



# Student Handbook 2025-2026

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## A. Document Control 2025

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## B. Document Revision Summary 2025

Type of change:	Date	Change and Rational
Revision	May 2025	Inclusion of Rectors Welcome
Revision	May 2025	Removal of Vision Statement, not required in the student hand book.
Revision	May 2025	Inclusion of different types of grievance as requested by ERT/CAA.
Revision	May 2025	Inclusion of Academic Calendar.
Revision	May 2025	About information included.

## Welcome from the Rector of Plekhanov University



Dear friends, applicants, students and colleagues,

I am glad to greet you on behalf of Plekhanov Russian University of Economics in Dubai.

PRUE is the first economic higher education institution in Russia, and since then, we have become accustomed to being the first in everything: the first in training the best specialized personnel, the first in the integration of the most advanced technologies and the creation of technological laboratories, the first in the implementation and support of national and international programs, aimed at ensuring sustainable development and affordable quality education.

The quality education and equal access are a core factors in socio-economic development. Dubai, as a magnet for business, technology and cutting-edge solutions, perfectly suits the interests of the modern student, as well as digital business, marketing and corporate finance programs reflect the interests of the employer.

Providing such opportunities, Plekhanov University indeed unites different people from all over the world, encouraging them to achieve self-fulfilling not only in the studying process, but also at work and in their future life.

Choosing a university to enroll in is a truly responsible step, which essentially determines future destiny. Everyone makes his own choice, but I can confidently say that Plekhanov University is a place that you will always remember.

Plekhanov University is a family and I invite you to become a part of it.

Rector of Plekhanov University  
Ivan Lobanov

## About Plekhanov University

Plekhanov Russian University of Economics (PRUE) was founded in 1907 and stands as Russia's oldest university dedicated to Economics and Business. One of the largest universities, it demonstrates steady growth in the number of students from 13,000 in 2002 to approximately 50,000 in 2023. The University is ranked among Russia's top 5 universities by RAEX 2022 and holds a position in the top 301-500 bracket in the QS World University Rankings.

Plekhanov Russian University of Economics was the first Russian university to offer economics education. Today, as attention turns towards the MENA Region, Plekhanov University has expanded its global presence by establishing a branch in Dubai, the UAE, starting in 2024.

Located in Dubai, one of the top world cities, Plekhanov University considers higher education an essential driver of economic competitiveness, innovation, social mobility, security, and well-being. Thus, the University is proud to improve lives and advance regional welfare.

Plekhanov University aims to become a leader in the domains of economics and management, conducting research work and providing world-class educational services that meet international standards for the quality of science, education, digital economy, and innovation, ensuring the reproduction of new scientific and expert knowledge, social and technological innovations, which implements strategies for advanced lifelong education and, thus, making a substantial contribution to addressing contemporary economic challenges.

Plekhanov University has experienced student enrolments from Europe, Asia, and Middle East. The University employs Russian model of higher education with a credit-hour system. PRUE offers education not only at its main campus in Moscow but also through 15 branches across various cities in the Russian Federation and abroad, including Belarus, Uzbekistan, Armenia, and Mongolia.

More than 50,000 students of higher education and 780 PhD students' study at PRUE on the whole, including more than 20,000 students of higher education and 580 PhD students at the main campus. Furthermore, the University hosts approximately 2,500 international students.

**Academic Calendar 2025-2026**

**See Website**

## 1. Student Life

### Using the Handbook

Welcome to Plekhanov Russian University of Economics (PRUE)!

The **PRUE Student Handbook** is your go-to guide for everything you need to know about university life. Whether you're a new student or already familiar with PRUE, this handbook will help you navigate academic policies, campus resources, and student life.

Inside, you'll find key information about:

**Academic Policies** – Courses, grading, and requirements

**Campus Life** – Student clubs, events, and activities

**Support Services** – Health, counselling, and student assistance

**University Rules** – Policies and the Ethical Code

Beyond just rules and regulations, this handbook is here to help you make the most of your university experience. It introduces you to student organizations, cultural events, and volunteer programs—great opportunities to meet new people, explore your interests, and build lifelong friendships.

**Keep this handbook at hand as it is here to support your journey at PRUE!**

### 1.2 About PRUE

Founded in 1907, PRUE is Russia’s oldest and one of the most prestigious universities specializing in Economics and Business. Over the years, it has grown significantly, from 13,000 students in 2002 to nearly 50,000 in 2023! PRUE is ranked among Russia’s top 5 universities (RAEX 2022) and is recognized in the QS World University Rankings (Top 301-500).

PRUE was the first university in Russia to offer economics education, and it continues to expand globally. In 2024, PRUE opened a branch in Dubai, UAE, offering:

- Bachelor’s degrees in Finance and Marketing
- Master’s degrees in Corporate Finance and Digital Business

With its global vision, PRUE believes that higher education drives economic growth, innovation, and social progress. The university is committed to world-class research, high-quality education, and innovative learning, preparing students to meet the challenges of modern economies.

PRUE welcomes students from Europe, Asia, and the Middle East and follows the Russian higher education system with a credit-hour structure.

Join PRUE and be part of a dynamic, international community shaping the future of economics and business!

## 1.3 Orientation

Starting university is exciting, and we want to make sure you feel right at home! Our Orientation and Induction Program is designed to help freshmen settle into the university environment with ease.

During orientation, you will:

- Learn about the university’s academic approach and teaching style
- Get step-by-step guidance on course registration and class schedules
- Access the **PRUE Learning Management System (LMS)** for online resources
- Meet faculty members and explore different university departments

Get all the important information you need to start your journey smoothly. This is your chance to ask questions, make new friends, and get comfortable with university life. We can’t wait to welcome you!

## 1.4 Student Code of Conduct

At Plekhanov Russian University, we believe in creating a positive, respectful, and inclusive environment for all students. Our Code of Conduct outlines the expectations for student behavior both on and off campus to ensure a safe and supportive learning community.

By enrolling at the university, you agree to follow these guidelines. If any student does not comply with the rules, the university may take appropriate action, which could include disciplinary measures.

To keep up with evolving academic standards, local laws, and international best practices, the university regularly reviews and updates these policies. The Code of Conduct applies to all students from the moment they enroll in any program at Plekhanov Russian University. Even if a student withdraws from a course, leaves the university, or graduates before a case is resolved, the university reserves the right to take necessary action.

By being a part of Plekhanov Russian University, you contribute to a culture of integrity, respect, and responsibility. Let’s work together to maintain a welcoming and professional atmosphere for everyone!

## 1.5 General Code of Conduct

As a student of Plekhanov Russian University, you are expected to uphold values of respect, responsibility, and integrity. To ensure a safe and positive environment for everyone, students should avoid engaging in any of the following:

- **False Alarms & Reports:** Do not raise false alarms or report incidents that didn’t happen.
- **Illegal Activities:** Any form of criminal behavior, including possession, use, or sale of illegal substances, is strictly prohibited.
- **Alcohol & Drugs:** Possessing or consuming illegal intoxicants is not allowed.
- **Weapons & Dangerous Materials:** Firearms, explosives, and any involvement in arson are strictly forbidden.

- **Online Misconduct:** Avoid accessing, downloading, or sharing inappropriate content online.
- **Bullying & Harassment:** Any form of bullying, harassment (including online), or discrimination is not tolerated.
- **Respect for Others:** Treat all members of the university community and visitors with kindness and respect—intolerance, aggression, or disrespectful behavior will not be accepted.
- **Physical Altercations & Theft:** Fighting and stealing are serious offenses.
- **Social Media Misuse:** Do not use social media in ways that harm the university’s reputation or spread false information.
- **Falsifying Documents:** Submitting or altering documents dishonestly is a violation of university policies.
- **Discrimination:** Treat everyone equally, regardless of race, gender, ethnicity, age, religion, or background.
- **Confidentiality Breaches:** Do not access or share confidential university or student information without authorization.
- **Misuse of University Technology:** This includes social media misuse, camera abuse, or interfering with university communication platforms.
- **Smoking & Gambling:** Smoking (including all forms of smoking) and gambling are not allowed on campus.
- **Violating Disciplinary Sanctions:** If the Disciplinary Committee issues a sanction, students must comply.
- **Inappropriate Physical Contact:** Students must maintain appropriate behavior in interactions between males and females.
- **Proper Conduct at University Events:** Whether on campus, off-campus, or at university-sponsored events, students must always represent the university with professionalism and respect.
- **Sick Leave:** A maximum of 15 days of sick leave can be requested by a student throughout the calendar year. If a student misses an exam or a lecture due to medical reasons, they must provide a medical report to the Students and Faculties Development Unit. The original sick leave must be presented and not a duplicate.

Any violation of the code of conduct will be reported to the disciplinary committee for appropriate action to be taken.

## 1.6 Classroom Code of Conduct

To create a positive and productive learning environment, all students are expected to follow these simple guidelines:

- **Respect class time –** Keep your mobile phones on silent or switched off during classes, unless your instructor allows them for learning purposes.

- No food or drinks in learning spaces – Eating and drinking are not allowed inside classrooms, labs, workshops, or other study areas.
- Take care of university property – Avoid writing on walls or desks, damaging equipment, or blocking access to shared student resources. Any form of vandalism is not acceptable.
- Maintain integrity during exams – Stay disciplined and honest in all exams and assessments. Cheating or disorderly behavior will not be tolerated.
- Go green! – Help us maintain an eco-friendly campus by reducing waste, reusing materials, and recycling. Be mindful of water and energy usage.
- Use resources responsibly – Treat all university resources with care and use them wisely.
- Respect IT rules – Do not install or uninstall software on university computers. Handle all computers and devices carefully and use them only for their intended purpose. Moving computers or other hardware requires prior permission.

## 1.7 Dress Code

At Plekhanov Russian University Dubai, we believe that dressing appropriately helps maintain a professional, respectful, and inclusive environment for all students. Our dress code is simple and easy to follow:

### General Guidelines

**Dress Smart & Respectfully** – Wear clothing that is neat, presentable, and appropriate for an academic setting.

**Cultural Sensitivity** – Dubai is a diverse city with many cultures; please dress modestly and respectfully, keeping in mind local customs.

**Event-Appropriate Attire** – Some university events, such as presentations, guest lectures, or industry visits, may require formal or business attire. Be sure to dress accordingly.

### What to Avoid

**Revealing or Inappropriate Clothing** – Avoid excessively short, tight, see-through, or low-cut outfits.

**Offensive Prints** – Clothing with inappropriate language, symbols, or images is not allowed.

**Beachwear & Gym Wear in Classrooms** – Save flip-flops, swimwear, and gym attire for the right place and time.

## 1.8 Student Rights

At Plekhanov Russian University, we are committed to providing a supportive and enriching academic environment. As a student, you have the right to:

### Academic Rights

- Receive an inclusive education with support tailored to your individual needs and health conditions.
- Select elective and optional courses from the university’s offerings.
- Transfer credits from other institutions in accordance with federal regulations.

### Personal Rights

- Be treated with dignity and respect, free from any form of violence, discrimination, or personal insult.
- Express your opinions freely and access information without restrictions.
- Enjoy scheduled breaks (holidays) as per the academic calendar.
- Take academic leave, including maternity and parental leave, as per federal regulations.

### Transfer & Reinstatement Rights

- Change your field of study, learning format, or specialization as per educational policies.
- Move to another accredited educational institution offering a similar program.
- Request reinstatement if you have previously withdrawn from the university.

### Participation & Access Rights

- Engage in university decision-making processes as outlined in university regulations.
- Access official university documents, including accreditation certificates and educational policies.
- The right to appeal university decisions in accordance with university policies and procedures.
- Use the university’s library, digital resources, research labs, and academic facilities for free.
- Take advantage of sports, cultural, and recreational facilities following university guidelines.
- Participate in creative, academic, and sports competitions, exhibitions, and events.

### Research & Innovation Rights

Get involved in research, experiments, and innovative projects under faculty supervision. Apply for internships, and research collaborations with other universities worldwide.

- Publish academic work in university journals at no cost.

### Recognition & Work Rights

- Receive recognition for academic, scientific, athletic, and creative achievements.
- Balance work and study, ensuring academic commitments are met.

### Additional Rights at PRUE

- **Digital Access:** Students can use university-provided digital tools and services for educational purposes while following responsible usage guidelines.
- **Student Council Support:** The Student Council helps students resolve academic and personal concerns, raises awareness about student rights, and works to improve campus life.

At Plekhanov Russian University, we encourage all students to take full advantage of these rights and actively participate in academic and extracurricular activities. Let’s make the most of your university experience together!

## 1.9 Student Responsibilities

As a student at Plekhanov Russian University, you are an important part of our academic community. To maintain a respectful, safe, and productive learning environment, students are expected to:

### Academic Responsibilities

- Attend classes regularly, actively participate in learning, and develop both theoretical knowledge and practical skills related to your chosen field.
- Complete assignments and projects on time as per the course requirements.
- Strive for personal and professional growth, including academic excellence, moral values, and physical well-being.

### Respect and Community Behavior

- Treat fellow students, faculty, and university staff with dignity and respect.
- Report any academic or campus-related issues to the administration or Student Council.
- Maintain a responsible and active role in university life.

### Campus Property and Resources

- Take care of university property, including classrooms, laboratories, equipment, books, and facilities.
- If you cause any damage to university property, you may be held financially responsible as per legal guidelines.
- Follow all university policies related to dormitories, libraries, and other campus facilities.

### Attendance and Absences

- If you miss classes for a valid reason, inform the lecturer, or the relevant department no later than the next day.
- Upon returning, submit official documents (e.g., medical certificates, official letters) justifying your absence.
- Failure to provide proper documentation may lead to disciplinary action, including potential expulsion.

### Personal Conduct

- Maintain discipline and professionalism on campus, in public places, and online.
- Follow hygiene and cleanliness standards, especially in dining areas—dispose of waste properly and avoid eating or storing food in classrooms.
- Students share the responsibility of keeping university facilities clean, alongside technical staff, as per the university’s maintenance schedule.

