



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  
27 November 2020  
Record № 12

**APPROVED**

by the Order of the Rector  
NWSMU named after I. I. Mechnikov  
under the Ministry of Health  
of the Russian Federation  
dated 27.11.2020 № 2254-O

**ENDORCED**

at the meeting of the Student Council  
NWSMU named after I. I. Mechnikov  
under the Ministry of Health  
of the Russian Federation  
Record № 13 dated 23 November 2020

\_\_\_\_\_K.M. Temurzieva

\_\_\_\_\_2020

**Regulations**

**on the procedure and basis for transfer, expulsion and reinstatement of students of bachelor's, specialist's (MD courses), and master's degree programmes 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 (MD courses), and master's degree programmes 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 programmes – bachelor's programmes, specialist (MD courses) programmes, master's programmes» dated 05.04.2017 № 301, the Order of the Ministry of Education and Science «On approval of the Procedure for transfer of students to other organization that carries out educational activities on educational programmes of secondary vocational and (or) higher education dated 10.02.2017 № 124 (hereinafter – the Order № 124), 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 programmes 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), local acts of the University.

1.2. Main terms used in the Regulations:

**Assessment** is a determination of the level of a student's knowledge during the reporting period.

**Interim assessment** is conducted upon completion of mastering by students of educational programme, including the part or the entire subject, course, discipline (module) of the educational programme, in order to assess the level of students' knowledge, abilities and skills, as well as the level of competence. Interim assessment is used to assess the results of a student's training activities during a semester (year). Interim assessment is conducted in forms determined by the curriculum, and in order established by the local acts of the University.

**Curriculum** is a document that determines the list, workload, sequence and distribution over periods of study of the subjects, courses, disciplines (modules), practical training, and other types of training activities and forms of interim assessments of students.

**Academic calendar** means periods of theory classes, practical training and internship, interim assessment, final thesis, holidays, and their alternation during the whole period of study.

**Semester** is a period of time specified in the academic calendar, during which the study process is carried out in the form of lectures, seminars, practical and laboratory classes, as well as self-study.

1.3. These Regulations shall apply to students of bachelor's, specialist (MD courses), and master's programmes 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 local acts of the University.

1.4. 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 programme to another and applicants for transfer from other institutions of higher education.

## **2. The procedure and basis for transfer of students from other educational organization to the University, except for students of educational programme using the network form of implementation**

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

- transfer of persons, who study under educational programmes of higher education, to other organizations that carry out educational activities, in case of termination of the activity of the organization that carries out educational activities, annulment of the relevant license, withdrawal of the state accreditation for the relevant educational programme, expiry of the state accreditation for the relevant educational programme;

- transfer of persons, who study under educational programmes of higher education, to other organizations that carry out educational activities on relevant educational programmes, in case of suspension of the license, suspension of the state accreditation in full or in relation to certain levels of education, enlarged groups of professions, specialties and courses.

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 № 124 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.

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

2.5. Transfer of students, except for transfer of students of educational programme using the network form of implementation, is carried out:

- from a bachelor's programme to a bachelor's programme;
- from a specialist (MD courses) programme to a specialist (MD courses) programme;
- from a master's programme to a master's programme;
- from a specialist (MD courses) programme to a bachelor's programme;
- from a bachelor's programme to a specialist (MD courses) programme;
- from a bachelor's programme to a programme for training of mid-level professionals or to a programme for training of qualified workers;
- from a specialist (MD courses) programme to a programme for training of mid-level professionals or to a programme for training of qualified employees;

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

2.7. Transfer to study at the expense of budgetary allocations shall be carried out if an applicant for transfer meets the following conditions:

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

b) if 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 programme, to which student is being transferred, by more than one academic year.

2.8. Transfer of students, except for transfer of students between educational organizations that implement an educational programme using the network form, is allowed no earlier than after completing the first interim assessment at the initial organization. Transfer of students of an educational programme using the network form of implementation is allowed at any time stipulated in the specified educational programme.

