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Appendix No. 1
to Order No. 1723-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
on 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
No. 1723-O dd. 31.08.2022

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

_____ Kh.M. Temurziyeva
_____ 2022

Regulations

**on the current monitoring of academic performance and midterm assessment of students
under bachelor’s degree, specialist's degree, master's degree programs of 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 current monitoring of academic performance and midterm assessment of students under bachelor’s degree, specialist's degree, master's degree programs of 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 Russia “On the approval of the Procedure for the organization and implementation of educational activities under higher education academic programs – bachelor’s degree, specialist's degree, master's degree programs” No. 245 dd. 06.04.2021, Charter of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “University”) and other local regulations of the University.

1.2. Basic terms used in the Regulations:

- **Student** means an individual mastering an academic program;
- **A student with limited health capacities** means an individual who has disabilities in

physical and (or) psychological development, confirmed by a psychological, medical and pedagogical commission and impeding education without creating special conditions;

- **Curriculum** means a document that determines the list, workload, sequence and distribution of subjects, courses, disciplines (modules), practical training, other types of training activities and forms of midterm assessment of students by periods of studies;

- **Individual curriculum** means a curriculum that ensures assimilation of the academic program based on the individualization of its content, taking into account the peculiarities and educational needs of a particular student;

- **Current monitoring of academic performance** means a number of the monitoring activities directed to check of level of knowledge, abilities, skills and competences received by students while assimilation of the material of a discipline (module), practical training during the fixed period of education;

- **Current academic arrear** means unsatisfactory results of current monitoring of performance, absences;

- **Midterm assessment** means the monitoring activities held upon completion by students of the academic program, including a separate part thereof or the entire volume of a subject, a course, a discipline (module), practical training of the academic program for the purpose of assessment of level of knowledge, abilities, skills and level of development of students' competences. With the help of midterm assessment, the student's academic performance per semester (course) are assessed. Midterm assessment is carried out in the forms defined by the curriculum and in the manner established by the local regulations of the University;

- **Academic arrear** means unsatisfactory results of midterm assessment in one or more academic subjects, courses, disciplines (modules), practical training of the academic program or failure to pass the midterm assessment in the absence of good reasons.

2. Forms, frequency and procedure for current monitoring of academic performance

2.1. The form, timing and assessment in points (if any) of the current monitoring and midterm assessment are established by the departments before the students begin to learn the discipline, undergo practical training in accordance with the work program of the discipline, the practical training program, and are brought to the attention of students during the first lesson (lecture or seminar type, practical training lesson).

Current monitoring of academic performance (hereinafter referred to as "monitoring") is carried out during the semester. The current monitoring covers the assessment of the initial level of knowledge on the topic of the learning session or/and the degree of assimilation of knowledge, capabilities and skills gained during the learning session.

2.1.1. The current monitoring of the level of development of students' competencies, acquired knowledge, capabilities and skills at the previous stage of training required for successful mastering of the new discipline is carried out at the beginning of the study of the discipline (module) in order to:

- adjust the discipline (module) study trajectory;
- clarify the content of contact and independent work of students in the discipline (module);
- determine the forms of control.

2.1.2. Current monitoring is carried out by the teacher when students learn the material of the discipline (module), practical training (hereinafter referred to as the "discipline", "practical training") for the fixed period of study.

2.1.3. The forms and frequency of current monitoring are determined by the discipline work program, the practical training program.

2.1.4. Forms of current monitoring include: interview based on test questions; testing; module test; solving situational problems; assessment of the level of practical skills (abilities); laboratory work; writing essays, library-research papers, preparing reports, medical records, examination reports; doing tasks contained in the workbook, etc.

2.2. All types of learning sessions provided for by the curriculum (individual curriculum)

and the discipline work program, the practical training program, including learning sessions organized using e-learning and distant educational technologies (hereinafter referred to as EL and DET), are subject to current monitoring.

When conducting a lesson using EL and DET, the department is obliged to inform the student about the rules for studying the discipline in a distant format.

2.3. Current monitoring of students is mandatory.

2.4. The criteria for evaluating the results of the current monitoring are established by the department before the start of studying the discipline, undergoing practical training.

2.5. The volume and level of development of knowledge, abilities, skills and competences in the process of the current monitoring in the discipline is defined by “excellent”, “good”, “satisfactory”, “unsatisfactory” grades, the part (hours) of the completed discipline is recorded with the wording “completed”, “not completed”) and/or in the points of the rating system for assessing the educational achievements of students. The grade is recorded in the logbook of attendance at training sessions and performance of students in the relevant discipline and is certified by the teacher's signature.

The volume and level of development of knowledge, abilities, skills and competences in the process of the current monitoring in the practical training is defined by “excellent”, “good”, “satisfactory”, “unsatisfactory”, “passed” / “failed” score, the part (hours) of the completed practical training is recorded with the wording “completed”, “not completed”.

