

APPROVED BY
Acting Rector of NUST MISIS

_____ **I.M. Isaev**

January 15, 2024

REGULATIONS
for conducting admission exams
using distant learning technologies for admission to studying
under educational programs of higher education -
bachelor's degree programs, specialist programs,
programs of basic higher education, master's degree programs,
programs of specialized higher education, programs of training of scientific and
scientific-pedagogical personnel in postgraduate studies
at NUST MISIS and its branches

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	University of Science and Technology MISIS		R 493.02-24	
	Issue 4	Copy 1	Page 2 / 12	

Preface

- 1 DEVELOPED by the Department of Professional Navigation and Admission.
- 2 APPROVED by the Acting Rector of NUST MISIS on January 15, 2024
- 3 INTRODUCED ON the date of its approval.
- 4 VALID until replaced by new regulations.
- 5 The Regulations comply with the requirements of ISO 9001.
- 6 INTRODUCED to replace R 493.02-23 Regulations for conducting admission exams using distant learning technologies for admission to higher education programs - bachelor's degree programs, specialist programs, master's degree programs, programs for training of scientific and pedagogical personnel in postgraduate studies at NUST MISIS and its branches. Issue 3.

	University of Science and Technology MISIS		R 493.02-24	
	Issue 4	Copy 1	Page 3 / 12	

Table of contents

1	General provisions	5
2	Procedure of organizing admission exams.....	5
3	Procedure of participation in admission exams	6
4	Admission exam results and appeals	9
5	Responsibility	9
6	Final provisions	10
Appendix A (mandatory) Requirements for the workplace of the applicant for passing admission exams		12

 МИСИС УНИВЕРСИТЕТ	University of Science and Technology MISIS		R 493.02-24	
	<i>Issue 4</i>	<i>Copy 1</i>	<i>Page 4 / 12</i>	

Terms, abbreviations and designations:

The following terms and designations are used in these Regulations:

HE	–	higher education;
LRA	–	local regulatory act;
QMS	–	quality management system;
ITD	–	Information Technology Department;
EMD	–	Educational and Methodological Department;
University	–	Federal State Autonomous Educational Institution of Higher Education “National University of Science and Technology MISIS”, NUST MISIS;
DPNA	–	Department of Professional Navigation and Admission;
DSD	–	Department of Strategic Development.

Regulatory references

These Regulations have been developed in accordance with:

- Federal Law No. 273-FZ dated 29.12.2012 “On Education in the Russian Federation”;
- P 493.07 Procedure for conducting admission exams at NUST MISIS;
- other LRAs of the University that establish the rules of admission to NUST MISIS and its branches for studying under educational programs of higher education.

 МИСИС УНИВЕРСИТЕТ	University of Science and Technology MISIS		R 493.02-24	
	<i>Issue 4</i>	<i>Copy 1</i>	<i>Page 5 / 12</i>	

1 General provisions

1.1 The present Regulations are an LRA of the Federal State Autonomous Educational Institution of Higher Education “National University of Science and Technology MISIS” (hereinafter referred to as NUST MISIS, University), and determine the procedure for conducting admission exams using distant learning technologies at NUST MISIS and its branches for admission to higher education programs of study (hereinafter referred to as HE) - bachelor’s degree programs, specialist programs, basic HE programs, master’s degree programs, specialized HE programs, programs of training of scientific and scientific-pedagogical personnel in postgraduate studies.

1.2 These Regulations apply to all NUST MISIS divisions involved in the process of organizing admission exams using distant learning technologies at NUST MISIS and its branches for admission to study under higher education programs.

1.3 Conducting distance admission exams in the part not regulated by the present Regulations is determined by the Procedure for conducting admission exams at NUST MISIS.

1.4 Organizational and program support of admission exams is provided by the Admissions and Examination Commissions, technical support is provided by the Information Technology Department (hereinafter referred to as ITD) and the Educational and Methodological Department (hereinafter referred to as EMD).

1.5 In order to inform applicants about the organizational and technical conditions for conducting admission exams using distant learning technologies, the requirements for the software of the applicant’s computer equipment (Appendix A) are placed on the official website of NUST MISIS before the beginning of the admission exams.

2 Procedure of organizing admission exams

2.1 Admission exams are conducted with the application of distant learning technologies using the proctoring system on the platform of the admission exam.

