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FSBEI HE KubSMU of the Ministry of Health
Care of Russia
Discussion note No. 11
dated November 18, 2021

APPROVED by
Rector of FSBEI HE KubSMU of the
Ministry of Health Care of Russia
S.N. Alekseenko
2021



REGULATIONS
on the state final certification for educational programs of higher education
including specialty programs for graduates of FSBEI HE KubSMU of the Ministry of
Health Care of Russia
(in the new edition)

The following regulations have been developed in accordance with: the Federal Law "On Education in the Russian Federation" dated December 29, 2012 No. 273- Φ3 as amended and supplemented; "The Procedure for Organizing and Implementing Educational Activities in Educational Programs of Higher Education Including Bachelor's Programs, Specialty Programs, and Master's Programs" approved by the Order of the Ministry of Education and Science of the Russian Federation dated April 5, 2017 No. 301; "Regulations on the Final State Certification of Graduates of Higher Medical and Pharmaceutical Educational Institutions of the Russian Federation" (official letter of the Ministry of Health Care of the Russian Federation dated June 15, 2000 No. 2510/6646-26); Order of the Ministry of Education and Science of the Russian Federation dated June 29, 2015 No. 636 "On Approval of the Procedure for Conducting State Final Certification for Educational Programs of Higher Education Including Undergraduate Programs, Specialty Programs, and Master's Programs" dated 28 April 2016 No. 502, as amended on February 9, 2016 No. 86.

1. General Provisions

1.1. The state final certification for educational programs of higher education including specialty programs of graduates of the FSBEI HE KubSMU of the Ministry of Health Care of Russia (hereinafter referred to as KubSMU) establishes the procedure for organizing and conducting state final certification of students (hereinafter referred to as Students or Graduates). The state final certification completes the mastery of educational programs with state accreditation including forms of state final certification, requirements for the use of teaching and educational means, communication means during the state final certification, requirements for persons involved in the state final certification, the procedure for filing and considering appeals, changes and (or) cancellation of the results of the state final certification, and also the features of conducting state final certification for Students with disabilities.

1.2. State final certification is conducted by state examination commissions in order to determine the compliance of the results of Students' mastery of basic educational programs with the relevant requirements of the federal state educational standard (hereinafter referred to as the Federal State Educational Standard for Higher Education).

1.3. The scope of the state final certification of the Graduates of KubSMU, its structure and content are established by the university in accordance with the Federal State Educational Standard for Higher Education.

1.4. State final certification is carried out within the period determined by KubSMU, but no later than June 30.

No later than 30 calendar days before the date of the first certification test of the state exam, KubSMU approves the administrative act that validates the schedule of state

certification tests (hereinafter referred to as the Schedule) with the indicated dates, time and places of state certification tests and pre-examination consultations, and brings the Schedule to the attention of Graduates, chairman and members of state examination commissions and appeal commissions, secretaries of state examination commissions, managers, and consultants on graduation theses.

1.5. In order to ensure the conduct of the state final certification of educational programs based on the Federal State Educational Standard for Higher Education, KubSMU uses the necessary means to conduct the state final certification of Students.

1.6. Students and persons involved in the state final certification are prohibited from using and being in possession of communication devices during the certification procedure.

1.7. It is not permitted to charge Students for passing the state final certification.

1.8. A Student who does not have academic debts and has fully completed the curriculum or individual curriculum for the relevant educational program of higher education based on the Federal State Educational Standard for Higher Education, is allowed to take part in the state final certification.

1.9. A Student who has successfully passed all established types of state certification tests included in the state final certification receives a document on higher education and qualifications issued in the form established by the Ministry of Education and Science of the Russian Federation.

1.10. State final certification is conducted by state examination commissions formed at KubSMU for each basic professional educational program (hereinafter referred to as BPEP). State examination commissions operate for one calendar year (from January 1 to December 31).

