

Regulation for Bachelor study Program

at the University of Science and Technology

One. General provision

- 1.1. The purpose of the bachelor program of the University of Science and Technology (MUST) is give the education to citizens on the basis of the state policy on higher education, which meets the fundamental principles of education, international standards and trends.
- 1.2. Bachelor program activities of University of Science and Technology, and relations arise shall be govern by this regulation.

Two. Academic management, organization

- 2.1. Pro-rector in charge of program issues, Deputy director of Department of program policy and coordination, and branch schools. Department of academic affairs shall provide with management and organization.
- 2.2. Academic activities for the bachelor program shall be planned and organized by academic years and semesters on basis of "Academic schedule", professional academic affairs plan approved by the Rector of MUST.
- 2.3. The academic activities shall be divided into two main semesters: autumn and spring. Besides, summer and winter semesters, and correspondence courses shall be organized. The duration of the spring and autumn semester is 16 weeks and the duration of the semester examinations is 2 weeks. The duration of the winter and summer semesters is 4 weeks.
- 2.4. One hour of a course is 45 minutes and the two-hour course shall be 90 minutes without a break.
- 2.5. Council of Teaching Methodology, which shall be in charge of giving methodological advises to the academic activities, shall be established in all branch schools upon the order of the Rector.
- 2.6. Distance courses shall be governed by a special regulation.

Three. Enrolment

- 3.1. "MUST Enrollment Procedure" shall be adhered in enrolling the citizens with complete secondary education and technical education. Types of examinations and scores required for each professional group shall be publicized within February of each year.

3.2. Students enrolled at the University of Science and Technology shall be confirmed with Rector's order of the branch school and each new student shall receive the student's code and a ID card.

3.3. The advisory teacher shall be appointed for each new student. The advisory teacher shall be responsible for helping students plan their academic activities.

3.4. For those students with a bachelor or higher degree, the following requirements shall apply to enroll and study in the MUST:

3.4.1. Citizens who have graduated with a Bachelor or Higher Degree from a foreign university and a local accredited university or institute are required to enroll without examinations on basis of university diploma. The enrolment shall be organized twice in autumn and spring semesters of each academic year.

3.4.2. Deputy Director in charge of academic affairs may give reply that there is no opportunity to study to a citizen, who applied for enrolment if the citizen applied after "Course Choice 2", the number of students studying for applied profession is too high or the MUST does not have the courses for applied profession

3.4.3. The Citizens who wish to study at the MUST to obtain the second profession or to study in correspondence course shall submit the following documents to the Deputy Director in charge of academic issues. These include:

Citizen ID card

Original university diploma

Work reference letter (for students applying for correspondence course)

3.4.4. The professor in charge of the profession shall review the if there are any subjects to correspond of those who are enrolled at the University of Science and Technology MUST to obtain the second profession or to study in correspondence course, and submit his / her proposal on corresponding to Department of Academic Policy Coordination through his / her Office of Academic Affair.

3.4.5. Citizen with high professional diploma and professional diploma (C diploma) shall study in the correspondence course.

3.4.6. Rector shall issue an order based on the proposal of the Policy and Coordination Department regarding the applicant's possibility to study at the MUST.

Four. Student's knowledge assessment

4.1. Student's knowledge shall be assessed in two stages.

Assessment of the course. The student's studying during the semester shall be assessed by 70 points by the teacher and the actual knowledge level shall be assessed by 30 points by the semester examinations. 70 points of the teacher evaluation are valid for four semesters. The total of these points shall be 100 points, which shall be converted to the alphabetical assessment using the table below.

