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Appendix No. 1
to Order No. 1720-O dated 31.08.2022



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 of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation on August 31,
2022
Minutes No. 10

APPROVED by

Order of the Rector of
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of the Russian Federation
No. 1720-O dd. 31.08.2022

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. 52 dated August 29, 2022

_____ Kh.M. Temurziyeva
_____ 2022

REGULATIONS

on the provision of additional paid educational services to students under bachelor's degree, specialist's degree and master's degree programs 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 on the provision of additional paid educational services to students under bachelor's degree, specialist's degree and master's degree programs of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the Regulations) were developed on the basis of civil law of the Russian Federation, including on the basis of Federal Law No. 273-FZ dd. 29.12.2012 “On Education in the Russian Federation”, the Rules for the Provision of Paid Educational Services, approved by the Decree of the Government of the Russian Federation No. 1441 dated 15.09.2020, the Charter of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “University”) and other local regulations of the University.

1.2. These Regulations define the procedure for providing additional paid educational services (hereinafter referred to as the “APES”) to students in the basic professional degree higher

education academic programs - bachelor's degree, specialist's degree and master's degree programs (hereinafter referred to as "students") of the University.

1.3. APES are provided on the basis of the contract for paid provision of APES (hereinafter referred to as the "Contract") concluded in accordance with the civil law of the Russian Federation and local regulations of the University between the student and the University or between the student, the University and the individual and (or) legal entity that is the customer (hereinafter referred to as the "customer").

1.4. Standard forms of contracts are approved by the order of the Rector of the University in the manner established by the University.

1.5. APES include: teaching disciplines, classes in in-depth study of disciplines that are not provided for by basic professional degree higher education academic programs. APES are provided in the form of lecture and seminar type classes (seminars, practical training, clinical practical training, etc.), individual or group consultations.

APES cannot be provided instead of education under basic professional degree higher education academic program. The elimination of academic or current arrears of students, the procedure for elimination of which is regulated by local regulations of the University, cannot be classified as APES.

1.6. The minimum number of students in the group that received APES is 3 persons, the maximum is 25 persons (during seminars) or 12 persons (during practical training, clinical practical training, etc.).

1.7. APES during the examination session is not allowed.

1.8. APES are designed to increase the intellectual level and preparation of University students for individual professional activities.

1.9. The cost of APES is set forth in the price list, approved in the manner established at the University.

1.10. APES are provided on the basis of the contract. If the student is a minor, the contract is concluded with the written consent of the legal representative given in accordance with clause 2.8. of these Regulations.

2. Procedure for organization of APES provision

2.1. By order of the Rector of the University, employees of departments, department of student documentation support (hereinafter - DSDS) responsible for organizing the provision of APES are determined. The draft order is prepared by the head of the DSDS.

2.2. The general APES quality control is exercised by the head of the Educational Department of the University.

2.3. The student applies to the department and draws up an application (Appendix No. 1 to these Regulations) for the provision of APES with the assistance of the responsible person specified in clause 2.1 of the Regulations. After submission of an application to the department, the student signs a contract in DSDS.

2.4. The department employee shall:

- submit APES course schedules, approved by the head of the Educational Department, to DSDS;
- draw up a student's application;
- submit a schedule of classes within the framework of the APES provision to the DSDS;
- keep records of APES provided to students;
- on a monthly basis, no later than the first day of the month following the month in which the APES were provided, submit a report on the APES provision to the DSDS employee (Appendix No. 2 hereto);
- upon completion of the APES provision, obtain certificates from the DSDS employee, arrange their signing by the teacher and the student (customer) in two copies and transfer both copies to the DSDS employee for signing the certificates by the University.

2.5. The DSDS employee shall:

- execute the contract in 2 copies, one copy for the student and the revenue accounting department (in case of a bilateral contract); contract in 3 copies, one copy for the student, the customer and the revenue accounting department (in case of a tripartite contract);
- transfer a copy of the contract to the employee of the revenue accounting department, who ensures the record and storage of the transferred copy of the contract;
- on the basis of the student's application, draw up a specification for payment of APES (Appendix No. 1 to the contract), one copy for the student, the customer (if any) and DSDS;
- by the date of completion of the APES provision, request from the revenue accounting department certificates of the APES provision (hereinafter referred to as the "certificates") in the number of copies corresponding to the number of parties to the contract (Appendix No. 2 to the contract).
- the certificates received in the revenue accounting department shall be handed over to the responsible person of the department for signing by the service provider (teacher) of the student;
- ensure the signing of certificates by the University;
- check the surnames, names, patronymics of the service providers in the certificates and reports of the departments, enter the data on the service provider into the electronic accounting and document management system of the University;
- after signing the certificates, transfer one copy to the student (customer) and the employee of the revenue accounting department.

