

APPROVED BY  
Order No. 767 of the Rector of BSEU  
August 31, 2022

**THE INTERNAL  
REGULATIONS FOR STUDENTS OF  
EDUCATIONAL INSTITUTION «BELARUS STATE  
ECONOMIC UNIVERSITY»**

**CHAPTER 1  
GENERAL INFORMATION**

1. The internal regulations for students of the educational institution «Belarus State Economic University» (hereinafter – the Regulations) have been developed in accordance with Code of the Republic of Belarus on education and represent a local legislative act of the educational institution «Belarus State Economic University» (hereinafter – University, BSEU), required for all students of BSEU as well as teaching staff of the university (as far as they are concerned).

The Regulations are intended to contribute to the strengthening of academic discipline, the educational organization on a scientific basis, the efficient use of teaching time, raising the effectiveness of the educational process, educating individuals studying at the university in a conscious attitude to work and learning.

2. The internal regulations for students are rules and conditions of educational, research and other activities implemented in the educational process of students, undergraduates, graduate students, doctoral students and applicants of BSEU (hereinafter – students) under the supervision of a faculty and administrative staff of the university.

3. The internal regulations of students of the university are regulated by this Order and other local legislative acts that determine them. The legal priority in case of contradiction between them and Regulations is given to the latter.

4. Issues related to the implementation of these Regulations are resolved by administrative bodies of the university within the limits of its authority.

**CHAPTER 2  
ORGANIZATION OF THE EDUCATIONAL PROCESS**

5. Training classes, credits, examinations, and consultations at the University are held in accordance with the schedule made by the Center for the coordination of the educational process of BSEU on the basis of curricula agreed with the Dean of the relevant faculty approved by the First Vice-Rector or Vice-Rector for Academic Affairs.

6. The class and credit schedules for full-time students are usually drawn up for a full semester. Classes and credits schedules are to meet the requirements of regulatory documents, the form established in the university and must be displayed in a specific, in an accessible place for students no later than 7 days

before the semester, and exam schedules – no later than 2 weeks before the beginning of the examination session.

For part-time students, the schedules of classes, credits and exams are worked out no later than 7 days before the beginning of the lab-examination session.

The schedule of state examination commissions must be prepared and made available to students no later than 1 month before the beginning of the final certification.

7. The schedule for all forms of examination shall be compiled in accordance with the Rules of Attestation of students, cadets, listeners in the development of the content of educational programs of higher education.

8. To conduct classes, each course is divided into study streams, groups or subgroups in accordance with the curriculum and the student body. The composition of study groups is approved by order of the dean of the faculty.

9. The beginning and end of a class shall be announced by bell. No student shall enter a classroom after the bell has rung and the instructor has arrived until a break is announced. Students who are late must report to the dean's office immediately and explain the reason why they are late.

10. After classes begin, there should be silence in the classrooms. Classes may not be interrupted, the duration of the class scheduled, or move in and out of the classroom while it is in progress. The preparation of the necessary aids, equipment and technical means of training should be carried out by the laboratory technicians before the beginning of classes.

11. In each group, the dean of the faculty appoints, by order of the dean of the university, a group supervisor out of the most successful and well-disciplined students. In each group, the dean of the faculty appoints, by order of the dean of the university, a group monitor (hereafter – monitor) who reports directly to the dean.

The duties of the monitor include:

supervision of the state of academic discipline in the study group at lectures and practical (seminar, laboratory) classes, as well as the safety of educational equipment and inventory;

keeping a personal record of students' attendance at each lesson in the study group in accordance with the instructions for the journal;

submitting a daily report to the specialist (methodist) of the dean's office of the faculty about absences, violations of the educational process, discipline, the safety of educational equipment, furniture, and inventory;

appointing a student group duty officer for each day on a first-come, first-served basis;

communicating to students in the study group the orders of the dean, deputy dean, and oral instructions of the dean of the faculty, and other information.

The oral instructions of the dean of the faculty are binding on all students in the academic group within the limits of his/her authority.

12. Each group maintains a register of classes in a standard form that is kept in the dean's office and is given to the monitor before classes begin each day and returned to the dean's office at the end of each class. The monitor notes the

students absent from each class, and the instructor keeps the record of the class in the form of a register. The register is supervised by the dean of the faculty.

13. The requirements of this chapter are applied to the organization of educational process students not contrary to the acts of legislation, local legislative acts and contracts regulating the order of receiving a degree.

