

# **YEREVAN STATE UNIVERSITY**

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Chairman of the Academic Council\_\_\_\_\_H.V. Hovhannisyan

## **REGULATION ON STUDY PROCESS ORGANISATION**

**YEREVAN – 2022**

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## **1. GENERAL PROVISIONS**

1. The regulation on study process organisation (hereinafter Regulation) defines the rules of study process organisation of Yerevan State University (hereinafter YSU) bachelor and master's degree study programmes in full- and part-time education modes
2. The Regulation includes the procedures of study process organisation, knowledge checking and assessment system, academic attainment criteria and so on.
3. The Regulation was developed in compliance with the RA laws «On Education» and «On Higher and Postgraduate Professional Education», YSU Charter.

## **2. STUDENT'S STUDY LOAD AND WORKLOAD OF STUDY PROGRAMMES**

4. In YSU bachelor and master's degree programmes the annual study load of a student is defined as 1800 hours which is equivalent to 60 ECTS credits for full-time education mode and 1440 hours which is equivalent to 48 ECTS credits for part-time education mode. 1 ECTS credit is equivalent to 30 hours of full (auditorium, outdoor auditorium and individual) study load. The maximal size of a student's full study load per week is 45 hours which is equivalent to 1,5 academic credits.
5. The full workload of a bachelor's degree programme is 240 credits, and the one of a master's degree programme – 120, 90, and 60 credits.
6. The duration of a bachelor's degree programme in full-time education mode is 4 years (8 semesters), and the one of a master's degree programme – 2 years (4 semesters), 1,5 years (3 semesters) and 1 year (2 semesters). 20-week duration is defined for a study semester, and it is distributed in the following order: 8 weeks of auditorium lessons, 1 week of midterm exams, 7 weeks of auditorium lessons, 1 week of midterm and pass/fail exams and 3 weeks of final exams.
7. The duration of a bachelor's degree programme in part-time education mode is 5 years (10 semesters). 16-week duration is defined for a study semester, and it is distributed in the following order: 4 weeks of auditorium lessons, 1 week of individual work, 2 weeks of midterm exams, 3 weeks of individual work, 2 weeks of midterm exams and 4 weeks of final exams.
8. The duration of a master's degree programme in part-time education mode is 2,5 years (5 semesters), 2 years (4 semesters), 1,5 years (3 semesters). 16-week duration is defined for a study semester, and it is distributed in the following order: 3 weeks of auditorium lessons, 2 weeks of individual work, 2 weeks of midterm exams, 3 weeks of individual work, 2 weeks of midterm exams and 4 weeks of final exams.
9. For obtaining a teacher qualification the students of the relevant specialty shall additionally collect 30 credits according to the «Regulation on Yerevan State University Bachelor's Degree Programme Graduates Awarding with Teacher Qualification».
10. For each semestrial exam period of a bachelor's degree study programme 5 exams at the most are envisaged except for the first semester in which the number of exams does not exceed 3. The number of these exams in a master's degree programme is defined according to the sample study plan.