### **Information and Cybersecurity**

- Protect university resources and information from unauthorized access, theft, or misuse.
- Only use university computers and networks for academic and authorized purposes.
- Do not share passwords, personal accounts, or attempt unauthorized access to university systems.

### **Responsible Use of University IT Resources**

#### **Allowed:**

- Respect intellectual property rights and comply with software licensing agreements.
- Use university IT resources responsibly, ensuring fair access for all students.

#### **Not Allowed:**

- Excessive personal use that strains university networks or resources.
- Unauthorized access to files or systems belonging to others.
- Viewing or sharing inappropriate, violent, or offensive content that has no educational purpose.
- Engaging in illegal activities or violating privacy and confidentiality policies.

## **2.0 Expectations for students regarding Ethical Code of conduct**

Community of Plekhanov Russian University of Economics, based on the belief that knowledge should serve human purposes, and the intellectual development of the individual should be combined with moral growth, aware of responsibility for maintaining a healthy moral atmosphere in society, for the present and future of the University, as well as responsibility for maintaining and developing the corporate culture and image of the University, for the preservation and multiplication of traditions, for the formation and maintenance of a system of equal relations between students at the University, employees of the University and its Administration, accept this Ethical Code of a student of Plekhanov Russian University of Economics and undertakes to strictly follow it.

The Ethical Code of students is a local regulation that defines moral and ethical principles, norms, rules of conduct and business communication at the University.

The Ethical Code is uniform for the University and all its structural divisions, including separate structural divisions and its branches.

University students voluntarily undertake obligations to comply with the principles, norms and rules of business communication and behaviour established by this Ethical Code.

### **2.1 Participating in Decision Making**

At Plekhanov Russian University, we value our students as key contributors to the university’s growth and success. Your feedback and suggestions help us improve and create a better learning experience for everyone. Our academics and administrative departments are always open to hearing your ideas

and concerns. If you have any suggestions, feel free to share them at any time! To stay updated on any actions taken, we encourage you to follow up with the relevant department.

## 2.2 Student Council at PRUE

The Student Council is the main body of student self-governance at PRUE. It represents students, coordinates activities, and ensures student voices are heard in university decision-making. The Chair of the Student Council is part of the Quality Assurance Unit and attends Academic Council meetings to advocate for student interests.

### What Does the Student Council Do?

- Proposes and carries out initiatives to support students and improve university life.
- Works closely with students, faculty, and staff to enhance engagement and communication.
- Organizes events and activities to strengthen the student community.

### Who Can Join the Student Council?

To be eligible, you must:

- Be a full-time student at PRUE.
- Be at least 18 years old (Chair and Vice Chair must be at least 20).
- Have completed at least 15 credit hours (30 credit hours for Chair and Vice Chair).
- Have a good disciplinary record (students with misconduct or disciplinary actions cannot apply).

### Structure of the Student Council

The Student Council consists of elected and appointed members:

- **Elected Members:** Chair, Vice Chair, and Secretary.
- **Appointed Members:** 10 additional students chosen by the Student Council Selection Committee.
- **Advisor:** Staff members from the Students Affairs Unit, will be appointed by the Deputy Director for Academic and Research Work, who will provide guidance and support. They will not have any voting privileges.

### Class Representation & Communication Channels

#### Class Advisor Role:

- Each student group has a designated faculty Class Advisor.
- The Class Advisor meets regularly with the Class Representative to discuss student concerns.
- If needed, the Class Advisor raises student issues in faculty meetings or university discussions.

### **Class Representative Role:**

- Each class elects a student to represent them.
- The Class Representative gathers student concerns and discusses them with the Class Advisor.
- In some cases, they may present issues directly to faculty meetings or university leadership (with permission from the Academic Head of the Educational Program).

### **How to Raise Concerns & Share Ideas**

- Students can talk to their Class Representative about any issues related to education or student life.
- Class Representatives share feedback with the Class Advisor, who can escalate concerns to faculty or university leadership.
- The Student Council serves as another platform for student voices, ensuring concerns reach the appropriate university authorities.
- Students may also be invited to faculty meetings to discuss specific topics and provide input.

### **Term of Office – Student Council**

- Student Council members serve for **one academic year** from the time they are elected.
- Students can **run for re-election once** in the same position during their academic program.
- If you have already served on the Council, you **can apply for a different position** in the future.
- No student can serve on the Council for **more than two years in a row**.

### **Removal from Office**

A Student Council member may be removed from their position if the Council, along with PRUEs Management, decides that they:

- **Violated university policies** or acted against the interests of students or the Council.
- Consistently acted in a way that negatively affects the Student Council or the University.
- Faced **disciplinary action**, including suspension or expulsion.
- Missed **two consecutive meetings** without prior notice.
- **Misused or misrepresented** their position on the Council.

This ensures that the Student Council remains a **fair, responsible, and active** body representing students!

### **Voting – Student Council Elections**

- **Where to Vote:** Elections will take place on campus, and all students must vote in person at the PRUEs campus.
- **Secure Voting Process:** Ballot boxes will be sealed by Student Administration before voting begins and will only be opened by them when counting starts.

- **ID Requirement:** To receive a ballot paper, students must show their EID on election day. Candidates running for Student Council can vote for themselves.
- **Voting Choices:** You are allowed to submit an incomplete ballot (e.g., voting only for the President and leaving other positions blank). However, once you submit your vote, you cannot change it.
- **Fair Elections: Voting more than once is not allowed.** If a student is caught doing so, they will be referred to the Disciplinary Committee. If found guilty, **all their votes will be cancelled**, and the election results will be adjusted.

## 2.4 Declaration of the result

- The declaration of results is conveyed by the Director no later than 5 working days after the completion of voting.

### Frequency of meetings

- PRUEs student Council meetings shall meet at least once a month, of the academic year. All meetings shall take place within the campus.
- Notification of a council meeting shall be communicated by the Secretary one week prior of the proposed date.
- Student council meetings will only be conducted with a minimum Quorum of seven council members who have voting rights.
- Agenda for meetings will be distributed by the secretary to all members of the council, three days prior to the meeting being held.

### The items highlighted in the agenda will usually follow the following pattern:

- Making sure that the minutes of the previous meeting along with the actions taken were recorded and documented properly by the Student Council.
- Ensuring that the issues or points discussed in the previous meeting are updated and followed up with the progress by the person(s) responsible.
- Providing an opportunity to the members of the Student Council for reporting on specific issues or projects.
- Discussing all the items highlighted in the agenda and giving the opportunity to the members of the student council to provide any suggestions, comments or questions.

### Managing funds of the Student Council

- All funds for the student council shall be managed by the Finance and Accounting Department.

## 3.0 Guidelines for Proposing Student Clubs and Associations

At PRUE, we believe that students should have a voice in shaping their university experience. We also encourage you to join student clubs, organizations, and activities that help you connect with others, develop new skills, and grow both personally and professionally. PRUE is committed to

integrating student life into academic programs, creating opportunities for meaningful social experiences, leadership development, and hands-on learning with modern technologies.

**There are many ways to get involved, including:**

- Student clubs and organizations
- Campus events and cultural celebrations
- Community service projects
- Sports teams and fitness programs
- Leadership development opportunities

By participating in these activities, you can enhance your university experience, build leadership skills, express your creativity, and form lasting friendships with fellow students, faculty, and the wider community.

PRUE is here to support you! We provide resources and guidance to help you plan and organize events, and our faculty and staff are always ready to collaborate with student groups. Together, we can create exciting, inclusive, and dynamic campus life where every student feels valued and empowered.

Students can propose new clubs and organisations to the Student Affairs Unit, which PRUE will aim to support.

**Proposal Method for Approval:**

**Getting Approval**

If you or your student organization want to host an event or activity, you’ll need to submit a proposal to the Student Affairs Unit. Your proposal should include details like the purpose of the event, your goals, budget, and logistics. Once reviewed, you’ll receive approval to move forward!

**Requesting Funding**

Need financial support for your event? Submit a funding request to the Student Affairs Unit, following the university’s guidelines.

**Planning Your Event**

When organizing an event, make sure to follow the university’s event planning guidelines. This includes getting the necessary approvals, securing permits, and ensuring health and safety measures are in place. Also, consider inclusivity and accessibility so that all students can participate.

**Support for Student Organizations**

University staff members are here to guide and support student organizations. They’ll help ensure your group follows university policies, develop leadership skills, and maintain a positive and productive environment. Stay connected through regular meetings and communication.

**Promoting Your Event**

Spread the word about your event through approved university channels, such as the university website, social media, posters, and bulletin boards. All promotional materials should align with the university’s branding guidelines and reflect a positive image of the student community.

**Safety & Risk Management**

If your event involves activities like sports, outdoor adventures, or performances, it’s important to assess risks and put safety measures in place. Some events may also require insurance coverage to protect participants and minimize risks.

### **Review & Feedback**

After your event, take a moment to **reflect on its success** and identify areas for improvement. Collecting feedback from participants will help make future activities even better and enhance the overall student experience!

Furthermore, the university is committed to providing resources, guidance, and a supportive environment for students to plan, organize, and participate in various student activities. Faculty and staff are encouraged to collaborate with student groups, advise on projects, and facilitate the development of diverse and inclusive programs that cater to the interests and needs of the student body. Through a vibrant array of student activities, the university aims to promote a dynamic campus life, encourage student engagement, and nurture a sense of belonging and pride among all members of the university community.

### **Guidelines regarding student-run media**

All PRUE students have freedom of speech and expression. Students have ample opportunities to question, critique, and engage in dialogue.

The PRUE Public Relations, Marketing and Alumni Relations Unit follows various digital media policies representing the University's vision and values. It promotes clear communication and broader outreach for students, staff, collaborators, stakeholders, and the community to ensure the highest use standards.

## **4.0 PRUE 's social media usage rules.**

Guidelines for PRUE Student Publications:

1. Using University resources, trademarks, logos, or brands should comply with the PRUE intellectual property policies and guidelines. Students should obtain appropriate permissions and follow trademark and branding guidelines.
2. Student-run media should not discriminate against individuals or groups based on race, gender, religion, or other personal characteristics.
3. Student-run media's editorial policies and content should be independent of the University's administration, faculty, or staff. Students should have complete editorial control, and the university should not censor or restrict the content unless it violates the law or the institution's policies.
4. Students involved in student-run media should act as responsible representatives of the University. They should avoid behavior that could harm the institution's reputation or image.
5. Student-run media should comply with applicable laws and regulations related to intellectual property, privacy, and defamation.
6. The University should provide adequate support and resources to help students operate student-run media effectively and responsibly. This support may include access to equipment, facilities, training, and guidance.
7. The University may establish advisory committees to monitor the performance and operations of student-run media. These committees should operate in a way that respects the independence and autonomy of student editors and producers.

The University's policies and regulations concerning student press and media have been designed to serve the University's educational goal. The University reserves the right to control the content, change editors and staff, and terminate all student publications while striving to provide optimal freedom of expression.

## 5.0 Information about the LRC/Library

PRUE provides a well-equipped learning environment to support teaching and learning. This includes classrooms for lectures, training sessions, and independent study, as well as a computer laboratory.

To enhance learning and research, PRUE offers modern educational tools, including personal computers with pre-installed software, internet access, printers, multimedia systems (such as projectors and screens), and whiteboards. Students also have access to the university's electronic information and educational resources, ensuring a comprehensive and well-supported academic experience.

### **PRUE LRC**

PRUE LRC has a large collection of electronic library resources, to which all students and teachers have access using information and communication technologies.

The Electronic Resources can be found at <https://www.rea.ru/tech/ebs>

The LRC takes a proactive approach to ensuring that information resources are maintained to meet the demands of their users both now and in the future.

The LRC's main goal is to give its students, faculty members, and staff academic support.

Operating Times: Monday through Saturday, from 9:00 AM to 8:00 PM.

- The LRC is typically closed on days when the University is closed, as noted in the Academic Calendar.

In order to safeguard the interests of all users, it is the user's duty to keep the space tidy and organized at all times.

The LRC offers a variety of services, including access to electronic resources.

\*IT Provision and Support Unit is responsible to provide online access to the electronic materials.

### **Utilization of LRC Materials**

- It is not permitted to engage in any activity that could irritate or bother other users or endanger the LRC's resources or operations.
- The appointed staff at the LRC must be informed of any lost or damaged library books or materials in order to arrange for the proper replacement and repair.
- Books and any materials borrowed from the LRC must not be transferred to anyone else.
- On or before the due date the borrowed material should be returned.
- Borrower must replenish the lost or damaged material at their own expense.

- Smoking, eating, and drinking are prohibited in all areas of the library.
- Talking with telephone is prohibited in LRC.
- Electronic devices, such as mobile phones, cameras, or personal music players, are not allowed in the library without permission from the librarian.

### **Fines / Charges**

Failure to extend or return borrowed materials by the specified date will result in a fine, the rate of which will be based on the library's policy.

### **Library Loans:**

Borrowing

<b>Resource</b>	<b>Quantity</b>	<b>Duration</b>
Books	2	One week (7 days)
Course Books (Textbooks)	2	One week (7 days)
Course Books (Reference Books)	-	Only in Library
Magazines/Journals	2	One week (7 days)
Online Resources	Unlimited	Unlimited

### **Reservation of Books**

- When library materials are on loan they may be reserved.
- Within 24 hours after notification, the reserved material is picked up from the library. If not, the reservation will be forfeited.

### **Return of Books**

- On or before the due date as indicated on the library borrower's card, books are to be returned. As a result, the user will receive reminders.

### **Renewal of Books etc.**

- Books can be renewed twice for a total of 7 days each time.

### **Fines / Charges**

- Any borrower who fails to extend or surrender borrowed materials by the date it is due, borrower is subject to a fine based on the rates below.

