



**THE MINISTRY OF SCIENCE AND HIGHER EDUCATION OF THE
RUSSIAN FEDERATION
Federal State Budgetary Educational Institution of Higher
Education
"North Caucasian State Academy"**

Regulations on the procedure of conducting 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
29.04.2020
The Protocol № 08

Approved
Rector
Kochkarov R.M.
29.04.2020

THE PROCEDURE

for conducting the State Examination and defending the final qualification paper using e-learning and distance learning technologies for educational programmes of secondary professional and higher education - bachelor's, specialist's and master's programs, additional professional and additional educational programs at a federal state budgetary educational institution of higher education "North-Caucasian State Academy"

1.GENERAL TERMS

1.1 The Procedure (hereinafter referred to as the Procedure) is designed to regulate the following carrying out of the state final attestation (carrying out of the state examination and defense of the final qualification work) on educational programs regardless of the forms of education with the use of electronic learning, distance learning, in the Federal State Budgetary Educational Institution of higher education “North Caucasian State Academy” (hereinafter referred to as the North Caucasian State Academy, NCSA, Academy) and is temporary in nature.

The procedure is developed in accordance with the legislation of the Russian Federation in the field of education:

- Federal Law No. 273-FL dated 29.12.2012 “On Education in the Russian Federation”;
- Order of the Ministry of Education and Science of Russia from 29.06.2015, No. 636 “On Approval of the Procedure for the State Final Attestation on educational programs of higher education - Bachelor's degree programs, Specialist programs and Master's degree programs”;
- Order of the Ministry of Education and Science of the Russian Federation dated August 16, 2013. No. 968 “On Approval of the Procedure for State Final attestation on educational programs of secondary vocational education;
- Order of the Ministry of Education and Science of Russia from 23.08.2017 № 816 “On the Approval of the Procedure for the application of e-learning, distance learning, and distance learning by organizations engaged in educational activities, e-learning, distance educational technologies in the implementation of educational programs”;
- Order of the Ministry of Education and Science of Russia No. 490 of 27.03.2020 “On Amendments to Some Orders of the Ministry of Education and Science of the Russian Federation” concerning the state final attestation on educational programs of higher education”;

- Order of the Ministry of Education and Science of the Russian Federation No. 1309 of 09.11.2015 “On Approval of the Procedure for Ensuring the Conditions of Accessibility of Higher Education Programs”. for disabled people ”; Order of the Ministry of Education and Science of Russia of 09.11.2015 No. 1309 ”On Approval of the Procedure for Ensuring Accessibility for Disabled People objects and services provided in the sphere of education, as well as providing them with necessary assistance”;

- Federal state educational standards of secondary vocational and higher education, providing for the possibility of conducting the State Final Exams (SFE) in a distance form;

- Regulations “On the fulfillment and defense of final qualification works in the Federal state Budget Educational Institution 'North Caucasian State Academy'”; Regulations ”On fulfillment and defense of graduate qualification works in the federal state budget educational institution of higher education Academy”;

- Regulations “On the procedure for conducting the state final certification on educational programs of higher education - 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.

Master's degree programs in the federal state budgetary educational institution of higher education “North Caucasian State Academy’.

- Regulations “On the implementation and defense of master's theses in the Federal state Budget Educational Institution 'North Caucasian State Academy'”;

1.1 The Charter of the educational organization and other local normative acts.

1.2 The purpose of the state final attestation (state examination and defense of the final qualification work) with the use of distance education technologies is to improve the quality of educational services and provision of additional opportunities for persons who need to create special conditions for passing through individual stages of the educational process.

1.3 The state final attestation (holding of the state examination and defense of the final qualification work) with the use of e-learning, distance learning technologies is held in accordance with the local normative act of the Academy, determining the procedure of the state final attestation of students.

1.4 The implementation of the state final attestation (state examination and/or final qualification defense) with the use of e-learning, distance learning is allowed in cases when a student can't be personally present at the Academy during the passing of the state final attestation, in the presence of valid reasons.