2.2 Admission exams are conducted in Russian.

It is possible to conduct the admission exam in a foreign language, if it is established by the Rules of Admission to NUST MISIS.

2.3 Admission exams are conducted in groups.

2.4 NUST MISIS organizes admission exams for persons with disabilities and disabled persons in accordance with the current legislation and technical capabilities of NUST MISIS.

2.5 No later than 3 (three) working days before the beginning of the admission exam period, the employees of the ITD and EMD shall check and test the equipment and systems for distant admission exams, and report the results of the check to the executive secretary of the Admissions Commission of NUST MISIS.

2.6 The chairman of the relevant examination commission shall bear personal responsibility for the confidentiality of the content of test materials.

2.7 The applicant independently chooses the available date of each admission exam in accordance with the schedule of admission exams and consultations posted on the official website of NUST MISIS.

2.8 Before each admission exam, 2 (two) consultations are held for applicants in a distant learning format:

2.8.1 technical consultation on the examination procedure;

2.8.2 consultation on a general education subject / profile subject / field of study / enlarged group of specialties (and fields of study).

2.9 When selecting the date of the examination, the applicant shall:

 МИСИС УНИВЕРСИТЕТ	University of Science and Technology MISIS		R 493.02-24	
	<i>Issue 4</i>	<i>Copy 1</i>	<i>Page 6 / 12</i>	

a) independently verify the availability of consultation sessions (taking into account the time to process the application);

b) bear the sole responsibility for attending consultation sessions.

There are no additional consultations, including before the reserve days of admission exams.

2.10 Each applicant, when choosing the distant form of the admission exam, is sent an invitation to the admission exam platform to the e-mail address specified when submitting documents during the day preceding the date of the admission exam, but no later than 20:00 Moscow time.

In case of non-receipt of the invitation, the applicant must inform the Admissions Commission of NUST MISIS by e-mail address vi@mis.ru not later than 21:00 Moscow time of the same day.

A follow-up letter will be sent to the applicant at the e-mail address provided at the time of application no later than two (2) astronomical hours prior to the start of the examination.

2.11 Persons who did not take part in the admission exam for a valid reason (illness, etc., confirmed by documents; technical failures in the use of distant learning technologies, which occurred on the side of NUST MISIS) are allowed to take it with another group or on a reserve day.

In case of technical failure of the equipment or lack of internet during the admission exam through no fault of the applicant, the applicant is allowed to retake the exam on a reserve day.

In case of technical failure, the applicant must immediately on the day of the admission exam (but no later than 18:00 Moscow time) inform the Admissions Commission by e-mail to the following address vi@mis.ru about the inability to take part in the admission exam.

NUST MISIS considers the application of the applicant within 1 (one) day after the receipt of the application, and if the case of technical failure through no fault of the applicant is confirmed, the applicant is allowed to take the admission exam on a reserve day.

2.12 All disputed cases are considered by the Admissions Commission on an individual basis.

3 Procedure of participation in admission exams

3.1 Admission to the admission exams is based on the application of the applicant submitted to the Admissions Commission of NUST MISIS, in which he/she shall indicate information about his/her right to participate in admission exams conducted using distant learning technologies.

3.2 The applicant must independently ensure that the equipment of the workplace complies with the technical requirements specified in Appendix A to these Regulations.

3.3 The applicant is admitted to the admission exam after passing the procedure of identification by showing the original identity document of the applicant to the computer webcam, photographing the identity and citizenship document of the applicant, 30 (thirty) minutes before the examination.

3.4 In the absence of an identity document, the applicant is not allowed to participate in admission exams.

3.5 The applicant goes through the system setup procedure, checks the operation of the cameras and headset, and is granted access to the admission exam.

 МИСИС УНИВЕРСИТЕТ	University of Science and Technology MISIS		R 493.02-24	
	<i>Issue 4</i>	<i>Copy 1</i>	<i>Page 7 / 12</i>	

The computer/laptop camera shall be mounted frontally and in such a way that the applicant's face, hands, and desk surface are visible. At the request of a member of the examination commission, the camera will need to be rotated to show the room in which the applicant is located.

3.6 Late arrivals to the admission exam are not allowed.

3.6.1 In the event of a delay in connecting to the admission exam due to a technical failure during the procedure of identification in accordance with paragraph 3.3, the applicant may be admitted to participation, provided that he/she is in contact with the technical support team and the duration of the delay does not exceed 30 (thirty) minutes from the start of the admission exam, without extending the deadline for submitting the task.