2.6. Valid reasons for missing learning sessions should be as follows:

2.6.1. temporary disability, care for a sick close relative (confirmed by a medical certificate as per standard form, a statement of excuse from attending the classes or lectures or an advisory report of a doctor indicating the time of the appointment or consultation; the above documents shall be certified for reliability in the polyclinic of the University).

2.6.2. registration of the student's marriage (confirmed by the certificate/copy of the certificate of marriage). Learning sessions missed on the day of marriage registration are not recognized as current academic arrear;

2.6.3. death of close relatives (confirmed by a certificate/copy of a death certificate). Learning sessions missed within 3 days for the specified reason are not recognized as current academic arrear;

2.6.4. donation of blood and its components, as well as the passage of a related medical examination. The above circumstances are confirmed by medical documents confirming the donation of blood/passing a medical examination. Learning sessions missed on the day of blood donation and on the day following it (2 days), or on the day of passing a medical examination related to the donation of blood and its components (1 day), are not recognized as current academic arrear;

2.6.5. participation in all-Russian and international olympiads, in public events held in accordance with the order of the Rector or the order of the Vice-Rector. Learning sessions missed during the period of these activities are not recognized as current academic arrear;

2.6.6. summons to official bodies (if there are subpoenas, calls of military registration and enlistment office, etc.). Learning sessions missed on the day of the call to the official authorities are not recognized as current academic arrear;

2.6.7. participation in activities in accordance with the approved schedule of preliminary and periodic medical examinations for students, as well as preventive measures (medical examination, clinical observation, vaccination, preventive examinations, etc.). Learning sessions missed during the specified activities are not recognized as current academic arrear;

2.7. In cases specified in sub-clauses 2.6.2. – 2.6.6. hereof, the student shall submit to the dean's office an explanatory note (Appendix No. 1) with a supporting document and an application (Appendix No. 2).

2.8. Absence from physical education and sports lessons for reasons of health of the student, if there are supporting documents, is not recognized as current academic arrear. In case of the above absence the student shall submit to the dean's office an explanatory note (Appendix No. 1) with a confirmation document and an application (Appendix No. 2).

2.9. In case of failure to attend learning sessions, students shall immediately notify the dean's office of the reasons for failure to attend. A student who has not attended the learning session shall submit to the dean's office written evidence of a valid reason for non-attendance, otherwise the

reason for non-attendance is considered to be an unreasonable excuse. A student shall provide written evidence of the valid reason for non-attendance within 3 (three) working days from the date of their issue (finalization).

The University shall have the right not to consider documents provided later than the deadline as grounds for recognizing a valid reason.

The University has the right to apply to the organizations that issued the documents with requests for confirmation of their authenticity and reliability.

2.10. Reasons for the student's absence from the learning sessions, except for those specified in cl. 2.6 and force majeure circumstances, shall be considered an absence from classes without a good reason and a violation of educational discipline.

2.11. The current academic lecture, seminar and practical training arrears are eliminated by students at individual consultations, which are carried out in the manner prescribed by the department, using forms of monitoring established by the discipline work program, the practical training program, including using EL and DET.

2.12. Individual consultations are held in departments according to the schedule approved by the head of the department, but at least once a week during time free from studies. The schedule of individual consultations (including the time and venue, as well as the full name of the teacher) is submitted by the heads of the offices of the head of studies of the departments to the dean's office on the first day of this month, placed by the department on the information board of the department and in the electronic information and educational environment (hereinafter referred to as the "EIEE of the University"). Control over the conduct of individual consultations is assigned to the head of the department.

2.13. After the current academic arrear is eliminated, the teacher makes a note in the log of attendance at learning sessions and the performance of students.

2.14. Information about students with current academic arrear is provided by departments to the dean's office monthly in electronic form (on the first day of each month following the reporting month).

2.15. Information on the results of the current monitoring, midterm assessment in the form of a pass/fail test is provided by the departments to the dean's office in electronic form until 05:00 pm of the last day of study in the semester, in accordance with the academic schedule.

2.16. The preparation of the department for individual consultations includes the preparation of schedules of individual consultations with the appointment of an on-duty teacher of the department and the allocation of training room and equipment, as well as the timely placement of materials for individual consultations at the EIEE of the University.

2.17. During the midterm assessment period, individual consultations are held daily.

2.18. In case of conflict or disputes, the current academic arrear is eliminated in the presence of the head of the department (head of the office of studies of the department).

3. Forms, frequency and procedure of midterm assessment

3.1. Assimilation of the academic program, including a separate part or the entire scope of the discipline (module), another component, including the practical training of the academic program, is accompanied by midterm assessment of students. The midterm assessment is carried out in the form of an exam, pass/fail test, test with assignment of a grade in the classrooms of the University.

