



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
of FSBEI HE NWSMU
named after I.I. Mechnikov under the Ministry of
Health of the Russian Federation
May 26, 2017
Minutes No.6

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. 10 dated May 24, 2017

_____/signature/____Sh. Sh. Kudlakhmedov

May 24,_____2017

ADOPTED
Acting Rector
of FSBEI HE NWSMU
named after I.I. Mechnikov under the
Ministry of Health of the Russian Federation
_____/signature/____O.G. Khurtsilava
May 29,_____2017

Seal:

FSBEI HE NWSMU named after I.I. Mechnikov under
the Ministry of Health of the Russian Federation * No. 1
1885–1907
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**Regulations
on about academic mobility of students
of FSBEI HE NWSMU named after I.I. Mechnikov
under the Ministry of Health of the Russian Federation**

SECTION 1. GENERAL PROVISIONS

1.1. These Regulations regulates the activities of FSBEI HE “North-Western State Medical University named after I.I. Mechnikov” under the Ministry of Health of the Russian Federation (hereinafter – the University) on the organization, ensuring and implementation of academic mobility in accordance with the basic principles of the Bologna Declaration.

1.2. These Regulations were developed in accordance with Federal Law No. 273-F3 dd. 29.12.2012 “On Education in the Russian Federation”, the Charter and local acts of the University.

1.3. Academic mobility means the transfer of an University student for a certain period (up to a year) to another educational or scientific institution (in the Russian Federation or abroad) (hereinafter referred to as a “partner university”), with which a contract or agreement has been concluded on cooperation for educational, scientific and medical purposes for training, research, participation in conferences, symposia, congresses, etc.).

1.4. Academic exchange refers to the exchange of students, which implies that when the University student leaves for the host university, a student from the host university arrives at the FSBEI HE NWSMU named after I.I. Mechnikov.

1.5. Activities for the development of academic mobility are understood as a set of activities carried out by the University to improve the quality of training of students, the qualification of academic, medical and teaching staff, the efficiency of scientific research and medical activities; improvement of the management system; establishment of external and internal integration relations; entering the world educational academic space.

1.6. The purpose of academic mobility is to provide students with access to educational organizations and scientific institutions (including foreign ones), increase the professional level in the chosen field of study, and in case of international exchange – the opportunity to take advantage of the world experience of higher education, expand knowledge in all areas of culture, cultivation of cosmopolite feeling of students.

1.7. University academic mobility subjects:

1.7.1. 2–5 years students in bachelor’s degree and specialist's degree programs, 1st and 2nd year students in the master’s degree program, sent to partner organizations for exchange education in the framework of inter-university cooperation, including within the framework of academic exchange programs for industrial placement for a period of up to 4 weeks or training during 1 semester;

1.7.2. residents and postgraduates under internship program at a partner university for up to 6 months;

1.7.3. students participating in all-Russian and international conferences, seminars, summer schools;

1.8. The total stay of University students in partner organizations cannot exceed 20 % of the total duration of mastering the academic program. State final examination within the framework of academic mobility programs is not performed.

1.9. The rules and procedure for implementing academic mobility apply to University students with intramural form of study.

SECTION 2. MAIN TYPES AND FORMS OF ACADEMIC MOBILITY

2.1. The main types of academic mobility are:

- international;
- domestic Russian.

2.1.1. The main types of academic mobility are implemented in the following formats:

- group and individual;

- organized and self-initiated.

The implementation of specific types of organized academic mobility is regulated by cooperation agreements (contracts) with partner organizations, including international ones.

2.2. International academic mobility means training, internship of University students in foreign educational organizations, as well as academic training of foreign students, postgraduate at the University.

International academic mobility is realized by sending students outside the Russian Federation, according to the order of the Rector of the University, for a fixed period to complete a certain task.

2.3. Internal Russian academic mobility means training and internship of University students in other Russian educational organizations, scientific centers, institutions, as well as training at the University of students and postgraduates from other educational organizations, scientific centers, organizations and institutions of the Russian Federation.

Internal Russian academic mobility is realized by sending students to other universities, scientific institutes or organizations in Russia by order of the Rector for a fixed period to complete a certain task.

2.4. Group academic mobility means travels organized by the University for groups of University students to other educational and scientific organizations, as well as group visits to the University of third party participants in academic exchange for the implementation of academic and research programs.

2.5. Organized academic mobility involves the conclusion between partner universities of appropriate contracts (agreements) on exchanges of students for the implementation of individual or group academic and research programs. The contract is a bilateral (multilateral) agreement on the organization of academic mobility, concluded by the University with the partner organization in writing, the essential condition of which is the possibility of set-off the educational outcome in the partner organization, or an agreement on the network implementation of the academic program.