2. Types of State Certification Tests

2.1. State final certification of Students of an educational organization (hereinafter referred to as the Organization) is performed in the form of:

state exam;

presentation of graduation theses.

Specific forms of state final certification are established by the organization taking into account the requirements established by the standard.

2.2. State final certification of the graduates of KubSMU is carried out in the form of state certification tests (state exam), which provides the assessment of theoretical and practical professional qualifications in accordance with the requirements of the Federal State Educational Standard for Higher Education.

Requirements for the results of mastering the BPEP by a Graduate in fields of training (specialties) based on the Federal State Educational Standard for Higher Education are determined by state final certification programs and lists of practical skills in fields of training (specialties) based on the characteristics of the professional activities of specialists.

2.3. The state exam is carried out for fields of training (specialties) based on the Federal State Educational Standard for Higher Education in the form of certification tests:

Stage 1. Practical training. Preparation at the level of mastering practical skills:

- testing Graduates' ability to perform the volume of upcoming real professional activities within the list of practical manipulations approved by the state educational standard at the federal level. This stage of final certification provides for the necessary equipment and materials;

- monitoring the graduate's activities and assessing the level of his practical training. The monitoring is performed by the state examination commission, which necessarily includes prospective employers.

Stage 2. Solving professional problems during the interview. During the state exam, the integrity of the Graduates' professional training is checked, i.e. the level of his/her

competence and the ability to use theoretical knowledge (cycles of fundamental disciplines) to solve professional case problems. The interview bases on solving general case problems including clinical, pharmaceutical, ethical, and deontological ones, as well as analyzing patients, writing prescriptions, etc. The subject to assessment is the degree of Graduates' ability to develop and implement optimal solutions to professional case problems in terms of the integration and synthesis of the content of the disciplines (modules) included in the certification test. Case problems developed by specialized departments are used when conducting interviews. The number of case problems must be no less than the number of Students taking tests in one exam shift.

2.4. The break between stages of state certification tests is at least three calendar days. Before individual certification tests of the state exam, mandatory pre-examination consultations are held for Students on the issues included in the state exam program.

2.5. Certification tests of the state exam are carried out at the patient's bedside as well as by means of simulators, models, phantoms, instruments, equipment, modular and clinical case problems, ECGs, radiographs, laboratory data, slides, prescriptions, and demonstration of one or several practical skills.

3. State Examination Commission

3.1. The State Examination Commission is headed by a chairperson. The chairperson of the state examination commission organizes and controls the activities of the state examination commission, ensures the unity of the requirements for Graduates.

3.2. The chairperson of the state examination commission is elected from among persons who do not work at KubSMU, who have an academic degree of Doctor of Sciences and (or) the academic title of professor, or who are leading specialists including representatives of employers or their associations in the relevant field of professional activity.

3.3. The chairperson of the state examination commission is approved by the Ministry of Health Care of the Russian Federation.

3.4. The chairperson of the state examination commission is approved no later than December 31, preceding the year of the state final certification.

3.5. After approval of the chairperson of the state examination commission for conducting the state final certification, the composition of the state examination commission is approved by the Order of the rector of KubSMU. The composition is approved by the Order of the rector of KubSMU no later than 1 month before the start of the state final certification.

The chairperson of the state examination commission may head one of the certification commissions and take part in the work of any of them as a member.

3.6. The state examination commission includes the chairperson of the commission and at least 4 commission members. Members of the state examination commission are leading specialists including representatives of employers or their associations in the relevant field of professional activity and (or) persons who belong to the teaching staff of this organization (other organizations) and (or) scientific workers of this organization (other organizations). Members of the state examination commission must have an academic title and (or) academic degree. The share of persons who are leading specialists including representatives of employers or their associations in the relevant field of professional activity (including the chairperson of the state examination commission) must be at least 50 percent.

The appeal commission consists of the chairperson of the commission and at least 3 commission members. The composition of the appeal commission is formed from among persons belonging to the teaching staff of the organization and not the members of the state examination commissions.

