

**The main stipulations from
Regulations on the Rules of Students Assessment Procedure at fulfillment of
Educational Programs Content at Stage I of Higher Education**

**PART 1
GENERAL PRINCIPLES**

1. REGULATIONS (STATUTE) on the Rules of Students Assessment Procedure at implementation of Educational Programs Content at Stage I of Higher Education (hereinafter referred as the Regulations) are designed on the basis of the Republic of Belarus Code on Education, Rules of Students Assessment Procedure at Mastering (studying) Educational Programs Content at Stage I of Higher Education, approved by the Republic of Belarus Ministry of Education Statute No 53 of 29.05.2012.
2. The Regulations defines the procedure of current and final assessment at mastering educational programs content at stage I of higher education.
3. Current assessment types at mastering (studying) educational programs content at stage I of higher education are:
Credit test and differentiated credit test, examination, course (term) paper.
4. Final assessment includes Final State Examination.

**PART 2
CURRENT ASSESSMENT**

4. Students current assessment is performed to determine the compliance of students academic (study) outcomes and progress to Educational Standards, Curriculum, Educational Programs of Higher Education and other normative educational documentation.
5. Examinations in academic disciplines for students mastered the content of Educational Programs at stage I of higher education take place within examination session after the completion of the semester twice within an academic year.
Credits (differentiated credits), course paper defense for students mastered the content of Educational Programs at stage I of higher education take place before examination session.
6. Current assessment of outcomes in clinical or pre-clinical (general) study discipline or academic and professional practical training that resulted in obtaining unsatisfactory score ("failed", 1 (one), 2 (two), 3 (three)) or failure to pass current assessment (absence at an assessment) without valid reasons within the period of current assessment adopted by the University is an academic debt in clinical or general study discipline, educational and professional practical training.
7. The Dean (Vice Dean) fix an individual time period for current assessment passing for a student who failed to pass a credit test (differentiated credit test), examination in an academic discipline within the period adopted by the University due a valid reason supported by official documents through corresponding Order arrangement.

A student with an academic debt due to an invalid reason in an academic discipline which as assessment has a credit test or differentiated credit test must

abolish the debt before the second exam of the current semester examination session. The date for differentiated credit test re-take is set by Dean's Order. A student with 3 or more academic debts in disciplines (exams, credit tests, differentiated credits tests) within an examination session is subjected to expulsion.

8. To obtain a higher score in a study discipline that was received at current assessment a student can undergo a repeated assessment within the whole period of higher education obtaining at stage I in no more than 3 disciplines of the specialty Curriculum.

9. Students are permitted to take credit test (differentiated credit test), examination in an academic discipline if all assignments presupposed by Educational program and Curriculum for a corresponding academic discipline in a current semester are done.

10. Rules on permission for an examination session.

Students, mastered (studied) the content of Educational programs of I stage higher education are permitted to undergo examination session if all credit tests (differentiated credit tests), presupposed by Curriculum in the current semester are passed.

A student permitted to undergo examination session, but not permitted to take a particular exam, is permitted to take the rest of exams.

It is not allowed to let students mastered the content of educational programs of I stage higher education undergo examinations if they don't have permission to undergo examination session received in the fixed manner (Dean's signature and stamp in the record book and Student's name in the examination registered list) or if they don't have a written permission issued by the Dean that permits taking examination in an academic discipline in case of a set individual time period.

11. Examinations are given by teaching staff that teach corresponding disciplines in the form of a lecture.

International students take examinations or the first re-examination in the presence of a Examination Board that has got at least two examiners.

12. Each examination has got examination (question) cards. There must be more cards than the students in a study group.

Students are not allowed to familiarize themselves with question cards before examination.

A list of theoretical questions and practical tasks and other necessary materials for taking an examination are given to students no later than two weeks before the beginning of an examination session.

13. A re-take of a failed credit test (differentiated credit test) as well as examination in an academic discipline or a re-take of a credit (differentiated credit), examination in an academic discipline after a student's absence within the set period for an invalid reason is allowed no more than two times.

For students of the Medical Faculty for International Students additional examinations (the third) re-take can be arranged, which terms are set by the Dean.

Students must be familiarized with individual terms for academic debts liquidation.

14. Students who completely fulfilled the requirements of Educational programs, passed credits tests (differentiated credits tests) and examinations in academic disciplines are transferred to the next semester (course) by the Dean's order.

PART 3 FINAL ASSESSMENT

15. Final assessment is performed to determine the compliance of students academic performance results to the requirements of educational standards, studying and curriculum documents of higher education programs at completion of higher education programs contents fulfillment.

Final assessment is performed according to the specialty. Students who have fully fulfilled Curriculum, Educational programs, practical training programs (pre-graduation practical training) are permitted to take final assessment.

