



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

“01” 09 2016

No. 1844-O

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 Russia

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. Approve and implement local regulations of the University since 01.09.2016 (Appendices No. 2 – No. 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

No.	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 on individual work of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations on 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. 9)
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's 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's 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	Regulations 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	Regulations 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 I.I. 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)

**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**

1. General Provisions

1.1. The Council of Leaders of the Faculty (hereinafter referred to as the “Council of Leaders”) is a permanent body of student self-regulation created in order to improve the performance, attendance and discipline of students of the Faculty of North-Western State Medical University named after I.I. Mechnikov (hereinafter referred to as the “University”).

1.2. The Council of Leaders unites the leaders of the study groups and cohorts and develops a unified policy in the field of their functioning.

1.3. In its activities, the Council of Leaders interacts with the administration of the University, the Council of Students of the University, student organizations of the University, study groups supervisors and senior supervisors.

1.4. In its activities, the Council of Leaders is guided by the law of the Russian Federation, the Charter of the University, these Regulations and other local acts.

1.5. Decisions made within the competence of the Council of Leaders apply to all students of the faculty.

2. Goals and objectives of the Council of Leaders

2.1. The goal of the Council of Leaders is to ensure effective interaction of students with the administration and faculty of the University to improve the quality of the educational process.

2.2. The objectives and powers of the Council of Leaders are:

- informing students on various issues of academic activities at the University;
- solving various problems related to the implementation of the educational process, including their presentation for discussion at the Academic Board of the faculty;
- participation in the assessment of the quality of the educational process, preparation and introduction of proposals for its optimization;
- protection of the interests of students in the event of conflicts between the teacher and students during educational activities;
- monitoring of student attendance of various types of classes, their current academic performance and discipline during learning sessions;
- monitoring of students’ compliance with the University Charter, Internal Regulations and other local acts of the University;
- informing students about various extracurricular activities taking place at the University;
- assistance to student organizations of the University in the organization of extracurricular work at the University.

3. Structure and procedure of work of the Council of Leaders

3.1. The Council of Leaders includes the study group leaders and faculty cohort leaders.

3.2. The activities of the Council of Leaders are led by the Chairman of the Council of Leaders

(hereinafter referred to as the “Chairman”), and in his/her absence – the deputy appointed by him/her from among the faculty cohort leaders.

3.3. The activities of the Council of Leaders are supervised by deputy (assistant) deans and assistant vice-rector for educational and social work.

3.4. Meetings of the Council of Leaders are open: representatives of the University administration, dean’s office, members of other student organizations of the University, teachers and students of the University can attend them.

3.5. The list of issues considered at the meeting, the procedure for their discussion and the decisions taken are recorded in the minutes of the meeting, which are kept by the Secretary of the Council of Leaders.

3.6. A meeting of the Council of Leaders is considered competent for making decisions if at least 2/3 of the list of leaders is present at it.

3.7. Decisions of the Council of Leaders are made by a simple majority of votes in an open vote.

3.8. Scheduled meetings of the Council of Leaders shall be convened by the Chairman at least once a month. Extraordinary meetings may be convened at the initiative of the University administration in order to quickly resolve emerging issues.

3.9. The Chairman is elected by the Council of Leaders in an open vote at the first meeting in the current academic year. Candidates for voting are nominated by members of the Council of Leaders from among the faculty cohort leaders. A necessary condition for the election is the consent of the candidate to fulfill the duties assigned to the Chairman.

3.10. The term of office of the elected Chairman is one academic year.

4. A study group leader and the procedure for his/her election

4.1. A study group leader (hereinafter referred to as the “Leader”) ensures the execution in the group of all orders and instructions of the dean and administration of the University. The leader organizes timely preparation of students for work with teachers, for current and midterm assessment, ensures compliance with academic discipline and strict fulfilment of internal regulations.

4.2. The leader keeps in touch with the group supervisor, informs him/her about the problems of students, about the facts of violation of the academic discipline by students and, together with the supervisor, develops measures to improve the attendance and academic performance of students in the group.

4.3. The leader is the primary link of the student self-regulation system in the field of student learning activities at the University.

4.4. Leader elections are held at the general meeting of the group. To resolve this issue, the meeting may be considered authorized if at least two-thirds of the list of students of the group is present at it.

4.5. Any student of the group who has authority among classmates, is well-performing and does not have academic arrear, complies with the academic discipline and has expressed his/her consent to perform the relevant duties can be elected the group leader. In the first year, the leader is appointed by the dean (deputy dean) for a period of one academic year.

4.6. The candidacy of the leader can be nominated at the general meeting of the group by both students and the dean, as well as the group supervisor. Nominees shall justify their proposal.

4.7. Nominated candidates go through the procedure of election by open vote. A leader is considered elected if a simple majority of the total number of students of the group present at the meeting was cast for his/her candidacy.

