



Ministry of Health of the Russian Federation

North-Western State Medical University named after I.I. Mechnikov

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ACCEPTED

by the Academic Board
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
23 December 2022
Record № 14

APPROVED

by the Order of the Rector
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dated 23.12.2022 № 2567-O

ENDORCED

at the meeting of the Student Council
NWSMU named after I. I. Mechnikov
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of the Russian Federation
Record № 18 dated 19 December 2022

_____ Kh.M. Temurzieva

_____ 2022

Regulations

on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's, and master's programs at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation

1. General Provisions

1.1. These Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's and master's programs at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the Regulations) is drawn up in accordance with the Federal Law «On education in the Russian Federation» dated 29.12.2012 № 273-ФЗ (hereinafter – 273-ФЗ), the Order of the Ministry of Education and Science «On approval of the Procedure for organizing and implementing educational activities under higher education programs – bachelor's programs, specialist's programs, master's programs» dated 06.04.2021 № 245, the Order of the Ministry of Education and Science «On approval of the Procedure for transfer of students to other organization that implements educational program of higher education of the respective level» dated 12.07.2021 № 607 (hereinafter – the Order № 607), the Order of the Ministry of Education and Science № 845 and the Ministry of Education of the Russian Federation № 369 dated 30.07.2020 «On approval of the procedure for certification by the organization that carries out educational activities of the results of mastering by students of subjects, courses, disciplines (modules), practical training, and additional educational

programs in other organizations that carry out educational activities», the Charter of North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the University), acts of the University.

1.2. These Regulations shall apply to students of bachelor's, specialist's and master's programs studying at the expense of budgetary allocations and under the contracts on education at the expense of natural persons and (or) legal entities, being Russian citizens, as well as foreign citizens and stateless persons (hereinafter – students). Peculiarities of transfer, expulsion and reinstatement of students being foreign citizens or stateless persons may also be established by other acts of the University.

1.3. The vacant study places available at the University under the budgetary allocations shall be filled in the following order:

the first – students of the University who are eligible for transfer from fee-based to free tuition;

the second – those eligible for reinstatement;

the third – applicants for transfer from one educational program to another and applicants for transfer from other institutions of higher education.

2. The procedure and basis for transfer of students from an educational organization (hereinafter referred to as the initial organization) to the University

2.1. This section of the Regulations does not apply to:

- transfer of persons studying in educational programs to other organizations carrying out educational activities in educational programs of the respective level and field of study, in case of termination of the activity of the organization that carries out educational activities, suspension of the license to carry out educational activities in educational programs, annulment of the relevant license, withdrawal of the state accreditation for the relevant educational program, expiry of the state accreditation for the relevant educational program;

- transfer of students from one federal state organization carrying out educational activities under supervision of the bodies engaged in training for the purposes of national defense and security, law and order, to another such organization;

- transfer of students within the network education programs

2.2. Deadlines for transfer, including deadlines for accepting documents required for transfer, shall be determined by the University considering the requirements of the Order № 607 and shall be established by the Rector's Order at least twice a year. The specified deadlines are placed on the Department of Planning and Organization of Training boards and on the University's official website.

Documents submitted after the deadline shall not be accepted by the University for consideration.

2.3. Transfer is carried out subject to the availability of vacant transfer places at the University (hereinafter – vacant transfer places).

2.4. The number of vacant transfer places shall be determined by the University with details on educational programs, forms of education, and years of study, indicating the number of vacant transfer places financed from budgetary allocations, budgets of constituent entities of the Russian Federation, local budgets (hereinafter – budgetary allocations), and under contracts on education at the expense of natural persons and (or) legal entities.

2.5. Transfer of students is carried out:

- from bachelor's program to bachelor's program;

- from specialist's program to specialist's program;

- from master's program to master's program;

- from specialist's program to bachelor's program;

- from bachelor's program to specialist's program;

2.6. Transfer is permitted from any form of education to any form of education.

2.7. Transfer is carried out if the education required for mastering of the relevant educational program is available, including if it is obtained abroad.

2.8. The transfer from an educational program that does not have state accreditation to an educational program that has state accreditation shall be carried out if decided upon by the University.

2.9. Transfer to study at the expense of budgetary allocations is carried out provided that:

a) there are no limitations for mastering of the relevant educational program at the expense of budgetary allocations/if training on the relevant educational program is not a second or subsequent higher education;

b) the total duration of the student's study period does not exceed the established by the federal state educational standard period of mastering of an educational program, to which student is being transferred, by more than one academic year.

2.10. Transfer of students is allowed no earlier than after completing the first summative assessment at the initial organization.

2.11 The documents required for transfer are submitted (sent) by the student to the University in one of the following ways:

a) in person;

b) online by submitting the application with attached documents in Pdf with a resolution of at least 200 dpi. via the University's electronic platform located at <https://zvp.szgmu.ru>.

2.12. Student shall submit to the University an application for transfer (Appendix 1) with an attached statement on the period of study indicating the level of education on the basis of which a student has been enrolled for mastering the relevant educational program, list and scope of studied subjects, courses, disciplines (modules) (hereinafter – academic subjects), completed practical trainings and research works, grades awarded by the initial organization during the summative assessment(s) (hereinafter - statement on the period of study), as well as an confirming individual achievements of the student (other documents may be submitted at a student's discretion) (hereinafter – documents required for transfer).

When transferring to study at the expense of budgetary allocations, it shall be recorded in an application for transfer with an applicant's personal signature that a student meets the requirement specified in sub-paragraph «a» of paragraph 2.9 of these Regulations.

2.13. No later than 10 calendar days from the date of submission of documents required for transfer the University shall assess the received documents for the student's compliance with the requirements stipulated by these Regulations and determination of the list of studied subjects, completed practical training and research works that will be, in case of transfer of a student, credited or evaluated according to the acts of the University, as well as determine the period from which a student will be admitted to study in case of transfer.

If the discrepancies in the curriculum of the respective course exceed the scope of an educational program, including training on an individual study plan, established by the Federal State Educational Standard of Higher Education (FSES HE) of the respective field of study (specialty), the transfer will be declined.

2.14. If the number of applications for transfer exceeds the number of vacant transfer places, in addition to assessment of received documents the University shall conduct a competitive selection among those who have applied for transfer. Based on the results of the competitive selection and guided by their grade point average as well as the scope and significance of students' individual achievements, the University decides to enroll the most prepared to master the relevant educational program students in the vacant transfer places (hereinafter – enrollment decision). The procedure and deadlines of the competitive selection shall be determined by the Regulations.

Decision to decline the enrollment of persons who failed the competitive selection shall be made based on the University Attestation Commission's decision.

2.15. When the University makes a decision about enrollment, within 5 calendar days from the date of the enrollment decision a student is given a statement on transfer indicating the level of higher education, code and name of the specialty or field of study to which a student will be transferred. A statement on transfer shall be signed by the Rector or Acting Rector, or by a person authorized by an order of the Rector or Acting Rector and shall be certified by the University seal (Appendix 2).

At the request of the student, attached to a statement on transfer may be a list of the subjects studied, the practical training completed and the research carried out which will be credited for the student during transfer.

2.16. A student transferring in accordance with this section is expelled from the initial organization in accordance with the Order No. 607.