<b>Resource</b>	<b>Fine</b>
Books	Fils 50 per day
Course Books (Textbooks)	Fils 50 per day
Course Books (Reference Books)	Fils 50 per day
Magazines/Journals	Fils 25 per day

### **Lost or Damaged Library Materials**

Borrowers are given 30 days to replace lost or damaged materials at their own cost. Suppose the borrower is unable to replace the material within the designated time. In that case, the librarian will begin to purchase a replacement, and the borrower will be charged the actual price of the material plus an additional cost of freight and handling charges.

## **6.0 IT Facilities:**

The PRUE offers an internet-based library and resource center that enrolled students, alumni, faculty, and staff can access. The library holds a range of applicable electronic and print resources, including current newspapers, access to online journal resources, and electronic professional journals. For any issues related to ITC infrastructure please visit the IT-Provision and Support Unit.

### **Assistance to students with health conditions or impairments:**

PRUE campus facilities assist students with health conditions or impairments by providing ramps and lifts to facilitate wheelchair movement and extra restrooms.

### **Appropriate Use of Institutional Facilities, Electronic Resources & Media**

In order to support the university's mission and objectives in education, training, academic research, and governance and administration, it is essential to establish a robust information technology infrastructure. PRUE objectives include:

- Ensuring that the IT system is dependable, constantly available, and consistent;
- Upholding the same fundamental values and principles that guide other University facilities and services;
- Ensuring that the University's IT infrastructure is exclusively used for its intended purpose;
- Developing measures for addressing policy violations and enforcing corresponding consequences.

### **Principles and Regulations**

#### **General Guidelines**

The PRUE offers computing resources to support university operations for students and staff. The following principles and regulations outline acceptable and unacceptable use of the computing facilities and services:

- Gaming activities are prohibited on PRUE computing facilities except when required for research, assignments, or approved university activities.
- Using computing resources for illegal or unethical activities or personal or leisure purposes is not permissible.
- Violations of the ethical code may result in disciplinary action by the university. Upon disclosure of the information on any illegal activities the University shall also transfer all the relevant information to the police in order for the criminal case to be initiated.
- Users are responsible for compliance with IT legislation and cannot claim ignorance of the rules as a defence.
- IT accounts are authorized individually for students and staff and are created by IT staff.
- Users are accountable for their account's content and use and must not share passwords with others.

- Users must not compromise the reliability of the University's computing resources, attempt to hack, or disrupt computer systems or install unauthorized or unlicensed software and computer viruses.
- Illicit access or tampering with data owned by other users is prohibited.
- Users must not use the computing resources for creating or sharing abusive, indecent, or harassing materials.
- Any activities that disrepute the university's reputation is prohibited.
- Connecting any device illegally to the university network other than in designated areas is forbidden.
- PRUE may modify these rules and regulations as needed.
- Using computing resources for personal or private business purposes is prohibited.

## 7.0 Principles and Regulations for use of E-mail

The proper use of email can enhance communication, reflect positively on PRUE, and minimize liability risks. It is essential to be mindful of the potential consequences of email messages, which may be used as evidence for agreements or viewed as highly offensive. Encrypted data should not be used when transmitting emails that others can view.

Under the Data Protection Act, Freedom of Information Act, and legal proceedings, email messages are subject to disclosure, like other records. Spam is prevented, viruses are scanned, and data is monitored by PRUE on-site. However, the email content is not checked unless deemed necessary.

### **PRUE has established guidelines for appropriate email use.**

- Email access is offered to personnel to support the University's normal operations, including educational, research, and administrative functions.
- Occasional personal use is permitted as long as it consumes minimal resources, does not impede job performance, is not for personal business purposes, and does not constitute any unlawful or immoral acts.
- Email "lists" (e.g., all employees) should only be used for legitimate business. They should not be utilized to have political debates or to promote ideology and/or religious views.
- "Classified advertisements "should not be sent through email (e.g., room for rent, items for sale, etc.)
- Email should not be used to send classified material.
- Each user is accountable for their account's data, including use. Passwords should never be given out to anyone.
- Email should not be utilized for any unlawful or unethical purposes or substantial personal usage.
- Email-based commitments may be contractually enforceable.
- It is forbidden to transfer emails that include derogatory or disturbing material. If you receive such an email, immediately notify your Head of the Unit.
- Do not transmit or forward viruses-infected chain emails and spam mail.
- Don't try to impersonate email communications.
- When sending an email, don't try to hide your identity.
- Do not use another person's work or personal email account to send emails.
- Email should never be used to obtain or share copies of copyrighted software illegally.

## 8.0 Guidelines for use of the Internet

- Students can use the Internet to facilitate their academic, research, and administrative activities.
- PRUE keeps tabs on internet usage to gather data. Individuals' personal use of the Internet is not monitored, although the University reserves the authority to do so if required.

**The institution considers the recommended and unacceptable principles for accessing the Internet appropriate. They are as follows:**

- Occasional personal use is permitted as long as it consumes a few resources, does not impede job performance, is not for personal business purposes, and does not constitute any unlawful or immoral acts.
- Each user is accountable for their account's data. Passwords should never be given out to anyone.
- Internet users should be extra cautious when transmitting highly confidential information. Credit card information should be transmitted with extreme caution.
- Internet access is delivered through a proxy server. In rare instances, direct Internet access may be required; in these cases, requests for direct access should be addressed to the IT Manager for approval.
- Internet users must use extra discretion to guarantee that copyright or other intellectual property rights are not infringed upon.
- Internet usage should follow the University's policies and procedures.
- PRUE cannot ensure that users will not be exposed to potentially offensive information.

### **Disciplinary Action**

Students that violate these principles may face disciplinary action for misconduct.

### **Terms & Conditions of Use – User Acceptance**

Before beginning work, each user of PRUE IT systems will sign a written agreement. Before using any of these systems, users must agree to the terms and conditions of any IT policy.

The PRUE is committed to providing computing resources, including Email and Internet access, for students to promote the aims of PRUE and to facilitate education, research, and administration. The facilities are not available for external projects or work activities not associated directly with the University. Facilities may not be used for any form of personal financial gain.

Existing norms of behavior apply to computer-based information technology just as they would apply to more traditional media. The ability to undertake a particular action does not imply that it is acceptable. Due to legal and ethical requirements, it is necessary to constrain users of PRUE computing facilities by developing an Acceptable Usage Policy.

The Policy reflects the ethical principles of PRUE and outlines the legal responsibilities of those using IT services. Persons breaching this Policy may find themselves subject to the University's disciplinary and/or criminal procedures. The Policy applies to all IT Facilities and Services available to users.

Plekhanov University may occasionally wish to update or change this Policy to reflect changes in the Facilities and Services or the laws affecting these. PRUE reserves the right to make these changes without consulting employees, and as a user, you are responsible for regularly reviewing the Policy.

Continued access to or use of the IT Facilities and Services shall constitute your consent to such change.

All individuals using any of the PRUE IT Services, including those with their equipment connected to the University's network, must abide by the terms of this Acceptable Use Policy and any other procedures in this document which may apply.

### **General provisions**

University students should respect the traditions, history, symbols of the University, strictly comply with the requirements of the Charter, internal regulations, rules of residence in the dormitory, other local acts, and regulatory requirements of the University.

This Code applies to every student at the University, regardless of the program / specialty and form of study. This Code defines the ethical standards and behaviour of a University student from the moment of enrolment to the moment of graduation. University students are conscientious about all types of training sessions and all forms of control provided for in the curricula of programs and specialties.

The basic principles proclaimed by the Ethical Code of a University are benevolence, equality, mutual respect, freedom of speech and expression, honesty, and good faith.

Nothing in this Code can be interpreted as granting anyone the right to perform actions contrary to these principles or to rise above them.

## **9.0 Ethical standards of behaviour at the University**

The student Community should:

- Be punctual and arrive for classes on time. A student who is late may not be allowed to attend classes if he has not warned the head of the group or the teacher directly about this;
- Comply with the rules of the admission system installed at the University;
- Observe neat casual (business style) in clothes;
- Observe the general culture of behaviour, show politeness, attention to people, correctness, benevolence, responsiveness, punctuality;
- Take care of the culture and style of speech and communication;
- Respect the rights and freedoms of other persons, respect the religious and political views of other people that do not contradict constitutional principles and values;
- show respect for the customs and traditions of students representing different nationalities, to take into account the peculiarities of ethnic and national groups;
- Eat at the University in specially designated places;
- Take care of the property, keep the classrooms and other premises of the University clean, respect the work of the service personnel.

**The University student Community considers it its duty to combat all types of academic dishonesty, including:**

- Cheating and passing knowledge control procedures by front persons;
- Corruption, favouritism, nepotism in the educational process, research and extracurricular life of the University;
- Manifestation of dishonest behaviour in studies and research: plagiarism, fabrication of results, cheating and bribery.
- The appropriation of someone else's intellectual property, the work of our faculty and other students;

- Deception of the teacher and disrespectful attitude towards him/her;
- Forgery of documents directly or indirectly related to studying at the University;
- Absenteeism and tardiness - skipping classes or part of them without a valid reason.

The student community considers all of these types of academic dishonesty as incompatible with obtaining a high-quality and competitive education worthy of the future economic, political, and managerial elite of Russia.

**University students consider it unacceptable for themselves:**

Deception in interaction with the University, other students, the community;

- Prejudice and discrimination based on gender and gender identity, race, skin color, nationality, language, origin, property, family, social and official status, age, sexual orientation, mental and physical health, appearance, citizenship, place of residence, attitude to religion, political beliefs, membership in public associations and social groups, as well as on any other grounds, and we expect the absence of such prejudices from all students, employees and faculty in equal opportunities and any university forms of interaction;
- Imposing one's worldview on other students, teachers or university employees;
- Any form of physical and psychological violence against a person in offline and online formats;
- Sexual harassment and coercion of a sexual nature against students, faculty and employees, providing unwanted signs of attention and making unwanted physical contact with representatives of the other or the same gender;
- Conducting political activities at the University, using the educational process and scientific discussions for the purposes of political agitation;
- Presentation of a public political position on behalf of the University, structural units, student associations, the entire student community or part thereof;
- Participation in the activities of organizations (including political ones) whose activities are prohibited on the territory of the UAE;
- Organization, conduct, participation, as well as calls to participate in unauthorized mass actions and events;
- The use of the University's symbols for discrediting purposes, as well as their use in political events and actions that are not coordinated with the University Administration;
- Use, manufacture and distribution of any narcotic substances;
- Use of obscene and abusive words and expressions of speech;
- Smoking in buildings and on the University grounds;
- Drinking alcoholic beverages and being under alcoholic influence in buildings and on the premises of the University;
- Non-compliance with generally accepted norms of morality, including reprehensible behaviour in public places;
- Rudeness towards students, teachers and University staff;
- Various forms of public expression of aggression;
- Violation of freedom of movement, speech, assembly;
- Illegal carrying or possession of weapons, explosive substances;
- Carrying out commercial activities on the territory of the University without the permission of the University Administration.

University students consider it unacceptable to commit offenses on the territory of the University, as well as committing offenses (administrative, criminal) discrediting the reputation of the University, including:

- Theft of university and personal property of students, faculty and staff by third parties;
- Negligent attitude to material and other funds;
- Removal of various equipment, textbooks and literature, devices and other university property from classrooms, laboratories, buildings and other premises without appropriate permission;
- Vandalism (intentional damage or destruction of university property).
- Students value the academic freedom of the University – free exchange of opinions and ideas in all scientific fields based on strict scientific principles.
- University students respect the opinions of other students, faculty staff and researchers, speak freely on scientific and professional topics, guided by academic ethics.
- Students follow the principles of equality and avoid conflicts of interest.
- Students observe political neutrality at the University.

**Students when interacting with the media:**

- Act in the interests of the University, maintain its image, do not take actions that damage the interests of the University;
- Refrain from discriminating against the University;
- Do not allow the misuse of information obtained in the course of performing their duties;
- Do not allow the dissemination of false information.

**University students lead a healthy and active lifestyle.**

- A University student fulfils all the faculty's requirements necessary for the educational process. Actions that in any way interfere with the conduct of the class and create inconveniences for others to gain knowledge, such as free movement around the classroom during the lesson, conversations, including those via mobile communication, are not allowed.
- University students maintain an atmosphere of trust and mutual responsibility in the university community and comply with the requirements specified in the local regulations of the University.
- University students carefully and respectfully treat the library and information resources of the University.
- University students recognize as necessary and useful any activity aimed at strengthening the system of student self-government, the development of student creative activity (scientific, educational, sports, artistic, etc.), improving corporate culture and improving the image of the University. They strongly support such activities and contribute to the formation of a favourable climate for their implementation.
- University students treat the University Administration and the faculty staff with respect and assist in solving the tasks assigned to them, provide all possible assistance to people who are in difficult life circumstances.

**Final provisions**

- For systematic or gross violation of the provisions of this Code, the Student Council may apply various forms of moral penalties to violators. The University Administration, at its discretion, has the right to apply disciplinary penalties to violators of the provisions of this Code, provided for by the Charter and Internal Regulations of the University.

- Issues related to the violation of the provisions of this Code may be considered at a meeting of the Student Council.
- A University student who finds a violation of the provisions of this Code tries to stop it within the framework of the current legislation, and if this is not possible, notifies the student self-government bodies or the University Administration about it.

Students' compliance with the provisions of this Code is taken into account when considering internships to other educational institutions, in the characteristics issued after graduation, in recommendations for admission to post-graduate courses, as well as when deciding on incentives or disciplinary penalties.

### 2.1.5 Expectations for student academic integrity, including penalties for plagiarism;

- PRUE intends to ensure that the expectation of academic honesty is established and communicated to PRUE students during the first semester of classes. And needs to emphasize that sources are properly cited and that the value of scholarly dialogue is respected and maintained.
- All students' written work (essays, abstracts, term papers/course projects, final qualifying papers, articles, and others) are subject to integrity.
- Academic integrity refers to the fact that one's work is the result of one's own efforts and that one does not receive or offer illegal assistance in any endeavour.
- PRUE engages in academic work and research with high standards, truthfulness, commitment, and ethical behaviour. PRUE has "zero tolerance" for academic inconsistency. Textual and academic borrowing checks are carried out in order to:
- Create an atmosphere of zero tolerance for breaches of academic ethics;
- Improve the quality of education and the level of training as the main factor in ensuring the competitiveness of the university;
- Ensuring the independence of students in the preparation of academic and qualification works;
- Strengthening the discipline of students, encouraging critical thinking and fair competition.

