



THE MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE  
RUSSIAN FEDERATION

Federal State Budgetary Educational Institution of Higher  
Education

"North Caucasian State Academy"

**REGULATION**

**On the order of carrying out the state final attestation on educational programs of higher education - bachelor's degree programs, specialist programs and master's degree programs in the federal state budgetary educational institution of higher education "North Caucasian State Academy".**

Accepted by the Scientist Council of the NCSA

25.06.2020

The Protocol № 10 Kochkarov R.M.

Approved in

Rector

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**1. NORMATIVE REFERENCES**

These Regulations are developed on the basis of:

- Federal Law No. 273-FZ dated 29.12.2012 "On Education in the Russian Federation";
- The procedure for conducting the state final attestation on educational programs of higher education - bachelor's degree programs Bachelor's, Specialist's and Master's degree programs, approved by Order of the Ministry of Education and Science of the Russian Federation No. 636 of June 29, 2015;
- Order of the Ministry of Education and Science of the Russian Federation from 09.02.2016 No. 86 "On Amendments to the Procedure for State Final Attestation of Higher Education Educational Programs - Bachelor's, Specialist's and Master's Degree Programs, approved by Order of the Ministry of Education and Science of the Russian Federation from June 29, 2015 No. 636";
- Order of the Ministry of Education and Science of the Russian Federation No. 502 of 28.04.2016 "On Amendments to the Procedure for Conducting the state final attestation

on educational programs of higher education - bachelor's, specialist's and master's degree programs, approved by Order of the Ministry of Education and Science of the Russian Federation No. 636 of June 29, 2015”;

- Orders of the Ministry of Education and Science of the Russian Federation on the approval and enactment of the Federal State Educational Standards of Higher Education (FSES HE) for specialization, bachelor's and master's degree programs;

- Order of the Ministry of Education and Science of the Russian Federation No. 112 of February 13, 2014 “On Approval of the procedure for filling out, recording and issuing documents on higher education and qualifications and their duplicates”;

- Order of the Ministry of Education and Science of the Russian Federation No. 352 of March 31, 2016 “On Amendments to the Procedure for Filing, Accounting and Issuance of Documents on Higher Education and Qualifications and their Duplicates, approved by the Order of the Ministry of Education and Science of the Russian Federation of February 13, 2014. No. 112 of February 13, 2014 of the Ministry of Education and Science of the Russian Federation;

- Charter of the Federal State Budgetary Educational Institution of Higher Education “North Caucasus State Academy”.

## **2. GENERAL TERMS**

2.1 The present Regulations apply to the students of the final courses in the federal state budgetary educational institution of higher education “North Caucasian State Academy”, studying in all forms of higher education (full-time, part-time, correspondence).

2.2 The Regulations on the procedure of conducting the state final attestation on educational programs of higher education - bachelor's degree programs, specialist's degree programs and master's degree programs in the federal state budgetary educational institution of higher education “North Caucasus State Academy” (hereinafter - “Regulations”) is developed in order to establish a general order of conducting the state final attestation of graduates (hereinafter - “GIA”) by students of graduating courses,

who have completed training in the Academy on the educational programs of bachelor's degree programs, specialist's degree programs and master's degree programs, Bachelor's degree programs, programs of specialization and programs of Master's degree programs, who have completed the mastering of educational programs with state accreditation.

2.3 The Regulation considers the forms of the state final attestation, requirements for the use of means of education and training, means of communication during the state final attestation, requirements for persons involved in the state final attestation, the procedure for filing and consideration of appeals and (or) annulment of the results of the state final attestation, as well as the peculiarities of the state final attestation for graduates from among persons with disabilities in the federal government state budgetary educational institution of higher education "North-Caucasian State Academy", NCSA, Academy

### **3. GOALS AND OBJECTIVES OF THE STATE FINAL ATTESTATION**

3.1. The purpose of the state final attestation is to establish the level of preparation of the Academy graduate to fulfill professional tasks and conformity of his/her training to the requirements of the federal state educational standard of higher education in the field of higher education.

of the federal state educational standard of higher education in the direction of training (specialty), developed on its basis.

3.2 The student who has no academic debts and who has fully completed the educational plan or individual educational plan, who has completed training on the relevant educational program of higher education, shall be allowed to the state final attestation.

3.3 Provision of the state final attestation on educational programs is carried out by the Academy. The organization uses the means necessary for the organization of educational activity when conducting the state final attestation of students.

3.4 The state final attestation under educational programs containing information constituting a state secret shall be conducted in compliance with the requirements stipulated by the legislation of the Russian Federation on state secrets.

3.5 The organization has the right to apply e-learning, distance learning technologies in conducting state attestation tests. The peculiarities of conducting state attestation tests with the use of e-learning, distance learning technologies shall be determined by local normative acts of the Academy.