Point	Alphabetical assessment	Assessment point
96-100	A	4.0
91-95	A-	3.7
88-90	B+	3.4
84-87	B	3.0
81-83	B-	2.7
78-80	C+	2.4
74-77	C	2.0
71-73	C-	1.7
68-70	D+	1.3
64-67	D	1.0
60-63	D-	0.7
30-59	F	0
A, A-, B+, B, B, C+	CR	0

4.2. The grade point average (GPA). To calculate the grade point average, the alphabetical assessment of each course shall be converted to the assessment point and multiplied by the credits of the course. It is determined by the average value. After calculating the grade point average of the semester, which shall be calculated after the end of each semester, and accumulated grade point average, which is calculated for

total study period, the student's statement of marks. The semester and accumulated grade point average shall be estimated by the following formula:

$$\text{GPA} = \frac{\text{Total of Quality points}}{\text{Total of credit hours}} = \frac{Y_1 * K_1 + Y_2 * K_2 + \dots + Y_n * K_n}{K_1 + K_2 + \dots + K_n}$$

Whereas:

Y1, Y2, Y3 – points of 1, 2 ... courses

K1, K2, K3 – credits of 1, 2 Courses

4.3. Following the course of the study, the student shall give a semester examination, which assesses the knowledge and skills obtained. The semester exam is held once per semester. Specialized course examination may be held once again during the semester examination upon the permission of Deputy Director in charge of academic activities.

4.4. At the end of the semester, each student shall make an analysis on own studying achievements and ensure that you meet the requirements of GPA level set forth in the University/School Standards, and plan the further studying methods.

4.5. Students who have studied for 60 credits, but the GPA is below 1.5, shall stop new courses and continue to study the courses with unsatisfied assessment.

4.6. Bachelor Diploma of the MUST shall be given to graduates with GPA of 2.0 or higher, Diploma of Master's degree for graduates with GPA of 3.0 or higher, Doctorate diploma for graduates with GPA of 3.4 or higher.

4.7. The name of the Director's name includes a credit of not less than 15 credits per quarter, and the median value of the quarterly sum will be 3.6 or more.

4.8. Student with GPA of less than 0.7 shall be considered as studied "insufficient during the semester".

The name of the student studied insufficient shall be written in "Warning sheet".

If the student's name is written in Warning sheet" for consecutive three semesters, the student shall be removed from the University / School.

Five. Assessment system and label

5.1. The following labels shall be used in calculating the student's semester GPA in the end of each semester:

U – Student to give credit estimation exam

E – No semester exam is given

R – Decided to repeat the course

W – Refused studying (assessment point for W label is 0.0)

Student with R and W labels shall re-study the course and give the examinations.

5.2. U /uncompleted/ Student to give credit estimation exam

If the student considers that his / her knowledge, skills and abilities are sufficient, he / she can give the examination of 30 points to estimate credits at own request. Examination of credit estimation for courses included in academic schedule shall be organized jointly with Office of Academic affairs and with Professor's team in charge of the course.

Office of academic affairs shall register the orders for examinations for estimating credits for courses not specified in the academic schedule in the beginning of the semester. The examination commission shall be established upon the discussion with corresponding Professor.

The Commission shall take the credit estimation examination in the beginning of the semester and the student shall pay the payment for 30 percent of the course assessment before the exam. Point of credit estimation exam shall be multiplied by a 3.33 coefficient and to convert into 100 scores in order the assess the whole course. Students are not allowed to give credit estimation exams for starred courses and specialized courses especially specified in the academic plan. The student has the right to take up to a maximum of 3 credit estimation exams during one academic semester. If the student is not satisfied with the results of the examination, the course may be re-studied to give 70-point or semester examination.

5.3. E /exam incomplete by the student/ No semester exam is given

If the student does not qualify for a quarterly exam, the E can be set. If the student is not examined for a valid reason, the written evidence can be obtained during the examination period.

If a student didn't give the semester exam because of any reasons, E label can be put. Students are required to submit the reference if the student didn't give the semester exam because of reasonable excuse to the Office of academic affairs. Student shall give the exam for the course with E label within four

semesters. In this case, the examination fee will shall not be paid. Marks of E-labeled course shall not be included in the GPA. Examination of compulsory courses shall be given in the semester specified in the academic plan.

5.4. R /repeating a course/ Decided to repeat the course

If the student himself is willing to repeat the course or is disappointed with final assessment of the course, the student may discuss with an advisory teacher, invalidate the assessment of the course and put R label within a term specified in the academic plan. If R label is put by the Office of academic year, student will have the right to repeat the course and improve the assessment. In this case first, it can be assessed by the total of teacher's and semester examination points, second, if the student received more than 50 points out of teacher's 70 points, can be assessed by U examination.

