

APPROVED
by HSE University Academic
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**Regulations on Final State Certification of
Students in Bachelor's, Specialist and Master's Programmes at
National Research University Higher School of Economics**

DEFINITIONS AND ABBREVIATIONS

1. The **Regulations** refer to the Regulations on Final State Certification of Students in Bachelor's, Specialist and Master's Programmes at National Research University Higher School of Economics;
2. **HSE University / the University** refers to National Research University Higher School of Economics;
3. **FSC** refers to final state certification;
4. A **state examination** is a form of FSC;
5. The **State Examination Board** (hereinafter the "SEB") shall be established for holding the FSC;
6. The **Local State Examination Board** (hereinafter the "local SEB") shall be established for holding respective state examinations;
7. The **Presidium of the State Examination Board** (the "SEB Presidium") refers to the state examination board, which has been established for tallying FSC results for all state examinations;
8. **AC** refers to the Appeals Committee;
9. A **thesis** means a final graduation paper;
10. **LMS** ("Learning Management System") refers to a corporate environment for virtual learning at HSE University;
11. **ASAV** refers to an automated system designed for use by prospective students, current learners, doctoral students and the University's own alumni;
12. **Electronic means of information transmission** refer to services and websites, enabling decisively identifiable users to interchange data;
13. **Offline format** refers to a format for conducting state certifying examinations, which relies on classroom-based interactions between students and SEB members when they are all present in the same classroom;
14. **Distance format** denotes a format for holding state examinations, which relies on interactions between students and SEB members, organized with the application of distance technologies and electronic means of information transmission, via LMS or other online systems¹, as per the decision of the relevant Academic Committee / Academic Supervisor (if there is no Academic Committee) of a respective degree programme;

¹ Zoom, Skype, MS Teams, Webinar, etc.

15. **Proctoring** refers to a combination of procedures that ensure identification of students and control over their progress in the completion of assignments given as components of a state examination, in order to rule out options for copying and/or cheating;
16. **Pre-examination consultation** refers to consultations for students on questions included in a programme of a state examination;
17. **Degree programme** refers to core degree programmes at the Bachelor's, Specialist and Master's level, respectively, implemented in any mode of study and offered by HSE University and/or its regional campuses;
18. A **student** refers to an individual pursuing a degree programme;
19. A **graduate** means an individual who, based on his/her FSC results, has been awarded a degree and issued a respective degree certificate, thereby confirming his/her respective qualification;
20. The **Programme Office** refers to a curriculum support unit responsible for providing support to learning processes under a given degree programme, including part-time and distant learning under undergraduate programmes, offered to students who have previously completed a vocational education or a degree programme;
21. A **programme manager** is the head of the Programme Office of a given degree programme, or a manager, responsible for ensuring support to processes related to learning processes under this programme;
22. **Regulations for Term Papers and Theses** refer to the Regulations for Term Papers and Theses Prepared by Students of the Bachelor's, Specialist and Master's Level at National Research University Higher School of Economics;
23. **Guidelines for Writing Theses** refer to standards and methodological recommendations for preparing, writing, and evaluating theses, as developed by degree programmes/groups of degree programmes pursuant to the Regulations for Terms Papers and Theses;
24. A **campus** may refer to HSE University's main campus in Moscow or any of the University's regional campuses;
25. A **faculty** means a subdivision of the University (including its regional campuses), which are engaged in the provision of degree programmes;
26. **Faculty Dean** refers to the head of a subdivision involved in the provision of degree programmes, including those offered at HSE University's regional campuses;
27. **HE FSES** refers to federal state educational standards of higher education and/or educational standards set forth by HSE University;
28. **Academic staff** refers to HSE University staff members, including faculty members and research fellows;
29. **Designated Vice Rector** is the Vice Rector for academic affairs who is charged with overseeing the implementation of HSE University's core degree programmes;
30. **The Office of the Registrar** refers to the subdivision within the Degree Programmes Office charged with organizing learning processes.

1. General Provisions

1.1. These Regulations set forth the procedures and rules for organizing and carrying out the FSC process, including the procedures for organizing the operations of SEBs and ACs, convened for holding the FSC for degree students across respective modes of study at HSE

University and its regional campuses.

1.2. The FSC is mandatory for students graduating from degree programmes.

1.3. The FSC process for HSE University's students is organized for all degree programmes accredited by the state.

1.4. Students who have fully completed the curriculum or their individual curriculum for their respective degree programme and who do have any current academic failures for the elements of their degree programmes shall be admitted to the FSC process.

1.5. The FSC may be comprised of 1 (one) or several state examinations of the following types:

1.5.1. a state examination:

1.5.1.1. a final examination in a given course²;

1.5.1.2. a final interdisciplinary examination in a given field of study (concentration) (hereinafter a "final interdisciplinary examination")³;

1.5.2. the thesis defence.

1.6. A specific list of mandatory state examinations, which are included in the FSC for students of a given degree programme, shall be determined by respective degree programmes in line with the HE FSES, as per which a given degree programme is implemented, either in the "Requirement for Programme Structure" section or in "Special Aspects of Educational Modules of the Degree Programme" in the profile of the given field of student, which, in turn, is a part of the HE FSES⁴.

1.7. The thesis defence shall be a mandatory part of the FSC process.

1.8. Should there be any exceptional circumstances, the Academic Committee / Academic Supervisor (if there is no Academic Committee) of a degree programme may recommend that the coordinating Vice Rector decide to cancel the state examination process. Such a decision must be made on the basis of a memorandum drafted by an Academic Supervisor to introduce changes / amendments to the degree programme's curriculum, which must be initiated at least 30 calendar days prior to the start of the FSC process.

1.9. The Academic Committee / Academic Supervisor (if there is no Academic Committee) of a given degree programme may decide to change the following no less than 30 calendar days before the start of the FSC process⁵:

1.9.1. the formats for holding state examinations (verbally, in writing, etc.), in comparison with the formats established earlier, unless a decision to cancel the state examination has been made;

1.9.2. the procedures for the thesis defence of Bachelor's students, namely, to cancel obligatory peer review of the Bachelor's theses⁶.

1.10. Changes to the format of state examinations shall be made by amending the programme of a respective state examination.

² Final examinations in individual courses are aimed at evaluating a student's academic progress in a given course of a degree programme and shall cover all course content, as stipulated by the respective HE FSES

³ Final interdisciplinary examinations are aimed at evaluating students' knowledge and skills attained in the course of general professional and special training. Along with requirements to the contents of individual courses, it should also cover general requirements for final year students, stipulated by the HE FSES for this field of study (concentration). Such examinations reveal and evaluate the student's theoretical base necessary for solving professional tasks and the competencies required for career development in the main focus areas of his/her chosen profession

⁴ Applicable to the HE FSES developed after the year of 2019

⁵ Should there be exceptional circumstances, the introduction of changes after the deadline specified in p. 1.9 hereof shall be permitted following a positive decision of the coordinating Vice Rector. The respective request shall be initiated by the degree programme's Academic Supervisor by way of uploading a memo to the HSE University's system for keeping electronic documentation

⁶ The peer review of Specialist and Master's theses is mandatory and hence may not be cancelled

1.11. The peer review of Bachelor's works may be cancelled by amending the Guidelines for Thesis Writing.

1.12. State examinations must be preceded by pre-examination consultations.

1.13. State examinations (all or parts thereof), as well as pre-examination consultations, may be held entirely with the application of distance education technologies

1.14. Decisions as to what technologies may be used in the course of state examinations shall be made by Faculty Deans, based on recommendations provided by the Academic Committee / Academic Supervisor (in the absence of the Academic Committee) of the given degree programme. The use of a distance format for state examinations shall be confirmed in the directive on holding the FSC. The SEB's Secretary shall be responsible for ensuring that the identities of students and SEB members who take part in the FSC remotely are identified. Proctoring technologies, along with the choice of the proctoring type, must be agreed upon with the eLearning Office.

