
ORDER

30.04.2020 № 685

**On the approval of the features of
the state final certification with the
use of e-learning and distance
learning technology**

Guided by the orders of the Ministry of Education and Science of Russia No. 397 dated March 14, 2020, and No. 545 dated April 2, 2020, and pursuant to the orders of the rector No. 507 “On the introduction of distance learning” and No. 509 “On the measures to prevent the spread of coronavirus infection” dated March 16, 2020, in accordance with orders No. 554 “On approval of the action plan for the transition to distance learning” dated March 20, 2020, and No. 601 “On the organization of educational activities” dated April 3, 2020,

I HEREBY ORDER:

1. To approve the features of the state final certification in 2020 for educational programs for higher education, i.e., Bachelor’s, Specialist’s and Master’s degree programs with the use of e-learning and distance learning technology. (Appendix 1)
2. The directors of the institutes shall bring the order to the attention of the institute’s employees, the chairperson and members of the SEC, and students.
3. Vice-Rector for Educational Activities E.M. Razinkina shall be encharged with supervision on the implementation of the order.

Rector

A.I. Rudskoi



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Draft sponsored by

L.V. Pankova (20.04.2020 03:18:26 p.m.)

Cleared

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A.A. Filimonov (30.04.2020 13:32:09)

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**FEATURES OF THE 2020 STATE FINAL CERTIFICATION UNDER
EDUCATIONAL PROGRAMS OF HIGHER EDUCATION, I.E.,
BACHELOR'S DEGREE, SPECIALIST'S DEGREE AND MASTER'S
DEGREE PROGRAMS, WITH THE USE OF E-LEARNING AND DISTANCE
LEARNING TECHNOLOGY**

1. SCOPE

1.1. The features of the state final certification under higher education programs, i.e., Bachelor's degree, Specialist's degree, and Master's degree programs with the use of e-learning and distance learning technology in 2020 (hereinafter - SFC with the use of EE / DLT) have been developed in accordance with the Order on with the use of e-learning and distance learning technology in the implementation of educational programs at organizations carrying out educational activities, approved by the order of the Ministry of Education of Russia № 816 dated 23.08.2017; the Order for state final certification procedure for educational programs for higher education, i.e., Bachelor, Specialist and Master's degree programs, approved by order of the Ministry of Education and Science of Russia No. 636 dated 06.06.2015; those regulate the procedure for organizing and conducting state final certification on educational programs of higher education, i.e., Bachelor, Specialist and Master's degree programs (hereinafter - educational programs) with the use of e-learning and distance learning technology for the period of holding activities aimed at preventing the spread of a new coronavirus infection (COVID-19).

1.2. The requirements contained in these SFC Features with the use of EE / DLT are mandatory for institutes, higher schools and all structural units of Peter the Great St. Petersburg Polytechnic University, Federal State Autonomous Educational Institution of Higher Education.

1.3. The Statutes on the state final certification under educational programs for higher education, i.e., Bachelor, Specialist and Master's degree programs,

approved by the order of SPbPU No. 2762 dated 18.12.2019 (hereinafter - the Statutes on the State Final Certification) shall be applied in the part that does not contradict SFC with the use of EE / DLT.

2. GENERAL PROVISIONS

2.1. The features of SFC with the use of EE / DLT outline the procedure for conducting the state tests and defence of the final qualification work (hereinafter collectively, state certification tests) for educational programs with the use of EE / DLT at SPbPU, including the order of student identification, premises equipment requirements, technical, technological and software provisions for conducting state certification tests.

3. INFORMATION AND TECHNICAL SUPPORT OF THE STATE FINAL CERTIFICATION PROCEDURE WITH THE USE OF EE / DLT

3.1. SFC with the use of EE / DLT shall be carried out on a dedicated state final certification educational portal of the distributed e-learning system of SPbPU (LMS Moodle, <https://sfa.spbstu.ru/>) (hereinafter - the SFC Portal) as part of the online course “SFC <Code and Name of MEP>” created for each educational program. Interaction between participants in the educational process (the chairperson and members of the SEC, the secretary of the SEC, and students) shall be carried out in the mode of video conferencing based on the Microsoft Teams software product.