4.8. The leader comes into office from the moment of his/her election.

4.9. The newly elected leader becomes a member of the Council of Leaders, and the leader, who resigned, drops out of its composition.

5. Rights and duties of the study group leader

5.1. The leader shall:

- keep a personal record of students attending all types of training sessions by maintaining an attendance log. Attendance entries are proved by signature of a teacher conducting the corresponding class;
- on a weekly basis submit information on the attendance of learning sessions to the deputy (assistant) dean according to the established form;
- notify students of the group about changes in the schedule of classes;
- participate in the distribution of permanent and temporary assignments among students and monitor their implementation;
- discuss with students the results of certification, monitor the results of the examination session;
- ensure the participation of students in all planned events;
- regularly participate in the work of the Council of Leaders;
- monitor the academic discipline in the group, ensure careful treatment of the property of the University;
- participate in the preparation of sheets of rating assessment of academic performance and attendance of students of the group;
- communicate the problems of students of their group to the dean's office;
- assist, as far as possible, students of the group in solving certain problems related to the organization of educational and extracurricular work.

5.2. The leader has the right to:

- represent the group at the events of the faculty and the University, if they are held with the official invitation of the group leaders;
- with the support of the group, speak at the Council of Leaders and other student organizations of the University on its behalf, as well as express its personal opinion on all issues of student life;
- nominate students of their group for providing incentives based on the results of academic, scientific and extracurricular activities;
- schedule time and hold a group meeting on various issues related to student life.

5.3. In case of temporary absence of the leader (illness, business trip, etc.), the duties of the leader are assigned by the dean (deputy dean) to the student of the corresponding group.

6. Faculty cohort leader

6.1. The faculty cohort leader shall:

- keep records of students attending lectures by maintaining an attendance log. Attendance entries are proved by signature of a teacher conducting the corresponding class;
- on a weekly basis submit information on the attendance of learning sessions to the deputy (assistant) dean according to the established form;
- notify cohort students of changes in the class schedule;
- participate in the distribution of permanent and temporary assignments among students and monitor their implementation;
- ensure the participation of students in all planned events;
- regularly participate in the work of the Council of Leaders;
- monitor the academic discipline in the cohort, ensure careful treatment of the property of the University;
- participate in the preparation of sheets of rating assessment of academic performance and attendance of students of the cohort;
- communicate the problems of cohort students to the dean's office;
- assist, as far as possible, students of the cohort in solving certain problems related to the organization of educational and extracurricular work.

6.2. The faculty cohort leader has the right to:

- represent cohort students at faculty and University events;
- with the support of the cohort students, speak at the Council of Leaders and other student organizations of the University on its behalf, as well as express its personal opinion on all issues of student life;
- nominate students of their cohort for providing incentives based on the results of academic, scientific and extracurricular activities;
- schedule time and hold a cohort meeting on various issues related to student life.

6.3. In case of temporary absence of the cohort leader (illness, business trip, etc.), the duties of the leader are assigned by the dean (deputy dean) to one of the group leaders.

7. The procedure for rewarding the study group (cohort) leaders

7.1. For exemplary performance of the duties assigned to them, one of the forms of moral and material (financial) incentives existing at the University can be applied to the study group (cohort) leader.

7.2. Proposals on incentivation of the academic group leader may come from the deputy (assistant) dean or head of the department.

7.3. The student's performance of duties of study group (cohort) leader shall be reflected in the representations and characteristics, as well as taken into account in the ranking of students.

8. Procedure for relieving the study group (cohort) leader from their duties

8.1. The study group (cohort) leader can be relieved of his/her duties in the following cases:

- at their own request, with a written statement addressed to the dean of the faculty;
- at the request of the study group (cohort) team, with the preparation of a written application addressed to the dean of the faculty. The application shall contain a reasonable motivation for such a decision of the general meeting of the group (cohort) and be signed by at least 50% of the list of the group (cohort) with full name stated;
- on the proposal of the assistant vice-rector for educational and social work, deputy (assistant) dean of the faculty or group supervisor.

8.2. The duties of the leader relieved of his/her duties are assigned to his/her acting student by deputy (assistant) dean, and the election of a new leader is carried out in the manner determined by these Regulations within 10 days from the date of receipt of a proposal to dismiss the former leader.

9. Procedure for amendments and addenda to the Regulations on the Leader

9.1. Proposals on the need for amendments and addenda to these Regulations may be made by the Vice-Rector for Academic Affairs, the Dean (Deputy Dean), as well as any member of the Council of Leaders in writing with justification of his/her point of view and are subject to mandatory consideration and discussion at a meeting of the Council of Leaders.

9.2. Amendments and addenda to these Regulations shall be approved by the Rector of the University.