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Appendix No. 1
to Order No. 1717-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 procedure for issuing, filling out, recording and storing a certificate of study (of the period of study) in bachelor's degree, specialist's degree and master's degree programs in 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 procedure for issuing, filling out, recording and storing a certificate of study (of the period of study) in bachelor's degree, specialist's degree and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “Regulations”) determine and regulate the procedure for issuing, filling out, recording and storing a certificate of study (of the period of study) in bachelor's degree, specialist's degree and master's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to

as the “University”).

1.2. The Regulations were developed in accordance with Federal Law No. 273-FZ dd. 29.12.2012 “On Education in the Russian Federation”, Order of the Ministry of Education and Science of the Russian Federation No. 245 dated 06.04.2021 “On Approval of the Procedure for the Organization and Implementation of Educational Activities for Higher Education Academic Programs – Bachelor’s Degree, Specialist’s Degree and Master’s Degree Programs”, order of the Ministry of Education and Science of Russia No. 607 dated 12.07.2021 “On Approval of the Procedure for Transferring Students to Another Educational Organization Implementing the Higher Education Academic Program of the Corresponding Level”, Charter of the University, other local regulations of the University.

1.3. A standard form of the certificate of study (of the period of study) is established by the University at its own discretion.

1.4. The certificate of study (of the period of study) (hereinafter referred to as the “Certificate”) (Appendix No. 1) is issued to persons who have not passed the final (state final) examination or received unsatisfactory grades at the final (state final) examination, as well as to persons who have mastered part of the academic program and (or) were expelled from the University.

1.4.1. In case of early termination of educational relations, the Certificate shall be mandatory issued to a person expelled from the University, within three days after the issuance of the order on expulsion.

1.4.2. The Certificate shall be issued to students continuing their studies upon the student's request within 5 working days from the date of receipt of the application to the dean's office of the faculty (Institute) (Appendix No. 2).

1.5. The certificate is drawn up on the University letterhead (on a white A4 sheet of paper).

1.6. The certificate is not issued to persons expelled before the end of the first semester of the first year of study and/or not examined in any discipline when undergoing midterm assessment after the first semester of the first year of study.

2. Completion of the certificate of study (of the period of study)

2.1. The certificate is filled out by an employee of the dean's office of the University.

2.2. When filling out the Certificate, after the line indicating the registration number and the date of issue, the following shall be indicated in the right column:

- after the words “Last name, first name, patronymic” – full last name, name, patronymic of the expelled person (student) in the nominative case;

- after the words “Date of Birth” – date of birth indicating the date (in figures), month (in words) and year (four-digit numbers);

- after the words “Previous document on education or on education and on qualifications” – the name of the education document (certificate of secondary (full) general education, or diploma of primary vocational education, or diploma of secondary vocational education, or diploma of higher professional education) on the basis of which this person was enrolled in the University, and the year of its issuance;

- after the words “Level of education on the basis of which the student is enrolled in the bachelor’s degree/specialist’s degree/master’s degree programs” – the level of education is selected from the proposed list: bachelor’s degree/specialist’s degree/master’s degree program, and the corresponding level of previous education is indicated: secondary general education/secondary vocational education/higher education;

- after the words “Code, name of the area of specialization (field of study)” – the code and name of the area of specialization (field of study) is indicated;

- after the words “Entered the__”, the following is indicated using four digits, hereinafter – the word “year”, the year of admission, as well as the abbreviated official name of the University on the date of admission of the student in accordance with the University Charter;

- after the words “Completed education in” for persons expelled from the University the

following is indicated using four digits, hereinafter – the word “year”, the year of completion of education, as well as the abbreviated official name of the University on the date of expulsion of the student in accordance with the University Charter; for persons continuing education, the words “continues education”;

- after the words “Form of education” the form of education is indicated (intramural form of study or mixed form of education);

- after the words “Established period for assimilation of the academic program with intramural form of study”, the established period of assimilation of the academic program for intramural form of study specified in the Federal State Educational Standard in the field of study (area of specialization) shall be indicated, regardless of the form of education: the number of years (in numbers), the word “years” or “year”, the number of months (in figures), the word “months” or “month” (the number of months is indicated if the term of the academic program is set in years and months).