2.17. Within 10 working days from receiving a copy of the expulsion order and/or an extract from the expulsion order or notification of the sending of the said document to the University, a person expelled due to transfer shall submit to the University:

- a copy of the expulsion order and/or an excerpt from it;
- a document on previous education (the original of the said document or a certified copy thereof) if it has not been sent to the University in accordance with paragraph 2.21. of these Regulations. When submitting a document on previous education obtained in a foreign organization, a person expelled due to transfer shall submit a certificate of recognition of foreign education, except for cases when recognition of foreign education is not required in accordance with the legislation of the Russian Federation and (or) international treaty;

- medical certificate (086-Y);

2.18. Within 5 business days from the date of receiving the documents specified in paragraph 2.17. of these Regulations the University shall issue an order on enrollment due to transfer of the person expelled from the initial organization because of transfer (hereinafter – an order on enrollment due to transfer).

2.19. In case of enrollment under contracts on education at the expense of natural persons and (or) legal entities, signing of a contract on education shall precede the issuance of an order on enrollment due to transfer.

2.20. Within 5 business days from the date of issuing an order on enrollment due to transfer a student shall receive a student card and a record book or other document(s) confirming study at the University as stipulated by Russian legislation or the University's acts

2.21. The documents specified in paragraphs 2.12, 2.15, 2.17 of these Regulations shall be handed over to the student or his/her proxy (upon presentation of a power of attorney) or upon the student's application shall be sent to that person or the receiving organization via public postal operators (by registered mail with return receipt requested and a list of attachments). These documents may be signed in accordance with the legislation of the Russian Federation with an electronic signature and sent as electronic document via the Internet to the e-mail address specified by student in the application and to the e-mail address of the educational organization.

2.22. The procedure and deadlines for the competitive selection of applicants, if the number of applications for transfer exceeds the number of vacant transfer places:

2.22.1. Competitive selection is carried out by the Attestation Commission of the University before the start of autumn and spring semesters.

2.22.2. Competitive selection is carried out in the form of interdisciplinary test (hereinafter – test). The list of subjects (modules) for test is determined by the person in charge of the educational program and approved by the Vice-Rector on Studies.

2.22.3. Information on the subjects (modules) to be tested, as well as on the date, time and venue of test shall be published on the University's official website.

2.22.4. The University shall inform an applicant for transfer on the availability of competitive selection and the necessity to pass test.

2.22.5. Test takes place in the University's computer rooms in the following order:

2.22.5.1. Test is in Russian, except for test for applicants transferring to the specialist's program 31.05.01. General Medicine (English Medium Instruction). This test is in English.

2.22.5.2. Applicant for transfer pass test once.

2.22.5.3. Persons who did not pass test due to a valid reason (illness or other circumstances confirmed by the relevant documents, including a temporary disability certificate and medical certificate) shall be allowed to pass test on the backup day.

2.22.5.4. The duration of test is 50 minutes maximum. The duration of test for applicants with disabilities shall be prolonged, but not more than 30 minutes (up to 80 minutes).

During the test, it is allowed for applicants with disabilities to have an assistant who provide necessary technical assistance, considering individual characteristics (to have a seat, move around,

read and complete an assignment, communicate with the Attestation Commission members). During the test, applicants with disabilities are allowed to use technical devices that are necessary due to their disabilities. The aforementioned conditions for applicants with disabilities are provided on the basis of an application for transfer that contains the information on the necessity for special conditions, and upon submission by an applicant of documents confirming disability.

2.22.5.5. Test shall be held in a calm and friendly environment, and applicants for transfer are given the opportunity to demonstrate their level of knowledge to the fullest extent possible.

2.22.5.6. During the test, applicants and assistants are not permitted to carry or use any means of communication.

2.22.5.7. It is strictly prohibited to bring textbooks or any other books into a computer room or to leave a computer room during the test (unaccompanied by University's authorized officials).

2.22.5.8. Applicants for transfer shall have an identity document to pass the test.

2.22.5.9. In case of violation of the test procedure by an applicant for transfer, the University's authorized officials have the right to remove him/her from testing and draw up a Statement on violation of the test procedure. In this case, an applicant is recognized as having not passed the test without valid reasons and is denied a transfer, and the University shall return the accepted documents to an applicant.

2.22.5.10. In the test schedule there shall be an additional backup time for persons specified in paragraph 2.22.5.3. of these Regulations.

2.22.5.11. No later than three business days after the test, the results shall be sent to an applicant for transfer's e-mail address indicated when submitting the documents,

2.22.6. The applicant's test result shall be recorded in the Attestation Commission meeting minutes no later than 5 business days from the test date.

2.22.7. The Attestation Commission shall decide on the transfer taking into account the ranking of applicants for transfer based on the test results, as well as the priority determined in paragraph 2.22.8 of these Regulations. If necessary, the Attestation Commission shall take a decision on transfer to an individual study plan.

If the test result is less than 70% correct, the Attestation Commission decides to decline an applicant's transfer.

2.22.8. If there are two or more applicants for the same vacant transfer place, priority shall be given:

a) first – to the applicants with a higher grade point average for the whole period of study at the initial organization

b) second – to the applicants with special achievements in academic, research, social, cultural and sport activities confirmed by documents.

2.23. Notification about the decision taken by the Attestation Commission shall be sent to an applicant's e-mail address indicated when submitting the documents, on the day of the meeting of the Attestation Commission.

2.24. Information on the results of transfer is published on the University's official website within 10 business days from the date of the Attestation Commission meeting.

2.25. After being notified of the decision taken by the Attestation Commission, an applicant for transfer has the right to submit a written appeal against the decision of the Attestation Commission, including on violation, in his/her opinion, of the established test procedure and (or) disagreement with the test results, but no later than the next business day after notification.

An appeal shall be considered no later than 2 business days from the date of its submission at the Appeals Board meeting to which the Attestation Commission Chairman and an applicant for transfer who submitted an appeal shall be invited. The Appeals Board meeting may be held in the absence of an applicant for transfer who submitted an appeal in case of his/her non-appearance at the meeting.

The decision of the Appeals Board shall be communicated to an applicant of transfer who submitted an appeal within 3 business days from the date of the Appeals Board meeting. The fact of acquaintance of an applicant for transfer who submitted an appeal with the decision of the Appeals Board shall be certified with his/her signature.

The decision of the Appeals Board shall be final and not subject to revision.

3. The procedure for transfer of students from the University to another educational organization (hereinafter – receiving organization)

3.1. This section of the Regulation does not apply to the persons referred to in paragraph 2.1. hereof.

3.2. Transfer of students is allowed no earlier than after completing the first summative assessment at the University.

3.3. Student applies to the University for a statement on the period of study due to his or her intention to be transferred to the receiving organization.

3.4. The University shall issue a student a statement on the period of study within 5 business days from the date of application submission.

3.5. When the receiving organization decides to admit a student, a student shall submit to the University a written application for expulsion due to transfer to the receiving organization (hereinafter – an application for expulsion) with an attached statement on transfer indicating the level of higher education, code and name of the specialty or field of study to which a student will be transferred. A statement on transfer shall be signed by the head of the receiving organization or acting head, or a person authorized by an order of the head of the receiving organization or acting head and certified by seal of the receiving organization.

Attached to a statement there shall be the list of studied subjects, completed practical training and research work that will be certified or re-assessed upon transfer of a student.

3.6. Within 3 business days from the date of application for expulsion the University shall issue an order on expulsion (hereinafter – expulsion order) of a student due to transfer to another organization.

3.7. Within 3 business days from the date of issuing of an order on expulsion due to transfer a person expelled due to transfer to another organization (hereinafter – a person expelled due to transfer) shall receive a copy of the expulsion order and (or) an extract from an order due to transfer certified by the University, the original document on education (if any) or on education and qualification on the basis of which this person has been enrolled to the University, as well as the certificate on study.

