

Annex is
APPROVED
by order of the Federal State Educational Institution of Higher Education "SPbPU",
No. 1182 of May 28, 2019

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF
HIGHER EDUCATION
"PETER THE GREAT ST. PETERSBURG POLYTECHNIC UNIVERSITY"



REGULATION

1. SCOPE OF APPLICATION

1.1. This Regulation specifies forms, frequency and procedures for the current and interim assessment, fulfillment of academic obligations, enquiries and appeals on exam results, as well as specific features of current and interim assessment of academic performance for students with disabilities enrolled in study programmes of the Federal State Autonomous Educational Institution of Higher Education "Peter the Great St. Petersburg Polytechnic University".

1.2. Provisions covered in this Regulation are mandatory for all structural units involved in organization of the current and interim assessment of academic performance, and for students of all levels of higher education and attendance modes.

2. REFERENCES TO REGULATORY ACTS

This Regulation is based on the following acts:

- Federal Act No. 273 of 29 December 2012 "On Education in the Russian Federation";
- Federal state standards of higher education;
- Educational standards established by SPbPU;
- Order of the Ministry of Education and Science of the Russian Federation No. 301 of 05.04.2017 specifying procedures for the implementation of academic activities in study programmes of higher education – bachelor, specialist and master degree programmes;
- Order of the Ministry of Education and Science of the Russian Federation No. 1259 of 19.11.2013 specifying procedures the implementation of academic activities in study programmes of higher education – postgraduate degree programmes;
- Charter of the Federal State Autonomous Educational Institution of Higher Education "Peter the Great St. Petersburg Polytechnic University"

3. TERMS AND DEFINITIONS

The following terms and definitions shall apply in this Regulation:

Students – *undergraduates* of study programmes of higher education pursuing bachelor, specialist and master degrees; *postgraduates* – learners of study programmes aimed at training scientific and teaching faculty.

Element of study programme– courses (modules), training, research activities or other curriculum units provided by the study programme.

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courseworks (term papers and thesis).

Forms of interim assessment – pass-fail exam, differential pass-fail exam, coursework (project), term exam.

Academic schedule for the element of a study programme (course (module), training, research, etc.) defines the scope and academic content for implementation in terms of a study programme; specifies material, technical, academic, methodological and information resources involved; stipulates assessment rules for elements of study programmes; defines evaluation procedures for current performance assessment, and identifies criteria for monitoring the formation of competencies within the framework of interim assessment.

Curriculum – defines the list, workload, sequence and distribution of subjects, courses (modules), training, other academic activities and forms of interim assessment, unless established otherwise by the legislation of the Russian Federation.

Individual curriculum – curriculum that provides implementation of the study programme tailored specifically for the academic needs an

fail exam, coursework (project), term exam.

7.1.4. Frequency, quantity and forms of interim assessment in particular study programme elements are established by the curriculum.

7.1.5. Evaluation tools used for current assessment, procedures and forms of its implementation, technologies used, criteria for evaluating learning outcomes, etc. are specified in the academic programme for every element of the study programme, as well as in the fund of assessment tools.

7.1.6. Absence without valid excuse or unsatisfactory results ojectr itsulsulent

interim assessment.

7.1.17. The schedule of interim assessment specifies the consultation calendar for each group before the exams (differential exams).

7.2. PROCEDURE FOR THE CONDUCT OF INTERIM PERFORMANCE ASSESSMENT

7.2.1. Interim assessment, as a rule, is managed by faculty members who conduct classes specified by the study programme, have an appropriate qualification level, and are responsible for the interim assessment according to their individual plan.

7.2.2. Head of the educational unit, responsible for the implementation of a particular study programme element, may assign another/other teacher(s) to carry out interim assessment in the following cases:

x faculty member corresponding to paragraph 7.2.1, initially responsible for the interim assessment, cannot conduct evaluation procedures due to objective reasons (medical leave, business trip, etc.);

x interim assessment involves teachers and (or) employers who participate in the independent evaluation of the quality of education, in accordance with the established procedure.

pass" grade in the examination record list.

