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Appendix No. 1
to Order No. 1710-O dd. 31.08.2022



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 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
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
No. 1710-O dd. 31.08.2022

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. 52 dated August 29, 2022

_____ Kh.M. Temurziyeva
_____ 2022.

**PROCEDURE for
individual record of the results of assimilation of the academic programs
and incentives of students under bachelor’s degree, specialist's degree,
and master's degree programs, as well as storing information about these results
and incentives in archives on paper and/or electronic media
in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the
Russian Federation**

1. General Provisions

1.1. This Procedure for individual record of the results of assimilation of the academic programs and incentives of students under bachelor’s degree, specialist's degree, and master's degree programs, as well as storing information about these results and incentives in archives on paper and/or electronic media in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation) was developed in order to ensure the unity of requirements for organizing individual record of the results of assimilation of the academic programs and incentives of students under bachelor’s degree, specialist's degree, and master's degree programs (hereinafter referred to as the students) in FSBEI HE NWSMU named after I.I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter referred to as the “University”) and the procedure for storing these results in the archives of the University.

1.2. This procedure was developed in accordance with the Federal Law No. 273 dd. 29.12.2012 “On Education in the Russian Federation”, order of the Ministry of Education and Science of Russia “On approval of the Procedure for the Organization and Implementation of Educational

Activities for Higher Education Academic Programs - Bachelor's Degree, Specialist's Degree and Master's Degree Programs" No. 245 dd. 06.04.2021, Federal Law No. 152-FZ dd 27.07.2006 "On Personal Data", Federal Law No. 149-FZ dd. 27.07.2006 "On Information, Information Technologies and Information Protection", Federal Law No. 125-FZ dated 22.10.2004 "On Archival Affairs in the Russian Federation", Charter and other local regulations of the University.

2. Individual record of the results of assimilation of the academic programs and incentives of students

2.1. Individual record of the results of assimilation of the academic programs and incentives of students is arranged both in paper form and on electronic media.

2.2. The paper media of individual record of the results of assimilation of the academic programs by students include:

- logbook of attendance at learning sessions and performance of students (Appendix No. 1);
- qualification (test, examination, examination (test) point and rating) academic record (Appendices No. 2-4);
- students' academic and registration card (Appendix No. 5);
- the student grade record;
- individual curriculum;
- minutes of the meeting of the State Examination Commission (for bachelor's degree programs - Appendix No. 6, for specialist's degree programs - Appendix No. 7, for master's degree programs - Appendix No. 8);
- logbook of graduate qualification works (Appendix No. 9);
- graduate qualification work of the student;
- a copy of the education and qualification document (including a copy of the transcript thereto).

2.3. The University realizes the right of the student to be incentivized for success in educational, research, social, cultural and creative, sports and other activities.

2.4. The students of the University are incentivized in accordance with the local regulations of the University and administrative acts (orders of the Rector of the university, etc.).

2.5. Orders on incentivization (extracts from orders) of students and (or) copies of diplomas, certificates of honor, prize sheets of students as classified as documents of individual record of incentives for students.

2.6. All records in the above paper media of individual record for the results of assimilation by students of the academic programs are kept accurately and carefully, careless record keeping is unacceptable. If corrections are necessary, they shall be made clearly and accurately. The timeliness of records, correctness and clarity of document maintenance are controlled by the dean and the head of the education department. During the academic year, documents are checked by records managers of dean's offices, department employees, systematized and stored in the relevant divisions.

Upon completion of the stage of storage of documents in divisions, paper media with a short storage period shall be taken out of service by the special commission and destroyed. Documents with a long storage period are transferred to the University archive according to the inventory-taking data.

2.7. Electronic record of the results of assimilation by students of the academic programs and incentives is arranged in the electronic information and educational environment of the University (hereinafter - EIEE). The archiving procedure is organized in accordance with the information security policy of the University.

2.8. The electronic information and educational environment of the University provides:

- access to curricula, work programs of disciplines (modules), practical training programs, electronic educational publications and electronic educational resources specified in the work programs of disciplines (modules), practical training programs;
- preparation of an electronic portfolio of the student, including the preservation of his/her papers and grades for these papers;
- recording the results of midterm assessment and the results of mastering the academic program.

3.Storage in the archives of information on the results of assimilation by students of the academic programs and incentives of students

3.1. Paper media of individual record of assimilation of academic programs by students are stored in accordance with the approved file register of the University.

3.2. Information on incentives for students is stored in the personal files of students (in hard copies) and in the EIEE of the University (on electronic media).

3.3. Transfer for storage to the archive of paper media of individual record of the results of assimilation of the academic programs and incentives of students is carried out by employees of the relevant structural divisions within the time limits established by the file register.