If the student wants to improve the course assessment after 3 or more semesters, the student shall repeat the course. The course registered by the student shall be paid as same as other courses selected.

5.5. W /withdrawal/ - Refused studying

If the student does not attend the course registered in, does not perform the laboratory, practice or assignment works, fail to comply with the requirements of the program, or it is unclear if the student will continue to study, the teacher shall mark with W label. Students with W label shall meet with Professor to clarify the reason. After the clarification, the assessments, such as WA (left), WP (moved), and WC (failed by discipline) shall be received from the Office of academic affairs.

If a student receives 29 points or below for proceeding of a course, the teacher will set him/ her aW label.

Six. Concluding physical culture, sport trainings

6.1. Credits for MUST students to be collected from the physical culture lesson shall be given if a student fulfills "Sport-credit" norm requirements. Sport type indicators included in the norm are assessed as 70 and 30 points, and if the 80% of total is fulfilled, it will be considered as the requirements are met. If the performance of the sport is set at 70 and 30 scores, 80% of the sum of the sum is fulfilled. 70 points can be achieved by body development, athletics, demonstration types.

6.2. Capacity of physical culture courses shall be considered as 64 hours.

6.3. If a student wants, the student may train in the league for the entire academic period to fulfil the norm. The student training in the league can get the direct credit estimation without attending the studying and shall the credit payment fully.

6.4. Student who cannot fulfil this norm because of health reasons shall attend to a course of treatment physical culture.

Seven. Curriculum, course standard

7.1. The professional curriculum specifies the profession's purpose, description, knowledge, skills and qualifications to be obtained by the student, list of courses, its credit hours, and relation to a previous course. "Recommendation to the Student" plan shall be prepared and given to the student for appropriate planning of the studying.

7.2. The curriculum shall be approved by the Rector of MUST in negotiation with state administrative organization in charge of educational issues.

7.3. The curriculum shall include three core subjects, including basic education, professional and specialized education, as well as internship and thesis works. The lessons shall be mandatory and optional.

7.4. All lessons / courses to be taught in the bachelor program shall have codes. Code shall consist of two letters and three numbers expressing the level.

- 001-099 subjects with no credit hours' calculation

- 100-199 higher educational basic subject

- 200-299 professional basic subjects

- 300-399 specialized subjects

The name and code of the subject shall not be duplicated in the level of MUST.

7.5. The content of the curriculum shall be possible to be taught in one semester.

7.6. The changes and revisions of the curriculum shall be consulted with the branch school, Academic Policy Coordination Department. Once the changes to the curriculum have been approved, the date of implementation, scope of students shall be set.

7.7. The course standard shall include lectures, seminars, laboratories, independent works, thematic plan and assessment of teachers for assessing students.

Eight. Student's course option

8.1. Student is entitled to select the courses to study in the semester.

8.2. Student's course option shall be done in two stages:

- Course option – 1, preliminary order

- Course option – 2, final registration

8.3. In framework of "Course option 1", Student shall select the thesis to study in the next semester from the student's website of UNIMIS system and shall register with Office of academic affairs.

8.4. Student shall consider the following for course option:

8.4.1. Study accurately the professional curriculum

8.4.2. Meet with advisory teacher to get certain consultation

8.4.3. Advisory teacher to advise and control the appropriate course selection of each semester

8.4.4. Select the course on basis of own knowledge, skills and financial opportunity

8.4.5. Load of one semester shall not exceed 21 credits. Internship, physical culture and civil [protection subjects are not included in this loads.

8.5. Based on the final result of "course option 1", the Office of academic affairs shall prepare the general course schedule showing the list of courses to be taught in the semester, name of teachers and class, and register in the UNIMIS system.

8.6. After the general course schedule is prepared, student shall select the teacher to teach the course selected in the semester, and shall register "course option 2" in the UNIMIS system within a term specified in the academic plan, develop own schedule.

8.7. When course options 1 and 2 are done, student shall print the sheet from the website, confirm by the advisory teacher and submit to Office of academic affairs.