### CHAPTER 3

#### BASIC RIGHTS AND RESPONSIBILITIES OF STUDENTS

14. Students have the right to:

14.1. receive education in accordance with the educational programs;

14.2. simultaneous mastering of the content of several educational programs of basic education in the cases provided by the acts of legislation;

14.3. transfer to another educational institution in the order established by the Government of the Republic of Belarus;

14.4. transfer for education in another specialty, including in the presence of medical contraindications to training in a specialty, assigned qualification, in another form of education in the manner prescribed by the Government of the Republic of Belarus;

14.5. reinstatement for further education in educational institution, organization implementing educational programs of science-oriented education in the cases and in accordance with the procedure established by Code of Education of the Republic of Belarus;

14.6. training and education in accordance with Code of the Republic of Belarus on education within the content of the educational program by the individual curriculum, individual curriculum in the cases provided by Code of the Republic of Belarus on education;

14.7. creation of special conditions for education taking into account the peculiarities of their psychophysical development;

14.8. respect for human dignity, protection from all forms of physical and mental violence, personal insult, protection of life and health during the educational process;

14.9. use of textbooks and teaching aids;

14.10. provision with scholarship and other monetary payments;

14.11. provision of a place to live in a dormitory;

14.12. preferential credit to pay for the first higher education;

14.13. vacations, vacations, vacation breaks;

14.14. free use of library, physical training and sports facilities, educational, industrial, scientific base of BSEU;

14.15. social and pedagogical support and psychological assistance from the specialists of BSEU;

14.16. participation in competitions, contests, tournaments, festivals, conferences, symposiums, congresses, seminars, festivals and other educational and sports events as well as events of public, scientific, scientific, technical, experimental, innovative, cultural activities;

14.17. participation in the University administration, in the student self-government bodies;

14.18. encouragement for successes in educational, social, scientific, scientific-technical, experimental, innovative activity, and also for participation in physical training, sports, mass sports, educational and other actions;

14.19. familiarization with the certificate of state registration, constituent document, special permit (license) for educational activity, certificates of state accreditation, internal regulations for students, internal regulations in the dormitories, other local legal acts containing the rights and obligations of students, as well as the educational program documentation;

14.20. participation in trade unions, youth and other public associations, the activity of which does not contradict the legislation;

14.21. referring to the commission for resolving the conflict of interest of the teaching staff in case of disagreements between the participants of educational relations.

15. University students are obliged to:

15.1. be conscientious and responsible to master the content of educational programs, educational programs;

15.2. take care of their health, strive for moral, spiritual and physical development and self-improvement;

15.3. to fulfill the requirements of the Charter of BSEU, these Regulations, the Rules of residence in the dormitories of BSEU and other local legal acts of BSEU, to perform other duties arising from the legislation, agreements in the field of education, as well as the Agreement between BSEU and the primary trade union organization of university students;

15.4. respect the honor and dignity of other participants of the educational process, including:

when entering the auditorium of the rector of the university, vice-rectors, teachers, employees of the administration of the university and faculty to greet them standing up;

not to allow actions that interfere with the normal conduct of all types of academic classes;

not to allow the use of rude and incorrect expressions in speech;

be polite and tactful when communicating with instructors and other university employees.

If the instructor repeatedly engages in conduct that interferes with the normal conduct of the class (or once in a rude or cynical manner), the student may be dismissed from the class and the instructor shall report this to the dean or deputy dean immediately after the class ends;

15.5. not allow actions that prevent other participants in the educational process from performing their duties and exercising their rights in education;

15.6. to treat with care the property of the university, to treat economically the consumption of fuel and energy resources (electricity, heat, water) in the buildings and premises of BSEU, to take measures to prevent property damage to

the university, to compensate BSEU material damage caused as a result of guilty actions;

15.7. to be diligent in passing all mandatory types of certification and control of knowledge, including the prevention of cases:

use at exams, tests, other mandatory attestation events training and other informational materials without the permission of the teacher;

presentation for evaluation (defense) of control, term papers, theses and other mandatory written works, master's dissertations whose authorship is not fully or largely attributed to the student being evaluated;

the use of technical means of communication at exams, tests and other mandatory certification events to obtain unauthorized information on the merits of the task performed by the student or to mislead the examiner about the identity of the student being certified.

If such facts are revealed, the instructor informs the dean or deputy dean of the faculty and disqualifies the student from participating in the certification event with a failing grade of 1 (one) point on the appropriate record sheet;

15.8. carry out during the educational process the orders and instructions of the rector of BSEU, the orders of vice-rectors and deans, verbal instructions of employees of the university administration, teachers and other teaching staff and verbal instructions of the head of the group not contradicting the current legislation;

15.9. to master the theoretical knowledge, practical skills and modern methods of research on the chosen specialty, to perform in due time all kinds of tasks provided by the curriculum and training programs;

15.10. to attend classes in accordance with their schedule.

