

Financial University Bachelor and Master Program Student Final State Examinations Rules and Regulations

(amendments in accordance with Order No. 2275/o of 22 October 2021)

I. General Provisions

1.1. Financial University Bachelor and Master Program Student Final State Examinations Rules and Regulations (hereinafter – Regulations) is developed in accordance with Federal Law No. 273-FZ On Education in the Russian Federation of 29 December 2012, higher education (bachelor, specialist, master) program student Final State Examinations Rules and Regulations approved by Order No. 636 of the Ministry of Education and Science of the Russian Federation of 29 June 2015 and the Financial University Charter.

1.2. The Regulations establish the procedure for the Final State Examinations (hereinafter - FSE) of the Financial University students (incl. the University Branches; students) (hereinafter - students) who complete the course of the higher education programs. The Regulations determine the forms of the FSE, requirements set for the use of teaching aids, the requirements set for the persons involved in conducting FSE, the appeals procedure, amendments made to and cancellation of the FSE results, and the FSE special characteristics if the people with disabilities are examined.

1.3. The FSE is conducted by the state examination commissions (hereinafter - SEB) in order to determine whether the learning outcomes obtained by the Financial University students of higher education programs are in line with the requirements of the federal state higher education standards (FSHES) or a standard that was independently developed by the Financial University (hereinafter collectively referred to as educational standards).

1.4. The students who have no examinations outstanding and who have completed the requirements of the higher education program curriculum/individual learning trajectory are allowed to take the FSE.

1.5. The higher education program curriculum determines the workload calculated in credits, incl. the defense, preparation for the defense of the Thesis, preparation and procedure of the FSE. The dates of the examinations are determined by the academic calendar of the relevant program.

1.6. The persons who use the self-education format or take a higher education program that has not been accredited by the state have a right to take FSE in a program that has been

accredited by the state without attending classes in the Financial University in accordance with the Regulations.

1.7. It is not allowed to make the students pay for taking the FSE.

1.8. The Financial University students' FSE are organized in the form of:

- A state examination;
- Thesis defense (hereinafter collectively referred to as final state examinations).

1.9. The FSE can be based on the use of distance technologies and e-learning technologies, provided that the student's identity is checked and confirmed, and requirements set by the Financial University by-laws are met.

If there are solid grounds for this, in programs taught as e-learning programs in distant learning mode, and under exceptional circumstances, when endorsed by Rector, the FSE can be organized through the use distance technologies as a videoconference session.

The FSE, in this case, are organized in accordance with the Financial University Bachelor and Master Distance Technology-based Program Student Final State Examinations Rules and Regulations approved by Financial University Order No. 1838/o of 15 October 2020.

1.10. During the FSE, the students and the persons involved in organizing the FSE cannot have and use any means of communication, regardless of their purpose. The exception is the devices used to ensure distance technology-based FSE is organized.

1.11. The FSE final grades are Excellent, Good, Satisfactory, Unsatisfactory grades. The Excellent, Good, Satisfactory grades mean the student has passed the examination.

1.12. The FSE is organized in one or several courses and/or modules where the learning outcomes are vital for the graduates' professional activity.

1.13. The Thesis is a work performed by one/several students jointly that demonstrates the level of readiness of the graduate to be engaged in professional activity.

1.14. The FSE plan, including state examination procedure and the Thesis requirements and their preparation procedure, state examination result assessment criteria, and the Thesis defense result assessment criteria approved by the Financial University, and the appeals procedure are brought to the attention of students not later than six months prior to the start of the FSE.

1.15. SEBs are established at the Financial University to conduct FSE. Appeal commissions are established at the Financial University to examine appeals based on the FSE results.

SEBs and appeals commission (hereinafter – commissions) operate during the calendar year.

1.16. The key format of the commissions' operation is meetings. Meetings of commissions are not considered to be void, if they are attended by at least two thirds of the members of the commission. The meetings of the commissions are chaired by the chairmen of the commissions. Resolutions of the commissions are made by a simple majority vote of the persons who are members of the commissions and participate in the meeting. In case of equality of the number of pro and contra votes, the commission chairman has the casting vote. The resolutions made by the commissions are formalized in minutes on the forms formatted in accordance with the Financial University requirements. The minutes of the meetings of the commissions are signed by chairmen.

1.17. Not later than 30 calendar days before the day of the first FSE at the Financial University, the FSE calendar is approved, which indicates the dates, times and places of the FSE and pre-examination consulting sessions, which are brought to the attention of students, the chairman and members of the state examination boards and appeals commissions, Thesis academic advisors and consultants. When forming the calendar, a break between FSEs should last at least 7 calendar days.