Nine. Organization of winter, summer and correspondence courses

9.1. Student shall do course option 1 in the 12th week of the Spring and Autumn semester, and the course option 2 in 17th week of the spring and autumn semester. The student shall inform about the courses he/she want to study to the Academic Policy Coordination Department through the student's website.

9.2. Correspondence course shall be organized jointly by Academic Policy Coordination Department and branch school.

9.3. Duration of the correspondence course shall not be less than 6 weeks.

9.4. The Academic Policy and Coordination Department shall prepare the schedule on basis of course options of the student applied for the winter and summer courses, office of academic affairs to be in charge of the courses, and the proposal of the professor. Starred (*) and specialized courses are not included in winter and summer courses.

9.5. Total credits of the courses to be studied by the student shall not exceed 3 for winter course and 6 for summer course. The Office of academic affairs of the branch school shall monitor the requirements that student shall have assessments other than W, R and E.

9.6. The level of knowledge acquired by the students during winter and summer courses shall be assessed at the end of the semester by the examinations. If the student attendance is more than 80%, student shall have a right for examination.

9.7. One credit rating for winter and summer courses shall be estimated based on the average credit rating of one student of the MUST of the academic year.

9.8. Board of Directors of the MUST shall set one credit rating of the correspondence course of the academic year.

9.9. The correspondence course shall consist of class studying and student's self-learning activities. Students in economic, social and business fields shall have at least 50% of the credit hours of the course, students in the engineering and technology fields at least 60% from the class studying and the remaining percent from the independent programs to obtain the knowledge and skills specified in the curriculum.

Ten. Obtaining dual profession

10.1 The student shall have a right for a dual profession if the accumulated GPA of the student is 2.7 and above, and the total amount of the credit is not less than 70 credits.

10.2. If a MUST student wishes to have the dual profession while studying with his or her profession, the following documents shall be submitted to the deputy director in charge of academic issues:

- Application

- Copy of enrolment document issued by the University / branch school

- Copy of Rector's order approving the student of the MUST

- Statement of marks

10.3. The deputy director shall discuss with a professor in charge of the profession and then respond to the student about opportunity to study for the dual profession.

10.4. Deputy director shall follow Article 3.4.2. and may give reply that there is no opportunity to study to a citizen, who applied for enrolment if the citizen applied after "Course Choice 1", the number of students studying for applied profession is too high or the MUST does not have the courses for applied profession.

10.5. If the leader of the professor's team, deputy director in charge of academic issues consider that a student can study to obtain the dual profession, the office of academic affairs of the branch school shall submit the student's documents to Academic Policy and Coordination Department of the MUST. Upon the order of the Academic Policy and Coordination Department, the Rector shall issue an order.

10.6. A student with the permission to study for the dual profession shall conclude an agreement with a Deputy Director of the branch school to receive the rights for course option.

10.7. Regarding the students studying for the dual profession, after graduating with a major profession, a professor in charge of the second profession completes a correspond son basis of the first diploma and shall submit a proposal to the Department of Policy and Coordination through Office of academic affairs of own branch.

Elven. Granting leaves, movement of students

11.11 Granting a leave for students

11.1.1. Student may take one semester or one academic year leave if becomes unable to continue studying for a specific reason.

11.1.2. Students wanting the leave shall submit a request and apply to the Office of academic affairs and the Office of academic affairs shall confirm the total amount of credit collected by the student, the sum of the accumulated GPA of the student, and the total credits of the semester. It also shall determine if a student studying with state fund or free grant and shall give the routing slip to the student.

11.1.3. The student shall submit the documents submitted by the office of academic issues together with own request to the professor responsible for the permission.

11.1.4. If the professor decides to grant the leave for the student, the University / branch school Financial department shall do payments based on the "Method of calculation of tuition fee of the student having the leave" which is set forth in the annex, based on the date provided by the Office of academic affairs. After completion of the student's routing slip, Rector shall issue an order on basis of "no payment" financial note.

11.1.5. The Order of the Director shall include the academic year, semester, date of leave, and the date, academic year, semester when the student shall return.