3.2. The online course “SFC_ <Code and Name of MEP>”, designed for conducting SFC with the use of EE / DLT, contains the SFC program; extracts from the order on the composition of the SFC; the order on the appointment of the secretary of the SEC; instructions on passing the SFC with the use of EE and DLT; Statutes on the SFC; the schedule of state certification tests (hereinafter referred to as the SFC Schedule); an order for admission to the SFC; agreement with the rules of the SFC, including video recordings of its progress (see the test form in Appendix 1); links to online courses that correspond to the types of certification tests: for the state

exam (if available), the online course “SC <Code and Name of MEP>”; for the defence of the final qualification work (hereinafter FQW) , the online course “FQW <Code and Name of the MEP>”.

3.3. Access to the Microsoft Teams webinar rooms for conducting state certification tests and announcing their results shall be carried out through the corresponding online courses: the “SC” online course and the “FQW” online course.

3.4. Access for SEC members to students’ FQWs, academic advisers’ reviews, peer reviews (if available) on students’ FQWs, reports on checking the FQWs on the amount of borrowings, information on the passing the standards compliance and permit to the FQW defence by the director of the higher school or the head of the educational program shall be provided through the “FQW” online course.

3.5. The state exam in the form of testing shall be carried out as part of the SC online course with the use of specialized free software (hereinafter the software), namely, Safe Exam Browser (SEB), which ensures that all windows except for the window with the task (test) are blocked on the student’s computer.

3.6. Access to the “SC” and “FQW” online courses shall be provided via the link from the electronic schedule on the SPbPU website (<http://ruz.spbstu.ru/>).

3.7. For technical support of the SFC procedure with the use of EE / DLT, by the order of the director of the institute or higher school, a person responsible for technical support of the SEC procedure (hereinafter referred to as SEC Technical Manager) shall be appointed from among the staff of the graduate school. The SEC Technical Manager shall not be part of the SEC. Technical support for the SEC may be assigned to the SEC Secretary or the person in charge of the Institute’s EE / DLT.

3.8. To conduct SFC with the use of EE / DLT, the premises of each participant in the state certification tests should be equipped with the necessary set of equipment that provides for: continuous video and audio monitoring of students; video recording of state certification tests; the ability for all participants of the SFC with the use of EE / DLT to exchange messages and text files; and the opportunity for students to demonstrate presentation materials during the defence of FQWs. When

conducting SFC with the use of EE / DLT, the possibility for urgent communication between participants in SFC events with the use of EE / DLT shall be provided to back up connection failures and other technical problems.

3.9. For conducting state certification tests in the mode of video conferencing in SPbPU or remotely, premises with access to the Internet shall be used.

3.10. In order to ensure transparency of the SFC with the use of EE / DLT, a video shall be recorded during its implementation. The fact of the video recording shall be brought to the attention of the chairperson, members and secretary of the SEC, and students admitted to the SFC.

Video recording shall be the responsibility of the SEC Secretary.

SEC session videos can be used to review SFC appeals.

Video recordings shall be stored on the SPbPU server for at least five years since the date of the state certification test.

3.11. To participate in SEC sessions, the premises of SEC members must be equipped with a personal computer with Internet access at a speed of at least 2 Mbps and system requirements of Windows 7 and higher / Mac OS X 10.10 and higher; headphones (or speakers), web-camera and microphone.

3.12. Students participating in SFC with the use of EE / DLT must have the hardware and software allowing to ensure the integrity of the SFC procedure with the use of EE / DLT in compliance with the rules established by the Statutes on SFC and SFC Features with the use of EE / DLT SPbPU.

3.13. Students shall independently provide the necessary equipment for passing SFC with the use of EE / DLT, the minimum set of which includes a computer with Internet access at a speed of at least 2 Mbps and system requirements of Windows 7 and higher / Mac OS X 10.10 and higher; a scanner or a camera, or a mobile phone with a camera with a resolution of at least 3 MP; headphones (or speakers); webcam; microphone.

4. THE ORDER OF PREPARATION FOR HOLDING STATE FINAL CERTIFICATION WITH THE USE OF ELECTRONIC LEARNING AND DISTANCE LEARNING TECHNOLOGY

4.1. The application of EE / DLT during the SFC is regulated by the SPbPU order and shall be brought to the attention of students, chairpersons and members of the SEC, the Appeal Commission, SEC secretaries, supervisors and consultants of final qualification works no later than one month prior to the start of the SFC.

4.2. No later than 2 weeks prior to the start of the SFC, based on the recommendation of the Directorate of Main Educational Programs, temporary accounts shall be created to provide their access to the SFC portal and Microsoft Teams webinars for the chairperson and members of SEC not employed by SPbPU.