1.5 On the need to pass the state attestation tests with the use of distance learning technologies the student must inform in the statement (Appendix 1), submitted to the Rector of the Academy, with justification the need to organize and conduct the state final attestation with the use of e-learning, distance learning educational technologies (in videoconference mode) with the attachment of supporting documents specified in the statement of reasons not later than 10 days before the start of the final state attestation, not later than 10 days before the start of the final attestation.

1.6 On the basis of the student's application, about conducting state attestation tests with the use of e-learning, distance learning technologies for this student the Rector's order is released on the basis of the student's application.

1.7. For basic professional educational programs, realized exclusively with the use of e-learning, distance education technologies, the decision to conduct state attestation tests with the use of electronic learning distance learning, distance education technologies is taken for all students of these educational programs without filing applications from students. The student takes statement of his familiarization with the conditions of conducting FSA in a distance form (Appendix 2).

1.9. Technical conditions and software for conducting state attestation tests with the use of distance education technologies shall be provided by structural units of the educational organization with appropriate competencies and powers.

1.10. Necessary technical conditions for conducting state final attestation with the use of e-learning, distance education technologies for the premises in which the student is located, provides the student himself or herself

1.11. When conducting statefinal attestation in the videoconference mode, the technical means and premises used shall provide:

- identification of the identity of the learner undergoing state certification tests;
- view of the room, entrance doors;
- view of the student undergoing state attestation tests with the ability to control the materials used by him;
- quality continuous video and audio broadcast of the speech learner and members of the state examination commission;
- the possibility of demonstrating the student presentation materials during his speech to all members of the state examination commission state examination commission;
- the possibility for members of the state examination commission to ask questions, and for the student undergoing the state certification tests, answer them both in the process of passing the state examination and in the process of defense of graduate qualification work;
- possibility of prompt restoration of communication in case of technical failures of communication channels or equipment.

1.12. Members of the state attestation tests conducted in the videoconference mode:

- chairman and members of the state examination commission,
 - secretary of the state examination commission;
 - the student undergoing the state final attestation;
- technical staff.

1.13. In case of technical failures in the work of equipment and (or) communication channel, preventing the state final attestation, the chairman of the state examination commission has the right to postpone the state certification test to another time during the work of the state examination commission, about which a corresponding act shall be drawn up.

2 Technical requirements for ensuring state attestation tests with the use of e-learning, distance education technologies

2.1 Internet access speed - at least 1 Mbit/s.

2.2 Access to the videoconferencing system (service) via the Internet.

2.3. Public or closed systems (services) of videoconferencing organization that support recording of the event can be used as platforms, such as:

the system of webinars within the framework of the electronic information and educational environment of the Academy;

- videoconferencing systems based on third-party software (Skype, Viber, Viber, Skype, Viber).

software (Skype, Viber, Zoom and others).

3 Requirements to the equipment of premises for conducting state attestation tests with the use of e-learning, distance education technologies

3.1 To conduct state certification tests in the videoconference mode, rooms with regular videoconferencing equipment and access to the Internet there should be used.

3.2 The auditorium for the meeting of the state examination commission shall be equipped with:

a personal computer connected to the videoconferencing system;

-system image output to a projector (video panel);

-a camera directed at the members of the state examination commission of the state examination commission;

- microphone or microphones for members of the State Examination Commission, ensuring the flow of audio information from the members of the State Examination Commission to the student.

3.3 Equipment for videoconferencing, placed at the location of the student, passing the state final examinations, shall include:

-personal computer (laptop, tablet, mobile device) connected to the videoconferencing system;

- camera, allowing to demonstrate to the members of the state examination commission the room in which the student is located, the materials he/she uses and providing continuous broadcasting of the procedure of the state final attestation;
- microphone, providing the transfer of audio information from the student to the members of the state examination commission student to the members of the state examination commission.

4. Procedure for conducting state attestation tests with the use of e-learning, distance learning technologies

4.1 No later than one working day before the state certification tests in the videoconference mode, technical readiness of equipment and communication channels must be provided.