11.1.6. Students coming from the leave shall contact the office of academic affairs before course option 2 to select the courses to study in that semester. The order of the director shall be issued on return of the student and continuation of the studying.

11.1.7. Leaves for more than 6 semesters shall not be granted to students, or shall be granted by department of academic policy coordination on basis of a proposal made by the branch school.

11.1.8. The mark certificate shall be issued within six semesters from a semester where the student studied.

11.1.9. The mark certificate shall be given to the student with at least 30 credits and with GPA of above 1.3.

1.10. In the case of a student who is unable to continue studying because of reasonable excuses, taking leave for one academic year or one semester, as well as transferring to a foreign and domestic university, institute, the following methodology shall apply to settle the issues related to the student's tuition fees.

Students tuition fees shall be calculated depending on the tuition fee related to the weeks the student studied and the service fee related to granting the leave to the student.

Tuition fee payable by the student = A+B

A – Tuition fee for the period of the student studied

B – Service fee related to granting the leave to a student

In order to calculate the tuition fee of the period of student studied (A), student's unit expense shall be multiplied by the number of weeks a student studied. Student's unit expense shall be the amount divided the tuition fee of the semester into 16 weeks. The tuition fee of the semester is calculated by number of selected credits multiplying by one credit rating of the academic year.

Servicefee (B) related to granting the leave is calculated by a student credit rating for the academic year.

11.1.11. If a student studying with the state fund expenses but taking the leave, the funding from the state fund shall be stopped for the leave period. If the student studying with the state fund expenses or loan is changing the profession and transferring to other university / school, the agreement made with the state fund shall be terminated and the student shall continue to study at personal expenses.

11.2. Student transfers

11.2.1. Students from foreign and domestic universities, institutes transferring to the University of Science and Technology shall contact the Deputy Director of the university / branch school.

11.2.2. deputy Director may refuse if the student applied after the course option 2, or the professional class where the student applied is complete.

11.2.3. The following documents shall be required for the student who are transferring. These include:

Personal application,

Citizen ID card,

General examination certificates,

Original copy of enrollment (original),

Rector's or Director's order approving the student as a student,

An official letter from the Ministry of Education, Culture and Science permitting the foreign student to transfer and to study in the MUST (which is only applicable to students studying under Intergovernmental agreements).

Thereference letter from the school /official letter from the Director/

Confirmed list of student

achievement, Personal case.

11.2.4. The Deputy Director shall advise a student to meet the professor's team of the relevant profession under the discussion with the Director.

11.2.5. If the rector of the branch school, leader of professor's team agrees the student to study, the student shall submit the document to Department of Academic Policy and Coordination Department. The

final decision on transferring the student shall be made by pro-rector of and confirmed by the order of Rector of the MUST.

11.2.6. A Deputy Director shall conclude an agreement with a student received the right for transferring, make the student registration and grant the student's code. After the student has paid the tuition fee, the student shall receive the student code and student ID card. By doing so, the student shall be entitled to study in that semester and shall do the course option.

11.2.7. The Leader of professor's team shall present the student to the advisory teacher. Based on the student's marks, he / she shall review if there are any corresponds and shall make his proposal to Department of Academic Policy and Coordination through own office of academic affairs.

11.2.8. The request for transfer between the branch schools of the MUST shall be done by the student meeting the following requirements to the leader of the professor's team. These include:

Studied continuously for one or more academic years for the major profession, assessed the knowledge of that semester.

The accumulated GPA of total studying period shall be no less than 2.00.

11.2.9. The request of the student transferring between the branch schools of the MUST shall be resolved finally by the Department of Academic Policy and Coordination Department on basis of the reference of the rector of a branch school. The decision shall be confirmed by the order of Rector of the MUST.

11.2.10. When the student transfers from one profession to another within a branch school, the issue shall be resolved by Board of Directors of the school upon the mutual negotiation of the professors and shall be confirmed by the order of the Rector.

11.3. Removing the student

11.3.1. The School Administration shall terminate the agreement concluded with a student in the following cases and remove the student from the school. These include:

If the MUST rules and internal rules

violate, If the agreement is violated,

If the student fails to return and continue the studying on the dates specified in the Rector's order,

Absent from the course for three semesters without any notices,

If the court determines guilty and student is going to arrested,

If the student wants to leave school,

If the student's name is written more than 3 times in the warning sheet.

