

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)

**PASSED by**

Academic Board  
FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry  
of Health of the Russian Federation  
April 30, 2021,  
MINUTES No. 4

**ADOPTED by**

Order of the Rector  
of FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry  
of Health of the Russian Federation  
No. 792-O dated 30.04.2021

**APPROVED**

At the meeting of the Council of Students  
of FSBEI HE NWSMU named after  
I.I. Mechnikov under the Ministry of Health  
of the Russian Federation  
Minutes No. 32 dated April 26, 2021

/signature/ Temurzieva  
April 30, 2021

**Regulations**

**on the procedure and cases of transfer of students learning under higher education  
academic programs from fee paid education to free education in FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry of Health of the Russian Federation**

1. These Regulations were developed in accordance with Federal Law No. 273-FZ dated 29.12.2012 “On Education in the Russian Federation”, Order of the Ministry of Education and Science of Russia No. 443 dated 06.06.2013 “On Approval of the Procedure and Cases of Transfer of Students Learning under Secondary Vocational and Higher Education Academic Programs from Fee Paid Education to Free Education”, the Charter and other local regulations of the University.

2. These Regulations define the rules and cases of transfer of citizens of the Russian Federation studying under higher education academic programs (hereinafter referred to as students) from fee paid education to free education within FSBEI HE NWSMU named after I.I. Mechnikova (hereinafter referred to as the University).

These Regulations also applies to foreign citizens who, in accordance with the law of the Russian Federation, are entitled to study at the expense of the federal budget appropriations, funds of the budgets of the constituent entities of the Russian Federation and local budgets.

3. The transfer from fee paid education to free education is carried out if there are vacant places financed on account of federal budget appropriations, finds of the budgets of the constituent

entities of the Russian Federation and local budgets for the corresponding academic program in the area of specialization, field of study in the corresponding course (year of study) (hereinafter referred to as vacant state-funded places).

4. The number of vacant state-funded places is determined by the University as the difference between the reference figures of the corresponding year of admission (the number of places of admission for the first year of study) and the actual number of students at the University in the corresponding academic program in the area of specialization, field of study and form of study in the corresponding course (year of study) at least twice a year (at the end of academic semester).

5. The deadline for students to submit applications for the transfer from fee paid education to free education provided there are vacant state-funded places available is established by order of the Rector.

6. The University ensures the transparency of information on the number of vacant state-funded places for transfer from fee paid education to free education, the timing for students to submit applications on transfer from fee paid education to free education by posting this information in information and telecommunication networks, including on the official website of the University on the Internet.

7. The right to be transferred from fee paid education form to free education form is available to the student on the basis of an agreement on the provision of paid educational services, who does not have any academic arrear, disciplinary penalties, tuition arrears at the time of filing an application, if one of the following conditions is present:

a) passing midterm assessment for the last two academic semesters, preceding the application, with “excellent” grades or “excellent” and “good” grades or “good” and “passed” grades;

b) assignment to the following categories of citizens:

- orphans and children left without parental care, as well as persons from among orphans and children left without parental care;

- citizens under the age of twenty having only one parent – a disabled person of group I, if the average per capita income of a family is lower than the subsistence minimum established in the relevant constituent entity of the Russian Federation;

- women who gave birth during the study period;

c) loss of one or both parents (legal representatives) or the only parent (legal representative) of a student during the period of study.

Students who are foreign nationals have the right to be transferred to free education form on the grounds specified in paragraph “b”, only if there is an international treaty between his/her state of citizenship and the Russian Federation. The transfer of a foreign citizen to free form of education on the grounds specified in paragraph “b” is considered on an individual basis in relation to each student.

8. The decision to transfer a student from fee paid form of education to free education is made by the assessment commission, taking into account the opinion of the council of students of the University, a trade union of students. Meetings of the assessment commission on the transfer of students from fee paid form of education to free form of education are held twice a year prior to the beginning of the next semester. Information on the time and place of the meeting of the assessment commission shall be brought to the attention of students applying for the transfer, employees of the dean's office/postgraduate and doctoral studies department/residency department (hereinafter referred to as the structural subdivision).

Extraordinary meetings of the assessment commission are held in cases where students pass midterm assessment within individual terms due to the impossibility of passing it within the established time frame for valid reasons confirmed by documents.

Materials for the work of the assessment commission are presented by the relevant structural divisions, which received applications from students for the transfer from fee paid education to free education.

9. A student of the University, who wants to be transferred to a vacant state-funded place, submits to the corresponding structural division a reasoned application addressed to the Rector of the University on the transfer from fee paid education to free education (Appendix No. 1). If a student passes the midterm assessment within the individual time frame, due to the impossibility of its completion within the established time frame for good reasons, the student's application shall be submitted no later than three days following the completion of the midterm assessment within the individual time frame.

