

Appendix to HSE Directive
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**REGULATIONS FOR INTERIM AND ONGOING ASSESSMENT OF STUDENTS OF
THE NATIONAL RESEARCH UNIVERSITY HIGHER SCHOOL OF ECONOMICS**

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I. General Provisions and Definitions

1. Evaluation of academic progress in education programmes is performed through ongoing assessment, interim assessment and final state certification.
2. These Regulations govern the procedures of ongoing and interim assessment within the National Research University Higher School of Economics (hereinafter, the University) and its campuses, in accordance with the duly approved curricula (including individual ones) for higher education programmes undertaken for the first time, except doctoral programmes.
3. The procedures of final state certification are stipulated by the University bylaw on arranging and holding final state certification at the University.
4. Ongoing assessment is aimed at regular and systematic monitoring of student academic progress in the course and different academic tasks (internship, projects, research seminars, etc.) during contact hours with the teacher (including classes delivered through distance learning technologies) and as self-study. Methods and procedures of ongoing assessment are described in Section III.
5. Interim assessment is aimed at evaluation of interim and final results in different courses and academic tasks (hereinafter, the Course).
6. Final Course assessment is aimed at comprehensive evaluation of student proficiency in the Course upon its completion. Each Course is concluded with final assessment.
7. Interim Course assessment is aimed at evaluation of student progress upon completion of a part of the given Course. It is held at the end of a study period (semester or module) for Courses extending over several study periods. Interim assessment is not mandatory for all Courses.
8. Interim assessment may be based on the ongoing assessment results or may take the form of a graded examination.
9. Failed interim assessment cannot prevent the student from proceeding to subsequent interim assessments and the final assessment in the Course.
10. The results of interim assessment may be determined solely by the results of ongoing assessment, without any additional examinations. Decision to do so may be taken by a teacher/group of teachers (hereinafter, the teacher) responsible for the Course. In the curriculum, assessment method for such Courses is recorded as a graded examination, to indicate that interim assessment in the Course is held at a certain period in the academic year.
11. The scope and procedures¹ of ongoing and interim assessments, and calculation method for interim assessment results are specified in the approved Course syllabus and are the same for all students undergoing knowledge assessment.

¹ Knowledge assessment procedure includes the following parameters: assessment method (examination, ongoing assessment methods), written or oral assessment mode, technical aids employed by the teacher or student, possibility to use additional materials during the assessment.



12. The teacher must inform students about the scope and procedures of ongoing and interim assessment at the first class of the Course. The teacher must also inform the students about the scope and procedure of the Course examination² at the last class preceding said examination.

II. Grading System and Grade Calculation Framework

13. A 10-point grading scale is used at the University for interim assessments.

14. In order to translate the University grading scale into the 5-point grading scale commonly used in the Russian higher education, the following system of conversion of qualitative to quantitative grades is used:

- “*Excellent*” – 8 to 10 points (on a 10-point scale)
- “*Good*” – 6-7 points (on a 10-point scale)
- “*Satisfactory*” – 4-5 points (on a 10-point scale)
- “*Fail*” – 0-3 points (on a 10-point scale).

15. A “zero” grade (0 points) is assigned if the student fails to undertake the assessment at all, or if there is a violation listed in the *Procedures for Applying Disciplinary measures for the Violation of Academic Standards for Student Papers at the National Research University Higher School of Economics*³, including copying, plagiarism, submitting the same written paper twice, fraud and fabrication of data or results.

16. Final Course grades based on ongoing assessment results alone and those based on ongoing assessment results and examination results hold equal value when calculating student rating or comparing academic performance in the framework of student competitions.

17. Ongoing assessments are generally graded using a 10-point scale, but the teacher may introduce a different grading system.

18. Academic progress in a given Course/part of the given Course is evaluated by means of a cumulative system, where the final grade is made up of the ongoing assessment results (expressed as a cumulative grade) and the examination grade⁴.

19. The cumulative grade is calculated as a weighted total of grades received for all ongoing assessments. The sum of all weighting factors must amount to 1.

20. If a different grading scale is used for ongoing assessments, the cumulative grade must be converted on the 10-point scale.