If the above records are no longer needed, the University's structural divisions storing information on the results of assimilation by students of the academic programs and incentives in hard copies and electronic media have the right to take these documents out of service on the basis of the relevant certificate or transfer them to the archive and (or) other structural divisions of the University.

3.4. Information on electronic media, containing data on the results of assimilation by students of the academic programs and incentives, is stored until such information is no longer needed, after which it is removed (deleted) from the EIEE by the corresponding structural division.



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)

LOGBOOK

**of attendance at learning sessions
and academic performance of students in**

(discipline name)

Area of specialization (field of study) _____

Group No. _____

Head of the group _____

Department _____

Teacher _____

Start of study 20 _____ **academic year (semester** ___ **)**

End of study 20 _____ **academic year (semester** ___ **)**

Item No.	Dates of classes (lecture topic No.) time	Full name of the student
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		

I. Current monitoring of the student's performance

Teacher's signature:

I. Current monitoring of the student's performance

Discipline sections											

II. Individual work of the student

Forms of current monitoring for individual work	GRADE	Item No.
		1
		2
		3
		4
		5
		6
		7
		8
		9
		10
		11
		12
		13
		14
		15
		16
		17
		18

III. Attending lectures

IV. Additional Information

LOGBOOK MEMO

1. All entries in the logbook shall be made in a timely and accurate manner.
2. The name of the topic of classes, the lecture number shall be put in accordance with the work program of the discipline.
3. At the end of the class cycle, the logbook shall be submitted to the head of studies of the department.
4. The logbook is also a document that keeps record of the volume of educational work performed by the teacher with the group.
5. The head of studies of the department is personally responsible for the state and safety of the logbook of attendance at learning sessions and academic performance of students.

EXAM RECORD NO. _____ /__

Primary/
Retaking/
With participation of the commission/
Individual term

Faculty:
Field of specialization (field of study)
Group:
Discipline:

Semester:
Academic year:
Date:

Item No.	Surname, name, patronymic of the student	Student grade record No.	Grade	Examiner's signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Dean of the Faculty/Director of the Institute: _____

Examiners: _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____
 _____/_____/_____

Excellent _____
 Good _____
 Satisfactory..... _____
 Unsatisfactory
 Failed to attend _____
 Average grade _____

Head of studies _____

EXAM RECORD NO. _____ /__

Primary/
Retaking/
With participation of the commission/
Individual term

Faculty:
 Field of specialization (field of study)
 Group:
 Discipline:

Semester:
 Academic year:
 Date:

Item No.	Surname, name, patronymic of the student	Student grade record No.	Grade	Examiner's signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Dean of the Faculty/Director of the Institute: _____

Examiners: _____ / _____ /
 _____ / _____ /
 _____ / _____ /
 _____ / _____ /
 _____ / _____ /

Head of studies _____

Examination (test) point and rating record No. _____/___

Primary/
Retaking/With participation of the commission/
Individual termFaculty:
Field of specialization (field of study)
Subgroup:
Discipline:Semester:
Academic year
Date:

Item No.	Surname, name, patronymic of the student	Student grade record No.	Rating score for current monitoring taking into account timely attendance at training sessions	Rating score for exam / pass / fail test / test with assignment of a grade	Rating by discipline, by practical training	Final 5 point score / passed	Examiner's signature
1						excellent	
2						good	
3						satisfactory	
						unsatisfactory	
						passed	
						Failed	
						failed to attend	

Dean of the Faculty/Director of the Institute:

Excellent _____

Good _____

Satisfactory..... _____

Unsatisfactory _____

Average grade _____

Examiners: _____/_____

(teachers) _____/_____

_____/_____

_____/_____

_____/_____

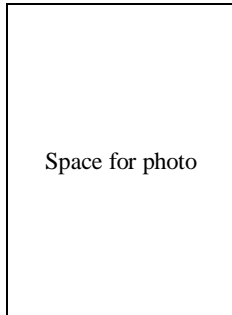
Head of studies _____

Table for recalculating points into grades

Rating for discipline	5-point score/passed
88 - 100	Excellent
75 - 87	Good
61 - 74	Satisfactory
0	Unsatisfactorily
61 - 100	Passed
0	Failed

Rating for practical training	5-point score/passed
85 - 100	Excellent
67-84	Good
25 - 66	Satisfactory
0	Unsatisfactorily
25 - 100	Passed
0	Failed

**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**



Academic and registration card of the student

Personal File No. _____

Area of specialization (field of study) _____

surname _____

name, patronymic _____

Date and place of birth _____

Nationality _____

Place of permanent residence _____

Education _____

title of education document, issued on, by _____

Work performed prior to university admission _____

place and position, length of service _____

Marital status _____

family members, information about parents (husband, wife, children) _____

Military status _____

document title _____

date of issue, etc. _____

Passport _____

series, number, issued on, by _____

Place of residence in St. Petersburg _____

for nonresident _____

Dormitory requirement (for nonresident) _____

Enrolled in the University for _____ year of study, order dated _____ 20____ No. _____

general competition; targeted enrollment; on a paid basis

Right to preferential provision _____

document title, number, date of issue _____

The document contains _____ sheets.