When conducting state attestation tests with the use of e-learning, distance learning technologies, the organization provides identification of students and control of compliance with the requirements established by these local normative acts.

3.6 The results of each state attestation test shall be determined by grades “excellent”, “good”, “satisfactory”, “unsatisfactory”. The grades “excellent”, “good”, “satisfactory” mean successful completion of the state attestation test.

3.7 Successful completion of the state final attestation is the basis for issuing to the student a document of higher education with the award of qualifications established by the Ministry of Science and Higher Education of the Russian Federation.

#### **4. TYPES OF STATE FINAL CERTIFICATION EXAMINATIONS EXAMINATIONS**

4.1 The state final attestation of students of the Academy is conducted in the form of:

- state examination;
- defense of the final qualification work.

Specific forms of the state final attestation are established by organizations independently, in accordance with the requirements established by the standard (if there are such requirements).

4.2 The state examination shall be held on one or more disciplines and (or) modules of the educational program, the results of mastering which have a determining value for the professional activity of graduates. The state examination is conducted orally or in writing.

4.3 The graduate qualification work is a work performed by the student, demonstrating the level of preparedness of the graduate for independent professional activity.

4.4 The list of state final attestation tests is established by the federal state educational standard and determined by the curriculum.

4.5 The type of final qualification work, requirements to it, the procedure for its implementation and criteria for its evaluation are established by the organization independently, in accordance with the requirements established by the standards (if there are such requirements).

4.6 The scope of the state final attestation, its structure and content is established by the Academy in accordance with the standard.

4.7. The term of the state final attestation is established by the organization independently in accordance with the curriculum and the schedule of the educational process, but not later than June 30.

## **5. STATE EXAMINATION COMMISSIONS**

5.1 To conduct the state final attestation at the Academy, state examination commissions are created, which consist of the chairman, secretary and members of the state examination commission and operate during the calendar year.

5.2 The compositions of the state examination commissions shall be created for each specialty and direction of training, or for each educational program, or for a number of educational programs. The composition of the commissions shall be approved by the Academy not later than one month before the date of the state final attestation.

5.3 The state final attestation of graduates shall be conducted by state examination commissions in order to determine the compliance of the level of students' preparedness to solve professional tasks with the requirements of the relevant federal state educational standard.

5.4 The State Examination Commission shall be headed by chairman. The Chairman of the State Examination Commission shall be approved by the federal executive body in charge of the Academy not later than December 31 preceding the year of the state final attestation. For a new educational program, accredited at the stage of state final attestation of students during the period of validity of the certificate of state accreditation, the chairman is approved after the Federal Service for Supervision of Education and Science issues the relevant regulatory document on state accreditation of

the new educational program. The procedure of the state final attestation of students on a new educational program, in case of accreditation of this program at the stage of the state final attestation of students during the period of validity of the certificate of state accreditation, is determined by the Scientific Council of the Academy.

5.5 The Chairperson of the State Examination Commission shall be approved from among the persons who are not employed in the given organization, who have an academic degree of Doctor of Science and (or) academic title of Professor or who are leading specialists - representatives of employers or their associations in the relevant field of professional activity.

5.6 The chairmen of commissions organize and control the activities of state examination commissions, ensure the uniformity of requirements for students in the state final attestation.

5.7 The State Examination Commission shall consist of the Chairman of the said Commission and at least 4 members (not more than 5 members) of the said Commission. Members of the State Examination Commission shall be leading specialists - representatives of employers or their associations in the relevant field of professional activity and persons who belong to the teaching staff of the given organization (other organizations) and (or) to scientific workers of the given 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 not be less than 50 percent.

5.8 For the period of the state final attestation to ensure the work of the state examination commission. The head of the organization by order appoints the secretary of the commission from among persons belonging to the teaching staff, scientific or administrative workers. The secretary of the State Examination Commission is not a member of the Commission. The secretary of the State Examination Commission shall keep the minutes of its meetings and submit the necessary materials to the Appeal Commission.

5.9 Meetings of the commissions shall be held by the chairpersons of the state examination commissions. Meetings of commissions shall be competent if at least two thirds of the number of persons who are members of the relevant commission participate in the meeting.

5.10. Decisions of state examination commissions shall be made by a simple majority of votes from the number of persons who are members of the commissions participating in the meeting. In case of equal number of votes, the chairman of the state examination commission shall have the right of casting vote.

5.11. The state examination commissions shall be guided in their activity by the present Regulations, educational and methodical documentation developed at the Academy on the basis of educational standards for training directions (specialties).

