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RULES FOR CURRENT CONTROL OF ACADEMIC PROGRESS, INTERIM AND FINAL ATTESTATION OF STUDENTS

R-11

Revision 4

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1. GENERAL PROVISIONS

1.1. These “Rules for current control of academic progress, interim and final attestation of students” (hereinafter the Rules) determine the procedure for current control of academic progress, interim and final attestation of students at “International information technologies university” JSC (hereinafter the IITU, University).

1.2. These Rules are developed in accordance with subparagraph 25) of article 5 of the Law of the Republic of Kazakhstan dated July 27, 2007 “On Education”, with the order of the Ministry of Education and Science of the Republic of Kazakhstan “On approval of the standard rules of activity of educational organizations of corresponding types” dated October 30, 2018 № 595 (edition by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated 18.05.2020 № 207), Rules of organization of the educational process on credit technology of education, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated April 20, 2011 № 152, Rules of organization of the educational process on distance education technologies, approved by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated March 20, 2015 № 137 (edition by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated 28.08.2020 № 374), as well as Regulations on the organization of training with the use of distance education technologies, approved by the order of the Rector of IITU JSC dated 26.03.2020.

1.3. These Rules are mandatory guidelines for IITU students, faculty and structural subdivisions.

1.4. The organization of educational process with the use of distance education technologies (hereinafter the DET) is carried out on the basis of the state obligatory education standards of the corresponding levels of education (hereinafter the SCSE), approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604 (edition by the order of MES RK dated 06.05.2020 № 182) and educational programs.

2. TERMS AND DEFINITIONS

2.1. The following definitions are used in these Rules:

Academic calendar - schedule of organization of the educational process, which reflects the timing and duration of academic periods, interim and final certification, terms of enrollment in academic disciplines, professional practice during the academic year with the indication of rest days (vacations and holidays);

Grading and rating alphabetic system (GRAS) to assess the learning achievements - system of assessment of learning achievements in grades, corresponding to the internationally accepted alphabetic system with a digital equivalent, and allows to establish the rating of students;

Credit technology education - educational technology aimed at increasing the level of self-education and creative mastering of knowledge on the basis of individualization, choice of educational trajectory and accounting of the volume of mastered educational material in the form of credits;

Post requisites - disciplines and (or) modules and other types of academic work, for the study of which requires knowledge, skills and competencies acquired upon completion of the study on discipline and (or) modules;

Prerequisites - disciplines and (or) modules and other types of academic work, containing knowledge, skills and competencies required to master the discipline and (or) modules;

GPA (Grade Point Average) - weighted average assessment of the level of student learning achievements in chosen specialty/educational program.

Transcript - document containing a list of mastered disciplines and (or) modules, and other types of academic work for the relevant period of study with indication of credits and grades.

Timesheet - document established by the university sample, designed to record the academic performance of students in various forms of control, expressed in grade-rating equivalent;

Current control of students' progress - systematic test of students' knowledge, conducted by the lecturer in current classes according to the classes schedule and professional education program;

Progress check - control of the students learning achievements at the end of a section (module) of one academic discipline;

Final control - control of students' academic achievements in order to assess the quality on their mastery of the program for academic discipline, conducted during the interim certification in the form of exam, if the discipline is studied over several academic periods, the final control can be conducted on the part of the discipline studied in this academic period;

Intermediate attestation of students - procedure conducted to assess the quality of students' mastery of the content of part or entire volume of one academic discipline after completion of its study;

Final attestation of students - procedure conducted to determine the degree of mastery of the volume of academic disciplines provided by the state compulsory education standard;

Student's independent work (SIW) - work on a certain list of topics allocated for independent study, provided with educational and methodical literature and recommendations, controlled in the form of tests, test papers, colloquiums, reviews, essays and reports;

Electronic educational and methodical complex of discipline (EEMCD) - software complex that includes systematized educational, scientific and methodical materials on a certain academic discipline, methodology of its study by means of info-communication technologies, and provides conditions for implementation of various types of learning activities;

