

**DATA ON E-SIGNATURE CERTIFICATE**

Certificate 32D4DBC793CBC311378303AC0340BB364CB388  
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Valid from 23.08.2021 14:31:59 to 23.11.2022 14:31:59

Appendix No. 1  
to Order No. 1711-O dd. August 31, 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 Russia)



**PASSED by**  
Academic Board of  
FSBEI HE NWSMU  
named after I.I. Mechnikov under the Ministry  
of Health of Russia  
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  
dd. August 31, 2022 No. 1711-O

**APPROVED**

At the meeting of the Council of Students  
of FSBEI HE NWSMU named after  
I.I. Mechnikov under the  
Ministry of Health of Russia  
Minutes No. 52 dd. August 29, 2022  
\_\_\_\_\_ Kh.M. Temurziyeva  
\_\_\_\_\_ 2022.

**Regulations**

**on the organization of education based on an individual curriculum, including accelerated education, of students in bachelor's degree, specialist's degree, master's degree and external student's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia**

**1. General Provisions**

1.1. These Regulations on the organization of education based on an individual curriculum, including accelerated education, of students in bachelor's degree, specialist's degree, master's degree and external student's degree programs in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as the "Regulations") were developed in accordance with Federal Law of the Russian Federation No. 273-FZ dd. December 29, 2012 "On Education in the Russian Federation", order of the Ministry of Education and Science of Russia No. 245 dd. April 06, 2021 "On the approval of the Procedure for the organization and implementation of educational activities in higher education academic programs – bachelor's degree, specialist's degree, master's degree programs", Federal State Educational Standards, order of the Ministry of Education and Science of Russia No. 845, order of the Ministry of Education of Russia No. 369 dd. July 30, 2020 "On the approval of the Procedure for crediting by the organization carrying out educational activities, of the results of learning subjects, courses, disciplines (modules), practical training, further educational programs in other organizations engaged in educational activities", Charter of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of

Health of Russia (hereinafter referred to as the “University”) and other local regulations of the University.

1.2. Students have the right to study under an individual curriculum, including accelerated education, within the limits of the mastered academic program in accordance with the Federal State Educational Standard (hereinafter referred to as the “FSES HE”) in the manner established by these Regulations.

## 2. Terms and Definitions

The following terms are used in these Regulations:

**Individual curriculum (IC)** means a curriculum that ensures assimilation of the academic program based on the individualization of its content, taking into account the peculiarities and educational needs of a particular student.

**Accelerated education** means the completion of education under the IC in a shorter period of time compared to the full period of mastering of the academic program established by FSES HE in the area of specialization (field of study), the curriculum for the corresponding form of education.

**Academic program** means a complex of basic characteristics, education (volume, content, planned results), organizational and pedagogical conditions and forms of assessment, which is presented in the form of a curriculum, academic schedule, academic disciplines (modules), other components, as well as assessment and methodological materials.

**Curriculum** means a document that determines the list, workload, sequence and distribution of subjects, courses, disciplines (modules), practical training, other types of training activities and forms of midterm assessment of students by periods of studies.

## 3. Conditions of transfer to education mode according to the individual curriculum, including accelerated education

3.1. IC may be provided to:

- students enrolled under the basic academic program and having the necessary documents on education, on study;
- students enrolled under the basic academic program in the order of transfer from other organizations engaged in educational activities;
- students re-enrolled after expulsion from the University, or after the end of academic leave, parental leave, maternity leave;
- students having switched from one basic academic program to another, from one form of study to another at the University for getting education in another area of specialization and (or) field of study, other form of study;
- students who have been educated in other educational organizations in accordance with the contracts concluded by the University;
- persons with limited health capacities, including persons with disabilities (hereinafter referred to as “persons with health limitations”);
- students with abilities and/or level of development allowing to master the academic program in a shorter period of time compared to the period of higher education under the academic program established by FSES HE;
- persons who studied under an academic program without state accreditation, enrolled as external students for passing midterm assessment and state final examination to the University under the corresponding state-accredited academic program;
- students in the presence of other circumstances by the decision of the assessment commission.

3.2. The transition to IC education, including accelerated education, is carried out on the basis of the student's application.

3.3. Provision of IC to external students is carried out in accordance with the local regulatory act of the University.

3.4. With accelerated education, the reduction in the period of obtaining higher education under the academic program is realized by crediting the results of study in certain disciplines (modules) and (or) individual practical training sessions mastered (completed) by students while receiving secondary vocational education and (or) higher education, as well as further professional education (if any) and (or) by increasing the pace of the academic program assimilation. An increase in the pace of the academic program assimilation is provided to persons with appropriate abilities and (or) level of development.

3.5. An increase in the pace of the academic program assimilation is understood as accelerated education, implemented by increasing the intensity (speed) of mastering the educational material.

The presence of outstanding abilities of the student can be established:

1) based on the results of midterm assessment of students;

2) based on the results of the All-Russian Olympiad of schoolchildren and Olympiads of schoolchildren, held in the manner established by the federal executive body that performs the functions of developing state policy and statutory regulation in the field of education;

3) based on the results of Olympiads and other intellectual and (or) creative competitions, physical education events and sports events (hereinafter referred to as the "contests") aimed at identifying and developing students' intellectual and creative abilities, abilities for physical education and sports, interest in scientific (scientific and research) activities, creative activities, physical culture and sports activities, for the promotion of scientific knowledge, creative and sports achievements and carried out in accordance with Part 2 of Article 77 of Federal Law No. 273-FZ dd. December 29, 2012 "On Education in the Russian Federation";

4) based on the results of the unified national exam and other results of assimilation of the academic programs of the previous level of education.