Failure to comply with this obligation is, in particular, the cases of unexcused absences:

failure to attend class;

tardiness for classes;

Leaving a class before the end of the class.

In the event of a student's failure to appear in class for a valid excuse, the student is required to inform the dean's office as soon as possible and on the first day of class and to present documents to the dean's office indicating the reasons for the absence. In the case of illness, the student presents a medical certificate of established form, issued by an authorized health care institution, or a certificate of incapacity for work. If the student fails to provide documents confirming a valid reason for missing class (being late to class, leaving class before the end of the class), then regardless of his or her explanations, the reason for the absence is considered unreasonable.

The dean or the deputy dean, based on the documents submitted by the student, makes a note of the validity or unreasonableness of the absence from class in the attendance journal.

At the request of the student, the Rector of BSEU, the Vice-Rector, the dean of the faculty, the deputy dean of the faculty, taking into account his or her academic performance and specific good reasons, has the right to establish a free

schedule of classes for this student. At the same time, the student is obliged to perform all control and testing activities within the established time frame.

Granting to the student the right of free attendance is formalized by order of the rector, the number and date of which is indicated by the dean or his deputy in the group register of training sessions against the surname of the student.

15.11. to be guided in conduct (including outside the University) by generally recognized norms of morality, constantly strive to improve the general culture, moral and physical improvement, have a neat appearance;

15.12. not allow, including outside of academic hours, actions for which the legislation provides administrative or criminal responsibility;

15.13. to treat with care personal student documents (student ID card, student record book, other documents) and, in the event of their loss, immediately inform the dean or deputy dean of the faculty;

15.14. to prevent smoking in the premises of the University, appearing in BSEU in a state of alcoholic, narcotic or toxic intoxication, as well as drinking alcoholic beverages and the use of narcotic or toxic substances in the premises and territory of the University;

15.15. to comply with the pass regime in force at BSEU.

16. Disciplinary penalties may be imposed on the student in the manner and on the terms stipulated by the Rules and Agreement between BSEU and the primary trade union organization of university students.

The application to the student of measures of suspension, in the cases provided by these Regulations, does not exempt him from disciplinary responsibility for violation of academic discipline.

#### CHAPTER 4 LIABILITY FOR VIOLATING THE INTERNAL REGULATIONS FOR STUDENTS

17. The basis for bringing a student to disciplinary responsibility is unlawful, guilty (intentional or negligent) non-performance or improper performance of the duties imposed on him by the acts of legislation, the Charter of BSEU and other local legal acts of BSEU (hereinafter – disciplinary misconduct), in the form of the following actions (inaction):

17.1. tardiness or failure to appear without a valid reason to classes, production training, practice, internship, other forms of organization of the educational process;

17.2. violation of discipline;

17.3. failure to comply with the working hours established by the internal regulations of the relevant organization during the period of the on-the-job training, probation, internship;

17.4. failure to comply without good cause with the lawful request of the teacher, based on the act of law, the Charter of BSEU or other local legal act of BSEU;

17.5. insulting the participants of educational process;

17.6. damage of capital structures (buildings, constructions), equipment or other property of educational institution;

17.7. drinking alcoholic, low-alcoholic drinks, beer, consumption of narcotic drugs, psychotropic substances, their analogues, toxic or other intoxicating substances in the premises and territories occupied by BSEU, as well as appearing in these places in the state of alcoholic, narcotic or toxic intoxication;

17.8. smoking (consumption) of tobacco products, use of electronic smoking systems, systems for tobacco consumption in the premises and territories occupied by BSEU;

17.9. other illegal actions (omissions).

18. An act that meets the criteria specified in paragraph 17 of these Regulations, committed by a student from among persons with moderate and severe intellectual disability, with severe, multiple disorders in physical and (or) mental development shall not be recognized as a disciplinary offense.

19. For committing a disciplinary offense by the student is established disciplinary responsibility, which is expressed in the application to him of disciplinary measures.

20. A student may be subject to the following disciplinary measures for committing a disciplinary offense:

a reprimand;

a reprimand;

early termination of educational relations (expulsion) on the grounds provided by subparagraphs 5.10–5.13–5.16 of paragraph 5 of Article 68 of Code of the Republic of Belarus on education.