21. If an examination is included into the Course syllabus, the final grade for the Course/part of the Course is calculated as a weighted total of the cumulative grade and the examination grade. The sum of all weighting factors must amount to 1. One weighting factor cannot exceed 0.8.

22. If there is no examination included into the Course syllabus, the final grade for the Course/part of the Course is the same as the cumulative grade.

² If an examination is included into the syllabus.

³ Appendix 7 to HSE Internal Regulations.

⁴ If an examination is included into the syllabus.



23. Methods of calculation of the cumulative and final grades, number of components in a grade, weighting factors, grade rounding methods and ongoing and interim assessment procedures must be specified in the Course syllabus.
24. Cumulative grade, examination grade and final grade must be integers ranging from 0 to 10.
25. If the Course is taught for more than one module (semester), its syllabus must specify methods of calculation of the cumulative and final grades for each study period⁵ that features an interim assessment.
26. If the Course is taught by teachers from more than one department /school/faculty/ institute (hereinafter, the department), it must have one common syllabus containing methods of calculation of the cumulative and final grades.
27. Final Course grade recorded in the supplement to the certificate of education and qualification may depend on the grades for interim assessments. This dependency is expressed as a formula for calculating the final Course grade and must be specified in the Course syllabus.
28. The supplement to the certificate of higher education may contain all the grades for interim assessments, indicating the parts of the Course (modules) for which these grades were received. This matter is decided by the teacher responsible for the Course and must be specified in the Course syllabus.

III. Ongoing Assessment Procedures

29. Ongoing assessment of academic progress is arranged by the teacher responsible for the Course.
30. Ongoing assessment of academic progress may be conducted:
- 30.1. in class under the teacher's supervision as per the timetable;
 - 30.2. as independent work without supervision to be subsequently graded by the teacher or a teaching assistant;
 - 30.3. by means of virtual learning tools used during contact hours or independently by students, including auto-graded assignments.
31. Ongoing assessment methods include homework, in-class assignments, independent projects, reports, essays, colloquiums, laboratory assignments, term papers and other methods set up by the teacher responsible for the Course.
32. Course syllabus must describe methods, procedures, inventory and technologies employed for ongoing assessment, assessment criteria, cumulative grade calculation formula, grading system, and grade rounding methods.
33. Course syllabus must be provided to the students no later than the start date of the Course.
34. Time-intensive ongoing assessments, i.e. those requiring many contact hours or hours of self-study (at least 2 credit hours) must be recorded in the curriculum under the given Course.
35. Planning and implementation of ongoing assessments must be in line with the Course syllabus.
36. The teacher may slightly change the number and procedures of certain ongoing assessments. Students must be informed of such changes at least one day prior to the altered assessment taking place.

⁵ A study period may comprise several modules (semesters) in which the course is taught but no interim/final assessment is scheduled.



37. Ongoing assessments that take the form of written tests for over 50 students must be arranged in accordance with the *Guidelines for Conducting Ongoing and Interim Assessment in Writing* (Appendix 1).
38. Ongoing assessment results are evaluated by the teacher, the teaching assistant, or automatically by the testing tools within the virtual learning platform.
39. The teacher must inform the students of the ongoing assessment results no later than 10 days after the assessment took place.
40. Students may be informed through various communication means, including electronic ones.
41. Ongoing assessment grades are entered into the student performance record by the teacher. Student performance records may be maintained in an electronic format, including in the information and learning platform accessible to students.
42. During the office hours, the teacher must schedule individual or group appointments with students to address their queries regarding the ongoing assessment results.
43. The cumulative grade and grades for separate assessments cannot be cancelled.
44. Certain ongoing assessments may be repeated as per the Course syllabus. This matter is decided by the teacher responsible for the Course.
45. The teacher must inform the students of their cumulative grades during the final class or tutorial before the examination period.
46. Those students who have demonstrated extraordinary performance on the Course and achieved a cumulative grade of 7 or higher may be exempt from the examination by the teacher and receive the “*Excellent*” grade (8, 9 or 10 points). The list of such students must be announced by the teacher no later than 2 days prior the examination, including through electronic communication means generally used in the teaching process.
47. The teacher responsible for the Course must admit the student to the examination regardless of the student’s cumulative grade.