4.3. SEC sessions are open for public. Those other than SPbPU students or employees, wishing to attend the SEC session, must apply for a temporary SPbPU account in advance.

4.4. No later than 30 calendar days prior to the date of the first state certification test, by order of the rector of SPbPU (or an authorized person), the SFC schedule must be approved; it shall indicate the dates and time of the state certification tests and pre-examination consultations, which shall be brought to the attention of students, the chairperson and members of the SECs and Appeal Commissions, SEC Secretaries, FQW supervisors and consultants. Access to the approved schedule in electronic form shall be carried out through AS "Schedule of training classes" (hereinafter STC). Data from the STRATEGIC shall be available to students through the official website, personal accounts and LMS Moodle.

4.5. According to the approved SFC schedule, the SEC secretary shall draw up a list of students admitted to the relevant state certification test for each SEC session, in accordance with the schedule which sets the dates and times of SEC sessions, and place it in the SC online course (for the state exams) or the FQW online course (for the FQW defence) no later than five calendar days before the date of the session.

4.6. Prior to the start of each state certification test, the SEC Technical Manager shall conduct a test to ascertain the technical capabilities of the SFC procedure with the use of EE / DLT. Based on the results of the test connection, a decision shall be made about the possibility of conducting a state certification test for students with the use of EE / DLT.

4.7. During the test connection, the necessary software shall be configured; the performance of the technical means of students, the chairperson, members and secretary of the SEC shall be checked in all modes of the state certification test (personal identification, testing with the launch of the screen lock software, notification of a technical failure and completion of testing, etc.). Students must install the necessary software before the test connection.

4.8. The SEC Technical Manager shall assign the test connection time (s) and communicate that to the SEC chairperson, members and secretary, and students.

4.9. During the test connection (or prior to its start), before the first state certification test, the student shall fill out the Consent with the rules of the SFC, including video recordings of its progress (for the test form see Appendix 1). In the event of disagreement with the rules of the SFC, including video recordings of its progress, the student shall be denied access to the state certification tests. The student shall be considered absent from the certification test for a good reason (due to the refusal to undergo SFC with the use of EE / DLT).

4.10. Test connection of the SEC chairperson, members and secretary shall be carried out no later than 3 working days prior to the start of the state certification test.

4.11. Test connection of students shall be carried out no later than 3 working days before the start of the state exam and no later than 5 calendar days before the day of the FQW defence.

4.12. In the course of the test connection, prior to the FQW defence, the student shall fill out a familiarization sheet with the date of defence, the review of the head of the FQW and the peer review (s) (if any) posted in the FQW online course.

4.13. The student's FQW, including the abstract to the FQW, electronic images of the supervisor's review of the student's work during the preparation of the FQW, peer review¹ (s) of the FQW, a report on the results of the FQW checking on the amount of borrowings, information on passing the standards compliance and on the permit to the FQW defence by the director of the higher school or the head of the educational program shall be posted in *.PDF format in the "FQW" online course no later than 6 days prior to the date of the SEC session on the FQW defence.

5. FEATURES OF CARRYING OUT THE STATE EXAM WITH THE USE OF EE / DLT

5.1. A state exam with the use of EE / DLT shall be carried out in the form specified by the SFC program, with mandatory student identification and constant visual monitoring by the SEC on the compliance with the state exam procedure.

5.2. When conducting a state exam in the form of testing, a bank of test tasks and the test must be formed no later than 5 working days prior to the electronically scheduled start of the state exam.

5.3. On the day of the state exam, the SEC secretary shall start the session entitled "State Exam" no later than 10 minutes prior to the start of the state exam in the MS Teams webinar room inviting the SEC chairperson, SEC members and students to participate in the session.

5.4. The chairperson and SEC members and the students shall join the SEC session using the links from the electronic timetable in accordance with clause 3.6. Upon confirmation of a stable connection with all participants, the session shall be considered open.

5.5. The SEC secretary shall switch on the video, give his/her name, announce the date and time of the SEC session and the start of the session. The SEC secretary must warn about video recording of the SEC session.

¹ Subject to review (s) availability

5.6. The SEC chairperson shall give his/her name, announce the number of SEC members present, indicating the presence of a quorum, and invite, using their names and patronymics, each SEC member and other participants (if any) to give their names. Each person shall turn on their cameras and microphones and clearly read out the surname, name and patronymic and the position held.

5.7. The introduction of SEC members, the announcement of the presence of a quorum may be performed by the SEC secretary or another SEC member on behalf of the chairperson.