Organized individual academic mobility can be carried out at the initiative of a student or educational organization in order to implement individual educational and research programs or internships.

2.6. Self-initiated academic mobility is implemented through a travel of University students on their personal initiative, supported by the University, to implement individual educational trajectories, academic and research programs, including within the framework of domestic and foreign grants and projects, as well as visits to the University of third party participants in academic exchange on their personal initiative, supported by the University.

2.7. Individual academic mobility means individual trips of University students to other foreign or Russian universities and organizations, as well as individual visits to the University of third party participants in the academic exchange for the implementation of individual educational trajectories, academic and research programs.

Individual academic mobility, realized in the form of a private trip, is allowed only during the holidays or academic leave.

In case of study in another educational organization on a personal initiative during the holidays or academic leave, without coordination with the head of the structural division where a student is listed, the University does not guarantee such student recognition of the period of study and transfer of credits for academic subjects studied in

another educational organization.

2.8. The main forms of academic mobility are:

- exchange education, including within the framework of dual degrees;
- short-term training (in summer schools, seminar schools, courses, etc.);
- internship (including language-specific, scientific, etc.);
- participation in scientific, scientific-practical and other conferences, symposia, seminars.

2.9. Directing organization (directing, basic university) is an educational or other organization that sends a student to another organization for training (or) internship.

2.10. Host organization (host university) is an educational or other organization that takes a student for education and (or) internship. The sending organization and the host organization are hereinafter collectively referred to as “parties”, “partners”.

SECTION 3. ORGANIZATION OF ACADEMIC MOBILITY OF STUDENTS

3.1. The organized academic mobility of students is organized on the basis of a contract (agreement) between partner organizations, which establishes the principles of interaction, including:

- requirements for education – type, level and (or) focus;
- the name of the basic or additional academic program, part of which is supposed to be mastered by the student within the framework of academic mobility (indicating the duration of education, if necessary, the year and semester of study), the area of scientific activity, the type of internship in the partner organization;
- procedure for organization of academic mobility, conditions for academic exchange of students (equivalent or not equivalent) if available, lack of academic exchange;
- conditions and procedure for the implementation of educational activities under the implemented academic program (part of the academic program), including (if necessary) the assignment of responsibilities between partner organizations, the nature and volume of resources used by each organization, the language of study, requirements for the level of knowledge of the language of the host country by invited foreign citizens;
- documents on education or on the period of education issued to persons who have completed the period of study in partner educational organizations;
- the term of the contract, the procedure for its amendment and termination;
- other matters at the discretion of the parties.

3.2. Organizational support for academic mobility is carried out by: the educational department and the department of international relations (hereinafter – DIR).

3.3. Direct work on the organization of academic mobility is carried out by structural divisions carrying out educational activities.

3.4. The development of academic mobility programs for students precedes the conclusion of a contract on the organization of academic mobility or another agreement. The contract set forth the main and/or additional academic programs implemented by partner educational organizations, their parts, expected to be mastered by students within the framework of academic mobility – academic program. The development of training programs takes into account the mutual interest of partner organizations to expand the potential of their own academic programs through the use of experience, material base and intellectual component of partner organizations. The deadlines for the implementation of academic programs (total duration of education, if necessary – year and semesters of study), curricula of programs or their individual modules and disciplines in terms of

content and workload are agreed upon.

3.5. The academic programs can be implemented both within the framework of academic exchange and outside the framework of academic exchange.

3.6. The academic programs within the framework of academic exchange implies that for the period when a student is absent, another student from the partner organization arrives. Depending on the cost of educational services and/or the number of participants in the academic exchange, it may be equivalent or non-equivalent.

3.7. The academic programs outside the framework of academic exchange does not imply a relationship between the arrival of students of the partner organization to study at the University and the departure of University students to study in a partner organization.

If a personal invitation is received from an educational organization, the candidate provides an application addressed to the Rector with the preliminary approval of the head of the structural division, as well as an invitation of the host institution with a description of the study conditions.

3.8. Students sent to participate in academic mobility programs are not expelled for the period of their stay in a partner organization, and retain the rights provided for by the law of the Russian Federation (payment of scholarships, material assistance, other social support).

3.9. During their stay at the host university, students enjoy academic rights and perform the duties established for students of the parties.

