

## **Addendum No. 2 to Order No. 1335/o of 15 July 2013**

### **Internal Rules and Regulations for Students of the Financial University City of Moscow 2013**

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#### 1. GENERAL PROVISIONS

1.1. The Internal Rules and Regulations of the Federal State-Funded Educational Institution of Higher Education "Financial University under the Government of the Russian Federation" (hereinafter referred to as the Financial University (FU)) are developed in accordance with the Federal Law 'On Education in the Russian Federation', other laws, the Charter of the Financial University and its bylaws containing the rules that the teaching and learning process participants should observe.

1.2. The Internal Rules and Regulations are the internal rules of the Financial University that contain provisions on the learners' rights, liabilities and responsibility, learning process design, award for academic achievement, and other issues related to the teaching and learning process.

1.3. All the students of the Financial University including the students of the Financial University Branches should observe these Rules and Regulations.

1.4. The Financial University learner category includes:

- Undergraduate students (of post-secondary programs, bachelor degree programs, specialist degree programs, master degree programs);
- Postgraduate students (postgraduate study department students of programs of study aimed at researchers and teaching staff);
- Students of further education programs, students of the Financial University access courses

- Students of the Financial University Lyceum (students of secondary education programs).

1.5. The Internal Rules and Regulations and amendments hereto are approved by the Academic Council of the Financial University and endorsed by the Financial University Rector in the relevant Order.

1.6. The students enrolled to the Financial University start having their students' rights and responsibilities indicated in the law on education and the Internal Rules of the Financial University as of the enrolment date indicated in the enrolment order.

## 2. LEARNERS' RIGHTS

2.1. The Financial University students have the following rights:

- 1) To study in the learning environment where the specifics of their psychophysiological development and health status are taken into account, to have social, didactic assistance and psychological assistance;
- 2) To study in accordance with their individual learning trajectory, including the right to complete an accelerated course during a shorter period of time than it is specified in the regular program curriculum, and to form their own learning path;
- 3) To choose optional and elective courses, subjects and disciplines (modules);
- 4) To have the freedom of conscience, the information, the freedom of expression of their opinions;
- 5) To have a room accommodation in the dormitory in accordance with the rules set in the Financial University if the appropriate housing is available;
- 6) To have a scholarship, subsidies and other funds as per the current law on education;
- 7) To have an academic leave in line with the provisions of and for the reasons specified in the regulations issued by the federal education regulatory agencies, to have a maternity leave up to the date when the child is 3 years old in accordance with the provisions of the federal law;
- 8) To transfer to another program of study with a different major, with a different mode of study in accordance with the provisions of the law on education;
- 9) To change the education contract terms and to become entitled to coverage of the tuition fee in accordance with the regulations issued by the federal education regulatory agencies;

- 10) To transfer to another education institution;
- 11) To resume the period of study in the Financial University after being expelled from it in accordance with the provisions of the law on education;
- 12) To appeal against the resolutions of the Financial University in accordance with the provisions of the law;
- 13) To use the Financial University library, information and research resources free of charge;
- 14) To become enrolled to, do the research within and participate in an internship program (including the academic exchange and mobility programs) in a different education institution, including the institutions located abroad;
- 15) To develop the creative potential and act in line with the personal interests, including participation in the competitions, exhibitions, sports competitions and other events;
- 16) To publish their works in the Financial University editions free of charge;
- 17) To exercise other rights and have a right to social support in accordance with the laws of the Russian Federation and the Financial University Internal Rules and Regulations.

### 3. LEARNERS' RESPONSIBILITY AND LIABILITIES

#### 3.1. The students of the Financial University shall:

- 1) Study in good faith within the curriculum set; act in accordance with the individual learning trajectory; appear in class in accordance with the regular or special curriculum set; work independently; do the homework assigned by the teaching staff;
- 2) Act in compliance with the provisions of the Financial University Charter; Financial University Internal Rules and Regulations; Dormitory Internal Rules and Regulations; other Financial University bylaws.
- 3) Respect the dignity of other Financial University students and staff; keep the property of the Financial University safe;
- 4) Notify the Dean's Office in writing if there is a good reason for a no-show for class, examination or a pass/fail examination; provide justification for the no-show in writing to the Dean not later than on the day that immediately follows the last day of the no-show period;
- 5) Have the student ID and/or campus ID card at all times when entering and when

being on the University premises; always keep the student ID and the campus ID card safe from harm;

6) Avoid inappropriate dressing, refrain from putting provocative accessories on and be dressed according to the business dress code; wear civilian clothes in class and during other events on campus regardless of the student family's religious beliefs, cultural and religious traditions;

7) Have their knowledge assessed during the formative and summative assessment tests, re-sit examinations in accordance with the Financial University rules and refrain from using unauthorized equipment and devices to gain information when taking the tests and examinations;

8) Refrain from engaging into the political activity while on the Financial University premises, refrain from activity or from making statements that contain indicators of hatred or hostility towards others for political, ideological, racial, national, religious motives (including the discriminatory statements and/or actions);

9) Abide by the migration law (if they are the international students);

10) Fulfill other obligations as per laws of the Russian Federation, the Financial University Charter and Internal Rules and Regulations.