5.8. The SEC Secretary shall communicate to the students the information on the state examination procedure in accordance with the SFC program: the duration, procedure and criteria for evaluating and announcing the results, the procedure for conducting an appeal based on the results of the state certification test.

5.9. Should the students have questions about the state exam procedure, those shall be sent to SEC members via text message in the general session chat or voiced.

5.10. The SEC Secretary shall announce the beginning of the student's identification procedure and verification of the conditions for the state exam (room inspection), briefly describe the actions of each student and invite to check the names on the list of students.

The identification of students consists of a visual verification of the student's identity with the data of the student's record book or identity document presented by the student to the SEC (for citizens of the Russian Federation, this shall be the internal or international passport of a citizen of the Russian Federation).

For personal identification, the students must clearly read out their surname, first name, middle name (if any) and demonstrate their record book or identity document in full form next to the person or directly in front of the video camera to obtain a clear video image of the photo and surname, name, patronymic (if any) available in the document.

To continue the procedure, the student must affirmatively answer the question of the SEC secretary, “Do you agree with the rules of the SFC, including video recordings of its course.” The phrase should sound distinctly. If the answer is no, the student is expelled from the session by the SEC Technical Manager. Student access to testing shall be blocked. The protocol of the SEC session shall verbally record the fact that the student did not appear for the certification test for a good reason (in connection with the refusal to pass the SFC with the use of EE / DLT).

5.11. Further on, to conduct an inspection of the room in which the certification test will be conducted, the student shall move the video camera or laptop around the perimeter of the specified room.

5.12. The following requirements shall be established for the room in which the student is located: the room must have walls; the door must be closed; the room must be away from radio interference; during the certification test, unauthorized persons must not be admitted to the room; additional computers and other monitors must be turned off; the room shall have no wall drawings and posters related to the content of the certification test; the working surface of the table on which the student’s computer is installed must be free of all objects, including handheld computers or other computer devices, watches, notebooks, books, notebooks, self-adhesive sheets, notes or paper with printed text. The webcam shall not be located in front of a light source. On the desktop, a blank sheet of paper, a pen and a simple calculator are allowed. A mobile phone may only be used as an emergency communication channel and to connect to a SEC session in Microsoft Teams via video conferencing.

5.13. Should any violations be detected, the student must eliminate them within no more than 10 minutes. If the student refuses to eliminate the revealed violations, he/she shall be suspended from further passing the certification test; the record “Failed to appear due to a disrespectful reason (violation of the requirements for the room of location)” shall be put in the protocol of the SEC session. If the revealed violations cannot be eliminated, the student shall be suspended from further passing the certification test; the record “Failed to appear for a good reason (due to the

inability to eliminate the infringement of the room of location)” shall be put in the protocol of the SEC session.

5.14. In the event it is impossible to identify the person, the student is suspended from further passing the state certification test; the record “Failed to appear for good reason (due to the inability to identify the student)” shall be put in the protocol of the SEC session.

5.15. The fact of exclusion of the student from further passing the state certification test shall be announced by the SEC Secretary under the video record.

5.16. The procedure for identifying the student’s personality and checking the conditions for the state exam (inspection of the premises) shall be carried out for each student individually.

5.17. After passing the identification procedure and examining the premises, the student proceeds to the state certification test in the test form (or other form established by the SFC program) in the section of the “SC” online course corresponding to the SEC session. The duration of the test task shall be no longer than 90 minutes; the specific duration is determined by the corresponding SFC program. It is forbidden to leave the premises during the completion of the task, as well as to use help of unauthorized persons or other means of communication. If necessary, the student shall report this out loud and follow the SEC secretary’s further instructions on the emergency communication channel.

5.18. It is allowed to use a mobile phone as an emergency communication channel.

5.19. A student who has started the test earlier than the identification procedure and inspection of the premises is over, shall receive an “unsatisfactory” rating as a result of the certification test.

5.20. The SEC chairperson and members carry out visual monitoring of the state exam, while ensuring that all students participating in the certification test are being monitored. If the number of students undergoing the certification test exceeds 4

people, the SEC Technical Manager shall provide for the conditions for video recording of the state exam by switching video images of students. The maximum number of students simultaneously passing the state exam shall not exceed 16 people.

5.21. Upon completion of the test, the student shall report on the conclusion of work in the general chat of the session with the text message “Testing completed” and end the communication session until the time of the announcement of the results of the state certification test. Information about the time of the announcement of the results of the state certification test shall be published by the SEC secretary in the general chat of the session.

