

Regulation  
ON INTERIM EVALUATIONS OF STUDENTS RECEIVING SCIENCE-  
ORIENTED EDUCATION AT BELARUSIAN NATIONAL TECHNICAL  
UNIVERSITY

CHAPTER 1  
GENERAL ISSUES

1. This Regulation defines the general requirements for organizing and conducting an interim evaluation on science-oriented education and developed in accordance with article 220 of the Code of Education of the Republic of Belarus, Regulations on the training of scientific workers of higher qualification in the Republic of Belarus, approved by Decree of the President of the Republic of Belarus from 01.12.2011.

2. The interim evaluation is to be passed by postgraduate students, doctoral students (further - students) in mastering the content of educational programs of science-oriented education.

3. The forms of interim evaluation of postgraduate students while mastering the content of the educational program of graduate studies, ensuring the qualification «Researcher» are:

- report of the student on the execution of the Individual work plan;
- the candidate's exam in a special discipline;
- differentiated credit for general education subjects.

The form of interim evaluation of doctoral students (applicants) in mastering the content of the educational program of the doctorate is the report of the doctoral student (applicant) on the execution of the individual work plan.

4. The objective of interim evaluation, which is conducted at least twice a year, is to monitor and evaluate the students' performance of the individual work plan while mastering the content of educational programs of science-oriented education.

5. Interim evaluation of students in the form of a candidate's exam for a special discipline and candidates' exam and differentiated credits for general education subjects are carried out by the Examination boards in accordance with the Instruction on the organization and conducting of the candidate exam Special discipline, candidate exams and differentiated credits in general education subjects, as well as the exam in the content of the educational program in the corresponding specialty (specialties) of general higher or special higher education, approved by the Decree of the Ministry of Education of the Republic of Belarus 18.07.2022 № 191.

## CHAPTER 2

### THE PROCEDURE, ORGANIZATION AND CONDUCTING TERMS OF INTERIM EVALUATION

6. Interim evaluation in the form of a report of the student on the execution of the individual work plan is carried out by the progress evaluating committee in branches of science according to specialties, for which the BNTU conducts training of scientists with higher qualification.

Progress evaluating committees are created by the order of the rector of BNTU from specialists who have degrees in the relevant field of science, for one academic year. Number of members of the evaluation committee: 3 to 6, including a chairman and a secretary.

Progress evaluating committee may include scientific supervisors (scientific consultants) of students, as well as the heads of the structural division of BNTU, which carries out organizational management of the process of training researchers of higher qualification.

The meetings of the progress evaluation committees are usually held twice a year:

Interim half-year evaluation (April);

Interim evaluation at the end of the academic year (October).

A meeting of the progress evaluating committee is considered valid if at least 2/3 of its members, but not less than three, have participated in its work.

The schedule of progress evaluating committee meetings in the form of a report of the students is compiled by the Department of training highly qualified scientific personal (hereinafter – DTHQSP) based on the data provided by the submission of the secretaries of progress evaluating committees no later than ten calendar days before the date of evaluation.

Ten calendar days before the interim evaluation at the end of the academic year, DTHQSP sends information on time and place of its holding to the Ministry of Education of the Republic of Belarus, The High Progress evaluating committee of the Republic of Belarus and the State Committee for Science and Technology of the Republic of Belarus.

7. For the interim evaluation, the student shall draw up a written report in accordance with Annex 1, which contains information on the activities to implement the individual work plan and specifies the main results of the study, for the reporting period, and fills in a sheet of quantitative information on materials confirming acceptance and use of the results of the thesis according to Annex 2. The written report is signed by the student and scientific supervisor (scientific consultant). The scientific supervisor (scientific consultant) prepares a written review according to Annex 3 on the work progress of the individual work plan of the student.

The report of the student must be discussed at a meeting of the department where the thesis is being carried out, no later than one month before the meeting of the progress evaluating committee.

The decision following discussion at the department is adopted in the form of a conclusion according to Annex 4, which contains the recommendation for the progress evaluating committee on the issue of work progress of the student based on

the assessment of individual work plan execution, the novelty of the results obtained and their reliability, as well as recommendations for adjustment of the individual work plan of the student.