Examination session - period of interim attestation of students;

Testing complex - software tool designed to determine the degree of learning material mastering by students at all levels of educational process;

Educational portal - system-organized, interconnected set of information resources and services of the Internet, containing administrative and academic and educational-methodological information, allowing to organize the educational DET process;

Massive Open Online Course (hereinafter the MOOC) - training course with mass interactive participation with the use of e-learning technologies and open access via the Internet;

Multimedia - set of hardware and software tools that allow the user to work with diversified data (graphics, text, sound, video);

Learning outcomes - amount of knowledge, skills and abilities acquired and demonstrated by student on the mastering the educational program, formed values and attitudes;

Online proctoring - system of identity verification and confirmation of the results of online exams;

Digital educational resources (hereinafter the DER) - didactic materials for the studied disciplines and (or) modules, providing training in an interactive form: photos, video clips, static and dynamic models, objects of virtual reality and interactive modeling, sound recordings and other digital learning materials;

Tutor - lecturer who acts as an academic adviser to the student to master particular discipline and (or) module;

Non-formal education - type of education carried out by organizations that provide educational services without taking into account the terms and form of training, and accompanied by the issue of a document confirming the training outcome;

Digital content - information content of digital educational materials (texts, graphics, multimedia and other information content);

Network technology - technology that includes provision of education and methodological materials, forms of interaction of students with the lecturer and each other, as well as administration of educational process based on the use of the Internet;

Case-based technology - technology based on the collection of sets (cases) of education and methodological materials on paper, electronic and other media and their distribution to students for independent study;

Blended learning - organization of the educational process based on combination of traditional full-time attendance with online learning, which involves special electronic learning materials posted on the educational portal of educational organization.

3. PROCEDURE FOR CURRENT CONTROL OF THE STUDENTS LEARNING PROGRESS

3.1. Current learning progress control is carried out in all organizational forms of education (types of classes): lecture, seminar, practical training, laboratory training, independent work, test work, consultation, professional (academic, production, pre-diploma) internship.

3.2. Current knowledge control is carried out for the purpose of objective assessment of the quality of mastering the current program material on academic discipline, level of formation of general and professional competencies, as well as stimulating the learning activities of students, monitoring the results of educational activities, preparation for interim certification.

3.3. Progress check is carried out for the purpose of comprehensive assessment of the level of mastering the program material according to the academic calendar of University.

3.4. Forms, content and evaluation of current control are determined by the lecturer and reflected in syllabus of the discipline for the student.

3.5. Educational achievements of students in all types of control are assessed by the Grading and rating alphabetic system (GRAS).

- 3.6. Current control is evaluated on basis of 100% scale.
- 3.7. Results of the current progress control and interim attestation of students are recorded in the university learning management system (LMS) <https://dl.iitu.kz>, protected from unauthorized access and falsification.
- 3.8. According to results of current controls, the department analyzes the progress of students' academic performance in progress check and attendance of classes.
- 3.9. The Dean of the Faculty controls the attendance of students.
- 3.10. The control of students' knowledge at distance learning is carried out according to Regulations on education organization with the use of DET, P-58.
- 3.11. Current control of progress, interim and final attestation of students using DET is carried out through:
- 1) direct communication between student and the lecturer in online and offline modes using telecommunication means (in the form of forum, chat, video and audio conference);
 - 2) automated testing complexes;
 - 3) verification of written individual assignments (for case study technology).
- 3.12. Current control in distance learning is conducted by the lecturer on the basis of answers to control questions on materials of the lectures and completed tasks of practical, laboratory or independent work in online and offline modes.
- 3.13. Routine control is carried out in the form of written control or computerized testing at 8 (eighth) and 15 (fifteenth) weeks. The set of test questions contains closed, open, correspondence and sequence tests.
- 3.14. For the progress check, interim and final attestation of students with the use of DET in IITU the technologies are used, including online proctoring technologies, which allow to verify the student, monitor the screen and behavior of the student, as well as record the entire exam on video.

