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Appendix No. 1
to Order No. 1712-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
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
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 Assessment Commission of FSBEI HE NWSMU named after
I.I. Mechnikov under the Ministry of Health of Russia**

1. General Provisions

1.1. Regulations on the Assessment Commission of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as the "Regulations") determine the procedure for establishing, organizing work and making decisions by the Assessment Commission in relation to students in bachelor's degree, specialist's degree and master's degree programs of FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of Russia (hereinafter referred to as the "University").

1.2. These Regulations were developed in accordance with the Federal Law No. 273-FZ dd. December 29, 2012 "On Education in the Russian Federation", order of the Ministry of Education and Science of the Russian Federation No. 607 dd. July 12, 2021 "On the approval of the Procedure for transferring students to another educational organization, implementing the higher education academic program of the appropriate level", the Charter of the University, other legal acts, regulating relations in the field of education, as well as local regulations of the University.

1.3. The objectives of the Assessment Commission are:

- consideration of the issues of transfer of students under bachelor's degree, specialist's degree and master's degree programs (hereinafter referred to as the "students") from other educational organizations to the University, re-admittance of persons previously expelled from the University, transfer of students

from one academic program to another or from one form of education to another, as well as the transfer of students from fee paid education to free education form;

- organization and holding of competitive selection of persons specified in paragraph 2 of Cl. 1.3 of the Regulations, in cases defined by local regulations of the University;
- consideration of issues of credit transfer and re-assessment of previously mastered disciplines (modules), practical training, additional academic programs;
- determination of the study period (for persons applying for education according to the individual curriculum).

1.4. The objective of the Assessment Commission is: to determine the compliance of the content, level and quality of the previous training of persons specified in paragraph 2 of Cl. 1.3. of these Regulations, with the requirements of the Federal State Educational Standards of Higher Education (hereinafter referred to as the “FSES HE”) in the basic professional degree academic program of the relevant level and area.

2. Powers and functions of the Assessment Commission

2.1. Within its powers, the Assessment Commission performs the following functions:

- arranges and carries out the competitive selection of persons specified in paragraph 2, Cl. 1.3 of these Regulations, in cases defined by local regulations of the University;
- establishes the conformity of the list and scope of disciplines (modules), the practical training included in the curricula specified in the documents on education and study presented by applicants for the transfer, to the curricula of the University;
- establishes the list of disciplines (modules), practical training eligible for credit transfer and/or re-assessment;
- establishes the list and scope of discrepancies in the curricula;
- determines the course and basis of education for the persons specified in paragraph 2 of Cl. 1.3 of these Regulations;
- makes a decision on the possibility of admission to the University in the order of re-admission and transfer from other educational organizations;
- makes a decision on the possibility of providing an individual curriculum, including accelerated education;
- makes a decision on the possibility of transfer of a student from fee paid education to free education;
- makes a decision to transfer students from one academic program to another, from one form of education to another.

2.2. In order to perform its functions, the Assessment Commission requests from the University divisions and receives from them the necessary information and documents, including materials for interdisciplinary assessment, within the established timeframe.

2.3. Employees of the University who are not part of the Assessment Commission can be invited to the meeting of the assessment commission: in case of transfer and re-admittance, heads of departments and/or heads of studies of departments, in case of transition of the student from fee paid education to free education form, the chairperson of the Council of Students and the chairperson of the primary trade union organization of students of the University are invited.

2.4. The term of office of the Assessment Commission members is one year.

3. Composition, rights and obligations of members of the Assessment Commission

3.1. The members of the Assessment Commission are approved by order of the Rector of the University.

3.2. The Assessment Commission includes the chairperson, deputy chairperson, members of the commission (secretary of the Assessment Commission, deans/directors of institutes,

assistant deans/directors of institutes, heads of divisions of the educational department, representative of the legal department, assistant Vice-Rector for Educational and Social Work, head of the military registration office).

3.3. The Assessment Commission is headed by the chairperson.

3.4. The chairperson of the Assessment Commission:

- carries out general management of the commission's activities;
- makes a decision on holding meetings of the commission;
- distributes the duties among the members of the commission;
- maintains confidentiality and information security regime;
- performs the functions assigned to him/her at a high professional level, observing ethical and moral standards.

3.5. Members of the Assessment Commission:

- are present at the meetings of the commission, and if it is impossible to attend, shall notify the chairperson of the commission in advance;
- do not have the right to delegate their powers;
- timely provide materials of assessment tests for testing;
- perform the functions assigned to them at a high professional level, observing ethical and moral standards;
- maintain confidentiality and information security regime;
- comply with the established procedure for document circulation and storage of documents and materials of the assessment tests.

3.6. Secretary of the Assessment Commission:

- organizes records management of the Assessment Commission;
- organizes assessment tests in the relevant area of specialization, field of study;
- prepares in advance the information materials and forms of documentation necessary for the activities of the Assessment Commission;
- draws up minutes of the Assessment Commission meetings.

3.7. In case of failure to fulfil or improper fulfillment of assigned duties, violation of confidentiality and information security requirements, conflict of interest, the chairperson and members of the Assessment Commission shall be liable in accordance with the law of the Russian Federation.

4. Procedure of work and reporting of the Assessment Commission

4.1. The work of the Assessment Commission is carried out in accordance with the current local regulations of the University.

4.2. The decisions of the Assessment Commission shall be made by a simple majority of votes and shall be executed by minutes signed by the chairperson and secretary of the Assessment Commission. With equal votes, the decisive vote is the vote of the chairperson of the Assessment Commission.

4.3. The minutes of the Assessment Commission are stored for 5 years, then transferred to the archive of the University (see sample Minutes in Appendix No. 1).

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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)



Minutes of the meeting of the Assessment Commission

No. __ dd. _____, 20 __.

Present:

Agenda:

Speakers:

Resolved:

Voting results:

Chairperson

Secretary of the Commission