To verify the authenticity of student work, PRUE faculty uses web-based plagiarism detection software 'AntiPlagiat-HEI'. This software assists faculty to verify student work. It can be a deterrent for students to commit plagiarism.

Each student and each faculty staff member have personal account and consequently access to Russian system for detecting text borrowings (<https://rea.antiplagiat.ru/?ReturnUrl=%2Fcabinet>)

## 10.0 Student Academic Integrity

Completed and executed in accordance with the established requirements, the term papers, course works (projects), and internship reports are submitted to the Students and Faculties Development unit, where they are registered in a special journal and transferred to the supervisor, who evaluates the work and signs it. Each student must attach to the course work (project) a certified personal signature printout of the verification of the text of the course work (project) in the text analysis system for the presence of borrowings "Anti-Plagiarism" used at the University. The supervisor prepares a review for the course work (project) within up to 5 working days from the date of its registration in the course workbook.

The teacher, the supervisor of the coursework, does not accept for consideration and evaluation the coursework that does not meet the requirements for the level of borrowings.

Final qualifying works performed in English are subject to verification for the amount of borrowing, including substantial, identification of unauthorized borrowings. The final assessment of the originality of the text of the final qualifying work is determined in the ‘AntiPlagiat-HEI’ and is fixed at the level of:

- Plagiarism Thresholds and Consequences
- The similarity percentage for cited coursework should not exceed 15% across all sources.
- Similarity from any single source should not exceed 5%.
- Any coursework exceeding these thresholds will be considered plagiarized and subject to disciplinary action.

## 11.0 Academic Honesty

### General Principles

- All academic work and materials submitted for assessment must be the work of the student.
- Cheating is not only limited to copying from the work of others and providing unauthorized.
- Assistance, but also includes the use of devices or other surreptitious means for the purpose of obtaining falsely derived passing scores on examinations.
- Students are prohibited from submitting any material prepared by or purchased from another person or company.
- All students are expected to take the process of advanced education most seriously and act responsibly. Students who violate examination rules are subject to disciplinary action.
- Possession of a cell phone during an exam is considered cheating.

## 12.0 Plagiarism Penalty

PRUE enforces strict penalties for plagiarism to uphold academic integrity. The consequences escalate with repeated offenses as follows:

### First Offense:

- The student receives a zero on the assignment.
- The case is reported to the Deputy Director for Academic and research who will issue a warning letter to the student.
- A copy of the letter is placed in the students record.
- The student is allowed to resubmit the assignment, but the maximum grade awarded will be the minimum passing grade.

### **Second Offense:**

- The student receives a zero for the entire course.
- The case is reported to the Deputy Director for Academic and research, who issues a final warning letter.
- A copy of the letter is added to the student’s record.
- The student may retake the course, but the final grade will be capped at the minimum passing grade.

### **Third Offense:**

- The case is escalated to the Director, who may impose severe penalties, including:
- Suspension for one semester, or expulsion from the university.

The university's policy is to combat the misuse of AI tools such as ChatGPT for academic dishonesty. Students are strictly prohibited from utilizing Generative AI tools to produce plagiarized work, including essays, assignments, and research papers.

The university will implement robust detection mechanisms to identify potential cases of AI-generated plagiarism, conduct thorough investigations when instances are suspected, and impose disciplinary actions in line with academic integrity standards.

Additionally, educational campaigns will be launched for students to raise awareness about the risks of AI plagiarism, provide guidance on ethical AI tool usage, and offer resources for students to develop their own critical thinking and writing skills to prevent reliance on AI-generated content in violation of academic integrity principles.

The University considers the following behaviors improper:

1. Academic Integrity Violation: Any violation of the academic integrity policy is often reported to the disciplinary committee, which is responsible for investigating, evaluating, judging, and ultimately imposing the appropriate penalty.

### **If a student is caught cheating on an exam,**

- They will receive a failing grade in that course.
- Additionally, they will receive a disciplinary warning letter and a memo in their file.
- Any further cheating or academic misconduct will result in dismissal from the university.

### **PRUE considers a variety of penalties, including, but not limited to:**

- Verbal or written reprimand or warning
- Student work is re-evaluated
- Failure on the specific assignment
- Failure in the specific course
- Failure in the specific semester
- Admission or readmission to the University is denied
- Student will be removed from registration in the University
- Suspension

- Dismissal from the University
- Degree is cancelled or revoked

**Following written notification of an alleged policy breach, a process consultation or interview will be scheduled within 5 working days.**

Failure to attend the procedural interview will be viewed as a different infraction of this code, with further disciplinary action.

Following the procedural interview, the student must appear before the disciplinary committee within 5 business days. The Students and Faculties Development Unit will notify the student of the appearance's time, date, and venue.

### **Sanctions:**

When imposing sanctions, PRUE considers the respondent's motives, disciplinary history, and the impact on its community's safety and security.

### **Sanctions could include one or more of the following:**

- Dismissal, which prohibits the student from ever returning to the University or physically present on university premises without permission. The student's record will include his or her dismissal.
- Suspension, which prohibits the student from attending the university and being physically present on university premises without authorization for the term of the suspension, which cannot exceed one calendar year after it takes effect.
- Disciplinary probation, which informs a student that his or her actions have resulted in a penalty that is about to be suspended. If a student continues to misbehave while on probation, they may be dismissed from the university. It's in place for a particular period of time.
- A formal written notice that a student's behaviour is inappropriate.
- Verbal notice of advising or counselling a student about their behaviour.

Respondents may challenge the decision of the Disciplinary Committee; the complaint must be filed within 3 days after the commission's decision.

Within 5 days of receiving the appeal, the committee will review the issue and notify the student of its decision.

Respondents may lodge an appeal the decision of the committee to the Director, who will make a final decision within 7 days of receiving the decision of the committee.

Students and Faculties Development Unit forms an order for punishment no later than 5 days after the decision of the disciplinary commission or within 5 days after consideration of the appeal if it is received.

### **General Principles**

Users of the LRC should:

- Take care of the documents received in the funds of the LRC, the premises and the equipment and other property of the LRC installed in them.
- Use the Internet, computer equipment and other technical means provided by the LRC exclusively for educational and scientific purposes;

- Upon receipt of the documents in the funds of the LRC, carefully check them and, if any defects are found, inform the employee of the LRC, otherwise, the user is responsible for the damage of the documents, who worked with the document last;
- To return the documents received from the funds of the LRC in the established deadlines.

### **Penalties**

A user who has violated the Rules for Using Library Resources or caused damage to the property of the library complex is liable in accordance with the legislation of the UAE, the Internal Regulations of the University and the Rules for Using the LRC.

A user who has lost documents or caused irreparable harm to them is obliged to replace them with identical or equivalent documents recognized by the LRC, or to compensate for the damage by paying monetary compensation (to pay the current market value of the lost documents, damaged equipment).

For using someone else's ID, working in a computer network under someone else's username and password, systematic violation of the terms of use and repeated loss of them, refusal to pay compensation, the reader may be deprived of the right to use for a period of 1 to 6 months by the decision of the administration of the LRC.

### **Other Offenses**

- **Disruption/Obstruction:** Defined as meddling with or hindering University operations or activities. It includes arguing, feuding, bad behaviour, or excessive noise complaints are all examples of disrupting the University's peace and good order.

### **Mental or Bodily Harm:**

- Deliberately causing mental or physical harm to another individual.
- Doing any reckless, but not unintentional action that could cause mental or bodily injury to anyone.
- Any act that degrades, humiliates, or shames another person.
- **Discrimination:** Defined as a deliberate prejudice against someone nationality, ethnicity, creed, national origin, gender, age, or disabilities.
- **Destruction of Property:** Defined as the deliberate and careless action that causes damage to the University property or the property of any person or business by ruining, vandalizing, or meddling with it.
- **Theft:** Defined as stealing of property or services from any person or business on University property, or the planned theft of property or services from anybody on University property.
- **Possession of Stolen Property:** Defined as carrying goods that the owner suspects are stolen and could be identified as belonging to the University or another person or organization.
- **Forcible Entry or Trespass:** Defined as the forceful or unlawful entry into any building structure or in University premises.
- **Unauthorized Use of Property or Service:** Defined as the illegal use and possession of University property or another person's property.
- **Unauthorized Use of University Keys:** Use, sale, replication, or custody of any key(s) issued for any building, facility, room, or other University property without authorization.
- **False Report of Emergency:** Creating, disseminating, or causing a false claim or alerting of a fire, bomb, crime, or other disaster.
- **Misuse of Safety Equipment:** Unlawful use or modification of firefighting, safety, or other emergency equipment.

- Possession of Dangerous Weapons: Carrying of a firearm, munitions, dangerous substances, illegal knives, or any other deadly instrument on University grounds without authorization.
- Possession of Controlled Substances: On the University grounds, use or sale of any psychotropic substance.
- Use of Alcoholic Beverages: carrying, sale and drinking alcoholic beverages in University premises.
- Failure to Appear: Failure to attend or schedule a hearing as requested by University authority or police.
- Violation of Established University Policies and Procedures: Breach of University policies and procedures as defined in the student handbook.
- Aiding and Abetting: Aiding, employing, or influencing another person to disobey the code.

Student disciplinary policies, and grievance and/or appeal procedures with timelines.

The ethical code is defined in the PRUE Rules, which sets out the rights and responsibilities of students, lists prohibited actions and penalties for breaches of discipline.

**The student has the following rights:**

- Choice of educational program and form of study;
- To study according to an individual study plan;
- Provision of conditions for learning taking into account the peculiarities of psycho-physical development and state of health;
- Participation in the shaping of his or her vocational education;
- Choice of optional and elective subjects;
- Respect for human dignity, protection from all forms of physical and psychological abuse, and protection of life and health;
- Freedom of conscience, information and the free expression of their views and beliefs;

**A student is obliged to:**

- Attend classes conscientiously, to master in depth the theoretical knowledge and practical skills in the chosen specialty;
- Respect the personal dignity of students, teachers and staff;
- Take an active life position, to report the arising problems to the administration and student council;
- Have a careful and tidy attitude towards the classrooms and equipment;
- Follow moral and ethical standards and rules of conduct;
- Comply with the requirements of fire safety, occupational health and safety on campus.

In case of violation of the Internal Regulations, a student may be verbally reprimanded or put on record. In case of a repeated violation of the rules, the student may be expelled.

In order to comply with academic ethics, all written works of students (essays, term papers/course projects, final qualification works, articles, etc.) are checked by teachers for incorrect borrowing. Teachers use <https://rea.antiplagiat.ru/>, a software tool for checking and detecting legitimate and illegitimate borrowings in the documents being checked, indicating their volume and sources.

## 13.0 Student Grievance

The purpose of Grievance policy is TO establish clear guidelines and standards for addressing student complaints and grievances at PRUE-D. This policy aims to ensure that students have a formal, transparent process through which they can express concerns or dissatisfaction regarding any aspect of their academic or non-academic experience.

Aligned with the University’s commitment to the principles, goals, and ideals outlined in the University mission statement, this policy reflects the institution's dedication to fostering a positive, respectful, and supportive environment for all students. It upholds PRUE-D core values, which include integrity, fairness, respect, and transparency in all matters related to student welfare.

This policy is designed to empower students to lodge complaints or grievances with confidence, knowing that their concerns will be handled fairly, thoroughly, and confidentially. Students can expect that their complaints will be dealt with in a professional manner, ensuring that no retaliation or detriment will result from raising a concern.

Additionally, this policy outlines the right of students to appeal decisions made during the grievance process, ensuring that they have access to a fair and impartial review of their case if necessary. The appeal process is intended to provide an extra layer of accountability and fairness, reinforcing the University's commitment to protecting students' rights and ensuring a just resolution to any grievances.

### **Definitions and abbreviations**

#### **Student Grievance:**

A formal complaint raised by a student regarding a matter that affects their non-academic experience at the University. This includes but is not limited to complaints related to campus facilities, student services, personal safety, discrimination, harassment, misconduct, or interactions with staff or other students.

#### **Non-Academic Grievance:**

A complaint or concern raised by a student related to non-academic aspects of their university life. This includes issues such as personal or workplace harassment, violations of rights, unreasonable behaviour by staff or students, inadequate services, or unfair treatment in non-academic contexts.

#### **Complaint:**

An expression of dissatisfaction or concern by a student about an event, situation, or action related to their non-academic university experience. Complaints may involve matters such as student services, administrative processes, campus facilities, or interpersonal conflicts. Grievant: The student who lodges a grievance.

#### **Respondent:**

The individual or unit whose actions or omissions led to the grievance, or any person appointed by the University to address the grievance.

### **Units or department:**

Any specified official entity, such as a committee, administrative office, department, or college.

### **Parties:**

The parties involved in a grievance include the grievant, respondent(s), members of the Committee, administrators handling the grievance, and staff members with assigned responsibilities for managing grievance-related materials.

PRUE is committed to addressing student complaints and grievances with transparency, objectivity, and fairness. Students are encouraged to first attempt to resolve issues informally by discussing them with the relevant faculty member, department and unit chair, or supervisor. If informal resolution is not possible, students may file a formal complaint. The university has established a Grievance Committee to handle formal grievances according to defined policies and procedures. The grievance process is outlined in detail within the university's policy.

### **Procedure**

While PRUE staff are ready to speak with students about any academic issue, but only grievances alleging a breach of a specific University rule, regulation, policy, or practice will be considered for formal review. All students have access to a grievance procedure if they have a complaint that is suspected with some policy or procedure of the University.

In the event of abusive behaviour, intimidation, or risk to the welfare of staff or others, PRUE may limit or stop the handling of the complaint. Student complaints will be handled seriously, sensitively, and promptly, and will be discussed exclusively with those directly involved in the problem or who can provide qualified assistance.

