



Russian International School

2026 – 2027 academic year

GRADUATION POLICY

1. PURPOSE

The purpose of this Graduation Policy is to establish clear, transparent and consistent requirements and procedures for students completing their secondary education at Russian International School in Dubai.

The Policy sets out the requirements for:

- successful completion of the final grade of secondary education;
- fulfilment of the Russian curriculum and School academic requirements;
- completion and successful passing of required final assessments and examinations;
- eligibility for graduation and completion of the relevant level of education;
- issuance of educational certificates and School graduation documents;
- communication of graduation decisions to students and Parents/Guardians.

The School is committed to ensuring that graduation decisions are fair, evidence-based and compliant with the requirements of the Knowledge and Human Development Authority (KHDA), the Russian curriculum, applicable UAE education regulations and relevant examination requirements.

2. REGULATORY FRAMEWORK

The School shall implement this Policy in accordance with:

- applicable laws and regulations of the United Arab Emirates;
- applicable regulations of the Emirate of Dubai;
- requirements and directives of the Knowledge and Human Development Authority (KHDA);
- the Russian National Curriculum;
- the Federal State Educational Standards of the Russian Federation applicable to the School;
- applicable requirements concerning final assessments and examinations;
- requirements concerning educational certificates and their recognition;
- applicable student registration and placement requirements;
- applicable requirements concerning Students of Determination and inclusive education.

Where any provision of this Policy conflicts with the KHDA Student Placement Guidelines, applicable UAE education regulations, or other binding regulatory requirements, the applicable KHDA requirements and UAE regulations shall prevail.

3. SCOPE

This Policy applies to students enrolled at Russian International School who are completing:

- **Grade 9**, leading to completion of Basic Secondary Education; or
- **Grade 11**, leading to completion of Secondary General Education.

4. DEFINITIONS

4.1 Graduation / Completion of Education

For the purposes of this Policy, graduation means the successful completion of the applicable final grade and the required final assessment examination in accordance with the Russian curriculum and applicable regulatory requirements.

4.2 Basic Secondary Education

Basic Secondary Education is acquired upon successful completion of Grade 9 and passing the required final assessment examination.

4.3 Secondary General Education

Secondary General Education is acquired upon successful completion of Grade 11 and passing the required final assessment examination.

4.4 Graduating Student

A Graduating Student is a student enrolled in Grade 9 or Grade 11 who is completing the academic and assessment requirements applicable to the relevant level of education.

4.5 Final Assessment Examination

A Final Assessment Examination is an examination or assessment required for completion of the relevant educational stage under the Russian curriculum and applicable examination requirements.

4.6 Educational Certificate

An Educational Certificate is an official educational document issued in accordance with the applicable Russian educational requirements and/or authorized procedures and recognized subject to applicable UAE requirements. Grade 11 graduate is required to have: 1) an educational school certificate from RIS; 2) a high school diploma from RIS; 3) the UAE equivalency certificate from MOE UAE (as per the MOE UAE the equivalency of Russian Curriculum Grade 11 being equivalent to the UAE Grade 12 respectively).

4.7 Graduation Ceremony

A Graduation Ceremony is a School-organized event celebrating students who have successfully completed the applicable graduation requirements. Participation in the ceremony does not itself constitute the award of an educational qualification.

5. GUIDING PRINCIPLES

Graduation and completion decisions shall be guided by the following principles:

1. The best interests and educational needs of the student shall be taken into consideration.
2. Graduation decisions shall be based on documented academic evidence.
3. The School shall apply graduation requirements consistently and fairly.
4. Students shall be informed of applicable academic and examination requirements.

5. Parents/Guardians shall be informed of significant academic concerns that may affect graduation.
6. Students shall be provided with appropriate academic support where reasonably practicable.
7. Students with additional learning needs shall receive appropriate reasonable accommodations and support in accordance with their individual needs and applicable requirements.
8. The School shall comply with the Russian curriculum and applicable KHDA and UAE requirements.
9. The School shall distinguish between completion of the School's educational programme, successful completion of required final assessments, and recognition or equivalency of an educational certificate where applicable.
10. Graduation decisions shall not override applicable KHDA Student Placement Guidelines or other regulatory requirements.

6. GRADUATION LEVELS

Russian International School recognizes the following completion points within its secondary education programme:

6.1 Grade 9 – Basic Secondary Education

Students acquire **Basic Secondary Education** upon:

- successful completion of Grade 9; and
- successful passing of the required final assessment examination.