4. PROCEDURE FOR INTERIM CERTIFICATION OF STUDENTS' PROGRESS

- 4.1. Intermediate attestation of students at the University is carried out in accordance with the academic calendar, the working curriculum and professional training programs developed on the basis of State compulsory standards of education (hereinafter the SCSE), approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated October 31, 2018 № 604 (edition by the order of the Ministry of Education and Science of the Republic of Kazakhstan dated 05.05.2020 № 182) in the form of examinations and differentiated credits.
- 4.2. The period of intermediate attestation of students is called an examination session.
- 4.3. Differentiated credits are a form of verification of the successful completion by students of laboratory and graphical calculations, course projects (works), as well as the passage of professional internship in accordance with the approved program, and evaluated in accordance with the grade-rating system.
- 4.4. Procedure for organizing and conducting intermediate attestation of students is established in accordance with the document “Rules for organizing intermediate attestation of students” R-18.
- 4.5. Form of the examination for each academic discipline is determined in working program of the discipline (Syllabus), which is approved by the Educational and Methodological Council of the University.

4.6. Organization and conduct of interim certification (examination session) of students is carried out by the Office of the Registrar.

4.7. According to the results of interim attestation, the Registrar's Office provides academic rating of students.

4.8. If $P_{ave}=(P_1+P_2)/2<50\%$ and permission for individual passage of the progress check is not obtained, the student to the final examination in the discipline is not allowed. The student can retake this course during the summer semester on a paid basis or in the next academic period.

4.9. After examination on the discipline, the final grade in percentage content is determined by the formula:

$$I_{\%} = \frac{P_1 + P_2}{2} \times 0,6 + E \times 0,4$$

where: P_1 - percentage content of the first rating assessment;

P_2 - percentage content of the assessment of the second rating;

E - percentage content of examination grade.

The final grade in the percentage content of $I\%$ is converted into the final grade in numerical and alphabetic equivalents in accordance with the Table "Grading and rating alphabetic system for evaluation of the accounting of learning achievements of students with their conversion into traditional grading scale and ECTS, given in Annex 1 to these Rules.

4.10. Positive assessment of interim attestation serves as a basis for crediting mastered credits in the prescribed amount in the relevant academic discipline and is recorded in transcript of the student.

4.11. During the period of interim certification of the student is allowed to retake examination in the discipline (module) no more than two times. In case of obtaining the third time the grade FX or F, corresponding to the equivalent of the grade "unsatisfactory", the student is expelled from the University regardless of the number of grades received "unsatisfactory" and loses the opportunity to enroll in this discipline again. In this case, the student at will transferred to another university and (or) on another educational program in which there is no academic discipline in which he has already received 1 (one) time grade of "unsatisfactory", except for the cycle of general education disciplines.

4.12. To re-study the discipline and retake the exam from the assessment "unsatisfactory F" on a positive or increase the grade point average (GPA) student in the summer semester or in the next academic period again attends all types of classes provided by the working curriculum for this discipline, to get admission and pass the final exam. In this case, the student again passes the procedure for enrollment in the academic discipline. In one semester the student can master no more than 30 credits.

4.13. The procedure for organizing and conducting the summer semester of students is established in accordance with the document "Regulations on organization of the summer semester", R-32

4.14. In order to increase GPA, the student independently chooses disciplines for re-study or retake on a paid basis. The retake of discipline in the same academic period is not allowed.

4.15. Students take exams in strict accordance with the approved working and individual curriculum and working training programs on disciplines.

4.16. Students, if necessary, take exams in disciplines that provide additional skills, the results of which are recorded in the exam sheet and transcript.

4.17. According to results of examination sessions (results of winter, spring and summer sessions) of the academic period, the Office of the Registrar calculates the transfer grade as a weighted average assessment of the level of academic achievement of the student.

4.18. The value of the minimum transfer points to determine the status of the course is approved by Academic Council of the University.

