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Appendix No. 1
to Order No. 1715-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
FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry
of Health of the Russian Federation
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 Russia
No. 1715-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

**Procedure for
crediting by FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health
of the Russian Federation
of students' outcomes under bachelor's degree, specialist's degree
and master's degree programs in academic subjects, courses, disciplines (modules), practical
training, further educational programs in other organizations engaged in
educational activity**

1. General Provisions

1.1. This Procedure for crediting by FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation of the students' outcomes under bachelor's degree, specialist's degree and master's degree programs in academic subjects, courses, disciplines (modules), practical training, further educational programs in other organizations engaged in educational activity (hereinafter referred to as the “Procedure”) was developed in accordance with the Federal Law No. 273-FZ dd. 29.12.2012 “On Education in the Russian Federation”; Order of the

Ministry of Education and Science of Russia No. 245 dd. 06.04.2021 “On Approval of the Procedure for the Organization and Implementation of Educational Activities under Higher Education Academic Programs - Bachelor’s Degree, Specialists’ Degree, Master’s Degree Programs”; Order of the Ministry of Education and Science of Russia No. 845, Ministry of Education of Russia No. 369 dd. 30.07.2020 "On approval of the procedure for crediting by the organization engaged in educational activities, of the results of mastering by students of academic subjects, courses, disciplines (modules), practical training, further educational programs in other organizations engaged in educational activity”; 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. This Procedure establishes the rules for the University to credit the students’ outcomes under bachelor's degree, specialist’s degree and master's degree programs (hereinafter referred to as the “students”) in academic subjects, courses, disciplines (modules), practical training, further educational programs in other organizations (hereinafter referred to as the “credit”, “results of mastering of academic components”).

1.3. Crediting the students’ outcomes in academic subjects, courses, disciplines (modules), practical training in other organizations engaged in educational activity is understood as the recognition of the educational disciplines and practical training completed during getting the previous education, as well as the grades (pass/fail results) received and their transfer and entry to the documents on mastering the academic program at the University.

2. Categories of students in respect of whom the academic components outcomes are credited

2.1. The Department of Planning and Organization of the Educational Process organizes the procedure for determining the conformity of outcomes of the completed education under the previous academic program (part thereof) to the planned educational outcomes under the corresponding part of the mastered academic program for persons:

- enrolled under the basic academic program and having the necessary documents on education;
- enrolled under the basic academic program in the order of transfer from other organizations engaged in educational activities;
- re-enrolled after expulsion from the University, or after the end of academic leave, parental leave, maternity leave;
- switched from one basic academic program to another at the University for getting education in another area of specialization and (or) field of study, other form of study;
- switched from one form of study to another within the University;
- students who have been educated in other educational organizations in accordance with the contracts concluded by the University.

3. Terms and specific features of the procedure for crediting the academic components learning outcomes

3.1. The procedure for crediting the academic components learning outcomes shall be started in the first week of the semester and be completed within 1 month from the date of its start.

3.2. In case of mismatch of the name of the academic components, the following mismatches are considered acceptable: rearrangement of words in the name of the discipline/practical training; presence of outdated phrases and names in the name of the discipline, discrepancies in the name that do not change the essence/content of the discipline.

3.3. If individual disciplines (modules), practical training sessions cannot be credited due to discrepancies in the curricula, i.e. disciplines (modules), practical training were not studied or were partially studied, the discrepancies in the curricula that have arisen should be eliminated by the student in accordance with the individual curriculum. The procedure for the preparation of an

individual curriculum and an individual academic schedule shall be started in the first week of the semester for which the student is enrolled and shall be completed within 1 month from the date of its start.