The School shall maintain appropriate academic and examination records confirming completion of the relevant requirements.

6.2 Grade 11 – Secondary General Education

Students acquire **Secondary General Education** upon:

- successful completion of Grade 11; and
- successful passing of the required final assessment examination.

The completion of Grade 11 represents the final stage of the School's secondary education programme.

7. ACADEMIC REQUIREMENTS

A student must satisfy the academic requirements of the Russian curriculum applicable to the relevant grade.

The graduation review may include:

- final academic marks;
- results of internal assessments;
- results of final assessment examinations;
- completion of required subjects;
- completion of required coursework and projects;
- academic attainment and progress;
- attendance and participation;
- completion of curriculum requirements;

- compliance with applicable examination requirements.

For Grade 9 and Grade 11, successful completion of the applicable final assessment examination is a required component of completion of the relevant educational level. The School shall assess the student's complete academic record before confirming graduation or completion status.

8. FINAL ASSESSMENT AND EXAMINATIONS

The School shall conduct final assessments and examinations in accordance with the Russian curriculum and applicable examination requirements.

The School's assessment arrangements include, where applicable:

Grade 9

- entry, mid-term and final assessment tests;
- regular subject assessments;
- external international benchmarking testing where applicable;
- research projects;
- final examinations using the relevant Russian Unified State Examination materials and formats applicable to Grade 9.

Grade 11

- entry, mid-term and final assessment tests;
- regular subject assessments;
- external international benchmarking testing where applicable;
- research, science and creative projects and presentations;
- final examinations using the relevant Russian Unified State Examination materials and formats applicable to Grade 11.

Where an external examination or examination authority establishes specific requirements, those requirements shall prevail.

The School shall inform students and Parents/Guardians of relevant examination arrangements, deadlines and requirements.

9. FINAL GRADUATION REVIEW

Before confirming completion of Grade 9 or Grade 11, the School shall conduct a final review of the student's academic record.

The review may include:

- final marks;
- assessment results;
- final examination results;
- completion of compulsory subjects;
- coursework and projects;
- academic attainment;
- academic progress;
- attendance;
- outstanding academic requirements;
- applicable curriculum requirements;

- applicable examination requirements;
- applicable KHDA requirements.

The final review shall be conducted by the appropriate academic leadership and authorized School staff.

10. GRADUATION STATUS

Following the final review, the student may be assigned one of the following statuses:

10.1 Completed – Eligible for Graduation

The student has successfully completed the applicable grade and passed the required final assessment examination.

10.2 Requirements Pending

The student has completed part of the applicable programme but one or more required academic or examination requirements remain outstanding.

The School shall inform the student and Parents/Guardians of the outstanding requirements and any permitted arrangements for completion.

10.3 Not Yet Eligible for Graduation

The student has not satisfied the applicable academic or examination requirements and therefore has not yet completed the relevant educational level.

The student may be required to complete outstanding requirements in accordance with the applicable curriculum, examination regulations and School policies.

11. OUTSTANDING ACADEMIC REQUIREMENTS

Where a student has outstanding academic requirements, the School may, where permitted by the applicable curriculum and examination requirements, provide opportunities to complete them.

Such opportunities may include:

- reassessment;
- re-tests;
- completion of outstanding coursework;
- completion of required projects;
- additional academic support;
- participation in permitted examination sessions;
- other arrangements permitted by the applicable examination or regulatory requirements.

Where applicable, the August re-test arrangements established under the School's Promotion and Retention Policy shall apply.

Completion of outstanding requirements does not remove any applicable KHDA, curriculum or examination requirements.

12. RELATIONSHIP WITH PROMOTION AND RETENTION

Graduation decisions shall be consistent with the School's Promotion and Retention Policy.

A student who does not meet the applicable academic requirements for progression shall be considered in accordance with that Policy.

In particular:

- students with final marks assessed as ***Excellent, Good or Satisfactory*** normally meet the academic criteria for progression;
- students with ***two (2) Unsatisfactory final marks in two subjects*** may progress following successful completion of the required August re-tests;
- students with ***three (3) or more Unsatisfactory final marks*** may be retained in accordance with the Promotion and Retention Policy and applicable KHDA requirements.

Retention and progression decisions must comply with the KHDA Student Placement Guidelines.