2.9. Students may be transferred from any form of education to any form of education.

2.10. Transfer of students, except for students of an educational programme using the network form of implementation, is carried out in the following order:

2.10.1. Student shall submit an application for transfer (Appendix 1) to the University (the Department of Planning and Organization of Training) upon presentation of an identity document 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 programme, list and scope of studied subjects, courses, disciplines (modules) (hereinafter – academic disciplines), completed practical trainings, grades awarded by the initial organization during the interim assessment (hereinafter - statement on the period of study). A student may also submit other documents confirming his/her academic achievements to the University (other documents may be submitted at a student's discretion). 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 2.7 of the Regulations.

2.10.2. On the basis of an application for transfer, the University shall, no later than 14 calendar days from the date of submission of an application for transfer in accordance with the Regulations, assess the received documents for the student's compliance with the requirements stipulated by the Regulations and determination of the list of studied subjects, completed practical training, that will be, in case of transfer of a student, certified or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered, in order established by the local acts of the University, as well as determines the period from which a student, in case of transfer, will be admitted to study.

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

2.10.3. If the number of applications for transfer exceeds the number of vacant transfer places, the University shall, in addition to assessment of received documents, conduct a competitive selection among those who have applied for transfer. Based on the results of the competitive selection, the University shall either make a decision to enroll the most prepared to master the relevant educational programme students in the vacant transfer places (hereinafter – enrollment decision), or a decision to decline the enrollment of persons who failed the competitive selection. The procedure and deadlines of the competitive selection shall be determined by the Regulations.

2.10.4. When the University makes a decision about enrollment, a student, within 5 calendar days from the date of the enrollment decision, 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. Attached to the statement, there shall be the list of studied subjects, completed practical training that will be certified upon transfer or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered (Appendix 2).

2.10.5. Person expelled due to transfer submits to the University:

- an extract from an order on expulsion due to transfer;
- a 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).

When submitting a document on previous education obtained in a foreign country, a person expelled due to transfer shall submit a certificate on recognition of foreign education. The submission of the above certificate is not required in the following cases:

- upon submission of the document of foreign country on education that corresponds part 3 Article 107 of the Federal Law N 273-ФЗ;

- upon submission of the document on education corresponding to Article 7 of the Federal Law dated 5 мая 2014 г. N 84-ФЗ "On peculiarities of legal regulation of relations in education due to accession of the Republic of Crimea to the Russian Federation and formation of new entities within the Russian Federation - the Republic of Crimea and the Federal City of Sevastopol, and on amendments to the Federal Law "On education in the Russian Federation";

- medical certificate (086-Y);

- information from the military recruitment office (for persons liable for military service).

2.10.6. The University shall, within 3 working days from the date of receiving the documents specified in paragraph 2.10.5. of the Regulations, issue an order on enrollment of the person expelled from the initial organization due to transfer (hereinafter – an order on enrollment due to transfer).

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

2.10.8. After issuance of an order on enrollment due to transfer, the University shall compile a student's personal file, which includes the following:

- an application for transfer;

- a statement on the period of study;

- other documents confirming student's academic achievements (if any);

- a 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);

- an extract from an order on expulsion due to transfer;

- an extract from an order on enrollment due to transfer;

- a contract on education, if enrollment is carried out under contracts on education at the expense of natural persons and (or) legal entities.

2.10.9. Within 5 working days from the date of issuing an order on enrollment due to transfer students receive a student card and a record book.

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

2.11.1. Competitive selection is carried out by the attestation commission of the University before the start of autumn and spring semesters.

2.11.2. Competitive selection is carried out in the form of interdisciplinary testing (hereinafter – testing). The list of disciplines (modules) for testing is determined by the head of the educational programme and approved by the Vice-Rector on Studies.

2.11.3. Information on the disciplines (modules) to be tested, as well as on the date, time and place of testing shall be published on the University's official website.

2.11.4. The employee of the Department of Planning and Organization of Training shall inform an applicant for transfer on the availability of competitive selection and the necessity to be tested.

2.11.5. Testing is conducted in the University's computer rooms in the following order:

2.11.5.1. Testing is conducted in Russian, except for testing of applicants for transfer to the specialist programme 31.05.01. General Medicine implemented partially in English. The mentioned testing is conducted in English.

2.11.5.2. Applicant for transfer shall be tested once.

2.11.5.3. Persons who did not pass testing 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 testing on the backup day.

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

During testing, 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 persons conducting testing). During testing, 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.