1.15. Students shall be provided with the programmes of respective state examinations, which shall include a list of questions offered for a given state examination, as well as recommendations for preparing for state examinations, including a list of recommended sources for better preparation for state examinations, and relevant assessment criteria. Programmes for state examinations shall be brought to students' attention no later than 6 (six) months prior to the start of the FSC process. In turn, Programme Offices, within the established timeframes, shall post this information on respective degree programmes' websites on the HSE University's portal. In addition, the use of other means for the transmission of information is possible.

1.16. The criteria for theses and procedures for their composition shall be stated within the Guidelines for Writing Theses and brought to students' attention no later than 6 (six) months prior to the start of the FSC process. In turn, Programme Offices, within the established timeframes, shall post this information on respective degree programmes' websites on the HSE University's portal. In addition, the use of other means for the transmission of information is possible.

1.17. The programmes for state examinations and Guidelines for Writing Theses shall be approved by Academic Councils at faculties / Faculty Deans (in the absence of Academic Council) on the basis of the recommendations put forward by degree programmes' Academic Committees / Academic Supervisors (in the absence of Academic Committee). Approved programmes shall be posted on the HSE University's corporate portal within the timeframe, determined by these Regulations.

1.18. Abstracts to theses in Russian⁷ and English, as well as theses themselves, shall be published on the HSE University's website in accordance with the relevant University's bylaws.

1.19. The requirements for the structure and procedures for forming the SEB, procedures for the organization of the SEB operations during ongoing state examinations and defences of theses shall be established as per the Procedures for Holding the Final State Certification of Students in Bachelor's, Specialist and Master's Programmes at HSE University, which are provided in Annex 1 hereto.

1.20. The requirements to the structure and procedures for forming and holding the AC shall be determined as per the Procedures for Appeals Committees for Considering Academic Appeals Against the Results of Final State Examinations Filed by Students in

⁷ If a thesis is written in a foreign language, the abstract thereto shall be created and published in both this foreign language and English. If a thesis is in English, both the abstract and text shall be in English

Bachelor's, Specialist and Master's Programmes at HSE University, which are provided in Annex 2 hereto.

2. Completion of the FSC

2.1. Following the decision of SEB Presidium about conferring qualifications on graduates in line with their field of study (specialization) and issuing them a degree certificate confirming their degree level and qualification, as drawn up in the relevant minutes of SEB Presidium's meeting, a directive for dismissing students owing to the completion of their course of study shall be released.

2.2. No later than 8 (eight) days after the date for the completion of the FSC, as established by the academic calendar, graduates shall be provided with a degree certificate confirming their degree level and qualification (Bachelor's diploma, Bachelor's diploma with Honours, Specialist diploma, Specialist diploma with Honours, Master's diploma, or a Master's diploma with Honours).

2.3. Degree certificates with Honours shall be issued provided that the following requirements are satisfied:

2.3.1. all grades listed in the diploma supplement for courses / modules and internships are "Excellent", "Good" or "Pass";

2.3.2. all grades for the FSC are "Excellent";

2.3.3. the proportion of "Excellent" grades listed in the diploma supplement, including those for the FSC, shall come to at least 75% of the total grades, with the exception of "passing" grades, listed in the diploma supplement.

2.4. Upon the completion of the operations on the part of the SEB and SEB Presidium, but no later than December 31 of the current academic year, faculties' Academic Councils shall provide the floor to a presentation of the report on the relevant SEB's operations and activities.

3. Procedures for FSC Retakes

3.1. Students who have been absent from a state examination without a valid excuse or who have received an unsatisfactory grade shall not be admitted to the next final state examination and shall be dismissed owing to the failure to carry out their obligations to master their respective degree programme with due diligence and complete the relevant curriculum.

3.2. Students who have not passed the FSC, owing to their absence from a final state examination, owing to a valid excuse, shall be eligible to complete the FSC within 6 (six) months after the end of the FSC⁸ and not be subject to dismissal from the University.

3.3. Students who have not passed 1 (one) final state examination owing to a valid excuse, shall be admitted to the next final state examination (if any).

3.4. Valid excuses for absences from final state examinations shall include the following:

3.4.1. illness, as confirmed by a medical certificate on official letterhead, submitted to the Programme Office on the day when the student is allowed to return to studies⁹;

⁸ Starting from the date when the FSC process ends, as established by the Academic Calendar

⁹ Subject to the presence of valid excuses, which have prevented a student from submitting a medical certificate by the established deadlines, it is possible to send a copy thereof to the programme office of one's degree programme via corporate e-mail, with the subsequent submission of the certificate's original copy no later than 30 calendar days as from the completion of the established period

3.4.2. other exceptional reasons, which may have objectively hindered the student from appearing at the final state examination, as confirmed by documentary evidence¹⁰ no later than 3 (three) working days after the absence. These excuses may include the following:

3.4.2.1. an individual curriculum of a learner, who is a participant in the international academic mobility programme, which foresees later dates for the participation in the FSC, as compared to those specified in a given degree programme's curriculum;

3.4.2.2. an individual curriculum of a student, who has had the writing and defending of his/her thesis deferred to the next academic year owing to exceptional objective circumstances, which has resulted in the interruption of access to the materials, information, and equipment for completing a thesis properly;

3.4.2.3. illness or death of a close family member;

3.4.2.4. fulfilment of social or state duties;

3.4.2.5. a summons to law enforcement organs, court or other institutions, where obligatory legislation prescribes obligatory appearance if a summons is received;

3.4.2.6. transport-related difficulties (e.g., cancellation of a flight, no tickets, etc.);

3.4.2.7. force majeure circumstances, including ongoing technical problems (or those arising during a final state examination held in a distance format), which are considered as per the established procedures at HSE University.

3.5. Valid excuses do not include a student's absence from a final state examination, which is the result of work-related circumstances (e.g., business trips, working hours, with the exception of those instances outlined in pp. 3.4.2.4 of p. 3.4 of these Regulations).

3.6. With respect to the instances described in pp. 3.4.2 of p. 3.4 hereof, a decision to declare a reason for missing an examination valid shall be made by a Faculty Dean, with prior approval on the part of the respective degree programme's Academic Supervisor.

3.7. Students who have appeared at a final state examination, but decided that they would not be able to go through with the process owing to health reasons must provide notification about this before they receive their final state examination assignment / the start of the thesis defence; this shall be recorded in the local SEB's minutes with the note "Absent". A reason for missing a final state examination may be declared valid if a student provides appropriate confirmation in line with the procedures set out in pp. 3.4.1 of p. 3.4 hereof. If a student has started completing a final state examination assignment / the thesis defence process, the completed portion of a final state examination work / presented portion of the thesis defence shall be evaluated as per established programme for a state examination / assessment criteria in the Guidelines for Writing Theses. If a student has refused to continue his/her participation in a state examination process and has not completed any portion of the work, this shall be recorded with a grade of "0" in the minutes of the local SEB meeting, regardless of the submission of a medical certificate either before or after a refusal to continue his/her participation in the state examination.

3.8. If, during a period for FSC retakes, a student has failed to attend the FSC without a valid excuse, he/she shall be dismissed from HSE University for failure to fulfil their obligations to master a degree programme in good faith and complete the relevant curriculum; as such, he/she shall be issued a certificate of attendance, thus confirming the period of his/her studies.

3.9. If, during a period for the FSC retakes, within the 6 (six) months after the end of the FSC, a student has not appeared at a final state examination for a valid excuse, including

¹⁰ Ibid.

for health reasons, and has not submitted the conclusion of a medical board requesting that he/she be granted academic leave for health reasons¹¹, he/she shall be dismissed from HSE University for failure to fulfil the obligations to master a degree programme in good faith and complete a curriculum.

