

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)

ORDER

September 01, 2016

№ 1844-0

**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	Regulations for the preparation, approval and use of examination papers at the departments of FSBEI HE

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		NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation during the period of midterm assessment	NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation during the period of midterm assessment (Appendix No. 10)
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)

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

1. GENERAL PROVISIONS

1.1. These regulations define the procedure for organizing the supervision of first-year students of faculties of FSBEI HE North-Western State Medical University named after I.I. Mechnikov under the Ministry of Health of the Russian Federation

1.2. The supervision of the first-year students of faculties of the University is an integral part of the educational process aimed at creating favorable conditions for the personal and professional growth of future specialists, and is carried out in order to improve the quality of the educational process at the University.

1.3. The object of supervision is the first-year students of the faculties of the University (hereinafter referred to as the supervised students).

1.4. For each study group of supervised students, a supervisor of the training group (hereinafter referred to as the supervisor) is appointed. The supervisor is usually a fourth-year student, appointed by the dean of the relevant faculty, interviewed in the human resources department and recommended by employees of the educational work department.

1.5. The general management of supervisors is carried out by senior cohort supervisors (hereinafter referred to as the senior supervisors). The senior supervisor is an assistant dean of the faculty or a teacher of departments of the faculty, appointed by dean of the faculty.

2. GOALS AND OBJECTIVES OF THE SYSTEM OF SUPERVISION

2.1. The goal of supervision at the University is to ensure students interact effectively with University deans to improve performance and discipline.

2.2. The objectives of supervision at the University are:

- development of personal, civil and professional qualities of supervised students that meet the interests of personal and social development;
- increasing motivation for education and development of professional qualities;
- fostering interest in supervised students in study, scientific and social work, in future professional activities;
- adapting supervised students to study at the University;
- identifying talented youth and helping them develop creativity;
- assistance to the management of deans in the education of future specialists;
- promoting a healthy lifestyle.

3. FUNCTIONS OF SUPERVISORS

3.1. Supervisors assist supervised students in professional self-determination.

3.2. Supervisors assist supervised students in resolving issues related to the educational process, social issues, household issues (accommodation in a dormitory).

3.3. Supervisors inform supervised students about university, inter-university, district, city-wide, all-Russian, international events of various kinds.

4. RIGHTS AND OBLIGATIONS OF THE SUPERVISORS

4.1. Supervisors have the right to:

- make proposals on incentives and disciplinary liability of supervised students;

- apply for individual targeted financial assistance to supervised students in accordance with the Regulations on scholarship support and other forms of material support for students, interns, residents, postgraduates and doctoral students of the University;
- take part in meetings and gatherings of student self-government organizations on issues of supervision.

4.2. Supervisors shall:

- be aware of the interests, hobbies and living conditions of supervised students. Regularly visit student dormitories in order to verify compliance with the rules of internal regulations in dormitories and to provide assistance to supervised students;
- not disclose information about private life, personal data and other confidential information that has become known to them about supervised students;
- interact with the deans of faculties on the educational process and analyze the current and academic performance of supervised students, the results of examinations, monitor the academic discipline;
- know and explain to supervised students the basic regulatory documents governing the educational process at the University;
- liaise with student self-government organizations;
- inform supervised students about extracurricular activities held at the University;
- report violations of the rights of supervised students and emerging problems in the organization of their education and life to the dean's office;
- hold meetings with supervised students at least 1 times every 2 weeks.

5. FUNCTIONS OF SENIOR SUPERVISORS

- 5.1. Senior supervisors, together with the dean, train competent supervisors who can effectively interact with supervised students.
- 5.2. Senior supervisors oversee the activities of supervisors in relation to supervised students.
- 5.3. Senior supervisors carry out individual work with supervised students in order to solve emerging problems.

6. RIGHTS AND OBLIGATIONS OF SENIOR SUPERVISORS

- 6.1. Senior supervisors have the right to:
 - directly interact with deans of faculties and teachers of departments in resolving problem situations that arise with supervised students in connection with education, violation of academic discipline, non-compliance with the rules of the Ethical Code of students in medicine and pharmacy;
 - make proposals on incentives for supervisors.
- 6.2. Senior supervisors shall:
 - analyze the current and academic performance of supervised students, the results of examinations, monitor the academic discipline;
 - hold meetings with supervisors at least once a month;
 - inform parents of supervised students of emerging issues as needed.

7. SYSTEM FOR REWARDING SUPERVISORS AND SENIOR SUPERVISORS

- 7.1. The activities of supervisors are taken into account when the scholarship commission approves candidates for the right to receive an increased scholarship for public and social work.
- 7.2. The activities of senior supervisors are taken into account when assessing their professional activities as part of an effective contract in the section "Educational Work".

7.3. According to the results of the Competition for the best supervisor of the study group, conducted by employees of dean's offices and specialists of the department for educational work, the best supervisors are awarded diplomas and valuable gifts.

8. FINAL PROVISIONS

8.1. The activities of supervisors and senior supervisors are carried out in accordance with the Constitution of the Russian Federation, federal laws, decrees and orders of the President of the Russian Federation, resolutions and orders of the Government of the Russian Federation, laws and other regulatory legal acts of the constituent entity of the Russian Federation, as well as local regulatory acts of the University and these Regulations, which is a fundamental act.

8.2. The Regulations comes into force from the date of its approval by the Rector of the University.