5.12. The main functions of the State Examination Commission are:

- development of recommendations aimed at improving the training of students, based on the results of the work of the state examination commission;
- determination of compliance of the graduate training with the requirements of the educational standard;
- making a decision on awarding the qualification (degree) according to the results of the state final attestation and issuance to the graduate of the appropriate document of state sample of higher education.

## **6. STATE APPEAL COMMISSION**

6.1 To consider appeals on the results of the state final attestation in the organization a state appeal commission is created, which consists of the chairman and members of the commission and acts during the calendar year.

6.2 The head of the organization (a person performing his/her duties or a person authorized by the head of the organization - on the basis of an administrative act of the organization) is approved as the chairman of the appeal commission.

6.3 The state appeal commission shall consist of the chairman of the said commission and at least 3 persons from among the persons belonging to the teaching staff of the Academy, scientific or administrative employees of the organization and not included in the state examination commissions.

6.4 The secretary of the state appeal commission shall be appointed for the period of state final attestation.

The secretary of the State Appeal Commission shall be appointed from among the persons belonging to the teaching staff, scientific or administrative employees of the Academy, who is not a member of the State Appeal Commission. The secretary shall keep the minutes of the meetings of the State Appeal Commission.

6.5. Meetings of the state appeal commission shall be competent if at least two thirds of the number of persons who are members of the relevant commission participate in the meeting.

## **7. PROCEDURE FOR CONDUCTING THE STATE FINAL ATTESTATION**

7.1 The program of the state final attestation, including programs of state examinations and (or) requirements for final qualification works and the order of their implementation, criteria for evaluating the results of passing state examinations and (or) defense of final qualification works, approved by the Academy, as well as the procedure for submission and consideration of appeal applications, are brought to the attention of students no later than 6 months before the state final attestation.

7.2 The state examination is conducted according to the program of the state examination approved by the Academy, which contains a list of questions for the state examination and recommendations for preparation for the state examination, including a list of recommended literature for preparation for the state examination.

Before the state examination, students shall be consulted on the issues included in the program of the state examination. State examinations can be conducted both in oral and written form. When conducting a state examination the number of students in the classroom should be no more than 6 people.

7.3 The Academy approves the list of topics of graduate qualification works offered to students, and brings it to the attention of students no later than 6 months before the date of the state final certification. At the written request of the student, the organization may provide the student with the opportunity to prepare and defend the final qualifying work on the topic proposed by the student, in the case of feasibility of its



development for practical application in the relevant area of professional activity or a particular object of professional activity.

7.4 For the preparation of graduate qualification work for the student by an administrative act of the organization assigned to the head of graduate qualification work from among the employees of the organization and if necessary, the consultant (consultants).

7.5 Not later than 30 calendar days before the day of the first state certification test.

Not later than 30 calendar days before the day of the first state certification test, the vice-rector for academic work approves the schedule of state certification tests, which specifies the date, time and place of state certification tests.

The Director of the Institute shall approve the schedule of pre-defense and pre-examination consultations. When forming the schedule, a break between state attestation tests of not less than 7 calendar days shall be established.

7.6 The heads of graduate departments inform the trainees, chairpersons, members of state examination commissions, appeal commission, secretaries of state examination commissions, supervisors and consultants of final qualification works about the terms of the state final attestation, the procedure of state final attestation tests.

7.7 The state final attestation shall be held at the location of the Academy.

7.8. Persons who have successfully passed the state examinations (if any) are allowed to defend their final qualification works.

7.9. Graduation qualification works are the final stage of state final examinations and have the purpose of systematization, generalization and consolidation of theoretical knowledge, practical skills and professional competencies of the graduate.

7.10. The defense of graduate qualification works is held at the established time at an open meeting of the state examination commission for the relevant direction of training (specialty) with the participation of at least two-thirds of its composition in strict accordance with the order of defense.

In addition to the chairman and members of the state examination commissions, it is recommended to have a scientific supervisor and a reviewer present at the defense.

7.11. The order and procedure for the fulfillment of the qualifying work is determined by methodological recommendations developed by the graduating departments of the Academy in accordance with the present Regulations on the procedure of the state final certification and the Regulations on the fulfillment and defense of graduate qualifying works in the federal state budgetary educational institution of higher education “North Caucasian State Academy”.

7.12. The defense of final qualification works is preceded by familiarization of the chairman and members of the state examination commission with the review (graduate qualification works on Master's and specialist programs are subject to review) and feedback from the head of the graduate qualification work. After completion of the defense, the graduate is given the right to respond to the comments of the reviewer, the chairman and members of the state examination commission.

7.13. Examiners have the right to ask graduates additional theoretical questions. The presence of unauthorized persons is not allowed at the state examinations.

7.14. The results of the state certification test conducted in oral form shall be announced on the day of its conduct, the results of the state certification test conducted in written form - on the next working day after the day of its conduct.