3.10. A student, who has not passed the FSC and has been dismissed owing to his/her failure to fulfil the obligations to master a degree programme in good faith and complete the curriculum, upon reinstatement to HSE University, they may make a second attempt to take the FSC no earlier than in the following academic year, within the timeframes, determined for the FSC process for students in their graduating year, but at least 10 months after and within 5 (five) years after the FSC, which had been previously failed by the student.

3.11. For another attempt to take the FSC, a thesis topic and/or a thesis supervisor may be changed, if the involved student so wishes.

3.12. Repeat final state examinations may not be assigned for 1 (one) individual more than 2 (two) times.

¹¹ If the student submits a conclusion of a medical board of a healthcare institution, he/she may be granted exceptional leave of absence

Annex 1
to the Regulations on Final State Certification
of Students in Bachelor's, Specialist and
Master's Programmes at HSE University

Procedures for Holding the Final State Certification of Students in Bachelor's, Specialist and Master's Programmes at HSE University

1. The SEB Structure

1.1. The Procedures on Holding the Final State Certification of Students in Bachelor's, Specialist and Master's Programmes at HSE University (hereinafter the "SEB Procedures") shall set forth the procedures for organizing and the operations and activities of state examination boards, convened to hold the FSC for students of HSE University's degree programmes of all modes of study, including those at University's regional campuses.

1.2. SEBs shall be convened to carry out the FSC.

1.3. An SEB may be established for each degree programme implemented by a faculty or for a group of degree programmes within the same degree level and/or field of study. The number of SEBs shall be determined by a decision of the faculty's Academic Council / Dean (in the absence of Academic Council). Moreover, the SEB may be formed for a group of degree programmes within the same degree level and/or field of study, implemented by different faculties. In such cases, the final decision must be agreed upon by Academic Councils / Deans (in the absence of a given Academic Council) of faculties involved in the provision of respective degree programmes.

1.4. An SEB shall bear the following functions:

1.4.1. determining if a student's training is in line with the HE ES criteria;

1.4.2. reaching decisions on awarding a degree and issuing a degree certificate to a graduate based on his/her FSC results;

1.4.3. developing recommendations based on the results of the SEB's activities in order to improve student training and instruction.

1.5. The SEB's chairperson must be appointed no later than December 31 of the year preceding the FSC process. He/she must be nominated from among persons who are not employed at HSE University. Furthermore, they must hold a postdoctoral degree (Doctor of Sciences), PhD, and/or an academic title of professor, or be recognized as leading experts / representatives of employers / professional associations in respective professional fields (hereinafter referred to as "professionals"). Furthermore, SEB chairpersons must be approved as per the HSE University Rector's directive, upon the recommendation of the faculty Academic Councils / Deans (if Academic Council is absent). The Office of the Registrar shall be responsible for preparing a consolidated proposal with a list of potential candidates for the SEB chair position for subsequent approval.

1.6. In order to replace an already appointed SEB chairperson and/or supplement the list of SEB chairpersons, when an earlier approved chairperson is unable to take part in SEB meetings, the Academic Council / Dean of a given faculty (in the absence of an Academic Council) must propose another candidate and thusly forward a proposal to the Office of the Registrar. The Office of the Registrar shall then introduce changes to the relevant directive for the current calendar year.

1.7. The proportion of professionals¹ (including the SEB chairperson) to the total number of SEB members must come to at least 50% (fifty per cent).

1.8. The SEB's authority shall be valid up until the end of the calendar year when its membership is finally approved.

1.9. Several local SEBs may be formed from the SEB's members in order to hold the FSC for a particular degree programme, in accordance with the list of state examinations included in the FSC for students taking part in the programme in question:

1.9.1. a local SEB for holding a final exam on an individual course;

1.9.2. a local SEB for holding a final interdisciplinary exam in a field of study;

1.9.3. a local SEB for the thesis defence.

1.10. Upon the decision of a faculty's Academic Council/Dean (in the absence of the Academic Council), several local SEBs may be organized for a single state examination.

1.11. A local SEB must include at least 5 (five) members, including its chairperson. The share of professionals in the total number of the local SEB members (including the local SEB's chairperson) must come to at least 50% (fifty percent). Other local SEB members shall be appointed from among the HSE University's academic staff and/or other educational or research organizations, who hold a relevant academic title and/or an academic degree, including a PhD degree².

1.12. In order to support the work of local SEBs during the FSC period, secretaries of local SEBs shall be appointed from among the faculty's staff. This decision shall be made by the Faculty Dean no later than 1 (one) month prior to the commencement of the FSC process and approved as per the Designated Vice Rector's directive.

1.13. The secretary of the local SEB is not considered a member of this board. Instead, he/she shall take minutes of the local SEB's meetings, provide organizational support to members of the local SEB, furnish the SEB chairperson, Presidium of the SEB and the Appeals Committee (hereinafter the "AC") with necessary materials, upon their request.

1.14. Individual degree programmes may forgo the establishment of local SEBs if the number of graduation-year students under these programmes does not exceed 30 (thirty) persons. In such cases, all functions of the local SEB and those of the local SEB Presidium, which are outlined in the SEB Procedures, shall be carried out by the SEB (in line with requirements to the given local SEB's composition, as per p. 1.11 of the SEB Procedures).

1.15. SEB Presidium shall be established to summarize FSC outcomes of all state examinations.

1.16. SEB Presidium shall perform the following functions:

1.16.1. deciding on the conclusion of state examinations based on local SEBs' minutes;

1.16.2. based on the positive results of state examinations, deciding on awarding qualifications and issuing degree certificates (i.e., Bachelor's, Specialist or Master's degrees) to graduates from a given programme;

1.16.3. at the final session of SEB Presidium, which shall be held after the close of all local SEBs' meetings, drawing up the final minutes³ of the SEB meeting.

1.17. SEB Presidium shall consist of the SEB chairperson and members of local SEBs. Furthermore, SEB Presidium must include at least 5 (five) members (including the SEB chairperson).

¹ Professionals may also include HSE University's academic staff members employed at the University (as their primary place of employment, or on a part-time basis) in non-teaching positions

² The procedures for recognizing academic degrees and academic titles, as conferred in foreign countries, shall follow those outlined in respective international agreements signed by the Russian Federation, as well as Russian legislation

³ This shall serve as the grounds for issuing a directive on the dismissal of students due to the completion of their studies

1.18. SEB Presidium shall be chaired by the SEB Presidium chairperson, whose duty it is to coordinate and monitor the work of all local SEBs so as to ensure uniform standards with respect to graduation requirements. SEB Presidium chairpersons may also head one of the local SEBs, or take part in any local SEB as its member.

1.19. The SEB chairperson shall also head each local SEB, should they be established.

1.20. A secretary shall be appointed from among faculty staff in order to provide organizational support for SEB Presidium meetings. A local SEB secretary may serve as the secretary of SEB Presidium. However, the Presidium's secretary cannot be a member of SEB Presidium.

1.21. The SEB's composition, including members of local SEBs, SEB Presidium and secretaries of local SEBs and Presidium, shall be approved by the Designated Vice Rector's directive, upon the approval of the SEB chairpersons, no later than 1 (one) month before the date when the FSC process commences in accordance with the Academic Calendar. This draft directive shall be prepared by the Programme Office if the SEB is set up for an individual degree programme, or by the Deputy Dean for academic affairs if the board is established for several degree programmes.

1.22. Should a local SEB / SEB Presidium include staff members from regional campuses, the expenditures for seconding said staff members shall be covered by the host party.

1.23. The activities of HSE University's academic staff taking part in SEBs shall be considered when planning their workload. Payment for work and compensation for travel expenses, as incurred by SEB members who represent third parties, including the expenses of the SEB chairperson, shall be covered by individual faculties.