2.3. Under the heading “List and scope of studied disciplines (modules)”:

- the first column of the table shall contain the name of the discipline (module) without abbreviations;

- in the second column the number of credit points (in figures) is indicated. For disciplines the amount of which is measured only in academic hours, the number of academic hours (in figures) is indicated, hereinafter “h”.

- in the third column the following is indicated in words: “excellent”, “good”, “satisfactory”, “passed”, “completed” without abbreviations.

2.4. Under the heading “List and scope of practical training completed”:

- the first column of the table shall contain the name of the practical training without abbreviations;

- the second column shall contain the number of credit points (in figures);

- in the third column the following grades are indicated in words: “excellent”, “good”, “satisfactory”, “passed”, “completed” without abbreviations. If a person expelled from the University (student) did not undergo practical training, the words “didn’t undergo” shall be indicated.

2.5. Under the heading “List of completed end-of-year papers (projects)/scientific research”:

- in the first column of the table, in case of the availability of end-of-year papers (projects)/scientific research, the topics of end-of-year papers (projects)/scientific research are indicated without abbreviations;

- the second column shall contain the grade in words without abbreviations.

In the absence of end-of-year papers (projects)/scientific research – the words “didn’t perform”.

2.6. In the line “Final state exams” the right column shall contain the grade in words without abbreviations. If the person expelled from the University (student) did not pass the state exam, the words “didn’t pass” shall be indicated. In case the person expelled from the University, (student) did not pass the state examination at the final year of study – the words “didn’t pass” shall be indicated.

2.7. In the line “Performance of the graduate qualification work”, the right column shall indicate the grade in words without abbreviations. If a person expelled from the University (student) did not perform graduate qualification work, the words “didn’t perform” shall be indicated. For persons expelled from the University (students) who submitted their work for defense, but did not defend them, the words “didn’t perform” shall be indicated. For fields of study (areas of specialization), for which the federal state educational standard does not provide for the performance and defense of graduate qualification work, the entry “not provided” shall be made in the specified line.

2.8. In the line “Expelled” in the right column for persons expelled from the University, after the word “order”, the date and number of the order on expulsion shall be indicated; for persons continuing training, a dash shall be put.

2.9. The certificate is signed by the Vice-Rector for Academic Affairs and the Dean of the Faculty (Director of the Institute) in lines containing the names and initials of the Vice-Rector for Academic Affairs and the Dean of the Faculty (Director of the Institute), respectively. The certificate can be signed in accordance with the requirements of the law of the Russian Federation with electronic signature.

2.10. The Certificate shall bear the seal of the University in the allotted place.

2.11. In the case when the student has previously studied in other educational organizations or entered the University, having higher education, the Certificate shall indicate all disciplines (modules), practical training previously completed in other educational organizations where the student studied, transferred/credited (re-certified) by the University in the prescribed manner.

2.12. Information on disciplines (modules), practical training or part thereof, for which students have undergone current assessment, however the result of the midterm assessment is missing (or “unsatisfactory” grade was assigned for the midterm assessment) shall be presented using the work “completed”.

2.13. If the University has changed its name during the period of study, information on its renaming shall be indicated in the Certificate before the signatures of officials.

2.14. Certificate pages are numbered. Two-sided printing is used when preparing the Certificate.

2.15. After execution of the Certificate, the document shall be thoroughly checked for accuracy and error-free record. A document made with errors or having other defects made during filling is considered damaged during filling and is subject to replacement. Certificates damaged when filling out shall be destroyed.

3. Record and storage of certificates of study (of the period of study)

3.1. To record the issue of Certificates, the dean's office maintains a registration book in which the following data are entered:

- registration number of the certificate, which consists of two parts of XXX/SN, where XXX – is serial number of the certificate, SN – the number of area of specialization (field of study);
- date of issue of the Certificate;
- full name of the person receiving the Certificate;
- signature of the person who received the Certificate;
- signature of the person responsible for issuing the Certificate.