2. SEB Formation and Operations

2.1. SEBs are established for each educational program. It is allowed to establish several boards for one educational program. It is allowed to establish one board, including for students majoring in different subjects, in order to organize the defense of a co-authored Thesis or a business project-based Thesis (Startup-Based Thesis).

2.2. The SEB Chairman is chosen among the persons who are not the Financial University employees, who have an academic degree of Doctor of Science and (or) the academic title of a Professor, or who are lead experts, representatives of employers or their associations in the relevant field.

2.3. SEB Chairmen organize and supervise the commissions' operations, ensure the uniformity of the requirements set for students during the FSE.

2.4. The SEB chairmen are approved by an order of the Financial University no later than December 31 of the year preceding the year of the FSE. The grounds for approval is the Financial University Academic Council resolution on the appointment of the SEB chairmen

for all educational programs; their participation in the FSE is agreed in writing with the heads of the relevant employer organizations suggested by the teaching and researcher departments / degree-awarding departments (hereinafter referred to as the department / teaching department).

2.5. A SEB is composed of the chairman of the committee and at least 4 members of the committee. The SEB members are lead experts, representatives of employers or their associations in the relevant field and (or) persons who are members of the Financial University (other organizations) teaching staff and (or) the Financial University (other organizations') researchers and have an academic title and (or) academic degree. The persons who are lead experts, representatives of employers or their associations in the relevant field (including the SEB chairman) should account for at least 50 percent of the total SEB members.

2.6. For the period of the FSE, in order to ensure the SEB operations, a secretary of the board is appointed by the order of the Financial University (Branch) who is chosen among the Financial University teaching staff, researchers or administrative employees. The SEB secretary keeps the minutes of the SEB meetings and submits the necessary materials to the appeals commission.

2.7. SEB is composed by Faculties/Institutes (Branches) following the proposals made by the Financial University (Branch) departments/teaching departments and approved by Orders of the Financial University (Branch) not later than one month before the FSE start date. Draft orders on the SEB composition are sent for approval to the Financial University Rector's Office (in the Branches, to the Branch Director) not later than 45 calendar days before the FSE start date determined by the academic calendar and are also submitted to the Student Office (in the Branches, to the relevant unit) for scheduling the FSE.

2.8. During the operations, the SEB members follow the Regulations, educational standards and the relevant FSE plan.

- The key SEB functions are:
- To make a qualification awarding decision based on the student's FSE results;
- To develop recommendations to improve the students' training quality.

2.9. The minutes of the SEB meeting where the FSE is taken describe the list of questions asked to the student and the answers to them, the chairman's and the SEB members' view of the student's degree of readiness to resolve professional issues shown during the FSE, and the identified shortcomings in theoretical and practical training. The minutes of the SEB

meeting are signed by the chairman and secretary of the board. The minutes of the SEB meetings are bound and kept in accordance with the procedure established by the Financial University.

3. FSE Procedure

3.1. The state examination is conducted according to the plan approved by the Financial University, which contains a list of questions included into the state examination and recommendations for the students on how to prepare for the state examination, including a list of references recommended to be used when preparing for the state examination. The state examination is an oral examination. It is allowed to conduct an examination and do a practice-oriented assignment in a computer class using computers and applications, provided that the computer class is prepared for the examination to be conducted. The solution of each computer-based assignment is a separate file prepared using an application. Students save the files in a directory using their names and the ticket number. The SEB members have the right to ask clarifying questions on the completed assignment. Before the state examination, a consulting session is organized for the students on the issues included in the state examination (pre-examination consulting session).

3.2. The FSE plan is developed by the relevant department/teaching department teaching staff, and other Financial University department/teaching department teaching staff can be engaged.

3.3. The FSE plan is discussed at the Financial University Faculty Academic Council meetings and is approved by the Rector.

3.4. Examination tickets are formed from the list of questions of the state examinations and are approved by the heads of the program directors not later than 15 calendar days before the start of the FSE. Examination tickets should include 2 theoretical questions and one practice-oriented assignment. In the Branches, examination tickets for the state examinations are formed from the list of questions of the state examinations and approved by the Director of the Branch not later than 15 calendar days before the start of the FSE.

3.5. The department/teaching department prepare more examination tickets than is the number of students taking the examinations. The tickets in each set of tickets should be unique. Four sets of examination tickets and 2 copies of the state examination plan are sealed in envelopes and submitted to the Faculty office (Institute, Branch unit in charge) for storage. If it is impossible to store the tickets at the Faculty Office, the examination tickets are taken to the

Student Office. On the day of the examination, the sealed envelopes are handed over personally to the SEB chairman.