7.15. Decisions of the state final attestation tests shall be made at closed sessions by a simple majority of votes of the members of the commissions participating in the meeting, with the mandatory presence of the chairman of the commission. In case of equal number of votes, the chairman of the commission shall have the casting vote.

7.16. Decisions made by state examination commissions  
The decisions taken by the state examination commissions shall be formalized by minutes, which shall be stapled (numbering for a calendar year) separately for each direction of training (specialty). In the minutes of the state examination commission reflect the list of questions asked and characteristic answers to them, the views of the chairman and members of the state examination commission on the revealed in the state certification test level of preparedness of the student to solve professional problems, as well as the identified shortcomings in the theoretical and practical training of the student.

7.17. In the final protocol of the state examination commission indicates the qualification (degree) awarded to the graduate.

7.18. Minutes of meetings and the final protocol of the state examination commission signed by the chairman of the state examination commission State Examination Commission shall be signed by the presiding officer and the secretary of the State Examination Commission, stapled into books and kept in the Academy's archives.

7.19. Successful passing of the state final attestation is the basis for issuing to the student a document on higher education and qualification.

## **8. WORK REGULATIONS OF THE STATE EXAMINATION COMMISSION**

8.1 Not later than 30 calendar days before the day of the first attestation test, the secretary receives from the specialists of the relevant structural units information about the presence of students with disabilities, the presence of applications from these students to create special conditions for them in the conduct of state final attestations or increase the duration of attestation test.

8.2 The secretary no later than 3 working days prior to the beginning of the state final attestations shall complete the set of materials and documentation required for the state final attestations:

- order “On approval of the composition of the GEC and the timing of the GIA on specialties and areas of training”;
- order “On admission of students to the state final attestation”;
- Order “On approval of reviewers of final qualification works” (if any);
- order “On approval of the topics of graduate qualification works to students and the appointment of supervisors, consultants”;
- program of the state final attestation;
- certificates on the progress of students with an average score;
- credit books of students;
- Forms with the stamp of the institute (faculty) for the preparation of an oral answer;

- work schedule of the relevant state examination commission;
- schedule of the defense of graduate qualification works;
- schedule of the state examination;
- examination cards;
- statements of the state final attestation;
- work sheet with the list of students to the chairman and members of the SEC;
- final statement to the SEC chairman;
- graduation qualification works (to hold a meeting of the state examination commission for the defense of graduate qualification works);
- applications from students with disabilities to create special conditions during the attestation tests and (or) increase the duration of the state attestation test (if any);
- protocol forms;
- final protocol;
- plates for members of the state examination commission with indicating surname, first name, patronymic in full, their status in the commission.

8.3 Half an hour before the defense of the SFA (state examination) in a separate room, the secretary announces to the students the procedure for conducting the SFA, their rights and obligations, answers their questions on the procedure for conducting the SFA, informs about the composition of the SEC. In general, the whole preliminary briefing should not exceed 15 minutes

## **9. REGULATIONS OF WORK OF THE STATE EXAMINATION COMMISSION FOR TAKING THE STATE EXAMINATION**

9.1 The secretary of the state examination commission shall ensure the readiness of the auditorium, equipment and documentation necessary for the state examination.

9.2 The secretary provides the chairman and members of the state examination commission with a complete package of documents specified in p.8.2. necessary for the state examination:

- the secretary in the presence of the chairman and members of the state examination commission opens the package and arranges the examination tickets in a chaotic order;

- the secretary of the SEC admits students to the examination room in strict accordance with the list of students admitted to the state examination on this date;
- a student who is late for the state examination for a valid reason, confirmed by documentation, is allowed to the examination, if the Commission at the time of his arrival in the classroom has not proceeded to the announcement results of the state certification test;
- the number of people present in the auditorium at the same time - not more than 6 persons;
- the student takes the examination card and the sheet for preparation of the oral answer. The secretary records the number of the card and the sequence of receiving it;
- the secretary records the number of the card and the sequence of receiving The secretary records the number of the cards and the order in which the students receive the examination cards;
- the students take the seats allocated for the preparation of the answer to the card;
- the student must indicate in the sheet his or her surname and initials, the date of the examination and signs it;
- for persons with disabilities, according to preliminary submitted applications, separate seats are arranged and (or) equipped with special equipment;
- the duration of time for preparation for the answer - no more than 30 minutes, for persons with disabilities - no more than 50 minutes (increased by 20 minutes);
- the student has the right to begin the answer before the end of the time set for preparation for the examination card;
- the composition of the Commission, during the preparation of the student must be present in the classroom;
- the student in the preparation has the right to use the programme of the state examination;
- the student is prohibited to have and use means of communication;
- is prohibited to use cheat sheets, written or printed reference materials, as well as other materials, except for those authorised;