11.4. Student's continuation of the studying

11.4.1. Student with a certificate may apply to continue the studying within 8 semesters since the last semester he / she studied. Department of Academic Policy Coordination shall give the permission on basis of certificate and reference of the branch school. It shall be confirmed by the Rector's order.

11.4.2. Students with no certificates, or the student left the studying without any reasonable excuses shall not be allowed to continue the studying.

Twelve. Credit correspond

12.1. The Department of Academic Policy Coordination shall resolve the issue of students transferred from foreign and national universities, institutes, or the students studying for the dual profession, to estimate the credits and how to correspond to the student on basis of accreditation of the university, educational degrees of the graduates.

12.2. The credit correspond work involving the leader of professor's teams in charge of course is conducted in the seventh week of the autumn and spring semesters. Therefore, Department of Academic Policy and Coordination Department shall receive the student materials applying for the credit correspond within 3rd week.

12.3. The Department of Academic Policy and Coordination Department shall review the student materials submitted, examine accurately and shall present to the Commission of credit correspond for the further resolutions.

12.4. Based on the opinion of the professor who is in charge of the credit and assessment correspond of the students, if it is considered that a student completed 70-80 percent of the content of the course, it shall be done as follows: These include:

Assess the credits and assessments of students who have graduated or transferred from foreign universities, colleges and universities.

Credits of the students transferring from accredited universities, colleges shall be calculated fully but the assessment shall be done by reducing in one step. Students can apply for a direct credit estimation examination.

Courses with "passed" assessment shall be corresponded by CR /Credit granted/ and shall not be included for the GPA.

12.5. If the MUST student passes the entrance examination and enrolls to study for other profession, the correspond shall not be done. Students can apply for a direct credit estimation examination.

12.6. The decision on credit correspond shall be submitted to the office of academic affairs of the branch school by the Department of Academic Policy and Coordination Department within 8th weeks of the academic calendar.

12.7. If there is a decision on corresponding the student's credits and assessment, the student shall transfer the payment equal to 20 percent of one credit rating to the central account of the MUST.

12.8. Credit and assessment of the student studied in the program abroad in accordance with an agreement signed by the MUST and foreign university shall be calculated directly. In this case, no payments shall be paid.

12.9. Credit correspond shall not be done for specialized subjects of the bachelor program (subjects with codes of 300). Credits and assessments of specialized subjects of top 500 universities, institutes of the world shall be calculated directly.

12.10. When a student graduated from the MUST or studying currently in the MUST transfers to European and International Universities with a European Credit Transfer System (ECTS), MUST credits shall be multiplied by 1.8 and converted to European Credit Transfer System. If the student transfers from and the European and International Higher Education Institutions The transfer from European and International Universities to the MUST, the credits shall be divided into 1.8 and converted into the MUST course credits.

12.11. Assessment of MUST students shall be converted to assessment of European and international universities as shown in the Annex.

12.12. If a student graduated from MUST transfers to European and International Universities, the branch school shall issue the diploma supplement.

Annex

ECTS grading scale	A		B			C			D-E			FX- F
MUST grading scale	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Verbal assessment	4	3.7	3.4	3	2.7	2.4	2	1.7	1.4	1	0.7	0
Percentage	96- 100	91- 95	88- 90	84- 87	81- 83	78- 80	74- 77	71- 73	68- 70	64- 67	60- 63	1-50

Thirteen. Registration of graduate students

13.1. Graduation shall take place in spring and autumn semesters.

13.2. Office of student affairs of the schools shall register the students, who collected the full credits, and with GPA no less than 2.0.

13.3. If the GPA of the graduate student is 2.5 or above, the student shall complete the graduation exam, a diploma thesis. The student shall pass the graduation examination of the GPA is less than 2.5.

13.4. Depending on the professional features, requirements for new graduates, some professions do not require the graduation examinations, but can only be completed diploma project or thesis. In this case, the Academic council of the branch schools shall discuss and submit their proposals to the Department of Academic Policy and Coordination.