Where retention would result in placement below the student's chronological age-appropriate grade/year group, the School shall follow the applicable KHDA Exceptional Placement process and obtain any required approval.

13. STUDENTS WITH ADDITIONAL LEARNING NEEDS

Graduation and completion decisions concerning Students of Determination (SoD) and students with additional learning needs shall take into account:

- the student's Individualized Education Plan (IEP);
- documented learning needs;
- reasonable accommodations;
- curriculum modifications;
- assessment accommodations;
- individual learning goals;
- documented academic progress;
- specialist recommendations where applicable.

The School shall adjust assessment methods where required by the student's IEP, including appropriate additional time, alternative formats or other reasonable accommodations.

A Student of Determination shall not be denied continuation, re-enrolment or educational progression solely on the basis of disability or required support.

The School shall ensure that graduation and progression decisions are based on the student's educational achievement and applicable requirements rather than disability alone.

Any placement concerns involving a Student of Determination shall be addressed in accordance with KHDA requirements.

14. CERTIFICATES AND EDUCATIONAL DOCUMENTS

Students who successfully complete the applicable requirements may receive the educational certificate or document prescribed by the relevant educational requirements.

For Grade 11, the School shall maintain and provide the relevant educational documentation in accordance with applicable requirements.

The School shall distinguish between:

- completion of the School's Grade 11 programme;
- successful completion of the required final assessment examination;
- issuance of the relevant educational certificate;
- recognition or equivalency of the certificate in the UAE.

Students who successfully complete the requirements of Basic Secondary Education shall be awarded a **General Certificate of Basic Secondary Education**.

Students who successfully complete the requirements of Secondary Education shall be awarded a **General Certificate of Secondary Education** and a **High School Diploma**.

The School shall not represent a student as having obtained an official qualification before the applicable requirements have been successfully completed and the relevant document has been duly issued.

15. UAE EQUIVALENCY CERTIFICATE

The School shall inform Grade 11 students and Parents/Guardians that recognition of the relevant Russian secondary school certificate in the UAE may be subject to applicable UAE equivalency requirements.

As stated in the Parent–School Contract, the original attested Grade 11 Secondary School Certificate may be recognized by universities upon obtaining the applicable **Equivalency Status from the Ministry of Education, Dubai, UAE**, subject to the requirements applicable at the time.

The School shall provide students and Parents/Guardians with relevant information concerning applicable certificate and equivalency requirements but shall not guarantee the outcome of an equivalency application made to a competent authority. Where UAE equivalency requirements require particular subjects or documentation, including applicable Arabic and Islamic Studies requirements, students and Parents/Guardians shall be responsible for complying with the applicable requirements in cooperation with the School and relevant authorities.

16. GRADUATION CEREMONY

The School may organize a graduation ceremony for eligible graduating students.

Participation may be subject to:

- successful completion of applicable graduation requirements;
- appropriate student conduct;
- compliance with School procedures;
- confirmation of graduation eligibility.

Participation in a graduation ceremony does not itself constitute the award of an academic qualification.

Where applicable, the School may restrict participation in a graduation ceremony as a disciplinary consequence for serious misconduct in accordance with the School's Behaviour Policy and applicable KHDA requirements.

Such a restriction shall be distinguished from the student's academic eligibility for an educational qualification.

17. COMMUNICATION WITH STUDENTS AND PARENTS/GUARDIANS

The School shall communicate graduation requirements to students and Parents/Guardians sufficiently in advance.

Information may include:

- academic requirements;
- final assessment requirements;
- examination dates and procedures;
- coursework and project requirements;
- attendance expectations;
- outstanding academic requirements;
- graduation eligibility;
- certificate arrangements;
- applicable UAE equivalency information;
- graduation ceremony arrangements.

Where a student is at risk of not completing the requirements for graduation, the School shall notify the Parents/Guardians and provide appropriate information concerning the student's academic progress and available support.

18. STUDENT RESPONSIBILITIES

Graduating students are expected to:

- complete all the required academic work;
- attend required assessments and examinations;
- meet applicable deadlines;
- maintain appropriate attendance;
- comply with School Policies and procedures;
- complete required projects and coursework;
- comply with examination requirements;
- communicate with relevant School staff regarding academic concerns;
- complete administrative requirements relating to graduation and educational documents.

