



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 of the Ministry of Health of Russia (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 in individual work of students of SBEI HPE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation	Regulations in 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)

**Regulations on the Student Medical Detachment
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 defines the procedure for the organization and arrangement of activities of the student medical detachment (hereinafter referred to as the “SMD”) of the 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 (hereinafter referred to as the “University”).

1.2 SMD is a voluntary team of students of the University who expressed a will to undergo academic and on-the-job practical training in medical and social organizations of St. Petersburg and the North-West region in accordance with the chosen area of specialization, as well as to find a job in the above organizations to work in the vacation period and (or) time free from activities on assimilation of the academic program.

1.3 SMD assignment for practical training at the facilities of medical and other specialized organizations is possible only on the basis of agreements concluded between the University and organizations.

1.4 . Control over the activities of the SMD is carried out by the educational department and the department for educational work of the University.

1.5 The SMD established on the basis of these Regulations may create detachments, both on a permanent and temporary basis, in order to achieve certain goals set for it.

1.6 The SMD established on the basis of these Regulations is a specialized detachment whose members carry out practical activities in accordance with the specialty received at the educational institution.

1.7 Occupational health and welfare in SMD shall be arranged by the host organization in accordance with the law of the Russian Federation, rules and regulations on the organization of occupational safety and health of the host organization.

1.8 Health service support of SMD is provided by the host organization in accordance with the applicable law of the Russian Federation.

1.9 In its activities, the SMD is guided by the Constitution of the Russian Federation, federal laws, decrees and orders of the President of the Russian Federation, resolutions and orders of the Government of the Russian Federation, laws and other regulatory legal acts of the constituent entity of the Russian Federation, acts of local self-government bodies in the territory of which SMD operates, as well as local regulatory acts of the University and these Regulations.

2. Main goals and objectives of SMD

2.1 SMD is created with the aim of implementing social and labor initiatives of students, acquiring skills of professional labor and management activities by young people, promoting personal development, processes of labor and social adaptation of youth, as well as public education, the formation of civic consciousness, patriotism among youth.

2.2 The main objectives of SMD activities are:

- promoting temporary and permanent employment of students and graduates of medical educational institutions;
- involvement of young students in the labor activity;
- assistance in the formation of a candidates pool for medical institutions in the region;
- patriotic education of youth, cultural and socially significant work among the population.

3. Structure and procedure of SMD formation

3.1 Structure of SMD

3.1.1. SMD members may be students of the University who have expressed a will to carry out labor activities or undergo training and (or) on-the-job practical training in various medical and social organizations who do not have academic arrear and medical contraindications for the types of activities performed by the detachment, who have assumed the rights and obligations established by these Regulations.

3.1.2. The SMD may also include graduates of the University who have previously participated in the activities of this SMD.

3.1.3. SMD is formed at the initiative of one or a group of students with the assistance of the educational department and the educational work department of the University.

3.1.4 The collective self-government body of the SMD is its general meeting.

3.2 Admission to the SMD

3.2.1. A decision on admission to the SMD is made by the **general meeting** of the SMD on an individual basis on the basis of a personal application in which consent to these Regulations must be clearly expressed.

3.2.2. When enrolled in the student detachment, the specifics of the upcoming works for the performance of which the detachment was created are taken into account.

3.2 SMD governing bodies

3.3.1. **The General Meeting of SMD** is the highest body of the SMD, the competence of which includes:

- election of the SMD Council;
- election of commander, commissioner of SMD;
- approval of SMD work plans;
- admission and expulsion of SMD members;
- discussion and decision-making on violations of the organization and work of the SMD by SMD members;
- discussion of living conditions in the course of SMD practical training;
- issue of a decision on imposition of penalty and incentives to SMD members.

The General Meeting of SMD makes decisions by a simple majority of votes if there is at least half of its list and draws them up in minutes.

3.3.2. SMD Council

The SMD Council is elected by the general meeting of SMD. The SMD Council includes the commander, commissioner, secretary of the SMD, and the leadership of temporary student medical detachments.

The SMD Council establishes the procedure for the work and rest of the detachment depending on the specifics of its work and local climatic conditions; together with the employer takes the necessary measures to create safe working, living and recreation conditions for the detachment members; makes operational decisions determining the activities of the detachment, reports to the general meeting of the detachment; hears the commander and commissar of the detachment on the decisions taken in a fast-track manner; makes proposals on incentivation of members of the detachment who have achieved the best results in work and social work; makes decisions on the admission and expulsion of the detachment members.

3.3.3. Provided that there are at least three temporary student medical detachments, the **Student Medical University Headquarters can be formed.**

3.3.4. **SMD Commander**

3.3.4.1. The SMD commander is elected from among the most professional members of the SMD, who are in the detachment during the period of at least one training semester and approved by the general meeting of the SMD.