IV. Examination Procedures

48. Examinations are scheduled within the examination period as per the University academic calendar approved in accordance with the established procedures.
49. A schedule of the examination period indicating the time and place of every examination is approved by the head of curriculum support unit (hereinafter, the programme office) or the manager responsible for academic support of the given education programme (hereinafter, the programme manager).
50. The schedule is communicated to the teachers and students by the programme office at least one week prior to its start date. It is placed on the programme dashboards, published on the programme webpage (website) on the corporate portal (website) of the University, and communicated through other electronic communication channels used in the learning process.
51. Generally, no days off intended for examination preparation are scheduled.



52. If a modular system is in use, teachers do not hold any pre-examination tutorials during the examination period.
53. The schedule of the examination period must be designed in such a way that each student has no more than one examination per day.
54. Examinations are mainly held in writing.
55. Written assignments evaluation of which is time-consuming⁶ may be scheduled before the start of the examination period. No later than 5 business days from the date of a written examination, examination papers must be released, and grades must be assigned. Release of examination papers may be scheduled on the same day as an examination for a different Course.
56. Written examinations must be arranged in accordance with the *Guidelines for Conducting Ongoing and Interim Assessment in Writing* (Appendix 1).
57. The department to which the Course is assigned appoints teachers conducting the examination and the examiner responsible for the examination. Such examiner monitors examination procedures, maintains consistency of assessment tools and criteria, ensures proper maintenance of examination record sheets (Appendix 2) and their timely submission to the programme office. These responsibilities are usually assigned to the teacher delivering the given Course. Otherwise, the department must communicate the name of the examiner to the programme office in writing (or through electronic channels) at least two weeks prior to the start of examination period (or 1 day prior to the examination date, if the Course teacher falls ill).
58. If the Course syllabus does not include the examination, a person responsible for calculating the final grade (appointed in the same manner as the examiner) informs the programme office (at least two weeks prior to the start of the examination period) that no examination should be scheduled for the Course and sets the finalisation date for the examination record sheet that should fall within the examination period.
59. A decision to suspend the student from the examination if the student has breached the education agreement concluded upon admission to studies funded by individuals and/or legal entities (hereinafter, the agreement for paid educational services) may be introduced by the dean⁷'s directive, pursuant to the University bylaws and/or agreement for paid educational services.
60. Before the examination, the examiner collects an examination record sheet from the programme office. An examination record sheet must contain the Course title, number of credits, study hours, list of students admitted to the interim assessment, and the reference number. The examination record sheet may be transferred from the programme office to the examiner via electronic channels, if both the sender and the addressee are clearly identified.

⁶ For instance, large-scale creative projects or group projects involving over 50 students.

⁷ The term “dean” will hereinafter denote the dean of the faculty where the given education programme is delivered or the head of an affiliated subdivision (school, institute, department) included into the faculty’s structure.



61. The examination record sheet may be transferred by the programme office and filled in by the examiner electronically, using automatic calculation means for assigning and calculating final Course grades.
62. No Examination may be held without an examination record sheet.
63. When conducting examination for the Course taken by students from different education programmes, the examiner may obtain a unified examination record sheet using a designated tool in the ASAV⁸ integrated information system, or collect examination record sheet from each programme office to which the students taking the examination are assigned.
64. Prior to starting the examination, the examiner must make sure that the students present are listed in the examination record sheet. Students not listed in the examination record sheet are not allowed to take the examination. If this requirement is breached, the examination grades of such students are cancelled by the dean's resolution upon discovery of such violation.
65. Students must submit their written examination papers at the end of the examination, regardless of the degree of their completeness. Students who fail to submit their examination paper receive grade "0" which is entered into the *Examination grade* column.
66. Duration of a written examination cannot exceed 4 academic hours; it must be announced to the students before the start of the examination. A written examination starts when distribution of test assignments is finished. A written examination must not start earlier than 9 a.m. and end after 9 p.m.
67. Duration of an oral examination for any student must not exceed 4 academic hours. An oral examination must not start earlier than 9 a.m. and end after 9 p.m. For each student, an oral examination starts when the student receives an examination card (assignment) and ends when the examiner declares the grade.
68. During the Examination, the students may use syllabuses, reference books and other sources, as determined by the teacher and listed in the Course syllabus. Use of materials not permitted by the teacher, attempts to communicate with other students or other individuals (including through electronic communication means), unauthorised moving around the examination room etc., present grounds for the student's removal from the examination room with a subsequent "0" grade in the *Examination grade* column of the examination record sheet.
69. Students must arrive for the examination at the time indicated in the examination schedule. The examination time may be extended by the examiner's decision if the student is late.
70. The student who has arrived for the examination but decided not to participate due to health reasons must declare it before the receipt of an examination card or assignment, in which case the student will be registered as "absent" in the examination record sheet.
- If the student refuses to continue the examination after having fulfilled part of the assignment, this part will be assessed as per the established assessment criteria.