4.19. Students who have gained the minimum transfer score and established amount of credits, on the basis of the Dean of the Faculty's submission are transferred to the next year of study with an increase in the course status by the Rector's order, otherwise they are also transferred to the next year, but without changing the course status.

4.20. In case of positive result of retaking the examination in the next academic period, the final grade is again calculated and recorded in the exam sheet and transcript. When calculating the grade point average, the most recent grades in the academic discipline are taken into account.

4.21. In the transcript recorded all final grades of student, including positive results of repeated examinations.

4.22. Student who disagrees with the result of the examination shall file an appeal no later than the next working day after examination.

4.23. By the Rector's order, an appeal commission shall be established from among the lecturers whose qualifications correspond to profile of the disciplines being appealed.

4.24. Decision of the appeal committee is formalized in a protocol, on the basis of which the examination sheet is prepared.

4.25. The results of examinations and proposals for improving the educational process after completion of the examination session are discussed at the meeting of Academic Council of the University.

4.26. Student who has completed the maximum period of study (for bachelor's degree - 7 years, master's degree - 4 years, doctoral degree - 5 years), but has not fully mastered the educational program is graduated with a certificate of completion of study at the University without awarding an academic title.

4.27. Person expelled from University is issued an academic certificate, which used to be issued to persons who have not completed their education, in the form approved by the order of the Minister of Education and Science of the Republic of Kazakhstan dated June 12, 2009 № 289 (entered in State Register of Regulatory Legal Acts of the Republic of Kazakhstan under № 5717).

5. PROCEDURE FOR STATE EXAMINATION ON THE DISCIPLINE “MODERN HISTORY OF KAZAKHSTAN”

5.1. Students of the University of all specialties on bachelor's degree pass state examination on the discipline “Modern History of Kazakhstan” at the end of its study in the same academic period.

5.2. State Examination Commission for the discipline "Modern History of Kazakhstan" is established for a calendar year. State examination is planned in each academic period as students enroll and control measures are cost-effective..

5.3. Organization of the state examination is carried out by the Department of "Media communications and History of Kazakhstan", conducting classes on academic discipline "Modern History of Kazakhstan" (hereinafter the Department) together with the Dean's Office of the Faculty and Office of the Registrar.

5.4. To conduct state examination on the discipline "Modern History of Kazakhstan" the Department on the basis of the standard curriculum for this discipline develops working curriculum (Syllabus) unified for all forms of education and specialties.

5.5. Form of state examination on the discipline "Modern History of Kazakhstan" is determined on the basis of decision of the Academic Council of the University.

5.6. For the state examination on discipline "Modern History of Kazakhstan", upon recommendation of the Dean of the Faculty, the State Examination Commission (hereinafter referred to as SEC) is formed for a calendar year.

5.7. The Chairman and composition of SEC for the discipline "Modern History of Kazakhstan" is approved by the Rector's order based on decision of the Academic Council.

5.8. Schedule of SEC meetings is prepared by the Registrar's Office in accordance with academic calendar and approved by the Rector no later than two weeks before the state examination.

5.9. Duration of SEC meeting shall not exceed six (6) academic hours per day.

5.10. Procedure for organizing and conducting state examination in the academic discipline "Modern History of Kazakhstan", as well as procedure of GEC meeting shall be determined by the University.

5.11. Results of the state examination are evaluated as per GRAS for knowledge assessment of students. In this case, the final grade is made taking into account evaluation of the admission rating and evaluation of the state examination.

Evaluation of the state examination is not less than 40% of the final assessment of knowledge in the discipline.

5.12. In case of obtaining by student on the state examination in the discipline "Modern History of Kazakhstan" assessment of "unsatisfactory", he can on a fee basis in the next academic period or during the summer semester again enroll in this discipline, repeatedly attend all types of classes, meet the requirements of current control, get admission and retake the state examination.

5.13. The retake of positive assessment of the state examination in the discipline "History of Kazakhstan" in order to increase it, is not allowed.