3.2. In the event of exceptional circumstances caused by the introduction in accordance with federal law and (or) by regulatory legal acts of St. Petersburg of restrictive measures that prevent students and examiners from being personally present at the venue of the exam, as well as if there are relevant recommendations of the state authorities of St. Petersburg, midterm assessment is carried out using EL and DET.

3.3. Specific forms and frequency of midterm assessment of students are established by the curriculum and academic schedule.

3.4. Evaluation tools for midterm assessment for each discipline, practical training are determined by the discipline work program, practical training program.

3.5. A student who does not have current academic arrear in the discipline, practical training is allowed to undergo the midterm assessment in the discipline.

Before the start of the midterm assessment in the form of an exam and/or a pass/fail test (test with assignment of a grade), a student puts a stamp of the University polyclinic in the student grade record. The absence of a polyclinic stamp before undergoing practical training is the basis for prohibiting a student to undergo practical training. Absence from classes related to non-fulfillment of the above condition shall be deemed to be an absence without valid excuse.

3.6. When conducting midterm assessment in the form of a pass/fail test, the student's result is assessed as "passed", "failed".

When conducting midterm assessment in the form of an exam (test with assignment of a grade) the student's result is assessed as "excellent", "good", or "satisfactory" or "unsatisfactory".

Satisfactory grades are entered in the exam (pass/fail test) record and the student grade record, an unsatisfactory grade is entered only in the exam (pass/fail test) record.

3.7. Midterm assessment in the form of a pass/fail test in the discipline, pass/fail test (test with assignment of a grade) in practical training is carried out in the last lesson once within the classroom academic hours allocated in the schedule of learning sessions for mastering the discipline, undergoing practical training.

The absence of midterm assessment in the form of a pass/fail test in the discipline on the last day of the semester in accordance with the academic schedule is considered to be the academic arrear.

The absence of midterm assessment in the form of a pass/fail test (test with assignment of a grade) in practical training on the last day of practical training in accordance with the academic schedule is considered to be the academic arrear.

3.8. The terms of midterm assessment in the form of an exam are established by the order of the Rector and are regulated by curricula, academic schedules, other local acts of the University, which are brought to the attention of students by dean's offices no later than 10 calendar days before the start of midterm assessment in the form of an exam. The examination schedule is drawn up taking into account the provision of at least 2 days to prepare for the exam in each discipline. Exam preparation time is calculated starting from the day following the last day of the semester.

3.9. In exceptional cases, the student may be assigned individual terms of midterm assessment. Individual terms of midterm assessment are established on the basis of the personal application of the student, indicating the reasons addressed to the dean of the faculty/director of the institute with the visa of the dean of the faculty/director of the institute (assistant dean/director) (Appendix No. 3). Exceptional cases are understood as: the state of health of the student, family circumstances, natural disasters and other circumstances that prevent the student from passing midterm assessment according to the standard procedure. All the above circumstances shall be confirmed by official documents. If the student receives the "unsatisfactory" grade, the student is allowed to retake the exam in the prescribed manner on the days of re-examinations or according to an individual schedule.

Individual terms of midterm assessment shall be formalized by the order of the Vice-Rector for Academic Affairs. On the basis of the order, the dean's office employee generates an examination (test) record for the discipline (practical training) with the mark "primary"/

"retaking" / "with participation of a commission" and transfers it to the relevant department.

3.10. In case of failure to attend the midterm assessment, students shall immediately notify the dean of the reasons for failure to appear. A student who failed to attend the midterm assessment shall provide written evidence of a valid reason for non-attendance, otherwise the reason for non-attendance is considered to be an unreasonable excuse. A student shall provide written evidence of the valid reason for non-attendance within 3 (three) working days from the date of their issue (finalization).

If it is impossible to pass the exam (pass/fail test) due to poor health, a student shall inform the examiner (teacher) before receiving an examination paper (task) and submit a certificate of temporary incapacity for work to the dean's office within 3 (three) working days from the date of its receipt.

3.11. A medical certificate as per standard form, a statement of excuse from attending the classes or lectures or an advisory opinion of a doctor indicating the time of the appointment or consultation shall be certified for reliability in the University polyclinic. The University shall have the right not to consider documents provided later than the deadline as grounds for recognizing a valid reason.

If documents confirming temporary incapacity for work are submitted to the University, the University may verify the authenticity of the submitted documents. For these purposes, students submit consent to disclose information constituting a medical secret to the University.

3.12. Failure of the student to attend the exam (pass/fail test) is entered in the examination (test) record using the words “failed to attend”. Failure to attend the exam (test) without valid excuse (including the lack of admission to the midterm assessment) shall be deemed to be the “unsatisfactory” mark (“failed”).

