



Appendix No. 1
to Order No. 392-O dated 03.03.2023

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
March 03, 2023,
Minutes No.3

APPROVED by
Order of the Rector of FSBEI HE
NWSMU named after I.I. Mechnikov
under the Ministry of Health of Russia
No. 392-O dd. 03.03.2023

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. 28 dated February 27, 2023

_____A. Yu. Nesteryonok
_____2023

**Regulations
on the procedure and grounds for granting academic leave, maternity
leave, three years' parental leave
to students learning under higher education programs
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 on the Procedure and Grounds for Granting Academic Leave, Maternity Leave, Three Years' Parental Leave to Students Learning under Higher Education Programs at FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “Regulations”) were developed in accordance with Federal Law No. 273-FZ dd. 29.12.2012 “On Education in the Russian Federation”, Labor Code of the Russian Federation, Order of the Ministry of Education and Science of Russia No. 455 dated 13.06.2013 “On approval of the Procedure and grounds for granting academic leave to students”, letter of the Ministry of Education and Science of Russia dated 27.09.2022 No. MN-14/2519-AO “On

the direction of methodological recommendations”.

1.2. These Regulations establish the manner, grounds and procedure for granting academic leave, maternity leave, three years’ parental leave to students learning under higher education programs - bachelor's degree, specialist’s degree, master's degree programs, postgraduate programs, residency programs (hereinafter referred to as “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”).

1.3. The period of higher education under the academic program does not include the time a student is on academic leave, maternity leave, as well as three years’ parental leave, if the student does not continue education during this period.

1.4. An application for academic leave, maternity leave, three years’ parental leave (hereinafter referred to as “leave”) shall be submitted by the students at the dean's office of the relevant faculty (institute)/postgraduate and doctoral studies department/residency department personally or by a representative under a power of attorney drawn up in the manner established by the law of the Russian Federation for the implementation of relevant actions.

1.5. If there are grounds that prevent the student from personally attending the University, the application can be submitted in a remote format by sending from the e-mail address specified in the student's personal file to the e-mail addresses of the relevant structural divisions posted on the official website of the University, followed by sending the original application and attached documents through public mail services operators to the University address.

In case of remote application by students in undergraduate, specialist’s degree and master's degree programs, the information contained in the departure checklist, as well as information on the student's financial debt/absence of debt, is received by the dean's office employee.

In case of remote application by the students under the postgraduate program, the employee of the postgraduate and doctoral studies department coordinates this application with the head of the structural division where the dissertation is being prepared, and the supervisor of the postgraduate student, and also receives information about the presence/absence of the financial debt of the student.

In case of remote submission of an application by students under residency programs, an employee of the residency department receives information on the presence/absence of financial debt of the student.

1.6. The decision to grant leave shall be made by the Rector of the University or an official authorized by it within ten days from the date of receipt of the application from the student and the documents attached to it (if any) and shall be drawn up by order of the Rector or an official authorized by the Rector.

When an employee of the dean's office issues an order to grant leave to students under undergraduate, specialist’s degree and master's degree programs, the student's record academic card, a copy of the certificate of study (of the period of study), a student grade record, and a departure checklist are provided to the student documentation support department in addition to the application.

1.7. While being on leave a student is relieved of his/her duties related to the study of the educational program at the University, and is not admitted to the educational process until the end of the leave. If a student is studying in an organization under an education agreement at the expense of an individual and/or legal entity, no tuition fees are charged to him/her during the period of leave.

1.8. The leave is completed at the end of the period of time for which it was granted or before the end of the specified period on the basis of the student's application. The student is allowed to study at the end of the leave on the basis of the order of the Rector or the official authorized by the Rector.

A student is allowed to study at the end of the leave on the basis of the order of the Rector or the official authorized by the Rector, the grounds for the said order are the student's application (if any) and the order on the provision of academic leave.

Upon returning from the academic leave, in order to be allowed to study under the relevant parts of the academic program, which are subject to requirements to undergo medical examinations,

a student shall submit to the dean's office of the relevant faculty (institute)/postgraduate and doctoral studies department/residency department a document (information) on admission to classes (practical training) from the University polyclinic, issued on the basis of a certificate (conclusion) on the results of the fluorographic examination issued not earlier than 12 months ago.

1.9. If during the period of leave of a student, the academic programs have changed, the student needs to eliminate discrepancies in the curricula. If the implementation of academic programs was discontinued by the University, the transition to another program is carried out by the student after returning from the leave at the request of the student with the subsequent elimination of discrepancies in the curricula.

The volume of the program implemented in case of study under an individual curriculum for one academic year shall not exceed the volume established by the Federal State Educational Standard/Federal State Requirements (hereinafter referred to as the FSES HE/FSR) of the corresponding field of study (area of specialization).

1.10. In case of non-attendance by students of classes within 14 calendar days after the end of the leave and failure to notify the dean of the faculty (institute)/ postgraduate and doctoral studies department/residency department about the reasons for absence without a good reason, the student shall be subject to a disciplinary penalty in the form of expulsion.

1. Grounds and procedure for providing students with academic leave

1.1. Academic leave is granted to the student due to the inability to master the academic program at the University for medical reasons, family and other circumstances for a period of time not exceeding two years.

Other circumstances, i.a. include the creation of a university startup by the student in the implementation of research and development work, preparation of documentation to attract funding, as well as other practical actions and measures aimed at creating a product (technology or services) in order to commercialize the results obtained and their subsequent implementation.

1.2. Academic leave is granted to the student an unlimited number of times.

1.3. The basis for making a decision on granting the student academic leave is the student's application, as well as:

- conclusion of the medical commission of the polyclinic of the family medicine center (to provide academic leave for medical reasons);
- the notice of the military commissariat containing the time and place of dispatch to the place of military service (to provide academic leave in case of calling up for military service);
- documents confirming the grounds for granting academic leave (if any).

1.4. In the student's application for academic leave in order to create a startup, it is recommended to describe the planned activities of the university startup being created, including its goals and tasks, the planned composition of the founders of the university startup, the description of the product (technology or services), as well as the financing and corporate governance structure of the university startup or attach to the application a startup project containing the specified information. If there is an already established business company, of which the student is a member, as of the date of application for academic leave, it is recommended to attach to the application an extract from the Unified State Register of Legal Entities and copies of constituent documents.

1.5. The application is filled in by the student with mandatory indication of the reasons preventing the study of the academic program.

1.6. Students who are on academic leave for medical reasons are assigned and transferred monthly payments in accordance with the law of the Russian Federation and local regulations of the University.

2. Grounds and procedure for providing students with maternity leave, three years' parental leave

2.1. Maternity leave is granted to the student on the basis of a personal application based on disability certificate/certificate of temporary disability of the student in the established form issued by a medical institution.

2.2. Three years' parental leave is granted on the basis of a personal application of the student, based on the birth certificate of a child, certificate from the place of work (service) of the father (mother, both parents) of the child that he (she, they) does not use the specified leave, but in case the father (mother, both parents) of the child does not work (does not serve) or is a full time student - information from the territorial bodies of the Pension Fund of the Russian Federation at the place of residence of the father, mother of the child on failure to receive a monthly allowance for child care (for one of the parents, as appropriate).

Parental leave may be granted in whole or in parts to the child's mother, father, grandparents, other relatives or guardians actually caring for the child.

2.3. The maternity leave or three years' parental leave is completed at the end of the period of time for which it was granted or before the end of the specified period on the basis of the student's application.