

THE MINISTRY OF HIGHER EDUCATION, SCIENCE AND INNOVATION

Order No. 451

Date: December 2, 2024

ON THE CONSIDERATION OF APPEALS REGARDING STUDENT KNOWLEDGE ASSESSMENT IN HIGHER EDUCATION INSTITUTIONS AND THE REGULATION OF STUDENT PARTICIPATION IN CLASSES

In order to ensure the implementation of the measures set forth in the **“Roadmap for Reducing the Risk of Corruption in Higher Education for 2024–2025,”** approved by the Anti-Corruption Agency and the Ministry of Higher Education, Science and Innovations, and to prevent corruption risks in higher education institutions, I hereby **ORDER**:

1. The **“Roadmap for Reducing the Risk of Corruption in Higher Education for 2024–2025,”** approved by the Anti-Corruption Agency and the Ministry of Higher Education, Science and Innovations under No. 01-23-205, shall be adopted for guidance and implementation.
2. The following shall be approved and implemented:
 - 2.1. The procedure for correcting grades incorrectly awarded to students by professors and for submitting and considering student appeals, in accordance with **Appendix 1**;
 - 2.2. Specific criteria for applying deductions to students’ academic grades in cases of non-participation in classes, as part of the attendance monitoring process in higher education institutions, in accordance with **Appendix 2**.

Minister
K. Sharipov

Appendix 1

PROCEDURE FOR CORRECTING INCORRECT GRADES ASSIGNED TO STUDENTS BY PROFESSORS AND FOR FILING STUDENT APPEALS

I. General Provisions

1.1. This Procedure establishes the rules for correcting incorrect grades assigned to students by professors and teachers, as well as the procedure for submitting and considering student appeals through **HEMIS**.

1.2. An incorrect grade means a grade entered by a professor or teacher into HEMIS that does not correspond to the original grade awarded to the student following the assessment of a subject.

1.3. Corrections of incorrect grades in HEMIS shall be made by the **Vice-Rector for Academic Affairs** in accordance with the procedure established herein.

II. Procedure for Correcting Incorrect Grades Assigned by Professors and Teachers

2.1. An incorrectly assigned grade may be corrected on the basis of the following documents:

- an explanatory letter submitted by the professor or teacher who assigned the grade and addressed to the head of the higher education institution; and
- a notification from the dean of the relevant faculty addressed to the Vice-Rector for Academic Affairs requesting the correction of the incorrect grade.

2.2. Unjustified or unauthorized changes to student grades are strictly prohibited.

2.3. The correction of an incorrect grade must be completed no later than **ten working days** from the date on which the notification is received.

2.4. An incorrect grade in the same subject may not be corrected more than once.

2.5. An incorrect grade resulting from a technical error may not be corrected after **three days** have elapsed from the date the grade was entered or announced. In such cases, the student is responsible for reviewing the assessment results and submitting an appeal regarding the identified error within **24 hours** of the announcement of the assessment results.

III. Procedure for Student Appeals

3.1. An Appeals Commission shall be established by the dean of the relevant faculty to consider applications submitted by students who are dissatisfied with the results of an assessment of their knowledge.

3.2. The Appeals Commission shall consist of at least **five members** selected from among the institution's academic and teaching staff, experienced professors and teachers, and research personnel. The Commission shall include professors or teachers specializing in the relevant subject who did not participate in the original assessment of the student.

3.3. A student who is dissatisfied with the results of an assessment has the right to submit an appeal to the Appeals Commission within **24 hours** of the announcement of the grades.

3.4. The student has the right to participate in the consideration of their appeal application.

3.5. The Appeals Commission shall consider the appeal within **48 hours** of its submission and shall make one of the following decisions:

1. recognize the appeal as justified and grant the appeal; or
2. recognize the appeal as unjustified and reject the appeal.

3.6. The decision of the Appeals Commission shall be communicated to the student on the same day the decision is made.

3.7. Where the Appeals Commission determines that the appeal is justified and grants the student's request, the corresponding grade shall be corrected in HEMIS by the **Vice-Rector for Academic Affairs** on the basis of the Commission's decision.

IV. Final Provisions

4.1. Disputes arising in connection with the application of this Procedure shall be resolved in accordance with the applicable legislation and other relevant regulatory legal acts.

Appendix 2

SPECIFIC CRITERIA FOR APPLYING DEDUCTIONS FOR STUDENTS' NON-PARTICIPATION IN CLASSES IN THE PROCESS OF MAINTAINING ATTENDANCE AT HIGHER EDUCATION INSTITUTIONS

#	A clear criterion for causation	Supporting document	Maximum period for considering missed classes as excused
1	Due to temporary incapacity (illness) of students to study	Certificate of incapacity for work for persons undergoing training (form 095\X)	Up to 30 days*
2	Due to seasonal medical examinations of students with disabilities	Medical labor examination commission reference book	the examination period
3	Due to a student's wedding	Student's application before the wedding and certificate of marriage	Up to 10 days
4	Due to the wedding or death of a close (first-degree) relative of the student	Student application, supporting document	Up to 30 days*
5	Due to the student's difficult pregnancy, prenatal and postpartum leave	Medical certificate from the medical institution where the student is permanently registered, birth certificate	Up to 30 days*
6	Due to the student's participation in various competitions and events	letter of request from the relevant ministry, department or order from the rector (director) of the higher education institution	For the duration of the event, no more than 30 days*
7	Due to natural disasters or accidents	Directory of relevant agencies	or the period specified in the certificate, no more than 30 days*
8	Due to the expiration of visas for foreign students	Copy of passport and international department certificate	For the duration of the visa, no more than 30 days*

Note. * After more than 30 days of missed classes during a semester, regardless of the reason, the student is placed on academic leave or expelled from the ranks of students in accordance with the established procedure.

Documents justifying the reason for missing classes are taken into account when they are formalized or submitted within 10 days from the date of commencement of participation in classes.

The higher education organization may establish additional criteria for determining the reason for a student's absence from classes in cases other than those provided for in this appendix. In the process of maintaining attendance in the "HEMIS"

information system, the determination of a student's absence from classes as a reason is carried out by the dean or the head of the "Registrar's Office", in which the supporting documents are submitted by tutors.