Personal signature _____

“ _____ ” _____ 20 ____.

Characteristics of academic performance; assignment of a scholarship.

Semester	1	2	3	4	5	6	7	8	9	10	11	12	For the entire study period		
	Indicators												Qty	Average grade	
Group number														X	X
Disciplines with passed															
examinations															X
including good satisfactory															X
pass/fail tests															X
Assignment of scholarship														X	X

Leave, expulsion, re-admittance

Year, semester	Leave, expulsion, re-admittance	Reason	Date, order number

Incentives, penalties:

Other marks (including information on the provision of an individual curriculum) _____

Assistant Dean of the Faculty / Director of the Institute

Academic year _____

__ year of study _____

Personal file No.; name, initials of the student; group No.

Completion of the curriculum

1. Disciplines

SEMESTER	Discipline Name	Total number of hours, credit points according to the curriculum		Results of current monitoring, midterm assessment			Date and number of examination (test) record
		Hour	Credit points	completed	Grade / passed	Number of retakes	

Transferred to the __-year of study by order No. _ dd. _____.

Dean of the Faculty / Director of the Institute (Assistant Dean / Assistant Director)

2. Elective disciplines

Year, semester	Discipline Name	Total number of hours	Number of credit points	Assessment results	Date and No. of the record

3. Practical training

Year, semester	Description of practical training	Total number of hours/credit points	Duration (weeks)	Assessment results	Date and No. of the record

4. Research work

Year, semester	Discipline Name	Total number of hours	Number of credit points	Assessment results	Date and No. of the record

Assistant Dean of the Faculty / Assistant Director of the Institute

Personal file number, surname, initials of the student

The curriculum is fully completed, the student is admitted to the state final examination (order dated “_____” _____ 20 _____ No.____).

Total subjects with passed _____ exams/tests. Out of which: _____ excellent, _____ good, _____ satisfactory, _____ credit points. Average grade _____ .

State final examination

Bachelor degree

Graduate qualification work _____

completed _____ (grade)

State exam passed _____ (grade)

Specialist's degree

State exam passed _____ (grade)

Master's degree

Graduate qualification work _____

completed _____ (grade)

By the decision of SEC (minutes dated _____ Item _____)

is assigned a qualification _____

in area of specialization (field of study) _____

Bachelor/Specialist/Master's degree issued _____

series, diploma number, registration number, date of issue

End of enrollment in view of completion of education (order dd. _____ Item _____).

Assistant Dean of the Faculty / Assistant Director of the Institute



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)

MINUTES No. _____
meetings of the State Examination Commission
on administration of the state examination
in the area of study _____ . . .

“ _____ ” _____ **202** _____

Attended:
Chairman:
Members of the Commission:
Secretary:

The examined student _____ group _____ Faculty/Institute

(last name, first name, patronymic)

Examination paper No.

THEORETICAL KNOWLEDGE LEVEL

Theoretical question: _____

Answer characteristics _____

Opinion of members of the commission _____

Assessment of the level of theoretical knowledge _____
excellent/good/satisfactory/unsatisfactory

LEVEL OF MASTERING PRACTICAL SKILLS

Practical skill: _____

Characteristic of the result _____

Opinion of members of the commission _____

Assessment of the level of mastering practical skills _____
excellent/good/satisfactory/unsatisfactory

LEVEL OF SKILL TO SOLVE SPECIFIC PROFESSIONAL PROBLEMS

Case problem: _____

Questions:

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

Answer characteristics _____

Opinion of members of the commission _____

Assessment of the level of ability to solve specific professional tasks _____
excellent/good/satisfactory/unsatisfactory

FINAL GRADE: _____
excellent/good/satisfactory/unsatisfactory

DECISION:

Recognize that the student _____
(last name, first name, patronymic)

passed (a) the state examination in the field of study 34.03.01 Nursing care with assignment of a grade _____
excellent/good/satisfactory/unsatisfactory

ON QUALIFICATION ASSIGNMENT

Assign qualification _____
in the field of study 34.03.01 Nursing care

Issue a bachelor's degree _____
(with honors)

Chairman: _____ / _____ /

Secretary: _____ / _____ /



Ministry of Health of the Russian Federation
**Federal State Budgetary Educational Institution of
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)

MINUTES No. __
**meetings of the state examination commission
on the defense of graduate qualification
work in the field of study _____ .**

“ ___ ” _____ 202_ , from hour _____ min. _____ to hour. min. _

Attended:

Chairman:

Members of the Commission:

Secretary:

The student's work considered _____
(last name, first name, patronymic)

Group ____ bachelor degree

On the topic: _____

Graduate qualification was completed:

Under the guidance of _____
(full name, academic degree, academic title)

With consultations provided by _____
(full name, academic degree, academic title)

The following materials are presented in the SEC:

1. Graduate qualification work on _____ sheets;
2. Coordinator's feedback _____ ;
(full name, academic degree, academic title)
3. Certificate of checking for anti-plagiarism. Originality index _____ %;
4. Illustrative material (presentation) on _____ sheets (slides);
5. The text of the GQW, presented on electronic media;
6. _____ .