3.8. Documents specified in paragraphs 3.4, 3.5, 3.7 are handed over to a person expelled due to transfer or his/her proxy (upon presentation of the power of attorney) or, at the request of a person expelled due to transfer, documents are sent to him/her or to the receiving organization via public postal service (by registered mail with return receipt and list of attachments). These documents may be signed in accordance with the legislation of the Russian Federation with an electronic signature and sent as electronic document via the Internet to the e-mail address specified by student and to the e-mail address of the receiving organization.

3.9. The University keeps a copy of the previous education document certified by the University, a copy of the expulsion order or an extract from it in the personal file of a person expelled due to transfer.

3.10. A person expelled due to transfer shall submit to the University an exit checklist, his/her student card, record book or other document(s) confirming study at the University as stipulated by Russian legislation or the University's acts. In case of tuition or dormitory fees arrears, a person expelled due to transfer is obliged to eliminate the arrears.

4. Procedure and reasons for transfer of students from one educational program to another at the University for obtaining education in another specialty and (or) field of study, and in another form of education

4.1. Transfer of the University students for obtaining education in another specialty and (or) field of study, and in another form of education without transfer to another educational organization (hereinafter – transfer from one educational program to another, transfer from one form of education to another) is carried out subject to the availability of vacant transfer places.

The number of vacant transfer places from one educational program to another and from one form of education to another is determined in accordance with paragraph 2.4 of the Regulations.

4.2. Conditions for transfer of a student from one educational program to another and from one form of education to another are the following:

a) the education required for mastering the educational program to which a student is being transferred;

b) there is no academic debt in the educational program being mastered as of the date of submission of the documents required for transfer.

Students applying for transfer to another educational program, to another form of education, for places at the expense of budgetary allocations shall also meet the conditions specified in paragraph 4.3. of these Regulations.

4.3. Transfer from one educational program to another and from one form of education to another, for places at the expense of budgetary allocations shall be carried out if an applicant for transfer meets the following conditions:

a) there are no limitations for mastering the relevant educational program at the expense of budgetary allocations, as well as training on the relevant educational program is not a second or subsequent higher education;

b) the total duration of the student's study period does not exceed the established by the federal state educational standard period of mastering an educational program, to which student is being transferred, by more than one academic year.

4.4. Transfer of students from one educational program to another is allowed on a competitive basis in accordance with paragraphs 4.7, 4.8 of these Regulations upon completion of the second year of bachelor's programs, the second and/or third year(s) of specialist's programs. Transfer from one form of education to another is allowed no earlier than after completing the first summative assessment.

4.5. In order to transfer from one educational program to another and from one form of education to another, a student shall submit an application for transfer to obtain education in another specialty and (or) field of study, and in another form of education (Appendix 3) with a statement on the period of study and other documents confirming his/her academic achievements attached (other documents may be submitted at a student's discretion) to the Department of Planning and Organization of Training (hereinafter – an application for transfer).

4.6. Deadlines for transfer, including deadlines for accepting documents required for transfer, shall be established by the Rector's Order at least twice a year. The specified deadlines are placed on the Department of Planning and Organization of Training boards and on the University's official website.

Documents submitted after the deadline shall not be accepted by the University for consideration.

4.7. No later than 10 business days from the date of an application for transfer submission, in accordance with these Regulations and based on this application the University shall assess the received documents for the student's compliance with the requirements stipulated by these Regulations and determination of the list of studied subjects, completed practical training and research works, that in case of transfer of a student will be credited or evaluated according to the procedure established by the University, as well as determine the period from which a student will be admitted to study in case of transfer.

If the discrepancies in the curriculum of the respective course exceed the scope of an educational program, including training on an individual study plan, as established by the FSES HE of the respective field of study (specialty), the transfer to another educational program, another form of education, will be declined.

4.8. If the number of transfer applications exceeds the number of vacant transfer places, the University shall organize a competitive selection in the form of a test among the applicants in accordance with paragraph 2.22. of these Regulations.

Based on the results of the competitive selection, the Attestation Commission shall either decide to transfer the most prepared to master the relevant educational program (form of education) students in the vacant transfer places (hereinafter – a decision on transfer from one educational program to another (from one form of education to another)), or decide to decline the transfer from

one educational program to another (from one form of education to another)) of persons who failed the competitive selection.

4.9. Notification about the decision taken by the Attestation Commission shall be sent to applicant's e-mail address indicated when submitting the documents on the day of the Attestation Commission's meeting.

4.10. Information on the results of transfer is published on the University's official website within 10 business days from the date of the Attestation Commission's meeting.

4.11. After being notified of the decision taken by the Attestation Commission, an applicant for transfer has the right to submit a written appeal against the decision of the attestation commission, including on violation, in his/her opinion, of the established testing procedure and (or) disagreement with the results of testing in accordance with paragraph 2.25. of these Regulations, but no later than the next business day after being notified of the decision taken by the Attestation Commission.

4.12. When the Attestation Commission decides on transfer from one educational program to another, from one form of education to another, within 5 calendar days from the date of the decision on transfer from one educational program to another, from one form of education to another, a student is given a statement on transfer indicating the level of higher education, code and name of the specialty or field of study to which a student will be transferred. A statement on transfer shall be signed by the Attestation Commission Chairman (Appendix 4).

4.13. A statement on transfer shall be forwarded to the dean of the initial faculty/head of the institute.

4.14. Within 3 business days from the receipt of a statement on transfer, the assistant dean of the initial faculty/the deputy head of the institute shall issue an order on transfer of a student to another educational program, to another form of education.

4.15. In case of transfer to places under contracts on education at the expense of natural persons and (or) legal entities, signing of a contract on education or signing of a supplementary agreement to a valid contract shall precede the issuance of an order on transfer.

4.16. Within 5 business days from the date of issuing an order on transfer of a student to another educational program, to another form of education, the assistant dean of the receiving faculty/the deputy head of the institute shall give a student new student card and record book or other document(s) confirming study at the University as stipulated by Russian legislation or the University's acts. The student's previous record book and card shall be kept in the student's personal file.

5. Procedure for transfer of students from one educational program to another within the same specialty (field of study) in case of development and approval of a new general professional educational program of higher education

5.1. Transfer of students from one educational program to another within the same specialty (field of study) in case of development and approval of a new general professional educational program of higher education (hereinafter – GPEP HE) (hereinafter – transfer) is carried out according to the following procedure:

5.1.1. Transfer shall be carried out no later than 10 days from the beginning of a new GPEP HE.

5.1.2. Transfer shall be carried out based on a student's application to the Rector of the University. The dean of the faculty /the deputy head of the institute (the head of GPEP HE) shall sign an application.

5.1.3. Transfer shall be carried out by an order of the Rector.

6. Procedure and basis for expulsion of students

6.1. Legal educational relationship shall be terminated due to expulsion of a student from the University:

6.1.1. due to obtaining education (graduation);

6.1.2. prematurely, based on the cases determined in paragraph 6.2. of this section.

6.2. Legal educational relationship may be terminated prematurely in the following cases:

6.2.1. at the initiative of a student or parents (legal representatives) of a minor student, including:

6.2.1.1. at their own request;

6.2.1.2. in case of transfer of a student to another organization that carry out educational activities to continue mastering an educational program.

6.2.2. at the University's initiative:

6.2.2.1. if a student fails to fulfil his/her obligations to master the educational program and the curriculum properly;

6.2.2.2. due to the failure of a student or a person paying the tuition fee to pay the tuition fee on time, within the time limits stipulated in the contract;

6.2.2.3. in case of violation of the admission procedure that has resulted in an unlawful admission to the University on student's fault;

6.2.2.4. if a student is expelled as a disciplinary sanction for violating the obligations stipulated in the Charter, the Internal Regulations, and other acts of the University.