2.11.5.5. Testing provides a calm and friendly environment, and applicants for transfer are given the opportunity to demonstrate their level of knowledge to the fullest extent possible.

2.11.5.6. During testing, applicants and assistants are not permitted to carry or use any means of communication.

2.11.5.7. It is strictly prohibited to bring textbooks or additional literature into a computer room or to leave a computer room during testing (unaccompanied by University's authorized officials).

2.11.5.8. Applicants for transfer shall have an identity document to pass testing.

2.11.5.9. In case of violation of testing 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 testing procedure. In this case, an applicant is recognized as having not passed testing without valid reasons and is denied a transfer, the University shall return the accepted documents to an applicant.

2.11.5.10. In a schedule for testing there shall be an additional backup time for persons specified in paragraph 2.11.5.3. of the Regulations.

2.11.5.11. The result of testing shall be sent to an applicant for transfer's e-mail address indicated when submitting the documents, no later than three working days after testing.

2.11.6. The result of an applicant's testing shall be recorded in the record of the meeting of the attestation commission not later than 5 working days from the date of testing.

2.11.7. The attestation commission shall decide on the transfer taking into account the ranking of applicants for transfer based on the testing results, as well as the priority determined in paragraph 2.11.8 of the Regulations. If necessary, the attestation commission shall take a decision on transfer to an individual study plan.

If the testing result is less than 70% correct, the attestation commission decides to decline an applicant's transfer.

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

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

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

2.12. 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.

2.13. Information on the results of transfer is published on the University's official website within 10 working days from the date of the meeting of the attestation commission.

2.14. After being notified of the decision taken by the attestation commission, an applicant for transfer has the right, no later than the next working day after being notified of the decision taken by the attestation commission, 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.

An appeal shall be considered at a meeting of the appeals board no later than 2 working days from the date of its submission, to which the chairman of the attestation commission and an applicant for transfer who submitted an appeal shall be invited.

A meeting of the appeals board 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 working days from the date of the meeting of the appeals board. 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.

2.15. In case of a positive decision of the attestation commission, an applicant for transfer, after expulsion from the initial organization, shall submit to the University the documents for enrollment specified in paragraph 2.10.5.

Persons expelled due to transfer to the University, submit the aforementioned documents no later than 10 calendar days from the date of issuing an order on expulsion by the initial organization.

2.16. A student transferring in accordance with this section shall be expelled from the initial organization in the order established by the Order № 124.

### **3. The procedure for transfer of students from the University to another educational organization, except for students of educational programme using the network form of implementation**

3.1. Transfer of a student to another educational organization is allowed no earlier than after completing the first interim assessment at the University.

3.2. Upon an application of a student who intends to be transferred to another organization, the University shall issue him/her a statement on the period of study within 5 working days from the date of application.

3.3. 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 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 (if any) 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.

3.4. The University shall, within 3 working days from the date of application for expulsion, issue an order on expulsion of a student due to transfer to another organization.

3.5. A person expelled due to transfer to another organization shall receive, within 3 working days from the date of issuing of an order on expulsion due to transfer, an extract from an order on expulsion due to transfer certified by the University, and the original of a document on education or on education and qualification on the basis of which this person has been enrolled to the University. These documents are handed over to a person expelled due to transfer or his/her legal representative (upon presentation of the power of attorney issued by a person expelled due to transfer and duly executed) 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).

3.6. A person expelled due to transfer shall submit to the University an exit checklist, his/her student card and record book. In case of tuition or dormitory fees arrears, a person expelled due to transfer is obliged to eliminate the arrears.

3.7. In a personal file of a person expelled due to transfer, a copy of a document on previous education certified by the University is kept, as well as an extract from an order on expulsion due to transfer, a student card and a record book.

#### **4. Transfer of students between the University and other educational organizations that implement an educational programme using the network form**

4.1. Transfer of students of educational programme using the network form of implementation is carried out on the basis of the letter from the initial organization on transfer to the receiving organization, in accordance with an agreement on implementation of educational programmes in network form between specified organizations. Attached to a letter from the initial organization there shall be a list of students of educational programme using the network form of implementation and copies of their personal files.

