



Ministry of Health of the Russian Federation

**Federal State Budgetary Educational Institution of Higher Education  
“North-Western State Medical University named after I.I. Mechnikov”  
under the Ministry of Health of the Russian Federation**

(FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health  
of the Russian Federation)

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**ORDER**

September 01, 2016

No. 1844-O

**On approval of local regulations of the University regulating education under bachelor's degree,  
specialist's degree and master's degree programs in connection with renaming FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry of Health  
of the Russian Federation**

In connection with the approval of the Charter of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation dd. 31.12.2015, on the basis of the decision of the Academic Board of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation dd. 31.08.2016, Minutes No. 7

**I hereby order:**

1. To approve and implement local regulations of the University since 01.09.2016 (Appendices Nos. 2–23), as well as consider the approval orders specified in Appendix No. 1 invalid.
2. Vice-Rector for Medical and Preventive Affairs, deans of medical, dental, therapeutic, biomedical, surgical, pediatric faculties, faculty of nursing education and medical and social work shall bring this order to the attention of the departments.
3. Control over the execution of the order is assigned to the Vice-Rector for Academic Affairs  
A.M. Lila.

Rector

*/signature/*

O.G. Khurtsilava

**List of local regulations of the University regulating education under bachelor's degree, specialist's degree and master's degree programs that changed their names in connection with renaming of the University**

№	Date and No. of the order, which has become invalid	Former document name	New document name
1.	05.07.2013 No. 1704-O	Regulations on the Council of Students at SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the Council of Students at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 2)
2.	06.08.2013 No. 2059-O	Standard Regulations on the Council of Leaders of the Faculty of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Standard Regulations on the Council of Leaders of the Faculty of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 3)
3.	06.08.2013 No. 2060-O	Regulations on the Council of Students of the Students Dormitory at SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the Council of Students of the Students Dormitory at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 4)
4.	29.11.2013 No. 3061-O	Regulations on the procedure for granting academic leave to students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the procedure for granting academic leave to students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 5)
5.	30.04.2014 No. 869-O	Regulations in individual work of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations in individual work of students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 6)
6.	02.06.2014 No. 1168-O	Regulations on liquidation of current academic arrear by students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on liquidation of current academic arrear by students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 7)
7.	01.07.2014 No. 1536-O	Regulations on the Student Medical Detachment at SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the Student Medical Detachment at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 8)
8.	26.12.2014 No. 3041-O	Regulations on the procedure for transfer of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the University) from paid education form to free education form	Regulations on the procedure for transfer of students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the University) from paid education form to free education form (Appendix No. 8)
9.	29.12.2014 No. 3048-O	Regulations for the preparation, approval and use of examination papers at the departments of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation during the period of midterm assessment	Regulations for the preparation, approval and use of examination papers at the departments of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation during the period of midterm assessment (Appendix No. 10)

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10.	20.04.2015 No. 820-O	Regulations on the research work of students in higher education programs - bachelor's degree, specialist degree and master's degree programs at SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the research work of students in higher education programs - bachelor's degree, specialist degree and master's degree programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 11)
11.	01.06.2015 No. 1232-O	Regulation on the procedure for registration, maintenance and record of student grade record and student ID card of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulation on the procedure for registration, maintenance and record of student grade record and student ID card of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 12)
12.	01.06.2015 No. 1233-O	Regulations on the provision of additional paid educational services to students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the provision of additional paid educational services to students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 13)
13.	26.06.2015 No. 1428-O	Regulations of the procedure of practical training of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations of the procedure of practical training of students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 14)
14.	03.07.2015 No. 1521-O	Regulations on the supervision of first-year students of faculties of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the supervision of first-year students of faculties of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 15)
15.	31.08.2015 No. 1883-O	Regulations on education according to an individual curriculum, including accelerated education, within the mastered academic program in the fields of study (areas of specialization) of higher education of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on education according to an individual curriculum, including accelerated education, within the mastered academic program in the fields of study (areas of specialization) of higher education of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 16)
16.	18.09.2015 No. 2009-O	Standard forms of contracts for the provision of additional paid educational services to students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Standard forms of contracts for the provision of additional paid educational services to students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 17)
17.	02.11.2015 No. 2366-O	Procedure for registration of emergence, suspension and termination of relations between SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation and students and (or) parents (legal representatives) of minor students	Procedure for registration of emergence, suspension and termination of relations between FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation and students and (or) parents (legal representatives) of minor students (Appendix No. 18)

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18.	02.11.2015 No. 2367-O	The study session schedule of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	The study session schedule of students of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 19)
19.	03.11.2015 No. 2392-O	Procedure for execution of documents when students fail to fulfil the obligations set forth in the Charter, the Students' Code of Conduct, other local regulations of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Procedure for execution of documents when students fail to fulfil the obligations set forth in the Charter, the Students' Code of Conduct, other local regulations of FSBEI HE NWSMU named after Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 20)
20.	27.11.2015 No. 2560-O	Regulations on support of education of persons with disabilities and persons with health limitations in SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on support of education of persons with disabilities and persons with health limitations in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 21)
21.	28.12.2015 No. 2875-O	Regulations on the assessment commission of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the assessment commission of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 22)
22.	28.12.2015 No. 2877-O	Regulations on the procedure for conducting state final examination for higher education academic programs - bachelor's degree, specialist's degree, master's degree programs at SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on the procedure for conducting state final examination for higher education academic programs - bachelor's degree, specialist's degree, master's degree programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (Appendix No. 23)