3.2. The sheets of the registration book of the issued Certificates are numbered, the registration book is bound, certified by the signature of the Dean of the Faculty (Director of the Institute), sealed with the “Educational Department” seal indicating the number of sheets.

The registration book of issued Certificates is included in the register of the dean’s office files.

3.3. The certificate is issued personally to a person expelled from the University (student) after presenting a passport or to another person under a notarized power of attorney. The certificate can be sent in the form of an electronic document using the information and telecommunication network “Internet” at the request of the expelled person (student) to the e-mail address specified by him/her.

3.4. A copy of the Certificate and the application of the student continuing education are kept in the dean's office. A copy of the Certificate issued to persons expelled from the University is transferred to the Department of Student Documentation Support for storing in the personal file of the person expelled from the University (student).

4. Issue of a duplicate certificate of study (of the period of study)

4.1. A duplicate Certificate is issued only to persons expelled from the University:

- replacing the lost Certificate;
- replacing the Certificate containing errors found after receiving it.

4.2. A duplicate of the Certificate is issued on the basis of a personal application (Appendix No. 3).

4.3. A copy of the issued duplicate of the Certificate and the application for its issuance are kept in a personal file.

4.4. When filling out a duplicate, these Regulations shall be followed.

4.5. On the duplicate certificate in the right column of the first page after the line “Date of issue” the word “DUPLICATE” is printed without quotation marks.

4.6. Entries in the duplicate of the Certificate shall be made in accordance with the data

stored in the personal file.

4.7. If the name of the University is changed, information on its renaming shall be indicated at the end of the reverse side of the Certificate.

4.8. The duplicate Certificate is re-registered in the Certificate registration book. The certificate is given a new registration number and a new issue date.



Ministry of Health of the Russian Federation

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

**CERTIFICATE
OF STUDY
(OF THE PERIOD OF STUDY)**

XXX/SN

(registration number)

(date of issue)

Last name, first name, patronymic	
Date of birth	
Previous document on education or on education and on qualifications	
The level of education on the basis of which the student is enrolled in the <i>bachelor's degree/ specialist's degree/ master's degree academic program</i>	
Code, name of area of specialization (field of study)	
Enrolled	in _____ year in _____
Completed education	in _____ year in _____ / <i>continues education</i>
Form of education	
Established period for assimilation of the academic program with intramural form of study	

INFORMATION ON THE PROGRAM CONTENT AND RESULTS

LIST AND SCOPE OF DISCIPLINES (MODULES) STUDIED

Discipline (module) name	Volume in credit points	Grade

LIST AND SCOPE OF PRACTICAL TRAINING COMPLETED

Description of practical training	Volume in credit points	Grade

LIST OF COMPLETED END-OF-YEAR PAPERS (PROJECTS)/SCIENTIFIC RESEARCH

Name of end-of-year paper (projects)/scientific research	Grade

Final state exams	
Performance of graduate qualification work	
Expelled (to be completed only for expelled persons)	Order dd. _____ № _____

Vice-Rector for Academic Affairs

Dean of the Faculty (Director of the Institute)

L. S.

Visa of Vice-Rector for Academic Affairs

Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of the Russian Federation
S.A. Sayganov
From student of ____ year ____ group

(Faculty/Institute)

(area of specialization/field of study)

(Full name of the student)

tel.:

E-mail_

Application

I ask you to give me a certificate of the period of study at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation from ____20 to ____20 in view of...

Date

Signature

Visa of Vice-Rector for Academic Affairs

Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of the Russian Federation
S.A. Sayganov
from student expelled in _____

(Faculty)

(area of specialization/field of study)

(Full name of the student)

tel.:

E-mail_

Application

I hereby ask you to give me **a duplicate** of the Certificate of Study (of the Period of Study) in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation in view of...

Date

Signature