- during the preparation for the answer and (or) during the answer to the ticket of other students, it is forbidden to talk to each other, to prompt students, to move freely around the classroom, to commit other actions that hinder the work of the Commission and (or) leading to the issuance, student biased assessment;
- a student who violated the rules of behaviour in the classroom and (or) noticed in the use of unauthorised materials, is removed from the state examination;
- in this case, in the protocol is put in the score 'unsatisfactory' and in the column of the protocol 'opinions of members of the state commission' is made appropriate record on the removal of the student from the state examination examination;
- the student during the preparation for the questions of the examination card may not leave the room, except in exceptional cases with the permission of the Commission;
- the Commission after the expiry of the time allotted for the preparation of answers to the examination card, invites the student to hear the answers in accordance with the sequence of receiving cards;
- the learner's refusal to start the answer after the end of the time allotted for preparation is considered as his/her unpreparedness for the exam and is evaluated as 'unsatisfactory';
- evaluation is entered in the protocol and a mark is made in the column and a note is made in the column of the protocol 'opinions of members of the state examination commission';
- members of the state examination commission have the right to stop the student, when the level of demonstrated knowledge is obvious;
- members of the State Examination Commission have the right to ask the student additional questions related to the subject area of disciplines included in the programme of the state examination within the time allotted for the answer;
- the student in case of unclear for him/her question, has the right to ask to ask the question again, but no more than twice;
- members of the state examination commission, during the answer

student has no right to interrupt him/her, to supplement the answer, to explain the question of the ticket;

- the answer is considered complete after the student's answer to the questions of the ticket and additional questions (if any);

- having finished the answer, the student gives the sheet of preparation of the oral answer to the secretary of the Commission;

- students who have finished the answer, may not be in the room until the announcement of the results of the state examination commission announcement of the results of the state examination;

- during the meeting of the state examination commission secretary keeps minutes for each student.

9.3 After the end of the answers of students, the Commission decides on the assessment of each student at a closed session by a simple majority of votes from the number of persons who are members of the Commission and participating in the meeting. In case of equal number of votes, the chairman of the commission has the casting vote. Decisions taken by the Commission, are formalised in minutes, which are signed by the Chairman and Secretary of the State Examination Commission.

9.4 The issued grades are entered by the secretary in the statement of the state final attestation, which is signed by the chairman and the secretary.

9.5 The secretary enters the grades in the students' credit books, gives them to the chairman and members of the commission for signing.

9.6 The secretary puts the examination tickets into an envelope (for the next examination, the envelope with the tickets is sealed).

9.7. After registration of protocols and statement of the state final attestation, marking of marks in credit books, the secretary of the commission invites students to the auditorium for the announcement of results.

9.8 The Chairman, or on his behalf a member of the Commission, announces the results of the state examination to the students. After the announcement of the results of the state examination, the Chairman of the SEC explains to the students the procedure for filing an appeal. After the announcement of the results of the state examination is considered to be completed.

9.9 Upon completion of the state examination, the secretary transfers to the appropriate educational office credit books of students, statements of the state final attestation.

9.10. Minutes of the SEC meetings shall be stapled into books and submitted to the Academy archive.

## **10. WORK REGULATIONS OF THE STATE EXAMINATION COMMISSION FOR THE DEFENCE OF FINAL QUALIFICATION WORKS**

10.1 The Secretary of the State Examination Commission ensures the readiness of the auditorium, equipment and documentation necessary for the defence of final qualification works.

1 0.2 The secretary provides the chairman and members of the state examination commission with a complete package of documents specified in clause 8.8.2. required for the defense of final qualification works:

- the secretary admits students to the auditorium in strict accordance with the list of those admitted to the defense of the final qualification works. The number of people present in the auditorium at the same time during the defense of WRC is determined by the Commission;
- in the course of the meeting of the state examination commission secretary keeps minutes for each student;
- secretary invites the student to the defense, calling his name, surname, first name, patronymic, topic of the work, surname, first name, patronymic of the head, consultant (if any) and reviewer (if any), lists the materials submitted by the student to the state examination commission;
- duration of the student's speech at the defense of the final qualification work (report) - no more than 15 minutes (for persons with disabilities, the specified duration is increased by no more than 15 minutes), answers to questions from members of the Commission - no more than 15 minutes. The total duration of the speech (report) and answers to questions - no more than 30 minutes;
- during the speech learner is allowed to use the prepared written materials;



- members of the State Examination Commission may not interrupt the student during his speech;
- the state examination commission has the right to stop the performance of the student in the case of exceeding the time allotted for the speech (report) on the defence of the work;
- in exceptional cases (for example, in case of a large amount of demonstration material accompanying the speech (report), special relevance of the topic), the state examination commission, at the request of the student, may extend the time for the speech (report), but no more than 5 minutes, for persons with disabilities
- no more than 10 minutes;
- the student can finish the speech (report) at the defence of the work before the end of the time allotted for the speech;
- members of the state examination commission have the right to ask the student additional questions related to the subject area of graduate qualification work, only after he announced the end of the speech (report). The student in the case of unclear for him/her question, has the right to ask the question again, but no more than twice.