4.2. The receiving organization shall, within 5 working days of receipt of the letter specified in paragraph 4.1 of the Regulations, issue an order on enrollment due to transfer from the initial organization of students of educational programme using the network form of implementation (hereinafter – an order on enrollment due to transfer) and send a copy of an order on enrollment due to transfer to the initial organization. Until the receipt of a letter on transfer from the initial organization, the receiving organization may allow students of educational programme using the network form of implementation to participate in the educational process by its administrative act in accordance with an agreement on implementation of educational programmes in network form.

4.3. The initial organization shall, if an agreement on implementation of educational programmes in network form provides for suspension of education in the initial organization, within 5 working days from the date of receipt of a copy of an order on enrollment due to transfer, issue an order on suspension of education in the initial organization of students of educational programme using the network form of implementation in connection with enrollment due to transfer to the receiving organization.

4.4. If a suspension of education in the initial organization is not stipulated by an agreement on implementation of educational programmes in network form, an order on suspension of education in the initial organization of students of educational programme using the network form of implementation in connection with enrollment due to transfer to the receiving organization shall not be issued.

4.5. Within 10 working days from the date of issuing an order on enrollment of a person due to transfer, depending on the category of a student, the receiving organization shall give out a student card, a record book or documents issued in cases stipulated by the legislation of the Russian Federation or other local acts that confirm training in the receiving organization.

4.6. Exchange of documents necessary for organization and carrying out educational activities of students of educational programme using the network form of implementation, including the formation of students' personal files by the receiving organization is carried out by organizations in accordance with an agreement on implementation of educational programmes in network form.

## **5. Procedure and basis for transfer of students from one educational programme to another at the University for obtaining education in another specialty and (or) field of study, and in another form of education**

5.1. Transfer of a student of the University 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 programme to another) is carried out subject to the availability of vacant transfer places.

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

5.2. Conditions for transfer of a student from one educational programme to another are the following:

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

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

Students applying for transfer to another educational programme, for places at the expense of budgetary allocations shall also meet the conditions specified in paragraph 5.3. of the Regulations.

5.3. Transfer for training from one educational programme to another, for places at the expense of budgetary allocations shall be carried out if an applicant for transfer meets the following conditions:

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

b) if 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 programme, to which student is being transferred, by more than one academic year.

5.4. Transfer of students from one educational programme to another is allowed no earlier than after completing the first interim assessment.

5.5. In order to transfer from one educational programme 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). Those applicants who study at the expense of budgetary allocations (within the targeted quota) shall submit consent of the Customer of targeted training to change the educational programme and (or) form of education.

5.6. 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.

5.7. On the basis of an application for transfer, the University shall, no later than 14 calendar days from the date of submission of an application for transfer in accordance with the Regulations, assess the received documents for the student's compliance with the requirements stipulated by the Regulations and determination of the list of studied subjects, completed practical training, that will be, in case of transfer of a student, certified or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered, in the order established by the University, as well as determines the period from which a student, in case of transfer, will be admitted to study.

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



5.8. If the number of applications for transfer exceeds the number of vacant transfer places, the University shall, in addition to assessment of received documents, conduct a competitive selection among those who have applied for transfer in accordance with paragraph 2.11 of the 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 programme students in the vacant transfer places (hereinafter – a decision on transfer from one educational programme to another), or a decision to decline the transfer from one educational programme to another of persons who failed the competitive selection.

5.9. 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 meeting of the attestation commission.

5.10. Information on the results of transfer is published on the University's official website within 10 working days from the date of the meeting of the attestation commission

5.11. After being notified of the decision taken by the attestation commission, an applicant for transfer has the right, no later than the next working day after being notified of the decision taken by the attestation commission, 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 2.14 of the Regulations.

5.12. When the attestation commission decides on transfer from one educational programme to another, a student, within 5 calendar days from the date of the decision on transfer from one educational programme to another, 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 chairman of the attestation commission. Attached to the statement, there shall be the list of studied subjects, completed practical training that will be certified upon transfer or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered (Appendix 4).

5.13. A statement on transfer shall be forwarded to the dean of the initial faculty.

5.14. Within 3 working days from the receipt of a statement on transfer, the assistant dean of the initial faculty shall issue an order on transfer of a student to another educational programme.