3.2. The Financial University academic rigor rules are based upon the principle of mutual respect and proper regard for the personal dignity of students and instructors.

3.3. Disciplinary action can be taken against a person for failing to meet the teaching process design and learning activity requirements set by the Financial University Charter, Internal Rules and Regulations, Dormitory Internal Rules and Regulations or other internal rules and regulations.

3.4. The following disciplinary actions can be taken against a student who committed a disciplinary violation:

a) a formal warning can be issued;

b) a formal reprimand can be issued;

c) an expulsion decision can be made in regard to the student.

3.5. Only one disciplinary action should follow each disciplinary violation. In choosing the type of the disciplinary action to be taken the severity of the deed, the reasons for breaking the rules and the circumstances under which the rules were broken, prior behavior of the students, his/her psychophysiological and emotional condition, and the opinion of the student council members should be taken into account.

3.6. No disciplinary action can be taken against the student if the student is sick, is

on vacation, on academic leave or on a maternity leave.

3.7. Prior to taking a disciplinary action against the student, the Financial University authorities should demand that the student provide some reasoning for his/her actions in writing. If the student refuses to provide reasoning for the violation of discipline within the following 3 days, an appropriate statement of violation is issued. The student's refusal or failure to provide such reasoning for the actions cannot prevent the Financial University management from using the disciplinary actions against the student.

3.8. The disciplinary actions can be taken not later than within one month of the date when the fact of violation was discovered, excluding the period when the student was absent from class at the Financial University (see part 3.6 hereof) and the period needed to examine the opinion of the student council members. However, that period should not exceed 7 teaching days as of the date when the student council members presented their motivated opinion in writing to the Financial University Rector.

3.9. The disciplinary action is taken as per the Financial University Rector's (Financial University Branch Director's) order following the report made by the Faculty Dean (or Branch Department Head). The student should sign the order within the 3-day period of the date when the order was issued (excluding the period when the student was absent from class). In case of the student's refusal to sign the order, a Faculty Dean's Office staff member makes an appropriate record on a copy of the order.

3.10. For educational effect, when appropriate, such an order can be made public and posted on the FU premises for the students to become aware.

3.11. Each student has a right to make an appeal against the disciplinary action taken against him/her to the appropriate Educational Institutions' Appeals Commission.

3.12. If within a year of the date when the first disciplinary action was taken against the student no new disciplinary action is taken against the student, the record of the original disciplinary action is expunged. The disciplinary action file can be destroyed at an earlier date if the Rector, the student or the student council members seek expungement of the record at an earlier date, provided that no new violation was committed by the student prior to the record expungement.

3.13. No awards can be obtained by the student within the period when the disciplinary action is being taken against him/her.

3.14. If disciplinary action is taken in accordance with these Internal Rules and

Regulations against a fee-paying student who studies as per a tuition fee payment contract, then the fee payment discounts set, if any, can be cancelled.

3.15. The students who reside in the Financial University dormitories should abide by the Internal Dormitory Rules and Regulations adopted the Financial University Academic Council.

#### 4. TEACHING AND LEARNING PROCESS

4.1. The Financial University academic calendar and program curricula reflect the teaching and learning process designed for all the teaching modes on the post-secondary education and tertiary education levels (i. e. bachelor, master, specialist degree programs, postgraduate study programs). In addition to the traditional systems, the Financial University uses a module-based system, credit-based assessment system, multi-grade grading and knowledge assessment system, formative and summative assessment system (with the grades accumulated) and a rating-based comprehensive knowledge assessment system.

4.2. The first semester begins on 1 September each academic year for the students studying in the face-to-face and offsite/onsite modes. The dates when the academic year ends vary and depend on the program curriculum, the field of study and the concentration and major. The Academic Council has a right to change the date when the academic year begins, but the academic year cannot begin on a date that is later than 1 November. An academic calendar for the correspondence course students (including the students of the distance learning and e-learning programs) is designed in accordance with the relevant curricula.

4.3. The teaching period at the Financial University has breaks that are set for rest and resolution of other social issues. The total vacation period in the Financial University is determined in accordance with the law on education and the academic calendar. The students of the programs of study are entitled to have an appropriate vacation period upon written request following the defense of their final graduation paper. The students' period of study is then deemed completed as they have obtained their degrees.

4.4. An academic hour is 45 minutes for all the class work. Each class lesson, as a rule, lasts for 2 academic hours. A break between lessons shall be at least 10 minutes.

4.5. The language of teaching at the FU is Russian unless stated otherwise in a resolution of the Academic Council.

4.6. Each year the student cohort is divided into groups (subgroups) that participate in the practical work, laboratory work, seminars, take examinations and pass/fail examinations. Each group composition is approved by the Faculty Dean, Branch Department Head or student group supervisor.

4.7. The Faculty Deans or the Branch Department Heads appoint student group leaders in each group. A student group leader is selected among the most disciplined students who have

the best academic achievement. The student group leaders report to the Faculty Deans or the Branch Department Heads.

