



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
31 August 2020
Record № 9

APPROVED

by the Order of the Rector
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
dated 31.08.2020 № 1578-O

ENDORCED

at the meeting of the Students' Council
NWSMU named after I. I. Mechnikov
under the Ministry of Health
of the Russian Federation
Record № 84 dated 24 August 2020

_____ **M.V. Shutsky**

_____ **2020**

Internal Regulations for students

North-Western State Medical University named after I.I. Mechnikov under the Ministry of Health

1. General Provisions

1.1. This Internal Regulations for Students (hereinafter - the Internal Regulations) was developed in accordance with the Russian Federal Law "On Education in the Russian Federation" from 21.12.2012 № 273-ФЗ, Order of the Russian Ministry of Education and Science № 185 from 15.03.2013. 2013 "On approval of the procedure for the application to students and the removal of disciplinary measures from students", other normative legal acts, involving the Methodological recommendations for the prevention of new coronavirus infection (COVID-19) in educational institutions of higher education, approved by the Chief State Sanitary Doctor of the Russian Federation from 29. 07.07.2020 No. MP 3.1/2.1.0205-20, the Charter of the Federal State Educational Institution of Higher Professional Education named after I.I. Mechnikov under the Ministry of Health of Russia, other regulatory internal acts of the Federal State Educational Institution of Higher Professional Education named after I.I. Mechnikov under the Ministry of Health of Russia.

1.2. These Internal Regulations contains requirements for the conduct of students both in the course of study and during other periods of stay on the territory of North-Western State Medical University named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter -

University), that is, in buildings, structures, premises, including buildings and premises of University dormitories, on grounds and other facilities owned by the University, and during mass and cultural events held at other institutions. While clinical attachments on the territory of third-party organizations, University students shall also comply with the local acts governing the internal procedures of the third-party organization.

1.3. The Internal Regulations is aimed at strengthening labor and academic discipline, rational use of learning activities, achieving high quality and efficiency of the educational process at the University, the implementation of the core objectives of the University, fostering responsibility for the results of educational and scientific activities.

1.4. Students are defined as those who graduate from the University's Bachelor's, Specialist's, and Master's degree programs (hereinafter referred to as BSM programs), postgraduate research programs (hereinafter referred to as post-graduate students), residency programs (hereinafter referred to as residents), and additional professional programs and additional general education programs within the framework of additional education for children and adults (hereinafter referred to as attendees)..

These Internal Regulations also applies to doctoral students, persons attached to the University to perform a doctoral thesis and pass a PhD exam.

1.5. The legal status of a student at the University is based on the rights and responsibilities set forth in education law, the University Charter, these Internal Regulations, and other local acts of the University.

1.6. These Internal Regulations, all amendments and updates to it are adopted by the Academic Council of the University, approved by Order of the Rector, with regard to the opinion of the Council of students of the University and made publicly available by posting on the website of the University.

1.7. These Internal Regulations is available to the public for review.

2. Study schedule

2.1. Types of classes are established at the University in accord with the educational program. Classes are held according to a timetable or individual study plan.

2.2. Classes at the University are held in line with the curriculum and the academic calendar.

2.3. For all types of classes at the University, the duration of the academic hour is set at 45 minutes. Breaks between classes are not fewer than 5 minutes.

2.4. During classes, all classrooms and their surroundings must be quiet and orderly for the normal conduct of classes. Entering and leaving the classroom after the factual start of class is permitted only with the permission of the teacher.

2.5. It is forbidden to attend classes in outer clothing.

2.6. Support staff and students on duty prepare the necessary teaching aids and equipment, ventilate the rooms before each class (and during breaks between classes) in classrooms, laboratories and classrooms.

2.7. In each year, streams and/or study groups (subgroups) are formed in accordance with the norms established by the University to conduct classes in classrooms and laboratories.

2.8. The group captain is elected in training groups (subgroups) of students on BSM programs. A student of the group (subgroup) who has high academic performance, no academic debts, follows academic discipline and has expressed his or her consent to perform the corresponding duties may be elected a group (subgroup) captain. In the first year, the dean (assistant to the dean) appoints the group captain for a period of one academic year, in other years, before the election procedure, he/she is subject to mandatory approval of the dean (assistant to the dean) of the faculty.

In each group (subgroup) of students in the BSM program, the group (subgroup) captain or his/her assistant keeps a records on attendance at classes of the established form (provided to group (subgroup) captains before the beginning of the semester), which is submitted weekly to the Dean's Office to collect information about students' class attendance. At the end of the semester, the records are handed over by the group (subgroup) captains to the dean's office.