5.14. Student who disagrees with result of the state examination, shall file an appeal no later than the next day after SEC.

5.15. To conduct an appeal, the Rector's order creates an Appeal Commission for the discipline “Modern History of Kazakhstan” from among experienced lecturers in the discipline.

5.16. Results of the state examination in the discipline “Modern History of Kazakhstan” shall be taken into account in summarizing the results of examination session in which it is provided for.

5.17. Upon completion of the state examination, the chairman of SEC makes report on SEC work, which is discussed and approved at the meeting of Academic Council of the University.

6. PROCEDURE FOR THE FINAL ATTESTATION OF BACHELOR'S STUDENTS

6.1. Final attestation of students at the University is carried out in accordance with the academic calendar, working curriculum and educational programs developed on basis of SCSE and model curriculum.

6.2. Final attestation is not less than 12 academic credits in the total volume of educational program for higher education and conducted in the form of writing and defending diploma thesis or diploma project.

6.3. At the same time, instead of a thesis or diploma project, two state examinations shall be taken for the following categories of persons:

- 1) Those undergoing long-term hospitalization for health reasons;
- 2) Persons with special educational needs, including disabled-children, persons disabled since childhood, and persons with group I disability;
- 3) Pregnant or bringing up children under 2 years of age;
- 4) Distance learning students on undergraduate study.

To pass state examination, the student writes an application to the Rector and submits the relevant document.

6.4. The purpose of the final attestation is to assess the learning outcomes and mastered competencies achieved upon completion of the study on program for higher education.

6.5. The form of final attestation is determined by decision of the Academic Council.

6.6. The State Attestation Commission (hereinafter referred to as SAC) for specialty and (or) educational programs is created for the final attestation of students.

6.7. The GAC competence includes:

- 1) verification of the level of compliance of theoretical and practical training of graduates with the established requirements of educational programs;
- 2) awarding the graduate with a Bachelor's or Master's degree or qualification “specialist” under the relevant educational program;
- 3) development of proposals aimed at further improvement of education quality.

6.8. The Chairman and composition of SAC is approved by the Rector's order based on decision of the Academic Council of the University not later than January 15 of the current academic year and valid during the current calendar year.

6.9. The SAC is composed of professors, associate professors, highly qualified specialists corresponding to profile of the graduates.

- 6.10. The SAC work schedule is prepared by the Registrar's Office, approved by the Rector and communicated to the general public no later than two weeks before start of the SAC.
- 6.11. Not later than three working days before start of the final attestation, the following shall be submitted to the SAC:
- 1) order on admission of students to final attestation;
 - 2) transcript of students with calculation of average grade point average (GPA) for the entire period of study.
- 6.12. Duration of SAC meeting does not exceed 6 (six) academic hours per day.
- 6.13. Students who have fully completed the educational process in accordance with requirements of the State Educational Standards, educational program, individual and working curriculum, and work study programs of the University are admitted to the final attestation.
- 6.14. Admission of students to the final attestation is formalized by the Department of Academic Affairs in the form of a list of students, indicating surnames, names, patronymics (if any), specialties (educational programs) of students and approved by the Rector's order no later than two weeks before start of the final attestation.
- 6.15. The state examination shall be conducted according to program developed by the University on the basis of the working curriculum on disciplines. The program and list of profile disciplines for which the state examination is held shall be approved by decision of the Educational and Methodological Council on the basis of graduating department's submission.
- 6.16. The thesis (project) defense includes the writing of thesis (project) and defense procedure. The thesis (project) is aimed at identifying and evaluating the graduate's analytical and research abilities.
- 6.17. Not later than five working days before defense of the diploma thesis (project), the technical secretary shall submit to SAC the following:
- 1) copy of the Rector's order on admission of students to defense of the diploma thesis (project);
 - 2) review of supervisor of the thesis (project), who gives a reasoned conclusion "admitted for defense" or "not admitted for defense";
 - 3) review of the diploma work (project), which gives comprehensive characteristic of the diploma work (project) submitted for defense and reasoned conclusion indicating the grade according to the grade-rating alphabetic system of knowledge evaluation and possibility of awarding the "Bachelor" degree or qualification in the relevant specialty;
 - 4) certificate on passing check of the diploma work (project) for plagiarism.
- 6.18 Defense of diploma theses (projects) during training with the use of DET is carried out:
- 1) publicly;
 - 2) on-line using telecommunication means;
 - 3) by sending the diploma work (project) on paper and/or electronically to educational organization and video recording of the performance after receiving the feedback from supervisor and review of the diploma work (project).
- 6.19. Written evaluated works of students (course papers, diploma theses (projects), master's theses (projects) and doctoral dissertations) are checked for the borrowed material and use of text with