### 3. ONLINE COURSE ORGANISATION

11. YSU study programmes as well as separate courses can be organised in online mode by the decision of the academic council of an education subdivision (faculty, institution, center) carrying out study programmes and under the authority of the Vice-Rector for Academic Affairs.
12. In the cases of emergency and force-majeur situations (unfavorable weather conditions, spread of severe contagious diseases, natural disaster, etc.) for the purpose of the assurance of education continuity all the study programmes functioning in YSU can be carried out in online mode by the decree of the Rector.
13. The participants of online learning (learners, lecturers) have similar rights and responsibilities as in the case of offline learning.
14. The content and learning outcomes of the courses being carried out in online and offline modes shall be identical and comply with the course syllabus.
15. YSU Information technologies educational and research center (hereinafter ITERC) and Information systems service and development department carry out the technical support and monitoring of the electronic environment of online learning.
16. Despite the mode of learning (offline, online) the courses shall be accessible in the Learning management system (hereinafter LMS).
17. Despite the mode of learning (offline, online) an individual page for each student is created on the LMS platform where all the courses, course relevant educational-methodological materials, student's academic transcript and other necessary information envisaged by the study plan for the given semester are available for the student.
18. The responsible persons of all the education subdivisions (faculty, institute, center) carrying out study programmes enter the course names, data of the lecturers conducting the courses and students (name, surname, e-mail address, photo, etc.) into the LMS at least one week prior to the commencement of each academic semester.
19. On the online LMS platform a course conductor monitors students' participation, provides the course programme and electronic learning materials, arranges consultations if necessary.
20. Technical support is provided to students through formal means (e-mails or electronic communication and other means).
21. Online exams are carried out exclusively on the corresponding platform of the LMS.
22. Switching on the cameras of a student and lecturer during the entire course of online lessons, midterm assessments and exams is obligatory.

### 4. SELECTION PROCEDURE OF ELECTIVE COURSES

23. The elective courses of a bachelor's degree study programme are envisaged in *general education* and *specialisation courses* blocks.
24. A student selects two courses from the list of the elective courses of general education block.
25. The elective courses of specialization courses block are envisaged for the 5-7<sup>th</sup> semesters.
26. In the 6-7<sup>th</sup> semesters (in the case of part-time education mode – the 8-9<sup>th</sup>) a “mobility window” of 15-credit workload, which enables students to select a set of courses both from the list of the

- courses of study programmes adjacent to the bachelor's degree programme and the one of the courses proposed by other HEIs by the consent of the study programme supervisor, is envisaged.
27. The elective courses of a master's degree study programme of 120- or 90-credit workload are envisaged in the block of specialization courses, and in the case of the one of 60-credit workload – in the block of general courses.
  28. Students register for elective courses at the education subdivision (faculty, institute, center) carrying out study programmes, and the results are submitted to the Educational-methodological department within the defined dates.
  29. A students' registration for elective courses is carried out in the previous academic year prior to the 1<sup>st</sup> of April. A students' registration for the elective courses of a master's degree study programme of 90 ECTS credit-load is carried out in the 1<sup>st</sup> semester prior to the 30<sup>th</sup> of November.
  30. No registrations are carried out after the defined deadlines.
  31. The university can cancel the conduction of any elective course unless the sufficient number of students in compliance with the defined norms are involved in it.

## **5. COMPLETION AND ASSESSMENT OF RESEARCH WORK**

32. Research work is envisaged for the conduction and submission of research within the framework of a given course. It is aimed at stimulating a student's individual or group research-conducting abilities and promoting his/her professional skills development. Research work is carried out at the hours provided for the theoretical or practical lessons of a course and supposes the teaching lecturer's consultation.
33. Programme supervisor defines the list of specialisation courses containing research work, and the academic council of the subdivision (faculty, institute, center) approves it. After the approval it is included in the specification of the corresponding study programme. Such courses are two at the least and six at the most in bachelor and master's degree study programmes.
34. Research work is included only in the specialisation courses. Research work is an individual or group research which refers to the specialization area, has practical or theoretical significance and is aimed at solving practical problems. It directly relates to the subject and objectives of the given specialization course.
35. Research work is done by a student or group of students (4 students at the most) under the general supervision of the course conducting lecturer.
36. Research work is done with the application of modern scientific and research methods. As a result of the work the gained data are analysed, and the corresponding conclusion is drawn<sup>1</sup>.
37. Within the framework of the course the result of the completed research work is considered in the resultant grade of the given course as one of the grades of two midterm exams which is defined in accordance with Table 2 or Table 3. Research work is assessed in the result of both individual and group works. In the latter case the assessment is carried out in the assessment

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<sup>1</sup> For the structure and components of a research work see the 8<sup>th</sup> paragraph of the “Regulation on the Completion of Research Work in the Specialization Courses of YSU Bachelor and Master’s Degree Study Programmes”.

methodology<sup>2</sup> selected by the lecturer .