3.10. The sending university fully exercises control and is responsible for the organization and implementation of the educational process throughout the academic program of the student as a whole. The host university is responsible for the implementation of the part of the academic program provided for by the contract.

3.11. Education certificates (transcripts) are drawn up by both partner organizations two times. The certificate is drawn up by the sending university for each student sent to study in order to provide the host university with information about the courses taken by the students and about his/her performance.

An education certificate is also issued by the host university for each student who has completed the course of study at the end of the period of education.

3.12. A student is sent to the organization under the academic mobility program by order of the Rector of the University. The order indicates the full official name of the host university, the duration and terms of study, as well as the details of the contract (for the partner organization).

3.13. Upon returning from the partner organization, a participant of the academic mobility program shall submit to the corresponding unit of the education department a certificate of education completed in the partner organization, on the basis of which, if necessary, an individual curriculum is drawn up.

3.14. For students, the results of training in the partner organization are entered in the student grade record and in the student education record card by the assistant dean of the faculty. For students of other categories – in documents of individual record of educational achievements.

3.15. Upon returning from the host organization, a participant in the academic mobility program, that includes on-the-job practical training, shall submit to the specialized department a practical training journal and a personal characteristic, if the latter is not part of the practical training journal, and undergoes midterm assessment within the

established timeframe.

SECTION 4. STAGES OF IMPLEMENTATION OF ACADEMIC EXCHANGE PROGRAM

4.1. Receiving from a partner university (including from a foreign partner university) a confirmation of admission to study (undergo internship) of the University students in accordance with cooperation contracts (agreements).

4.2. Preparation of the required documents specified in cl. 5.6, and submission of documents to the relevant subdivision.

4.3. Holding a competition for participation in the academic exchange program: the first stage of the competition (absentee) – selection of candidates in accordance with the submitted documents; the second stage of the competition (in-person) – an interview, including in a foreign language (in the case of international exchange).

4.4. Self-application for obtaining a visa by students at the embassy of the country of the future visit in case of international exchange.

DIR together with the education department provides support in the preparation of documentation necessary for academic mobility.

4.5. Issue of the Rector's order on the organization of academic mobility of students.

If necessary, University students undergo administrative enrollment procedures at the host university in accordance with the procedure of the partner university, the program or agreement on academic mobility, as well as in accordance with the information provided by the university in the document on preliminary recognition of education.

4.6. Education at a partner university.

4.7. Upon expiration of the period of stay at the host university, the University student receives a certificate certifying the name of the studied disciplines and types of other classes, credits and grades received, using the terminology provided for in the relevant mobility program or agreement.

A copy of this certificate with a translation certified by DIR shall be submitted to the education department. A copy of the certificate remains in DIR.

4.8. Return of the student to the University and submission of documents (certificate on education, practical training journal) to the relevant division.

SECTION 5. COMPETITIVE SELECTION FOR PARTICIPATION IN THE ACADEMIC EXCHANGE PROGRAM

5.1. 2–5 year University students of any area of specialization (field of study) with intramural form of study who are citizens of the Russian Federation, the Republic of Belarus, the Republic of Kazakhstan, the Republic of Kyrgyzstan, the Republic of Tajikistan, who have high academic performance (average grade of at least 4.0), speak a foreign language (in the case of international exchange), actively participating in the scientific and public life of the University can participate in academic exchange.

5.2. The selection of students for participation in the exchange program is carried out on the basis of a competition, and is determined by the rating according to the following indicators: average grade academic performance, knowledge of a foreign

language (in the case of international exchange), the availability of publications and speeches at conferences, achievements in the social activities of the University.

5.3. Priority is given to students selected for the first time to participate in the program. The possibility of re-participation in the exchange program is determined by the decision of the competition commission, which prioritizes the candidates selected for the first time to be sent to undergo practical training in a foreign country under the exchange program.

5.4. Information on the terms and conditions of the competition is posted on the University website, as well as by e-mail to the relevant structural divisions and the council of students.

5.5. To conduct the competition, a commission is established, which includes: the head of the educational department, the head of center for education under bachelor's degree, specialist's degree and master's degree programs, the head of the department of international relations, the dean of the faculty, assistant vice-rector for educational and social work, vice-rector for security, adviser to the Rector, head of the department of foreign languages. The composition of the commission is approved by order of the Rector. The competition for the selection of students for participation in the exchange program may be held within a few days in agreement with the members of the commission, depending on the number of applications submitted for the competition.