21. The right to choose a measure of disciplinary punishment belongs to the Rector of the University.

22. When choosing a disciplinary penalty, the severity of the disciplinary offense, the reasons and circumstances under which it was committed, and the student's prior behavior shall be taken into account.

23. Only one disciplinary penalty shall be imposed for each disciplinary offense.

24. The student brought to disciplinary responsibility shall be considered innocent until proven guilty and established by the order on the application of the disciplinary measure issued by the rector of BSEU.

25. The student who is brought to disciplinary responsibility is not obliged to prove his/her innocence. Irremovable doubts in the guilt of the student brought to disciplinary responsibility shall be interpreted in his favor.

26. The student subjected to disciplinary responsibility, the legal representative of the minor subjected to disciplinary responsibility shall have the right:

to get acquainted with all materials concerning the disciplinary offense committed, make copies of the documents;

to give explanations and provide evidence or to refuse to give explanations;

to be heard in any proceedings affecting his interests and to be present at such proceedings;

to receive legal assistance in accordance with the provisions of the law;  
to familiarize himself/herself with the order to impose a disciplinary sanction  
and to receive a copy of it;  
to appeal the order on imposing a disciplinary sanction.

27. The reasons for bringing the student to disciplinary punishment may be the reports of the local executive and administrative bodies, law enforcement agencies, other state bodies and organizations, the reports of pedagogical and other employees of BSEU, persons guarding the premises of BSEU, or any other written report.

28. Prior to imposing a disciplinary sanction, the Rector of the University shall notify in writing one of the legal representatives of the underage student within two calendar days of the discovery of the act falling within the characteristics of a disciplinary offense by the student and request from the student a written explanation.

29. The written explanation shall be submitted by the student within 3 calendar days of the request.

30. Failure to provide a written explanation by the student, the inability to obtain a written explanation from him shall be formalized by the act, which shall be signed by three persons from among the employees of BSEU, who are over the age of eighteen years.

31. Failure to provide a written explanation by the student, the inability to obtain a written explanation from him does not prevent the application to the student of a disciplinary sanction.

32. Application of a disciplinary measure in the form of early termination of educational relations (expulsion) to a minor student shall be allowed only with the consent of the relevant Commission on Minors' Affairs of the local executive and administrative body, unless otherwise established by legislative acts.

33. The decision to impose a disciplinary sanction on a student shall be made on the basis of materials containing factual evidence of the administrative penalty, as well as taking into account the form of the student's guilt.

34. The Rector of BSEU shall have the right, and at the initiative of the student subject to disciplinary responsibility, the legal representative of the minor student subject to disciplinary responsibility shall be obligated to hear the student's explanations, statements, complaints before the decision to impose a disciplinary sanction is made.

35. The student may be brought to disciplinary responsibility no later than one month from the date of discovery of the disciplinary offense (the day when the offense became or should have become known to the academic employee of BSEU), not counting the time of the student on vacations, vacations, absence from classes, lessons, industrial training, practice, internships, other forms of organization of the educational process. A disciplinary measure may be imposed on a minor student no earlier than seven calendar days after sending a written notice to one of his or her legal representatives.

Disciplinary sanctions may not be imposed on a student more than six months after the date of the disciplinary offense.

36. The decision to impose a disciplinary penalty on a student shall be issued by the Rector's order which shall contain information about the student subject to disciplinary responsibility, the disciplinary offense committed, the form of guilt, evidence of guilt, and an indication of the disciplinary penalty.

37. The order of the Rector of the University on a disciplinary punishment shall be announced to the student against his/her signature within five calendar days from the date the order is issued, not counting the time the student is on vacation, on leave, absence from classes, lessons, training, internships, and other forms of the educational process.

The student who is not familiarized with the order on disciplinary punishment shall be considered as having no disciplinary punishment.

Information about the imposition of a disciplinary sanction shall be recorded in the student's personal file.

38. The student's refusal to get acquainted with the order on the application of the disciplinary penalty or inability to get acquainted with the order on the application of the disciplinary penalty shall be registered by the act which shall be signed by three persons from among the employees of BSEU who are at least eighteen years old.

39. Copies of the act and the order on the application of the disciplinary punishment (extracts from the order) within five calendar days from the date of drawing up the act shall be sent to the legal representative of the underage student.

40. The decision to impose a disciplinary punishment on a student may be appealed by the student, a person expelled from BSEU, as well as by a legal representative of a minor student, a legal representative of a minor expelled from BSEU, to a higher body - the Ministry of Education of the Republic of Belarus - within one month after the disciplinary punishment was imposed.