3.7. The main functions of the state examination commission are:

- to determine the compliance of Graduates' mastering with the requirements of the Federal State Educational Standard for Higher Education;
- to make decisions on the assignment of qualifications according to the results of the state final certification and to issue to Graduates documents on higher education and qualifications in the form established by the Ministry of Education and Science of the Russian Federation;
- to develop recommendations aimed at improving the Students' training in terms of the results of the state examination commission session.

3.8. For the period of the state final certification, the rector of KubSMU appoints a secretary to ensure the work of the state examination commission. The secretary is appointed from among the persons belonging to the teaching staff of the university, administrative or scientific workers of KubSMU who are not members of the state examination commission. The secretary draws up discussion notes of meetings of the state examination commission, and, if necessary, submits the materials established by Clause 6.5 of these Regulations to the appeal commission.

3.9. The composition of state examination commissions, certification commissions and secretaries of state examination commissions, as well as the working hours of the commissions are approved by the Order of the rector of KubSMU during the period specified in Clause 3.5 of these Regulations.

4. The Procedure for Conducting State Final Certification

4.1. The procedure for conducting the state final certification is developed by KubSMU in accordance with these Regulations and is brought to the attention of Students of all forms of education before the start of the final semester (no later than 6 months before the start of the state final certification). Students are provided with state exam programs and pre-exam consultations, the necessary conditions for preparation are created.

4.2. A Student who does not have academic debts and has fully completed the curriculum or individual curriculum for the relevant educational program of higher education is allowed to take part in the state final certification.

4.3. The results of the first stage of certification tests have a qualitative assessment of "credited" – "not credited". The results are the basis for admission to the second stage (the interview).

The results of the final certification test (interview) are assessed as "excellent", "good", "satisfactory", and "unsatisfactory".

4.4. The evaluation criteria for each type of certification test are approved by the Vice-Rector for Academic Affairs.

4.5. The certification results are announced to the Graduates on the same day after the discussion notes of the meeting of the state examination commission have been completed and approved in the prescribed order.

4.6. A Student who did not pass the first stage of certification tests is not allowed to take part in the second stage (retaking is not permitted).

4.7. Decisions of state examination commissions on the assignment of qualifications and the issuance of a document on higher education in the form established by the Ministry of Education and Science of the Russian Federation to Graduates in accordance with the results of the state final certification are made at closed meetings by a simple majority of votes from among the persons included in the commissions and participating in the meeting. In case of an equal number of votes, the vote of the chairperson of the state examination commission is decisive.

Meetings of state examination commissions are valid if at least two-thirds of the members of state examination commissions and certification commissions participate in them. The chairpersons of state examination commissions chair meetings of state examination commissions.

All decisions of state examination and certification commissions are protocolled (Appendix No. 1).

The discussion notes of the meeting of the state examination commission for the state certification test reflect the list of questions to Students and the characteristics of his/her answers, the opinions of the chairperson and members of the state examination commission about the level of Students' mastery in solving professional case problems identified during the state certification test, as well as about the identified shortcomings in theoretical and practical training of Students.

The discussion notes of the meetings of the state examination commissions are signed by the chairpersons. The discussion notes of the meeting of the state examination commission are also signed by the secretary of the state examination commission.

The discussion notes of the meetings of state examination commissions are compiled into books and stored in the archives of KubSMU.

4.8. Graduates are issued diplomas with honors in case they have achieved special success in their studies or have received at least 75% of the "excellent" grades (if the rest of the grades is "good") on the results of course exams including practical training, defense of term theses and the state final certification with an "excellent" grade.

4.9. Upon their reinstatement at the university, persons who have completed mastering the main educational program developed on the basis of the Federal State Educational Standard for Higher Education and who have not confirmed the compliance of the training with the requirements of the Federal State Educational Standard for Higher Education when passing one or more final certification tests are assigned repeated final certification tests during the period of the next state final certification.