5.6. To participate in the competition, students submit to the dean's office (students of other categories – to the corresponding unit of the educational department), and in the case of international exchange – to the department of international relations the following documents:

- questionnaire (Appendix No. 1);
- information on academic performance of the student exchange program participant (Appendix No. 2);
- a personal characteristic from the dean of the faculty indicating a specific list of achievements and other merits of the student for the entire period of study at the University;
- foreign language proficiency data: certificates of successful passing of international qualification exams (TOEFL, DELE, etc.) or test results at the Department of Foreign Languages (in case of international exchange);
- personal characteristic/recommendation from the heads of study clubs of the Student Research Society (SRS), the head of the department, the head of the department of international relations for assistance in the international activities of the University, and other heads of divisions in the work of which the student was directly involved;
- photocopies of printed works of students;
- photocopies of conference programs in which the student participated;
- photocopy of a foreign passport.

5.7. Students who have passed the competitive selection for participation in the academic exchange program shall:

5.7.1. prepare an application addressed to the Rector requesting permission to undergo an academic exchange (practical training) at a partner university indicating the country of the host university, the disciplines that they will study (Appendix No. 3). Copies of documents on competitive selection shall be attached to the application;

5.7.2. agree with the head of the center for education under bachelor's degree, specialist's degree and master's degree programs, the dean of the faculty, the head of the

department of graduate employment and practical training, the terms of study in the volume provided for by the work programs of the disciplines included in the basic academic program in the relevant area of study (for preparation of an order);

5.7.3. familiarize themselves with the program of practical training and methodological materials;

5.7.4. in case of undergoing on-the-job practical training, prepare a practical training journal and agree on an individual assignment with its practical training tutor at the University (the journal shall be compiled in Russian and foreign languages, depending on the country of practical training).

SECTION 6. INTERNATIONAL INTERNSHIP OF STUDENTS, RESIDENTS, POSTGRADUATES

6.1. A student who is fluent in a foreign language can independently look for a university that is ready to accept him/her for a certain period (student – up to 3 months, resident/postgraduate – up to 6 months).

6.2. Having received the consent of the host university, the student shall notify the head of the relevant subdivision: Head of center for education under bachelor's degree, specialist's degree and master's degree programs, the dean of the faculty, the head of the department of clinical internship and residency or the department of postgraduate studies of the University to determine to what extent the disciplines proposed for study correlate with the curriculum and program.

6.3. The decision to send the student for internship is made by the Rector. To get a permit to be sent for an internship, a student shall send an application addressed to the rector/vice-rector for academic affairs, to which the following shall be attached: letter of confirmation of the partner university, internship program indicating the term of study, personal characteristic-recommendation of the dean, head of the department of clinical internship and residency or the department of postgraduate studies.

6.4. At the end of the internship period, a student shall submit a certificate and report in the established form to the dean's office of the faculty, the department of clinical internship and residency, or the department of postgraduate studies, respectively. A copy of the certificate and report is filed in a personal file.

6.5. A certificate received at a foreign university shall be accompanied by a translation certified by the Department of International Relations of the University.

6.6. A student, resident, postgraduate studying on a budgetary basis and traveling for an internship for up to 3 months, continues to receive a scholarship and other social benefits.

6.7. A student, resident, postgraduate can be sent for an internship, scientific conference, etc., subject to the implementation of an individual training plan and the recommendation of the head of the department or academic supervisor.

6.8. All documents received at a foreign partner university shall be accompanied by a translation certified by the Department of International Relations of the University.

SECTION 7. RESPONSIBILITIES OF STUDENTS PARTICIPATING IN THE EXCHANGE PROGRAM

- 7.1. Students shall:
- 7.1.1. submit in a timely manner all documents necessary for participation in the academic exchange program;
- 7.1.2. make timely payment of expenses related to participation in the exchange program (in case of international exchange – consular fee, medical insurance for the period of practical training, travel to the place of study, etc.);
- 7.1.3. practical training and submit documents during the on-the-job practical training, fulfill the program, from the partner university (practical training journal according to the form established by the university);
- 7.1.4. in the event of academic arrear upon return to the University, liquidate it within the established time frame;
- 7.1.5. in case of force majeure that resulted in the end of internship ahead of schedule, inform the host party and, in case of international exchange, the head of the department of international relations of the University within three working days from the date of arrival.
- 7.2. Resident, postgraduate also shall:
- 7.2.1. during internship, including international ones, fulfil the program agreed with the head of the department of clinical internship and residency or the head of the department of postgraduate studies and submit official documents on its completion;
- 7.2.2. in the event of force majeure that entailed the end of the internship ahead of schedule, inform the head of the department of clinical internship and residency or the head of the department of postgraduate and doctoral studies, as well as in the case of international exchange – the head of the department of international relations of the University within three working days from the date of arrival.

Agreed by:

Acting Vice-Rector for Academic Affairs	<i>/signature/</i>	A.M. Lila
Acting Vice-Rector for Science and Innovation	<i>/signature/</i>	A.V. Silin
Head of Education Department	<i>/signature/</i>	S.L. Plavinsky
Head of Legal Department	<i>/signature/</i>	E.I. Matsenko
Head of Department of International Relations	<i>/signature/</i>	N.V. Zinzerling
Chairman of the University's Council of Students	<i>/signature/</i>	Sh.Sh. Kudlakhmedov

**QUESTIONARY for students of NWSMU named after I.I. Mechnikov
participating in the exchange program**

<p>I hereby ask you to send me to <u> </u>-week practical training under the international exchange program to the university</p> <p align="center">_____</p> <p align="center">from _____, 20__ to _____, 20__</p>				
Full name		photo		
Date of birth	Citizenship			
Place of birth				
Address of residence in St. Petersburg				
Tel.		Fax		
Foreign passport No. Date of issue Valid until				
Faculty		Group		
<p align="center">Language proficiency (self-assessment)</p> <table border="0"> <tr> <td style="vertical-align: top;"> <p>English</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory </td> <td style="border-left: 1px solid black; vertical-align: top;"> <p>German</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory </td> </tr> </table> <p><i>Other languages</i></p>			<p>English</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory	<p>German</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory
<p>English</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory	<p>German</p> <input type="checkbox"/> excellent <input type="checkbox"/> good <input type="checkbox"/> satisfactory			
<p align="center">I would like to undergo practical training in the following departments:</p>				
<p>Please find attached the following documents:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Photocopy of passport <input type="checkbox"/> Average performance grade, including in a foreign language <input type="checkbox"/> Personal characteristics of the academic supervisor, study club of SRS <input type="checkbox"/> Other (certificates, credentials, diplomas): <p align="center">_____ signature _____ date</p> <p align="right">_____ Signature of the Coordinator of the Department of Internal Relations of NWSMU named after I.I. Mechnikov</p>				

**Data on performance of
the student exchange program participant**

Surname, name																
Faculty, Group No.																
Foreign language: English <input type="checkbox"/> German <input type="checkbox"/> Head of Department of Foreign Languages	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: right;">5</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 80%;"></td> </tr> <tr> <td style="text-align: right;">4,5</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">4</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">3,5</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">3</td> <td><input type="checkbox"/></td> <td></td> </tr> </table> _____ 20_____. Signature (full name)	5	<input type="checkbox"/>		4,5	<input type="checkbox"/>		4	<input type="checkbox"/>		3,5	<input type="checkbox"/>		3	<input type="checkbox"/>	
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Average academic performance grade (for all exams taken at the time of application) <u>accurate to hundredths of a point</u> Dean of the Faculty	<table style="width: 100%; border: none;"> <tr> <td style="width: 10%; text-align: right;">5</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 80%;"></td> </tr> <tr> <td style="text-align: right;">4,5</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">4</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">3,5</td> <td><input type="checkbox"/></td> <td></td> </tr> <tr> <td style="text-align: right;">3</td> <td><input type="checkbox"/></td> <td></td> </tr> </table> _____ 20_____. Signature (full name)	5	<input type="checkbox"/>		4,5	<input type="checkbox"/>		4	<input type="checkbox"/>		3,5	<input type="checkbox"/>		3	<input type="checkbox"/>	
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I recommend _____ for participation in the student exchange program.
 Full name of the student

Dean of the Faculty _____
 Signature

Rector of FSBEI HE NWSMU
named after I.I. Mechnikov under the
Ministry of Health of the Russian Federation

_____ FULL NAME
from student of the group _____
area of specialization _____

Full name _____

Application

I hereby ask you to allow me to undergo an academic exchange (on-the-job practical training) _____ in volume _____ .
(discipline/practical training name) (number of credit points/hours/weeks)

in _____
(name of the university)

in _____
(country – in international exchange)

for the period from _____ to _____ .

I attach copies of the documents on the competitive selection.

Appendix:

_____ full name _____, 201__

Agreed by:
Head of Graduate Employment and Practical Training
Department _____ full name _____, 201__
Dean _____ of the faculty _____ full name _____, 201__

Head of the Center for Education
under Bachelor's Degree, Specialist's Degree
and Master's Degree Programs _____ full name _____, 201__