4.2 Identification of the student, passing the state attestation test, is carried out through the presentation of his/her passport or other identity document for review by members of the state examination commission, allowing to clearly record the photo of the student, his/her surname, name, patronymic, date and place of birth, the body that issued the document and the date of issue.

4.3 Before the beginning of the state test in the form of a state examination is checked:

-compliance with the procedure for admission of the student to pass the state certification test in the form of a state examination through e-learning, distance learning technologies;

- the absence of unauthorized individuals in the room in which the student is, by connecting a video camera that provides a view of the room;

- the surface of the student's desk, free of objects.

4.4 When conducting the state certification test with the use of e-learning, distance education technologies to provide supplementary materials to the content of the examination cards by e-mail is allowed

4.5 At the state examination, the secretary of the state examination commission draws out the examination card with remote participation of the student.

4.6 The student is given 30 minutes to prepare for the answers to the questions of the examination card. During the preparation, the camera should be directed at the student so that members of the State Examination Commission was clearly visible that he carries out the preparation independently, without using auxiliary printed or electronic materials.

4.7 After completing the training student answers the questions of the examination card and additional and/or clarifying questions of members of the State Examination Commission.

4.8 The State Examination Commission shall make a decision on the assessment at a closed session. According to the results of the state certification test in the form of a state examination is evaluated on the basis of the answers of the student.

4.9 Before the state test, in the form of defense of graduate qualification work, it is verified by compliance with the procedure for admission of the student to pass the state attestation test in the form of defense of graduate qualification work through videoconferencing.

4.10. When conducting a state certification test, in the form of defense of graduate qualification work, the student acts in the order determined by the State Examination Commission, taking into account the technical ability to maintain continuous videoconferencing.

4.11. The defense of the final qualification work is carried out taking into account the requirements established in the educational organization by local normative acts.

5. Procedure for preparing and conducting the state final attestation with the use of e-learning, distance education technologies

5.1 The Director of the Institute (Dean of Faculty) approves the schedule (date and time) of pre-defense and pre-examination consultations with the use of e-learning, distance learning technologies and informs students by placing in a personal account (portfolio).

5.2 30 days before the day of the first state attestation test, the Director of the Institute (Dean of the Faculty) by e-mail sends the schedule of attestation tests for approval to the Vice-Rector for Academic Affairs, which indicate the date and time of each student on the Internet. After approval of the schedule, the directorate is obliged to familiarize the student with the schedule.

5.3 The stages of the final qualification work are sent for verification to the supervisor, consultant, etc. by e-mail. The supervisor and a specialist of the Department of Education Quality Control checks the final qualification work for the presence of borrowings using the system of automated text checking for borrowings “Antiplagiat” ([www, antiplagiat.ru](http://www.antiplagiat.ru)). The supervisor writes a review of the final qualification work, signs it, attaches a scan copy of the Act of checking for borrowings and sends it by e-mail to the Head of the Department.

5.4 The head of the department signs the work and with the review of the supervisor, the Act of checking for borrowings sends by e-mail to the reviewer (graduate qualification works on master's and specialist programs are subject to review).

5.5. 10 days before the start of the state final attestation, supervisor must send a presentation of graduate qualification work of the student by e-mail to the head of the department.

5.6 The presentation, feedback of the supervisor, review, Act of checking for the presence of borrowings of the final qualification work, the head of the department sends by e-mail to the chairman and members of the State Examination Commission for familiarization at least 5 days before the defense of the final qualification work.

5.7 The secretary of the State Examination Commission sends the electronic version of the final statement and the examination sheet on the admission of the state examination and defense of graduate qualification works to the chairman of the SEC at least 2 days before the beginning of the SEC work. The secretary sends a scan copy of the worksheet to the members of the SEC at least 2 days before the beginning of the SEC work. Upon completion of the state final attestation, the chairman and members of the state examination commission

discuss the results of the state final attestation through videoconferencing, the chairman gives the final grade, signs and sends a scan copy of the examination report to the SEC secretary.