After reporting on the topic of graduate qualification work (during _____ min.),
The following questions were asked to the student:

Last name and initials of the person who asked the questions	Content of the question	Content of answer

Characteristics of answers to asked questions _____
(completeness of the answer is satisfactory, good, excellent, etc.)

Opinions of the members of the State Examination Commission on the revealed level of readiness of the student to solve professional problems and identified shortcomings in the theoretical and practical training of the student: _____

DECISION:

Recognize that the student _____
(last name, first name, patronymic)

performed (a) and defended the graduation qualification work with the grade _____
excellent/good/satisfactory/unsatisfactory

Chairman: _____ / _____ /

Secretary: _____ / _____ /



Appendix No. 7 to the Procedure
Ministry of Health of the Russian Federation
**Federal State Budgetary Educational Institution of
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)

MINUTES No.
meetings of the State Examination Commission
on administration of the state examination
in area of specialization _____ . “ ” _____ 202_

Attended:
Chairman:
Members of the Commission:
Secretary:

The examined student _____ group _____ Faculty/Institute

(last name, first name, patronymic)

LEVEL OF MASTERING PRACTICAL SKILLS AND CAPABILITIES

Skill 1 (_____) - _____ % Grade _____
excellent/good/satisfactory/unsatisfactory

Skill 2 (_____) - _____ % Grade _____
excellent/good/satisfactory/unsatisfactory

Skill 3 (_____) - _____ % Grade _____
excellent/good/satisfactory/unsatisfactory

Total score of the level of mastery of practical skills and capabilities _____
excellent/good/satisfactory/unsatisfactory

LEVEL OF SKILL TO SOLVE SPECIFIC PROFESSIONAL PROBLEMS

Examination paper No. _____

Problem _____:

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Question 5 _____

Problem _____:

Question 1 _____

Question 2 _____

Question 3 _____

Question 4 _____

Question 5 _____

Answer characteristics _____

Opinion of members of the commission _____

Assessment of the level of ability to solve specific professional tasks

excellent/good/satisfactory/unsatisfactory

FINAL GRADE:

excellent/good/satisfactory/unsatisfactory

ON QUALIFICATION ASSIGNMENT

Student _____ group _____

(last name, first name, patronymic)

passed the state exam in the area of specialization _____ with grade

excellent/good/satisfactory/unsatisfactory

DECISION:

1. To assign _____

(last name, initials)

qualification " _____ **"** in area of specialization _____

2. Issue a **specialist diploma** _____

(with honors)

Chairman:

Secretary:



Appendix 8 to the Procedure

**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)

MINUTES No. _____
meetings of the state examination commission
on the defense of graduate qualification
work in the field of study _____ .

“ ____ ” _____ 202_ , from hour _____ min. __ to hour __ min. ____

Attended:

Chairman:

Members of the Commission:

Secretary:

The student's work is is being considered _____
(last name, first name, patronymic)

Group ____ master's degree

On the topic: _____

Graduate qualification was completed:

Under the guidance of _____
(full name, academic degree, academic title)

With consultations provided by _____
(full name, academic degree, academic title)

The following materials are presented in the SEC:

1. Graduate qualification work on _____ sheets;
2. Coordinator's feedback _____ ;
(full name, academic degree, academic title)
3. Review _____ ;
(full name, academic degree, academic title)
4. Certificate of checking for anti-plagiarism. Originality index _____ %;
5. Illustrative material (presentation) on _____ sheets (slides);
6. The text of the GQW, presented on electronic media;
7. _____ ;
8. _____ .

After reporting on the topic of graduate qualification work (during _____ min.), the student was asked the following questions:

Last name and initials of the person who asked the questions	Content of the question	Content of answer

Characteristics of answers to asked questions _____
(completeness of the answer is satisfactory, good, excellent, etc.)

Opinions of the members of the State Examination Commission on the revealed level of readiness of the student to solve professional problems and identified shortcomings in the theoretical and practical training of the student: _____

SEC DECISION

Recognize that the student _____
(last name, first name, patronymic)
 performed and defended the graduation qualification work with the grade _____
(in words)

Assign qualification _____
 In the field of study _____
 Issue a master's degree _____
(with honors)

Chairman: _____ / _____ /

Secretary of the SEC: _____ / _____ /