38. At the discretion of the course conducting lecturer the assessment of research work can be carried out with the participation of other lecturers.
39. The oral presentation of research work by a student is obligatory for its assessment.
40. The courses which include research work in a bachelor's degree study programme can be implemented in the 4-7<sup>th</sup> semesters, and the ones in a master's degree study programme – since the 1<sup>st</sup> semester.
41. In the case of the completion of group research work the composition of groups is approved by the lecturer until the end of the 3<sup>rd</sup> week of each semester. The topics of research work are assigned by the lecturer until the end of the 3<sup>rd</sup> week of the given semester. Research work is submitted to the lecturer in printed or electronic versions at the discretion of the lecturer within the deadlines defined by him/her.

## 6. ASSESSMENT SYSTEM

### 6.1. The Main Provisions of the Assessment System

42. A multifactorial system of periodic checking and assessment of students' knowledge functions in YSU. The main objectives of the system are as follows:
  1. to organise a proportional procedure of learning and stimulate student's individual work,
  2. to introduce feedback mechanisms for lecturers and students' use of assessment results as a means of continuous enhancement of teaching and learning.
43. Assessment includes the following components:
  1. assessment of the acquisition of a course (study module) subsections during a semester (2 *midterm exams*),
  2. *midterm checkings* of separate topics of a course (study module) during a semester,
  3. checking and assessment of individual assignments completion and acquisition envisaged in the programme during a semester (*individual work*),
  4. assessment of individual and/or group research work<sup>3</sup> completion envisaged in the programme during a semester (*research work* which replaces any of the midterm exams),
  5. assessment of participation at the course (*participation*)<sup>4</sup>,
  6. *final assessment* of the entire course (study module) during the exam session, which supposes the assessment of the level of study outcomes acquisition defined for the course.
44. Proceeding from the workload of the courses (study modules) envisaged in the study plan of a study programme, their lesson form, teaching methods and considering the importance of the course in a student's professional knowledge and skills formation, the courses are divided into 4 groups according to the form of assessment:
  1. *with final assessment*,

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<sup>2</sup> For the assessment criteria and proportion of a course research component see the 11<sup>th</sup> paragraph of the "Regulation on the Completion of Research Work in the Specialization Courses of YSU Bachelor and Master's Degree Study Programmes".

<sup>3</sup> Only in case the course includes a research component.

<sup>4</sup> The scale of participation assessment is presented in Table 5.

2. *without final assessment*,
  3. *without midterm exams assessment*,
  4. *pass/fail grading*.
45. In YSU a 20-point scale is used for assessing a student's learning results.
46. The minimal positive assessment threshold is 10 points. The assessment scale is presented below:

Table 1.

Assessment resultant point	Grade
18-20	«Excellent»
14-17	«Good»
10-13	«Satisfactory»
0-9	«Unsatisfactory»

## 6.2. Course Assessment

47. Guided by the forms of teaching, learning and the nature of expected study outcomes of the course the lecturer selects and the chair approves the assessment components of the course and the grades allotted for them (presented in percent). The forms of assessment and exams conduction are mentioned in the specification of the given study programme, i.e. in the summary of the course.
48. The obligatory assessment components of a course *with final assessment* are 2 midterm and final exams, and at least one of other components (midterm checkings, individual work, participation) is selected by the lecturer.

Table 2.

The assessment components of a course with final assessment and the points allotted for them:

Assessment component	2 midterm exams	Midterm checking(s)	Individual work	Participation	Final exam
The weighed assessment component	30-40 %	0-30 %	0-30 %	0-15 %	35-45 %
The allotted maximal point	6-8	0-6	0-6	0-3	7-9

49. The resultant grade of a course (study module) is the sum of the points gained from separate components (2 midterm exams, midterm checking(s), individual work, participation, final exam).
50. In general smaller-scale specialization courses can be *without final assessment*.
51. The obligatory assessment components of a course *without final assessment* are 2 midterm exams, and at least two of other components (midterm checkings, individual work, participation) are selected by the lecturer.