3.13. Before the midterm assessment, the dean's office employee generates an examination (test) record for the discipline (practical training) with the mark “primary” / “retaking” / “with participation of a commission” and transfers it to the relevant department. Examination (pass/fail test) records are drawn up in two copies, one copy remains at the department, the second is transferred to the dean's office.

3.14. After the students pass the midterm assessment, the employees of the dean's office are obliged to check the content of examination (pass/fail test) records with the content of the student grade records.

3.15. It is not allowed to charge students for passing midterm assessment.

3.16. Students who have not passed the midterm assessment for good reasons or have academic arrear are transferred to the next year of study conditionally.

4. Procedure for liquidation of academic arrear

4.1. Unsatisfactory results of the midterm assessment in one or several disciplines (modules), in one or several other components of the academic program, including practical training, or failure to undergo the midterm assessment in the absence of a valid excuse are recognized as academic arrear. Students are required to eliminate the academic arrear.

4.2. The University sets for students with academic arrears the terms of repeated midterm assessment in each discipline (module), another component, including practical training. If a student has not eliminated the academic arrear when passing the repeated midterm assessment for the first time (hereinafter referred to as the “first repeated midterm assessment”), he/she is given the opportunity to undergo the repeated midterm assessment for the second time (hereinafter referred to as the “second repeated midterm assessment”) with the conduction of the said assessment with participation of the commission established by the University.

The repeated midterm assessment shall be carried out no later than the expiry of the period of one year after occurrence of the academic arrear. The specified period does not include the time of the student's illness, academic leave or maternity leave.

4.3. When conducting the first repeated midterm assessment and the second repeated midterm assessment in the form of an exam (pass/fail test, test with assignment of a grade), the dean's employee generates an examination (pass/fail test) record for the discipline (practical training) with a grade

“retaking” / “with participation of a commission” and transfers it to the relevant department.

4.4. The university may conduct the first repeated midterm assessment and (or) the second repeated midterm assessment during the holidays. In this case, the University sets several deadlines for conducting the appropriate repeated midterm assessment both during the holidays and during the period of assimilation of the academic program.

5. Specific features of current monitoring and midterm assessment for students with health limitations and disabilities

5.1. The content of education and the conditions for organizing training and education of students with health limitations and disabilities (hereinafter referred to as “students with special needs”) are determined by the academic program adapted if necessary for education of these students, and for disabled also in accordance with an individual rehabilitation program for a disabled person.

5.2. For students with special needs, monitoring and midterm assessment are carried out by the University taking into account the peculiarities of psychophysical development, individual capabilities and health status of such students in accordance with local regulations of the University,

which are brought to the attention of students with special needs in easy-to-understand terms.

5.3. When conducting a monitoring activity within the framework of current monitoring or midterm assessment, the period of preparation for the answer for students with special needs may be increased, it is allowed to have an assistant providing a student with special needs with the necessary technical assistance, taking into account his/her individual characteristics (take a workplace, move, read and prepare an answer for the task, communicate with the teacher). Students with special needs can use the technical means required by them in the process of answering due to their individual characteristics. The above conditions for students with special needs are provided on the basis of an application containing information on the need to create appropriate special conditions, and subject to provision by the student of documents confirming health limitations.

In the application, a student shall indicate the need (absence of need) for the presence of an assistant, the need (absence of need) to increase the time period for undergoing a monitoring activity.

Visa of the faculty dean/director of the institute (assistant dean/director)

To: faculty dean / director of the institute
(assistant dean / director)

FULL NAME

from student of _____ year of study
_____ group in the area of specialization
(field of study)

Full name

Letter of explanation

I missed a lecture / seminar class in discipline

_____;

Lesson non-attendance day _____;
due to _____.

The supporting document is attached:

_____.

Date

Student's signature

Visa of the faculty dean / director of the institute
(assistant dean / director)

To: faculty dean / director of the institute
(assistant dean / director)

FULL NAME

from student of _____year of study
_____group in the area of specialization (field
of study)

Full name

Application

I hereby ask not to consider the lecture-type / seminar-type lesson missed as the current
academic arrear _____
in discipline _____;
Lesson non-attendance day _____.

Date

Student's signature

Appendix No. 3 to the Regulations

Visa of the faculty dean / director of the institute
(assistant dean / director)

To: faculty dean / director of the institute
(assistant dean / director)

FULL NAME

from student of _____ year of study
_____ group in the area of specialization
(field of study)

Full name

APPLICATION

Please consider the possibility of my passing the midterm assessment as per the individual schedule due to _____

(reason)

In the form of pass/fail test (test with assignment of a grade):

(discipline (-s))

In the form of an exam:

Appendix: _____

(Documents confirming the need to establish individual deadlines for passing midterm assessment)

Date

Signature