3.6.2 If the procedure of identification of the applicant starts after the beginning of the admission exam, the examination commission shall record the violation of the Regulations of the admission exam.

3.7 The applicant takes the admission exam under constant video surveillance until it is fully completed.

3.8 The applicant must be at a desk while taking the admission exam.

During the time allotted for the admission exam, the applicant may leave his workplace (leave the room), but for not more than 5 (five) minutes in total. At the same time, video surveillance shall continue.

3.9 A short-term absence (interruption) of video surveillance in the process of passing the admission exam is allowed, if caused by technical reasons, but for not more than 5 (five) minutes in total.

3.10 If the fact of absence (interruption) of video surveillance is detected, the applicant shall independently take measures to restore video surveillance:

3.10.1 If network limitations occur, the applicant needs to eliminate them.

When the applicant reconnects, his identity shall be re-identified.

3.10.2 In case of impossibility to eliminate network limitations, the applicant shall immediately notify the responsible employee of the Admissions Commission at the e-mail address vi@mis.ru during the admission exam, indicating the characteristics of the limitations that arose during the connection or during the admission exam.

The examination commission records the fact of absence of the applicant.

The Admissions Commission in each case individually decides whether to grant the applicant the right to take the exam on a reserve day. The applicant may exercise this right only once.

3.11 In case of absence of notification on the day of the admission exam, the applicant shall be recorded as a no-show without the right to take the exam on a reserve day.

3.12 Once the time allotted for the admission exam has expired, access to the examination materials is automatically closed.

3.13 Written work, including schemes, diagrams, drawings, etc., shall be done by hand with a ballpoint or gel pen with black or blue ink, except in cases specified in the Rules of Admission to Studying under Bachelor's Degree/Specialist Programs, the Rules of Admission to Master's Degree Programs, the Rules of Admission to Postgraduate Studies in terms of admission exams for disabled persons and persons with disabilities.

It is forbidden to do the work with a pencil.

It is forbidden to do the work in a word processor or text editor.

3.14 When conducting the admission exam, the applicant is allowed to use a draft.

Prior to the examination, the applicant shall mark blank sheets of paper as "Draft" and "Final copy" and show the signed sheets to the proctor.

	University of Science and Technology MISIS		R 493.02-24	
	Issue 4	Copy 1	Page 8 / 12	

Draft works are not uploaded to the system and are not checked.

3.15 During the admission exams, applicants are prohibited to:

3.15.1 use photo, audio and video equipment (except for equipment used for direct connection to the examination and scanning/photographing of the downloaded examination work);

3.15.2 use reference materials, written notes;

3.15.3 use any additional means of communication, electronic-computing devices and other means of storage and transmission of information, unless otherwise provided by the Program of the admission exam;

3.15.4 leave the webcam's line of sight;

3.15.5 change equipment settings and reduce microphone sensitivity;

3.15.6 use the help of others;

3.15.7 provide access to the equipment to other persons;

3.15.8 use in the work someone else's text, published in paper or electronic form, without full reference to the source (plagiarism);

3.15.9 read and comment aloud on the tasks of the written admission exam;

3.15.10 open extraneous tabs in the browser unless required by the proctoring system;

3.15.11 make marks indicating the authorship of the applicant's work (file name, comments or captions, other marks on the blank sheet).

3.16 Applicants are allowed to use a calculator with arithmetic operations and elementary functions, printed dictionaries only if the possibility of such use is specified in the Program of the admission exam published on the official website of NUST MISIS.

3.17 During the admission exam in oral form with the use of distant learning technologies the applicant may be asked additional questions within the Program of the admission exam.

3.18 Before using the equipment to scan/photograph an examination work to upload it, the applicant must inform the proctor of their intention to do so.

The fact of using a phone to take pictures of written work shall be recorded by the proctor in the proctoring chat.

3.19 Using scanning/photographing equipment to upload the examination work that is outside the webcam's line of sight is prohibited.

3.20 To transfer the photographed examination work on the platform of the admission exam it is necessary to use the mailbox, the address of which is indicated by the applicant when submitting documents.

3.21 The use of social media, messengers and other software to transmit information is prohibited.

3.22 If the applicant violates the rules of participation in admission exams, established by these Regulations, or refuses to comply with them, members of the examination commission shall have the right to suspend the applicant from further participation in admission exams. In this case, a report of suspension of the applicant from passing the admission exam is drawn up, and the result of the admission exam is canceled regardless of the volume and quality of completed tasks.