Staff at PRUE are available to discuss any academic matter, only complaints relating to an alleged breach of a particular rule, regulation, policy, or practice at PRUE will be considered for formal consideration, as detailed below. All students have access to the grievance procedure if they have a complaint.

PRUE-D is dedicated to fostering a fair, safe, and supportive environment for all students. The University recognizes that students may occasionally encounter grievances related to their experiences. The following principles guide the grievance process:

- **Timely Resolution:** PRUE-D ensures that all grievances are addressed promptly. Students may contact the respective Head of Department for updates on the status of their grievance.
- **Good Faith and Respect:** All individuals involved in a grievance are expected to act in good faith and work towards an amicable resolution. Behavior that involves intimidation, harassment, threats, or any other form of offensive conduct is strictly prohibited.
- **Privacy and Confidentiality:** All parties are required to maintain the confidentiality of grievance proceedings, except in cases where disclosure is mandated by law.
- **Fair Treatment:** Students who submit a grievance will not face any form of disadvantage or retaliation as a result of lodging a complaint.

## 14.0 Complaint Handling

PRUE is committed to addressing student complaints with discretion and confidentiality to safeguard the interests of students, faculty, and staff. The process for handling complaints is as follows:

1. **Acknowledgment:** Students will raise a complaint via the Deputy Director for Academic Work
2. Students will receive an acknowledgment email from the Deputy Directors Office confirming the receipt of their complaint and indicating that a reply will follow shortly.
3. **Assignment:** The Deputy Directors for Academic Research Office will review the complaint and forward it to the relevant department after reviewing the complaint or directly resolve the complaint if deemed necessary at the time.
4. **Notification:** Once assigned, a notification email will be sent to the representative of the concerned department, including a reference number and a means to access the complaint.
5. **Resolution Timeline:** The concerned office or school must provide a resolution within five (5) working days. If no further action is required, the complaint should be updated as completed.
6. **Reopening Complaints:**
  - If a student is unsatisfied with the resolution, they may resubmit the complaint within five (5) working days. The complaint will be reopened, and a notification email will be sent to the concerned office or school.
  - If the complaint is resubmitted after five (5) working days, the University may not guarantee the reopening of the complaint.
7. **Extended Resolution Time:** If additional time is required to address the complaint, the concerned team must inform the student via email, indicating that the resolution is still under process.
8. **Escalation:** If the student does not receive a reply within five (5) working days, the complaint will be escalated until it reaches the Directors’ Office.
9. **Access and Records:** Only the concerned handling staff have access to the respective complaint’s records. Student complaint records are retained for a period of **six (6) years in the registrar office.**

## 15.0 Student Grievance

If all steps outlined in the complaint’s procedure have been exhausted without achieving a resolution, or if the student is dissatisfied with the resolution and chooses not to follow the escalation process the student may file a formal grievance.

### Filing a Grievance:

- The grievance must be submitted to the Chairperson of the Student Grievance Committee through official university email.

- A grievance may also be filed if a responsible administrator's inaction has adversely impacted the student's rights and responsibilities as outlined in the Student Handbook, Student Catalog, or the University's Policies and Procedures Manual.

#### **Evaluation of Grievance:**

- The Student Grievance Committee (SGC) will review the grievance to determine whether the student has been harmed as a result of the issue raised.
- If harm is established, the SGC will decide on the appropriate relief to address the grievance.

#### **The Student Grievance Committee (SGC)**

The Deputy Director for Academic Work appoints members of the SGC and its Chairperson. The membership of SGC shall include the following:

- Chair of the SGC Committee
- Two faculty members
- Two members of the administrative staff
- One student representative

#### **SGC Terms of Reference:**

- Faculty members on this committee shall hold full-time faculty appointments.
- The administrative member shall hold continuing (regular) employed positions.
- Student serving on this committee must be a regular student in good standing.
- The appointment of the SGC membership will be for a two-year term of office.
- The SGC reports to the Deputy Director for Academic Work.

#### **SGC Duties and Responsibilities**

The findings and recommendations of the Student Grievance Committee (SGC) will be submitted to the Deputy Director for Academic Work for any necessary action. In its recommendations, the SGC will assess whether a violation of university regulations, policies, or procedures has occurred.

#### **If a violation is identified, the SGC will evaluate:**

- Whether the violation was intentional or unintentional.
- If the violation resulted from negligence or a misunderstanding of the rules and regulations.

#### **The Chairperson of the Student Grievance Committee (SGC) shall have the following responsibilities:**

- **Review and Assessment:** Examine grievances submitted, evaluate the claims and supporting documents, and either accept or reject the request with valid justification.
- **Meeting Coordination:** Organize SGC meetings and schedule hearings as required.
- **Presiding Over Meetings:** Lead SGC meetings and ensure hearings are conducted in accordance with established procedures.
- **Record Management:** Oversee the proper maintenance of all grievance-related records.
- **Recommendations Submission:** Forward the SGC's findings and recommendations to the Deputy Director for Academic Work through official university channels.
- **Communication:** Notify the concerned parties about the decision taken by the Deputy Director for Academic Work.
- **Annual Reporting:** Submit an annual report on the activities of the SGC Standing Committee to the Deputy Director for Academic Work.

### **Responsibilities of the Student Grievance Committee (SGC):**

- Actively participate in all meetings convened by the Chair of the SGC.
- Review submitted grievances to ensure they include all required information and supporting documents, and determine whether the grievance should proceed to a hearing.
- Ensure adherence to fair and proper procedures throughout the grievance resolution process.
- Hear and evaluate evidence presented by the grievant, arguments from the defendant(s), and testimony from witnesses on both sides, including conducting cross-examinations to establish the facts.
- Develop recommendations based on the evidence, discussions, and cross-examinations, and submit appropriate recommendations for resolution.
- Maintain strict confidentiality throughout the grievance process.

### **In submitting the grievance, the grievant must provide the following information:**

#### **Grievance Submission Guidelines:**

- **Incident Details:** Provide a comprehensive description of the incident, situation, or circumstances that led to the grievance. Clearly identify the party against whom the grievance is filed and explain how that party violated your rights, specifying the resulting harm or damage.
- **Informal Resolution Efforts:** Detail any informal actions taken to resolve the issue, including the date the initial complaint was filed. Explain why the resolution offered by the concerned academic program team was unsatisfactory, if applicable.
- **Requested Relief:** Clearly state the specific relief or outcome you are seeking through the grievance procedure.
- **Witness Information:** List the names, phone numbers, and email addresses of any individuals you wish to call as witnesses during the hearing process.

#### **The SGC shall:**

#### **Role of the SGC Chair in Grievance Review**

- The Chair of the SGC will review the submitted grievance, assess the claim and supporting documents, and decide whether to accept or reject the request, providing valid reasons for the decision.
- If the grievance is accepted, the Chair will notify the student that their request has been approved for review by the SGC.
- If the grievance is rejected, the Chair will inform the student of the decision, including the specific reasons why the grievance does not qualify for a hearing.
- The student will also be notified if a hearing session is required to address the grievance.

#### **Hearing Process**

The hearing is a fact-finding and information-gathering procedure, not a judicial process. A quorum of four members, including the Chair of the Student Grievance Committee (SGC), is required for the hearing to proceed. The process is as follows:

#### **Notification and Preparation**

The SGC shall notify the Deputy Director for Academic Work Office of the initiation of the hearing process.

The Committee will determine the participants for the hearing and inform the concerned parties, providing them with relevant information and documents for preparation. The Chair of the SGC is responsible for all communication.

### **Expert Consultation and Witnesses**

- The Committee may consult a "panel of experts" in relevant fields for advice.
- Individuals with information pertinent to the grievance may be invited to participate.
- Both parties will have adequate time to prepare and are allowed to present their views, provide evidence, and call witnesses. Each party will be informed of the witnesses' identities at least three working days before the hearing. Witness participation is voluntary and cannot be compelled.

### **Conduct of the Hearing**

- The Chairperson, or an acting Chairperson nominated by the Deputy Director for Academic Work, in their absence, will preside over the hearing. Meetings are valid only if the majority of members are present.
- In cases of equal votes, the Chairperson's vote will prevail.
- A rapporteur will be appointed to record meeting minutes, which will serve as the official record. They will have no participation within hearing.
- Committee members, including the Chair, are the only ones permitted to ask questions, although the grievant and respondent may provide suggested questions for consideration.

### **Witness and Party Participation**

- There will be no direct confrontation between the grievant and the respondent. Witnesses will be cross-examined separately by the Committee.

### **Deliberation and Recommendation**

- The SGC will strive to gather reliable and sufficient information to formulate a recommendation.
- After the hearing, the Committee will deliberate and reach a decision by majority vote. In cases of a tie, the Chairperson's vote will decide.
- Within five working days (5), the Chairperson will submit a report to the Deputy Director for Academic Work Office via email in PDF format. This report will detail the evidence, findings, and recommendations, which are advisory in nature.

### **Final Decision by the Deputy Director for Academic Work**

- The Deputy Director for Academic Work will review the SGC's report and make the final decision. If the grievance involves staff or non-academic administrators, the Deputy Director for Academic Work may consult with a senior member of the administration team.

- The decision will be issued in writing, explaining the reasons for the conclusion. The Office of the Deputy Director for Academic Work will then inform the concerned parties of the decision.

### **Important Notes**

- Recommendations by the SGC are advisory, and the final decision rests with the Deputy Director for Academic Work.
- The SGC’s report may not be used as evidence in any related legal proceedings.

### **Appeals Process**

Students may file a written appeal to the Deputy Director for Academic Work, requesting a review of the decision regarding their grievance. The appeal must be submitted in the form of a letter addressed to the Director within **7 working days** of receiving written notification of the decision, as specified in the academic calendar. Failure to submit the appeal within this timeframe will render the Deputy Director for Academic Work decision final and enforceable.

### **Grounds for Appeal**

Appeals will only be considered on procedural grounds if filed within the stipulated deadline. The appellant must demonstrate one or more of the following:

1. Failure to adhere to the procedures outlined in this policy.
2. The discovery of previously unknown evidence that could have impacted the original decision.

### **Review**

- If the appeal is accepted on procedural grounds, the Deputy Director for Academic Work will refer the case to a separate ad hoc committee for reconsideration.
- The Deputy Directors for Academic Research, final decision may differ from the ad hoc committee's recommendation, provided there is a justified reason.

### **Final Decision**

The decision made by the Deputy Director for Academic Work is final and binding. The appellant will be informed of the outcome by the Deputy Director for Academic Work.

### **Grade Appeals**

The student grade appeal process is designed to provide students with a formal mechanism to request a review of a grade decision without facing any disadvantage. This policy applies to all enrolled students and aims to ensure fairness and transparency in addressing grade-related concerns.

Grade Appeal process allows students to address grade-related concerns in a collaborative manner with their instructors. The primary goal is to facilitate a satisfactory resolution between the parties involved without the need for a formal appeal.

Students are required to submit grade complaints related to final examination results within 7 calendar days after the announcement of the results. Formal grade appeals can be made after the posting of final grades, and responses to these appeals will be provided before the start of the next academic semester.

PRUE aims to uphold the principles of justice, equal opportunity, and due process in the handling of student appeals, fostering a compassionate and just learning environment at the university. University officials, administrative staff, and persons in charge can provide clear and accurate advice and guidance to students and professional filing appeals.

PRUE strives for an unbiased, honest, and just appeal process that is transparent, consistent, and timely. It also prioritizes keeping all parties informed of the case's status and respecting others' privacy and confidentiality.

Staff and students are encouraged to participate actively, honestly, and in good faith in the appeal process in order to reach a mutually acceptable conclusion. Students who provoke a claim during the appeal process may risk disciplinary punishment.

PRUE maintains the right to reject or to pursue an appeal in some circumstances, such as when another process would be more suited or when the student lacks sufficient grounds to file an appeal.

#### Types of Appeals

- Reconsideration of final grades;
- Student discipline (for cheating, unfair advantage, and plagiarism);
- Assessments;
- Poor progress;
- Coursework;
- Admission placement test;
- Training.

## 16.0 Appeals for grades

Students have an equal option to challenge any course's final grade if the following conditions are met:

- The appeal form must be completed and submitted to the Students and Faculties Development Unit within 7 calendar days of the final grades being issued.
- The Students and Faculties Development Unit sends the appeal form to the Academic Heads of Educational Programs, who responds within seven calendar days.
- The Academic Heads of Educational Programs appoint a three-person appeal committee, which includes the faculty members. The committee evaluates the answer sheet to ensure fair grading, recording, and calculation of grades for different sections of the examination and presents its suggestion to the Academic Heads of Educational Programs, who passes it to the Deputy Director for Academic and Research Work for approval.
- If a student is dissatisfied with the Committee's decision, they may appeal to the Director, who will consider the issue and make a final decision within one week of receiving the appeal.
- Appeals based on the results of the current control and interim certification (midterm exams, and etc.
- According to the results of midterm exams, defending course works or reports on the internship the student has the right to appeal.

If a student fails to show up for an exam, defense of a term paper or a practice report for a disrespectful reason, then an additional day is assigned to him in accordance with the established procedure to close the academic debt. In case of repeated non-appearance, the student is given the

opportunity to hand over the academic debt for the third and last time. In this case, a commission consisting of three competent teachers is appointed.

The decision of the commission on the second retake is not subject to review and appeal. The assessment submitted to the test and examination sheet is confirmed by the signatures of all members of the commission. The test and examination sheet are submitted to Students and Faculties Development Unit during the working day following the day of the announcement of the results of the retake with the commission. In the student's record book, an agreed assessment is put down by at least one of the members of the commission.

### **Appeals based on the results of the state final certification at the University and Branches**

According to the results of the state certification exam, the student has the right to appeal.

Appeals commissions are established at the University and Branches to consider appeals based on the results of the state final certification. Commissions are valid for a calendar year.

The composition of the appeal commissions is approved by the order of the rector (a person authorized by the rector on the basis of a power of attorney or an administrative act of the University (Branch) no later than 1 month before the start date of the state final certification.

### **The student has the right to file a written appeal to the appeal commission:**

- About the violation, in his opinion, of the established procedure for conducting the state attestation exam;
- About disagreement with the results of the state exam.

The appeal is submitted personally by the student to the secretary or the chairman of the appeal commission no later than the next working day after the announcement of the results of the state attestation exam.

When considering an appeal about a violation of the procedure for conducting a state attestation test, the appeal commission makes one of the following decisions:

- To reject the appeal if the information contained in it about violations of the procedure for conducting a state attestation exam of a student was not confirmed and (or) did not affect the result of the state attestation exam;
- On the satisfaction of the appeal, if the information contained in it about the violations of the procedure for conducting the state attestation test of the student was confirmed and affected the result of the state attestation exam.

When considering an appeal of disagreement with the results of the state exam, the appeals commission makes one of the following decisions:

- on rejection of the appeal and preservation of the result of the state exam;
- on the satisfaction of the appeal and the presentation of a different result of the state exam.

The decision of the appeal commission is final and is not subject to revision.

The re-conduct of the state attestation test of the student who filed the appeal is carried out in the presence of the chairman or one of the members of the appeal commission no later than the date of completion of studies at the University in accordance with the schedule of the educational process.

**An appeal against the repeated conduct of the state attestation test is not accepted.**

**Terms and conditions of appeal**

If a student is dissatisfied with a decision made under legislation, policies, procedures, or any other formal process that specifies an internal appeal process, they must follow the relevant procedure if they choose to file an appeal.

**Appeals at admission placement test**

According to the results of the entrance test the applicant has the right to appeal against a violation, in the view of the applicant, of the established order of the entrance test and (or) about disagreement with the received assessment of the results of the entrance test. Appeal procedure is established by the rules of admission and the regulations of the Appeals Commission.

**Appeals during training**

The appeal procedure is set out in the regulation on the procedure for conducting state final certification of higher education programs at Plekhanov Russian University of Economics.

**Based on the results of the state attestation tests, the student has the right to appeal in writing to the appeal board:**

- On the violation, in his opinion, of the established procedure of the state attestation test;
- On disagreement with the results of the state exam.

Appeal shall be considered not later than 2 working days from the date of filing an appeal application at a meeting of the Appeals Commission. When making decisions, the Appeals Commission may use video recordings. In case of confirmation of the violation of the procedure, the results of the attestation may be annulled.

## 17.0 Information on safety issues

To articulate the methods or systems established by PRUE to guarantee that educational undertakings, encompassing learning, are supported by a secure, nurturing, and healthful environment. (For details see Health and Safety Manual)

**Visitor Safety**

- All furniture, furnishings, and fittings must be kept clean;
- Waste materials must not be permitted to gather in the workplace unless properly disposed of;
- The temperature of the room must ensure the thermal comfort;
- To guarantee safe work, proper ventilation and enough illumination are maintained;
- Exit signs shall be visible and automatically switch on in case of a cut-off in electricity; exit doors should not be blocked. Corridors should be free from obstacles in case of emergency evacuation;
- Lighting shall be sufficiently bright and ensure clear visibility;
- Controlled and restricted access areas shall be clearly labelled;

**Student and Employee Safety**

**PRUE education and training for staff are conducted regularly and as required.**

1. Orientation;
2. Emergency Preparedness;
3. Fire safety;
4. General health, safety, and environmental issues;
5. Aggression and Violence Management.
  - all occupational hazards should be identified, minimized, and controlled as stipulated in the PRUE;
  - any injury shall be reported and managed accordingly;
  - eating or storing foodstuff in classrooms are not allowed to prevent pest infestation and odour.

## 18.0 Disaster Management and Control

### **In case of a Bomb Threat**

The person receiving the call should:

Listen – Do not interrupt the caller. Keep the caller on the line as long as possible and note the caller's voice characteristics, speech patterns, language proficiency, manner of speech, and background noise.

**Attempt to ask the following questions:**

- When will it go off?
- Where has it been placed?
- What does it look like?
- Why are you doing this?
- What type of explosive was used?
- Who are you?

**Call Dubai Police and Civil Defense (997) immediately after the caller hangs up.**

- Do not discuss the call with other persons.
- Determine the best course of action based on feedback from security or Dubai Police.
- If a decision is made to evacuate, relay information to the respective emergency coordinator.
- If a search of the building is conducted and a suspicious item is located: Dial Security Control Room.
- Provide the following information:
  - Building number and address;
  - Exact location within the building;
  - Description of the suspicious item;
  - Your name and phone number.
- Do not touch or handle suspicious items and keep the area clear of all personnel.
- Notify Security or other site responder of the description and location of the item.
- Report the incident to Security Control Room and carry out investigation, as needed.

### **In case of Terrorist Threat / Civil Disturbance**

Persons near a Civil Disturbance should:

- Leave the area immediately.
- Do not argue or engage in conversation with the participant(s). If pursued by group of protesters, walk calmly to a populated area and report to DHCA Emergency Response Team and Dubai Police as soon as possible.
- Report disruptive circumstances to DHCA security.
- If the situation turns violent or weapons and explosives are visible, immediately lock all doors; call Security Control Room.
- Remain in your office, classroom, or work area. Stay away from windows and exterior doors.
- Remain inside the building, unless instructed by Security or Dubai Police.
- Always carry your student ID, as most buildings are placed in surveillance during the duration of the event.
- Parking garages may also have restricted access, so determine alternative parking areas or identify other means of transportation that do not require parking.

### **If threatened by an individual or Witness to a Threat:**

- Protect safety of self and others (withdraw if possible; get under desk or table; lock door to office; exit building if able to do so).
- Attempt to notify others in the area of threat and increase distance between yourself and the person
- Dial DHCA Security Control Room or direct someone else to do so.

### **Provide the following information:**

- Building number and address;
- university name;
- exact location within the building;
- nature of the threat or incident;
- description of person, if known;
- your name and phone number;
- notify your immediate supervisor or manager;
- remain calm and non-threatening.

### **If a weapon is involved:**

- Cooperate fully with all demands.
- Do not try to grab the weapon or overpower the person.
- Do not make any quick moves; always explain your movements.
- Listen to what the threatening person says; be supportive and empathetic.
- Note physical description of person (sex, age, height, weight, and clothing distinguishing scars or marks).
- Report the incident to and carry out investigation, as needed.

### **In case of an Earthquake**

- Drop, cover, and hold under the study desk or table, holding on to one of the legs or the top. Be prepared to move with the table or desk.

- Do not evacuate buildings unless instructed or if the fire alarm sounds. If instructed to evacuate, follow the evacuation guidelines. Remember, most earthquake-related injuries occur from falling objects outside the building.
- Assess the condition of your co-workers. Call the Security Control.
- Stay alert for aftershocks.
- Do not use phones except to report emergency conditions, as you may limit rescue communications.
- Do not attempt to leave work until you are instructed to do so. Make sure the roads you access to get home are, in fact, undamaged and traffic is moving.

**If you were outside the building:**

- Move away from trees, signs, buildings, electrical poles and wires;
- Protect your head with your arms from falling bricks, glass, plaster, and other debris;
- Move away from fire and smoke;
- Stay alert for further instructions.

**Fire Response**

- Person discovering the Fire should follow the procedure as shown in figure below:
- Rescue people who are in danger if it is safe to do so
- Activate the alarm by:
- Alert others in the area.
- Activate the nearest fire alarm or direct someone else to do so.
- Alert Security Control Room.

**Provide the following information:**

- Building number and address, including the nearest cross street(s).
- University Name.
- Exact location within the building.
- Confine the fire by closing the doors in the fire area.
- Attempt to extinguish the fire with fire suppression equipment only if it is a small fire, and you are trained and can do so safely. If the fire cannot be readily extinguished, evacuate immediately following the evacuation procedure.

**To extinguish the fire, follow the procedure as shown in figure below:**

- Pull the safety pin and release lock latch or press a puncture lever.
- Aim the extinguisher at the base of the fire.
- Squeeze the handle of the fire extinguisher.
- Sweep from side to side at the base of the flame.

**19.0 General Evacuation Procedure upon activation of Fire Alarm, you should:**

- Leave the building immediately using the nearest emergency exit.
- Do not use elevators.
- Keep to the right in hallways and stairways and use handrails.
- Close all doors as you exit.

- If you encounter smoke, find an alternate exit, or place the cloth over your mouth and nose to make breathing easier. Crawl along the floor, close to walls, to help provide direction to the exit.
- If trapped in a room, place cloth material (dampened if possible) around or under the door to prevent smoke from entering. Use masking or another tape (if available) to mark a large X on a window to notify fire authorities of your presence.
- Before opening any door, place one inch from the door (DO NOT TOUCH DOOR) near the top to check for heat. If the door feels hot to touch, fire or smoke is on the other side, and the door should not be opened.
- If forced to advance through flames, move quickly, cover head/hair; keep head down and eyes closed as much as possible.
- Once safely evacuated, move away from the building, proceed to the building-designated assembly points, and report to your emergency coordinator.
- Do not re-enter the building until advised it is safe to do so by your emergency coordinator or Security or by government rescue officials.
- PRUE shall ensure that a minimum of one trained fire warden and first aider is available and that all employees are provided with orientation and training in terms of their responsibilities during an emergency, the locations of exit routes, alarm signals, fire extinguisher locations, as well as hazardous material information and documented in their files.
- PRUE shall ensure the conduct of periodic emergency drills to allow employees to practice emergency procedures under simulated conditions at least once per year.
- PRUE shall participate in external and internal emergency drills as scheduled, coordinated, and conducted with on-site building management personnel.
- Reports of the drill shall be maintained and analyzed; areas for improvement should be acknowledged and acted upon accordingly.

### **Utility System**

- Safe and reliable operation of all utilities and utility systems such as emergency power systems, electrical distribution, emergency power, heating, ventilation and air-conditioning, plumbing, and facility communication systems shall be ensured by PRUE leadership by the following:
  - Preventive Maintenance Plans for ensuring ongoing performance and reliability of utility systems;
  - Adequate filtered cold drinking water facilities should be provided. Water should be easily accessible for disabled persons.
  - Cool drinking water should be regularly inspected and well maintained to prevent contamination.
  - Drinking water should only be provided in a contracted water supplier’s refillable closed and sealed container.
  - Disposable drinking cups are provided solely for their purpose.
  - AC should be frequently maintained and inspected.
  - Correct temperature, humidity, and airflow shall be provided to ensure a comfortable environment inside the facility, regardless of the climatic conditions outside.
  - The management and maintenance of systems shall address system performance, air balancing, smoke control, filters, and servicing.

**Electrical Safety:**

- All electrical sources within PRUE must meet local regulations and standards to ensure the health and safety of each person are not compromised.
- All electrical panels must be visibly labeled on the external surface of the panel door. The label must state “electrical hazard,” including the international safety symbol for electrical sources.
- Electrical Safety checks should be included with the annual service of the equipment, and a separate printout of this should be retained for records. Electrical Safety checks should include measurement of electrical earth integrity, conductor continuity, and insulation inspection.
- All maintenance, calibrations, repairs, and safety checks must be clearly and thoroughly documented in in-service reports.
- It is forbidden to replace burnt-out fuses or fit fuses which have a higher rating than the specified rating.
- During breaks in work and also when work is finished for the day, lighting and electric appliances are to be switched off.
- Electrical sources, cables, boards, and appliances should be kept safe from water sources. Electrical devices designed to be near or contain water must be maintained safely, as the manufacturer recommends.

**Elevator Failure**

- Stay calm and do not panic.
- If you are trapped in an elevator, use the emergency telephone to call for assistance.
- If the elevator does not have an emergency telephone, turn on the emergency alarm (located on the control panel) to signal your need for help.
- Elevators should be regularly maintained by a third party, and the owner/tenant should have a copy of the preventive maintenance report.

**Gas Leak**

- If any gas is smelt or there is suspicion of a leak:
- Cease all operations immediately;
- Do not switch lights on or off;
- Notify the Security;
- Evacuate as soon as possible.

**Ventilation / Odour Problem**

If an odour comes from the ventilation system:

- Immediately notify building and DHCA Security and HSE department;
- If necessary, cease all operations and evacuate area;
- If smoke is present, activate the fire alarm system by pulling the pull station.
- Information on the content of student records, and the privacy protections which the institution has in place as well as the circumstances under which a student's record can be released
- In accordance with the CAA 2019 standards, PRUE has processes in place for managing and storing educational records and other student data.

- PRUE shall maintain records of the results of the educational programs of students and the information on these results on paper and electronic media in accordance with the Procedures for archiving information on the results of the educational programs of students and the encouragement of students on paper and (or) electronic media.
- The student's electronic records are stored on the Branch server for the duration of the training and one calendar year after the date of completion. The Branch ensures that all electronic records are remotely and continuously backed up electronically.
- The job descriptions of the staff-members and educators at the Branch contain a clause on the responsibility for non-disclosure of students' personal data.

## 20.0 student services and facilities

**Unit Contact Details:** The following table gives information regarding PRUD specialist units which students may wish to refer to during their studies.