The decision to impose a disciplinary punishment on a student after appealing to a higher body can be appealed in court.

41. If within a year from the date of application of a disciplinary sanction in the form of a reprimand or a reprimand the student will not be subjected to a new disciplinary sanction, he/she shall be considered not subjected to a disciplinary sanction. A disciplinary sanction in the form of a reprimand or a letter of reprimand shall be automatically expunged without the issuance of an order.

The Rector of the University who imposed a disciplinary sanction in the form of a reprimand or reprimand on the student shall have the right to remove it early on his or her own initiative or at the student's request.

The early removal of a disciplinary sanction in the form of a reprimand or reprimand shall be formalized by order of the Rector of BSEU.

## CHAPTER 5 REWARDS FOR EXCELLENT ACADEMIC ACHIEVEMENTS AND SOCIAL ACTIVITIES

42. The following measures of encouragement are established for successes in educational, scientific, innovative activity, social and sports mass work: establishment of a supplement to the scholarship or bonus; awarding a

valuable gift; declaration of gratitude; awarding a diploma; awarding a Diploma of Merit.

43. Rewards are announced by order of the Rector of the University in coordination with the trade union committee of the primary trade union organization of students.

## CHAPTER 6 FINAL CLAUSES

44. It is prohibited on the premises and on the territory of BSEU:

44.1. perform actions for which the current legislation provides for administrative and criminal liability;

44.2. bring explosive, flammable and toxic substances, firearms, gas and cold weapons (except in cases where there is a special permission to carry it in connection with the performance of official duties);

44.3. to play cards and other gambling games;

44.4. to play sports outside specially allocated places (sports grounds) except for organized mass sports and entertainment events in accordance with the established procedure;

44.5. to smoke (consume) tobacco products, use electronic smoking systems, tobacco consumption systems;

44.6. use foul language;

44.7. violate the sanitary rules and regulations;

44.8. to put any inscriptions and drawings on the walls, classroom desks and other places, hang out the announcements without the permission of the university administration staff;

44.9. spoil the property of BSEU or use it not for its intended purpose, perform actions that violate the cleanliness and order;

44.10. shout, make noise, play musical instruments, use sound-reproducing equipment with the violation of silence and causing interference in the implementation of the educational process;

44.11. be in the classrooms of BSEU wearing outerwear, headwear;

44.12. be in the classrooms and laboratories at the time not established by the schedule of classes of their study group;

44.13. block the aisles, interfere with the movement of people and vehicles;

44.14. use mobile communication devices during classes, tests, exams, entrance exams, meetings and other official events;

44.15. move furniture, equipment and other material values from room to room without the permission of BSEU administration employees or materially responsible persons;

44.16. move (carry, roll) bicycles, move in the premises of BSEU on bicycles, roller skates, boards and other similar means of transport and sports purposes;

44.17. to be in BSEU buildings later than the established time, as well as on weekends and public holidays (except for the cases of emergency work by special permission of the University administration);

44.18. to make audio and video recordings in the premises and on the territory of BSEU without the permission of the management or authorized employees of BSEU administration;

44.19. to carry out in the premises and on the territory of BSEU without the permission of the management or authorized employees of BSEU administration to trade from hands, tables, trays and other devices, to advertise, to study the demand for products and services, as well as to provide other paid services;

44.20. to organize and (or) hold a mass event not permitted in accordance with the legislation of the Republic of Belarus both on the territory of the academic buildings, dormitories, physical training and recreation center, trading complex BSEU, and on the adjacent territories;

44.21. to use flags, pennants not registered in the established order, as well as emblems, symbols, posters and banners on the territory of the academic buildings, dormitories, physical training and recreation center, trading complex BSEU, as well as in the surrounding areas;

44.22. to move and park motor vehicles, bicycles and electric scooters on the territory of BSEU outside the specially allocated places for these purposes;

44.23. use the Internet resources, resources of BSEU local area network (file servers, database servers etc.), students' personal computers connected to the BSEU local area network as well as the university information stands to place (distribute) the materials the content and orientation of which is prohibited by the international and Belarusian legislation, including the materials which are harmful, threatening, defamatory, obscene, promote ethnic hatred, contain political ideas

44.24. install or make changes in the system software, as well as in the installed application software packages without prior agreement with the Center for IT Development of BSEU.

45. These Regulations must be posted on the official website of BSEU, as well as additionally may be brought to the attention of students and employees of the University by other means.