4.10. Repeated passing of the state final certification is scheduled no earlier than 10 months and no later than five years after the date of the state final certification for the Graduate who did not pass it. The specified person can re-pass the state final certification no more than two times.

To re-pass the state final certification, the specified person is reinstated in KubSMU upon his/her application for a period of time established by the university, but not less than the period of time provided by the academic schedule for the state final certification for the relevant educational program.

Repeated final certification tests cannot be appointed by a higher education institution more than twice.

4.11. Persons who did not pass the final certification tests for a valid reason are given the opportunity to pass the final certification tests without expulsion from the university.

Students who have not passed the state final certification due to their failure to appear for the state certification test for a valid reason (temporary disability, performance of public or government duties, summons to court, transport problems (flight cancellation, lack of tickets), weather conditions or in other cases) have the right to pass it within 6 months after completion of the state final certification.

Such Students must submit to KubSMU a document confirming the reason for their absence.

Students who have not pass one state certification test for a valid reason are allowed to take the next state certification test (if any).

Students who have not passed the state certification test due to failure to appear for the state certification test for an unexcused reason or in connection with receiving an “unsatisfactory” grade, as well as students specified in Clause 5.1 of these Regulations and those who have not passed the state certification test within the deadline established for them (in connection with failure to appear at the state certification test or receiving an “unsatisfactory” grade) are expelled from the organization with the issuance of a certificate of training as having failed to fulfill their obligations to conscientiously master the educational program and to implement the curriculum.

4.12. An annual report on the work of the state examination commission and recommendations on improving the quality of professional training of specialists are presented at a meeting of the Academic Council and submitted to the Ministry of Health Care of the Russian Federation within two months after the completion of the final state certification. Protocols of the state final certification of Graduates are submitted to the archives of KubSMU.

5. Features of the State Final Certification for Persons with Disabilities

5.1. For Students from among the disabled persons and persons with limited health abilities, the state final certification is carried out by KubSMU taking into account the characteristics of Students’ psychophysical development, individual capabilities and health status (hereinafter referred to Individual Characteristics).

5.2. When conducting state final certification, compliance with the following general requirements is ensured:

- conducting state final certification for disabled people in the same classroom together with Students who are not disabled, if this does not create difficulties for disabled people and other Students when passing the state final certification;
- the presence of an assistant (assistants) who provides Students with disabilities with the necessary technical assistance, taking into account their Individual Characteristics (helps to take a workplace, move, read and complete an assignment, to communicate with the chairpersons and members of the state examination commission);
- the use of technical means necessary for disabled Students when passing the state final certification taking into account their Individual Characteristics;
- ensuring the possibility of unhindered access for disabled Students to classrooms, toilets and other premises, as well as their stay in these premises (the presence of ramps, handrails, widened doorways, elevators; in absence of elevators, the classroom should be located on the ground floor, with the presence of special chairs and other devices).

5.3. All local regulations of KubSMU on the issues of conducting state final certification are brought to the attention of disabled Students in a form accessible to them.

5.4. At the written request of a disabled Student, the duration of the disabled Student's passing the state certification test may be increased in relation to the established duration of its passing:

- the duration of the state exam, conducted in written form, is no more than 90 minutes;
- the duration of preparation of a student to answer a state exam conducted orally is no more than 20 minutes;
- the duration of the student’s speech when defending his thesis is no more than 15 minutes.