2. SEB Procedures

2.1. The FSC shall be held as per the curriculum of a given degree programme and the HSE University Academic Calendar.

2.2. SEB meetings, as well as those of local SEBs and SEB Presidium, may be held in both a face-to-face and remote format.

2.3. No later than 30 (thirty) calendar days before the first state examination:

2.3.1. the FSC schedule for degree students must be approved as per a Dean's directive on holding the FSC under a given degree programme, specifying the dates, time and format for the state examinations and pre-examination consultations, as well as lists of students assigned to particular SEBs for taking state examinations. Each student is entitled to at least 7 (seven) calendar days' interval between examinations;

2.3.2. through posting on the degree programme's homepage (site) on HSE University's corporate site (portal) and sending information to the corporate e-mail addresses / e-mail addresses of the SEB members who are not HSE University's staff members⁴, the Programme Office shall:

2.3.2.1. notify students, members and secretaries of local SEBs and ACs, as well as thesis supervisors, about the approved FSC schedule;

2.3.2.2. notify students about:

2.3.2.2.1. cancellation or changes in the format of the state examination, if this has been provided for and such decisions have been reached;

2.3.2.2.2. technological settings for each state examination taking place in a remote

⁴ Other means of transmitting information may also be used

format, including the procedure for transferring one's written work to the SEB if the state examination is to be held in writing;

2.3.2.2.3. the procedure for submitting the final version of a thesis⁵;

2.3.2.2.4. options, timeframe and procedures for submitting presentations / other materials, accompanying thesis defence, for preliminary review by SEB members⁶.

2.4. Additional rules for holding state examinations, if they are not stated in the Guidelines for Writing Theses, including examinations held with the use of proctoring services, as well as procedures for personal identification and cases when technical errors and disruptions occur, shall be approved by an Academic Committee / Academic Supervisor (if there is no Academic Committee) of a given degree programme and brought to students' attention no later than 10 (ten) calendar days before the start of examinations.

2.5. In addition to the information mentioned in pp. 2.3.2 of p. 2.3 of the SEB Procedures, the following information shall be published in a special section of the webpages (websites) of degree programmes on HSE University's corporate website (portal):

2.5.1. no later than 15 (fifteen) calendar days before the start of the first state examination:

2.5.1.1. composition of student groups for state examinations;

2.5.1.2. information on SEB chairpersons, lists of local SEB members and secretaries of local SEBs;

2.5.2. no later than 2 (two) working days before the start of the final state certification:

2.5.2.1. information about mandatory video recording of state examinations⁷;

2.5.2.2. lists of students with the start time of their state examination / thesis defence, if such a mechanism has been established for the examination process⁸.

2.6. Programme managers are responsible for publishing the information indicated in pp. 2.4 and 2.5 of the SEB Procedures on the webpages of respective degree programmes on HSE University's corporate website (portal).

2.7. Meetings of local SEBs, with respect to oral state examinations and thesis defences, must be held with at least two-thirds of their total members in attendance⁹.

2.8. At least 2 (two) members of the local SEB must invigilate written state examinations held remotely without the use of proctoring technology. The schedule may be set for members of the local board with the times when they are online. The written assignments of each student taking the state examination shall be checked in a distributed format by at least two-thirds of the local SEB's total members.

2.9. SEB meetings shall be headed by respective SEB chairpersons.

2.10. The decisions of local SEBs and SEB Presidium shall be reached at closed meetings, which must be attended by at least two-thirds of all members, by a simple majority vote of the members present, in the mandatory presence of the chairperson of the local SEB / SEB Presidium. In the event of a tied vote, the chairperson of the local SEB / SEB Presidium shall retain the right to cast a deciding vote.

2.11. The respective outcomes of any types of state examinations included in the FSC process shall be assessed on a five-point and 10-point grading scale (i.e., Excellent (8, 9, or 10 points), Good (6 or 7 points), Satisfactory (4 or 5 points) and Unsatisfactory (0, 1, 2, or 3

⁵ See p. 2.21 of the SEB Procedures

⁶ See p. 4.8 of the SEB Procedures

⁷ See p. 2.27 of the SEB Procedures

⁸ See p. 3.7 of the SEB Procedures

⁹ Hereinafter two-thirds are rounded up to the nearest integer

points))¹⁰.

2.12. Excellent, Good and Satisfactory grades hereby imply that the state examination has been passed.

2.13. Resolutions adopted by the local SEB and SEB Presidium must be fixed in meeting minutes. Templates for the meeting minutes of local SEBs with respect to state examinations are presented in Annexes 1, 2, 3 and 4 to the SEB Procedures.

2.14. Forms for meeting minutes, with respect to state examinations, shall be generated in the ASAV by programme managers no later than 2 (two) working days before the scheduled state examination¹¹. The forms for meeting minutes are available for filling and approval by a secretary and chairperson of the relevant board in LMS (hereinafter a “personal account”).

2.15. The minutes of local SEB meetings shall include lists of the questions posed to students and feedback on the answers provided, a proposed grade by a thesis supervisor, as well as the opinions of local SEB members with respect to the level of students’ preparedness for solving professional tasks, as evaluated during the state examination process. These records should also make note of any gaps identified in students’ theoretical training and practical skills.

2.16. The secretaries of local SEBs must record in the minutes the names of all local members attending the meeting.

2.17. The minutes of SEB Presidium meetings must include a list of students who have passed the FSC, along with their grades, in accordance with the minutes of local SEBs. The template for the minutes of SEB Presidium meetings is provided in Annex 5 to the SEB Procedures. In turn, the SEB secretary shall be responsible for drafting these minutes.

2.18. The minutes of local SEBs shall, by the end of the current calendar year, be printed out by the SEB secretary. Minutes shall be signed by chairpersons and secretaries of the respective local SEBs (SEB Presidium). Should the signing be unfeasible, one of the following options may be selected by a degree programme’s Academic Supervisor, at his/her discretion:

2.18.1. the secretary of the respective SEB shall send the minutes to the SEB chairperson by e-mail; the latter signs the minutes and, in turn, sends the scan of the signed minutes to the SEB secretary, who then signs them in his/her turn and stores them until the completion of restrictive measures; after the restrictions are lifted, the SEB secretary sees to it that the minutes’ original is signed;

2.18.2. all minutes shall be signed by the chairperson of SEB Presidium (SEB chairperson), who, as per the decision of a degree programme’s Academic Supervisor, has been delegated the authority to sign degree certificates issued for a degree programme’s graduates¹², and the SEB secretary (SEB Presidium)¹³.

2.19. The meeting minutes of local SEBs / SEB Presidium shall be put together in individual files (bound in books) and delivered to Programme Offices, which, in turn, shall keep them on file for 5 (five) years. Upon the expiry of the five-year period, the minutes of local SEBs’ and SEB Presidium’s meetings shall be transferred for archival storage to the

¹⁰ The results of state examinations shall be assessed pursuant to the same system as is employed for interim assessments, as set forth in the Regulations for Interim and Ongoing Assessment of Students at HSE University

¹¹ This is the prerequisite for a timely familiarization by members and secretary of the SEB for theses’ defence with the materials submitted for thesis defence (thesis, feedback, review, etc.)

¹² It is possible to sign minutes and degree certificates simultaneously

¹³ Immediately after filling the minutes on the day when a state examination takes place. All minutes may be signed by the SEB Presidium secretary as per the decision of the degree programme’s Academic Supervisor

archives of the Administration and General Services Office, as per established procedure at HSE University.