**Procedure  
for execution of documents when students fail to fulfil the obligations set forth in the  
Charter, the Students' Code of Conduct, other local regulations of FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry of Health of the Russian Federation**

The procedure for execution of documents when students fail to fulfil the obligations set forth in the Charter, the Students' Code of Conduct, other local regulations of the University regulates the manner of execution of documents when students of the University fail to fulfil the obligations set forth in the Charter, the Students' Code of Conduct, other local regulations of the University and establishes the standard forms of such documents.

1. If there are 7 classes missed without a good reason, the dean issues a once-off warning about the possibility of applying disciplinary measures to the student. The student writes a letter of explanation addressed to the dean about the reason for missing classes. Then the assistant dean prepares a written warning to the student about a possible reprimand and, subsequently, a possible expulsion (see standard form in Appendix No. 1). The written warning is signed by the dean. Familiarization of the student with a written warning is mandatory.

2. If there are 12 classes missed, a disciplinary sanction in the form of a reprimand is applied to the student. The student writes a letter of explanation addressed to the Rector about the reason for missing classes. The assistant dean prepares a memo on behalf of the dean of the faculty (see standard form in Appendix No. 2). A memo with an attachment of a written warning to the student(s) (if any) shall be agreed with the Head of the Training Center for BSM Programs and the Vice-Rector for Academic Affairs, after which the assistant dean prepares a draft order to reprimand the student(s) (see standard form in Appendix No. 3). Familiarization of the student(s) with the order on the reprimand is mandatory. An extract from the order declaring a reprimand is filed in the student's personal file.

3. If there are 17 classes missed, a disciplinary sanction in the form of an expulsion is applied to the student.



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**DEAN'S OFFICE OF THE FACULTY \_\_\_\_\_**

**Written warning**

\_\_\_\_\_, 2015

For violation of the duties to attend all learning sessions provided for by the curriculum, to complete all types of training tasks provided for by the curriculum, as well as to complete all types of current academic performance assessment in full, the student of \_\_\_\_\_ year of study \_\_\_\_\_ group \_\_\_\_\_ (full name) is warned that if he/she misses 12 learning sessions during the semester without good reason, by order of the Rector of the University, he/she will be reprimanded, and if he/she misses 17 learning sessions during the semester without good reason, he/she will be expelled from the University.

Dean of the faculty \_\_\_\_\_

Signature

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

I have been familiarized with the written warning:

\_\_\_\_\_  
Full name of the student

\_\_\_\_\_  
Signature

\_\_\_\_\_, 20\_\_\_\_

To: Rector  
of FSBEI HE NWSMU named after  
I.I. Mechnikov O. G. Khurtsilava

from dean of the faculty \_\_\_\_\_

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

### Memo

For skipping 12 study sessions during term without good reason, please reprimand the student of \_\_\_\_\_ year of study of the faculty \_\_\_\_\_ group \_\_\_\_\_ (full name).

Please find attached a copy of the student's written warning (*if any*)

Dean of the faculty \_\_\_\_\_

Signature

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

\_\_\_\_\_, 20

Agreed by:

Head of BSM Programs Training Center

N.N. Petrova

Vice-Rector for Academic Affairs

A.M. Lila



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## ORDER

\_\_\_\_\_, 201\_\_

No. \_\_\_\_\_

### On the reprimand

For violation of the duties to attend all learning sessions provided for by the curriculum, to complete all types of training tasks provided for by the curriculum, as well as to complete all types of current academic performance assessment in full, in accordance with cl. 3.1.a of the “Students’ Code of Conduct of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation”, approved by Order No. 561-O dd. 29.03.2016

#### I hereby order:

#### reprimand

\_\_\_\_\_ (full name), student of \_\_\_\_ year of study of the  
faculty \_\_\_\_\_ group.

#### Basis:

1. Memo of dean \_\_\_\_\_ of the faculty \_\_\_\_\_ (full name) \_\_\_\_\_ dd. \_\_\_\_\_, 20\_\_
2. Written warning \_\_\_\_\_ (full name of the student) \_\_\_\_\_ dd. \_\_\_\_\_, 20\_\_ (if any)
3. Student's letter of explanation

Rector

O.G. Khurtsilava

I was familiarized with the order: \_\_\_\_\_ ( \_\_\_\_\_ )

\_\_\_\_\_ 201\_\_.

Agreed by:

Vice-Rector for Academic Affairs

A.M. Lila

Head of Legal Department

E.I. Matsenko

Head of BSM Programs Training Center

N.N. Petrova

Dean of the faculty \_\_\_\_\_

\_\_\_\_\_

Head of EI

M.A. Yadrina

Mailing (according to name list)

1. Dean's Office of the faculty \_\_\_\_\_
2. Student Documentation Support Department
3. Department of Regulation of Educational Relations
4. Council of Students

Prepared by:

\_\_\_\_\_

tel.: