Approved

By order academic supervisor

Educational program

"International Business and Management"

from 06.05.2022

on state final attestations

Rules holding defense of the bachelor’s thesis in remote mode for educational program "International Business and Management" directions 38.03.02 in 2021-2022 educational year.

1. Regulatory documentation on procedure defenses, filing appeals applications on state final attestations, distribution of the students on local examination commissions are placed on the site educational programs with terms according to HSE regulations (<https://spb.hse.ru/ba/economics/assessment>).
2. Defense bachelor’s thesis going on in remote format in MS Teams.
3. Recording defenses bachelor’s thesis automatically carried out in MS Teams.
4. A link to the conference is sent to students and members of the state final attestations no later than 30 minutes before the start of the defense. It is necessary to set the exact Moscow time on technical device, from which planned defense bachelor’s thesis.
5. Bachelor’s thesis and the review of the supervisor should be available for viewing by members of the state final attestations and the secretary of the state final attestations in a specialized module in LMS no later than how behind 2 calendar day before defense bachelor’s thesis.
6. The feedback is downloaded by the supervisor of the bachelor’s thesis to the LMS no later than 5 calendar days before defenses for viewing by students.
7. In case of technical problems (failures) when uploading reviews, the study office, render assistance supervisor of bachelor’s thesis in accommodation reviews.
8. If on the day of defense a student cannot speak for health reasons, which confirmed medical certificate, defense carried over on the autumn 2022 year. (the reason for not appearing at the defense bachelor’s thesis is considered valid). About the state of health in this case, the student immediately notifies the head of the study office. Help or other medical documents must be provided to the head of the study office in flow 3x calendar days from day of the planned defense student 1 .
9. The student starts the defense within the time limits established by the order for the state final attestations.
10. Student maybe be present in time defenses others students in his local examination commissions in definite for the defense bachelor’s thesis day, by turning on the video and microphone.
11. The supervisor of the bachelor’s thesis may be present on the defenses, but not participate in discussion and grading.

1 For other good reasons for not attending Defense bachelor’s thesis, see to the Regulations on the state final attestations students educational programs higher education - programs bachelor's degree specialty and magistracy National research university "Higher school economy"

1. Student observes sequence defenses according to list speakers.
2. The student must connect to the conference 20 minutes before the start of their speeches.
3. Before start defenses bachelor’s thesis student:
	1. held identification personalities student: student seems and brings to camera original document, certifying personality (passport);
	2. the student needs to demonstrate his workplace and the fact that he is in a room alone (there are no strangers). For this it is necessary take in arms webcam or a laptop, if camera built in and show table . also the room around. Then return the camera to its place so that the student is seen in the window up to the chest. In case the camera does not allow showing the room, you need to take a mobile phone, take a picture of the desktop and show a photo in camera. After that, remove the phone from the table. On the table may be: identity document, bottle of water, paper version of the bachelor’s thesis, pen.

Students defending bachelor’s thesis in a group can be in the same room and defend with one computer at the same time.

1. In time defenses bachelor’s thesis student not It has rights:
	1. attract help third persons;
	2. give access to computer third persons;
	3. join in conversations with third persons use reference materials (books, cribs, records in paper and electronic form and etc.), any gadgets (phones, calculators, tablets and etc.). additional monitors and computer equipment, other than those that are directly used for defenses bachelor’s thesis, open tabs browser (Yandex, Google and etc.).
2. On the individual defenses student assigned not more fifteen minutes on the group protection everyone students groups together - not more 20 minutes.
3. The student prepares a presentation of the speech in advance and uploads it to LMS not later, how behind 2 days before defenses bachelor’s thesis.
4. If during the performance there is a short-term (no more than 30 minutes) violation communications, student fixes time gap communications, does screenshot, a photo of your screen so that you can see the time and window of the application / site and sends to secretary local examination commissions. Defenses bachelor’s thesis postponed before troubleshooting. The next student continues the presentation in turn. After eliminate technical problems (failures) student waiting graduation current defenses and informs to the secretary of the local examination commissions and members of the commission that he can continue his speech immediately after completion current protection. Secretary local examination commissions fixes in protocol renewal defense.
5. At long-term (more thirty minutes) violation connections student immediately (not later days protection bachelor’s thesis) informs about this the head of the study office and Secretary of the local examination commissions with help any available channels connections.
6. The Secretary of the local examination commissions records the time of technical problems (failures) in the defense protocol as at short-term so and at long-term violation communications time renewal speeches student.
7. The decision to transfer defenses bachelor’s thesis, caused by a long-term technical problems (failures), is made by the dean of the faculty in agreement with the academic director of the program.
8. If a decision is made to postpone the defenses bachelor’s thesis for technical reasons and inability to pass the defense procedure, student. no later than 1 calendar day after the day of the defenses bachelor’s thesis, provides head of the study office statement on the name dean with request about transfer defenses on reason technical failure and documentation, confirming violation connections: answer from provider screenshot Problems, explanatory a note student other references and documentation.

23. After the defenses bachelor’s thesis of the last student on the list, the secretary of the local examination commissions makes sure that only members of the local examination commissions and employee, providing technical support videoconferencing (at availability).

24. After completion defenses secretary local examination commissions or employee, responsible for technical support of the conference, disconnects students from conferences to members commissions proceeded to discussion grades.

25. The student can file an appeal, according to local regulations HSE hosted on the site educational programs.