2.20. The results of oral state examinations shall be announced to students on the examination day. The results of written state examinations shall be announced to students no later than the next working day after the state examination. The outcomes of examinations may be communicated to students via corporate student e-mail, LMS, other electronic means of information transmission. Within the same timeframe as that set for announcing the results to students, programme managers too must send information on the results to students, who took part in state examinations, via LMS and/or other electronic means of communication clearly ensuring students' identification¹⁴.

2.21. Students who have passed all state examinations¹⁵ and submitted their theses in due time¹⁶ shall be admitted to take part in a thesis defence. Submission of the final thesis version shall be done only by uploading the electronic version to the module "Thesis/Term Paper" via an LMS personal account. Therefore, a hard copy of a thesis shall not be submitted by a student.

2.22. Persons who have failed to submit their work by the set deadline and hence were not allowed to progress to the thesis defence shall be dismissed from HSE University for failing to conscientiously fulfil his/her obligations to master the degree programme and complete the curriculum.

2.23. Disciplinary sanctions shall be imposed on those persons who have committed academic misconduct, as identified in the course of an obligatory check of a thesis for plagiarism¹⁷, in line with the procedures stated in Student Internal Regulations at HSE University.

2.24. During the FSC process, students cannot carry and/or use any devices for transmission of information (i.e., electronic means of communication), except for means of communication and devices necessary during examinations implemented with the use of electronic means of communication and distance learning technologies, or if the use of electronic means of communication is required by the state examination programme or Guidelines for Writing Theses¹⁸.

2.25. If any unauthorized academic and teaching material or electronic means of communication are found on a student during a state examination, or if any breach of rules for holding state examinations with the use of the proctoring technology occurs, the involved student shall receive an unsatisfactory grade (i.e., 0 on a 10-point scale), regardless of whether or not such materials (means) were used by the student when preparing his/her answer.

2.26. In cases of academic misconduct, as identified in the course of a state examination/assessment of state examination results, a student shall face disciplinary action, as pursuant to the Student Internal Regulations at HSE University.

2.27. Video recordings must be made during state examinations for all degree programmes of the faculty / individual degree programmes, in order to ensure the overall

¹⁴ The results to be announced to students in line with p. 3.20 of the SEB Procedures may be brought to students' attention by informing them about the place where this information is kept (i.e., personal LMS account)

¹⁵ With the exception of instances of a student's absence from a state examination for a valid reason (refer to p. 3.3 of the Regulations)

¹⁶ Deadlines for the submission of final versions of theses are specified in the directive on holding state examinations, but no later than 7 (seven) working days before the date of a given thesis defence

¹⁷ The procedures for conducting checks for plagiarism shall be determined in the Regulations on Checking Student Papers for Plagiarism and the Publication of Bachelor's, Specialist and Master's Theses on the HSE Corporate Website

¹⁸ The requirement to use the means of communication shall be set in Guidelines for Writing Theses, as developed by respective degree programmes, as well as the directive on holding state examinations

transparency of FSC procedures. The requirement to make a video recording must be taken into account when planning the FSC, including the planning of SEB meetings with due consideration of technologies, e.g., means for video recording. The secretaries of local SEBs shall bear responsibility for organizing video recordings¹⁹.

2.28. Video recordings may be used for decision-making purposes at meetings of SEB Presidium, AC, as well as Committee for Resolution of Education-related Disputes at HSE University. As per Russian legislation on the protection of personal data, should other parties be present in footage, video recordings shall not be provided in response to students' / graduates' respective requests.

3. Procedure for Holding a State Examination (If It Is Held)

3.1. Prior to state examinations, pre-examination consultations shall be arranged for students to cover questions included in the given state examination programme, either remotely or face-to-face.

3.2. State examinations taking place in a distance format may be held orally or in writing. The precise format for state examinations, including any combinations of the formats, as well as the possibility of holding an examination over the course of several days, shall be defined in the programme for holding state examinations²⁰.

3.3. When a state examination is held verbally or in writing, students receive examination cards with assignments, prepared in accordance with the approved state examination programme. In instances when a state examination is held remotely, the examination cards shall be forwarded to students through the use of electronic means of communication, or read out directly by an SEB member / SEB secretary. While preparing their verbal answers, students may make necessary notes in relation to each assignment.

3.4. State examinations held in writing shall be organized via LMS and/or other electronic systems.

3.5. The formats for evaluation materials used at state examinations are to be developed and approved by the Academic Committees of respective programmes or the Academic Supervisor, if there is no Academic Committee.

3.6. The Academic Supervisor of the relevant degree programme shall be responsible for checking the working capacity of the tests and other electronic assessment means employed for holding state examinations with the use of LMS and other electronic systems. This should be checked prior to the start of a state examination. In cases where over 100 students take the exam simultaneously in LMS, programme managers are required to inform HSE University's IT Office and Centre for Study Technologies and Communications of the Office of Degree Programmes of the date, time, place and number of students taking part in the examination.

3.7. If an examination is held verbally, each student shall be entitled to at least 45 (forty-five) minutes to prepare their answer. If a specific start time was assigned to a student in advance²¹, these 45 minutes shall be counted from the specified time unless special circumstances (including technical issues occurring while connecting to the electronic

¹⁹ HSE University shall be liable for processing and storing personal data of students and other persons as per Federal Law No. 152-FZ "On Personal Data", dated July 27, 2006

²⁰ Considered with amendments made

²¹ The secretary of the local SEB may determine state examinations' start times for various examinee cohorts. If this is the case, this information should be communicated to students no later than 2 (two) working days before the examination date by publishing it on the bulletin board and website of the given degree programme

system) prevent the student from starting the examination at that time. In such cases, the chairperson of the local SEB may appoint another time for the student during the examination.

3.8. While a student gives his/her answers and after it, members of the local SEB, with the permission of the chairperson, may ask him/her to provide clarifications or answer further questions²² within the scope of the examination programme.

3.9. After a student answers all questions and the chairperson declares that the examination is finished, members of the local SEB shall put down the grades for each answer given, along with a preliminary final grade, in their notes.

3.10. A total of 6 (six) academic hours are allocated for written examinations. Grades shall be given to students based on the results of examination assignments in accordance with the methodology set out in the examination programme.

3.11. After the examination is completed, the local SEB discusses the answers and/or written assignments of each student (after duly checking them) at a closed meeting, and then they shall give each student the agreed-upon final grade in accordance with the approved assessment criteria.

3.12. If members of the local SEB fail to reach a consensus in regards to a student's final grade, based on the grades individually issued by each member, the board must then approve a decision by a simple majority vote of its members who are present at the meeting, which requires the mandatory presence of the local SEB chairperson. In the event of a tied vote, the chairperson shall be entitled to cast a deciding vote.

3.13. Final examination grades on a five-point and 10-point scale should be recorded in the minutes of the local SEB meeting. These minutes must also feature a list of assignments given during the examination. In addition, the minutes must include information on the application of LMS or other electronic systems during the state examination, the format of the evaluation materials used. Furthermore, a student's failure to attend an examination shall be recorded in the minutes as well.

3.14. Technological procedures for forwarding written works completed by students taking part in written state examinations, which are held remotely, to the SEB shall be determined by a programme's Academic Supervisor and brought to the students' attention as per relevant provisions of the SEB Procedures.

3.15. Copies of written examination works shall be sent to Programme Offices by SEB secretaries and stored in electronic form until the end of the calendar year. These copies may be requested by AC when reviewing a student's appeal against his/her FSC results.

4. Thesis Defence Procedures

4.1. The forms, requirements, assessment criteria and procedures for selecting topics, deadlines and special aspects for thesis preparation at HSE University are specified in the Regulations for Term Papers and Theses, as well as the Guidelines for Writing Theses.

4.2. Programme managers shall inform thesis supervisors and referees²³ about the requirement to get acquainted via the personal LMS account in the module "Thesis/Term Paper" with theses submitted by students within the timeframe set by a degree programme, as well as a deadline for submitting a feedback / review.