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

5.16. After issuance of an order on transfer of a student to another educational programme, an application for transfer, an extract from the record of the meeting of the attestation commission, a statement on transfer, other documents confirming student's academic achievements (if any), an extract from an order on transfer, as well as a contract on education (a supplementary agreement) if transfer is carried out to places under contracts on education at the expense of natural persons and (or) legal entities, shall be also added to a student's personal file.

5.17. Within 5 working days from the date of issuing an order on transfer of a student to another educational programme, the assistant dean of the receiving faculty shall give a student new student card and record book.

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

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

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

6.1.2. Transfer shall be carried out on the basis of a student's application to the Rector of the University. An application shall be signed by the dean of the faculty (the head of GPEP HE).

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

## 7. Procedure and basis for expulsion of students

7.1. Educational relation shall be terminated due to expulsion of a student from the University:

7.1.1. due to obtaining education (completion of training);

7.1.2. prematurely, based on the cases determined in paragraph 7.2. of this section.

7.2. educational relation may be terminated prematurely in the following cases:

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

7.2.1.1. at their own request;

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

7.2.2. at the University's initiative:

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

7.2.2.2. 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;

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

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

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

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

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

7.3. In all cases of expulsion of a student at the initiative of the University, the dean of the faculty 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.

In all cases of expulsion at the initiative of a student, a student shall fill in an application for expulsion addressed to the Rector of the University, indicating the reason (hereinafter – an application for expulsion) and, if necessary, submit the documents confirming the reason for expulsion. An application for expulsion shall be approved by the assistant dean and the dean of the faculty.

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 7.2.3. of the Regulations.

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

7.4.1. In case of expulsion at the University's initiative, except for the basis specified in paragraph 7.4.2. of the Regulation, the refusal of a student to provide explanations shall be recorded in the Statement of refusal (Appendix 5) 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 obtain 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 6) and a student is deemed to have refused to give explanations and is expelled.

7.4.2. If a student is expelled as a disciplinary sanction, written explanations shall be obtained in accordance with the procedure set out in the Internal Regulations for students of the University. If it is not possible to obtain 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 7.4.1 of the Regulations shall be applied.

7.5. The expulsion of a student is executed by the Rector's order. The assistant dean prepares a draft of an order on expulsion on the basis of a request for expulsion or an application for expulsion.

7.6. Expulsion shall be carried out within 3 working days from the date of signature of a request for expulsion by the Vice-Rector on Studies or from the date of an application for expulsion.

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

7.7.1. a request for expulsion of a student (Appendix 7) or an application for expulsion;

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

7.7.3. a statement on training drawn up in the established order.

7.8. 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 vacate the University dormitory within three days.

Upon expulsion, a student shall also complete an exit checklist and submit it to the Department of Student Documentation.

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).

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

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

7.9.2. an extract from an order on expulsion;

7.9.3. a student's transcript;

7.9.4. a copy of a statement on training;

7.9.5. a record book;

7.9.6. a student card;

7.9.7. an exit checklist.

## **8. Procedure and basis for reinstatement of persons previously expelled from the University**

8.1. The mandatory condition for reinstatement of a student to the University is the availability of vacant places in the respective year of study in the faculty, in the particular form of education, field of study or specialty as of the date of the attestation commission.

8.2. The number of vacant places for reinstatement shall be determined by the University with details on educational programmes, forms of education, and years of study, indicating the number of vacant places for reinstatement financed from budgetary allocations and under contracts on education at the expense of natural persons and (or) legal entities.

8.3. Deadlines for reinstatement, including deadlines for accepting documents required for reinstatement, 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.

8.4. 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 7.2.2.3. of the Regulations.

8.5. A person expelled from the University at the initiative of a student 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.

8.6. 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.

8.7. A person expelled from the University at the initiative of the University may be reinstated only to places under contracts on the provision of paid educational services, except for persons 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; citizens under twenty years of age with only one parent who is a disabled person of Group I, if the average per capita income of the family is below the subsistence minimum, established in the subject of the Russian Federation for the place of residence of these citizens, etc.) provided that documents confirming this status at the time of application are submitted, and there are vacant places at the expense of budgetary allocations.

