



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)

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## **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 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. 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 issue, maintenance and keeping records of the 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)

**Regulations  
on Individual Work of Students  
at 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 planning, organization and types of control of individual work 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”) and is developed in order to improve the quality of training of specialists with higher education in accordance with the Federal Law “On Education in the Russian Federation” No. 273-FZ dated 29.12.2012, Federal State Standards of Higher Professional Education, the Charter of the University.

**2. Objectives of individual work of students**

2.1. Broadening, expanding and consolidating the obtained theoretical knowledge and practical skills of students.

2.2. Development of cognitive abilities and activity of students on the use of regulatory, legal, reference and special literature, development of sense of responsibility and self-organization, self-development and self-improvement.

2.3. Development of skills of effective individual professional, theoretical, practical and academic and research activities in order to form the necessary competencies.

**3. Types of individual work of students**

3.1. In the educational process of the University, two types of individual work of students are identified: in-class and out-of-class.

3.2. **In-class individual work** in the academic discipline is carried out by students during the learning sessions under the direct supervision of the teacher and on his/her instructions.

3.3. In-class individual work is supported by educational literature, methodological manuals, computer equipment, useful Internet links, electronic books and manuals, electronic educational resources, automated training systems and programs, methodological recommendations of teachers of the department.

3.4. Teachers of the department select educational material for independent study by students, develop and inform students of methodological instructions on individual work, develop a system for monitoring the individual work.

3.5. **Out-of-class individual work** is the planned educational, academic and research work of students, performed out of class on assignment and with the methodical guidance of the teacher, but without his/her direct participation.

3.6. To organize the out-of-class individual work of students at the department, the head of the department determines the room for individual work, ensures the availability of the necessary educational, methodological and reference material (both printed and electronic), methodological recommendations for carrying out the individual work, Internet access, consulting assistance of the teacher on duty is ensured.

3.7. To organize out-of-class individual work of students, the University shall ensure that there is a library with a reading room equipped with the necessary educational and methodological literature in accordance with existing standards, an educational and methodological base of classrooms and laboratories, computer classes with Internet access.

#### **4. Planning of individual work of students**

4.1. Individual work is planned on the basis of time standards of federal state educational standards for the area of specialization, work curricula for the area of specialization and programs for each academic discipline.

4.2. Planning of the amount of time allotted for out-of-class individual work in the academic discipline is carried out by the teachers of the department on account of the time allotted for current consultations. Planning of the amount of time allotted for monitoring the results of out-of-class individual work is carried out by the teachers of the department on account of the time allotted for advancement of student learning. Planning of the amount of time allotted for in-class individual work and for monitoring the results of in-class individual work is carried out by teachers of the department on account of the time allotted for learning sessions.

4.3. When developing a work program for an academic discipline, the content of out-of-class individual work is planned by the teacher taking into account the amount of theoretical information and the complexity of practical tasks on each topic, forms and methods of monitoring results are determined.

4.4. Control over the planning of individual work by each teacher, the quality of individual work in academic discipline is carried out by the head of the department.

4.5. Examination of program and methodological documentation on the organization of individual work of students is carried out by the educational and methodological department of the University.

#### **5. Content of out-of-class individual work of students**

5.1. Out-of-class individual work of students includes:

- preparation for in-class learning (lectures, practical training, seminars, laboratory work, etc.);
- individual work on individual topics of academic disciplines in accordance with the curriculum;
- preparation of written tests, electronic presentations;
- preparation for the final state examination, including the completion of the graduate qualification work (if this type of final examination is provided for by the curriculum);
- work in a student scientific society, participation in seminars, conferences, etc.

5.2. Recommended content of out-of-class individual work:

- to gain knowledge: reading text (textbook, primary source, additional literature, Internet resources), drawing up a text plan, graphic image of the text structure, note-taking, extracts from the text, working with dictionaries and reference books (familiarization with regulatory documents), writing an interim epicrisis, student case-record, summary, using audio and video recordings, computer equipment and the Internet, compiling an electronic presentation;
- to consolidate and systematize knowledge: working with lecture notes, working with educational material (textbook, primary source, additional literature, audio and video recordings), drawing up a plan and abstracts of the answer, drawing up tables for systematizing the educational material, studying regulatory materials, answering test questions, analytical text processing (annotation, review, summarization, etc.), preparation of abstracts of messages for presentation at a seminar, conference, preparation of talking points, reports, essays, etc.;

- to develop competencies: solving case problems and doing exercises, solving variable problems and exercises, preparing for business role-playing games, designing and modeling components of professional activities, preparing graduate qualification work, conducting experimental work, sports and fitness exercises, etc.

## **6. Management of individual work of students**

6.1. Individual work is supervised by teachers of the department.

6.2. When preparing tasks for out-of-class individual work, it is recommended to use a differentiated approach to students. Before students perform out-of-class individual work, the teacher conducts a briefing (virtual briefing) on the performance of the task, which includes the purpose of the task, its content, deadlines, approximate scope of work, basic requirements for the results of work, evaluation criteria. During the briefing, the teacher warns students about possible typical errors encountered during the task. The briefing is carried out by the teacher on account of the time of in-class studies allocated for the study of the academic discipline.

6.3. Individual work can be carried out individually or by groups of students, online and in classes, depending on the purpose, volume, specific topics of individual work, level of complexity, level of students' skills.

6.4. The functions of the teacher of the department include:

- timely informing students about individual work;
- preparation of tasks for individual work of students in the academic discipline;
- development of methodological recommendations for individual work and determination of monitoring frequency;
- assessment of the quality of the results of individual work of students in the academic discipline.

## **7. System of control (monitoring) of individual work of students**

7.1. Forms of control over the individual work are selected by the teacher and provide for:

- current monitoring of knowledge acquisition based on the assessment of oral response, report, library-research paper, abstract, presentation, annotation, portfolio keeping, filling in workbooks, etc. (in practical classes);
- work with materials in the study rooms of departments (work with scientific literature, file cabinets, tables, simulators for self-training, test tasks, working out practical skills on phantoms, comments on video materials);
- solving tests and case problems in clinical disciplines;
- check of a test paper or a summary performed on a topic studied independently;
- analysis of the report on academic and research work (its stage, part of the work, etc.);
- review of an article, theses of the speech, other publications;
- checking the case-record prepared by the student;
- rating assessment of students' knowledge by blocks (sections) of the studied discipline, cycles of disciplines.

7.2. The criteria for assessing the results of the student's individual work are:

- degree of learning the education material by the student;
- student's ability to use theoretical knowledge when performing practical tasks;
- the student's ability to actively use electronic educational resources, find the required information, study it and apply it practically;

- justification and clarity of the answer;
- ability to find necessary things in the flow of information, highlight the main topic;
- ability to formulate a problem, propose its solution, critically evaluate the solution and its consequences;
- ability to show, analyze alternative opportunities, options for action;
- ability to formulate their opinion, evaluate and support it with reasons.