4.3. A feedback / review shall be submitted by a thesis supervisor and referee by

²² Questions may be asked (repeated) in a chat (or other media)

²³ If reviewing a thesis is mandatory. Hereinafter 'thesis' means a Master's and Specialist thesis and a Bachelor's thesis, unless the decision has been made to cancel mandatory reviewing

attaching a text file or a scan of the document in the relevant LMS personal account in the “Thesis/Term Paper” module.

4.4. The content of feedback provided by a thesis supervisor and a review of a thesis must be accessible to the student in his/her LMS personal account in the “Thesis/Term Paper” module before the appointed thesis defence date²⁴, within the timeframe set in the Guidelines for Writing Theses, but no later than 5 (five) calendar day before the thesis defence, so that a student can prepare substantiated answers to the notes left by a thesis supervisor and referee in advance.

4.5. In the LMS personal account in the “Thesis/Term Paper PO” module, a programme’s manager shall monitor the execution and timeframes for students’ familiarization with feedbacks / reviews, including, if needed, provide consultations to a thesis supervisor and referee with respect to the technical features of the work in LMS modules.

4.6. Theses, feedbacks and reviews shall be accessible for reading by SEB members and an SEB secretary in a special LMS module no later than 2 (two) calendar days before the set thesis defence date. A secretary of the relevant local SEB shall bear responsibility for familiarization of local SEB members with the specified materials and informing them about the requirement to get acquainted with submitted materials. If required, he/she shall provide consultation to SEB members about the technical characteristics of LMS modules.

4.7. A thesis defence shall start with a student’s presentation on a thesis topic. The length of the presentation depends on the level of the degree programme. For instance, a presentation of a Bachelor’s thesis should take at least 15 (fifteen) minutes, whereas that of a Master’s or a Specialist’s thesis should come to at least 20 (twenty) minutes.

4.8. The student will be expected to explain key aspects of his/her thesis freely, without reading out notes. During a report on a thesis, students can use computer presentations, prepared visual graphic (e.g., spreadsheets, diagrams, figures, etc.) or other materials and/or any other materials illustrating its key features²⁵. Students are entitled to upload to the LMS personal account in the “Thesis/Term Paper” module a presentation / other materials for their thesis defence for preliminary familiarization with them by SEB members, no later than 2 (two) calendar days before the thesis defence.

4.9. After the presentation is finished, members of the local SEB shall ask the student questions concerning the topic of his/her thesis, or issues closely related thereto. In turn, the student shall be entitled to refer to their thesis when answering questions.

4.10. The presence of a thesis supervisor and/or referee at the local SEB meeting is not mandatory.

4.11. After the discussion reaches conclusion, the student shall present his/her closing remarks. In these remarks, he/she is required to respond to the notes made by the thesis supervisor and the referee, if any notes were given in the feedback or review. After the closing remarks, the student’s thesis defence process shall be deemed completed.

4.12. The local SEB shall decide on the final grade, based on the grades given by the

²⁴ Both a thesis supervisor and a referee shall be responsible for a student’s familiarization with the feedback / review. In exceptional cases, including when the granting of access to the “Thesis/Term Paper” module for a referee is not feasible, in cases whereby a referee is an external party in relation to HSE University, a programme’s manager shall bear responsibility for forwarding the thesis to the referee and for subsequent acknowledgement of the review by the student. Forwarding shall be done via the e-mail address provided by the referee, while the student’s acknowledgement of the review shall be facilitated by uploading the review to the “Thesis/Term Paper” module

²⁵ The requirements of a given degree programme with respect to the thesis defence procedure are described in the Guidelines for Writing Theses

thesis supervisor, referee, members of the local SEB, and the criteria for thesis assessment, as stipulated in the Guidelines for Writing Theses.

4.13. Grades proposed by thesis supervisors / referees (in cases whereby theses are reviewed), final grades for students' thesis defence, given on a five-point and 10-point scale, shall be recorded in the minutes of the local SEB meeting. A student's absence from his/her thesis defence shall also be documented in the minutes in the place where his/her final grade would be recorded.

Annex 1
to the Procedures for Holding the Final State
Certification of Students in Bachelor's, Specialist
and Master's Programmes at HSE University
for verbal state examinations

**National Research University
Higher School of Economics**

Minutes of Local SEB Meeting in regards to administering

No. _____

_____ , 20____
from _____ h. _____ min. to _____ h. _____ min.

Student of the _____ (year of study)

degree programme _____

level _____

field of study/concentration _____

(code and title of field of study/concentration)

faculty _____

(last name, first name, patronym/middle name - if any)

Systems (means) for holding the FSC _____

Board members:

	Academic Degree	Position	Subdivision	Last name, first name, patronymic/middle name (if any)	Recommended grade on a 10-point scale (figures/ words)	Present at the meeting (specify)
Chairperson						
Members						
Secretary						

No. of examination card
(if applicable) _____

Assignments:

1. _____
2. _____
3. _____

Additional questions (if applicable):

2.

Grade: _____ / _____
grade on a 10-point scale (figures) *grade on a five-point scale (words)*

(signature)

(last name, initials)

(signature)

(last name, initials)

Annex 2
to the Procedures for Holding the Final State
Certification of Students in Bachelor's, Specialist
and Master's Programmes at HSE University
for written state examinations

**National Research University
Higher School of Economics**

Minutes of Local SEB Meeting on

No. _____

“ _____ ” , 20____
from _____ h. _____ min. to _____ h. _____ min.

Student of the _____ (year of study)
degree programme _____
level _____
field of study/concentration _____
(code and title of field of study/concentration)

Faculty _____

(last name, first name, patronym/middle name
- if any)

Systems (means) for holding the FSC _____

Board members:

	Academic Degree	Position	Subdivision	Last name, first name, patronymic/middle name (if any)	Recommen- ded grade on a 10- point scale (figures/ words)	Present at the meeting (specify)
Chairperson						
Members						
Secretary						

No. of examination card
(if applicable) _____

Assignments:

1. _____
2. _____
3. _____

Description of the student's answers:

The opinion of the Board's Chairperson and members about the student's level of preparedness for solving professional tasks, as well as any deficiencies in his/her theoretical and practical training, as identified during the examination:

Grade:

grade on a 10-point scale (figures)

/

grade on a five-point scale (words)

Chairperson

(signature)

(last name, initials)

Secretary

(signature)

(last name, initials)

Annex 3
to the Procedures for Holding the Final State
Certification of Students in Bachelor's, Specialist
and Master's Programmes at HSE University
for examinations held using online formats

**National Research University
Higher School of Economics**

Minutes of Local SEB Meeting in regards to administering

No. _____

“ _____ ” , 20____
from _____ h. _____ min. to _____ h. _____ min.

Student of the _____ (year of study)
degree programme _____
level _____
field of study/concentration _____
(code and name of field of study/concentration)

faculty _____

(last name, first name, patronym/middle name - if any)

Systems (means) for holding the FSC _____

Board members:

	Academic Degree	Position	Subdivisi on	Last name, first name, patronymic/middle name (if any)	Recommende d grade on a 10-point scale (figures/ words)	Present at the meeting (specify)
Chairperson						
Members						
Secretary						

Examination format
(testing/other) _____

No. of assignments/tests, offered to the student: _____

(if applicable)

Description of the student's answers:

Opinion of the Board's Chairperson and members about the student's level of preparedness for

solving professional tasks, as well as any deficiencies in his/her theoretical and practical training, identified during the _ examination:

[illegible]

/

grade on a 10-point scale (figures) *grade on a five-point scale (words)*

Secretary

(signature)

(last name, initials)

(signature)

(last name, initials)

Annex 4
to the Procedures for Holding the Final State
Certification of Students in Bachelor's, Specialist
and Master's Programmes at HSE University

**National Research University
Higher School of Economics**

Minutes of Local SEB Meeting on the thesis defence

No. _____

“_____”
from _____ h. _____ min. to _____ h. _____ min.