5.8 The secretary fills in the minutes, the final minutes of the meeting of the State Examination Commission and sends by e-mail a scanned copy of the documents in PDF format to the chairman of the SEC for signing. After signing, the chairman in the same format sends the documents by e-mail to the secretary of the SEC.

5.10. Not less than one hour before the start of the state final attestation, the head of the department submits to the Teaching and Methodological Department (e-mail umu_kchgta@mail.ru) links to the videoconference to pass the state final attestation of students.

5.11. The head of the department within 14 calendar days after the end of the state final attestation, by e-mail sends a file containing an electronic copy of the text of the Final qualification work (the electronic version is provided in rtf, doc, docx, txt, pdf formats), to the Library and Publishing Center for placement in the electronic library system of the Academy.

6. Procedure for final attestation with the use of e-learning, distance education technologies for additional professional and educational programs

6.1 Final attestation on additional professional and educational programs with the use of e-learning, distance learning technologies is held in accordance with the local normative act of the Academy, determining the procedure of final attestation of students.

6.2 The general procedure of the final attestation corresponds to the procedure of the state final attestation in the Academy, and is conducted in accordance with the general requirements for the procedure of the state final attestation with the use of e-learning, distance education technologies in the Academy. The general procedure for conducting final attestation is based on the requirements similar to the requirements governing the procedure of the state final attestation

(state examination and defense of the final qualification work) for basic educational programs, regardless of the forms of education.

Namely:

- technical requirements for the provision of final attestation with the use of e-learning, distance education technologies;
- requirements to the equipment of premises for final attestation with the use of e-learning, distance education technologies;
- procedure for final attestation with the use of e-learning, distance education technologies;

7. Submission and consideration of appeal applications on the results of SFA with the use of e-learning, distance education technologies

7.1 According to the results of state attestation tests student has the right to appeal. Appeal is filed no later than the next working day after the announcement of the results of the state certification test. The student sends by e-mail a scanned copy of the statement (Appendix 3) in PDF format to the secretary of the appeal committee on the violation, in his opinion, the established procedure for conducting the state attestation test and (or) disagreement with the results of the state final attestation (hereinafter - appeal).

7.2 To consider the appeal secretary of the SFA sends by e-mail scan copies of PDF documents (minutes of the meeting of the SEC, the report of the Chairman of the State Examination Commission on compliance with procedural issues in the conduct of the state attestation test, written responses of the student (if any) to consider the appeal of the state examination, or graduate qualification work, feedback and review to consider the appeal of the defense of graduate qualification work

7.3 Through videoconferencing, no later than 2 working days from the date of submission of the application, at the meeting of the Appeal Commission invited the chairman of the SEC, the student who filed an appeal, the chairman and members of the Appeal Commission and discuss the received application, consider all submitted materials, video and audio recording.

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

- on the rejection of the appeal, if the information set forth in it about violations of the procedure for conducting the state attestation test of the student is not confirmed and (or) did not affect the result of the state attestation test;

on satisfaction of the appeal, if the information set forth in it the admitted 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 annulment, in connection with which the protocol on the consideration of the appeal no later than the next working day is transferred by e-mail to the state examination commission to implement the decision of the state appeal commission. The student is given the opportunity to pass the state attestation test in the terms established by the Academy.

7.5 When considering the appeal of 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 put another result of the state attestation test. The decision of the state appeal commission no later than the next working day is transmitted by e-mail to the state examination commission. The decision of the State Appeals Commission is the basis for the annulment of the previously exhibited result of the state attestation test and the issuance of a new result.

7.6. Scan copy of the decision of the Appeal Commission in PDF format by e-mail Secretary sends the student who filed an appeal, within 3 working days from the date of the meeting of the Appeal Commission. The student who appealed familiarized with the decision of the Appeal Commission, signs and sends a scan copy in PDF format by e-mail to the Secretary of the Appeal Commission.

7.7. The decision of the State Appeal Commission is final and is not subject to review.

7.8. Repeated state attestation test of the student who filed an appeal, through videoconferencing, is carried out in the presence of the Chairman or one of the members of the State Appeals Commission no later than the date of completion of training in the organization in accordance with the standard.

