

REGULATION

on academic debts liquidation by the students of the Faculty for International Students, Educational Institution “Grodno State Medical University”

1. GENERAL REGULATIONS

1.1. The present regulation is worked out in conformity with the Educational Code of the Republic of Belarus, the Regulations on Assessment of Students, adopted by the Ministry of Education of the Republic of Belarus of 29.05.2012 No 53, Instruction to the rule regulating the school fee for students attending classes on the paid basis in governmental educational institutions approved by the Ministry of Education of the Republic of Belarus No 210 of 29.07.2011.

1.2. The present regulation defines the procedure of liquidation of students' academic debts due to missed classes: lecture, seminar, laboratory or practical class, and other classes (hereafter – class) for valid or invalid reason.

1.3. This regulation concerns the students studying at 1st and 2nd stages of higher education, on free and paid basis, and the international students (hereafter – student).

1.4. The regulation's aim is making better academic discipline and rising students' responsibility for academic progress.

1.5. A student who misses a class must submit a document confirming a valid reason for missing the class within 5 (five) working days. In case the document isn't submitted or it hasn't been submitted on due time, the class is considered missed for an invalid reason.

1.6. Making up a missed class can be done only on the basis of a permit note given by the Dean or Vice Dean.

1.7. Present Regulation comes into force from the moment of its approval and concerns the studies from October 17.

1.8. In case of missing more than 15 days of studies without reasonable excuse during the academic year the student receives a reproof. In case of missing more than 30 days of studies without reasonable excuse during one semester the student may be expelled from the university by the Rector's decree after the relative submission made by the Dean, or a student may have to repeat the academic year.

2. THE PROCEDURE OF LIQUIDATION OF ACADEMIC DEBTS BASED ON VALID REASONS

2.1. The reasons upon which a valid permit note can be given are the following:
— medical certificate;

- family issues that need a student's presence (submission of the concrete document is required);
- donating blood. The note can be given for any day after the day of the donation;
- circumstances beyond a student's control (approved by official documents).

2.2. The reasons upon which a valid permit note (without making up classes) can be given are the following:

- participating and preparation for public activities;
- annual medical check-up according to the schedule;
- participation in scientific conferences;
- donating blood (in this case the note is given on the date of donation);
- republican competitions;
- by request of a relevant authority;
- due to national holidays among international students (based on the order of the Dean of the Faculty);
- their own wedding (2 days);
- death of a relative (one day).

The reasons for a valid permit note (without making up classes) can be approved by the Rector's order, documents from chiefs of public organizations and other departments of the University (approved by the Vice-Rector or Dean).

2.3. A decision upon the reasons not stated in subparagraphs 1.8. and 1.9. is upon the Dean or Vice Dean and based on an application from a student, circumstances, and students themselves. The application is kept at the Dean's office.

2.4. A class missed due to a valid reason is made up free of charge.

2.5. Classes missed on valid reasons must be made up within one month from the last date of a missed class. A student submits a valid permit note without making up the missed class to the Department within one month. After that period the reason for the missed class is considered invalid, and the student can make up the class after submitting the permit note from the Dean's office that is given after submission of the receipt for a paid class.

2.6. The procedure for liquidation of an academic debt due to a valid reason is the following:

- a missed lecture is made up on student's own (independently);
- a missed practical (laboratory, seminar) class is made up on special days for making up classes (schedule) and consultations or upon agreement with the teacher at any other time. A practical class is considered made up only when a student receives a positive grade.

2.7. If there are no more than 3 missed practical classes of valid reasons without making up in one subject within one semester, these classes are not to be made up (i.e. there can be only three classes without making up in one discipline)

within one semester . Final class must be made up upon agreement with the teacher.

2.8. A decision upon extension of the valid permit note period of use is made by the Dean or Vice Dean.

3. THE PROCEDURE OF LIQUIDATION OF ACADEMIC DEBTS DUE TO INVALID REASONS

3.1. When a student addresses the Dean's office to receive a permit note, the Dean or Vice Dean determines if the reason for missing the class is valid or not. If the reason is invalid the Dean or Vice Dean informs the student about the sum the student has to pay for making up the missed class.

3.2. The payment is made via transferring money to the account number of the University. Documents (a receipt) proving the payment has been made must be submitted to the office. These documents are used as grounds to give the permit note and make up the class.

3.3. In case the student doesn't pay or pays not a full sum, the permit note won't be given.

3.4. When students submit the documents proving the payment has been made, the Dean or Vice Dean checks if the paid sum is correct and gives the permit note that has a reason of the missed class, date, subject, and type of a class.

3.5. The documents proving the payment are kept at the Dean's office.

3.6. Lectures and practical classes (laboratories, seminars), including final classes are to be paid entirely according to class's duration.

3.7. The procedure of making up a class missed because of an invalid reason on the days for making up classes and consultations is the following:

— **When a lecture is missed.** The student makes up a lecture by an interview on the materials of the lecture.

— **When a practical (laboratory, seminar) class is missed** making it up is done fully and shouldn't exceed one practical class (laboratory, seminar) per day.

3.8. A class (a lecture as well) is considered made up when the student receives a positive mark. If the mark received is lower than 4, the student has to address the office to receive a new permit note after paying for the class.

4. RULES REGARDING ALLOWANCE TO TAKE EXAMINATIONS AND RETAKING OF FAILED EXAMINATIONS

4.1. Only those students who have no academic debts in all subjects, studied in the current semester, are allowed to take exams. During exams a student is

obliged to show the record book, which must contain the Dean's/the Vice-dean's signature, stating the admission to the examination session, and the dean's office stamp.

4.2. If before examination session students have any academic debts in the subjects, the form of which assessment is a credit test or differentiated credit test, they must abolish them up to the second examination.

4.3. While taking exam in certain discipline students must have no missed lectures and practical classes without having made them up, otherwise they will not be allowed to take the exam by the Department regardless the dean's office stamp in your record book and then the Dean will put you 1 score in the examination registered list.

4.4. The credit test registered lists are submitted to the Dean's office before the start of the examination session and on the basis of them examination registered lists are filled in (only the students received "tested" in the proper discipline are included into them).

4.5. The examination registered lists are submitted to the dean's office on the day of the exam or the next day. The retaking (reset of) the exam in case of unsatisfactory mark has to be carried out on the dates, stated by the Dean at the beginning of the next semester.

4.6. All exams must be retaken and passed, i.e. all academic debts must be abolished within 30 days from the beginning of the next semester.

4.7. Two attempts are given to all students to retake exams.

4.8. The supplementary (the third) retaking the exam is given to the students of the Faculty for Foreign Students.

4.9. Those students, who failed 3 exams during one examination session, are expelled from the university or sent to repeat the academic year.