4.8. Each student group leader:

- 1) Monitors, upholds and maintains academic integrity and rigor in his/her student group during lectures, practicals and laboratory work, is vigilant to keep the equipment and learning aids in good order;
- 2) Informs the students of the amendments made to the academic calendar;
- 3) Keeps the student register where the student attendance in/absence from mandatory classes is registered;
- 4) Delegates “day monitor’s” duties to a certain student to be performed when in class;
- 5) Notifies the relevant Faculty Dean in case of unauthorized disruption in the ordinary course of the learning process;
- 6) Performs other administrative duties as per Dean’s instructions.

No student in each group shall fail to comply with the student group leader’s orders. An appropriate student group register where each student’s attendance is registered at each mandatory class is in the safekeeping at the Dean’s Office and is handed over to the group leader of each student group to be maintained during the class hours.

4.9. The rules adopted by the Academic Council determine the design of the formative assessment tests, and the national State Higher Education Institution Final Graduation Test Rules and Regulations approved by the federal education regulatory agency determine the design of the final graduation tests.

4.10. The student group supervisors are appointed at all the Faculties in accordance with the Financial University Charter and Internal Rules and Regulations in order to facilitate and promote the out-of-class\extracurricular activities of the students, promote their research activity, offer psychological and didactic assistance to the students, and to facilitate obtaining the feedback from the students by the Faculty Deans.

4.11. The academic calendars for each semester are posted on the FU Faculty/Department web site not later than 3 days prior to the date when the classes begin within the semester. The timetables related to the scheduled examination periods (including the dates when the tests and re-sit examinations are taken) are posted on the web site not later than 7 days prior to the earliest date of test/examination/re-sit examination. In case of a class replacement or cancellation, the FU management shall inform the students hereof not later than 3 days prior to the date of class.

4.12. The students shall not enter the classroom after the bell rang unless otherwise instructed by the lecturer.

4.13. After the classes have begun, all the persons inside and in the proximity of the classrooms should keep order. The normal teaching process in classes should not be disrupted; the students shall not go out and come into class during the lesson unless otherwise instructed by the lecturer.

4.14. The students should stand up and greet the instructor or the Financial University management when they enter the classroom.

## 5.1. MAINTENANCE OF ORDER POLICY AT FU

5.1. Acting as per the FU Rector's order, the staff members of the relevant FU administrative and maintenance divisions are in charge of the care, safekeeping, maintenance in good order and condition and efficient use of the FU property and equipment.

5.2. The Faculty Dean and the relevant instructor are responsible for maintaining order in class during lessons.

5.3. When on the FU premises, the learners should abide by the general public behavior rules.

5.4. It is prohibited for the FU learners within all the FU premises:

- 1) To smoke tobacco and inhale the smoke that contains nicotine (inhaling via special equipment included);
- 2) To use aroma-producing candles, lamps and other items that produce aroma when heated;
- 3) To take drugs and drug-containing chemical substances;
- 4) To consume alcoholic drinks (including the drinks with low alcohol content), to enter the premises under the influence of alcohol, drugs or other toxic substances;
- 5) To violate fire safety regulations and ID policies;
- 6) To take away the FU property items from the FU premises without an appropriate permit;
- 7) To use the equipment and appliances intended for office and academic use for other purposes;
- 8) To engage in noisy conversation, use mobile telephones and produce other noise during the time of classes, examinations and pass/fail examinations;
- 9) To refuse to take the outerwear off while indoors and to refuse to keep the outerwear and personal items in the cloak-room or other rooms specifically allocated for such purposes;
- 10) To take foodstuffs to the FU classrooms and consume them there;

- 11) To post advertisements outside the advertisement boards without a special permit;
- 12) To play cards and gamble;
- 13) To use profanity.

5.5. It is prohibited to park motor vehicles on the FU premises without an appropriate permit.

5.6. The Faculty Deans, their Deputies, and the Academic Affairs Departments determine the University officials' office hours for the students, the employees and the teaching staff to use. The hours vary and depend on the Faculties' office hours.

5.7. The Dormitory Internal Rules and Operational Regulations and the FU bylaws adopted by the Academic Council describe the rules to be observed by the dormitory residents and the services rendered to them by the dormitories. The Branch Academic Councils adopt such rules in the University Branches.

## 6. AWARD FOR ACADEMIC ACHIEVEMENT

6.1. For special academic achievement and proactive participation in the research work, the Financial University students are eligible to obtain financial and/or nonfinancial incentives, namely:

- a letter of commendation acknowledging achievement;
- a letter of gratitude;
- a special academic scholarship provided by the government institutions or a personal scholarship;
- a money prize, award and other types of incentives.

6.2. The best students are eligible for obtaining a Presidential Scholarship of the Russian Federation and a Special Fellowship of the Government of the Russian Federation.

6.3. The appropriate Faculty Dean, Lyceum Director informs the FU Rector\FU Branch Director of the student's achievement; the type of award to be offered is determined by the FU Rector/FU Branch Director. The FU Rector/FU Branch Director issues an appropriate order describing the type of award to be offered and the FU students are informed hereof. The statement of award is registered in the student personal file kept at the FU premises.