**Federal State Educational Budgetary Institution of Higher Education**

**“Financial University under the Government of the Russian Federation”**

**ORDER**

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|  | **№ 1853/о****13.09.2021у.****Moscow** |

**Regarding the establishment of the Regulations of placement, storage and write-off of course projects (works) and graduation qualifications of students studying in electronic form in the information and educational environment of the University.**

In order to improve the quality of the organization of the educational process and the formation of a single base of course projects (works) and graduation of qualified works of students, as well as in the framework of the introduction into the experimental and industrial operation of the solution "Galaxy Management of the University" I order:

1. Approve the Regulation of placement, storage and write-off of course projects (works) and graduate qualification works of students in electronic form in the information and educational environment of the University (hereinafter - the regulation) according to the appendix.

2. The Vice-rector for educational and methodological work of Kameneva E.A. to make changes to local regulatory acts of the University in accordance with the regulations.

3. The Deans of faculties, Directors of branches of the Financial University and the Director of the Institute of Online Education G.V. Moghaeva inform students and teachers of the requirements of the regulations.

4. Declaration of invalidity of the Financial University’s order of 07.11.2018 No. 2079/o "About approval of the Regulation of placement on the information and educational portal of the Financial University coursework (projects) and graduation qualification works in electronic form, the order of storage and discharge" (with the amendments made by order of the institution of Finland from 27.04.2020 No. 0817/o)

5. Control of the execution of the order to assign to the vice-rector for educational and methodical work Kamenev E.A.

The Rector

M.A. Eskindarov

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|  | AddendumAPPROVEDby order of the Financial Universityfrom 13.09.2021y. № 1853/o |

**REGULATION**

**on the placement, storage and write-off of course projects (works) and graduate qualification works of students in electronic form in the information and educational environment of the University**

1. General terms

1.1 The Regulation was developed for the purpose of establishing the order, placement and storage in electronic form of course projects (works) (hereinafter - CP) and graduation qualification works (herein - GQW) of students under the bachelor’s and master’s programs of all forms of study in the personal cabinet of the student on the platform org.fa.ru, rising into the electronic information and educational environment of the Financial University (hereby - the platform).

1.2 The Representation of CP and GQW of students for protection, as well as their further storage are carried out exclusively in electronic form on the platform org.fa.ru.

Protection of CP or GQW in exceptional cases can be carried out with the use of the version on a paper carrier of CP and GQW (in the presence and fulfillment of the requirements for submission of the electronic version of CP / GQW). The decision on the application of the version on a paper carrier in the framework of protection of the CP or GQW is taken by the dean of the faculty (director of the institute, branch) and brought to the attention of students and teachers.

1.3 The regulation establishes general requirements for the placement of CP and GQW students on the platform, as well as for their storage and discharge.

1.4 The placement of PW and GQW on the platform is carried out for the purpose of:

improvement of the quality of the organization of the educational process and reduction of paper paper circulation;

formation of a unified base of PW/GQW;

implementation of control over compliance with the established deadlines for preparation and delivery of CP / GQW.

1.5 The organization of the placement of CP and GQW, including branches, is carried out by the Center for Digital Transformation. The process of placement is organized at all faculties, institutes and other educational units implementing higher education programs, including branches.

2. Procedure for placing PW and GQW on the platform

2.1 The Upload of CP/GQW to the platform is carried out by students independently through the personal office of the student not later than the time limits established by the local acts of the Financial University.

Entry to the platform (in the personal office of the student) is located on the main page of the official website of the Financial University or by direct link https://org.fa.ru/.

2.2. The prepared and properly organized file of the completed CP/GQW must be saved under a name containing the type of work, the student's surname, group number, and if necessary - the keywords of the topic of the work (for example, GQW\_Petrov\_DEU18-1\_Analysis of creditworthiness of the organization.pdf), while the name must contain no more than 150 characters, the file extension can be in PDF, DOCX or DOC format.

If necessary, the student, using the functionality of the Personal Cabinet, in addition to the text file of the work prepares a file with an application to the work (if there are several files, then in the form of an archive).

2.3. The student selects the corresponding tab ("Course projects (works)" / "Graduate qualification works") in the personal office and downloads the file (files, archives) of the work for verification.

2.4 After the work is loaded, it is automatically checked for incorrect borrowings in the "Antiplagiat.University" system, according to the results of the verification, a report is formed, which is available for analysis to both the student and the speaker. If necessary, the manager has the right to independently check the work for the presence of borrowings.

2.5. The head checks the CP/GQW and decides on the readiness of the CP / GQW.

In case of need for corrections and refinements, as well as the availability of time for correction, the manager sends for refinement by placing on the platform of the CP / GQW with remarks, without establishing the status of "Allowed to protection".