Unit	Email
Finance and Accounting Department	<a href="mailto:Fin.Dep@reu.tech">Fin.Dep@reu.tech</a>
Quality Assurance Unit	<a href="mailto:Quality@reu.tech">Quality@reu.tech</a>
Public Relations, Marketing and Alumni Relations Unit	<a href="mailto:Public@reu.tech">Public@reu.tech</a>
International Relations Unit	<a href="mailto:Intern@reu.tech">Intern@reu.tech</a>
UNESCO chair	<a href="mailto:UNESCO@reu.tech">UNESCO@reu.tech</a>
Students and Faculties Development Unit	<a href="mailto:Students.Dev@reu.tech">Students.Dev@reu.tech</a>
Admission Campaign Unit	<a href="mailto:admit@reu.tech">admit@reu.tech</a>
Internship and Employment Unit	<a href="mailto:Internship@reu.tech">Internship@reu.tech</a>
International Center for Demographic Studies	<a href="mailto:ICDS@reu.tech">ICDS@reu.tech</a>
Center for Islamic Banking	<a href="mailto:IBC@reu.tech">IBC@reu.tech</a>
Mathematics Center	<a href="mailto:Math@reu.tech">Math@reu.tech</a>
Human Resources Unit	<a href="mailto:HR@reu.tech">HR@reu.tech</a>
IT-Provision and support Unit	<a href="mailto:IT-support@reu.tech">IT-support@reu.tech</a>
Legal Unit	<a href="mailto:Legal@reu.tech">Legal@reu.tech</a>
Health and Safety Unit	<a href="mailto:Health@reu.tech">Health@reu.tech</a>
Campus Maintenance Unit	<a href="mailto:Maintenance@reu.tech">Maintenance@reu.tech</a>
Student Affairs Unit	<a href="mailto:Students.Aff@reu.tech">Students.Aff@reu.tech</a>
Advisory Committee	<a href="mailto:Adv.Com@reu.tech">Adv.Com@reu.tech</a>
Academic Council	<a href="mailto:Academic.Council@reu.tech">Academic.Council@reu.tech</a>
Student Council	<a href="mailto:Student.Council@reu.tech">Student.Council@reu.tech</a>
Library	<a href="mailto:Library@reu.tech">Library@reu.tech</a>
R & D	<a href="mailto:RD@reu.tech">RD@reu.tech</a>
General inquiries	<a href="mailto:General@reu.tech">General@reu.tech</a> , <a href="mailto:dubai@reu.tech">dubai@reu.tech</a>

## Learning Support Centers

Throughout the year, workshops covering professional and personal development are held to benefit students. Towards the conclusion of each degree program, seminars are organized to guide students on writing their CVs, interview preparation, understanding employer expectations, and even opening their own small business.

## Personal Counselling

PRUE is dedicated to enhancing educational experiences and providing equal opportunities for students by offering counselling services that address academic and personal issues.

The University has established support systems that facilitate students in resolving their academic, professional, and personal problems.

The Student Affairs Unit and Students and Faculties Development Unit serves as a source of basic counselling services for students in terms of Administrative and Academic affairs.

If any student exhibits signs of distress, they should seek counselling services from the Health and Safety Unit.

The Units offers confidential counselling and advisement to PRUE students. The services aim to reduce stress, enhance life quality, maximize academic and personal success, promote mental well-being, and encourage meaningful personal and academic development.

## 22.0 Academic Counselling

The Students and Faculties Development Unit aid students in obtaining a comprehensive education. The Academic Counselling process provides necessary help to students in reaching their full academic potential. Teaching staff take on the role of academic advisors, however, the ultimate responsibility for fulfilling degree requirements rests with the student only.

### **The Purpose of Academic counselling is to:**

- Expand students’ knowledge on their academic responsibility and familiarize them with the course requirements, course sequencing and work-load during their academic years.
- Acquaint them with the credit system of education followed by PRUD.
- Facilitate students in the selection of appropriate courses for optimizing their academic performances.
- Review the academic records of graduating students and help students with difficulties/ low scorers to have an appropriate graduation plan.

### **The Purpose of Academic Counselling is to:**

- Help students understand their academic responsibilities, including course requirements, sequencing, and workload throughout their studies.
- Familiarize students with the credit system used at the university.
- Assist students in selecting the right courses to enhance their academic performance.
- Guide students on academic warnings and progression policies to ensure they stay on track.

## **Career Counselling**

The Internship and Employment Unit is responsible for providing career counselling to students, alumni, and staff to aid in their career development and educational pursuits. The University works with potential employers to provide students, alumni, and staff with employment offers and career options. The University ensures students and alumni can access job searches, counselling, interviews, workshops, and links to employer databases and employment agencies. Moreover, the faculty and staff can also provide job references to students and potential employers, and potential employers may be asked to participate in online interviews.

### **Job Searches.**

- Professional Counselling.
- Employment interviews.
- Employment workshops.
- Links to Employer Databases.
- Links to Employment Agencies.

## **23.0 Facilities**

### **Prayer Rooms**

Prayer room for women and men is available at Dubai Knowledge Park. And it is available for PRUE students. Also, there are two designated prayer rooms within the campus.

### **Computer Laboratories**

Computer laboratories are located within the campus at PRUE.

### **Recreational Facilities**

There are various recreational zones for students are located at Plekhanov University.

### **Dining Services**

It is strictly prohibited to consume food in the classrooms and lecture halls. However, Dubai Knowledge Park features numerous food options, and multiple eateries and convenience stores.

### **Health services**

All the mandatory medical requirements are thoroughly discussed with the students during their orientation course, ensuring their awareness of the health insurance throughout their academic tenure for their safety.

PRUE is well-equipped with first aid supplies. A certified Health and Safety officer is available to assist PRUE students in the event of an accident or injury on campus. In case of severe emergencies, the first aid representative can arrange for an ambulance. (For more details see: Health and Safety Manual).

## **Student Orientation**

Incoming students who want to join PRUE are obliged to participate in a Student Orientation before commencing their program. This course aims to give students a comprehensive understanding of University and its policies and regulations. The Orientation is also an opportunity for students to learn about vital student services, academic resources, extracurricular activities, and job counselling.

## **24.0 Information on the content of student records**

### **Procedure**

The Student Affairs Unit ensures that students' information is generated, maintained, accounted for, stored on an ongoing basis. Information about the student is accumulated in the student's personal file. (Personal file of a student is a grouped and designed in accordance with the established requirements of the set of documents containing information about the student). Personal files of students are formed by Unit employees after the Rector signed the order of enrolment in accordance with the Regulations of the personal file of the student.

### **A personal file contains:**

- An internal inventory of documents;
- An extract from the enrolment order;
- Application for admission and/or transfer;
- Copy of the identity document;
- Certificate of the results of examinations
- Statement of consent to enrolment;
- Original and copy of the document on education and/or education and qualifications and the certificate of equivalence (if applicable);
- The student's consent to the processing of personal data, authorized by the personal data subject for distribution;
- Copies of contracts, additional agreements for the provision of billable educational services
- Copy of the document on the change of the surname / name / patronymic (in case of mismatch of the data in the application and submitted education document).
- Passport Copy
- Emirates ID
- Fee information

The personal file of a student shall be kept (supplemented with documents) for the entire period of study until his/her expulsion due to graduation (or other reasons). The staff of the S Student Affairs Unit shall be responsible for the maintenance and storage of personal files of students during the whole period of study until the transfer of personal files to the archive. In the course of storage, personal files shall be kept in conditions that ensure their safety and protect them from damage and exclude their loss. After the completion of training, a personal file of the student is to be supplemented with training card (matricula), containing information about the student and the results of passing all types of certification exams (tests), a copy of the diploma and its annexes and shall be transferred to the archive. In the archive personal files of students are stored for 75 years. Also, the graduate qualification works of students (storage period 5 years), the record book of meetings of the state examination boards on the defend of graduate qualification works and the book of issuing diplomas (storage period 75 years) are transferred to the archive.

The coursework/course projects of the trainee shall be stored in the Student Affairs Unit for 2 years.

PRUE shall record the results of the students' completion of educational programs and store information on these results on paper and electronic media in accordance with the Procedure for archiving information on the results of the students' completion of educational programs and encouragement of students on paper and (or) electronic media.

Paper records of information on the results of the development of educational programs by students shall include:

- Examination and pass-fail assessment records;
- Individual study cards of students (matricula);
- Records of meetings of the state examination boards on the defence of graduate qualification works by the students;
- Documents of higher education and qualifications (hereinafter referred to as diplomas) and their annexes;
- Documents confirming period of education (academic transcripts);
- Individual study plans;
- Orders and instructions regarding the contingent of students.

**The electronic media of record of information on the results of students' learning of educational programs include:**

Automatic identification system (AIS) PRUE databases that contain information on the results of interim and final attestations of students;

- An electronic record book (contains information on the name of the discipline, its workload, grade, date of examination, name of the professor/teacher; the information is entered by the staff of the Student Affairs Unit);
- Electronic portfolio of the student (formed by the student independently, includes the work of the student with reviews and evaluations (mandatory) and the results of extracurricular activities (optional) and is placed in the internal network of the Branch).

## 25.0 Student Record Release Policy

PRUE upholds the fundamental rights of privacy, data protection, and the welfare of students and the institution. Confidentiality is maintained for all academic documents, including grades, transcripts, and disciplinary records. PRUE strictly forbids the disclosure of such information without the student's explicit consent.

Third-party access to student records may only be granted with the student's authorization. The university reserves the right to share this information with immediate family members and sponsoring entities.

Authorized PRUE staff are the only individuals with official responsibilities who may gain access to student documents. This is carried out to facilitate the students' advancement, registration, degree completion, educational advice, and career advice.

Each student at PRUE is permitted to review and monitor their academic records, including grades. In case of any inaccurate information, violation of privacy, or errors, the student is given the autonomy to request modifications in their educational records.

## Student Information Release Procedure

Students can gain authorization to disclose their academic records to an external party by submitting a formal application to the Head of Student Affairs Unit. The inspection will be granted at the university's regular operating hours and under suitable management.

In the event of errors, misleading data, or a violation of privacy rights, students can request that the academic institution modify the educational records. Should students perceive that their rights concerning the disclosure or access of their academic records have been violated, they can file a complaint following the University Grievance protocol.

## Visa Compliance

The UAE government mandates that both the University and its students adhere to the student visa conditions. The student has the responsibility to guarantee compliance with all the visa requirements. The University is legally obligated to notify authorities of any students who fail to comply with rules and regulations and will not violate any specified standards under any circumstances.

## 26.0 Academic Policies Admission Policy, Requirements for Academic Progress, Financial Aid, Attendance & Grading Policies

### Undergraduate Admission Policy

#### Purpose

This policy details the requirements associated with the undergraduate admission process (bachelor's degree) at PRUE.

#### Applicability

This policy applies to all student enrollment and admission at PRUE

#### Policy

PRUE establishes admission requirements to select the most prepared and motivated students for bachelor's qualification.

The admission criteria comply with the relevant legislation as outlined in the CAA Standard 2019. Regardless of age, disability, nationality, gender, religion, sexual orientation or other personal circumstances, PRUE recruits candidates who have the education, potential and motivation to excel in their chosen field.

By providing detailed and up-to-date information in the Catalogue and on the PRUE website, PRUE is committed to provide clear and understandable information about the entry requirements, application, and admission processes.

PRUE ensures that the number of students admitted to its undergraduate and graduate programs corresponds to the number of the faculty qualified to deliver the educational programs.

### Undergraduate Admission

#### Required Documents for Admission:

- Completed application form.

- Copy of a valid passport and identity card.
- Receipt for the non-refundable admission fees.
- Four recent passport-size photographs (in color) or in JPEG format file
- Applicants who hold a high school diploma or equivalent degree from the institutions outside the UAE must present Certificate of Equivalency for their graduation certificates from the UAE Ministry of Education’s Higher Education Affairs Division.

Equivalency procedure for applicants:

- ✓ The Diploma must be attested and legalized in the Ministry of Education of the country where it was received.
  - ✓ The Diploma must be attested and legalized in the Ministry of Foreign Affairs of the country where it was received.
  - ✓ The Diploma must be attested and legalized in the UAE embassy in the country where it was received.
  - ✓ The Diploma must be attested and legalized in the Ministry of Foreign Affairs of inside the UAE.
  - ✓ The Diploma must be sent to the UAE Ministry of Education’s Higher Education Affairs Division for equivalency certificate.
- Applicants who hold a high school diploma or equivalent degree from the institutions inside the UAE should provide the Original UAE Secondary School Certificate: or its equivalent approved by the Ministry of Education in the UAE.

### **Admission Requirements**

#### **Undergraduate UAE Students.**

##### English Language Certificates

- IELTS Academic 5.0
- TOEFL 500 (173 CBT, 61 iBT)
- EmSAT 1100
- An equivalent score from another standardized test approved by the UAE Ministry of Higher Education and Scientific Research.

In the absence of a certificate, [we will assist students in preparing](#) for an English language test and oral interview (minimum score – 60/100) during the first semester.

##### **Mathematics Certificate (EmSAT 600)**

In the absence of a certificate, [we will assist students in preparing](#) for a mathematics test (minimum score – 60/100).

##### **Unified State Examination (USE) Certificates (for Russian citizens only, who have graduated from Russian schools and hold a Russian Certificate of Secondary (Complete) General Education):**

- Russian Language (mandatory)
- Mathematics (profile or basic level) (mandatory)

- Foreign Language / Social Studies / History / Geography / Computer Science and ICT, etc. (optional, chosen by the applicant).
- Minimum USE Scores for Admission:
- Russian Language – 40
- Mathematics (Profile Level) – 39
- Foreign Language – 30
- Social Studies – 45
- History – 35
- Geography – 40
- Computer Science and ICT – 44

### **Post Graduate Admissions**

- Completed application form.
- Copy of a valid passport and identity card.
- Receipt for the non-refundable admission fees.
- Four recent passport-size photographs (in color) or in JPEG format file
- Applicants who hold a bachelor’s degree or equivalent degree from the institutions outside the UAE must present Certificate of Equivalency for their graduation certificates from the UAE Ministry of Education’s Higher Education Affairs Division.  
Equivalency procedure for applicants:

- ✓ The Diploma must be attested and legalized in the Ministry of Education of the country where it was received.
- ✓ The Diploma must be attested and legalized in the Ministry of Foreign Affairs of the country where it was received.
- ✓ The Diploma must be attested and legalized in the UAE embassy in the country where it was received.
- ✓ The Diploma must be attested and legalized in the Ministry of Foreign Affairs of inside the UAE.
- ✓ The Diploma must be sent to the UAE Ministry of Education’s Higher Education Affairs Division for equivalency certificate.

Applicants who hold a bachelor’s degree or equivalent degree from the institutions inside the UAE should provide the Original UAE Secondary School Certificate: or its equivalent approved by the Ministry of Education in the UAE.