13.5. The student shall define the diploma project, the thesis and supervising teacher in negotiation with a professor.

13.6. The student shall pay the payment for a diploma project, thesis and graduation exam credits.

13.7. The professor's teams of the branch schools shall plan and submit to the office of academic affairs of the branch school about student's code, full name, diploma project, thesis, name of the supervising teacher, name of advisory teacher, graduation exam, diploma project, term of diploma thesis.

13.8. The graduate student who is registered in graduating with the bachelor degree in that semester is entitled to study the course of up to 13 credits besides the graduation exam, diploma project, and the thesis.

13.9. Student studying of the package of professions shall be entitled to make the profession choice after studying the compulsory and specialized subjects specified in the academic plan. The activity for profession choice shall be done in accordance with instructions approved by the Department of Academic Policy and Coordination.

Fourteen. Assessment for diploma project, thesis

14.1. After the confirmation of the marks to be written in the diploma annex, the Department of Academic Policy and Coordination shall include the student's name in the Rector's order on "approving diploma thesis and Supervising Teacher". The mark review shall be completed in a previous semester of the graduation semester. The student whose name is not in the order shall not protect the diploma thesis. The graduate student shall pay the fee of diploma and diploma over 2 months prior than the protection to the Faculty of Securities.

14.2. Diploma project, thesis protection, and graduation examination shall be administered by the Graduation Commission approved by the order of Rector of the MUST. The commission shall work with a team of chairman, a deputy chairperson, a secretary and members.

14.3. The chairman of the Graduation Commission shall be a person from outer organization, who is not working for the MUST. No less than 30 percent of the total Commission composition shall consist of outer members.

14.4. The graduation exam, the diploma project, and the diploma thesis protection term shall be specified in the annual academic calendar of the University of Science and Technology.

14.5. Assessment of the Supervising Teacher. The maximum point of the teacher shall be 50 and the teacher has to determine the criteria for assessing the diploma project and the professor's team shall do negotiations. Before a week prior the preliminary protection, the supervising teacher shall submit the assessment and reference of the graduate student to the secretary of the Commission.

14.6. Preliminary protection. Relevant professor's team and commission secretary shall organize jointly the preliminary protection and shall call a week prior to the protection of the diploma project, thesis.

The point for the graduate student by the preliminary protection is ± 20 and assessment of the supervising teacher may be reduced in subject to the performance and the degree of protection.

14.7. The preliminary protection sum shall be called as the preliminary mark of the graduate student. If the student's diploma project or performance is insufficient during this time, the "SP", or "NP" can be labeled.

"SP" Satisfactory progress. If a supervising teacher considers that a student can work independently and reach the achievements, even the work performance is incomplete by the time (higher than 75%), "SP" can be labelled. In this case, the student's diploma project, the thesis and supervising teacher shall not be changed and the student is entitled to protect the diploma project, thesis within 2 semesters without credit payments.

If a supervising teacher considers that a student cannot work independently and reach the achievements, even the work performance is incomplete by the time (less than 75%), "NP" may be labelled. In this case, the student's diploma project, the thesis and supervising teacher shall be changed, student shall be re-registered as the graduate student and shall pay the credits.

Fifteen. Diploma project, thesis protection

15.1. Two advisory teachers shall be appointed for the bachelor diploma project, thesis upon the order of Rector. The student writing the graduation course is entitled to receive advice from any teachers of the school.

15.2. If it is required, the external critics can be made for bachelor diploma project, thesis.

15.3. The graduating student shall present the report within 10 minutes, and the secretary of the branch commission shall read the reference written by the supervising teacher. The members of the Commission shall ask questions in the framework of diploma project, thesis and the professional curriculum.

15.4. In the course of diploma project protection, a detailed list of student achievement shall be provided by the office of academic affairs.

15.5. Based on the report of the student, the questions and answers, the criticism, the reference of supervising teacher, the diploma project shall be assessed in up to 30 points. If required, the point of the preliminary protection can be reduced.