6.2.3. due to circumstances beyond the control of a student or parents (legal representatives) of a minor student and the University, including:

6.2.3.1. due to the death of a student or if he/she is declared missing or dead by a court decision;

6.2.3.2. in case of liquidation of the organization that carries out educational activities.

6.3. In all cases of expulsion of a student at the initiative of the University, the dean of the faculty/the head of the institute shall submit to the Vice-Rector on Studies a request for expulsion of a student at the University's initiative (hereinafter – a request for expulsion) indicating the reasons and specific facts on the basis of which the expulsion shall be carried out, as well as information on whether or not the student is in arrears in paying tuition fees/accommodation fees.

In all cases of expulsion at the initiative of the student, the student writes a request for expulsion to the Rector of the University with the reason (hereinafter – the request for expulsion, Appendix 5) and, if necessary, provides documents confirming the reason for the expulsion. The application for expulsion shall be signed by the accountant with the information on arrears in tuition/accommodation fees provided, as well as signed by the assistant dean/deputy head the institute and the dean of the faculty/head of the institute.

In case of expulsion of a student due to circumstances beyond the control of a student or parents (legal representatives) of a minor student and the University, the basis for expulsion shall be the document confirming the circumstances specified in paragraph 6.2.3. of these Regulations.

6.4. In case of expulsion at the University's initiative, a student is obliged to provide an explanation in writing to the dean's office.

6.4.1. In case of expulsion at the University's initiative, except for the basis specified in paragraph 6.4.2. of these Regulations, the refusal of a student to provide explanations shall be recorded in the Statement of refusal (Appendix 6) drawn up by the dean's office staff at the day of refusal. The refusal to provide explanations shall be understood as an expression of will of a student in the presence of the dean's office staff.

If it is not possible to get written explanations (including if a student refuses to provide written explanations), a student shall be notified in writing via public postal service (by registered mail with return receipt and list of attachments) of the forthcoming expulsion and the need to provide written explanations. In the absence of student's written explanations after 17 calendar days from the date of notification, the dean's office draws up a corresponding statement (Appendix 7) and a student is deemed to have refused to give explanations and is expelled.

If it is not possible to send the notification via public postal operators, the University may send a notification of the impending expulsion and the need to provide a written explanation to the available email address of the student.

6.4.2. If a student is expelled as a disciplinary sanction, written explanations shall be provided in accordance with the procedure set out in the Internal Regulations for students of the University. If it is not possible to get written explanations under this procedure due to a student's absence from the University, the rules on notification specified in sub-paragraph 2 of paragraph 6.4.1 of these Regulations shall be applied.

6.5. The expulsion of a student is executed by the Rector's order. The assistant dean/deputy head prepares a draft of an order on expulsion based on a request for expulsion or an application for expulsion.

6.6. Expulsion at the University's initiative shall be carried out within 3 business days from the date of signature of a request for expulsion by the Vice-Rector on Studies. The order on expulsion shall be issued within 10 business days from the date of application for expulsion.

6.7. Upon expulsion, the assistant dean shall submit the following documents to the Department of Student Documentation:

6.7.1. a request for expulsion of a student (Appendix 8) or an application for expulsion;

6.7.2. an exit checklist;

6.7.3. transcript of a student indicating the curriculum he/she has completed, certified by the signature of the dean (assistant dean) of the faculty/head (deputy head) of the institute;

6.7.4. a statement on study duly drawn up.

6.8. After issuing an order on expulsion from the University, a student is obliged to return a student card and a record book to the Department of Student Documentation, as well as leave the University dormitory within three days.

Before an order on expulsion is issued, the student is obliged to complete and submit an exit checklist sheet to the dean's office. The exit checklist sheet shall be checked by the dean's office staff and accepted if it contains the necessary notes from all structural units of the University, including a note from the accounting department regarding the arrears in paying tuition/accommodation fees. It shall be obligatory to hand in the exit checklist sheet, with the exception of students who have not commenced their studies, stopped attending classes, or failed to appear at the University and have not provided written explanations to the University on the reasons for the expulsion after the University has sent the relevant notifications.

A student shall be given the original documents submitted upon admission and kept in a personal file. These documents are handed over to a person expelled, or to his/her legal representative (upon presentation of the power of attorney issued by a person expelled and duly executed) or, at the request of a person expelled, documents are sent to him/her via public postal service (by registered mail with return receipt and list of attachments).

6.9. Upon expulsion from the University, the following documents shall be kept in the expelled person's personal file:

6.9.1. a request for expulsion or an application for expulsion, the documents confirming expulsion (if any);

6.9.2. an extract from an order on expulsion;

6.9.3. a student's transcript;

6.9.4. a copy of a statement on study;

6.9.5. a record book;

6.9.6. a student card;

6.9.7. an exit checklist.

7. Procedure and basis for reinstatement of persons previously expelled from the University

7.1. The prerequisites for a student's reinstatement to the University shall be the availability of vacant places for reinstatement to the University with details on educational programs, forms of education, years of study with the number of vacant places for reinstatement at the expense of budgetary allocations, under education contracts at the expense of natural persons and (or) legal entities on the date of the Attestation Commission's meeting

7.2. Vacant places for reinstatement shall be filled first by those expelled at their own initiative, the remaining vacant places shall be filled by those applicants for reinstatement expelled at the initiative of the University.

In case there are no vacant places at the expense of budgetary allocations, the persons expelled from the University at their own initiative, as well as the persons referred to in paragraph 7.7. of these Regulations, can be reinstated to places under contracts for the provision of paid educational services.

7.3. Deadlines for reinstatement, including deadlines for accepting documents required for reinstatement, shall be stipulated by the Rector's Order at least twice a year. The specified deadlines are placed on the University's official website.

Documents submitted after the deadline shall not be accepted by the University for consideration.

7.4. A person expelled from the University has the right for reinstatement to the University within five (5) years after the expulsion, except for persons specified in paragraph 6.2.2.3. of these Regulations.

7.5. Students who have been expelled from the University and have not completed the curriculum of the first semester of the first year of study shall not be reinstated but admitted to the University on general grounds in accordance with the Admission Regulations.

7.6. A person expelled from the University at his/her own initiative has the right for reinstatement to the University with the same conditions of study, but not earlier than the end of the academic year (semester) in which the said person was expelled.

7.7. Persons expelled from the University based on the paragraph 6.2.2.1 of these Regulations have the right for reinstatement to the University with the same conditions of study, but not earlier than the end of the academic year (semester) in which they were expelled. The reinstatement of these persons with the same conditions of study to the vacant state-funded places is subject to the availability of vacant state-funded places left after the reinstatement of the persons expelled from the University at their own initiative.

7.8. Persons expelled at the initiative of the University based on paragraphs 6.2.2.2, 6.2.2.4 of these Regulations may be reinstated only to places under contracts on the provision of paid educational services, except for persons expelled based on paragraph 6.2.2.4 of these Regulations that were admitted to study within the special quota (orphans and children left without parental care, and also persons from among orphans and children left without parental care; disabled children, disabled persons of groups I and II; persons disabled since childhood, persons disabled as a result of a military injury or illness acquired during military service, veterans of combat operations from among persons specified in subparagraphs 1-4 of paragraph 1 of article 3 of the Federal Law dated 12 January 1995 N 5-Φ3 "On veterans") provided that documents confirming this status at the time of application are submitted, and there are vacant state-funded places.