3.6. The SEB ensures free independent choice of the ticket by the student.

3.7. When preparing to answer the questions and do the assignment contained in the examination ticket, the students have the right to make the necessary notes related to each question on the sheets of paper handed over by the SEB secretary, and use the state examination plan and educational and methodological materials approved by the board. As a rule, at least 30 minutes are given to the student who is the first to receive an examination ticket to prepare for the answer, the rest of the students answer in the order of receiving the examination tickets. After the student has answered to the ticket question, the SEB members, with the chairman's permission, may ask the student clarifying and additional questions that are in line with the state examination plan. After the student has answered all the questions and the SEB chairman has announced the end of the question and answer session, the members of the board write the grades for the answers to each question and the preliminary final grade.

3.8. The students who use educational and methodological materials that are not endorsed by the board, and (subject to paragraph 1.10) have and / or use any means of communication, data reception, transmission and storage, are expelled from the examination by the board chairman and the Unsatisfactory grade is earned.

3.9. The FSE results are announced on the day of the examination, entered into the FSE minutes and the students are informed thereof.

4. Thesis Defense

4.1. The Thesis (hereinafter referred to as Thesis) preparation and defense procedure are the final stage of the program completion. The type of the Thesis, the requirements set for it, the Thesis preparation and assessment criteria are determined by the Financial University Bachelor and Master Program Student Thesis Rules and Regulations approved by the Financial University Order No. 2203/o of 18 October 2021.

4.2. The list of Thesis topics is annually made by the department (teaching department), reviewed and approved in accordance with the procedure and within the timeframes prescribed by the above Regulations. The Thesis topics are brought to the attention of students not later than six months before the FSE. At the student's/ several students' (in case

of a co-authored Thesis) written request, the student (students) is/are given the opportunity to prepare and defend the Thesis on the topic proposed by the student (students), if it is appropriate to examine it for practical application in the relevant field or at a specific facility. Upon a personal request approved by order of the Financial University (Branch), a Thesis academic advisor and, if necessary, a consultant is appointed for a student (several students who prepare a co-authored Thesis) who is chosen among the teaching staff of the Financial University to supervise the Thesis preparation on a chosen topic.

4.3. After the student has completed the Thesis, the academic advisor writes a Thesis review report describing the student's work during the Thesis preparation period and submits it to the department/teaching department. In case of a co-authored Thesis, the academic advisor writes a Thesis review report describing the students' joint work during the Thesis preparation period and submits it.

4.4. The Theses of master program students are subject to review. For the Thesis to be reviewed, it is sent by the department/teaching department to one or more reviewers chosen among persons who are not the Financial University employees. The reviewer examines the Thesis and submits a written review of it to the Financial University. If it is an interdisciplinary Thesis, it is sent to several reviewers.

4.5. The Thesis texts are posted on the student's personal account in the Financial University virtual learning environment and are checked for plagiarism. Access to the Thesis texts is provided in accordance with the legislation of the Russian Federation, and the fact is taken into account that on the copyright holder's request, industrial, technical, economic, company and other information, including the data related to the intellectual work results in the field of research and technology, to the methods used when engaging in professional activities that have actual or might have a commercial value for the reason of being unknown to third parties may be withdrawn.

4.6. The department / teaching department ensures that the student reads the academic advisor's report and review (reviews) not later than 5 calendar days before the day of the Thesis defense.

4.7. The Thesis text, the academic advisor's report and review (reviews) are submitted to the SEB not later than 2 calendar days before the day of the Thesis defense.

4.8. The Thesis is defended at the SEB open meeting. The presence of the Thesis academic advisor and the reviewer at the SEB meeting is desirable.

4.9. The Thesis defense procedure includes the following:

- SEB meeting opening (by the chairman);
- Students' presentations (their maximal duration depends on the higher education program level). In case of the bachelor program students, the presentation should last not more than 10 minutes, in case of the master program students, not more than 15 minutes. The maximal time period allocated for the Thesis presentation is given by the SEB chairman before the SEB work start;
- The question and answer session consisting of the questions asked by the SEB members related to the Thesis and the student's Thesis presentation, and the related topics. When answering questions, the student has the right to use his/her presentation text;
- A Thesis academic advisor's presentation or, in case of his/her absence, presentation of the review report made by a different person;
- Thesis reviewer's presentation or, in case of his/her absence, the review presentation made by a different person;
- The student's concluding address, including comment made after the Thesis academic advisor's and the reviewer's presentations.