15.6. The Commission shall make the record of each graduate student, student's thesis and project.

15.7. The graduation exam shall be conducted in a combination of comprehensive test and verbal interviews within the content of the courses taught in the curriculum. It is forbidden to carry out graduation examination only by materials prepared within one course.

15.8. The duration of the graduation exam shall be up to 3 hours.

15.9. The Commission shall make the record of each graduate student, points and final results. Knowledge of the student passing the graduation exam shall be assessed by verbal assessment based on a 100-point.

15.9.1. Assessment of complete test points shall not exceed 60 points.

15.9.2. The oral examination shall be evaluated not more than 40 points. Teachers shall determine how to assess the student's answers and shall negotiate with professor's team.

15.10. The complete test of the graduation exam is certified by the signature and seal of the school principal.

Sixteen. Issuing higher educational diploma

16.1. The graduating student shall be responsible for the protection of diploma project, thesis and graduation exam with "C" or above. Students who did not successfully complete their Diploma project, graduation exam shall be delayed for a certain period of time, and such timing shall be set up by a branch committee and it shall be included in the resolution.

16.2. The Graduation Commission shall issue a decree on granting a diploma with a Bachelor's Degree for the students with the successful completion of the diploma project, the successful completion of the graduation examination.

16.3. Based on the resolution of the graduation commission of the school, a graduating student shall be granted with a Bachelor's Degree upon the order of the Rector of the University of Science and Technology.

16.4. The Diploma in Higher Education and diploma annex shall be adhered to in accordance with the "Procedure on granting Diploma in Higher Education" approved by the Ministry of Education, Culture and Science.

16.5. Graduate students graduating the MUST bachelor program with GPA of 3.5 or higher shall receive the diploma with “Highlighting” special sign. The diploma with a special note for professional programs, international organizations may be issued.

16.6. One copy of diploma and annex of each graduate will be kept in the archives of the University of Science and Technology.

16.7. The function of the graduation ceremonies shall be organized according to special guidelines.

Seventeen. Renewing, reimbursing the higher educational diploma

17.1. The graduates who submitted the request for renewing, reimbursing the higher educational diploma shall submit the following materials. These include:

Citizen ID card, and its copy,

Original copy of the old diploma and diploma annex,

In case of missing, the press media about it,

Copy of Rector's order on granting diploma,

Copies of diplomas and annexes from the MUST archives,

Reference on the tuition fee type by the Rector of the branch school (If the tuition fee was paid by the state fund, the reference from the state fund that payments are made),

Reference of the relevant organization if it has been destroyed by external influences (during fire and water disaster)

If the name is changed,

A Request to renew / reimburse the diploma and diploma annex,

Receipt of the payment (The amount of the payment is equivalent to 5 credits for that year of the MUST.

17.2. The Department of Academic Policy and Coordination of the University of Science and Technology shall be responsible to complete the school diploma and diploma annex together with relevant professor's team, office of academic affairs and deputy director in charge of academic issues in accordance with approved format.

17.3. The Higher Educational Graduate Diploma will be renewed twice during the autumn and spring semester

17.4. The diploma granted with no annex shall not be reimbursed.

17.5. The date of the rector's order, the number of the diploma shall be replaced in the new diploma.

17.6. Credits in the diploma annex, which are converted into the assessment, shall be solved by a professor's team and the old assessment of each course shall be converted in accordance with regulation on assessing the student knowledge.

17.7. After reviewing the relevant materials, decision to renew, reimburse the higher educational diploma shall be solved by Department of academic Policy and Coordination. The final decision shall be made by the Order of the Rector of University of Science and Technology.

17.8. The old copy of the old diploma and diploma annex shall be taken. Sign of reimbursement shall be made in the new diploma.

17.9. Upon the decision of the Graduation Commission, the commission consisting of relevant officials shall be established to destroy unused, printed with mistakes and old copies of old diplomas that are replaced with new.

Eighteen. Others

18.1. The issue is not specified in this regulation shall be governed by the decision of the Rector.

Regulates on the decision of the Rector.

Order A/105 of the Rector dated to June 13, 2014

Order A/188 of the Rector dated to 26 November 2014

Amendments to the Order A/188 dated to September 01, 2015.