



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

June 24, 2022

Minutes No. 8

**ADOPTED by**

Order of the Rector  
FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry  
of Health of the Russian Federation  
dated 24.06.2022 No. 1221-O

**APPROVED**

At the meeting of the Council of Students  
of FSBEI HE NWSMU  
named after I.I. Mechnikov  
Ministry of Health of the Russian Federation  
Minutes No. 42 dated June 20, 2022

/signature/ Kh.M. Temurzieva

June 24, 2022.

**Regulations**

**on Scholarship Commissions 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 Scholarship Commissions 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 in addition to the Regulations on scholarship support and other forms of material support for students, residents, postgraduates of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the Regulations on scholarship support for students of the University).

1.2. In FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the University) there is a Scholarship Commission of the University, in structural divisions (faculties, department for educational work) there are Scholarship Commissions of the faculty, department for educational work, which conduct their activities in accordance with these Regulations.

1.3. In its activities, Scholarship Commissions are guided by: Federal Law No. 273-FZ dated 29.12.2012“On Education in the Russian Federation”, Resolutions of the Government of the Russian Federation, Orders of the Ministry of Education and Science of the Russian Federation, other regulatory legal acts governing the procedure for the assigning scholarships, the Charter of the University, as well as local acts of the University.

1.4. Scholarship Commissions are a collegial body engaged in the organization of the procedure for the assignment and payment of state academic, increased state academic and social scholarships and the provision of other forms of support to students.

1.5. Scholarship Commissions are formed from September 1 of the current academic year and operate throughout the academic year.

## **2. University Scholarship Commission**

2.1. The structure of the Scholarship Commission of the University is approved by the order of the Rector of the University. The Scholarship Commission of the University includes:

Chairman – Vice-Rector for Academic Affairs;

Deputy Chairman – Vice-Rector for Educational Work and Youth Policy;

Members: deans of faculties, head of the department of residency, head of the department of postgraduate and doctoral studies, deputy head of the planning and financial department, chief accountant, legal adviser of the department of regulation of educational relations, chairman (deputy) of the primary trade union organization of students, chairman (deputy) of the Council of Students of the University.

2.2. The Scholarship Commission of the University is established with the aim of implementing the Regulations on scholarship support and other forms of material support for students, residents, postgraduates of the University.

2.3. The Scholarship Commission of the University carries out activities to prepare proposals for the order of the Rector:

- on establishing the size of the state academic scholarship to students;
- on establishing the size of the state social scholarship to students;
- on establishing the size of the state social scholarship to students in an increased amount;
- on establishing the amount of state scholarship to postgraduates and residents;
- on establishing the size of the increased state academic scholarship to students;
- on establishing the amount of material assistance to students.

2.4. The University Scholarship Commission approves lists of applicants for an increased state academic scholarship to students, lists of applicants for material assistance.

2.5. Meetings of the Scholarship Commission of the University are held at least 2 times a year. The Scholarship Commission may be convened additionally if urgent decision-making is required within the competence of the Commission.

2.6. Decisions of the Scholarship Commission of the University are made by a simple majority of votes in the presence of at least 2/3 of the total number of members, are drawn up in the minutes, which are the basis for preparing orders for the assignment of scholarships, material assistance to students.

2.7. Information on the decisions of the Scholarship Commission is brought to the attention of students through the relevant structural divisions (deans, residency department, postgraduate and doctoral department).

2.8. During its work, the Scholarship Commission of the University has the right to request and receive from all departments of the University the necessary information on issues considered by the Scholarship Commission of the University.

### **3. Scholarship Commission of a structural division**

3.1. The composition of the Scholarship Commission of a structural division (faculty, department for educational work, department of residency, department of postgraduate and doctoral studies) of the University is formed at the suggestion of the head of the division and approved by order of the Rector. The Scholarship Commission of the structural division includes:

Chairman – Head of structural division;

Members: assistant deans and/or employees of the structural division, representatives of student government bodies and/or chairmen of youth organizations and clubs of the University. The Scholarship Commission of the department for educational work also includes the head of the department of physical education.

3.2. Planning and organization of work, as well as direct management of Scholarship Commissions of structural divisions is carried out by the head of the structural division, who is its chairman.

3.3. The Scholarship Commission of the faculty performs the following functions:

- approval and submission to the Scholarship Commission of the University of rating lists of students recommended for receiving an increased state academic scholarship;
- nomination of candidates for participation in the competition for scholarships of the President of the Russian Federation and the Government of the Russian Federation;
- identification of applicants for a scholarship of the Government of St. Petersburg and other registered scholarships on a competitive basis in accordance with the established requirements;
- drawing up lists of students recommended for the provision of material assistance and other types of material support/incentives.

3.4. The Scholarship Commission of the department for educational work approves and submits to the Scholarship Commission of the University rating lists of students recommended for receiving an increased state academic scholarship.

3.5. The Scholarship Commission of the residency department, the postgraduate department and doctoral studies department approves the lists of students recommended for the provision of material assistance and other types of material support/encouragement. The Scholarship Commission of the department of postgraduate studies and doctoral studies makes nominations for participation in the competition for scholarships of the President of the Russian Federation and the Government of the Russian Federation.

3.6. Meetings of the Scholarship Commission of the structural division are held:

- upon completion of the midterm assessment period – for consideration of candidates for the assignment of an increased state academic scholarship;
- regularly upon receipt of applications for financial assistance to students;
- at the receipt of requests from ministries and departments about candidates for scholarships.

3.7. Decisions of the Scholarship Commission of the structural subdivision are made by a simple majority of votes if there are at least 2/3 of the total number of members, are drawn up in the form of minutes.

3.8. Information on the decisions made by the Scholarship Commission of the structural division is brought to the attention of students through structural divisions and information boards.

Agreed by:

Vice-Rector for Economics and Finance	<i>/signature/</i>	E.E. Shaduiko
Vice-Rector for Academic Affairs	<i>/signature/</i>	S.A. Artyushkin
Vice-Rector for Organizational, Legal and Property Issues	<i>/signature/</i>	E.I. Matsenko
Vice-Rector for Educational Work and Youth Policy	<i>/signature/</i>	E.O. Yavdoshenko
Chief Accountant	<i>/signature/</i>	E.P. Anisimova
Head of Education Department	<i>/signature/</i>	Z.V. Lopatin
Head of Planning and Financial Department	<i>/signature/</i>	I.V. Yagovkina
Chairman of the University's Council of Students	<i>/signature/</i>	Kh.M. Temurzieva
Chairman of the primary trade union organization of University students	<i>/signature/</i>	E.A. Baymakov