16. Students final assessment is performed by State Examination Board (hereinafter SEB).

17. SEB consists of the following members: the Rector of the University, the Dean of the Faculty and Vice Dean, Heads of Departments\Chairs, professors, associated professors of the University or other institutions of higher education, staff of research and development institutions or research and development departments of higher education, leading professionals of economics and social sector, representatives of science and culture field. The list of high education institution SEB members is approved by the Head of the high education institution no later than a month before the Board starts its work.

To keep SEB meetings protocol\minute, a secretary is appointed by the Head of high education institution Order.

18. Chairpersons of SEB are appointed by the Republic of Belarus Ministry of Healthcare Order.

Heads and professionals of public administration, organizations, scientists, teaching staff of high education institutions, whose academic title (Candidate, Doctor of Sciences) is in conformity with the specialty of the final assessment can be appointed as Chairpersons.

19. SEB main functions are as follows:

- assessment of scientific, theoretical and practical competences of students;
- awarding a corresponding specialist do not occupy any positions at the University qualification of high education and awarding a diploma of high education (diploma of high education with honors);
- proposals developed for further improvement of medical professionals training at high education institutions.

20. SEB meetings decisions are recorded in Protocols\Minutes.

Protocols contain information on final assessment and its results: awarded qualifications (title Doctor of Medicine for international students), marks at State examinations and name of an awarded document of education.

Protocols are signed by the chairperson and all members of the Board who took part in the meeting.

21. Before the beginning of a final State examination the following documents are submitted to SEB:

- Dean's Order on permission for students to State examinations;
- Students academic cards with marks obtained for the whole period of studies in academic disciplines, educational and professional practical (as well as pre-graduation) training.

22. A State examination (examinations) are held (given) at an open SEB meeting in the presence of the Chairperson and no less than a half of the number of its member. People who are present at a State examination (examinations) but are not members of SEB are not allowed to test (check) students and make decisions about examinations procedure.

At a private meeting SEB members do the following:

- assess State examinations results;
- decide on awarding a student with a corresponding qualification;
- decide on awarding a diploma of high education or a diploma of high education with honors, minding obtained marks in final assessment.

23. Decision on putting a final mark for a State examination is made by the majority of SEB members by open voting. If votes for different marks are distributed equally, the SEB chairperson vote is the final one.

24. Final examination results, decisions on qualification and diploma (diploma with honors) awarding are announced on the same day after arranging the corresponding protocols.

25. When SEB ceases to work, its Chairperson makes a report on SEB work and submits it to the Head of high education institution within two weeks.

The report must contain the following information:

- students proficiency level in the specialty;
- noted drawbacks in given State examination (if there are any);
- recommendations and suggestions on further advancement of students training in the specialty.

The SEB Chairperson's report is discussed at the meeting of the Faculty's Council.

26. A State examination is held in conformity with the State examination program that is designed at the Department\Chair giving State examination based on standard educational programs in academic disciplines (the University's educational programs in academic disciplines) that are discussed at the Faculty's Council and are approved by the Rector (First Vice Rector) of the University. Students are familiarized with state examination program no less than a month before State examination starts.

27. A type of State examination (written or oral) is decided by the Department\Chair giving the examination at the first meeting of the Department in the current academic year. The State examination schedule is submitted to the Rector by the Dean and is approved by the Rector no later than a month before state examination starts.

There are review lectures and group consultation aimed at training students for State examination at high education institutions.

A final State examination is given with examination question cards that are designed by the Department\Chair holding the examination in conformity with the state examination program and are signed by the Head of the Department\Chair. Examination question cards for State examinations are reviewed by the Department giving the examination each year three months before the State examination starts.

The amount of questions included in the State examination program must be in proportion to the academic hours spent to master the discipline that is a part of State examination. The number of the cards must exceed the number of students in the group and the number of examination cards sets must be sufficient for excluding the possibility of its repeated use.

Students are given no less than 30 minutes to prepare their answer at the State examination and up to 30 minutes for an actual answer. To put a precise mark, SEB members can ask a student additional questions in conformity with the State examination program. The number of additional question must be no more than three.

28. If a student receives a negative mark at one of the State examinations, the student still has a right to take other State examinations.

A repeated re-take of a State examination is not allowed in case if a student wishes to better the mark.

29. A repeated re-take of a State examination for students who have not passed it and were expelled from the high education institution is held in conformity with the SEB schedule next academic year. In addition, State examinations are taken in the same disciplines that were defined in Curriculum and in the disciplines studied in the year of expulsion.

30. The Rector of the University prolongs the period of State examination (examinations) on the basis of a student's application who have not passed a State examination (examinations) for a valid reason, supported by official documents. The prolongation period is set in conformity with the reason of examination failure.