5.22. In the event of a large number of students passing the state exam, pauses in the work of the SEC should be provided for in the schedule.

5.23. Discussion of the results of completed test tasks shall take place in a separate Microsoft Teams webinar room in the absence of students and with no audio and video recording tools in use. After discussion, the SEC secretary shall record its results in the protocol of the SEC session.

5.24. In the protocol of the SEC session, “testing with the use of EE / DLT” or another form of conducting the state exam with the use of EE / DLT shall be indicated in the line “Form of the state exam”.

5.25. The results of the state exam with the use of EE / DLT, conducted in oral form and in the form of computer testing, in the case of automatic verification of the results, shall be announced to the student on the day of the certification test; written tests and computer testing in the case of verification of the SEC results shall be announced on the date following the date of testing.

5.26. The result of the state exam shall be announced by the SEC chairperson in a dedicated session, namely, “Results of the state exam,” with video recording in the corresponding channel of the webinar room created for the certification test. The SEC chairperson shall clearly read out the student’s name and grade (“excellent”, “good”, “satisfactory”, “unsatisfactory”).

6. FEATURES OF CARRYING OUT DEFENCE OF THE FINAL QUALIFICATION WORK WITH THE USE OF EE / DLT

6.1. No later than 20 minutes before the start of the FQW defence in the Microsoft Teams webinar room, the SEC secretary shall start the session with the name “FQW Defence” and invite the SEC chairman, SEC members and students to participate in the session.

6.2. The chairperson, SEC members, and students shall join the SEC session with the use of the links provided in clause 3.6. Upon confirmation of a stable connection with all participants, the session shall be considered open.

6.3. The SEC secretary shall turn on video recording, give his/her name, announce the date and time of the SEC session, and announce the start of the session. The SEC Secretary must warn about video recording of the SEC session.

6.4. The SEC chairperson shall give his/her name, announce the number of members present, indicating the presence of a quorum, and invite, by name and patronymic, each SEC member and other participants (if any) to give their names. Each person in his/her turn shall switch on the camera and microphone and clearly read out the surname, name and patronymic and the position held.

6.5. The introduction of SEC members and the announcement of the presence of a quorum may be performed by the SEC Secretary or another SEC member on behalf of the chairperson.

6.6. The SEC secretary shall communicate to the students information on the FQW defence procedure in accordance with the SFC program: the duration of the speech, the procedure and criteria for evaluating and announcing the results, the procedure for conducting an appeal based on the results of the certification trial.

6.7. Should the students have any questions about the defence procedure, they can send those to the SEC members with the use of a text message in the general chat of the session or read it out.

6.8. Following the procedure for introducing the chairperson and SEC members, students may leave the session, with the exception of the first student in the FQW schedule of this SEC session.

6.9. The SEC secretary shall inform the student at least 5 minutes before the student should start his/her speech in accordance with the FQW defence schedule of this SEC session on the need to join the session (if the student is absent from the session) with the use of Microsoft Teams tools or by sending a message in a private chat, then invite the student to proceed with the defence of the FQW, clearly pronouncing their last, first and middle name (if any) and the FQW topic.

6.10. The SEC secretary shall announce the start of the student's identity verification, briefly describe the student's actions and invite to start the procedure.

The identification of students consists of a visual verification of the student's identity with the data of the student's record book or identity document presented by the student to the SEC (for citizens of the Russian Federation, this shall be the internal or international passport of a citizen of the Russian Federation).

For personal identification, the students must clearly read out their surname, first name, middle name (if any) and demonstrate their record book or identity document in full form next to the person or directly in front of the video camera to obtain a clear video image of the photo and surname, name, patronymic (if any) available in the document.

To continue the procedure, the student must affirmatively answer the question of the SEC secretary, "Do you agree with the rules of the SFC, including video recordings of its course." The phrase should sound distinctly. If the answer is no, the student is expelled from the session by the SEC Technical Manager. Student access to testing shall be blocked. The protocol of the SEC session shall verbally record the fact that the student did not appear for the certification test for a good reason (in connection with the refusal to pass the SFC with the use of EE / DLT).

In the event of unfeasibility of identification, the student shall be suspended from further passage of the FQW defence; the record "failed to appear for good

reason (due to the inability to identify the student)” shall be entered into the protocol of the SEC session. The SEC secretary shall clearly announce the fact of removal of the student from further passing the state certification test with video recording provided.