Table 3.

The assessment components of a course without final assessment and the points allotted for them:

Assessment component	2 midterm exams	Midterm checking(s)	Individual work	Participation
The weighed assessment component	35-45 %	0-40 %	0-40 %	0-15 %
The allotted maximal point	7-9	0-8	0-8	0-3

52. In general smaller-scale specialization courses can be *without midterm exams assessment*.
53. The obligatory assessment component of a course *without midterm exams assessment* is final exam, and at least two of other components (midterm checkings, individual work, participation) are selected by the lecturer.

Table 4.

The assessment components of a course *without midterm exams assessment* and the points allotted for them:

Assessment component	Midterm checking(s)	Individual work	Participation	Final exam
The weighed assessment component	0-40 %	0-40 %	0-15 %	35-45 %
The allotted maximal point	0-8	0-8	0-3	7-9

54. The resultant grade of a course (study module) is the sum of the points gained from separate components (2 midterm exams, midterm checking(s), individual work, participation).

Table 5.

Sample of a student's *participation* assessment scale

Participation percent (%)	Allotted point
91-100 %	3
81-90 %	2
71-80 %	1
≤ 70 %	0

55. A student's participation at the midterm exams of a course involving laboratory work is allowed in the case of at least 70% of the performance (conduction and submission of experiments) of the laboratory works envisaged in the previous period. Otherwise, the student is not allowed to participate at midterm exams, and "0" point is marked in the examination list.



56. A course can be with final assessment only in case it has at least 60 auditorium hours' load within a semester.
57. The number of courses with final assessment cannot exceed five within a semester.
58. The courses of bachelor's degree programme general education block, master's degree programme general courses, as well as master's degree "Contemporary Professional Issues" specialization course can be on a pass/fail grading basis.

### **6.3. Organisation of the Assessment Process**

59. During the first two weeks of a semester the lecturer informs students about the forms of knowledge checking, questionnaires and dates, as well as assessment methods and criteria.
60. Education subdivisions (faculties, institutes, centers) carrying out study programmes create the timetables of exam sessions which are approved by the Vice-Rector for Academic Affairs. One sample of the approved timetable is submitted to the Educational-methodological department and reported to students through the latter's university e-mails.
61. Midterm exams are carried out in the 9<sup>th</sup> and 17<sup>th</sup> weeks of an academic semester in full-time education system and in the 6-7<sup>th</sup> and 11-12<sup>th</sup> weeks – in the part-time education system (lessons are not envisaged during those weeks).
62. Final exams are carried out in the semestrial exam period in the 18-20<sup>th</sup> weeks in full-time education system and in the 13-16<sup>th</sup> weeks – in part-time education system.
63. After the termination of oral and pass/fail exams, on the same day, the lecturer submits the examination list to dean's office for scanning, and the examination list of a written exam is submitted by the lecturer to dean's office for scanning within 7 days following the termination of the given exam.
64. On the day of the public disclosure of the grade(s) of midterm exams, midterm checkings, individual work, pass/fail and final exams a student has the right to appeal it to the lecturer or examination committee who carried out the assessment and in the case of disagreement with the latter – to apply in a written form to the head of the chair arranging the course, in case of necessity – to the head of the education subdivision (faculty, institute, center) carrying out study programmes as well on the same day. In the case of an exam carried out online the written application is sent via e-mail.
65. Written exams are registered in the defined sample notebooks provided to students. A student and lecturer shall observe the requirements presented in the examination notebook.
66. In the examination list of a pass-fail/final exam each note next to a student's name is made only at the presence of the student (except for "Abs"). If after the assessment of midterm exams of course(s) with final assessment and other components a student's resultant grade is 10 or higher, the student has the right not to be present at the final exam of the given course, subsequently in the reexamination session as well, and in this case in the corresponding columns of the examination list the mark "Abs" is placed and the student's 10 or higher grade is preserved.
67. Straightly after scanning of the examination lists a student's grade is sent to his/her corresponding university e-mail, what is considered as an official announcement. A student shall check his/her university e-mail every day. Upon the distinction of any inaccuracy a student can make a written appeal by applying to the head of the subdivision (faculty, institute, center)