Student of the _____ (year of study)
degree programme

(title of degree programme)

level _____
field of study/concentration

(code and title of field of study/concentration)

faculty _____

(last name, first name, patronym/middle name - if any)

Systems (means) for holding the FSC _____

Board members:

	Academic Degree	Position	Subdivision	Last name, first name, patronymic/middle name (if any)	Recommended grade on a 10-point scale (figures/ words)	Present at the meeting (specify)
Chairperson						
Members						
Secretary						

Thesis topic (in Russian):

Thesis Supervisor

(academic degree)

(position)

(subdivision)

(full name)

The following have been submitted to the Board (if received in an electronic form, please specify how

this was received and where it is stored):

Thesis	on	_____	pages
Supervisor's feedback	on	_____	pages
Review	on	_____	pages
Review (if applicable)	on	_____	pages

Thesis Supervisor's conclusions:

Thesis Supervisor's recommended grade

grade on a 10-point scale (figure)

grade on a five-point scale (words)

Referee's/(s') conclusions (if applicable):

Referee's/s' recommended grade (if applicable)

grade on a 10-point scale (figure)

grade on a five-point scale (words)

After the report on the completed thesis, the following questions were posed to the student:

1. _____

2. _____

3. _____

Description of the student's answers:

Opinion of the Board's Chairperson and members of the student's preparedness for solving professional tasks and any deficiencies in his/her practical and theoretical training, as identified in the course of thesis defence:

The Board's decision:

Hereby, acknowledge that the
student

(last name, first name, patronymic/middle name – if any)

has prepared and defended his/her thesis
for the grade:

grade on a 10-point scale (figures)

grade on a five-point scale (words)

Chairperson

(signature)

(last name and initials)

Secretary

(signature)

(last name and initials)

Annex 5
to the Procedures for Holding the Final State
Certification of Students in Bachelor's, Specialist
and Master's Programmes at HSE University

**National Research University
Higher School of Economics**

(faculty)

Minutes of the Final SEB Presidium's Meeting
No. _____

on awarding the qualification _____

(title of qualification)

to graduates who have completed studies under a core degree programme

(title of degree programme)

Level _____

Field of study/concentration

(code and title of field of study/ concentration)

and final state certification

“ _____ ” 20 _____

Systems (means) for holding the FSC

SEB Presidium members:

	Academic Degree	Position	Subdivision	Last name, first name, patronymic/middle name (if any)	Present at the meeting (specify)
Chairperson					
Members					
Secretary					

Agenda Item:

_____ on Awarding the Qualification

(last name and initials)

(qualification)

to students of the following field of study/concentration

(code and title of field of study/concentration)

who have passed final state certification.

Resolution:

1. Hereby acknowledge that the students have fully completed the curriculum of the core degree programme in field of study/concentration

(code and title of field of study/concentration)

and passed state examinations with positive grades (see the attachment hereto).

2. Approve minutes of the SEB/local SEB meeting(s) *(underline as appropriate)*:

No. of minutes for state examination results (if appropriate)

from № _____ until № _____

No. of thesis defence minutes

from № _____ until № _____

3. Award the qualification as follows

_____ *(title of qualification)*

in field of study/concentration

_____ *(code and title of field of study/concentration)*

to the following students:

No.	Last name, first name, patronymic/middle name – if any
1.	

4. Issue the student the following documents confirming the awarded degree and qualification:

No.	Last name, first name, patronymic/middle name – if any	Diploma type
1.		

Chairperson

_____ *(signature)*

_____ *(last name and initials)*

Secretary

_____ *(signature)*

_____ *(last name and initials)*

**Procedures for Appeals Committees for Considering Academic Appeals Against
the Results of Final State Examinations Filed by Students in Bachelor's,
Specialist and Master's Programmes at HSE University**

1. General Provisions

1.1. The Procedures for Appeals Committees for Considering Academic Appeals Against the Results of State Examinations Filed by Students in Bachelor's, Specialist and Master's Programmes at HSE University (hereinafter the "AC Procedures") shall determine the procedures for organizing the operations and activities of ACs, which have been created for considering appeals against FSC results filed by degree students in all modes of study at HSE University, including its regional campuses.

1.2. Students retain the right to appeal the results of state examinations. FSC outcomes may be annulled as per the decision of the relevant AC. Students shall be informed about the procedures for submission and review of appeals at least 6 (six) months before the start of the FSC process.

1.3. the Programme Office shall bring to the notice of students, AC members and chairperson the following information, through the posting of relevant information on the respective degree programme's webpage (site) on the HSE University's portal¹:

1.3.1. at least 6 (six) months before the start of the FSC under a respective degree programme – a link to the AC Procedures;

1.3.2. at least 30 calendar days before the day for the first state examination, information about the AC's composition; about the AC chairperson, including his/her contact details / working hours and location; procedures for filing appeals² and the acknowledgement of the AC minutes³; the AC secretary's working hours and location, and procedures for filing appeals.

1.4. Video recordings of SEB meetings may be used for the purposes of making decisions during AC meetings.

2. The AC Structure

2.1. ACs, which operate throughout a calendar year, shall be set up to handle student appeals against FSC outcomes.

2.2. An AC shall be formed for settling matters regarding appeals submitted by students of an individual faculty. As per the decision of the respective faculty Academic Council / Dean (in the absence of the Academic Council), ACs may be established for each degree programme / group of degree programmes or field of study/concentration, or several fields of study/concentrations. The Academic Supervisor of a given degree programme shall propose candidates to the AC if it has been decided to establish an AC for each of the faculty's degree programmes, or by the Deputy Dean in charge of academic affairs if it has been

¹ Other means for transmission of information may also be used

² A link to the procedures for filing appeals if they are published on the faculty's webpage (refer to p. 3.2 of the AC Procedures)

³ Refer to p. 3.10 of the AC Procedures

decided to create an AC for a group of degree programmes, as well as for a field of study/concentration, or several fields of study / concentrations.

2.3. An AC must include at least four (4) members from among the academic staff of a given faculty, who do not sit on the SEBs for the faculty's degree programmes. One of the AC members shall be appointed as its chairperson, as per the HSE University Rector's directive. As per the decision of the AC chairperson, a representative of the student council of the given faculty may be invited to take in the AC meeting (provided that this student is not in his/her graduation year).

2.4. The AC's composition and secretary⁴, who should not be considered its member, must be approved by the directive of the designated vice rector no later than 1 (one) month before the start date of the FSC process. This directive shall be drafted by the Programme Office if an AC has been established for degree programmes supported by this Programme Office, or by the Deputy Dean in charge of academic affairs if an AC has been created for degree programmes supported by different Programme Offices, as well as for a given field of study / concentration, or several fields of study / concentrations.

2.5. It is the duty of the chairperson to organize and supervise the work of the AC, as well as request materials necessary for its work. If required, they may also invite experts from among HSE University's academic members and/or representatives of other organizations engaged in professional activities related to the given field of study of a respective degree programme (other than members of the AC and the SEB whose results have been appealed by a student and presented for review by the AC).

3. Procedures for Organizing and Holding Appeals Reviews

3.1. Students are entitled to submit appeals to the AC as a motivated statement, made in writing. Grounds for making an appeal may be as follows:

3.1.1. a violation, in a student's opinion, of the established procedure for state examination or thesis defence;

3.1.2. if a student disagrees with the results of the state examination.

3.2. A student must file appeals to the AC either in person or by sending an application from his/her corporate e-mail no later than the next working day after the announcement of state examination results. The procedure for appeals submission, along with information about the AC secretary and his/her contact details, should be published on the respective webpage (site) of the faculty or degree programme.