synonymous replacement of words and expressions without changing the meaning (paraphrase), including the use of text translated from another language (hereinafter the borrowing).

Diploma theses (projects) are independently checked by University for the borrowed material (plagiarism) in accordance with Regulations on Anti-plagiarism system, R-51.

6.20. Diploma theses (projects), master's theses (projects) and doctoral dissertations checked in the borrowing detection system are stored in the database of the National Center for State scientific and technical expertise.

6.21. The student defends the thesis (project) if positive review from supervisor and one review of a specialist, corresponding to profile of the work (project) to be defended. If supervisor gives a negative opinion "not allowed for defense", the student is not allowed to defend his thesis (project).

6.22. The student is admitted to defense of his thesis (project) both with a positive and negative conclusion of the reviewer.

6.23. Scientific supervisor of the thesis (project) is approved by the Rector's order for each student with indication of the topic on the basis of decision of Academic Council of the University.

6.24. Reviewers of diploma theses (projects) are approved by the Rector's order by the general list provided by the head of department, indicating the place of work, position held and education (academic or academic degree in specialty, basic education on the diploma of higher education).

6.25. The thesis (project) is reviewed by external specialists from organizations whose qualifications correspond to profile of the thesis (project) being defended.

6.26. When defending thesis (project), if it is recognized unsatisfactory, the SAC establishes possibility of re-submission for defense of the same work (project) under revision, or development of work (project) with a new topic. This SAC decision is recorded in the minutes of the meeting.

6.27. If student at the team defense of the diploma project was absent, the repeated defense is carried out on a new approved topic of the diploma project and performed procedure according to paragraph 6.19.

6.28. According to results of the state examinations and defense of the diploma work (project) are graded on a grade-rating system for students' knowledge evaluation, taking into account the level of theoretical, scientific and practical training of the student, as well as feedback from supervisor and reviewer.

6.29. Results of the state examinations and defense of the thesis (project) are announced on the day of their conduct after signing the minutes of the meeting of the State Academic Committee.

6.30. Decisions on the grades from state examinations, defense of the diploma work (project), as well as awarding a degree or qualification, and issue a state diploma (with or without honors) shall be made by SAC at a closed meeting by open voting by a simple majority of SAC members votes participating in the meeting. In case of equal number of votes, the vote of the Chairman of commission shall be decisive.

6.31. All SAC meetings shall be formalized by minutes.

6.32. Minutes of SAC meetings are kept individually for each graduate.

In case of state examination in the form of testing, the basis for drawing up the minutes is examination list.

6.33. The minutes are filled out by the SAC secretary, who is approved as a member of commission and has no voting right.

6.34. Upon completion of SAC work, all protocols are transferred to the University archive for storage in the prescribed manner.

6.35. Student who fails to appear at the final certification for a valid reason, writes free-form application to the SAC chairman, presents a document confirming the valid reason, and by his permission passes the exam or defends the thesis (project) on another day of SAC meeting.

6.36. Documents submitted to SAC about the state of health after receiving an unsatisfactory grade are not considered.

6.37. Student who does not agree with results of the final attestation shall submit an appeal no later than the next working day after the final attestation.

6.38. To conduct an appeal, the Rector's order establishes an appeal commission from among experienced lecturers of the University whose qualifications correspond to profile of the specialty.

