

**REGULATION ON STATE AND FINAL EXAMINATIONS
IN THE BALTIC INTERNATIONAL ACADEMY (BIA)**

1. The state and final examinations provided for in BIA study programs: exams, defense of bachelor's/master's thesis, defense of diploma thesis/diploma project/qualification thesis are accepted and evaluated respectively by: bachelor's/master's examination commission, state examination commission (for second-level professional higher education study programs) and state final examination commission (for 1st-level professional higher education study programs).
2. Commissions evaluate students' academic education and/or professional higher education and decide on the issue of bachelor's/master's degree and/or professional qualifications.
3. Commissions are established in each study program for one study year, consisting of no less than 5 people.
 - 3.1. The members of the bachelor's examination commission must have at least a master's degree, the chairman - a doctor's degree.
 - 3.2. The members of the master's examination commission must have at least a master's degree, the chairman - a doctor's degree.
 - 3.3. The chairman of state examination commission and state final examination commission and at least half of composition of the commission are representatives of professional organizations of the sector or employers. The chairman of the commission must have a doctor's degree in the relevant industry, the members of the commission must have at least a master's degree or specialists with higher education who have been working in a leading position in the relevant industry for at least 3 years.
4. Proposals for the composition of the Commissions, their chairpersons and deputies are prepared by the Head of the field of study. Proposals are reviewed by the vice-rector of study work and approved by the rector of BIA not later than 3 months before commission begins its work.
5. State commissions work according to the agreed and approved time, place, time, forms: face-to-face, e-environment.
6. The list of students who are allowed to take the Examinations is approved by the head of the study field 5 (five) calendar days before the meeting of the committee.
7. The examination program is drawn up by the director of the study program. The examination program is approved at the meeting of the Council of the field of study (CFS) and is notified to the students not later than 3 months before the relevant Examination.
8. Examination materials and their procedure are drawn up by the director of the study program, approved at the CFS meeting and accepted by the vice-rector of studies.
9. 25-30 days before the defense of work in the state/final examination, a pre-defense is organized,

in which the student reports on the level of development of his research work in presence of a committee approved by the CFS meeting. Pre-defense must include:

- aggregated sources;
- formulated research work topicality and novelty;
- formulated scientific apparatus of the work: goal, tasks, hypothesis, object, subject, methods;
- conducted research experiment/developed project, file, etc.;
- a draft developed and agreed with the supervisor.

Requirements and form of pre-defense can be clarified by the decision of the CFS meeting. The commission makes the final decision on admitting/not admitting the student to sit for the state/final exam.

If the student has not consulted with his supervisor before the day of the pre-defense, the supervisor has the right to refuse to supervise his work. In this case, the student can develop his work independently and submit it to the dean's office in accordance with the procedure.

10. A bachelor's/master's thesis or diploma thesis/diploma project/qualification thesis, drawn up in accordance with the methodological instructions, must be submitted to the dean's office with the signature of the academic supervisor no later than 10 calendar days before the State examination. With his signature, the scientific supervisor certifies compliance of the work with methodological instructions and compliance of the content with the topic, and the head of the field of study (FS) gives permission to advance the work for defense. The work may be developed without a scientific supervisor approved by CFS. In that case, the work must be submitted to the dean's office no later than 14 calendar days before the State examination. The head of the FS or a lecturer assigned by him gives a written evaluation of the work and the head of the FS decides whether the work can be advanced to defense.

11. If scientific supervisor of the thesis believes that the thesis is not ready for defense, but the student does not agree with it, then the thesis prepared according to the methodological instructions must be submitted to the head of FS not later than 10 calendar days before the State examination. During this time, the head of the FS or a lecturer appointed by him gives a written evaluation and the head of the FS decides whether the work can be advanced to the defense.

12. Reviewers are appointed for independent assessment of each paper. Reviewers of bachelor's theses must be representatives of the relevant field of science with at least a master's degree.

Reviewers of master's theses must have a doctor's degree (exceptionally, a highly qualified specialist in the relevant field with at least a master's degree). For the reviewers of the thesis/diploma project/qualification thesis - highly qualified specialists with higher education in the relevant field. 5 calendar days are provided for reviewing works. The work cannot be defended without a review.