⁸ ASAV (comprehensive academic information system) is an integrated information system where data on student performance, teaching loads, curricula, etc. are stored.



If the student refuses to continue the examination and has failed to complete any part of the assignment, the “0” grade will be entered into the *Examination grade* column of the examination record sheet for such student, regardless of a medical certificate that may be available prior to or after such refusal.

71. Valid excuses for absence include illness confirmed by a medical certificate submitted to the programme office on the day when, as per the certificate, attendance may be resumed, as well as other exceptional circumstances supported by documentary evidence within three days from the date of absence. Whether to accept exceptional circumstances as a valid excuse for absence is decided by the programme manager. Work-related reasons (e.g., business trip, office hours, etc.) are not valid excuses for the student’s absence from the Examination.

72. Students who failed to attend the examination will be registered as “*absent*” in the examination record sheet. The examiner is not allowed to register the student as “*absent*” at the student’s request. The “*absent*” caption may be put into any column of the examination record sheet.

73. Examination grades are registered in the examination record sheet on the day when written examination papers are released or on the day of an oral examination.

74. Upon the student’s oral presentation or upon reviewing a written examination paper, the examiner determines the examination grade and calculates the final grade for the Course (or a part of the Course) as a round weighted total of the cumulative grade and examination grade using the formula specified in the Course syllabus.

75. The cumulative grade, examination grade and final grade are registered in the examination record sheet.

The cumulative grade and examination grade are entered into the examination record sheet only as numbers (on a 10-point grading scale).

The final grade is registered in the examination record sheet as a number (on a 10-point grading scale) and as a qualitative description (e.g. “(8) *Excellent*”, “(6) *Good*”, etc.).

76. If there is no examination included into the Course syllabus, the teacher filling in the examination record sheet indicates on its top “*Evaluation is based on the ongoing assessment results*”. In this case, the final grade is the same as the cumulative grade and the *Examination grade* column is left empty.

77. An examination record sheet is certified by a signature of the examiner or board of examiners below the table where the student grades are listed. An examination record sheet may be printed out with the grades, if the department maintains electronic logbooks, or if the teacher used electronic means for grading.

78. The deadline for submission of filled-in examination record sheets to the programme office is one business day from holding an oral examination or assigning grades for a written examination.



79. The examination record sheet signed by the teacher may be scanned and emailed to the programme office or submitted via any other means which allow for clear identification of the sender. The teacher must indicate where the original record sheet is kept. If the examination record sheet has been submitted to the programme office electronically, its original must be kept by the department.

80. If the examination record sheet includes students of different education programmes, the teacher must submit the record sheet to each respective programme office. In this case, a submission of a scanned copy via email is preferable.

81. Programme manager must sign the examination record sheet or its scan submitted via email and containing indication of where the original is kept. The examination record sheet or its scan signed by the programme manager must also be stamped by the faculty's stamp.

82. If any mistakes are found in calculation of the final grades, or plagiarism is detected in written papers, the mistakes must be corrected by the teacher and a new examination record sheet must be issued, pursuant to a written instruction by the academic director of the programme. In case of plagiarism, the examination grade and final grade are changed to "0". Corrections may be introduced within 10 business days from the grade assignment.