4.10. The grade for the Thesis defense is included into the minutes of the SEB meeting.

4.11. The SEB, based on the results of the Thesis defense, can give a recommendation for the graduate to continue his/her studies in the master training (postgraduate training) department and become engaged in the didactic activity. As an additional recommendation, the SEB has the right to indicate the relevance of the research, the possibility of the research findings further use in the theoretical and practical research, in the teaching process, etc.

5. FSE Results

5.1. After obtaining the FSE results, the students who have passed the FSE obtain a diploma of higher education stating the qualifications gained formatted in accordance with the requirements established by the Ministry of Education and Science of the Russian Federation.

5.2. A student is awarded a diploma cum laude for exceptional academic performance in the educational program if he/she passed all types of FSE and obtained Excellent grades,

obtained Excellent and Good grades in all courses (modules), practical trainings, course papers (projects) specified in the diploma supplement and at least 75% of the total number of grades specified in the diploma supplement are Excellent grades, including the FSE grades.

5.3. Students who have not taken the FSE due to absence for a good reason (temporary disability, performance of public, community or official duties, subpoena, transport issues (flight cancellation or significant delay)), have the right to take it during 6 months after the completion of the FSE. The student should submit a document to the Financial University confirming the reason for the absence. Students who have not taken one FSE due to absence for a good reason, has a right to take the next FSE (if any). Students who have not taken the FSE due to unexcused absence or because of obtaining the Unsatisfactory grade and the students indicated in paragraph 6.1 of the Regulations who have not taken the FSE in the prescribed period (due to unexcused absence or because of obtaining the Unsatisfactory grade) are expelled from the Financial University and a certificate is given to them stating that they failed to fulfill their obligations, did not meet the requirements of the program in a bona fide manner and did not act in accordance with the curriculum.

5.4. A person who has not passed the FSE may take a re-sit FSE not earlier than 10 months and no later than 5 years after the original date of the FSE when the student did not pass it. The person may take a re-sit FSE not more than two times. In order to take a re-sit FSE, upon the request, the person's student status is reinstated at the Financial University for the period provided for by the academic calendar related to the FSE in the relevant course. When the student takes a re-sit FSE, upon the student's request, a different Thesis topic may be approved for him/her.

6. FSE for People with Disabilities

6.1. In case of disabled students, the Financial University organizes the FSE taking into account the psychophysical development, their capabilities and health status (hereinafter referred to as individual characteristics).

6.2. When the FSE are organized, the following requirements are met

- The FSE are organized for the disabled persons in the same classroom where the students who are not disabled are, if this does not create difficulties for the disabled and other students during the FSE;

- An assistant (assistants) who provide(s) the necessary technical assistance to the students with disabilities are present in the classroom, taking into account their individual characteristics (assisting with taking a seat, moving around, reading and doing the assignment, communicating with the chairman and members of the examination board;

- Students with disabilities use the necessary technical means during the FSE, and their individual characteristics are taken into account;

- Free access for the students with disabilities to the classrooms, restrooms, and other rooms is given, and their stay in the rooms is supported by ramps, handrails, widened doorways, elevators, special chairs and other devices; in case of non-availability of elevators, the room should be on the first floor) .

6.3. Appropriate format is chosen in order to inform the students with disabilities of the Financial University by-laws related to the FSE.

6.4. The FSE duration may be increased upon the disabled student's written application (in comparison with the standard duration):

- By not more than 90 minutes (in case of a written examination);

- By not more than 20 minutes (in case of an oral examination) (duration of the student's preparation for the answer);

- - By not more than 15 minutes (duration of the presentation during the Thesis defense).

6.5. Depending on the individual characteristics of students with disabilities, the Financial University ensures that the following requirements are met during the FSE:

a) For the students with severe visual impairment:

- Assignments and other materials during the FSE are drawn up in Braille or as an electronic document accessible through a computer equipped with specialized software, or read out by an assistant;

- Written assignments are done by students when they are printed on Braille paper or using a computer equipped with specialized software, or through a dictation to an assistant;

- If necessary, the students obtain writing devices and the paper for writing in Braille, a computer with specialized software;

b) For the students with visual impairment:

- Assignments and other materials during the FSE are printed and the big font size is used;
- Lighting system with at least 300 lux illumination is provided;
- If necessary, the students obtain a magnifying device, they are allowed to use their own magnifying devices;
- c) For the students with hearing impairment and severe hearing impairment or severe speaking impairment:
 - Sound amplifying equipment for collective use is made available, or if necessary, students are provided with sound amplifying equipment for individual use;
 - Upon their request, written FSE are arranged;
- d) for persons with disorders of the musculoskeletal system (severe disorders of the motor functions of the upper limbs or with no upper limbs):
 - Written assignments are done by students using a computer equipped with specialized software, or through a dictation to an assistant;
 - Upon their request, oral FSE are arranged.