4. Documents on education to consider issues on crediting the academic components learning outcomes

4.1. Crediting is arranged at the request of the student on the basis of documents confirming the completed education outcomes:

- documents on education and (or) qualifications, including education and (or) qualifications received in a foreign country;

- a document on education, including a certificate of study or of a period of study, a document issued by foreign organizations (certificate, academic certificate and other document), namely:

- to student under the bachelor's program, under the specialist's program - on the basis of a diploma of secondary vocational education, a bachelor's degree diploma, a specialist's degree diploma, a master's degree diploma, a postgraduate studies diploma, a diploma of residency, a certificate of advanced training, a professional retraining diploma, certificates of study or a period of study, presented by student;

- to the student under the master's degree program - on the basis of a specialist's degree diploma, a master's degree diploma, a diploma of postgraduate school completion, a diploma of residency completion, a certificate of advanced training, a professional retraining diploma, a certificate of study or a period of study.

Russian educational organizations must have a license to carry out educational activities. Education/qualifications received in foreign countries that are subject to international treaties on mutual recognition, as well as those obtained in foreign educational organizations are recognized, the list of which, indicating the conformity of the education and (or) qualifications received in them with those obtained in the Russian Federation, is established by the Government of the Russian Federation.

Crediting may also be made on the basis of documents on education and (or) qualifications received in a foreign country that do not meet the conditions provided for in Part 3 of Article 107 of the Federal Law N 273-FZ dd. 29.12.2012 "On Education in the Russian Federation", as well as confirmed by documents on education issued by foreign organizations.

When transferring from a foreign country, the candidate shall submit a certificate of recognition of a foreign education, except for cases in which, in accordance with the law of the Russian Federation and (or) an international treaty, recognition of a foreign education is not required; as well as notarized translation of documents on education.

Additional documents can be provided at the initiative of the student.

4.2. Application and supporting documents are submitted in person or using remote technologies: application and supporting documents shall be submitted by the students to the department of planning and organization or educational process personally or converted into electronic format by scanning or photographing with provision of machine-readable recognition of details, shall be sent in the form of one file in pdf format with assignment of the name "Last nameNP__pass/fail__ area of specialization__ year of study" to the e-mail address of the department of planning and organization of the educational process (oup@szgmu.ru), or through the electronic service of the University, located at <https://zvp.szgmu.ru>, with attached documents with a resolution of at least 200 dpi. in Pdf format.

4.3. If necessary, the department of planning and organization of the educational process may request other documents confirming the previous study outcomes.

5. Conditions for crediting the outcomes of previously studied academic components

5.1. Disciplines (modules), practical training for which there are no results of intermediate

assessment shall not be credited.

5.2. Credited learning outcomes are recorded as the midterm assessment results. The student is exempted from the need to re-study (undergo) the relevant discipline and/or practical training.

5.3. Disciplines (modules), practical training for which there is no matching of the academic programs in terms of content and volume with the disciplines of the University's curricula, are to be studied in a general manner in accordance with the basic academic program.

5.4. The end-of-year paper is credited in case of matching of the name of the discipline under which it is prepared.

5.5. If the form of midterm assessment in a discipline (module) (credit instead of an exam) does not match with the name of the discipline (module) and the number of hours, this discipline (module) can be credited with the "satisfactory" grade. If a student does not agree with the "satisfactory" grade, he/she has the right to undergo midterm assessment according to the standard procedure.

5.6. Credit of practical training is allowed in relation to students who have a document on previous higher education/secondary vocational education of the corresponding field of study. Practical training is credited if its type, name and duration specified in the documents on education submitted by the student correspond to the curriculum of the academic program being mastered.

5.7. Crediting is arranged by comparing the planned outcomes in the corresponding part (academic subject, course, discipline (module), practical training) of the academic program that the student is mastering (part of the mastered academic program), and the completed education outcomes determined by the previously mastered academic program (part thereof).

5.8. The results of study in the disciplines of the variable part of the academic program studied in another educational organization can be credited as the midterm assessment outcome. In this case, the content and workload (number of credit points) of the credited disciplines of the variable part shall correspond to the content and workload of the disciplines of the variable part provided for by academic program in the relevant field of study (area of specialization) at the University.