If the scientific results presented in the report of the student completely or partially relate to a different specialty for which the thesis topic is approved, or if they do not agree with the subject of the thesis the recommendation of the progress evaluating committee follows on changing the topic of the thesis or specialty, according to which the content of the educational program of science-oriented education is assimilated.

The conclusion of the student's report is signed by the Head of the department.

8. By the meeting of the progress evaluating committee, the student shall submit:

The Completed individual work plan;

The Report of student on the implementation of the individual work plan for the reporting period, with an attachment to the completed individual work plan and quantitative information on the materials supporting the validation and use of the results of the thesis;

The conclusion of the department;

The review of the scientific supervisor (scientific consultant).

The secretary of the progress evaluating committee informs the students about the dates of the meeting of the committee.

Discussion of the student's report is held individually, if necessary, by means of remote educational technologies.

The Chair of the progress evaluating committee is responsible for the results of the evaluation.

The decision of the progress evaluating committee on the results of the evaluation should be recorded fixed in the minutes of its meeting according to Annex 5.

The minutes of the meeting of the progress evaluating committee shall be drawn up by the secretary of the progress evaluating committee and submitted to the DTHQSP no later than 25 April (first half year) and 25 October (second half year). The minute should include quantitative information on materials confirming acceptance and use of the results of the thesis according to Annex 2.

The DTHQSP uses the information provided to establish a ranking of students for the BNTU.

### CHAPTER 3 FINAL ISSUES

9. Students who have not passed the interim evaluation shall undergo a second interim evaluation within the time limits set by the BNTU.

Repassing of interim evaluation by students who failed to pass the interim evaluation in the deadlines set by the schedule of interim evaluation for an unjustifiable reason is allowed no more than once.

10. The result of the interim evaluation in the form of a report by a student on the completion of an individual work plan is the approval or non-approval by the

progress evaluating committee of the said report, taking into account the submission review of the supervisor (scientific consultant) and Head of the department where the thesis is being carried out.

The results of the interim evaluation at the end of the school year before the approval by the rector of BNTU, are considered by the scientific and technical council of BNTU (hereinafter - STC). The STC gives an assessment of the duties fulfillment of the scientific supervisor (scientific consultant). The negative STC assessment is the reason for the exclusion of the supervisor (scientific consultant) from the supervision of the student's work.

On the basis of the decision of the STC, the minutes of the meeting of the progress evaluating committee shall be approved in accordance with the established procedure.

12. According to the decision of the STC by order of the BNTU, students who do not fully or unqualified individual plans, who receive a scholarship from the national budget, are deprived of the right to receive scholarships, students who do not approve the report on the performance of the individual work plan according to the results of the interim evaluation are expelled from BNTU.

Annex 1  
 Regulation on the interim  
 evaluation of students receiving  
 science-oriented education in  
 BNTU

Report of postgraduate (doctoral) student  
 on the execution of Individual work plan

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( Full name)

(year of study)

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(day, distance learning/co-education)

*department* \_\_\_\_\_

(name of department)

(faculty name)

*speciality* \_\_\_\_\_

(code, name)

*for the period from* \_\_\_\_\_ *to* \_\_\_\_\_

Information on activities to implement the individual plan, as well as a specification of the main results of the study during the reporting period, with an annex containing quantitative data on the materials, validation and use of the thesis results according to annex 2.

Student \_\_\_\_\_

Scientific Supervisor (scientific consultant) \_\_\_\_\_

Annex 2  
Regulation on the interim  
evaluation of students receiving  
science-oriented education in  
BNTU

