

CRISIS MANAGEMENT STATE ACADEMY OF MINISTRY OF EMERGENCY SITUATIONS OF THE RA



REGULATIONS OF STUDENTS' KNOWLEDGE MARKS STUDING IN BACHELOR EDUCATIONAL PROGRAM OF CRISIS MANAGEMENT STATE ACADEMY

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INTRODUCTION

In order to secure the efficiency of the educational system, to spur the progress of the educational process and to certify the impartiality of students' knowledge mark, Crisis Management State Academy (hereafter CMSA) is developed such a knowledge assessment program for students who are studding in bachelor educational program, that has the basis for the subjects that are more professional for current exams.

The enforcement of the current exams has 3 goals:

1. To assimilate the knowladge of the subject through the works made by a student during a semester.
2. To facilitate the educational program, giving the students an opportunity to pass the course in parts.
3. To raise students' educational discipline.

1. THE FORM OF EXAMS

1.1 The current exam during a semester (till the examination period) checks and estimates the level of course assimilation.

1.2 The current exams are set during 1-7 semesters according to the educational plan of bachelor degree program.

1.3 Two current and a final exams are set for the subjects of each semester.

1.4 The dean's office of the faculty offers the list and time period of current exams and the vice-rector affirms. The students are informed about that at the beginning of the semester. Second current exams are passed during the last 2 weeks of the semester. The affirmed example of the exam schedule is given to educational department.

1.5 The current exams are passed in written form (in oral form-if Faculty Council substantiates and the rector gives assent). There are 4 forms of written form exam; questionnaire (test), control work, both test and control work at the same time. the corresponding Chair decides the form of exams and necessary materials by the dean control.

1.6 The lecturers of the subject hold the current exam according to the time-table. For passing the exams the student is not allowed to miss the classes. The dean's office and the educational department control the exam process.

1.7 The final exam summarizes and estimates the semi-annual materials of the concrete lesson.

1.8 The student is forbidden to take part in the current exam of the subject if the performance indicator of laboratory, practical works and seminars is less than 50%.

2. ESTABLISHED ORDER of GIVING MARKS

2.1. The mark of current exams is 4; the mark of final exams is 8.

2.2. Each exam (current or final) is estimated separately. In written form exam the highest mark should be mentioned for each question and the volume of the task should be corresponded to the given period of time. Students are informed about the results and written works, after that the results are summarized in the examination record book. The student has the right to appeal his/her mark during the day of results announcement according to the appeal procedure of knowledge estimation of CMSA.

2.3. If the student gets 8 points during 2 current exams and courses, he/she is allowed not to pass the final exam of the subject, keeping his/her satisfactory.

2.4. The student has the right to raise the satisfactory mark of current exams during final exams.

2.5. if the students passed current exams, but they couldn't be able to pass the final exam having good reason and if they informed to the dean's office about that beforehand they are allowed to raise their marks till the end

of examination period, otherwise the dean's office records satisfactory mark as a final mark according to the results of current exams.

2.6. during the final exam the student can pretend on excellent mark if the mark getting from the previous stages is at least 6 points and the performance indicator of studies is higher than 90%.

2.7. In front of the name of absent student the lecturer mentions "absent" in record-book.

2.8. The students absence is considered to be respected if he/she brings health certificate or writes an application in dean's office only during 3 days (the day of the exam and the next 2 working days). If the student passes a hospital treatment he/she is allowed to take time off from his studies or he/she can put off the examination period according to the rector's permission. If it is out of the norms of the regulations, the dean makes a decision and the vice-rector of the educational department affirms it.

3. THE SETTLEMENT OF EXAMS

- 3.1. If the students have a debt from an examination subject and more than 2 debts from pass-examinations, they are allowed to re-pass during the debts period according to the schedule of the dean's office.
- 3.2. For passing the debts 3 periods are set, the form-in written or in oral forms (as the dean's office decides).
- 3.3. If the student is not upper during the debts passing period, in front of the student's name is mentioned "unsatisfactory".
- 3.4. During the first and the second periods the student passes the debt after the examination period, during the first and the second weeks of the next semester according to the schedule of set by the dean's office, and during the 3rd period of the passing debts, the exams are taken according to the rector's order (with commissions).

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