10.3 After the end of the defense of all students of the group, the State Examination Commission decides on the evaluation of each student in a closed session by a simple majority of votes from the number of persons who are members of the Commission and participating in the meeting. With an equal number of votes, the chairman of the Commission has the casting vote. Decisions taken by the Commission, are formalised in minutes, which are signed by the Chairman and Secretary of the State Examination Commission.

10.4 The grades awarded shall be entered by the secretary into the statement, which shall be signed by the SEC chairperson and secretary. signed by the chairman and secretary of the SEC. The secretary enters the grades in the students' credit books and passes them to the chairman and members of the commission for signature.

10.5 After registration of protocols, the final protocol, the statement, marking grades in credit books, the secretary of the Commission invites students to the classroom to announce the results. The Chairman, or on his behalf a member of the Commission, announces the results of the students defending their final qualifying works. After the

announcement of the results of the defense, the Chairman of the SEC explains to the students the procedure for appeal.

10.6 The student who is late for the defense of the final work for a valid reason, confirmed by documentation, is allowed before the defense, if the Commission at the time of his arrival in the classroom has not proceeded to the announcement of the results of the state certification test.

10.7. Upon completion of the defense of graduate qualification works secretary transfers to the appropriate academic office credit books of students, statements, to the graduating department - graduate qualification works, copies of statements, completed by students forms of oral answer sheets and other related materials.

10.8 After completion of the state final attestation, the chairman of the state examination commission, within 14 calendar days presents a report on the results of the state final attestation to the head of the department for the relevant direction of training (speciality). The reports of the chairmen of the state examination commissions are approved at the meeting of the Academic Council of the Academy, stapled and submitted to the Academy archive.

10.9 The minutes of the meetings of the State Examination Commission and the final protocol shall be stapled and submitted to the Academy archive.

## **11. EVALUATION CRITERIA FOR THE STATE FINAL CERTIFICATION**

11.1 Evaluation criteria for final qualification works and state examinations are determined in accordance with the fund of evaluation means of the programme of state final attestation of graduates.

## **12. CONDUCTING REPEATED STATE FINAL CERTIFICATION**

12.1 Students who have not passed the state final attestation due to failure to attend the state attestation test for a valid reason (temporary disability, performance of public or state duties, summons, transport problems, etc.) have the right to pass it within 6 months after the completion of the state final attestation. The learner must submit a document confirming the reason for his/her absence.

12.2. Students who have not passed the state attestation test in connection with failure to attend the state attestation test for an unjustified reason or in connection with the receipt of a grade ‘unsatisfactory’, shall be expelled from the Academy with the issuance of a certificate of study as not having fulfilled the obligations to conscientiously master the educational programme and implementation of the curriculum.

12.3 The person who failed to pass the state final attestation for an unjustified reason or received unsatisfactory results at the state final attestation has the right to pass the state final attestation again, but not earlier than 10 months and not later than 5 years after the term of the state final attestation, which was not passed by the student.

12.4 Repeated state final attestation tests for one person can not be assigned by a higher education institution more than 2 times on the educational programme, which he mastered in the Academy.

12.5 To repeat the state final attestation, the person shall be reinstated in the Academy upon his/her application for the period of time established by the Academy, but not less than the period of time provided by the calendar academic schedule for the state final attestation on the relevant educational programme.

12.6 At the repeated passage of the state final attestation at the request of the student, the decision of the organisation, he can be set a different topic of the final qualifying work.

12.7 Additional meetings of state examination commissions are organised by the heads of graduate departments with the consent of the chairman of the state examination commission and all members of state examination commissions approved for the current calendar year. If the terms of the state examination commissions for the current calendar year has ended, the reinstated student passes state certification tests to a new composition of state examination commissions.

### **13. PECULIARITIES OF THE STATE FINAL ATTESTATION FOR INDIVIDUALS WITH DISABILITIES**

13.1 For students with disabilities the state final attestation is conducted by the organization taking into account the peculiarities of their psychophysical development, their individual capabilities and state of health (hereinafter - individual features).