Quantitative information on materials from \_\_\_\_\_ to \_\_\_\_\_

\_\_\_\_\_  
*postgraduate (doctoral) student name*

№	Name	Number: for the reporting period/ totally
1.	<b>Publications:</b>	
1.1	Monograph, textbook, teaching manual with the seal of the Ministry of Education: single author _____/_____ co-authored _____/_____	
1.2	Published article in scientific publications included in the list of scientific publications of the Republic of Belarus for publication of results of thesis, foreign scientific journals: single author - _____/_____ co-authored _____/_____	
1.3	Training manual, teaching and learning manual, teaching and learning recommendations, instructional instructions: single author - _____/_____ co-authored _____/_____	
1.4	Published article in scientific journals (except publications included in the list of scientific publications of the Republic of Belarus for publication of results of thesis, foreign scientific journals): single author - _____/_____ co-authored _____/_____	
1.5	Proceedings of the plenary sessions of international scientific events; the materials and theses of international, republican conferences), congresses, symposia; presentations (oral, poster) at conferences (international, national), congresses, symposia: single author _____/_____ co-authored _____/_____	
2.	<b>Invention and patent licensing work:</b>	
2.1	Patent on the invention, positive decision to grant a patent: single author - _____/_____ co-authored _____/_____	
2.2	Patent for a utility model, positive decision to grant the patent: single author - _____/_____ co-authored _____/_____	
2.3	Software developed and registered in the state institution «National Intellectual Property Center»: single author - _____/_____ co-authored _____/_____	
2.4	Documents confirming the implementation of scientific results in different sectors of economy (acts and certificates on implementation, certification of rationalization proposals, etc.)	_____/____
2.5	Patent applications	_____/____
3.	<b>Participation in scientific programs (projects):</b>	
3.1	Belarusian Republican Foundation for Fundamental Research Project Leadership	_____/____
3.2	Participation in international scientific project	_____/____
3.3	Participation in scientific programs and projects (government level)	_____/____
3.4	Participation in other scientific programs (projects) and economic contracts	_____/____

Student \_\_\_\_\_

Scientific Supervisor (scientific consultant) \_\_\_\_\_

Review  
 Implementation of the individual work plan

for the period of study in postgraduate (doctoral) studies

from \_\_\_\_\_ to \_\_\_\_\_

postgraduate (doctoral) \_\_\_\_\_

(name)

\_\_\_\_\_

(year of study)

Department, Faculty \_\_\_\_\_

(name of department)

(faculty name)

learning in \_\_\_\_\_ form of education

(day, by default, co-petition)

by specialty \_\_\_\_\_

(code and name)

The review must contain an objective, justified, detailed assessment of the academic and research work of the postgraduate (doctoral) for the reporting period and recommendations.

Scientific Supervisor

(Scientific consultant)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(initial, last name)

Statement  
from «\_\_» \_\_\_\_\_ 20\_\_

\_\_\_\_\_

(full name of the specialized department)

after the discussion of the report of the postgraduate (doctoral) student

\_\_\_\_\_

(surname, first name, patronymic)

student in \_\_\_\_\_

(postgraduate, doctoral studies)

by specialty \_\_\_\_\_

(code, specialty name)

Having heard the report of postgraduate (doctoral)

\_\_\_\_\_,

(surname, first name)

and appreciated:

fullfulness of individual work plan

\_\_\_\_\_

novelty of results and their reliability

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ to recommend to Progress evaluating committee to approve the work  
progress of the individual work plan of the student based on the results of an interim  
evaluation for the \_\_\_\_\_ academic  
year.

( half-year, year).

Recommendations to the progress evaluating committee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Head of department \_\_\_\_\_

(Chairman)

(signature)

(initial, last name)

Annex 5  
Regulation on the interim  
evaluation of students receiving  
science-oriented education in  
BNTU

APPROVED by \_\_\_\_\_ Name  
(post)  
« \_\_\_ » \_\_\_\_\_

MINUTE \_\_\_\_\_

Meeting of the Interim Progress evaluating committee  
by specialty(s)

\_\_\_\_\_  
(code, name of specialty and field of science)  
On the results of interim evaluation (half year/ year) postgraduate (doctoral)  
student \_\_\_\_\_

(name)

Attended:  
Chairman

\_\_\_\_\_  
name, Position, Degree, Academic Title

Secretary

\_\_\_\_\_  
name, Position, Degree, Academic Title

members:

\_\_\_\_\_  
name., Position, Degree, Academic Title

\_\_\_\_\_  
name., Position, Degree, Academic Title

\_\_\_\_\_  
name, Position, Degree, Academic Title

LISTENED: Report of student (undergraduate, doctoral) \_\_\_\_\_

(FIU, year of study, name of the department)

ASKED QUESTIONS: (Please specify the questions and answers): \_\_\_\_\_

SPEAKERS: (please specify speakers and text): \_\_\_\_\_

DECIDED:

Approve/not approve postgraduate (doctoral) student

(name, year of study, name of the department)

to complete the individual work plan and recommend/do not recommend further training in  
postgraduate (doctoral) studies.

Chairman of the Progress evaluating committee \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name)

Secretary

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name.)

Members:

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(name)