

REGULATIONS

on Current Control of Students' Academic Progress

The quality of the education characterizes the effectiveness of the collaborative work of the academic staff and students of the university. Control of the academic work is considered as one of the leading means of managing the teaching and educational process. It aims at the objective and systematic analysis of the progress of studying in accordance with the requirements of the Federal State Educational Standards, programs of disciplines (modules) and contribute to improving the level of teaching and the organization of education.

1. The main principle of organizing quality control of the educational process conditioned by the system approach to the problem of knowledge assessment is the integrated application of various types of control distributed according to the period of study, time, and studied disciplines.

2. Current control of the educational process is carried out by the faculty and academic staff of the departments, deans and their deputies, the vice-rector for academic affair, and the rector of the university.

2.1. Current control of students' knowledge may be of the following types:

- oral questioning during practical and seminar classes;
- written assignment;
- laboratory work;
- review work;
- written or computer-based testing;
- colloquium (written, oral or computer-based);
- control of students' independent study (written, oral or computer-based).

2.2. Additional forms of current control are: information about students' attendance of lectures, as well as practical, seminar, and laboratory classes; the rating system that provides current control of academic performance and midterm assessment of students (see "Regulations on the Rating System of Performance Assessment").

2.3. Assessment of a student's level of preparation for a practical lesson is conducted by means of an oral, written or computer-based survey and is determined by the department. The marks received as a result of independent study, assessment of the theoretical knowledge and practical skills are converted into points score in order to obtain a current total rating for each subject and as a whole for a term, academic year or the entire period of study at the KubSMU (see "Regulations on the Rating System of Performance Assessment").

2.4. Final lessons, which are provided by standard curriculum documents, are the forms of control how the theoretical material, practical skills, and other educational tasks are mastered in accordance with the curriculum. Final lessons, which are not provided by standard curriculum documents, are not allowed until they are approved both by the methodological commissions of the faculties and the Central

Methodological Council of the KubSMU.

2.5. Practical, laboratory, and seminar classes missed for a valid reason are subject to independent study by the student, with subsequent certification of the level of knowledge in the subject (module) in accordance with the terms of the educational program (final work, credit, exam) using various forms and tools in the educational process for this discipline (module).

The following are considered valid reasons for absence:

a) participation in volunteer activities, duty in the dormitory, absence from events in which the University is a participant, as agreed upon by the relevant dean's office/department;

b) illness, blood donation, call for the military registration and enlistment office, presence at one's own wedding or the close relative's funeral.

Within 7 working days, the validity of the reason for missing classes is confirmed by providing the following to the relevant dean's office:

- regarding the reasons for Clause a) by the relevant structural division of the University of a service note indicating the information of the students who missed the class and the date of the absence;

- regarding the reasons of Clause b) the student who missed classes must provide the relevant document confirming the reason for the absence (in the event of failure to provide the relevant document within the established time frame, the reason of the absence from class is considered invalid).

The relevant dean's office within 7 working days from the date of receipt of the documents sends the received service note regarding the reasons for Clause a) or a self-written service note regarding the reasons for Clause b) to the e-mail address of the departments where classes were missed, for recording in the electronic journal.

Practical, laboratory, seminar and final classes missed for an invalid reason are subject to retaking within a two-week period. The schedule of lessons that must be retaken is a mandatory document of the department and is posted in a place accessible to students. Retaking the missed classes is carried out weekly from the beginning of the academic semester in the form of full-fledged classes in the practical and laboratory sections; the duration of theoretical classes is determined by the department according to its specifics. Retaking the missed classes is carried out during extracurricular time in accordance with the schedule. Two weeks before the session, the department organizes the completion of theoretical and practical missed classes, which are retaken daily according to the schedule by the teacher on duty of the department.

Admission to retaking is granted by the dean of the faculty if a student misses three or more classes in a row for an invalid reason for the same subject (module).

Students who missed final classes (intermediate control module) in a subject, regardless of the reasons for the absence, undergo certification on the knowledge acquired within two weeks from the date of the absence.

2.6. If students have more than 40% unsatisfactory marks for their current academic performance, the department has the right to additionally assess their knowledge during

final tests and exams. Knowledge of the material of the missed lectures is assessed during the exam or final test in the form of additional questions.

2.7. The right not to admit students to classes is granted to the rector of the university, the vice-rector for academic and educational affairs and the deans of faculties. The right to admit students who are late to classes is granted to the teacher, assistant principal, and the head of the department in each case individually.

2.8. Current control data should be used by deans, departments, and teachers to ensure the efficient academic work of students, develop the ability to organize their work, timely identify students who are lagging behind in their studies and assist them in studying educational material, to organize individual lessons with students who have a high level of training, and to improve the teaching methods of academic subjects.

2.9. The organization of the educational process and its control at the university are carried out within the framework of the rating system. The rating system is based on the control of all main types of educational work at the end of each stage of studying. The results of control should be publicized.