6.6. A student with disability, not later than 3 months prior to the start of the FSE, submits a written application stating the need for special conditions during the FSE, indicating the individual characteristics. He /she also submits documents confirming that the student has individual characteristics (if there is no such document in the Financial University). In the application, the student indicates whether he/she needs/does not need an assistant present during the FSE, whether he/she needs/does not need to have the FSE duration to be increased compared to the standard duration (for each examination).

7. Appeals Concerning FSE Results

- 7.1. The student has the right to file a written appeal after obtaining the FSE results.
- 7.2. In order to examine the applications filed after the FSE, appeal commissions are established in the Financial University.
- 7.3. The chairman of the appeal commission at the Financial University is a person authorized by the Rector. In the Branches, Directors of the Branches are the chairmen of the appeal commissions. The nominees for the positions of chairmen of the appeal commissions are approved by the order of the Financial University not later than December 31 of the year

preceding the year when the FSE are organized. The grounds for approval is the resolution of the Academic Council of the Financial University.

7.4. The appeal commissions consists of at least three instructors, headed by the chairman. The members are chosen among the Financial University teaching staff who are not members of the SEB. The composition is approved by the order of the Financial University (Branch) not later than one month before the FSE start date.

7.5. The student has the right to submit a written appeal to the appeal commission stating that in his opinion there was a violation of the established FSE procedure and / or disagreeing with the results of the state examination.

7.6. An appeal is submitted personally by the students to the appeal commission not later than on the next working day after the announcement of the FSE results.

7.7. To examine the appeal, the SEB secretary submits the minutes of the SEB meeting, the resolution of the SEB chairman on compliance with procedural requirements during the FSE, and written answers (if any) or notes made by the student (for examining the appeal related to the FSE) or the Thesis, a review report and the review (reviews) (for examining an appeal related to the Thesis defense) to the appeal commission.

7.8. Not later than 2 working days from the date of its submission, the appeal is examined at a meeting of the appeal commission, to which the SEB chairman and the student who filed the appeal are invited. The meeting of the appeal commission can be held in his absence, in case of the student's no-show for the meeting of the appeal commission. The resolution of the appeal commission is brought to the attention of the student who filed the appeal within 3 working days from the date of the meeting of the appeal commission. The fact that the student has read the resolution is confirmed by the student's signature.

7.9. When examining the appeal submitted because of the violation of the FSE procedure, the appeal commission makes one of the following decisions:

- To reject the appeal, if the FSE procedure violations described in it have not been confirmed and / or did not affect the result of the examination;

- To approve the appeal, if the FSE procedure violations described in it have been confirmed and / or affected the result of the examination. If the appeal is approved, the FSE result is subject to cancellation, therefore the minutes of the meeting where the appeal has been examined is submitted to the SEB not later than the next working day to ensure the resolution of the appeal commission is made. The student is given an opportunity to take the FSE within

the period prescribed by the Financial University. The re-sit FSE of the student who has filed the appeal is conducted not later than on the end date of the academic year at the Financial University (in accordance with the educational standard) and the chairman or one of the members of the appeal commission are present.

7.10. When examining the appeal submitted because of the disagreement with the FSE result, the appeal commission makes one of the following decisions:

- To reject the appeal, and to keep the FSE result unchanged;
- To approve the appeal and change the FSE result.

The resolution of the appeal commission is submitted to the SEB not later than the next working day. The resolution of the appeal commission is the grounds for the cancellation of existing FSE result and replacing it with a new one.

7.11. The decision of the appeal commission is final and not subject to review.

7.12. There can be no appeal concerning the re-sit FSE.

8. Reporting

8.1. Upon completion of the commission operations, the SEB chairman submits a report on the graduates' FSE results to the LPCD (Institute of Correspondence and Open Education, Institute of Short-Term Programs, relevant Branch unit) within five days.

The SEB chairman's report should contain the following information:

- Statistical data on the FSE results;
- Assessment of the level of the graduates' theoretical and practical training and the quality of examination materials;
- Assessment of the completed Theses quality, incl. relevance of the topic, the level of the theoretical and practical aspects exploration, the substantiation of conclusions and proposals, the possibility of the research findings' practical use;
- Comment and recommendations for improving the graduates' training and their testing;
- The names of students who performed in the best way during the FSE and the Thesis defense;
- The names of students for whom recommendations have been issued endorsing their studies in the master training and postgraduate training departments;
- SEB operations description.

8.2. The annual SEB work report is presented at the Financial University Academic Council meeting.

E.G. Popov

|signed|

Head

Teaching Process Coordination Directorate