2.9. In each department that trains residents, the head of the department appoints a group captain from among the best-performing and most disciplined residents. The group captain executes all orders and instructions of the department head concerning the teaching and working process.

2.10. The group captain of Postgraduate Course is elected at the organizational meeting of postgraduate students at the beginning of the academic year. The group captain of Postgraduate Course executes orders related to the organization of the academic process, the head of the Department of Postgraduate Studies and Doctoral Studies and its staff, as well as heads of departments.

2.11. Vacations of students are determined by the curriculum and the calendar curriculum of the relevant educational program. In the case of additional professional programs, vacations are not provided.

2.12. Attendance at all types of classes is mandatory. Reasonable excuses for missing classes include medical conditions, caring for a sick family member, marriage, death of close relatives, blood and blood components donation, participation in an event authorized by the University administration, call to official bodies, and other circumstances supported by appropriate documents.

3. Students are obliged to:

3.1. Attend all the classes in the curriculum or individual study plan, prepare for classes independently, independently perform the tasks set by the teaching staff within the educational program, perform all types of academic assignments in the curriculum (individual study plan), as well as pass all types of current monitoring of academic performance in full scope.

Students shall also master the educational program, with features of its implementation and applied educational technologies (distance learning technologies and e-learning), which may be applicable in case of adverse epidemiological situation on the basis of regulatory legal acts of public authorities.

The following actions (omissions) of a student enrolled in a BSM, residency, or postgraduate program are grounds for disciplinary liability:

a) absence from seven classes without a valid reason (the dean shall issue a warning about the possibility of disciplinary measures being applied to the student, for students enrolled in residency and postgraduate programs - upon presentation by the head of the department), absence from 12 classes without a valid reason (a disciplinary measure in the form of a reprimand shall be applied to the student); absence from 17 classes (a disciplinary measure in the form of expulsion shall be applied to the student). If a student is absent from 18 classes continuously, a disciplinary sanction in the form of expulsion may be imposed without first imposing a penalty.

б) absence from classes during 14 calendar days and failure to notify the Dean's Office of the faculty Department of Residency / Department of Postgraduate and Doctoral Studies) of the reasons for absence without a valid excuse: a disciplinary penalty in the form of expulsion is applied to the student after the beginning of the semester, after the academic leave, as to the one who has stopped attending classes.

The basis for disciplinary responsibility under this item is the absence of more than 10% of classes.

3.2. Fulfill the requirements of normative legal acts in the field of education regulating the educational and scientific processes, the University Charter, these Internal Regulations, internal regulations in the dormitories and other local regulations of the University on organization and implementation of teaching and learning activities, the legal requirements of scientific, teaching and other staff of the University.

3.3. Pass all types of assessment, interim and state final examinations (final exams) in accordance with the curriculum and the approved schedule.

The procedure for formative assessment, summative assessment, all other types of assessment of academic performance is regulated by the University Charter and other local normative acts of the University.

3.4. In case of absence from classes, formative and summative assessment, and state final exams (final attestation), students in BSM programs shall immediately notify the dean's office, students in residency programs, postgraduate students and students in additional professional programs - department (department of residency / department of postgraduate and doctoral studies), students in additional general education programs in additional education for children and adults - Preparatory Department about the reasons for absence. Students who are absent from the above events shall submit a written evidence of a valid excuse for absence, otherwise the reason for non-attendance shall

be recognized as unreasonable. Written evidence of a valid excuse for absence shall be submitted by students within three (3) working days from the date of issue of relevant documents.

3.5. Take care of preserving and strengthening their health, to strive for moral, mental and physical development and self-improvement.

3.6. Be polite, comply with the Internal Regulations of Ethics, respect the honor and dignity of other students and University staff, do not obstruct the education of other students. When communicating with students and University staff find the best correct solution in a conflict situation.

3.7. Avoid the use of inappropriate language, slang expressions, profanity, and use of abusive language.

3.8. Follow the moral and cultural traditions and values of the University, generally accepted moral and ethical norms, follow the Internal Regulations of Ethics for Students of Medicine and Pharmacy.

3.9. Treat property of the University with care and diligence and take measures to ensure the safety of that property. In case of material damage to the University, students shall compensate for it in accordance with civil law or on the terms of the contract.

3.10. Be disciplined, keep the University campus clean and orderly.

3.11. Comply with safety, fire safety and other special rules both during the course of study and during other periods of stay on University campus.