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

8.8.1. A candidate for reinstatement shall submit to the Department of Planning and Organization of Training, within the established deadlines and upon presentation of an identity document, the following documents:

8.8.1.1. an application (Appendix 8);

8.8.1.2. a statement on training;

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

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

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

8.8.1.6. other documents confirming academic achievements of a candidate for reinstatement (at a candidate's discretion);

8.8.2. Attestation commission shall assess the received documents for the compliance of a candidate for reinstatement with the requirements stipulated by the Regulations and determination of the list of studied subjects, completed practical training, that will be, in case of reinstatement, certified or evaluated for the actual achievement of the planned results of the part of educational programme being mastered, in order established by the University. The scope of a programme 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).

8.8.3. Candidates for reinstatement shall be tested to determine their level of knowledge of the programme content that is covered by the current curriculum of the field of study (specialty).

8.9. The procedure and deadlines for testing of candidates for reinstatement:

8.9.1. The list of disciplines (modules) for testing is determined by the head of the educational programme and approved by the Vice-Rector on Studies.

8.9.2. Information on the disciplines (modules) to be tested, as well as the date, time and place of testing shall be published on the University's official website.

8.9.3. Testing is conducted in the University's computer rooms in the following order:

8.9.3.1. Testing is conducted in Russian, except for testing of candidates for reinstatement to the specialist programme 31.05.01. General Medicine implemented partially in English. The mentioned testing is conducted in English.

8.9.3.2. Candidate for reinstatement shall be tested once.

8.9.3.3. Persons who did not pass testing 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 testing on the backup day.

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

During testing, 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 persons conducting testing). During testing, 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.

8.9.3.5. Testing provides a calm and friendly environment, and candidates for reinstatement are given the opportunity to demonstrate their level of knowledge to the fullest extent possible.

8.9.3.6. During testing, candidates and assistants are not permitted to carry or use any means of communication.

8.9.3.7. It is strictly prohibited to bring textbooks or additional literature into a computer room or to leave a computer room during testing (unaccompanied by University's authorized officials).

8.9.3.8. Candidates for reinstatement shall have an identity document to pass testing.

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

8.9.3.10. In a schedule for testing there shall be an additional backup time for persons specified in paragraph 8.9.3.3. of the Regulations.

8.9.3.11. The result of testing shall be sent to a candidate's e-mail address indicated when submitting the documents, no later than three working days after testing.

8.9.4. The result of a candidate's testing shall be recorded in the record of the meeting of the attestation commission not later than 5 working days from the date of testing.

8.9.5. The attestation commission shall decide on reinstatement considering the ranking of candidates for reinstatement based on the testing results, as well as the priority determined in paragraph 8.10.6 of the Regulations. If necessary, the attestation commission shall take a decision on transfer to an individual study plan.

If the testing result is less than 70% correct, the attestation commission decides to decline a candidate's reinstatement.

8.9.6. If there are two or more candidates for the same vacant place for reinstatement, priority shall be given:

a) first – to candidates with a higher average grade point for the whole period of study at the University;

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

8.10. Notification about the decision taken by the attestation commission shall be sent to candidate's e-mail address indicated when submitting the documents, on the day of the meeting of the attestation commission.

8.11. Information on the results of reinstatement is published on the University's official website within 10 working days from the date of the meeting of the attestation commission.

8.12. After being notified of the decision taken by the attestation commission, a candidate for reinstatement has the right, no later than the next working day after being notified of the decision taken by the attestation commission, 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.

An appeal shall be considered at a meeting of the appeals board no later than 2 working days from the date of its submission, to which the chairman of the attestation commission and a candidate for reinstatement who submitted an appeal shall be invited. A meeting of the appeals board 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 for reinstatement who submitted an appeal within 3 working days from the date of the meeting of the appeals board. The fact of acquaintance of a candidate for reinstatement 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.

8.13. 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 places under contracts on education at the expense of natural persons and (or) legal entities, conclusion of a contract on education shall precede the issuance of an order on reinstatement.

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

8.14.1. an application;

8.14.2. a statement on training;

8.14.3. a document on previous education (original document or copy);

8.14.4. an extract from an order on reinstatement;

8.14.5. an extract from the record of the meeting of the attestation commission.

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

8.15.1. an application;

8.15.2. an extract from the record of the meeting of the attestation commission.