3.3.4.2. SMD Commander shall:

- organize the recruitment of new members in the SMD;
- organize the work of SMD, bears personal responsibility for the production and public activities of SMD, ensuring healthy and safe working conditions, internal discipline;
- attend meetings held by the employer's management;
- ensure compliance with safety and health rules, domestic and industrial sanitation regulations;
- contribute to the continuous engagement of SMD in the performance of works;
- make decisions on the organization of SMD activities;
- hold meetings of the SMD Council and hears members of the detachment;
- exercise control over members of the SMD, both during working hours and in free time, if the detachment is located outside the settlement, which is the permanent place of residence of members of the detachment;
- monitor the timely and high-quality performance of works and tasks of the enterprise by all members of the student detachment;
- represent the student detachment before all state bodies and institutions, enterprises, public and other organizations;
- report on its work at the general meeting of the SMD;
- monitor compliance by SMD members with safety regulations;
- carries out measures on staffing of the SMD;
- within its competence, ensure the creation of safe working and living conditions for members of SMD.

3.3.5. **SMD Commissioner**

3.3.5.1. The commissioner is elected by the general meeting of the detachment from among the most initiative members of the SMD, who are part of one of the student detachments for at least one semester (with the exception of the newly created detachments).

3.3.5.2. Student detachment commissioner shall:

- bear personal responsibility for organizing social activities, leisure, creating a favorable moral and psychological climate in the detachment;

- promote the personal creative growth of SMD members, the development and maximum realization of their social activity, the formation of a socially oriented intra-detachment organizational culture;
- provide information support to the SMD;
- organize productive, creative, developing leisure activities of SMD members and their interaction in off-hours;
- monitor compliance with the internal regulations of the SMD and impose penalties on members of the SMD for their violation;
- implement the image-building policy of SMD;
- organize and conduct an agitation campaign to recruit new members of the SMD;
- makes proposals to the commander of the student detachment to improve the organization of the life of the detachment;
- act as SMD commander in the absence of the latter.

4. Rights and obligations of the SMD member

4.1. A member of the SMD has the right to:

- elect and be elected to the permanent governing bodies of the SMD;
- freely discuss the activities of the detachment and internal life at the general meeting of the detachment, make proposals, openly express and defend their opinion before the decision is made by the meeting;
- make comments at meetings to any member of the detachment regardless of his/her position;
- personally participate in meetings, at meetings of the permanent governing body of the detachment, when the issue of his/her activities, behavior, membership in the detachment is discussed;
- participate in the development of intra-detachment programs and in detachment events;
- in accordance with the procedure established in the detachment, improve their professional qualifications.

4.2. The SMD member shall:

- comply with the requirements of these Regulations, as well as other local regulatory legal acts governing the activities of the SMD;
- comply with the requirements and instructions on occupational safety and health, sanitary standards and rules, use special clothing, special shoes, protective devices and other personal protective equipment given by enterprises and organizations in accordance with the current standards;
- implement the training program for a member of the SMD and the academic program in the relevant area of specialization;
- actively participate in events and actions organized by SMD;
- demonstrate comradely assistance, mutual support;
- know the documents regulating the activities of SMD, be guided by them in their practical activities;
- implement the decisions of the governing bodies of the detachment, inform them about the results of the implementation of the decisions;
- observe the internal routine of SMD.

5. Organization of SMD activities

5.1. The possibility of undergoing the academic and on-the-job practical training of SMD at the facilities of a specific organization is coordinated with the educational department of the University.

5.2. During the period of academic and on-the-job practical training SMD members can conclude bilateral contracts with the employer for the performance of work and receive remuneration for them. At the same time, the University is not a party to the contract and is not responsible for the actions of members of the SMD and the organization when fulfilling the terms of the contract.

5.3. When organizing the work of members of the SMD on the basis of employment contracts, the labor duties cannot be performed during learning sessions and other types of educational activities provided for by the curriculum and schedule of classes.

5.4. The procedure for remuneration, the working time and other working conditions for members of the SMD are established in contracts concluded between them and the employer and are regulated by the law of the Russian Federation.

5.5. In extracurricular hours, SMD members can be trained in professional skills and the basics of the organization of safe working conditions as necessary.

5.6. Upon completion of the work, the heads of SMD report on the results of on-the-job training activities to the educational department of the University.

6. Final Provisions

6.1. Violation of the order of organization and work of the SMD, on-the-job discipline, requirements of rules and standards on health and safety is discussed at meetings of the Council and the general meeting of the SMD and may entail the imposition of penalties or expulsion from the detachment.