19. PARENT/GUARDIAN RESPONSIBILITIES

Parents/Guardians are expected to:

- support the student's completion of academic and examination requirements;
- monitor the student's academic progress;
- attend meetings concerning academic performance where requested;
- support agreed intervention measures;

- ensure that required documentation is provided to School;
- ensure that the School has accurate contact information;
- communicate circumstances that may affect the student's education;
- cooperate with the School regarding outstanding academic or examination requirements.

20. ACADEMIC HONOURS AND AWARDS

The School may recognize outstanding academic, sporting, artistic, leadership or other achievements.

Awards may include:

- Academic Excellence Award;
- Subject Awards;
- Outstanding Achievement Award;
- Leadership Award;
- Sports Achievement Award;
- Arts Achievement Award;
- other awards approved by the School.

Academic awards shall not replace or alter the formal graduation requirements.

The School shall not certify completion of an educational level unless the applicable requirements have been satisfied.

21. APPEALS AND REVIEW

Parents/Guardians may request a review of a graduation decision in accordance with the School's complaints and appeals procedures.

The School's internal process should normally involve:

1. discussion with the teacher or staff member directly involved;
2. referral to the relevant Head of Section or academic leader where the matter remains unresolved;
3. referral to the Principal where the matter remains unresolved.

Where a matter cannot be resolved through the School's internal procedures, the Parent–School Contract provides for referral to KHDA through the applicable E-Feedback System.

KHDA has the authority to uphold or repeal decisions within its jurisdiction, and its final decisions are binding on the School and Parents/Guardians.

Where an external examination board or awarding authority has exclusive jurisdiction over a particular examination decision, the School shall advise the student and Parents/Guardians of the applicable external process.

22. RECORD KEEPING AND CONFIDENTIALITY

The School shall maintain accurate records relating to graduation and completion of education, including:

- final academic marks;
- assessment results;

- final examination results;
- attendance records;
- academic reports;
- completion of required subjects;
- certificates and educational documents issued;
- graduation status;
- relevant Parent/Guardian communications;
- relevant regulatory documentation.

Student records shall be handled confidentially and in accordance with applicable UAE data protection and privacy requirements.

23. RESPONSIBILITIES

Principal

The Principal is responsible for:

- approving final graduation and completion decisions;
- ensuring compliance with applicable regulatory requirements;
- overseeing the issuance of School documents;
- ensuring appropriate communication with Parents/Guardians.

Academic Leadership Team

The Academic Leadership Team is responsible for:

- reviewing graduation eligibility;
- reviewing academic and examination evidence;
- monitoring outstanding requirements;
- ensuring consistency in the application of graduation requirements;
- making recommendations to the Principal.

Teachers

Teachers are responsible for:

- maintaining accurate assessment records;
- communicating academic progress;
- confirming completion of required coursework and projects;
- identifying students at risk of not meeting graduation requirements.

Examinations / Academic Administration

Where applicable, the responsible examinations or academic staff shall:

- coordinate required examinations;
- maintain examination records;
- communicate examination requirements;
- support compliance with applicable examination regulations.

Parents/Guardians

Parents/Guardians are responsible for cooperating with the School regarding the student's academic progress, examinations, outstanding requirements and graduation arrangements.

24. COMPLIANCE WITH KHDA REQUIREMENTS

The School shall ensure that graduation and completion procedures comply with applicable KHDA requirements concerning:

- student registration;
- student progression;
- age-appropriate placement;
- curriculum implementation;
- assessment and examinations;
- attendance;
- educational records;
- certificates and educational documents;
- Students of Determination;
- inspection and regulatory requirements.

Where KHDA approval, notification or other regulatory action is required, the School shall complete the relevant procedure in accordance with applicable requirements.

Where any provision of this Policy conflicts with the KHDA Student Placement Guidelines or applicable UAE education regulations, those requirements shall prevail.

25. DATA PROTECTION

The School shall process student information in accordance with applicable UAE data protection and privacy requirements and the School's Data Protection and Privacy Policy.

Graduation and examination records shall only be accessed, used or disclosed for legitimate educational, administrative, regulatory or legal purposes.

26. POLICY REVIEW

This Policy shall be reviewed periodically by the School's leadership team and whenever there is a material change to:

- KHDA requirements;
- UAE education regulations;
- Russian curriculum requirements;
- examination requirements;
- certificate or equivalency requirements;
- the School's academic structure or procedures.

The School reserves the right to amend this Policy where necessary to reflect changes in legal, regulatory, curriculum or educational requirements.

Marina Khalikova

Principal

Russian International School