8.16. A student reinstated to the University is given a student card and a record book.

## **9. Peculiarities of the procedure for transfer, expulsion and reinstatement of students in a distance learning format using the electronic information and educational system of the University**

9.1. 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 1-8 of the Regulations in a distance learning format using 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.

9.2. Applications and documents required for the procedures specified in sections 1-8 of the Regulations shall be sent to the e-mail addresses of the relevant organizational units available at the University's official website.

9.3. Documents of the University required for the procedures specified in sections 1-8 of the Regulations shall be sent to the e-mail addresses of the relevant persons (if any).

9.4. 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).

## 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 calendar 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);
- information from the military recruitment office (for persons liable for military service).

\_\_\_\_\_ applicant's 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  
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 programme 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 (MD courses), 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

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](http://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 the document on education and an extract from the order on expulsion due to transfer..

**Appendix to the statement:** the list of studied subjects, completed practical training that will be certified to student upon transfer, or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered.

Rector

Full name



**Appendix to the statement on transfer**  
№ \_\_\_\_\_ dated \_\_\_\_\_ 20\_\_

**The list of studied subjects, completed practical training that will be certified or evaluated for the actual achievement by a student of the planned results of the part of educational programme being mastered (hereinafter – evaluation) upon transfer \_\_\_\_\_  
to North-Western State Medical University  
named after I.I.Mechnikov under the Ministry of Health of the Russian Federation**

Name of studied subjects, completed practical training	Workload in credits	Grade	Certification/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

\_\_\_\_\_ applicant's signature

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)

2. Consent of the Customer of targeted training

\_\_\_\_\_,  
those applicants who study at the expense of budgetary allocations from the federal budget (within the targeted quota)

3. 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 (MD courses), 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 of \_\_\_\_\_  
initial

\_\_\_\_\_ signature/full name

Agreed:

Dean of the Faculty of \_\_\_\_\_  
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,  
\_\_\_\_\_ the following disciplines, completed practical training will be certified or evaluated for the actual  
achievement by a student of the planned results of the part of educational programme being mastered:

Name of studied subjects, completed practical training	Workload in credits	Grade	Certification/Evaluation

The Head of the Attestation Commission

\_\_\_\_\_ Signature

\_\_\_\_\_ Full name



Ministry of Health of the Russian Federation

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**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

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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 7.4 of the “Regulations on the procedure and basis for transfer, expulsion and reinstatement  
of students of bachelor's, specialist's (MD courses), and master's degree programmes 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 27.11.2020 № 2254-O.

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)



Ministry of Health of the Russian Federation

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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: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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 (MD courses), and master's degree programmes 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 27.11.2020 № 2254-O.

\*para. 7.2.2.1 – 7.2.2.4

Dean of the Faculty

AGREED:

Head of the Training Department

Vice-Rector on Organizational, Legal and Property Affairs

Assistant to the Vice-Rector on Social Work

Chairman of the Student Council

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  
former \_\_\_\_\_ year student in the specialty  
(field of study)

\_\_\_\_\_ code, 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 reinstatement to the specialty (field of study)

\_\_\_\_\_ to the \_\_\_\_\_ year of study  
\_\_\_\_\_ semester to places

at the expense of budgetary allocations

\_\_\_\_\_ candidate's signature

under contracts on the provision of paid educational services

\_\_\_\_\_ candidate's signature

Was expelled from the University «\_\_\_\_\_» \_\_\_\_\_ 20\_\_ г.

\_\_\_\_\_ reason for expulsion

Attached to the application:

1. Statement on training \_\_\_\_\_,
2. Document on previous education \_\_\_\_\_,
3. Medical certificate (086-Y), \_\_\_\_\_,
4. Information from the military recruitment office of the University \_\_\_\_\_,
5. Documents confirming academic achievements (optionally) \_\_\_\_\_.

«\_\_\_\_\_» \_\_\_\_\_ 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

\_\_\_\_\_ candidate'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

\_\_\_\_\_ candidate'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»

\_\_\_\_\_ candidate'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 (MD courses), and master's degree programmes at the University and with the date of the interdisciplinary testing

\_\_\_\_\_ candidate's signature

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

\_\_\_\_\_ candidate's signature