6.39. Student who has passed examinations with grades A, A- "excellent", B-, B, B+, B+, C+ "good" and has an average grade point average (GPA) not lower than 3.5, as well as passed comprehensive examination or defended thesis (project) with grades A, A- "excellent", shall be awarded a diploma with honors (without taking into account the grades of additional types of education).

6.40. Student who has had retakes or repeated examinations during the entire period of study shall not receive diploma with honors, despite complying with requirements of par. 6.39 of these Rules.

6.41. Upon completion, the SAC and its chairman writes report on the final certification of undergraduate students, which is discussed and approved at the meeting of the Academic Council of the University within a month.

6.42. Student who passed the final attestation and confirmed mastering of educational program for the higher and (or) postgraduate education, by decision of the attestation commission is awarded the "Bachelor" or "Master" degree, or assigned qualification of specialist in the relevant educational program and issued diploma with an attachment on a free basis.

6.43. The attachment to diploma (transcript) shall specify the last grades on the grade-rating alphabetic system of knowledge assessment for all types of educational and (or) scientific research (experimental research) work with indication of their volume in academic credits and hours.

6.44. Student who has received a grade of "unsatisfactory" at the final attestation is expelled from university by the Rector's order as "not having fulfilled the requirements of educational program: not having defended a thesis (project) or master's thesis (project)" or "not having fulfilled the requirements of educational program: not having passed the comprehensive examination".

6.45. The graduate student who has not fulfilled the requirements of educational program, working and individual curriculum and work training programs shall be expelled from University by the Rector's order, with the right to be reinstated to repeat the final attestation.

6.46. Students may retake the final attestation in subsequent academic periods by submitting an application to the Rector for reinstatement and repeated final attestation no later than one month before start of the final attestation.

6.47. Admission to repeated final attestation is formalized by the Rector's order.

6.48. For students who have been reinstated to retake the final attestation, the SAC is created and the work of commission is planned only in case of sufficient number of enrolled students and the cost-effectiveness of activities (in case of insufficient number of enrolled students the final attestation will be carried out remotely), with condition of full completion of theoretical and practical course of study.

6.49. Repeated final attestation of the student is held only on those forms on which he received an unsatisfactory grade in the previous final attestation.

6.50. The list of disciplines submitted to the state examination for persons retaking the exam, is determined by curriculum in force in the year of completion of theoretical course.

6.51. The retake of the state examination, as well as repeated defense of the diploma work (project), master's thesis (project) for persons who received the grade "unsatisfactory", in the current period of final certification is not allowed.

6.52. The main criterion for completion of studies on bachelor's degree programs is the mastery by the student of at least 240 academic credits for the entire period of study, including all types of learning activities of the student.

7. DOCUMENTATION

Document or form code	Name of document
N/N	Order on approval of AC composition
N/N	Order on approval of SEC composition
N/N	Order on creation of the Appeal commission
N/N	Order on transfer to the next year of study with increase in the status of course
N/N	Order on transfer to the next year of study without changing the status of course
N/N	Order on approval of scientific supervisors for thesis (projects)
Document or form code	Name of document
N/N	Order on approval of thesis (project) reviewers
N/N	Order on admission to final attestation
N/N	Order on admission to repeated final attestation
N/N	Order on graduation of students who have completed training
N/N	Order on students exclusion

Annex 1

Table "Grading and rating alphabetic system for evaluation of students' academic achievements with their conversion into traditional grading scale and ECTS"

Assessment as per alphabetic system	Digital grade equivalent	Percentage	Assessment as per traditional system
A	4,0	95-100	Excellent
A-	3,67	90-94	
B+	3,33	85-89	Good
B	3,0	80-84	
B-	2,67	75-79	
C+	2,33	70-74	
C	2,0	65-69	Satisfactory
C-	1,67	60-64	
D+	1,33	55-59	
D	1,0	50-54	
FX	0,5	25-49	Unsatisfactory
F	0	0-24	