carrying out study programmes but not later than in the course of 3 days following the official announcement of the grade, otherwise, the student's application will not be processed, and the grade will remain unaltered. If a student is ill, the application can be presented by an authorized person instead of him/her within the established dates.

68. A student can pass an examination session or separate exams/pass-fail exams ahead of schedule with a corresponding substantiation under the permission of the Vice-Rector for Academic Affairs.

#### 6.4. Student's Academic Transcript

69. For the purpose of registration of learning activity results and progress indicators within a certain or the entire study period an *academic transcript* is filled out for each student. After the end of each examination session the courses studied by a student and study modules, gained credits and acquired resultant grades are registered in the academic transcript in correspondence with the modules and semesters. The transcript indicates the amount of the learning activity carried out by a student and the quality of his/her study achievements. The transcript is available in the LMS.
70. For presenting the generalised results of a student's academic attainment, the summarised data outlining the student's attainment within a given semester and prior to a given study period are mentioned after the semestrial results in the academic transcript. The results include the following 4 quantity indicators:
  1. *sum credits*,
  2. *assessed credits*,
  3. *rating points*,
  4. *grade point average*.
71. *Sum credit (C)* is the sum of a student's accumulated credits for the purpose of meeting the graduation requirements of the study programme.
72. *Assessed credit (AC)* is the part of the sum credit which is evaluated in numerical points:

$$AC = \sum \text{Credit} .$$

73. *Rating point (RP)* is the sum of the courses (modules) credits evaluated in numerical points and the products of their resultant grades:

$$RP = \sum \text{Credit} \times G_{\text{prod}},$$

where  $G_{\text{prod}}$  is the resultant grade acquired from the given study module.

74. *General point average (GPA)* is the average of the grades weighed by credits. GPA is calculated by division of rating points by sum credits (the result is rounded to 1/100 accuracy):

$$GPA = \frac{RP}{AC} .$$

75. *Semestrial* (calculated for a separate semester) and *resultant* (calculated for a given study period) rating points and GPAs are accounted and registered in academic transcript.

## 7. REEXAMINATION AND COURSE REPETITION

76. The student who gained positive (10 and higher) points by the examination session results is not allowed to retake the given course.
77. Retaking the separate components of a course with final assessment is not allowed except for the final exam. In the session of academic debts clearance the student who did not provide the threshold of the least positive resultant point 10 shall retake the final exam with the opportunity to gain the highest point defined for it.
78. The student who was not present at the midterm exams of a course without final assessment can take them during the session of academic debts clearance.
79. The student who did not provide the threshold of the least resultant positive point of grading of the course without final assessment participates singly at the exams (one or two at his/her will) during the session of academic debts clearance with the opportunity of gaining the highest point defined for midterm exams.
80. Retaking of the assessment components of a course without midterm exams assessment is not allowed except for the final exam. The student who did not provide the threshold of the least resultant positive point 10 of the course assessment shall retake the final exam in the session of academic debts clearance with the opportunity of gaining the highest point defined for it.
81. The student who gained 0 point for all the components defined for the courses with final assessment, without final assessment and without midterm exams assessment during a semester is prevented from the opportunity to get a positive resultant grade, and the given course is considered as a subject debt.
82. The student who gained 0 point for all the components defined for a course during a semester can repeat the course and take the exams until the beginning of the final academic year on a payment basis if the sum of the credits of the subject debts does not exceed 12 credits<sup>5</sup>.
83. The student who was not present at the pass/fail exam of a pass/fail course can take it during the session of academic debts clearance.
84. The timetable for academic debts clearance is approved by the YSU Rector. Retaking of exams and/or pass/fail exams is arranged only by the examination committees which are formed by the decree of the Rector.
85. If a student does not overcome the threshold of the lowest positive 10 points' grade but raises the grade, the new point is marked next to his/her name in the examination list.
86. Within the study programme after the session of academic debts clearance if the sum of the obtained credits of the incurred subject debts does not exceed 12, according to the defined regulation, the student (except for the students studying by the order of the Ministry of Defence of the Republic of Armenia (RA MD) or other force structures) can clear the subject debts until the beginning of the final academic year on a payment basis by retaking the courses for 2 more times.
87. The decree on the expulsion of the student who after examination and academic debts clearance sessions has unsatisfactory academic attainment is issued after the summary of the results of