13. The reviewer provides a written review, evaluating positive and negative sides of the work.

14. A student has the right to get acquainted with the review 2 calendar days before defending the thesis. After reading the review, the student has the right to refuse to defend the work in order to revise the work.

15. The commission is entitled to act and decide if at least half of the commission members, including the chairman or deputy of the State commission, participate in its meeting.

16. If scientific supervisors and reviewers of bachelor's/master's theses or diploma theses/diploma projects/qualification theses are not members of the Commission, then the Commission invites them to participate in the meeting.

Scientific supervisors and reviewers, who cannot participate in the meeting, submit a written evaluation of the work to the Commission.

17. Bachelor's/master's theses and diploma theses/diploma projects/qualification theses are defended in open meetings of the State Commissions. Anyone present can ask the author questions about problems solved in the work.

18. Before the start of the State/Final examination, the chairman of the commission introduces students to the procedure of Examination and announces when and how students will be able to receive information about assessment in the Examination.

19. Before receiving examination materials, the student signs a confirmation that he is informed about procedure of the examination.

20. If a student does not come to the Examination during working hours of the State Commission, the head of the field of study decides on his possibilities to take the Examination, in coordination with the chairman of the Commission.

21. If a student has not passed the Examination scheduled during one of the working hours of the State Commission, then this test can be taken at the determined by the head of the field of study next time of the State Commission. All other tests scheduled for the same study year can be taken by the student. If the Commission assesses a bachelor's/master's thesis or a diploma thesis/diploma project/qualification thesis with a negative mark, then in its decision it indicates one of the following options for further action:

21.1. A student, independently improving a bachelor's/master's thesis or diploma thesis/diploma project/qualification thesis, can defend it at one of the next meetings of the State Commission. In this case, two reviewers are assigned to the work.

21.2. A bachelor's/master's thesis or diploma thesis/diploma project/qualification thesis can be fully redone in accordance with the methodological instructions for the development and defense of study research papers.

21.3. The student is recommended to develop a bachelor's/master's thesis or diploma thesis/diploma project/qualification thesis on a different topic.

21.4. The State Commission has the right to recommend the best bachelor's/master's theses or diploma theses/diploma projects/qualification theses for submission to competitions or to create collections of students' scientific works by publishing them. A relevant decision of the Commission, which has the nature of a recommendation, is recorded in the minutes.

22. In cases where the test is not taken for objective reasons (long-term illness before the test, illness on the day of the test, agreed by BIA studies at universities in other countries, etc.), the head of the field of study can consider a student's application for the possibility of taking this test at the State Commission of the same study year.

23. Before the work of the commission, the chairman of the commission introduces evaluation procedure and criteria to the commission.
24. In order to ensure objectivity of evaluation of the materials of the written examination, the Secretary of the Commission immediately after the written examination performs encryption of the Cover Pages and papers.
25. During evaluation of the Written Test, the Title Pages are kept by the Secretary of the Commission, who does not participate in the evaluation process. After evaluation, the Secretary of the Commission performs decoding of Examination materials.
26. The student's name and surname must not be written on the pages of the materials of written examination.
27. The student has the right, no later than the next working day after the announcement of the examination results until 12:00, to submit a motivated appeal, addressed to the Vice-Rector for Studies, with objections against the work organized by the State Commission.
28. The vice-rector of BIA studies instructs the relevant State Commission to provide a written opinion on the objections expressed in the appeal within two working days or until the next meeting of the State Commission.
29. The State Commission is entitled to consider an appeal if at least half of the members of the relevant State Commission participate in its work, including the Chairman of the State Commission or his deputy.
30. During review of the appeal, the members of the State Commission independently provide a written opinion on the objections expressed in the appeal.
31. The special opinions of the members of the State Commission, as well as the final decision of the State Commission on the appeal, are recorded in the minutes.
32. The student has the right to get acquainted with the State Commission's opinion after the appeal is considered and before the final decision of the State Commission is announced.
33. The decision of the State Commission on appeal is final. It is communicated to the appellant in writing.

The head of the field of study is responsible for introducing the State Commission to this regulation before the State Commission meeting.

Chairman of the Senate

(signature)

S. Buka