V. Special Arrangements for Some Ongoing and Interim Assessments

Foreign language (English)

83. First and second year students of the bachelor's or specialist level programmes may be exempt from the "Foreign language (English)" course if they submit to the study office a valid certificate (hereinafter, the Certificate) confirming that they have passed an international English language test⁹ with the average grade above "Good" as per the *Scale of Conversion from International English Language Test Results to HSE 10-point Grading Scale* approved by the directive of the First Vice Rector for Academic Affairs (hereinafter, the conversion scale).

84. Once the authenticity of the certificate is established, the head of the faculty's study office informs the English teacher that a student is duly exempt from classes and the examination, and enters the grade from the Certificate (using the conversion scale) into ASAV information system for all English language examinations that are due to take place from the moment of submission of the certificate till the end of the second year.

85. When filling in the examination record sheet, the programme manager transfers the grades from ASAV into the *Final grade* column, enters a "*Based on the Certificate*" comment in the preceding columns and certifies this comment by the signature to the left of the table with grades.

⁹ IELTS (International English Language Testing System), TOEFL (Test of English as a Foreign Language (Internet Based or Paper Based), BEC (Business English Certificate) and other international examinations listed in the directive on the scale of conversion from international English language test results to HSE grades. For students of the Faculty of World Economy and International Affairs, only BEC Higher (Business English Certificate) results may be converted to HSE grades.



Internship and project work

86. Grades for internship and project work are recorded in the interim assessment record sheet for research seminar/internship/project work (Appendix 3). Such record sheet must be signed by the teacher responsible for arrangement and evaluation of internship or project work (hereinafter, the internship) and submitted to the programme office prior to the end of examination period if the internship takes place during the academic year, or within one week from the end of the internship if it is conducted after the last module (semester).

87. If internship is not graded on a different scale, only the *Final grade* column is completed in the record sheet.

Research seminar

88. Grade for a research seminar is entered into the research seminar record sheet (Appendix 3) by the seminar tutor.

89. Research seminar record sheet is submitted to the programme office no later than the last week of the module.

90. The seminar tutor is responsible for the collection and return of a record sheet to the programme office.

Term papers

91. Grade for the term paper is put into the record sheet for the term paper (Appendix 4) by the student's academic supervisor. The record sheet is submitted to the programme office no later than the last week of the module when the term paper is evaluated.

92. The record sheet for the term paper must include the topic of each term paper and the grade received.

93. The academic supervisor is responsible for the collection and return of a record sheet to the programme office.

Courses taken in other universities

94. Results of interim assessment of students who participated in bilateral and multilateral exchange programmes or joint education programmes and covered a part of the education programme in other academic institutions, including foreign ones, are recognised and transferred as the results of examinations taken in other academic institutions (pursuant to *Regulations for Academic Mobility of HSE Students*).

95. Final Course grades are determined individually for each student, subject to the procedures established in HSE¹⁰.

Physical education

96. Interim assessment for physical education is not graded.

97. A "Pass/Fail" grade for physical education is entered into the interim assessment record sheet (Appendix 2). Only the *Final grade* column is completed in the record sheet.

¹⁰ Pursuant to *Regulations for Certification Boards of Higher Education Programmes and Certification Procedures*.



98. Records sheets must be submitted to the programme offices twice a year - at the end of the second and the fourth modules (at the end of each semester).

VI. Appeals

99. The students are entitled to appeal for a review of the examination results.

100. An appeal request is submitted by the student to the academic director of the programme¹¹ within three business days from the moment when the examination grades have been announced.

101. An appeal request must state specific grounds for appeal. Such grounds may involve the following:

- Invalid question formulation, questions exceeding the scope of the syllabus, mistakes (including ambiguity) in answers and solutions to the examination questions and assignments made by their authors;
- Infringement of the established examination procedure by the examiner;
- Breach of the grading framework;
- Other circumstances that could potentially impede an objective assessment by the examiner.