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<sup>5</sup> See “ the Procedure on Retaking Subject Debts up to 12 Credits”

academic debts retaking of the semester examination session in accordance with the standards defined by the YSU rectorate.

88. The student who was allowed for the defence of graduation paper but did not attend it or was graded as “unsatisfactory” can defend the graduation paper (on the same topic approved previously or the newly approved one) in the following academic years.
89. The performance of master’s degree thesis completion in a master’s degree study programme is attested by a corresponding education subdivision according to the requirements of the regulation on YSU master’s degree completion and assessment.
90. The student who has not passed the master’s degree thesis attestation is expelled from the university for the reason of having unsatisfactory academic attainment. After reinstatement an expelled student can continue the master’s degree thesis on the topic approved previously.

## **8. ORGANISATION OF WORK PLACEMENT**

91. Work placement is an important and inseparable component of a student's professional education and is aimed at the development of the practical application of the skills of the knowledge acquired throughout the period of learning.
92. The students who study in a bachelor's degree study programme can pass several of the following types of work placement conditioned by the specialization: educational (familiarising, field-based, excursive, museum, etc.) and professional (productive, scientific-research, experimental, pedagogical); and the students involved in a master's degree study programme – only professional work placement.
93. Educational workplacement is arranged for the bachelor's degree programme 1<sup>st</sup>- and 2<sup>nd</sup>-year students, and its purpose is to consolidate and deepen a student's general professional knowledge.
94. The aim of professional work placement is to develop a students' narrow professional skills.
95. The type, duration and dates of work placement are defined by a corresponding study programme.
96. Work placement is arranged and monitored by the Education-methodological department together with the education subdivision (faculty, institute, center) carrying out the study programme in compliance with the work placement programme and timetable.
97. In certain circumstances (state of emergency, state of war, epidemic, etc.) students' work placement can be arranged in an online mode if necessary.
98. In bachelor's degree programme the entire course of work placement is registered in a student's calendar (schedule). At the end of work placement the responsible person of the institution conducting it presents a review and description in the calendar (schedule). The calendar (schedule) is attached to student's personnel file.
99. The student who works in his/her specialty is exempted from professional work placement by presenting a corresponding reference from the workplace.
100. Work placement is assessed in a pass/fail grading option. Work placement supervisor marks “Checked” only in case the student has taken part in the work placement and completed the assignments.