7.9. Minutes of the meeting of the State Appeals Commission are signed with an electronic signature or on paper with the subsequent transformation into an electronic image of the document by scanning, or photographed by the Secretary of the State Appeals Commission.

7.10. An appeal for a repeated state attestation test is not accepted.

8. Other

8.1 This Procedure shall come into legal force from the date of its adoption by the Academic Council and approval by the Rector of the Academy and shall be valid for the period of preventive measures related to the threat of coronavirus infection.

8.2 The change of the Academy name, as well as the change of the Academy Rector shall not terminate this Procedure.

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

8.4 In everything that is not regulated by the present Procedure, the Directorate (Dean's Office) and the Department shall be guided by the norms of the current legislation of the Russian Federation

To the Rector of the Federal State Budgetary Educational Institution of Higher Education NCSA” _____ student(s)

course _____ form of education _____

specialty/training direction _____

_____ Surname, first name, patronymic

_____ Place of residence _____ Tel:

Application

I ask for permission to allow me to pass the final state attestation by means of using e-learning, distant educational technologies for the reason of

1. I have been notified about the need to present my passport for identification.
_____ (signature) _____ (date)

2. I confirm that I am provided with all equipment necessary for this purpose, namely:
- personal computer;
- scanner / camera with a resolution of at least 3 MP; - headphones (or speakers);
- web-camera with built-in or external microphone

3. I confirm that the PC by means of which I assume to pass the state final attestation:
- is connected to the Internet at a speed of not less than 1 Mbit/s; - a browser with AdobeFlashPlayer support is installed.
_____ (signature) _____ (date)

4. I confirm that the PC, by means of which I intend to take the final certification, meets all the system requirements specified in the annex to the application.
_____ (signature) _____ (date)

5. I confirm that I have been warned that in case it is impossible to establish an Internet connection within 15 minutes on the day and time established by the schedule of the state final attestation, these events will be postponed to another day provided by the schedule of the State Final Attestation.

_____ (signature) _____ (date)

6. I confirm that I have been warned that in case I am unable to establish an Internet connection within 15 minutes on the day and time re-scheduled for the SFA, I am obliged to provide a document confirming the impossibility of removing the obstacles to the establishment of connection on my part (an official letter from the Internet provider and an Internet access contract). If I fail to provide the document within 5 working days (after the date of retaking the SFA), I am warned of expulsion for failure to attend the SFA for an unjustified reason. _____ (signature) _____ (date)

7. I am familiarised with the procedure for conducting the SFA and agree that if I fail to comply with the terms of this procedure, I will be expelled as having failed to pass the state final attestation. _____ (signature) _____ (date)

Appendix 2

To the Rector of the Federal State Budgetary Educational Institution of Higher Education NCSA” _____ student(s)

course _____ form of education _____

specialty/training direction _____

_____ **Surname, first name,**

patronymic _____ Place of residence

_____ **Tel:**

Application

I am informed about passing the state final attestation with the use of e-learning, distance education technologies for the reason

_____.
1. I have been notified about the need to present my passport for identification.

_____ (signature) _____ (date)

2. I confirm that I am provided with all equipment necessary for this purpose, namely:

- personal computer;
- scanner / camera with a resolution of at least 3 MP; - headphones (or speakers);
- web-camera with built-in or external microphone.

_____ (signature) _____ (date)

3. I confirm that the PC by means of which I assume to pass the state final attestation:

- is connected to the Internet at a speed of not less than 1 Mbit/s; - a browser with AdobeFlashPlayer support is installed.

_____ (signature) _____ (date)

4. I confirm that the PC, by means of which I intend to take the final certification, meets all the system requirements specified in the annex to the application.

_____ (signature) _____ (date)

5. I confirm that I have been warned that in case it is impossible to establish an Internet connection within 15 minutes on the day and time established by the schedule of the state final attestation, these events will be postponed to another day provided by the schedule of the State Final Attestation.

_____ (signature) _____ (date)