3.3. The AC secretary must record incoming appeals in the register⁵, specifying the date when an appeal is received and the student's full name, as well as registering the officer's position and last name.

3.4. In order to consider an appeal, the local SEB secretary, at the request of the AC chairperson, shall submit the following materials to the committee:

3.4.1. the minutes of the local SEB meeting and the opinion of the local board's chairperson in regards to compliance with state examination procedures, if an appeal has been filed on grounds that violations had been committed during the examination procedure;

3.4.2. written examination assignments completed by the student (if any), for considering his/her appeal with respect to established state examination procedure;

3.4.3. a report generated in the LMS / another electronic system with respect to

⁴ May act as a secretary of the local SEB and/or secretary of SEB Presidium at the same time

⁵ The register may be maintained depending on the formation of the AC, as described in p. 2.2 of the AC Procedures. An electronic register may be maintained

test/state examination results generated in any other electronic form (if any);

3.4.4. video recordings of the state examination (if any).

3.5. An appeal shall be considered at the AC meeting, which will be held either face-to-face or remotely, within 2 (two) working days after the was filed. The local SEB's chairperson and the student who filed the appeal are invited to join the meeting. If the student does not attend the meeting, it can be held in his/her absence.

3.6. AC meetings must be held in presence of at least two-thirds of its total members. When the AC members discuss and make their final decision, the local SEB chairperson and a student shall leave the AC meeting, or be removed from the videoconference by the secretary.

3.7. The committee's decisions shall be approved by a simple majority vote of members present at the meeting. In the event of a tie vote, the chairperson shall be entitled to cast a deciding vote.

3.8. The minutes of AC meetings, which shall be made by the AC secretary, should include a list of the questions presented to the student and a brief summary of his/her answers, as well as the local SEB chairperson's opinion with respect to the grounds for the appeal provided by the student in his/her statement. Decisions made by the AC shall be recorded in the meeting minutes and accompanied by substantiated conclusions. The template for the AC minutes is provided in Annex 6 to the AC Procedures.

3.9. AC meeting minutes shall be printed out by the AC secretary and signed by both its chairperson and secretary. Should the signing be unfeasible, the AC secretary shall send the minutes to the AC chairperson by e-mail; the AC chairperson, in turn, shall sign the minutes and forward the scanned copy of the signed minutes to the AC secretary, who shall then sign the minutes him/herself and ensure its storage until the restrictive measures are lifted.

3.10. Within 3 (three) working days after the date of the AC meeting, the relevant decision on the student's appeal shall be communicated to the student by the committee's secretary⁶. The student must be familiarized with the AC minutes either in person or by sending him/her its scanned copy signed as per p. 3.9 of the AC Procedures to the student's corporate e-mail. The copy of the minutes shall be accompanied by information about the deadline and procedure for reading it. The student must familiarize him/herself with the AC minutes. His/her acknowledgement of the AC decision on his/her appeal shall be confirmed either in person or in the student's response sent to the AC secretary no later than the next working day after the dispatch of the minutes, with the express indication that the minutes have been received by the student. Otherwise, he/she shall draw up a statement about the refusal to read the minutes (which shall be attached to the minutes), which shall then be signed by the AC chairperson (or one of AC members present at the meeting) and secretary him/herself⁷.

3.11. No later than the end of the calendar year, AC meeting minutes (including attachments thereto) shall be bound in books and presented to relevant subdivisions⁸, which

⁶ If needed: via corporate student e-mail or the LMS, with a mandatory reminder to confirm their acknowledgement of the minutes (personally or electronically)

⁷ The procedure for its signing may be analogous to that in place for AC minutes; please see p. 3.9 of the AC Procedures

⁸ If an AC has been established for each degree programme / a group of degree programmes administered by a single Programme Office, the latter shall be responsible for the storage of minutes; if the AC has been established for a group of degree programmes administered by several Programme Offices, as well as with respect to a range of fields of study/concentrations, the subdivision responsible for the storage of minutes shall be determined by the Deputy Dean for academic affairs

shall ensure their safekeeping for 5 (five) years. Thereafter, the minutes shall be stored in the archives of the Administration and General Services Office.

3.12. Upon consideration of an appeal, the AC shall make 1 (one) of the following decisions:

3.12.1. to reject the appeal if the committee does not find evidence for the details stated therein, and/or if these facts have not impacted on the results of the state examination;

3.12.2. to uphold the appeal if the details stated therein have proved to be true and have thus influenced the results of the state examination.

3.13. In those cases specified in p. 3.12.2 of p. 3.12 of the AC Procedures, the results of a given state examination shall be annulled. In turn, the minutes with the appeal review shall be delivered to the local SEB no later than the next working day so as to properly implement the AC decision.

3.14. If an appeal is upheld, the involved student shall have the opportunity to retake the state examination within a period determined by the degree programme, but no later than the final date of studies stated in the Academic Calendar for the current academic year. A retake of the state examination shall be held in the presence of the AC chairperson or one of the committee members, as appointed by the chairperson. If the student retakes the thesis defence, the earlier submitted thesis, as per established procedure, shall not be subject to amendments or substitution. If the student appeals against the results of a written exam, and the nature of the assignments and answers provided in writing allows for awarding a new grade without holding a resit of the state examination, the student shall therefore not retake the exam. His/her new grade shall be stated in the minutes of the new SEB session, signed by the authorized representative of the AC. The AC chairperson shall decide as to whether or not the student may receive a new grade without retaking the examination.

3.15. The decisions of the AC are final and cannot be overturned. Furthermore, students cannot make appeals against retakes of state examinations.

Annex
to the Procedures for Appeals Committees for
Considering Academic Appeals Against the Results of
Final State Examinations Filed by Students in
Bachelor's, Specialist and Master's Programme at HSE
University

**National Research University
Higher School of Economics**

Minutes of the Appeals Committee's (AC) meeting

№ _____

(faculty)

“ ____ ” _____, 20 ____

Systems (means) for holding the AC meeting _____

AC members:

	Academic Degree	Position	Subdivision	Last name, first name, patronymic/middle name (if any)	Present at the meeting (specify)
Chairperson					
Members					
Secretary					

The AC has reviewed the statement of the student in _____ year
the _____
degree programme _____

(title of degree programme)

level _____

(last name, first name, patronymic/middle name – if any)

from _____, 20____ on the appeal against the results of the state examination which took place on _____, 20____.

This appeal contains a complaint with respect to an irregularity in the established procedure for holding the state examination and/or an objection to the results of the state examination, namely:

(statements of the appeal in brief)

The following documents have presented for the review by the AC (video recordings):

1. _____
2. _____
3. _____
4. _____

During the AC session, the following questions were posed to the student and the following answers were received:

Question:

1. _____

Answer: _____

Question:

2. _____

Answer: _____

Question:

3. _____

Answer: _____

As a result, the AC has established that:

On the basis of the stated above the AC holds that:

The AC's resolution (select appropriate solution/solutions from those listed below):

Uphold the appeal of _____ .
(student's last name, first name, patronymic/middle name – if any)

The result of the state examination, dated ____, ____, 20__, shall be annulled. The student is offered the opportunity to retake the state examination.

If the statements presented in the appeal have been confirmed and have impacted on the results of the state examination of other students who participated therein, in addition to the results of the student who has lodged the appeal, the results for all students who participated in the state examination shall be thusly annulled. Students shall be appointed a make-up state examination.

YES	NO
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(select as appropriate)

Refuse the appeal of _____ .
(student's last name, first name, patronymic/middle name – if any)

The results of the state examination, dated _____, 20__, shall not be subject to revision.

AC Chairperson

(signature)

(last name and initials)

AC Secretary

(signature)

*(last name and
initials)*