3.12. Follow the University's entrance procedures, i.e. do not share your residence permit, student ID card, or other personal documents with any other person and do not use a pass (student ID card) that has been issued to another person.

3.13. Undergo vaccinations, medical and other examinations, in cases stipulated by the legislation of the Russian Federation and local acts of the University, and submit the results of necessary medical examinations to the structural unit of the University.

3.14. Be present at practical classes in a white gown and have a change of shoes (shoe covers). Students in additional general education programs in the framework of additional education for children and adults are required to attend classes in a shoe change (shoe covers).

3.15. Disconnect cell phones during class time.

3.16. Additional rights and obligations of persons living in the University dormitories are established by the housing legislation, the University dormitory regulations, the University dormitory internal regulations and dormitory rental agreements.

4. On the University campus, as well as its academic and administrative buildings and dormitories, it is forbidden to:

4.1. Impede the normal operation of the relevant division.

4.2. Insult (by words, gestures or other actions) to University staff or students, including on the grounds of interethnic and interreligious conflicts.

4.3. Involve others in conflicts, including those arising from cross-ethnic and cross religious relations.

4.4. Holding unauthorized meetings and other events.

4.5. Organizing, instigating or participating in illegal actions (actions) that lead to the disruption of the normal educational process, complete or partial disruption of classes or mandatory activities, the normal activities of the University as a whole or its structural subdivisions.

4.6. Taking and drinking alcohol-containing products, beer, narcotic substances and appearing in a state of alcoholic, narcotic or toxic intoxication.

4.7. Tobacco and tobacco-imitating substances intake.

4.8. Visits with pets or animals.

4.9. Gambling.

4.10. Violation of sanitary and hygienic rules and norms.

4.11. Writing, drawing on walls, tables and other surfaces, sticking up announcements without the permission of the administration.

4.12. Filming, photographing and taking video recordings during classes and with the participation of University staff, as well as taking pictures outside class hours in the academic, administrative and clinical buildings without the permission of the University administration.

4.13. Carry out entrepreneurial activities, including all types of trade, as well as provide paid services.

4.14. Violation of peace and quiet regime at night from 10:00 p.m. to 07:00 a.m. local time.

4.15. Storage, carrying, distribution and use of explosives and pyrotechnics, firearms, gas, traumatic, pneumatic and cold weapons, as well as percussion weapons; items prohibited for free circulation on the territory of the Russian Federation.

4.16. Intentional damage or destruction of furniture, equipment, and other University property.

4.17. Entry into the territory of the University by personal vehicle, as well as its parking.

4.18. Intentional misrepresentation of University employees, including the reasons for missing classes, place of residence, and other information to be provided to the University in accordance with the law and local normative acts of the University.

4.19. Submission to the University of unreliable information, as well as false documents.

4.20. Organization and participation in activities of an illegal nature, including those of a corrupt nature.

5. Students have rights to:

5.1. Master the educational program at the chosen level and form, also by individual study plans..

5.2. Use the resources of the University library, educational and material resources of the University, the services of educational, scientific, medical and other divisions of the University in accordance with the procedure established by the University Charter.

5.3. Appeal against the orders and instructions of the Rector of the University in accordance with the legislation of the Russian Federation.

5.4. Contact the administration and other officials of the University on issues related to educational activities.

5.5. In addition, students in higher education programs have the right to:

5.5.1. Take part in all types of research, scientific and practical conferences, symposiums, submit their papers for publication, including publications of the University.

5.5.2. Receive a scholarship granted in accordance with Scholarship Provision and also other forms of material support for students, residents, postgraduate students of the University; use various forms of material and moral encouragement for special achievements in academic, research, cultural, creative, social and sporting activities.

5.5.3. Have a draft deferment for the period of full-time military service in accordance with Federal Law No. 53-Φ3 of March 28, 1998 "On Military Duty and Military Service".

5.5.4. Take part in mass cultural and sports events, participate in creative and sports clubs and sections.

5.5.5. Take an academic leave of absence in accord with the legislation on education and local normative acts of the University.

5.5.6. Participate in the activities of student and other organizations, including the Council of Students, the Trade Union of students of the University.

5.6. Use other rights granted by Article 34 of the Federal Law "On Education in the Russian Federation" dated December 21, 2012 № 273-Φ3.

6. Liability of the students:

6.1. Students of the University are responsible for violations of the law, the University Charter, these Regulations, and other local acts establishing the rights and responsibilities of students.