Certificate of English Proficiency:

For graduate programs taught in English, a minimum EmSAT score of 1400, TOEFL score of 550 (213 CBT, 79 iBT), 6.0 IELTS academic, or their equivalents on another standardized nationally, or internationally, recognized test that is approved by the MoE.

Students who are not able to provide the required Certificate of English Proficiency from their own country, may be accepted conditionally and they must provide the Certificate of English Proficiency during the first semester.

**The composition of the entrance examinations for graduate degree:**

- Corporate Finance comprehensive test: Economic Theory and Management. Minimum score for University’s examination is 60/100
- Digital Business Comprehensive Test for the following courses: Enterprise Architecture and Databases Minimum score for University’s examination is 60/100

## 27.0 Withdrawals from PRUE

Enrolled students have the option to discontinue their studies at the University upon submission of a withdrawal application and clearance, to the Students and Faculties Development Unit.

**Postponement of Study**

The student has the option to postpone their studies for a limited duration, which can be at most two semesters throughout their course of study. The student should procure a form from the Students and Faculties Development Unit to request this postponement. The postponement period will not be considered part of the maximum study period.

## 28.0 Attendance Policy

- Attendance is an integral part of the learning process at PRUE.
- The teacher will ensure that the above policies are adhered to. All student absences will be recorded using daily attendance logs and other monitoring checks and procedures.
- In parallel with the lecturers, attendance will be monitored by the staff of the student and alumni office through spot checks.

## 29.0 Attendance Requirement:

- Students are expected to attend all scheduled classes, lectures, seminars, labs, and any other academic activities as required by their respective courses. Any student who is absent for more than 20% of any of the scheduled activities, for any reason, may be required to repeat part of the program.
- Students are expected to maintain a minimum level of attendance as determined by each course instructor. Failure to meet the specified attendance requirements may result in academic penalties, such as a reduction in grades or exclusion from assessments.
- In cases where extended absences are unavoidable due to medical reasons or other exceptional circumstances, students must notify their instructors and provide relevant documentation to support their absence.
- An absence will be recorded if the resident arrives in the room after the dedicated time.
- The faculty member shall ensure compliance with the above rules. All students’ absences will be recorded, using daily attendance registers and other checks and monitoring procedures.

- The Student Affairs Unit is responsible for taking attendance. Any latecomers or absences will be reported to the Student Affairs Unit to keep the records.

## 30.0 Excused and unexcused absences

Excused absences include:

1. Illness;
2. Family emergency (e.g., death of a relative);
3. Other force majeure circumstances (e.g., accident or natural disaster).

**The reason for the emergency must be proved by documents. The student submits the documentation (originals) to the Students and Faculties Development Unit.**

- If a student has a valid reason for missing a class, he or she has the right to get an individual assignment to make up for it on application.
- All other reasons for non-attendance shall be considered unexcused.

### **Attendance Procedures:**

**Notification of Absences:** In the event of an absence, students must notify their instructors or relevant authorities at the earliest opportunity and provide a valid reason along with supporting documentation.

**Make-up Work:** Students are responsible for making up any missed work or assignments due to absences. They must consult with instructors to determine the appropriate deadlines for submission of make-up assignments.

**Late Arrival:** Students arriving late to class should inform the instructor and adhere to any specific guidelines set for latecomers by the instructor. Persistent tardiness may be addressed as a part of the attendance policy.

## 31.0 Recording Attendance:

- Faculty members are responsible for recording student attendance accurately for each class session. Attendance may be tracked manually, electronically, or through the university's Learning Management System (LMS).
- In cases where attendance is taken electronically, such as through an LMS or attendance tracking software, students must follow the specified procedures to register their attendance for each session.

## 32.0 Attendance Monitoring:

The university will regularly monitor student attendance records to identify patterns of absenteeism or irregular attendance.

Faculty members are encouraged to engage with students who exhibit poor attendance patterns to understand underlying reasons and provide support or guidance as necessary.

**Absences, both expected and unexpected.**

- According to the Rules of Attendance, any student who misses more than **20%** of any scheduled activity, for any reason, may be compelled to repeat a portion of the program. The Students and Faculties Development Unit must agree on the decision, and the Academic Heads of Educational Programs recommend it to the Director for final approval.
- Students can request permission to miss an activity scheduled by PRUE by writing a letter to the Academic Head of Educational Program at least 3 days prior to the date of absence.
- A student is considered absent if written permission for a Religious, Leave, and Emergencies absence has not been granted as follows. The request for permission should be by writing a letter to the Academic Head of Educational Program at least 3 days prior to the date of absence. For emergencies at least by noon prior to the date of absence.
- For medical purposes student is requested to inform the Academic Head of Educational Program before the start of the scheduled activity either by email or by calling.
- medical report from the physician must be presented immediately upon return. If the student fails to inform the Academic Head of Educational Program by telephone and email or to provide written documentation, an absence will be recorded.
- No medical reports will be accepted if the medical condition is not clearly described, or it is not authenticated from the Ministry or Department of Health of the UAE. False or unauthorized medical reports are strictly forbidden and the consequences of submitting such documents will be severe.
- If a student makes a written request for an extended period of absence for any reason, this may be granted at the discretion of the Director in consultation with the Academic Head of Educational Program.
- Students expecting to be away from university activities for delivery and after birth care are granted 30 days leave from the date of delivery.
- Students are requested to inform the university and receive approval for maternity leave at least a month prior to the maternity leave. However, there may be a requirement to repeat all, or part of a semester training program based on the in-depth interview with the student.
- All absences for any reason (religious, sicknesses, leave, etc.) will be recorded per course. Any penalties will be assigned as per attendance policy.
- Absences without notifications is considered as a serious breach of code of conduct and will be dealt with strictly.

**Consequences of Non-Compliance:**

- Students who fail to meet the attendance requirements as outlined by the course syllabus or instructor may face academic consequences, including a deduction in grades or being declared ineligible to sit for examinations.
- Persistent non-compliance with attendance policies may lead to disciplinary actions in accordance with the university's academic integrity guidelines.

**Appeals Process:**

Students have the right to appeal any attendance-related decisions or penalties. The appeals process involves a formal review by the relevant authorities to ensure fair treatment and resolve attendance disputes based on the Appeal policy and procedure written in this document.

**Grading and Assessment Policy Grading System**

PRUE assures that assessment instruments are reliable and compatible with the course's learning objectives and level.

We have made a commitment to improve assessment and grading practices in every content area and in every course and develop a framework where formative assessment serves to inform, and influences teaching and summative assessment is a reliable and authentic measure of a student's academic achievement.

PRUE guarantees that the assessment system measures, analyses, and verifies students' progress and competencies in accordance with the learning objectives and competencies established in the education program.

PRUE guarantees that the grades for each course accurately measure students' academic progress.

Students have a clear idea of their progress and career readiness.

PRUE ensures that this policy is communicated to faculty members and students through the PRUE Student Handbook, Faculty Handbook and Catalogue.

**Principles:**

- The purpose of grading is to convey students' understanding of the course content and clearly stated learning objectives.
- Through the use of course objectives, assessment tools and evaluation criteria, well-planned teaching gives students a clear picture of teachers' perceptions.
- When assessing students' knowledge and abilities, various assessment materials should be used to identify the level of competence at a certain stage of study.

## 33.0 Principles of Assessment

Assessment of students' effort is based on the following principles:

**Fairness.**

- Students have an equitable opportunity to show if learning outcomes have been fulfilled.
- The tasks in the examination exactly reflect the type and level of the learning outcome(s) being assessed.
- Students have three attempts at midterm assessment for the course.
- Students can expect to be assessed in accordance with this policy.

**Consistency.**

- Assessment results are comparable between students, groups, and syllabi.
- Students' efforts are assessed on the basis of their learning achievements.

**Reliability.**

- Assessments constitute a true assessment of the learning achievements.
- Students are assessed by competent teachers.

**Validity.**

- The results of assessment decisions are a valid means of ensuring students' progress.
- Assessment supports effective teaching and learning.
- Assessment materials are authentic.
- Student Responsibilities.
- Demonstration of the learning achievements.

**Transparency.**

**Students are notified in advance.**

- About learning results.
- About deadlines.
- About assessment criteria.

**This means that students are aware of why, how, and when they will be assessed.**

**Feedback for Students.**

- Students are entitled to receive qualitative feedback on their assessment effort.
- Feedback types include:
- Formative feedback - this is provided throughout the program on students' performance.

**This type of feedback is an aid to learning and designed to support student development.**

Informal -this is the regular kind of day-to-day student/teacher interaction that can help a student through the program.

Formal feedback is given on the results of the final assessment.

Feedback should be:

- Timely.
- Individual.

**Assessment Practices**

A routine check determines the extent to which students have mastered the theoretical and practical parts of the syllabus during the course.

Midterm assessment represents a control of the knowledge, skills and competencies formed by the course, conducted in the form of a pass/fail test, a test with a grade or an exam.

## 34.0 Principles of Grading

### Grading Conventions

- Grading is based on the assessment criteria;
- Assessment of a course is conducted in the form of a pass/fail test, a test with a grade or an exam.

### Grades

Grades demonstrate the level of student’s competence.

### Course Grading System

A ranking system for assessing the progress and quality of knowledge of students provides for the calculation of the academic ranking, which is determined for each course.

The course ranking represents the summative score which involves points that a student acquires for:

- In-class activity (completing tasks, taking notes, participating in discussions, etc.);
- Mastering each module of the syllabus (general performance);
- Creative approach to the studying process;
- Midterm assessment results (a pass/fail test, a test with a grade or an exam).

General performance and midterm assessment results are parts of the academic score. General performance represents the level of a student’s proficiency in practical and theoretical parts of the subject.

General performance assessment identifies student proficiency in theoretical and practical parts of a discipline.

The forms of the general performance assessment are determined in the Regulation on the General Performance Assessment and Midterm Evaluation of Students.

Midterm assessment is assessment of knowledge, skills and competences formed by the course and conducted in the form of a pass/fail test, a test with a grade, or an exam.

The maximum score in a discipline is 100 points:

- In-class activity (completing tasks, taking notes, participating in discussions, etc.) – 20 points;
- Mastering each module of the syllabus (general performance) – 20 points;
- Creative approach to the studying process – 20 points;
- Midterm assessment results – 40 points.

In-class performance (completing tasks, taking notes, participating in discussions, etc.) is assessed through a cumulative score considering the work in each class: the maximum number of points allocated to this type of work (20 points) is divided by the number of lecture and seminar-type classes in the discipline provided in the semester. The result determines the number of points gained by the student for completing the assignments in one class.

For individual creative homework of different levels of complexity (presentations, clips, slides, visual aids, review reports, analytical notes or other works specified in the syllabus of academic disciplines)

the student is given points for creative approach to the academic work - creative rating. The maximum creative rating score is 20 points.

The maximum score for course paper (course project) is identified according to the Regulation on Course Papers (projects) and can extend to 100 points:

**Content** – up to 55 points;

**Design and information support**– up to 20 points;

**Presentation** – up to 25 points.

### 35.0 Grading system:

Students will be given grades (letters) for each course they enroll in. A letter grade represents a student's performance in the class. A grade of “D” is the minimum grade required to pass the course. For a description, see the table below:

**Table: Grading system**

Grade	Percentage	Points	Description	Assessment according to the Russian system
A+	95 < 100	3.75-4.0	Excellent	excellent
A	90 < 95	3.5 -3.75		
B+	85 < 90	3.0-3.5	Very good	good
B	80 < 85	2.5-3.0	Good	
C+	75 < 80	2.0-2.5	Passing	satisfactory
C	70 < 75	1.5-2.0		
D	60 < 70	1.0-1.5	Unsatisfactory	
F	less than 60	less than 1	Fail	Unsatisfactory

The maximum score for course paper (course project) is identified according to the following and can extend to 100 points:

content – up to 55 points;

design and information support – up to 20 points;

presentation – up to 25 points.

#### **Average grade (CGPA)**

The cumulative grade point average "CGPA" reflects the student's cumulative academic performance as assessed in PRUE in accordance with Table above.

GPA is calculated by multiplying the grade for each course by its number of credit hours and dividing the total by the total number of credit hours taken in the semester. CGPA is calculated by multiplying the grade of each course by its number of credit hours and dividing the total number of all courses by the total number of credit hours taken in all semesters. CGPA is rounded to the nearest decimal unit.

## 36.0 Payments Plan

All tuition fees must be paid no later than 5 working days before the beginning of each academic year or semester. Failure to pay tuition within the time limit specified in the tuition contract may result in expulsion of the student.

In case of the student's voluntary withdrawal or expulsion due to academic failure, PRUE will refund the tuition fee to the student in proportion to the remaining time in the semester from the date of the dismissal order.

Three payment options are offered to the students:

- For the entire study period;
- For one year of study;
- For one semester.

To withdraw from the University, the student needs to visit the students and faculties development unit and submit a refund application by filling in the related form. The students and faculties development unit arranges the refund approvals from the University Director before forwarding the same request to the Finance and Accounting Department for processing the payment. The Finance and Accounting Department will have up to 2 weeks to initiate the payment.

The refund is applicable just to tuition fees and it's not extended to any other expenses incurred by the student.

Students who withdraw prior to the commencement of the semester will receive a full refund of the tuition fees paid.

If students withdraw within two weeks of the semester commencement, the University will refund just 75 % of the tuition fees.

After two weeks from the semester commencement the student is not eligible for any refund. A student who is expelled from the University for disciplinary reasons is not entitled to any refund.

## 37.0 Adjustments of charges

All tuition and service fees by PRUE are approved by the Academic Council of the University. PRUE review its tuition and service fees annually and may recommend and amend an increase of the tuition and service fees to existing students in accordance with the Terms and Conditions contract (signed by all students). Changes in tuition and service fees are effective on Fall semesters of every year. All tuition and service fees are listed in the University website. PRUE reserves the right to include additional fees to existing students to meet certain higher education needs and expectations.