2.6 The Head of the Department shall:

- annually develop APES course schedules in the disciplines implemented at the department;
- organize the provision of APES in accordance with these Regulations.

2.7. A student shall:

- agree with the responsible person of the Department of the University the required amount of APES and fill out the application;
- the agreed application shall be handed over to the DSDS employee for conclusion of the contract and execution of the specification;
- receive a payment requisition in the revenue accounting department and, after paying for the APES, start classes.

2.8. Consent to conclude a contract for minor students may be given by a legal representative in the following ways:

2.8.1. In case of personal appearance at the University with the provision of documents proving the identity and status of the legal representative of a minor student;

2.8.2. If it is impossible for the legal representative to appear in person at the University, the student shall provide the original notarized consent of the legal representative to conclude a contract with a minor. If it is impossible to provide the original of this document before the conclusion of the contract, the student signs the obligation, which is Appendix No. 3 to these Regulations.

3. Payment of APES

3.1. APES are paid by the student (customer) in the form of one-time 100% advance cash installment to the University's cash desk or by bank transfer of funds to the University's settlement account no later than the day of the start of APES provision. The student (customer) shall independently and at their own expense pay for the services of banks for receiving and transferring funds.

3.2. The obligations of the student (customer) to pay for APES shall be deemed to be fulfilled at the time of crediting funds to the University account or deposit of cash funds to University cash desk. Documents indicating the time of deposit of funds to the bank's cash desk or the time of receipt of a payment order by the bank for the transfer of tuition fees if there is a sufficient balance of funds on the account of the student (customer) may be deemed to be a confirmation of fulfillment of the obligation to pay for APES.

3.3. If a student (customer) fails to pay APES in accordance with the terms of the contract, APES are not provided to the student.

3.4. If it is impossible to provide APES due to the impossibility of students to attend classes for a valid reason documented, the student shall immediately inform the University teacher about this fact. If there are good reasons, APES can be provided to the student within other terms agreed by the parties to the contract.

If the University is unable to fulfill its obligations due to circumstances for which neither party is responsible (due to illness, as well as other circumstances that make it impossible for students to continue attending classes), part of the contributed funds, pro rata the amount of services not provided, shall be repaid to the student (customer).

3.5 If it is impossible to provide APES through the fault of the student, the services of the University are paid in the amount of the expenses actually incurred by the University related to the fulfillment of obligations under this contract.

To: Dean of the Faculty / Director of the Institute

FULL NAME

from student _____ year of study _____ group in
area of specialization (field of study)

_____ faculty

FULL NAME

APPLICATION

Please provide me with APES in excess of the hours and program provided for by the
curriculum at the department _____
(department name)

under contract dated “__” _____ 20__ No. _____ according to
the specification and with payment according to the University price list.

_____/ FULL NAME/

“__” _____ 20__.

To be filled in by the department:

Student _____

Area of specialization (field of study) _____

Faculty _____ group _____

Type of APES _____ in the amount _____

Topics of classes and number of hours on the topic: _____

Terms of APES provision since “__” _____ 20__ until “__” _____ 20__.

Visa of the person responsible for APES at the department _____/ FULL NAME/

“__” _____ 20__.

REPORT

on the provision of APES at the department _____ for _____ 20____.

No	Discipline name	Group/individual sessions	Type of APES	Topic No., as per course schedules	APES dates (since__until__)	FULL NAME of student
1						
2						
3						
4						
5						
	Total					

Head of Department _____ / FULL NAME/

“ ” _____ 20 ____.

Obligation

I, _____,

student (s) of group _____, faculty _____,

I undertake to provide the original notarized consent of my legal representative to sign the contract and pay for the services of APES no later than in two weeks.

_____ 20_.

Signature