6.2 In case of violation of the law, the University Charter, these Regulations, other local acts establishing the rights and obligations of students, students may be subject to disciplinary penalties in the form of a reprimand, reproof, expulsion. Disciplinary penalties shall be imposed on students taking into account the gravity of their misconduct, the reasons and circumstances under which it occurred, the student's prior behavior, their psychophysical and emotional state, and the opinion of the students' representative body.

6.3. If a student is subjected to disciplinary action, he or she shall provide an explanation in written form. If, after three days, the student fails to provide this explanation, an appropriate act shall

be drawn up. Failure to provide an explanation shall not constitute an obstacle to the application of a disciplinary sanction.

6.4. Disciplinary penalties shall be imposed no later than one month from the date of the misconduct and no later than six months from the date of its occurrence, excluding the time the student is absent from the University, as well as the time necessary to consider the opinion of the representative body of students, but no more than seven academic days from the date the motivated opinion of the representative body of students is submitted in written form.

Disciplinary action against a student is taken by order of the Rector.

6.5. The Rector's order to impose a disciplinary punishment on a student shall be communicated to the student within three academic days of its issue, excluding the time of the student's absence from the University, and shall be signed by the student. The refusal of the student (parent or other legal representative, if the student is under aged) shall be documented by an act.

6.6. Students (their parents or other legal representatives, if the student is a under age) have the right to appeal the order or instruction on the imposition of a disciplinary penalty to the Commission on Dispute Resolution and Conflict of Interest between the participants of educational relations of the University.

6.7. The decision of the Commission on Dispute Resolution and Conflict of Interest between the parties of legal educational relationships of the University is final, and is executed within the terms set by the decision.

6.8. If no new disciplinary sanction is imposed on the student within one year from the fact of the disciplinary sanction, the disciplinary sanction is neglected. A disciplinary sanction may be neglected by order of the Rector of the University until one year has elapsed since it was imposed.

7. Rights, Responsibilities and Liability of the University

7.1. The University exercises its rights and responsibilities in solving current issues of all types of educational activities, including: implementation of curricula, programs, formative, summative and final assessment, research, training students in BSM programs, residency programs, post-graduate students, doctoral students, trainees, students in additional general education programs for children and adults, their compliance with these rules strictly in accordance with the legislation of Russia and local normative acts of the University.

7.2. The university shall, through the proper organization of the educational process and the selection of forms, methods, and means of instruction, create the conditions for the mastery of educational programs of a particular level and focus. The use of teaching methods that are dangerous to the life or health of students is prohibited.

7.3. The language of instruction at the University is determined in accordance with the requirements of the educational program.

7.4. For excellent academic performance, active participation in research and public life of the University, achievements in sports and cultural and creative activities the following incentives are established for students:

- announcement of gratitude;
- awarding a diploma (certificate of merit);
- increased state academic scholarship (for the BSM students);
- assignment of personal scholarship (for the students of BSM students).

Incentives are announced by an authorized official and students are informed on them. The document confirming the fact of encouragement is kept in the personal portfolio of the student.

7.5. Responsibility for the order in the University premises (availability of serviceable furniture, learning equipment, maintenance of normal temperature, lighting, etc.) lies upon the heads of departments involving administrative and housekeeping staff of the University.

7.6. Heads of departments (divisions) and laboratories and classrooms are responsible for the proper functioning of equipment in laboratories and classrooms and for the readiness of teaching and learning materials in accordance with their job responsibilities.

7.7. Persons guilty of destroying or damaging University property shall be held liable (disciplinarily, materially, criminally) in accordance with the applicable laws of the Russian Federation.

7.8. The University establishes the reception hours of the Rector and Vice Rectors. Reception of visitors in the divisions of the University is carried out during the hours set by the Head of the division.

7.9. The University administration shall be liable for violation of these Regulations in accordance with the laws of the Russian Federation.

8. New coronavirus infection (Covid-19) context:

8.1. Students are required to wear masks while the learning process (in classrooms, lecture halls) and change them at least once every 3 hours (disposable) or according to the instructions (reusable);

8.2. Students are required to take temperature on the University campus, including its dormitories;

8.3. Students are required to keep social distance on University campus;

8.4. In case of non-compliance with the obligation specified in 8.1, the student is not allowed to the educational process.

If students refuse to undergo a thermometry test, or if there are signs of infectious diseases (fever, cough, runny nose), they will not be admitted to the University.