3.6. A decision on education under IC, including the decision on accelerated education, is made by the assessment commission of the University and is formalized by the order of the Rector.

#### **4. Procedure for transferring a student to an individual curriculum**

4.1. A student applies to the Department of Planning and Organization of the Educational Process (hereinafter referred to as "DPOEP") with an application on transfer to IC (Appendix No. 1) and an application on crediting of disciplines (modules), practical training. For transfer to IC, students shall provide documents confirming the circumstances specified in Clause 3.1 of these Regulations.

4.2. DPOEP prepares for consideration by the University assessment commission a statement of crediting disciplines (modules), practical training (in two copies) and/or a statement of re-certification of disciplines (modules), practical training (in one copy) to eliminate discrepancies in the curricula.

4.3. The assessment commission of the University, on the basis of documents submitted by the student and DPOEP, makes a decision on crediting disciplines (modules), practical training, on the provision of IC and approves a list of disciplines (modules), practical training for crediting and/or re-certification. A statement of crediting disciplines (modules), practical training and/or a statement of re-certification of disciplines (modules), practical training are an appendix to the IC and are stored in the personal file of the student.

4.4. Based on the decision of the assessment commission of the University, an order is issued by the Rector on the transfer of the student to IC. An extract from the order is kept in the personal file of the student.

4.5. The term of training under IC is established within the academic semester (academic semesters), the academic year (academic years) or until the end of the term of education under the corresponding academic program.

4.6. IC includes:

- academic schedule;
- form of study and period of study;
- complete list of studied disciplines (modules), practical training with indication of workload, sequence of their study;
- form and terms of midterm assessment.

4.7. IC may provide for:

- change in the order and sequence of studying educational disciplines (modules), practical training;
- increase in the share of individual work of the student;
- study of new disciplines (optional and/or elective) depending on the specific purpose and field of study of the student.

4.8. When transforming 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 the total workload.

4.9. In case of education under IC, including accelerated education, the annual volume of the academic program is calculated without taking into account the volume of disciplines (modules) and (or) other components, including practical training, for which the education outcome was credited to the student. The specified volume of the academic program cannot exceed the volume established by the educational standard.

4.10. IC can be drawn up without changing the education terms or with changing the education terms.

4.11. The workload of credited disciplines (modules), practical training is excluded from the individual curriculum and is not taken into account when determining the annual volume of the academic program.

4.12. For persons with health limitations, the term for obtaining education under IC can be increased by no more than one year for study under bachelor's degree and specialist's degree programs and no more than six months for study under master's degree programs.

4.13. Students receiving education at the expense of the federal budget funds and transferred to IC, including accelerated education, are assigned and paid a scholarship in accordance with local regulations of the University.

4.14. IC is drawn up in two copies: one copy of IC is stored in the personal file of the student, the second is issued to the student.

4.15. IC is coordinated by the Dean of the Faculty/Institute and approved by the Vice-Rector for Academic Affairs.

## **5. Re-certification procedure**

5.1. Prior to the approval of IC and resolution of the issue of re-certification of disciplines (modules), practical training, the student attends classes in full volume.

5.2. Re-certification of disciplines (modules), practical training mastered earlier is carried out subject to the following conditions:

- the name of the discipline (module), the practical training mastered earlier, does not fully or partially coincide with the name of the discipline (module), the practical training under the curriculum of the University;

- the workload of discipline (module), practical training mastered earlier, does not correspond to the workload of this discipline (module), practical training of the University curriculum.

5.3. To pass re-certification, the student is given 1 copy of the record of re-certification of disciplines (modules), practical training.

5.4. During the re-certification, the department checks and evaluates the student's knowledge, skills and competencies in the disciplines (modules), practical training of the educational program implemented at the University.

To: Rector

\_\_\_\_\_ Full name  
 from student \_\_\_\_\_ year of study \_\_\_\_\_ group  
 in 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 the  
 Ministry of Education and Science of Russia

**Application**

I hereby ask you to consider transferring me to education based on an individual curriculum.

I confirm that one of the following conditions is present:

I have been enrolled under the basic academic program and have the necessary documents on education	<input type="checkbox"/>
I have been enrolled under the basic academic program in the order of transfer from other organizations engaged in educational activities	<input type="checkbox"/>
I have been re-admitted after expulsion from the University	<input type="checkbox"/>
I have returned from the academic leave, parental leave, maternity leave	<input type="checkbox"/>
I have switched from one academic program to another at the University for getting education in another area of specialization and (or) field of study, other form of study	<input type="checkbox"/>
I have switched from one form of study to another within the University	<input type="checkbox"/>
I have received education in other educational organizations in accordance with University agreements	<input type="checkbox"/>
I am a person with health limitations	<input type="checkbox"/>
I have abilities and/or level of development allowing to master the academic program in a shorter period of time compared to the period of higher education under the academic program established by FSES HE	<input type="checkbox"/>
Other conditions:	<input type="checkbox"/>
<i>(check the box corresponding to one of the conditions)</i>	

The following documents are attached to the application:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ date

\_\_\_\_\_ Full name, signature

Visa of the Dean of the Faculty / Director of the Institute

date

position, full name, signature