2.6. In case of satisfaction of the work to all requirements, the absence of remarks that do not allow to allow work to be protected, and when the student downloads the final version of work, the head carries out the admission of the CP / GQW to protection, makes a review, places it on the platform within the time limits established by local normative acts and sets the status of "Allowed to protect".

Prior to the establishment of the status of "Allowed to protection" and in the cases stipulated by local regulatory documents, other documents are placed on the platform (recension of the GQW, permission to place the GQW, additional report of the anti-plagiarism system, etc.)

2.7. The status "Admitted (a) to protection" is established by the head of the CW / GQW and in the case of negative recall of the head, as well as in case of failure to fulfil the requirements for the registration or content of the work and the impossibility to correct it (end of the term of placement of work).

The status of PW/GQW "Admitted to protection" excludes the introduction of changes by students or the head of the PW / GQW, as well as the upload of new versions of files to the platform.

2.8 In exceptional cases (dismissal or prolonged illness of the head, etc.) the status of "admitted to protection" may be established by the administrator of the platform at the request of the director of the department / head of the Department after downloading all necessary documents (e.g., recall, reviews, etc.).

Admission information is recorded on the platform with the indication of the user, date and time of change of admission status.

2.9 Upload of students' work on the platform from the personal office means consent to the processing of personal data, placement and storage of CP / GQW.

The placement by the manager of the recall to work, as well as the establishment by him of the status of "Allowed to protection" confirms the completion of the work and similarly the own-handed signature of the head at work.

2.10 The placed version of the PW/GQW is used for the protection of work (regardless of the format of protection - on-time or with the application of DOT), as well as for the presentation of works within the framework of licensing, accreditation and other events and inspections.

2.11 When performing the actions provided for in section 2 of the regulations, students and work managers should be guided by the current versions of the relevant instructive materials on working on the platform org.fa.ru.

3. Responsibility for the implementation of the Regulation

3.1. The Center for Digital Transformation is responsible for the effectiveness of the electronic means of placement of the PW and GQW on the platform and the base of the CPC and GQW, the provision of access to the bases of the CP and VRK, as well as the destruction of the КП and GQW on the presentation of the faculties.

3.2. The management of the information technology infrastructure is responsible for the preservation of information and the protection of the database of the PC and GQW, as well as for the timely expansion of the disk storage.

3.3. The student is responsible for placing the CP/GQW and necessary documents (if necessary) on the platform within the established time limits, monitors the placement by the head of comments to work, recall or other documents (recensions, additional reports of the anti-plagiarism system, etc.), as well as changes in the status of admission of the CP / GQW.

3.4 The head of the CP / GQW controls the placement of the student's work in the tabs "Course projects / works" and "Graduate qualifications" of the section "Works of students" of his personal cabinet, checks the placed work, including for compliance with the established requirements, places a review and other documents (recension, additional report of the anti-plagiarism system (if necessary) etc.), and also activates the status of admission to protection.

3.5. The heads of departments / the head of the departments (in the branches - the headers of the respective units) appoint responsible persons to control the timely placement of the students of the CP / GQW on the platform, the availability of reviews of the heads and the admission of works to protection according to the established deadlines. If necessary and in the cases established by local regulatory acts, the responsible persons carry out the unloading of the CP / GQW, as well as other documents from the platform.

3.6. The Deans of faculties (directors of institutes, branches) appoint responsible persons to monitor the placement of students of the CP / GQW on the platform.

If necessary and in the cases established by local regulatory acts, the responsible persons carry out the unloading of the PW/GQW, and also adopt the decision at the end of the storage period on the destruction of PW and GQWs, make acts on the allocation to be destroyed, send copies of acts to the Center for digital transformation.

4. Storage codes and order of write-off of PW and GQW placed on the platform.

4.1. CP and GQW are stored electronically on the platform org.fa.ru in the tabs "Course projects / works" and "Graduate qualification works" of personal cabinets of users for the periods established by the case nomenclature.

4.2 The electronic resource "Projects / works" is a structured information database that includes the following categories of searches:

- year of protection;

- the training period;

- the group;

- the discipline;

- Department/ Faculty;

- Faculty (institute) and branch

- Status of work (no files, executed, completed)

- the learner;

- the semester;

- the head of work;

- the subject;

- evaluation.

4.3. The electronic resource "Graduate qualification work" is a structured information database that includes the following categories of searches:

- year of protection;

- the group;

- Department/ Faculty;

- Faculty (institute) and branch

- Status of work (no files, is completed)

- the learner;

- the head of work;

- the subject;

- evaluation.

4.4 The destruction of PW and GQW is carried out by the Center for Digital Transformation in accordance with the Instruction on Business at the Financial University.

Deputy Vice-Rector for Educational and Methodological Work

D. A. Smirnov