6.11. After the personal identification procedure, the student shall proceed to the report on the FQW topic with the use of presentation materials. For the report, the student shall have the time set by the Statutes on SFC SPbPU. At the end of the report, the SEC secretary shall read out the supervisor’s review and peer review (s) (if any); SEC members shall ask questions to which the student must give detailed answers. The sequence of actions of the SEC during the FQW defence procedure is determined by the SFC program.

6.12. In the case of a large number of students defending FQWs, pauses in the work of the SEC should be provided for in the schedule.

6.13. Discussion of the results of FQW defences shall take place in a separate Microsoft Teams webinar room in the absence of students and with the use of no audio and video recording tools. After discussion, the SEC secretary shall record its results in the protocol of the SEC session.

6.14. When discussing the results of the FQW defence, the results of passing the standards compliance and the availability of the FQW permit to defence by the director of the higher school or the head of the educational program shall be taken into account.

6.15. The protocol of the SEC session shall include an indication “with the use of EE / DLT” at the end of the heading of the protocol “PROTOCOL No. ____ of the session of the state examination committee for the defence of final qualification work (FQW)”.

6.16. The FQW defence results shall be announced by the SEC chairperson on the same day in a separate webinar room “FQW Defence Results” with video recording. The SEC chairperson shall clearly read out the student’s full name and

grades (“excellent”, “good”, “satisfactory”, “unsatisfactory”), and in case of successful defence of the FQW, shall announce the SEC’s decision on the assignment of qualification provided for in the main educational program.

7. 7. FIXING TECHNICAL AND ORGANIZATIONAL PROBLEMS DURING SFC WITH THE USE OF EE / DLT

7.1. If there are students who did not attend the SFC and (or) students whose actual time for conducting the state final certification went beyond the established time frames due to the difference in time zones (from 9-00 to 18-00 local time), during the announcement the results of the state certification test, the SEC secretary shall read out the surname, name, patronymic (if any) of each student indicating the reason for their absence from the certification test, if the reason is known at the time of its conduct.

For students whose actual time of conducting the state final certification has gone beyond the established time frames due to the difference in time zones, the fact of their failure to appear for good reason shall be registered verbally and in the protocol of the SEC session.

7.2. In the event of failures in the students’ technical means during the certification test with remote access, which could not be eliminated within 15 minutes, the SEC secretary shall read out the student’s surname, name, patronymic (if any), orally describe the nature of the technical malfunction and the fact that the student has not shown up for good reason and record that in the minutes of the SEC session during the announcement of the results of the state certification test for each such student.

7.3. In the event of malfunctions of the student’s technical equipment when undergoing the state certification test, which could not be resolved within 15 minutes, the SEC has the right to postpone the state certification test for the specified student to another time during the SEC functioning.

7.4. In the event of technical failures experienced by SEC members when connecting and / or working with Microsoft Teams, the session shall be held as usual if the necessary quorum is retained; if there is no necessary quorum or the SEC chairman experiences failures, which could not be fixed within 15 minutes, the session shall be recognized as failed and rescheduled for another day; the SEC Technical Manager shall draw up a protocol describing the nature of the technical failure, and also indicate the new date and time of the rescheduled SEC session.

7.5. The SEC secretary shall publish information about the date and time of the rescheduled session in the general chat of the session on the day of the SEC session during which technical failures occurred.

7.6. It is allowed to use a mobile phone as an emergency communication channel for reaching the SEC secretary or the SEC Technical Manager, when resolving technical failures.

CONSENT

I _____ / Full name / _____, a student of the ____ group in the area of training (speciality) _____, agree to undergo the state final certification with the use of e-learning and distance learning technology.

1. I have been advised of the need to present an identity document to the SEC for identification.

Signature

2. I hereby confirm that I am provided with all equipment necessary for passing the state final certification, namely:

- Computer with Internet access at a speed of at least 2 Mbps and system requirements: Windows 7 and higher / Mac OS X 10.10 and higher
- Scanner or camera or mobile phone with a camera with a resolution of at least 3 MP
- Headphones (or speakers)
- Web camera
- Microphone.

Signature

2. I concur with the video recording of the progress of the state final certification

Signature

3. I am acquainted with the Features of the 2020 state final certification for educational programs of higher education, i.e., Bachelor’s degree, Specialist’s degree and Master’s degree programs with the use of e-learning / distance learning technology and agree that if I do not fulfill the conditions of this local regulatory document, I will be expelled for failing to pass the state final certification.

Signature

Signature “ ” _____ Full name