The following documents shall be attached to the student's application:

a) documents confirming the assignment of this student to the categories of citizens specified in sub-clauses "b"–"c" of cl. 7 of these Regulations (if they are not in the personal file of the student);

b) documents confirming special achievements in the educational, research, social, cultural, creative and sports activities of the University (if any);

c) medical documents certified in the polyclinic of the University (in case of passing of the midterm assessment by students within individually established terms).

10. The dean/head of the Postgraduate and Doctoral Studies Department/Residency Department shall, within five days from the date of receipt of the application from the student, approve the said application and submit the application to the University assessment commission with the attached documents, as well as information on applicants for the transfer from fee paid education to free education, containing the data: on the results of the midterm assessment of the student for two academic semesters preceding the application for the transfer from fee paid education to free education; on absence of disciplinary sanctions; on absence of tuition arrears, etc. (hereinafter referred to as the data) (Appendix No. 2).

11. When the assessment commission considers the applications of students, the priority shall be established in accordance with the conditions specified in cl. 7 of these Regulations

If there are two or more candidates of the same category for one vacant state-funded place, priority is given to:

a) first of all, students who have a higher average grade for the entire period of study at the University, which shall be duly documented;

b) secondly, students who have a higher average grade based on the results of midterm assessment of two academic semesters preceding the application for transfer from fee paid education to free education, which shall be duly documented;

c) thirdly – students who have special achievements in the educational, research, social, cultural, creative and sports activities of the University, which shall be duly documented.

12. As a result of consideration of the student's application, attached documents and information from the structural subdivision, one of the following decisions is made:

- on the transfer of the student from fee paid education to free education;

- on the refusal to transfer the student from fee paid education to free education.

13. The decision to transfer a student from fee paid education to free education is made by the assessment commission, taking into account the number of vacant state-funded places and priorities established by cl. 11 of these Regulations.

14. When filling available vacant places, taking into account the priorities established by the assessment commission in accordance with cl. 11 of these Regulations, with respect to the remaining applications of students, the assessment commission makes a decision to refuse to transfer from fee paid education to free education.

15. The decision of the assessment commission shall be brought to the attention of students by posting the minutes of the meeting of the assessment commission in information and telecommunications networks, including on the official website of the University on the Internet.

16. The transfer from fee paid education form to free education form is formalized by the order of the Rector no later than 10 calendar days from the date of the assessment commission's decision on such a transfer.

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

Decision of the assessment commission  
(transfer to places on account of the federal  
budget appropriations/refuse to transfer from  
fee paid education form to free education form)

\_\_\_\_\_ Full name  
from student \_\_\_\_ year of study \_\_\_\_\_ group  
in area of specialization (field of study)

Signature

\_\_\_\_\_ Full name  
\_\_\_\_\_ Phone number  
Contract No. \_\_\_\_\_ dated \_\_\_\_\_, 20 \_\_\_\_

### Application for the transfer from fee paid education to free education

I hereby ask you to consider transferring me from fee paid education to free education.  
I confirm that as of the submission date:

I have no academic arrear	
I have no disciplinary sanctions imposed	
I have no tuition arrears	

I confirm that one of the following conditions exists:

Sub-clause a) of cl. 7	passing exams for the last two academic semesters, preceding the application, with “excellent” grades or “excellent” and “good” grades or “good” and “passed” grades	
Sub-clause b) of cl. 7	Assigning to the category of orphans and children left without parental care, as well as persons from among orphans and children left without parental care	
	Assignment to the category citizens under the age of twenty having only one parent – a disabled person of group I, if the average per capita income of a family is lower than the subsistence minimum established in the relevant constituent entity of the Russian Federation	
	Assignment to the category of women who gave birth during the study period	
Sub-clause c) of cl. 7	loss of one or both parents (legal representatives) or the only parent (legal representative) of a student during the period of study	
<i>(check the box corresponding to one of the conditions)</i>		

The following documents are attached to the application:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Full name, signature

\_\_\_\_\_ Visa of Dean of the Faculty / Head of Postgraduate and Doctoral Studies Department / Head of Residency Department

\_\_\_\_\_ Date

\_\_\_\_\_ Position, full name, signature

**Information about applicants for the transfer from fee paid education to free education**

20\_\_ /20 \_\_ academic year, area of specialization (field of study) \_\_\_\_\_, \_\_\_\_\_ year of study

Number of vacant state-funded places: \_\_ places (plan – \_\_\_\_\_ , studied – \_\_ people)

Item No.	Group	Full name	__ semester					__ semester					Average grade based on the results of the last two midterm assessments	Average grade for the entire period of study	Achievements (portfolio)/ information on assignment to the category of orphans / information on the loss of parent / information on birth of a child during the period of study
			Grade					Grade							
1.															
2.															
3.															
...															