7.9. If there are two or more applicants for one vacant state-funded place, priority is given:

- firstly, to persons who are expelled from the University at their own initiative (admitted to study at the expense of budgetary allocations);

- secondly, to persons expelled at the initiative of the University that were admitted to study within the special quota (orphans and children left without parental care, and also persons from among orphans and children left without parental care; disabled children, disabled persons of groups I and II; persons disabled since childhood, persons disabled as a result of a military injury or illness acquired during military service, veterans of combat operations from among persons specified in subparagraphs 1-4 of paragraph 1 of article 3 of the Federal Law dated 12 January 1995 N 5-Φ3 "On veterans") provided that documents confirming this status are submitted;

- thirdly, to persons expelled at the initiative of the University and specified in paragraph 7.7. of these Regulations (admitted to study at the expense of budgetary allocations);

7.10. If there are two or more applicants for one vacant contract place, priority is given:

- firstly, to persons who are expelled from the University at their own initiative;

- secondly, to persons expelled at the initiative of the University that relate to orphans and children left without parental care, and also persons from among orphans and children left without parental care; disabled children, disabled persons of groups I and II; persons disabled since childhood, persons disabled as a result of a military injury or illness acquired during military service, veterans of combat operations from among persons specified in subparagraphs 1-4 of paragraph 1 of article 3 of the Federal Law dated 12 January 1995 N 5-Φ3 "On veterans" (provided that documents confirming this status are submitted);

- thirdly, to persons expelled at the initiative of the University, except for persons specified in sub-paragraph 3 of this paragraph.

7.11. If there are two or more applicants for one vacant place for reinstatement based on test results, priority is given

a) firstly, to applicants with a higher grade point average for the entire period of studies at the University

b) secondly, to applicants with documented individual achievements in academic, research, social, cultural, artistic and sport activities

7.12. Reinstatement to the University shall be carried out in the following order:

7.12.1. A candidate for reinstatement shall submit to the University the following documents within the established deadlines:

7.12.1.1. an application (Appendix 9);

7.12.1.2. a statement on study period;

7.12.1.3. a document on previous education (the original document or its notarized copy);

7.12.1.4. medical certificate (086-Y), certified by the University Clinic;

7.12.1.5. information from the military recruitment office of the University (for persons liable for military service);

7.12.1.6. other documents confirming academic, research, social, cultural, artistic and sport achievements of a candidate for reinstatement (at a candidate's discretion);

The documents required for reinstatement are submitted (sent) by the candidate to the University in one of the following ways:

a) in person;

b) online by submitting the application with attached documents in Pdf with a resolution of at least 200 dpi. via the University's electronic platform located at <https://zvp.szgmu.ru>.

7.12.2. Attestation Commission shall assess the received documents for the compliance of a candidate for reinstatement with the requirements stipulated by these Regulations and determination of the list of studied subjects, completed practical training, that will be, in case of reinstatement, credited or evaluated by the University. The scope of a program implemented in training on an individual study plan during one academic year shall not exceed the scope established by the Federal State Educational Standards of Higher Education (FSES HE) of the respective field of study (specialty).

7.12.3. Candidates for reinstatement referred to in paragraph 7.6 of these Regulations shall be entitled to be reinstated to the University without going through a competitive selection process if there are vacant places for reinstatement, and they shall be notified at the email address specified in the application no later than the day following the closing date of receipt of documents for reinstatement. In case the number of applications for reinstatement from the persons indicated in paragraph 7.6. hereof exceeds the number of vacant places for reinstatement, a competitive selection in the form of test shall be held among these persons to determine the level of knowledge of the study program provided by the current curriculum for the field of study (specialty) (hereinafter – test) in addition to the consideration of the submitted documents.

Candidates for reinstatement referred to in paragraphs 7.7, 7.8 shall go through competitive selection in the form of a test.

7.12.4. Vacant places, both state-funded and contract, are filled by the persons with the highest test scores, taking into account the priority specified in paragraphs 7.9 - 7.11 of these Regulations.

In respect of persons referred to in 6.2.2, whose test result was less than 70% of correct answers, the Attestation Commission shall take a decision to refuse reinstatement

7.13. The procedure and deadlines for test of candidates for reinstatement:

7.13.1. The list of subjects (modules) for test is determined by the head of the educational program and approved by the Vice-Rector on Studies.

7.13.2. Information on the subjects (modules) to be tested, as well as the date, time and venue of test shall be published on the University's official website.

7.13.3. Test takes place in the University's computer rooms:

7.13.4. Test is in Russian, except for test for candidates reinstating to the specialist's program 31.05.01. General Medicine (English Medium Instruction). This test is in English.

7.13.5. Candidate for reinstatement pass test once.

7.13.6. Persons who did not pass test due to a valid reason (illness or other circumstances confirmed by the relevant documents, including a temporary disability certificate and medical certificate) shall be allowed to pass test on the backup day.

7.13.7. The duration of test is 50 minutes maximum. The duration of test for candidates with disabilities shall be prolonged, but not more than 30 minutes (up to 80 minutes).

During the test, it is allowed for candidates with disabilities to have an assistant who provide necessary technical assistance, considering individual characteristics (to have a seat, move around, read and complete an assignment, communicate with the Attestation Commission members). During the test, candidates with disabilities are allowed to use technical devices that are necessary due to their disabilities. The aforementioned conditions for candidates with disabilities are provided on the basis of an application for reinstatement that contains the information on the necessity for special conditions, and upon submission by a candidate of documents confirming disability.

7.13.8. Test shall be held in a calm and friendly environment, and candidates for reinstatement are given the opportunity to demonstrate their level of knowledge to the fullest extent possible.

7.13.9. During the test, candidates and assistants are not permitted to carry or use any means of communication.

7.13.10. It is strictly prohibited to bring textbooks or any other books into a computer room or to leave a computer room during the test (unaccompanied by University's authorized officials).

7.13.11. Candidates for reinstatement shall have an identity document to pass the test.

7.13.12. In case of violation of the test procedure by a candidate for reinstatement, the University's authorized officials have the right to remove him/her from test venue and draw up a Statement on violation of the test procedure. In this case, a candidate is recognized as having not passed the test without valid reasons and is denied a reinstatement, and the University shall return the accepted documents to a candidate.

7.13.13. In the test schedule there shall be an additional backup time for persons specified in paragraph 7.13.6. of these Regulations.

7.13.14. Candidates for reinstatement pass test to determine the level of knowledge of the study program provided by the current curriculum for the field of study (specialty).

7.13.15. No later than three business days after the test, the results shall be sent to a candidate for reinstatement e-mail address indicated when submitting the documents.

7.13.16. The candidate's test result shall be recorded in the Attestation Commission meeting minutes no later than 5 business days from the test date.

7.14. Notification about the decision taken by the Attestation Commission shall be sent to a candidate's e-mail address indicated when submitting the documents, on the day of the meeting of the Attestation Commission.

7.15. Information on the results of reinstatement is published on the University's official website within 10 business days from the date of the Attestation Commission meeting.

7.16. After being notified of the decision taken by the Attestation Commission, a candidate for reinstatement has the right to submit a written appeal against the decision of the Attestation Commission, including on violation, in his/her opinion, of the established test procedure and (or) disagreement with the test results, but no later than the next business day after notification.

An appeal shall be considered no later than 2 business days from the date of its submission at the Appeals Board meeting to which the Attestation Commission Chairman and a candidate who submitted an appeal shall be invited. The Appeals Board meeting may be held in the absence of a candidate for reinstatement who submitted an appeal in case of his/her non-appearance at the meeting.

The decision of the Appeals Board shall be communicated to a candidate who submitted an appeal within 3 business days from the date of the Appeals Board meeting. The fact of acquaintance of a candidate who submitted an appeal with the decision of the Appeals Board shall be certified with his/her signature.

The decision of the Appeals Board shall be final and not subject to revision.

7.17. In case of a positive decision of the Attestation Commission, an order shall be issued to reinstate a candidate to the number of students of the University, indicating the field of study (specialty), faculty, year of study (semester), group number. In case of enrollment due to reinstatement to contract places, signing of a contract on education shall precede the issuance of an order on reinstatement.

7.18. The following documents shall be kept in a personal file of a person reinstated to the University:

- 7.18.1. an application;
- 7.18.2. a statement on study period;
- 7.18.3. a document on previous education (original document or copy);
- 7.18.4. an extract from an order on reinstatement;
- 7.18.5. an extract from the Attestation Commission's meeting minutes;

7.19. The following documents shall be kept in a personal file of a person who has not been reinstated to the University:

- 7.19.1. an application;
- 7.19.2. an extract from the Attestation Commission's meeting minutes;
- 7.20. A student reinstated to the University is given a student card and a record book.

8. Peculiarities of the procedure for transfer, expulsion and reinstatement of students in a distance learning format via the electronic information and educational system of the University

8.1. In the context of implementation of measures to prevent the spread of the New Coronavirus Infection (COVID-19) at the University, in case of exceptional circumstances due to imposition of restrictive measures in accordance with the federal legislation and (or) regional legislation (legal acts of Saint Petersburg) that do not allow students to attend the University in-person, as well as in the presence of appropriate recommendations from public authorities or the highest official of Saint Petersburg, the University shall issue an act regulating the peculiarities of the procedures specified in sections 1-7 of the Regulations in a distance learning format via the electronic information and educational system of the University, subject to the basis, conditions and requirements stipulated in the Regulations and other local acts of the University.

8.2. Applications and documents required for the procedures specified in sections 1-7 of the Regulations shall be sent to the e-mail addresses of the relevant organizational units available at the University's official website.

8.3. Documents of the University required for the procedures specified in sections 1-7 of the Regulations shall be sent to the e-mail addresses of the relevant persons (if any).

8.4. If necessary, at the written request of applicants, the original documents shall be sent via public postal service (by registered mail with return receipt and list of attachments).

9. Peculiarities of transfer of certain categories of citizens of the Russian Federation and foreign citizens

9.1. This section of the Regulations establishes and describes the procedures of transfer to the University within bachelor's, specialist and master's educational programs for the following categories of persons arriving to the territory of the Russian Federation in 2022:

a) citizens of the Russian Federation who before their arrival on the territory of the Russian Federation resided on the territory of the Donetsk People's Republic, the Lugansk People's Republic, Ukraine, as well as citizens of the Russian Federation who were forced to interrupt their education in foreign educational organizations in 2022;

b) citizens of the Donetsk People's Republic, Lugansk People's Republic, Ukraine, who before their arrival on the territory of the Russian Federation resided on the territory of the Donetsk People's Republic, Lugansk People's Republic, Ukraine.

9.2. Eligibility of the transfer in accordance with this section (including arrival in the Russian Federation in 2022; residence in the DNR, LNR, Ukraine, and others) shall be proved by presentation of documents.

Arrival to the territory of the Russian Federation in 2022 may be confirmed by an identity document with a border crossing mark of the Russian Federation, a migration card or other document.

9.3. Vacant budgetary places and (or) vacant places under contracts with 100% compensation of tuition at the expense of funds received from the revenue-producing activities of the University shall be valid for admission by transfer to the University of the persons specified in 9.1. of this Regulation.

The University shall, within 5 business days of receiving the transfer application, determine the academic disciplines to be taken or recertified as well as the period allowed to start academic activities for the person listed in 9.1.

The University fills vacant budgetary places and (or) vacant places under contracts with 100 percent compensation of the cost of education at the expense of funds received from the University's revenue-producing activities according to the procedures of the application submission for transfer.

9.4. Admission of citizens by transfer is carried out in accordance with this section of the Regulations and in the case if individuals submit a document or a copy of the document confirming a fact of education in a foreign educational institution.

According to 2.12 and 2.17 other documents required for the transfer shall be presented to the University before the completion of the current education.

9.5. According to the Regulations' section, admission by transfer is carried out without a competitive selection process at the University.

Appendix 1 to the Regulations

To the Rector of NWSMU n.a. I. I. Mechnikov under
the Ministry of Health of the Russian Federation

_____ full name
from a citizen of _____
citizenship

_____ full name
identity document _____

_____ number

_____ issued by (if available)

Place of residence (registered and actual):

Telephone: _____

E-mail: _____

APPLICATION

I request to be enrolled due to transfer for training in the field of study (specialty) _____ for _____ year of study
_____ semester from

_____ name of the initial educational organization

to places at the expense of budgetary allocations

_____ applicant's signature

to places under contracts on the provision of paid educational services

_____ applicant's signature

Attached to the application:

1. Statement on the period of study _____,
(number, the date of issuance)

issued by _____

_____ name of the initial educational organization

2. Documents confirming academic achievements (optionally) _____

_____ list of documents

« _____ » _____ 20 _____

Signature _____

I undertake to submit the following documents to the University no later than 10 business days from the date of the order on expulsion issued by the initial organization:

- an extract from the order on expulsion due to transfer;
- the document on previous education (the original of this document or its copy, certified in the established order, or its copy with the presentation of the original for the certification by the University);
- the certificate on recognition of foreign education (for foreign citizens, stateless persons and persons obtaining education abroad);
- medical certificate (086-Y);

Upon enrollment to places at the expense of budgetary allocations – I confirm that I do not have a bachelor's degree, specialist diploma, master's degree _____ applicant's signature

Upon enrollment to places at the expense of budgetary allocations – the total duration of the study period will not exceed the established by the FSES HE period of mastering of an educational program in the field of study (specialty), by more than one academic year _____ applicant's signature

I have been acquainted with the license for the right to carry out educational activities, the certificate of state accreditation, the Charter and the internal regulations of the University _____ applicant's signature

I consent to the processing of my personal data in accordance with the Federal Law dated 27.07.2006 № 152-ФЗ «On personal data» _____ applicant's signature

I have been acquainted with the Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's, and master's degree program at the University and with the date of the interdisciplinary testing _____ applicant's signature

Information on the necessity for special conditions due to disabilities, as set out in the Regulations, when testing (indicating documents confirming disability) _____ applicant's signature

Ректору ФГБОУ ВО СЗГМУ
им. И.И. Мечникова Минздрава России/ To the
Rector of NWSMU n.a. I. I. Mechnikov under the Ministry of
Health of the Russian Federation

ФИО/full name
от гражданина/from a citizen of _____

гражданство/citizenship

ФИО
документ, удостоверяющий личность/identity
document _____

серия, номер/number

кем и когда выдан/issued by (if available)
Адрес регистрации: _____
Адрес проживания: _____
Телефон/Telephone: _____
E-mail: _____

ЗАЯВЛЕНИЕ / APPLICATION

Прошу зачислить меня в порядке перевода на обучение по специальности 31.05.01 Лечебное дело,
программа, частично реализуемая на английском языке/I request to be enrolled due to transfer to study 31.05.01.
General Medicine (EMI)/на/for _____ курс/year of study _____ семестр/semester
из/from _____
наименование исходной образовательной организации/ name of the initial educational organization

на места по договорам об оказании платных образовательных услуг/ to places under the contracts
on the provision of paid educational services _____

подпись претендента/candidate's signature

К заявлению прилагаю/Attached to the application:

1. справку о периоде обучения/ Statement on the period of study

(серия номер, дата выдачи/ number, the date of issuance)

выданную/ issued by _____
наименование исходной образовательной организации/ name of the initial educational organization

2. документы, подтверждающие образовательные достижения (по желанию)/Document on
previous education _____

перечень документов/list of documents

« _____ » _____ 20 _____ г.

Подпись/ Signature

Обязуюсь представить в Университет не позднее 10 рабочих дней после получения копии распорядительного акта
об отчислении и (или) выписки из распорядительного акта об отчислении или уведомления о направлении
указанного документа следующие документы/ I undertake to submit the following documents to the University no later than 10
business days after receipt of a copy of the expulsion order and/or an extract from the expulsion order or notification of the sending of the
said document:

- копию распорядительного акта об отчислении и (или) выписку из него/ a copy of the expulsion order and/or an extract;
- документ о предшествующем образовании (оригинал указанного документа или его заверенную копию), если
они не были направлены в Университет/ the document on previous education (the original of this document or its certified copy,
if they have not been sent to the University);
- свидетельство о признании иностранного образования в случаях, предусмотренных законом (при представлении
документа о предшествующем образовании, полученном в иностранной организации) / the certificate on recognition of
foreign education in the cases stipulated by law (when presenting a document on previous education obtained in a foreign organization
(for foreign citizens, stateless persons and persons studying abroad).

подпись претендента /candidate's signature

С лицензией на право осуществления образовательной деятельности, свидетельством о государственной аккредитации, Уставом, правилами внутреннего распорядка Университета ознакомлен(а) /I have been acquainted with the license for the right to carry out educational activities, the certificate of state accreditation, the Charter and the internal regulations of the University

_____ подпись претендента/candidate's signature

Согласен на обработку своих персональных данных в порядке, установленном Федеральным законом от 27.07.2006 г. № 152-ФЗ «О персональных данных» /I give my consent to the processing of my personal data in accordance with the Federal Law dated 27.07.2006 № 152-ФЗ «On personal data»

_____ подпись претендента /candidate's signature

С Положением о порядке и основаниях перевода, отчисления и восстановления обучающихся по программам бакалавриата, специалитета и магистратуры Университета и датой проведения междисциплинарного тестирования ознакомлен(а) /I have been acquainted with the Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's, and master's degree program at the University and with the date of the interdisciplinary testing

_____ подпись претендента/candidate's signature

Сведения о необходимости создания специальных условий, установленных Положением, при проведении тестирования в связи с ограниченными возможностями здоровья (с указанием подтверждающих ОБЗ документов)/Information on the necessity for special conditions due to disabilities, as set out in the Regulations when testing (indicating documents confirming disability)

_____ подпись претендента/candidate's signature

Ministry of Health of the Russian Federation



North-Western State Medical University
named after I.I.Mechnikov

191015, Russia, Saint-Petersburg, Kirochnaya ul. 41,
Phone: (812) 303-50-00, Fax: (812) 303-50-35
www.szgmu.ru

_____ № _____

STATEMENT ON TRANSFER

Issued to _____
(full name)

that he/she, on the basis of the personal application and statement on the period of study,

(date of issuance and number of a statement on the period of study)

(full name of the educational organization)

has been admitted to and successfully passed grading tests, and
(indicates in case of competitive selection)

will be enrolled by transfer from other educational organizations to continue his/her education in the general professional educational programme of higher education – specialist programme (bachelor, master) in the field of study (specialty)

(code and name of the field of study (specialty))

after presenting a copy of the order on expulsion and (or) an extract from the order on expulsion.

Rector

Full name

Appendix to the statement on transfer
№ _____ dated _____ 20__

The list of studied subjects, completed practical training and research works that will be credited or evaluated upon transfer

**to North-Western State Medical University
named after I.I. Mechnikov**

Name of studied subjects, completed practical training and research works	Workload in credits	Grade	Credit/Evaluation

Rector

Full name

Appendix 3 to the Regulations

To the Rector of NWSMU n.a. I. I. Mechnikov under
the Ministry of Health of the Russian Federation

_____ full name
from ____ year student, group _____

in the specialty (field of study)

_____ code, name
at the expense of budgetary allocations / under the
contract for the provision of paid educational services
(*underline*)

_____ full name

APPLICATION

I request to be transferred for obtaining education from the specialty (field of study)

_____ code, name
to the specialty (field of study) _____

_____ code, name
to the _____ year of study and _____ form of education to places

at the expense of budgetary allocations

under contracts on the provision of paid educational services

_____ applicant's signature

_____ applicant's signature

Attached to the application:

1. Statement on the period of study _____,
(number, the date of issuance)

2. Documents confirming academic achievements (optionally)

_____ list of documents

« _____ » _____ 20 _____

Signature _____

Upon enrollment to places at the expense of budgetary allocations – I confirm that I do not have a bachelor's degree, specialist diploma, master's degree

_____ applicant's signature

I have been acquainted with the Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's, and master's degree programmes at the University and with the date of the interdisciplinary testing

_____ applicant's signature

Information on the necessity for special conditions due to disabilities, as set out in the Regulations, when testing
(indicating documents confirming disability)

_____ applicant's signature

Agreed:

Dean of the Faculty/Head of the Institute

_____ initial

_____ signature/full name

Agreed:

Dean of the Faculty/ Head of the Institute

_____ receiving

_____ signature/full name



Ministry of Health of the Russian Federation

North-Western State Medical University named after I.I. Mechnikov

191015, Russia, Saint Petersburg, Kirochnaya ul. 41,

Phone: (812) 303-50-00, Fax: (812) 303-50-35

E-mail: rectorat@szgmu.ru

www.szgmu.ru

STATEMENT ON TRANSFER

(date of issuance)

Full name**Code, name of the specialty (field of study)****Form of education****Basis for training**

Upon transfer to the specialty (field of study) _____

code, name

to the _____ year of study and _____ form of education to places

at the expense of budgetary allocations/ under contracts on the provision of paid educational services,

underline

the following disciplines, completed practical training and research works will be credited or evaluated:

Name of studied subjects, completed practical training, research works	Workload in credits	Grade	Credit/Evaluation

The Attestation Commission Chairman

Signature

Full name

To the Rector of NWSMU n.a. I. I. Mechnikov under
the Ministry of Health of the Russian Federation

_____ full name
from ____ year student, group _____
in the specialty (field of study)
_____ code, name
_____ full name

Заявление / Application

Прошу отчислить меня из Университета с « ____ » _____ 20__ г. по
собственному желанию.

I ask to be expelled from the University from _____ 20 at my own initiative.

Дата/Date

Подпись обучающегося/Signature

Виза работника бухгалтерии/Accountant's signature

- задолженность по договору об образовании – НЕТ / ДА (_____ рублей) / Tuition fee
debt – NO / YES (_____ rubles)

- задолженность по договору найма жилого помещения - НЕТ / ДА / Accommodation fee debt –
NO / YES

« ____ » _____ 20__ г. _____ / _____
(должность, ФИО) / (position, full name) (подпись) / (signature)

Виза помощника декана/директора института / Signature of the Assistant Dean / Deputy Head:

« ____ » _____ 20__ г. _____ / _____
(должность, ФИО) (подпись)

Виза декана/директора института / Signature of the Dean / Head of the Institute:

« ____ » _____ 20__ г. _____ / _____
(должность, ФИО) (подпись)



Ministry of Health of the Russian Federation

North-Western State Medical University named after I.I. Mechnikov

191015, Russia, Saint Petersburg, Kirochnaya ul. 41,

Phone: (812) 303-50-00, Fax: (812) 303-50-35

E-mail: rectorat@szgmu.ru

www.szgmu.ru

**STATEMENT
of refusal to provide written explanations**

Saint Petersburg

«__» ____ 20__

I, _____, in the presence of
(position, full name)

(position, full name)

have drawn up this Statement confirming that the _____ year student of the faculty of _____, _____ has been given explanations on the forthcoming
(full name)
expulsion from the _____ University due to _____ and
the need to provide written explanations of this fact.