The Appeals Commission shall not consider claims of the applicant suspended from further participation in the admission exams.

3.23 The report on the removal of the applicant from the admission exam shall be drawn up by members of the examination commission, approved by the executive secretary of the Admissions Commission or his deputy and sent to the applicant to the e-mail address specified during the registration.

4 Admission exam results and appeals

4.1 If different handwritings (visually distinguishable by size, slope, cohesion, complexity of letters) are found in a written work, the examination commission has the right to cancel such a work.

4.2 The results of admission exams are published on the websites of NUST MISIS and its branches within the terms established by the schedule of admission exams.

4.3 The result of the admission exam shall be recorded in the examination record list and entered in the applicant's examination sheet.

4.4 Video recordings of admission exams are stored on the server of NUST MISIS until the date of the appeal.

After the appeal, the video recordings are destroyed.

4.5 An appeal against the results of distant admission exams shall be conducted by the Appeals Commission in accordance with the established procedure in a distant format.

4.6 To file an appeal, it is necessary to submit an application to the e-mail address vi@mis.ru within the terms established by the schedule of admission exams.

4.7 The Appeals Commission shall consider an appeal provided that the appeal contains a clear indication of the subject (reason) of the appeal or the text of the appeal contains a justified disagreement with the grade received.

4.8 Appeal for the works, canceled on the basis of paragraph 4.1 of these Regulations, shall be held in accordance with the legislation of the Russian Federation within the terms of admission exams.

4.9 An appeal shall not be considered if the text of the appeal:

- a) contains obscene or offensive language;
- b) is unreadable;
- c) does not allow to determine the substance of the applicant's complaint.

In this case, the applicant is informed in writing of the impossibility of responding to the appeal using distant learning technologies.

4.10 In the course of consideration of the appeal, the commission shall verify compliance with the established procedure for video recording and/or the correctness of evaluating the solutions of the task of the admission exam.

4.11 Drafts of the completed admission exam shall not be considered as appeal materials.

4.12 The result of the admission exam may be changed by the Appeals Commission or left unchanged.

Following the results of the review, the minutes of the meeting of the Appeals Commission shall be drawn up.

4.13 Appeal is not a retake of the admission exam.

Repeating the admission exam in case of receiving an unsatisfactory grade or in order to improve the result is not allowed.

4.14 The decision of the Appeals Commission is final and not subject to review, and there is no provision for a second appeal.

4.15 The personal file of the applicant shall contain a record with the exam grades, which shall be signed by the authorized persons of the examination commission for the given general education subject or field of study.

4.16 A copy of the record is sent to the applicant for familiarization to the e-mail address specified when submitting documents.

5 Responsibility

	University of Science and Technology MISIS		R 493.02-24	
	Issue 4	Copy 1	Page 10 / 12	

5.1 Head of the DPNA bears responsibility for updating this LRA.

5.2 Control over fulfillment of the requirements of these Regulations shall be exercised by the Vice-Rector for Education.

6 Final provisions

6.1 Issues not regulated by the Regulations shall be resolved in accordance with the legislation of the Russian Federation, the Rules of Admission to NUST MISIS and other LRAs of the University.

6.2 The Regulations shall be put into effect from the date of their approval.

DEVELOPED BY:

Head of the DPNA

M.A. Baranova

AGREED BY:

Vice-Rector for Security and General Affairs

I.M. Isaev

	University of Science and Technology MISIS		R 493.02-24	
	Issue 4	Copy 1	Page 11 / 12	

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LEGAL REVIEW CONDUCTED BY:

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Appendix A (mandatory)

Requirements for the workplace of the applicant for passing admission exams

Parameter	Minimum requirements
Web browser	Latest version of Google Chrome, Mozilla Firefox, Microsoft Edge, Yandex.Browser
Operating system	Windows 7/8/10; macOS 10.12 “Sierra”; Linux
RAM	At least 2 GB
Processor	At least 1 GHz
Webcam capable of changing the viewing angle (side-mounted)	At least 640x480, 15 fps
Microphone	External microphone not integrated with headphones
Speakers	To contact the proctor The use of headphones is prohibited
Network (Internet)	At least 256 Kbps
Phone or any electronic device with a camera	Stable connection to the information and telecommunication network Internet A scanner may be used