13.2 When conducting the state final attestation, compliance with the following general requirements is ensured:

- conducting the state final attestation for disabled persons in the same classroom together with students who are not disabled, if it does not create difficulties for disabled persons and other students in passing the state final attestation;
- presence in the classroom assistant (the number of assistants in the audience is determined in accordance with the amount of technical assistance needed to students), providing students with the necessary technical assistance taking into account their individual characteristics (to take a workplace, to move, to read and draw up the task, to communicate with the chairman and members of the state examination commission, teachers conducting pre-defense, pre-examination consultation);
- the use of technical means necessary for disabled learners  
use of technical means necessary for students with disabilities in passing the state final attestation taking into account their individual characteristics;
- ensuring the possibility of unhindered access of disabled students to classrooms and other rooms, as well as their stay in these rooms (availability of ramps, widened doorways, lifts, in the absence of lifts the classroom should be located on the ground floor, the availability of special chairs and other devices).

13.3 All local normative acts of the Academy on the issues of conducting the state final attestation are brought to the attention of students with disabilities in an accessible form.

13.4 On the written application of a student with disabilities the duration of the state certification test can be increased in relation to the established duration of its delivery:

- the duration of the state examination, conducted in writing - no more than 90 minutes;
- the duration of preparation of the student to answer the state examination, conducted in oral form - no more than 20 minutes;

- the duration of the student's speech at the defense of graduate qualification work - no more than 15 minutes.

13.5 For students with disabilities state certification tests (pre-examination counselling, pre-defense) are held in a separate room. When conducting the state attestation test in written form, the number of students in the room is no more than 12 people, when conducting the state attestation test in oral form - no more than 6 people.

13.6 If it does not create difficulties for students with disabilities in the delivery of their state attestation test (pre-defense, pre-examination consultation), it may be decided to increase the number of students with disabilities in the classroom during the state attestation test, or the state attestation test for students with disabilities in the same room with other students.

13.7 Depending on the individual characteristics of students with disabilities, the Academy shall ensure the fulfilment of the following requirements for the state final attestation:

a) for the blind:

- tasks and other materials for passing the state attestation test are made out in Braille or in the form of an electronic document, accessible with the help of a computer with specialized software for the blind, or read out by an assistant;
- written assignments are performed by students on paper in Braille or dictated to an assistant or performed on a computer with specialized software for the blind, or dictated to an assistant;
- if necessary, students are provided with a set of writing utensils and paper for writing in Braille, a computer with specialized software for the blind;

b) for the visually impaired:

- tasks and other materials for taking the state attestation test are designed in enlarged font.
- are drawn up in enlarged font;
- individual uniform illumination of not less than 300 lux is provided;
  - if necessary, students are provided with a magnifying device, it is allowed to use magnifying devices available to students;

c) for the deaf and hard of hearing, with severe speech impairments:

- the availability of sound-amplifying equipment of collective use is provided, if necessary, sound-amplifying equipment of individual use is provided to students;

At their request, state certification tests are conducted in written form; - At their request, state certification tests are conducted in written form;

d) for persons with disorders of the locomotor apparatus (severe motor disorders of the upper limbs or lack of upper limbs):

- written tasks are performed by students on a computer with specialised software or dictated to an assistant;

- at the request of students state certification tests are conducted orally.

13.8 A student with disabilities no later than 3 months before the start of the state final attestation shall submit a written application on the need to create special conditions for him/her during the state attestation tests, indicating the peculiarities of his/her psychophysical development, individual capabilities and state of health (hereinafter - his/her individual characteristics). To the statement attached documents confirming the presence of the student's individual characteristics (in the absence of these documents in the personal file of the student).

13.9 In the application the student indicates the need (lack of need) the presence of an assistant at the state attestation test, the need (lack of need) increase the duration of the state attestation test in relation to the established duration (for each state attestation test).

#### **14. SUBMISSION AND CONSIDERATION OF APPEAL APPLICATIONS ON THE RESULTS OF THE STATE FINAL ATTESTATION TESTS**

14.1. According to the results of state attestation tests, the student has the right to appeal.

14.2 The student has the right to submit a written statement to the Appeals Commission on the violation, in his opinion, the established procedure for conducting the state certification test and (or) disagreement with the results of the state final attestation (hereinafter - appeal) (Annex 1).

14.3 Appeal is filed personally by the student in the state appeal commission no later than the next working day after the announcement of the results of the state attestation test.

14.4 To consider the appeal secretary of the state examination Commission sends to the state appeal Commission minutes of the meeting of the state examination Commission, the conclusion of the chairman of the state examination Commission on compliance with procedural issues in the conduct of the state attestation test, as well as written responses of the student (if any) to consider the appeal of the state examination or graduate qualifying work, review and review (review).

14.5. Appeal no later than 2 working days from the date of submission is considered at a meeting of the Appeal Commission, to which are invited the Chairman of the State Examination Commission and the student who filed an appeal.