_____ has refused to give written explanations without cause/
(full name)
because of: _____.

We confirm the information in this Statement with our personal signatures:

_____/_____
(position, full name) (signature)

_____/_____
(position, full name) (signature)

_____/_____
(position, full name) (signature)

This Statement has been drawn up by:

(position, full name)

(signature)



Ministry of Health of the Russian Federation

North-Western State Medical University named after I.I. Mechnikov

191015, Russia, Saint Petersburg, Kirochnaya ul. 41,

Phone: (812) 303-50-00, Fax: (812) 303-50-35

E-mail: rectorat@szgmu.ru

www.szgmu.ru

**STATEMENT
on failure to provide written explanations within the established deadline**

Saint Petersburg

«__» _____ 20__

I, _____, in the presence of

(position, full name)

(position, full name)

have drawn up this Statement confirming that _____ 20__ the _____ year student of the faculty of _____, _____ has been sent via public postal service a

(full name)

notice of forthcoming expulsion and the need to provide written explanations in accordance with the paragraph 6.4 of the “Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's, and master's degree programs at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation”, approved by the order dated _____ № _____.

As of _____ 20__ (more than 17 calendar days from the date of the notice), the relevant written explanations have not been submitted to the University by the student.

We confirm the information in this Statement with our personal signatures:

_____/_____
(position, full name) (signature)

_____/_____
(position, full name) (signature)

_____/_____
(position, full name) (signature)

This Statement has been drawn up by:

(position, full name)

(signature)



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REQUEST FOR EXPULSION

of the student _____

(full name)

(field of study (specialty), basis for training, faculty, year of study, group)

Reasons for expulsion: _____

The student's profile: _____

Tuition fee debt – no / yes (_____ rubles)

Accommodation fee debt – no / yes (_____ rubles)

Based on the aforementioned, the student is subject to expulsion in accordance with ___* the "Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's and master's degree programs at North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation", approved by the order dated _____ No. _____.

*para. 6.2.2.1 – 6.2.2.4

Dean of the Faculty / Head of the Institute

AGREED:

Head of the Educational Department

Head of the Legal Educational Relationship Department

Assistant to the Vice-Rector on Social Work

Chairman of the Student Council

Приложение № 9 к Положению

Ректору ФГБОУ ВО СЗГМУ
им. И.И. Мечникова Минздрава России

ФИО
от гражданина _____
гражданство

ФИО
бывшего обучающегося _____ курса по
специальности (направлению подготовки)

код и наименование специальности (направления подготовки)
документ, удостоверяющий личность _____

серия, номер

кем и когда выдан

Адрес регистрации: _____

Адрес проживания: _____

Телефон: _____

E-mail: _____

ЗАЯВЛЕНИЕ

Прошу зачислить меня в порядке восстановления на обучение по направлению
подготовки (специальности) _____

на _____ курс _____ семестр на места
за счёт бюджетных ассигнований

по договорам об оказании платных образовательных услуг

подпись претендента

подпись претендента

Был(а) отчислен(а) из Университета « _____ » _____ 20__ г.

причина отчисления

К заявлению прилагаю:

1. справку об обучении (о периоде обучения) _____,
2. документ о предшествующем образовании _____,
3. медицинскую справку 086-У _____,
4. сведения из военно-учетного стола Университета _____,
5. документы, подтверждающие образовательные достижения (по желанию) _____.

« _____ » _____ 20__ г.

Подпись _____

При зачислении на места за счет бюджетных ассигнований – подтверждаю отсутствие диплома бакалавра, диплома
специалиста, диплома магистра

подпись претендента

С лицензией на право осуществления образовательной
деятельности, свидетельством о государственной аккредитации, Уставом, правилами внутреннего распорядка
Университета ознакомлен(а)

подпись претендента

Согласен на обработку своих персональных данных в порядке, установленном Федеральным законом от 27.07.2006
г. № 152-ФЗ «О персональных данных»

подпись претендента

С Положением о порядке и основаниях перевода, отчисления и восстановления обучающихся по программам
бакалавриата, специалитета и магистратуры Университета и датой проведения аттестационных испытаний
ознакомлен(а)

подпись претендента

Сведения о необходимости создания специальных условий, установленных Положением, при проведении
тестирования в связи с ограниченными возможностями здоровья (с указанием подтверждающих ОВЗ документов)

подпись претендента

Appendix 9 to the Regulations

Заявление о восстановлении для а/я обучающихся
Application for foreign students (General Medicine EMI)

Ректору ФГБОУ ВО СЗГМУ
им. И.И. Мечникова Минздрава России/ To the
Rector of NWSMU n.a. I. I. Mechnikov under the Ministry of
Health of the Russian Federation

ФИО/full name

от гражданина/from a citizen of

гражданство/citizenship

ФИО

документ, удостоверяющий личность/identity
document _____

серия, номер/number

кем и когда выдан/issued by (if available)

Адрес регистрации

(Place of residence): _____

Адрес проживания

(Actual place of residence):

Телефон/Telephone: _____

E-mail: _____

ЗАЯВЛЕНИЕ / APPLICATION

Прошу зачислить меня в порядке восстановления на обучение по специальности 31.05.01
Лечебное дело, программа, частично реализуемая на английском языке/I request to be enrolled due to
reinstatement to the specialty (field of study) 31.05.01 General Medicine (EMI) на/to the _____ курс/year of study
_____ семестр/semester на места по договорам об оказании платных образовательных услуг/to
places under the contracts on the provision of paid educational services

подпись претендента/candidate's signature

Был(а) отчислен(а) из Университета/Was expelled from the University « ____ » _____ 20__ г.

причина отчисления/reason for expulsion

К заявлению прилагаю:/Attached to the application:

1. справку об обучении/Statement on study period

2. документ о предшествующем образовании /Document on previous education

3. медицинскую справку 086-У/ Medical certificate (086-У)

4. документы, подтверждающие образовательные достижения (по желанию)/ Documents confirming
academic achievements (optionally) _____

« ____ » _____ 20__ г.

Подпись/Signature _____

С лицензией на право осуществления образовательной деятельности, свидетельством о государственной аккредитации, Уставом, правилами внутреннего распорядка Университета ознакомлен(а)/I have been acquainted with the license for the right to carry out educational activities, the certificate of state accreditation, the Charter and the internal regulations of the University

подпись претендента/candidate's signature

Согласен на обработку своих персональных данных в порядке, установленном Федеральным законом от 27.07.2006 г. № 152-ФЗ «О персональных данных»/I give my consent to the processing of my personal data in accordance with the Federal Law dated 27.07.2006 № 152-ФЗ «On personal data»

подпись претендента/candidate's signature

С Положением о порядке и основаниях перевода, отчисления и восстановления обучающихся по программам бакалавриата, специалитета и магистратуры Университета и датой проведения аттестационных испытаний ознакомлен(а)/I have been acquainted with the Regulations on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist', and master's degree programmes at the University and with the date of the certification testing

подпись претендента/candidate's signature

Сведения о необходимости создания специальных условий, установленных Положением, при проведении тестирования в связи с ограниченными возможностями здоровья (с указанием подтверждающих ОБЗ документов)/ Information on the necessity for special conditions due to disabilities, as set out in the Regulations, when testing (indicating documents confirming disability)

подпись претендента/ candidate's signature