7.2.10. If the student fails to attend the interim assessment, the teacher registers the "absent" grade in the examination record list. Students must submit a

7.3.5. The first repeated interim assessment and (or) the second repeated interim assessment can be held during the holidays. In this case, students gain two deadlines for completion of the repeated interim assessment both during the holidays and the academic course.

7.3.6. The first and second repeated interim assessment cannot be conducted

take the early interim assessment in one or more subjects (modules) of the curriculum, provided that the student successfully completes current assessment tasks in the given academic course.

Student's application must contain a resolution from the faculty member

meeting may be attended by the third person authorized to represent the interests of the student.

Appeal commission meeting may be held without the student filing appeal, in case of his/her failure to attend the meeting session.

8.8. Final decision of the appeal commission is brought to the attention of the student within 3 working days from the date of the appeal commission meeting. Student proves his/her acknowledgment with the decision of the appeal commission by the signature.

8.9. When processing an appeal about violation of the procedure for interim assessment, the appeal commission may decide to:

x reject the appeal if the information on violations of the procedure for interim assessment provided by the student was not confirmed and (or) did not affect its result;

x allow the appeal if the information on violations of the procedure for interim assessment provided by the student was confirmed and (or) affected its result.

The case specified in the third paragraph of this provision implies cancellation of the interim assessment result, with the protocol on the appeal consideration being transmitted to the directorate of the institute no later than the next working day, in order to ensure implementation of the appeal commission decision. Student subsequently is granted an opportunity to take the interim assessment within the time limits established in accordance with the organizational structure of the institute.

Repeated interim assessment for the student who filed the appeal is carried out under the supervision of the chairman or one of the appeal commission members.

Appeals against the repeated interim assessment are not accepted.

8.10. When considering an appeal against the interim assessment, the commission may decide to:

x reject the appeal and preserve the original result of the interim assessment;

x allow the appeal and grant different result of the interim assessment.

Final decision of the appeal commission is transmitted to the directorate of the institute no later than the next working day after the repeated assessment. The decision of the appeal commission is the basis for canceling the previous result and issuing a new one. The new grade can be either higher or lower than the previously issued one.

The decision of the appeal commission is final and cannot be appealed further.

9. INTERIM ASSESSMENT PROCEDURE FOR STUDENTS FROM

requirements:

x interim assessment for PWD is carried out in the same classroom together with the students who are not disabled, if this does not create difficulties for neither of two groups when taking the interim assessment;

x interim assessment is conducted under the supervision of assisting personnel, who provide students from among PWDs with the necessary technical assistance, with due regard for their special features (for example, help with taking the workplace, moving around the classroom, reading and completing tasks, communicating with faculty members);

x provision of the necessary technical means for students from among the PWDs when taking the interim assessment, taking into account their special features;

x provision of unhindered access of PWD students to lavatories and other rooms, as well as their free movement inside the building (ramps, handrails, extended doorways, elevators, special chairs and other devices, if the building is not equipped with elevators, the classroom chosen for the interim assessment should be located on the first floor

individual use;

at the student's request, the interim assessment is carried out in writing;

d) for persons with MSDs (severe motor disorders of upper limbs or infirmities):

written tasks are either performed by students on a computer with specialized software, or dictated to an assistant;

at the student's request, the interim assessment is carried out orally.

9.5. Students from among the PWDs submit written application on the need to create special conditions for him/her during the interim assessment, indicating his/her individual requirements no later than 1 month before the interim assessment. Application must be accompanied by the documents and certificates confirming the presence of disabilities or impairment (in case the University was not provided with the corresponding documents earlier).

In the application, students from among the PWDs indicate the need for the assistant being present at the interim assessment, as well as for expansion of time of the interim assessment in relation to its fixed duration (for each module of the study programme).