5.9. The results of the final (state final) examination cannot be credited.

6. Procedure for crediting the outcomes of previously studied academic components

6.1. The student shall submit an application seeking crediting of previously studied disciplines (modules), practical training (Appendix No. 1).

6.2. The department of planning and organization of the educational process prepares records of crediting disciplines (modules), practical training in two copies: one copy to be transferred to the dean's office and another copy to be put in the student's personal file.

6.3. When translating the volume of studied disciplines from workload expressed in hours to credit points, the following ratio shall be followed: one credit point corresponds to 36 academic hours of total workload.

6.4. The discipline may be credited, if the names of the disciplines coincide or the disciplines are equivalent, and the volume and content coincide with the corresponding discipline of the curriculum of the academic program being mastered, or in case of textual mismatch can be equivalent or include the corresponding name.

6.5. As elective courses or optional disciplines of the curriculum of the part of mastered academic program, the disciplines of the variable part, studied by the student at the previous stage of learning within the same level of education and having a similar amount in hours (credit points), can be credited.

6.6. The decision on crediting is made by the assessment commission of the University and is recorded in the minutes of the meeting of the assessment commission of the University, as well as in 2 copies of records of crediting disciplines (modules), practical training. Information on the decision of the assessment commission in the specified record is certified by the signature of the chairman of the assessment commission.

Information on crediting disciplines (modules), practical training is sent by the secretary of the assessment commission to the relevant departments of the University.

6.7. The student for whom a credit is made is transferred to study according to an individual curriculum, including accelerated education, in the manner established by local regulations of the University.

6.8. If the outcomes of the completed education under the previously mastered academic program (part thereof) do not comply with the requirements for the planned outcomes under the corresponding part of the mastered academic program, the University assessment commission makes a decision to refuse the student in making the correspondent credit transfer. The above decision is recorded in the minutes of the meeting of the assessment commission of the University.

6.9. The decision to refuse the student in making the correspondent credit transfer in writing or in the form of an electronic document justifying the reasons for the refusal within three working days shall be sent to the student.

6.10. It is not allowed to charge students for establishing compliance and credit transfer.

6.11. In case of credit transfer for disciplines (modules), practical training previously studied in another educational organization, students enrolled in the basic academic program and having the necessary documents on education, as well as students enrolled in the University in the order of transfer, and students, having switched from one educational program to another, from one form of study to another at the University, receive an entry in the student grade record made by the employee of the relevant dean's office indicating the document on the basis of which the credit transfer was made.

6.12. In case of credit transfer for disciplines (modules), practical training of the current academic year students specified in paragraph 1 of this clause, receive an entry in the student grade record and in the examination/test record made by the head of the department (head of the educational division of the department) on the day of the exam/pass/fail test.

6.13. The following documents are entered into the personal file of the student:

- extract from the order on transfer of the student to the individual curriculum;
- application of the student;
- extract from the minutes of the University assessment commission;
- individual curriculum
- record of credit transfer for disciplines (modules), practical training.

Visa of Vice-Rector for Academic Affairs

Vice-Rector for Academic Affairs

full name

from student_of year of study_group in the area of
specialization (field of study)

Full name

at the expense of federal budget appropriations /
under the agreement on the provision of paid
educational services / under the direction of
Ministry of Education and Science of Russia

Application

I ask you to credit the following disciplines (modules, practical training) studied by me at

(full name of the educational organization)

in the period from _____ to _____:
(year) (year)

Item No.	from the document on education (study)			from the University curriculum		
	Name of disciplines (modules, practical training)	Hours / credit point	Form of control	Name of disciplines (modules, practical training)	Hours / credit point	Form of control
1						
2						
3						
...						

The information provided in the application corresponds to the document on education (study): _____ .

(document name, number, date of issue)

Date

Student's signature