102. The student's dissatisfaction with the received grade is not sufficient grounds for appeal.

103. Appeal cases are reviewed within 3 business days by a special Appeals Committee comprising the examiner and at least two other teachers one of whom is appointed the Chair.

104. Composition of the Appeals Committee and the date of its meeting is set out by a written resolution of the head of the department to which the course is assigned. The Appeals Committee may include teachers from other departments.

105. The Appeals Committee must hold its meeting in the presence of the student.

106. The time and place of the meeting must be communicated to the student at least one day prior to the meeting by any available means. The programme office is responsible for delivering this information to the student and registering the exact time and means of such delivery.

107. If the student fails to attend the scheduled meeting without a valid reason supported by documentary evidence, the appeal may be rejected.

108. The Appeals Committee will only review the grounds specified in the student's appeal request. Additional examination of the student knowledge regarding the assignment or Course under review is prohibited. The student should leave the meeting while the Appeals Committee discusses the presented case and makes its final decision.

109. An appeal may result in a revised grade (higher or lower). The decision on the appeal is registered in the meeting minutes signed by the Chair and all other members of the Appeals Committee.

¹¹ An appeal request concerning an open optional course is submitted to the Vice Rector for Academic Affairs.



VII. Academic Failure and Academic Progression

110. Academic failure includes a final grade of 4 points or less (on a 10-point scale) for an interim/final assessment on the Course, or absence from the examination¹² without a valid reason.

111. Students who have successfully completed the academic year with no failed examinations may duly progress to the next year of study. Students of the final year of study who have successfully completed all the courses and fulfilled all other academic assignments without failure may proceed to the final state certification, as per the procedures established at the University.

112. *Guidelines for development and implementation of Master's programmes* govern the academic progression of Master's students who have successfully accumulated the number of credits prescribed by the curriculum but have some failed examinations beyond the prescribed number of credits.

113. Students who have failed assessments in up to two different Courses by the end of the academic year may progress to the next year of study, but they must retake the failed examinations at the beginning of the next academic year in accordance with the established schedule. Students of the final year of study who have failed assessments in up to two different Courses by the end of the period of study and other academic activities, may start studying under an individual curriculum with repeated Courses (hereinafter, ICRC) without getting dismissed from the University. Otherwise, they are subject to dismissal from the University as per the established procedures.

114. Academic failure does not pertain to students who have a valid excuse for not taking the examination. Such students must take the examination within the timeframe set out by the dean of the faculty, during the nearest retake period.

115. A “Fail” grade for interim or final assessment on any optional course from the curriculum that had been selected by students and included into their individual curriculum at their written request is counted as a failed assessment.

116. A “Fail” grade for an open optional course is not counted as an academic failure.

117. Failed examinations may be retaken.

VIII. Retaking Examinations

118. Students with failed assessments in three or more Courses¹³ are not allowed to retake interim examination and shall be dismissed from the University on the grounds of academic failure immediately after failing the third Course.

119. Retaking interim examinations with the purpose of improving a passing grade (4 points or higher on a 10-point scale) is prohibited.

¹² For courses with mandatory examination

¹³ This limit does not include Courses repeated by the student under a special individual curriculum due to failed academic assessments in this Course, if the student has not taken the examinations in the repeated Courses yet.



