the student (if any) (to consider an appeal on conducting a state exam) or a graduate qualification work, comments and review (reviews) (to consider an appeal for defending a graduate qualification work).

53. No later than 2 working days from the date of its filing, the appeal is considered at a meeting of the appeal commission, to which the chairman of the state examination commission and the student who appealed are invited. The meeting of the appeal commission may be held in the absence of the student who appealed, in case of his/her failure to appear at the meeting of the appeal commission.

The decision of the appeal commission shall be brought to the attention of the student who filed the appeal within 3 working days from the date of the meeting of the appeal commission. The fact of familiarization of the student who appealed with the decision of the appeal commission is confirmed by the signature of the student.

54. When considering an appeal for violation of the procedure for conducting a state qualification test, the appeal commission makes one of the following decisions:

on dismissal of appeal, if the information contained in it on violations of the procedure for conducting the state qualification test of the student turned out to be true and/or did not affect the result of the state qualification test;

on satisfaction of the appeal, if the information contained in it on violations of the procedure for conducting the state qualification test of the student turned out to be true and affected the results of the state qualification test.

In the case specified in paragraph three of this clause, the result of the state qualification test shall be annulled, and therefore the report on consideration of the appeal shall be submitted to the state examination commission no later than the next working day to implement the decision of the appeal commission. The student is given the opportunity to pass the state qualification test within the time limits established by the University.

55. When considering an appeal claiming disagreement with the results of the state exam, the appeals commission makes one of the following decisions:

on dismissal of appeal and uphold of the state exam result;

on uphold the appeal and assignment of a different grade for the state examination.

The decision of the appeal commission shall be submitted to the state examination commission no later than the next working day. The decision of the appeal commission is the basis for canceling the previously assigned grade for the state exam and assignment of the new grade.

56. The decision of the appeal commission is final and is not subject to revision.

57. The repeated state qualification test of the student who filed an appeal is carried out in the presence of the chairman or one of the members of the appeal commission no later than the date of completion of education in the organization in accordance with the standard.

58. An appeal with regard to the repeated state qualification test shall not be accepted.

59. Persons who have successfully passed the state final examination are given documents on education and qualifications in the prescribed manner.

Persons who have not passed the final (state final) examination or received unsatisfactory grades at the final (state final) examination, as well as persons who have assimilated part of the educational program and (or) have been expelled from the organization, are given a certificate of

study or a period of study according to the standard individually developed by the University.

The document confirming education and qualification issued to persons who have successfully passed the state final examination proves the fact of getting professional education of the following levels and qualification (-s):

higher education – bachelor's degree (proved by a bachelor's degree diploma);

higher education – specialist's degree (proved by specialist's degree diploma);

higher education – master's degree (proved by master's degree diploma).

60. A bachelor's diploma with honors, a specialist diploma with honors, a master's diploma with honors is issued if the following conditions are met:

all grades specified in the diploma supplement by disciplines (modules), grades for performance of end-of-year papers, for practical training (with the exception of “passed” grades) are “excellent” and “good” grades;

all grades based on the results of the state final examination are “excellent” grades;

the number of “excellent” grades specified in the diploma supplement, including grades based on the results of state final examination, is at least 75% of the total number of grades indicated in the diploma supplement (except for “passed” grades).

Grades in optional disciplines (modules) and in elective disciplines (modules), in physical education and sports are taken into account when calculating the number of grades specified in the diploma supplement.

61. An authorized official of the University annually reports to the academic board of the University on the work of the state examination commission.