5.5. Depending on the Individual Characteristics of Students with disabilities, KubSMU ensures that the following requirements are met when conducting the state certification test:

- a) for blind Students:

- assignments and other materials for passing the state certification test are drawn up in embossed dotted Braille or in the form of an electronic document accessible using a computer with specialized software for blind persons, or read aloud by an assistant;
- written assignments are completed by students on paper in embossed dotted Braille or on a computer with specialized software for blind persons, or dictated to an assistant;
- if necessary, Students are provided with a set of writing instruments and paper for writing in embossed dotted Braille, a computer with specialized software for blind persons;
- b) for the visually impaired Students:
 - assignments and other materials for passing the state certification test are formatted in larger fonts;
 - individual uniform lighting of at least 300 lux is provided;
 - if necessary, Students are provided with a magnifying device; the use of magnifying devices available to Students is allowed;
- c) for the deaf and hard of hearing Students as well as Students with severe speech impairments:
 - the availability of sound amplification equipment for collective use is ensured; if necessary, Students are provided with sound amplification equipment for individual use;
 - at their request, state certification tests are carried out in written form;
- d) for Students with musculoskeletal disorders (severe impairment of motor functions of the upper limbs or absence of upper limbs):
 - written assignments are completed by students on a computer with specialized software or dictated to an assistant;
 - at Students' request, state certification tests are conducted orally.

5.6. A disabled Student submits a written application about the need to create special conditions for him/her during state certification tests indicating the characteristics of the individual characteristics and health status no later than 3 months before the start of the state final certification. Attached to the application are documents confirming the Student's individual characteristics (in the absence of these documents at KubSMU).

In the application, the Student indicates the need (or lack of need) for the presence of an assistant at the state certification test, the need (or lack of need) to increase the duration of the state certification test in relation to the established duration (for each certification test of the state final certification).

6. The Procedure for Appealing the Results of the State Final Certification

6.1. Based on the results of state certification tests, Graduates have the right to appeal.

6.2. The Graduate has the right to submit a written appeal to the appeal commission about a violation of the established procedure for conducting the state certification test and (or) his/her disagreement with the results of the state exam.

6.3. The appeal is submitted personally by the Graduate to the appeal commission no later than the next working day after the announcement of the results of the state certification test.

6.4. To consider the appeal, the secretary of the state examination commission sends to the appeal commission the discussion note of the meeting of the state examination commission, the conclusion of the chairperson of the state examination commission on compliance with procedural issues during the state certification test, as well as the written answers of the Graduate (if any) (for consideration of the appeal for the state examination).

6.5. The appeal is considered no later than 2 working days from the date of filing the appeal at a meeting of the appeal commission, to which the chairperson of the state examination commission and the Graduate who filed the appeal are invited. A meeting of the appeal commission may be held in the absence of the Student who filed the appeal, if he/she fails to appear at the meeting of the appeal commission.

The decision of the appeal commission is brought to the attention of the Graduate who filed the appeal within 3 working days from the date of the meeting of the appeal commission. The fact that the graduate who filed the appeal has familiarized him-/herself with the decision of the appeal commission is certified by the signature of the Graduate.

6.6. When considering an appeal about a violation of the procedure for conducting a state certification test, the appeal commission makes one of the following decisions:

- to reject the appeal if the information about violations of the procedure for conducting the state final certification of a Graduate was not confirmed and (or) did not affect the result of the state certification test;

- to allow the appeal, if the information about violations of the procedure for conducting the state final certification of a Graduate was confirmed and influenced the result of the state certification test.

In the case specified in Paragraph 3 of this Clause, the result of the state certification test is subject to cancellation, in connection with which the protocol on the consideration of the appeal is transferred to the state examination commission no later than the next working day to implement the decision of the appeal commission. The Graduate is given the opportunity to pass the state certification test within the time limits established by KubSMU.

6.7. When considering an appeal about disagreement with the results of the state exam, the appeal commission makes one of the following decisions:

- to reject the appeal and preserve the result of the state exam;
- to allow the appeal and set a different result of the state exam.

The decision of the appeal commission is transmitted to the state examination commission no later than the next working day. The decision of the appeal commission is the basis for canceling the previously issued result of the state certification test and issuing a new one.

6.8. The decision of the appeal commission is final and cannot be revised.

6.9. The retaking of the state certification test of the Student who filed the appeal is carried out in the presence of the chairperson or one of the members of the appeal commission no later than the date of completion of training at KubSMU in accordance with the Federal State Educational Standard for Higher Education.