14.6. The meeting of the Appeal Commission may be held in the absence of the student who filed an appeal, in the case of his failure to appear at the meeting of the Appeal Commission.

14.7. The decision of the Appeal Commission is brought to the attention of the student who filed an appeal, within 3 working days from the date of the meeting of the Appeal Commission. The fact of familiarization of the student who filed an appeal, with the decision of the Appeal Commission is certified by the signature of the student.

14.8 When considering an appeal on the violation of the procedure for conducting the state attestation test, the Appeals Commission shall take one of the following decisions:

-on satisfaction of the appeal, if the information set out in it about the violations of the procedure for conducting the state attestation test of the student confirmed and affected the result of the state attestation test. If the result of the state attestation test is subject to cancellation, in connection with which the protocol on the consideration of the appeal no later than the next working day is transferred to the State Examination Commission for the implementation of the decision of the State Appeal Commission. The student is given the opportunity to pass the state attestation test within the terms established by the Academy.

14.9 When considering an appeal about disagreement with the results of the state attestation test, the state appeal commission shall make one of the following decisions: -

- to reject the appeal and keep the result of the state attestation test;

- to satisfy the appeal and to set a different result of the state attestation test.

of the state attestation test.

14.10. The decision of the State Appeal Commission shall be transmitted to the State Examination Commission not later than the next working day. The decision of the State Appeal Commission is the basis for cancelling the previously issued result of the state attestation test and issuing a new result.

14.11. The decision of the State Appeal Commission is final and is not subject to revision.

14.12. Repeated state attestation test of the student who filed an appeal, is carried out in the presence of the chairman or one of the members of the state appeal commission no later than the date of completion of training in the organisation in accordance with the standard.

14.13. Minutes of the meeting of the State Appeals Commission (Appendix 2) shall be stapled into books and kept in the Academy archives.

14.14. An appeal for a repeated state attestation test shall not be accepted.

## **15. OTHER**

15.1 The validity of this Regulation shall be terminated from the moment of adoption of the new Regulation by the Academic Council and approval by the Rector of the Academy.

15.2 The change of the Academy name as well as the change of the Academy Rector shall not terminate the validity of this Regulation.

15.3. All amendments and additions to the present Regulations shall be made by the decision of the Academic Council of the Academy and approved by the Rector's order.



## Appendix 1

### Appeal statement of the student to the Appeal Commission on disagreement with the results or violation of the established procedure for conducting the state final attestation

Chairman of the Appeal Commission \_\_\_\_\_  
(full name of the student) direction of training (speciality) \_\_\_\_\_  
direction (profile, specialisation)' \_\_\_\_\_  
residing at: \_\_\_\_\_  
telephone: \_\_\_\_\_

#### Statement of Appeal

I, \_\_\_\_\_, participated in the state final attestation  
\_\_\_\_\_ (state examination, final qualifying  
work)

I ask to consider the present statement passed ‘ \_\_\_\_\_ ’ \_\_\_\_\_ 20 \_\_\_\_\_. in the field of training (specialty) \_\_\_\_\_ state examination commission № \_\_\_\_\_ in \_\_\_\_\_ (name of higher education institution) (about disagreement with the results of the SFA, about violation of the established procedure of conducting the SFA) \_\_\_\_\_ (due to the following circumstances).

Please consider this appeal application in my presence /or in the presence of a representative of the university in my presence / or in the presence of a representative \_\_\_\_\_, (full name of the legal representative)

1. Documents confirming legal representation:

\_\_\_\_\_

—

2. Documents confirming the applicant's arguments: \_\_\_\_\_

\_\_\_\_\_

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

**Appendix 2**

**MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE RUSSIAN  
FEDERATION  
FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER  
EDUCATION ‘NORTH CAUCASIAN STATE ACADEMY’**

\_\_\_\_\_

**PROTOCOL # \_\_\_\_\_  
OF THE MEETING OF THE STATE APPEAL COMMISSION FOR  
CONSIDERATION OF THE APPEAL COMPLAINT**

‘ \_\_\_\_\_ ’ \_\_\_\_\_ 20 \_\_\_\_ year from \_\_\_\_\_ hour. \_\_\_\_\_ min. to from \_\_\_\_\_ hrs. \_\_\_\_\_ min.

**Chairman of the Appeal Commission:** \_\_\_\_\_

**Members of the Appeal Commission:** \_\_\_\_\_

**The Appeal Commission has considered the appeal complaint of the student**

\_\_\_\_\_

**Areas of training (speciality)** \_\_\_\_\_

\_\_\_\_\_

**Field \ speciality** \_\_\_\_\_

**Institute(faculty)** \_\_\_\_\_

**According to the results of consideration the appeal commission**

**decided:** \_\_\_\_\_

**Brief justification of the decision** \_\_\_\_\_