

Extracts from the regulation on repeated practical classes arrangement

SECTION 1 GENERAL REGULATIONS

1. The Regulation on Repeated Practical Classes (hereinafter – the Regulation) is compiled in conformity with the Educational Code of the Republic of Belarus, Instruction on Tuition Fee in State Educational Institutions, approved by the Act of Ministry of Education of the Republic of Belarus No 210 of 29.07.2011.
2. The present Regulation defines the procedure of repeated practical classes' arrangement in case they have been missed: lecture, practical class, laboratory class (hereinafter – educational class) for a valid or invalid reason.
3. The regulation's aim is increase of academic discipline and rising students' responsibility for educational progress.
4. 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 is submitted over stipulated time period, the class is considered missed due to an invalid reason.
5. A student can re-attend the practical class, if a permit note has been put into the electronic register.

SECTION 2 RE-ATTENDANCE OF CLASSES MISSED FOR A VALID REASON

7. Grounds for a valid permit note provision to re-attend a missed class are:
 - medical certificate;
 - family issues that need a student's presence (submission of the concrete document is required);
 - some circumstances beyond a student's control (approved by official documents).
8. Grounds for a valid permit note provision without re-attendance are:
 - participation in public, charity, sport activities by the Order of the Rector; community work by the Command of the Dean of the Faculty;
 - annual medical check-up and vaccination according to the schedule;
 - participation in scientific conferences;
 - international, republican, university discipline competitions (Olympiads);
 - at the request request of a relevant authority;
 - national holidays among international students (based on the relevant Order of the Dean of the Faculty);
 - a student's own wedding – 2 days, of a student's siblings – 1 day;
 - death of a family member or a relative – 2 days;

— upbringing two or more children under 16 years of age – 1 day in a month.

Grounds for a valid note provision without re-attendance are confirmed by the relevant Rector's order, a conference program; an application from chiefs of public organizations: a student scientific society, sports club, students club, students union; a work applications from personnel of ideological and academic work with youth office, hostels chiefs; by a notice, certificate or another official document by a relevant authority (with a relevant resolution by the Vice-Rector or Dean).

9. A decision on grounds validity not stated in paragraphs 7 and 8 is upon the Dean or Vice-Dean and based on an application from a student, circumstances, and students personality. The application is kept at the Dean's office.

10. Re-attendance of a practical class missed due to a valid reason is free of charge.

11. A student must re-attend a practical class missed because of a valid reason within one month from the date of the last missed class. Valid permit notes without re-attendance are put into electronic register. Results of re-attendance are put into electronic register as well.

If a student misses the deadline of re-attendance, the reason of absence is considered invalid, and the student can re-attend the class if there is an invalid permit note provided after proof of payment submission.

12. Students with no more than three missed classes in one discipline within one semester for a valid reason without re-attendance do not re-attend classes (they study the material on their own). Further missed classes require re-attendance. Students must attend the final class upon agreement with the lecturer.

13. A decision to prolong (extend) a permit note's validity is made by the Dean or Vice-Dean in particular cases.

SECTION 3

RE-ATTENDANCE OF CLASSES MISSED FOR AN INVALID REASON

14. The Dean or Vice-Dean makes a decision if a reason for absence is valid or invalid. If the reason is invalid, the Dean or Vice-Dean informs the student about the sum that the student has to pay to re-attend a repeated class.

15. The student pays the sum via transferring money to the University's account number and submits a confirmation of payment at the Dean's office. This confirmation is a ground for a note provision to re-attend a class missed for invalid reason.

16. If there is no payment (or the sum is not paid fully), a permit note is not provided.

17. After submission of payment confirmation Dean's office personnel checks the sum paid, puts in a permit note into electronic register, where they state a reason for absence, a date of absence, a department (a discipline), a type of class (practical, laboratory).

18. The confirmation of payment is kept at the Dean's office.
19. A unit of time measurement that the student pays for is an academic hour (45 minutes).
20. If the student does not attend a missed class within stipulated time period, the student pays for a repeated class fully in conformity with the class' duration.
21. The student does not pay for a lecture missed for invalid reason.
22. The arrangement of classes missed due to invalid reason is the following:

lecture:

the students must learn the material by himself / herself and then receive grades "passed" or "not passed". Lecture material is learned only under grade "passed".

practical, laboratory class:

the students attend no more than one practical class a day in one discipline. Students can attend no more than two practical classes a day within examination session or holidays. Results of repeated practical class attendance are put into electronic register.

Practical class material is considered to be passed only under positive grade (4 and higher). If students receive a grade lower than 4, the students visit the Dean's office for a new permit note.