6.10. An appeal to retaking the state certification test will not be accepted.

APPROVED by
Vice-Rector for Academic Affairs

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**CRITERIA FOR EVALUATING STUDENTS' PERFORMANCE AT THE STATE
FINAL CERTIFICATION WHEN ASSESSING PRACTICAL SKILLS
Specialty 31.05.01 General Medicine**

| Criteria | Rating, % | Result |
|--|------------------|---------------|
| ➤ Confident ability to perform the skill is demonstrated, accompanied by a full, detailed commentary; a body of conscious knowledge about the manipulation being performed, indications and contraindications for performance are shown. The commentary is formulated using medical terminology, presented in academic language, and demonstrates the student's position. | 91-100 | credited |
| ➤ The ability to perform the skill is demonstrated, accompanied by a partial commentary, fundamentally important knowledge about the manipulation being performed, indications and contraindications for performance are shown. Shortcomings in performing the manipulation were corrected by the student independently. The commentary is formulated using medical terminology and presented in academic language. | 81-90 | credited |
| ➤ The ability to perform the skill is demonstrated, fundamentally important knowledge about the manipulation being performed, indications and contraindications for performance are demonstrated. Shortcomings in performing the manipulation were corrected by the Student with the help of the teacher. The commentary is formulated using medical terminology. Speech design requires amendments and corrections. | 71-80 | credited |
| ➤ The demonstrated implementation of medical manipulation consists of disparate elements and does not lead to a specific goal. An incomplete commentary is given, representing scattered knowledge on the topic of the question with significant errors. There is fragmentation and illogical presentation. The Student does not realize the connection between the manipulation being performed and the theory. Speech is illiterate. Additional and clarifying questions from the teacher do not lead to correction of the Student's commentary. | 70 and less | not credited |
| ➤ Skill is not demonstrated. | | |

APPROVED by
Vice-Rector for Academic Affairs

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**CRITERIA FOR EVALUATING STUDENTS' PERFORMANCE AT THE STATE
FINAL CERTIFICATION WHEN SOLVING CASE PROBLEM
Specialty 31.05.01 General Medicine**

| Criteria | Grade |
|---|-----------------------|
| <p>A complete detailed commentary to the question is given, the totality of conscious knowledge in solving the problem is shown. Knowledge is demonstrated against the background of interdisciplinary connections, a diagnosis is conclusively made, and the correct components of the patient's treatment tactics are proposed. The commentary shows a clear structure and a logical sequence of concepts. The commentary is presented in academic language using medical terminology, is logical, evidence-based, and demonstrates the Student's position. Minor shortcomings may be made in defining concepts and solving problems, which the Student corrects independently.</p> | excellent |
| <p>A complete, detailed commentary to the question is given, the totality of conscious knowledge when solving a situational problem is shown. Knowledge is demonstrated against the background of interdisciplinary connections, a diagnosis is conclusively made; the commentary shows a clear structure, a logical sequence of concepts. The commentary is given in academic language using scientific terms. There were some shortcomings in the commentary, which were corrected by the Student with the help of clarifying questions from the teacher.</p> | good |
| <p>An incomplete commentary is given; the logic and sequence of presentation have significant violations. Gross mistakes were made when solving a case problem due to the Student's misunderstanding of unimportant signs and connections. Conclusions in the answer require correction, formulated with gross errors, which are eliminated by the Student after clarifying questions from the teacher. The ability to reveal specific manifestations of generalized knowledge is not shown. Speech design requires amendments and corrections.</p> | satisfactory |
| <p>An incomplete commentary is given, representing scattered knowledge on the topic of the case problem with significant errors in definitions. There is fragmented and illogical presentation. Speech is illiterate. Additional and clarifying questions from the teacher do not lead to correction of the Student's commentary not only to the particular question, but also to other questions in the subject.</p> | unsatisfactory |