120. No more than two retakes of an examination in a particular Course is permitted.
121. Examinations may be retaken regardless of the cumulative grade for the Course.
122. The first retake is conducted by the same examiner who had conducted the initial examination. Other teacher may conduct the first retake only if it has been coordinated by the department head with the initial examiner.
123. The first retake must follow the same procedure as the initial examination. Only the grade received at the examination is eligible for revision. The cumulative grade cannot be revised.
124. The second retake is conducted by a special Examination Board consisting of at least three examiners.
125. The date of the second retake, composition of the Examination Board and name of its Chair are stipulated in a written resolution of the head of the department to which the Course is assigned. The Examination Board must include the examiner who conducted the initial examination and at least two other teachers one of whom is appointed the Chair. The Examination Board may include teachers from other departments.
126. At the second retake, the Examination Board, as an exception, may disregard the ongoing assessment results and give the final grade upon evaluating the student's proficiency in the Course.
127. The second retake of an oral examination is held in the presence of at least three members of the Board, including the Chair. The grade is assigned after the Board meeting.
128. The second retake of a written examination is held in the presence of at least one member of the Examination Board. Review and assessment of the examination paper may be conducted by the Board members independently. Grades assigned by each Board member must be submitted to the Chair. Grade for the examination paper must be assigned within 5 business days from the retake examination date.
129. The final grade for the second retake is determined by consensus of the Board members. In case of disagreement, the grade assigned by the Chair has precedence.
130. Results of the second retake must be registered in the minutes signed by all members of the Board. Minutes of the retake of an oral examination must include the examination questions and a brief summary of the provided answers. Minutes of the retake of a written examination must include the examination questions/assignments and a brief evaluation of the provided answers.
131. If the Course syllabus does not include the examination, and the final grade is based on the ongoing assessment results, students with failed Course assignments are allowed one retake assessed by an Examination Board as per the procedures stipulated for a second retake. In this case, the cumulative grade is not taken into account by the Board when assessing the student.
132. Students who failed a term paper are allowed one retake assessed by the Board.
133. A retake schedule is approved twice a year by the programme manager.



134. The retake period cannot start before the end of the examination period of the modules 2 and 4.

135. Retake examinations cannot be scheduled within the vacation period.

136. The retake period must be finished by the dates listed in the table below:

Academic failure in	Retake deadline
Module 3-4	October 15
Module 1-2	February 15

137. A retake schedule must provide at least two dates for the first retakes of the examination per each teacher who has students with failed examinations¹⁴ (with at least 5 calendar days in between). There may be more dates for the first retakes of an oral examination, if the number of students who failed it or missed it during the examination period for a valid reason is above 40.

138. A retake schedule must provide one date for the second retake of the examination (assessed by the authorised Examination Board) per each course with students who failed an examination at the last examination period (with at least 5 calendar days between the final date of the first retake and the date of the second retake). There may be more dates for the second retakes of an oral examination, if the number of students who failed it or missed it during the examination period for a valid reason is above 40.

139. Teachers and departments responsible for the courses with students who failed an examination at the last examination period inform the programme offices and agree with them on the dates for the first and second retakes and the maximum number of students who can retake an examination on the same date, at least 5 business days prior to the start of the retake period.

140. Students who failed an examination at the last examination period must be notified of the retake schedule at least 3 days prior to the first retake. Students may be notified via electronic communication channels.

141. A student who failed an examination or missed it during the examination period for a valid reason must choose the date for a retake from those available as per the schedule and register at the programme office to attend a retake.

142. The programme office must keep record of students registered for a retake. If the maximum number of participants allowed by the teacher for the given date is exceeded, the student is offered another date for a retake.

143. The student and the programme office may agree on the retake date via corporate email or other communications channels used within the education programme.

144. Retake record sheets are filled in, submitted and collected by the examiner/chairman of the examination board as defined in these Regulations for examination record sheets.

¹⁴ If the student has failed two assessments for one Course, retake dates are scheduled separately for each assessment.



145. If the examiner or the student cannot attend a retake examination for a valid reason, the student, the examiner/Chair of the Examination Board must inform the programme office following the procedure described for the examination.

146. If many¹⁵ students were absent from the first or second retake for valid reasons, additional dates may be set up by the programme manager's resolution within the timeframe specified in article 136.

147. The student unable to use the allotted number of retakes by the end of the retake period is deemed to have failed assessments.

148. The student who did not attend a retake examination for health reasons and failed to submit a certificate on exceptional leave of absence for medical grounds¹⁶ issued by a Medical Expert Board of a healthcare institution may be permitted to retake examinations outside the retake period upon resolution of the dean of the faculty on the basis of the student's grounded request.

149. In exceptional cases, a retake of the failed or missed examination may be scheduled prior to the retake period, within the examination period. Such resolution may be adopted by the programme's academic director upon the examiner's consent. The number of retakes is not increased and is stipulated in article 120. The student's request for an early retake addressed to the academic director must describe the reasons and enclose documents confirming the exceptional circumstances.