## 9. STUDY PROGRAMME SUPERVISOR

101. Study programme supervisor's functions are envisaged for the purposes of appropriate development, implementation, monitoring and revision of a study programme.
102. A study programme supervisor is selected and approved by the academic council of an education subdivision (faculty, institute, center) and is decreed by the Rector.
103. A study programme supervisor composes the application of a new study programme development by means of which the necessity and expediency of its integration and further implementation are substantiated.
104. A study programme supervisor together with the work group of the programme development formulates the objectives and outcomes of the programme in compliance with the requirements of the national and sectorial (if present) qualifications framework and labour market.
105. A study programme supervisor shall be acquainted with modern assessment methods, corresponding legislative documents.
106. A study programme supervisor organises the document package development procedure where employers and other external stakeholders are involved as participants by the supervisor.
107. A study programme supervisor assures the publicity of the programme and activities of specialisation orientation.
108. A study programme supervisor together with the administration of the education subdivision (faculty, institute, center) prepares the study programme for accreditation.
109. A study programme supervisor shall have an academic degree.
110. The teaching staff implementing a study programme is concordant with the study programme supervisor.
111. A study programme supervisor cannot supervise over more than one study programme of the same education level.
112. A study programme supervisor introduces students with their rights and responsibilities, protocols and regulations functioning in the university and relating especially to students (Regulation on YSU Study Process Organisation, Regulation on YSU Students' Benefits, State and University-Internal Scholarships, YSU Internal Discipline Rules, etc.), student's guide, rules on using the library, etc.
113. A study programme supervisor guides students in the question of selecting elective and adjacent courses.
114. The academic council of an education subdivision (faculty, institute, center) carrying out study programmes listens to and assesses study programme supervisors' reports at the end of each academic year.

## 10. GUIDE FOR COURSES

115. For each academic year the university publishes *The Guide for YSU Courses*, which is placed on the university website.

116. *The Guide for Courses* is envisaged for making the information relating to the study programmes carried out in the university available for students, lecturers and administrative staff, as well as the public at large, and it includes the following:
1. suggested study programmes, study process timetable and regulation on study process organisation,
  2. the general description of the study programme: the awarded qualification, threshold requirements for admission, programme objectives and predetermined education outcomes, opportunities for the continuation of education, general structure and content of the programme, examination rules and regulation on assessment, final attestation forms, information on work placement and so on,
  3. the description of a separate course of the study programme: the course name and identification number, study semester, credits allotted for the course (including the amounts of hours per week in accordance with lesson forms), course goal and education outcomes reflected by education specialised and general knowledge, abilities and skills, course summary (brief content/topics), methods and criteria of teaching, learning and assessment.

## **11. STUDENT'S PERSONNEL FILE AND STUDY CARD**

117. A student's personnel file is a package of the main documents being saved at dean's office in the entire course of his/her studies.
118. The personnel file of a bachelor's degree programme student shall include:
1. the admission application provided from the admission committee,
  2. the original copy of graduation document (certificate or diploma with its supplement), one photo of 3x4 size, the copy of passport or identification card, the original copy of the document validating the grade of the written exam of admission and in the case of privileged admission the copies of the corresponding documents verifying the privilege. The documents are submitted to dean's office by the applicant, who has entered the university, during the first week of the factual commencement of the courses,
  3. the contract signed between the university and student,
  4. the applications, official papers and all the university and faculty decrees relating to the student.
119. The personnel file of a master's degree programme student shall include:
1. the admission application provided from the admission committee, one photo of 3x4 size, the copies of bachelor, master or certified specialist's diploma and its supplement, the copies of passport or identification card and military record (if present),
  2. the contract signed between the university and student,
  3. the applications, official papers and all the university and faculty decrees relating to the student.
120. After graduation from the university a student's entire personnel file including the final clearance, the copies of the diploma and its supplement and the decree on graduation are submitted to the YSU Archive.

121. After signing a contract with a student within one month the student's personal data, all the decrees relating to him/her are revised in the student's electronic card by the dean's office of an education subdivision (faculty, institute, center) carrying out study programmes. The results of a student's exam session after the session and the electronic study card after the termination of an academic year are sent to the student's corresponding e-mail address.

## **12. FINAL PROVISIONS**

122. The present Regulation enters into force since the 1<sup>st</sup> of September 2022 and becomes effective for the students who entered YSU in and after 2022/2023 academic year.