150. The students are responsible for learning the results of their interim assessment. Failure to learn the results doesn't relieve the student from the responsibility and does not present a valid excuse for a missed retake or breached deadline for an appeal.

151. Upon the dean's resolution, students in their final year may retake their failed examinations from modules 3 or 4 prior to the final state certification.

IX. Possibility of Academic Progression with Failed Examinations

152. The student who has failed assessments in no more than two Courses by the end of the retake period and not studying under an ICRC, may transition to it.

153. The student who is studying under an ICRC and has failed assessments in no more than two Courses by the end of the retake period may include failed Courses/parts of Courses into ICRC.

154. The student whose education is funded by subsidies from the federal budget for the state assignment may use the option specified in Article 152, provided that such student transfers to a place funded by individuals and/or legal entities under an agreement for educational services (hereinafter, the fee-paying place).

¹⁵ Over half of the students who failed an examination or missed it for a valid reason.

¹⁶ In this case, the student may be granted an exceptional leave of absence pursuant to the *Procedures and Grounds for Student's Exceptional Leave of Absence* approved by directive No.455 of the Ministry of Education dated June 13, 2013. Certificate issued by the medical expert board must be submitted to the programme study office within 3 business days from the end of the retake period.



155. The students who study at the University under international agreements of the Russian Federation or within the quota set up by the Government of the Russian Federation for education of foreign nationals in the Russian Federation/were admitted to the University as individuals deemed citizens of the Russian Federation pursuant to Clause 1, Article 4 of the federal constitutional law No.6-FKZ “*On Inclusion of the Republic of Crimea into the Russian Federation and Establishment of New Entities in the Russian Federation: the Republic of Crimea and the City of Federal Subject Significance Sevastopol*” dated March 21, 2014, may use the option specified in Article 152 without transferring to a fee-paying place once for the entire duration of studies at the University (unless academic failure arises from failure to choose the topic of a term paper).

156. The student who has agreed to study under an ICRC may progress to the next year of study (autumn period), or remains in the same year of study (autumn and spring periods), if the number of credits to be earned in the programme during the next year of study is over 75.

The student who has agreed to study under an ICRC (autumn period) may choose to retake courses during the academic year, separately from the courses set out in the curriculum for the next academic year, and thus, will not progress to the next year of study. This decision must be explicitly indicated in the student’s application for an ICRC.

157. The students who decide not to study under an ICRC will be dismissed from HSE for failure to diligently study on a given education programme and failure to comply with the curriculum (hereinafter, the academic failure).

158. Procedures for approving an ICRC and studying under it are governed by Appendix 5. A sample ICRC is given in Appendix 6.

159. Students reinstated after dismissal for academic failure may study under an ICRC which would also include Courses that had been added into the curriculum since their previous study period.

160. Reinstatement after dismissal for academic failure does not grant the right to retake the Course examinations without undertaking a course again first.

X. Final Provisions

161. During the examinations and ongoing assessment procedures, not only the faculty members, teaching assistants, doctoral students and teaching support staff assisting with the examination, but also the Rector, vice rectors, dean of the faculty, academic directors of the programmes, department heads and representatives of the Office of Degree Programmes may be present. Other people may be present only on the dean’s permission.

162. Any breach of these Regulations by the faculty members and the teaching support staff of departments and programme offices may be appealed against by students, by submitting a claim to the dean or the Vice Rector for Academic Affairs. Failure of the faculty members or teaching support staff to comply with these Regulations constitutes a violation of the established educational framework.



163. A copy of these Regulations must be kept by all programme offices and departments, and published on the programme webpage on the University corporate portal (website).

Responsibility for implementation of this article regarding publishing the document online is vested in the programme managers and department heads.

164. University subdivisions providing continuing professional education, including its campuses, which deliver higher education programmes to students with vocational education must duly comply with these Regulations in regard to interim/final assessment of students.

165. Interim and ongoing assessment at HSE International College of Economics and Finance are set out in Appendix 7.

166. Interim and ongoing assessment of students of the HSE/NES Bachelor of Arts Programme (Faculty of Economics) are set out in the Appendix 8.

