

ACCEPTED

by Academic council of  
Pirogov Russian National Research Medical  
University of the Ministry of  
Health of the Russian Federation  
protocol from "\_\_22\_"\_\_03\_\_2021\_  
№\_\_7\_\_

APPROVED

by order of the Rector of  
Pirogov Russian National Research  
Medical University of the Ministry of  
Health of the Russian Federation  
from "\_07\_"\_\_04\_\_2021  
№\_\_273\_\_

**Regulation**  
**on Financial Assistance in the Federal State Autonomous Educational**  
**Institution of Higher Education "Pirogov Russian National Research Medical**  
**University"**  
**Pirogov Russian National Research Medical University**  
**Ministry of Health of the Russian Federation**

**1. General Provisions**

1.1 The Statute on Financial Assistance at the federal state educational institution of higher education "Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (hereinafter - the Statute on financial assistance) is designed in accordance with Russian Federation law, including Federal Law № 273-FZ "On Education in the Russian Federation" from 29.12.2012, other current regulations of the Russian Federation, as well as the Statute of the State Autonomous Educational Institution of Higher Education "Pirogov Russian National Research Medical University" of the Ministry of Health.

State Autonomous Educational Institution of Higher Education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Healthcare of the Russian Federation (hereinafter - the University), taking into account the opinion of the students' council and representative bodies of students.

1.2 The main purpose of financial assistance is to increase social protection of students, residents, postgraduate students of the University (hereinafter - the students), who are studying on a full-time basis at the expense of the federal budget.

1.3 This Regulation on Financial Assistance defines the grounds for receiving financial aid, the procedure for awarding financial aid, the procedure for accepting documents and requirements to the documents, as well as regulates the amounts of material assistance.

1.4 The University is allocated funds to provide material assistance to needy students in the amount of twenty-five percent of its part of the scholarship fund intended for the payment of state academic scholarships to students and state social scholarships to students

1.5 The fund of material assistance can be spent for rendering quarterly and one-time material assistance to the students.

1.6 Financial aid in the form of quarterly and/or one-time financial aid is provided to students, including those on academic leave, no more than once a quarter.

1.7 Quarterly financial aid is provided only on one of the grounds specified in paragraph 2.1 of this Regulation. One-time financial assistance is provided on one or more grounds specified in paragraph 2.2 of this Regulation.

1.8 Documents for rendering financial assistance on the grounds specified in clause 2.2 of the present Regulations are accepted within a calendar year from the moment of occurrence of the event entitling to receive a lump-sum financial assistance.

At the time of the events specified in paragraphs 2.2 of this Regulation, the applicant for a one-time financial assistance must be a student of the University.

1.9 When providing financial assistance to students, the opinion of the representative body of students, as well as the opinion of the University Scholarship Committee approved by order of the University (hereinafter - the Scholarship Committee) shall be taken into account.

## **2 Grounds for financial assistance**

2.1 Quarterly financial aid is provided:

2.1.1 Students from the number of orphans and children left without parental care.

Documents required to receive financial aid on this basis:

- personal application
- copy of ITN
- Copy of passport (1 and 2 pages, registration page)
- Certificate of the authorized body that the student belongs to the category of orphans or children left without parental care

certificate from an authorized body that the student is in the category of orphans or children left without parental care;

- certificate from the authorized body that the student belongs to the category of orphans or children left without parental care the category of orphans or the category of children left without parental care - for students from among orphans and children left without parental care who have reached the age of 23 years and who continue training in basic vocational educational programs from the appropriate budgets of the budgetary system of the Russian Federation.

2.1.2. students who have been duly recognized as persons with disabilities.

The documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- a certificate issued by the medical and social expert evaluation (hereinafter referred to as the MSE), confirming the fact that a disability has been established.

2.1.3 Students who are disabled military personnel or veterans of military operations.

Documents required to receive financial assistance on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);

- certificate of a veteran of combat operations in the prescribed form
- a certificate from the authorized agencies confirming the student's participation of the trainee in military operations;
- The military ID of the student.

2.1.4 Students (unmarried) from families where both parents are unemployed disabled persons, or unemployed pensioners.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- Copy of passport (1 and 2 pages, registration page, page with marital status);
- The student's birth certificate;
- Copies of the parents' passports;
- Certificates from the pension fund in the NWI-ILS form "Information on the status of the individual personal account of the insured person" for the current year, which must form data as of the end of the month preceding the date of application for provision of financial assistance;
  - For non-working disabled persons:
    - copy of the certificate of disability group establishment, issued by the MSE, which specifies the end date of disability - later than the start date of the quarter for which financial assistance is provided;
  - For non-working pensioners:
    - certificate from the pension fund about the old-age pension, or copy of pension certificate with unexpired period of pension assignment. Copy of pension certificate is not accepted if one of the dates (beginning and ending) of pension assignment period is missing in the pension certificate;
  - For persons registered in the Employment Center of Population (hereinafter - CPCP), the status of non-working pensioner can be confirmed by a certificate from CPCP about unemployed status, issued not earlier than 15 working days before the date of application

2.1.5. trainees from families of servicemen or employees of the Ministry of Internal Affairs, who died (died, declared dead, recognized as missing) in the performance of their official duties. Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- The student's birth certificate;
- document confirming the death ( deceased, declared missing in accordance with the established procedure or declared dead) of a serviceman (employee of the MIA) in the performance of military service (official duties);
  - copy of the death certificate of the serviceman (employee of the Ministry of Internal Affairs).

2.1.6. students from families who lost their only, both or one of their parents during the period of study. Documents necessary to receive financial aid on this basis:

- personal application;

- copy of ITN;
- Copy of passport (1 and 2 pages, registration page, page with marital status);
- The student's birth certificate;
- Death certificate of the only, both or one of the parents of the student.

2.1.7. students who are members of a large family, that is, a family with three or more children, provided that the student is not married.

Documents necessary to receive financial aid on this basis:

- personal application;
- copy of ITN;
- Copy of passport (1 and 2 pages, registration page, page with marital status);
- The student's birth certificate;
- A certificate of a mother/family with many children. In the absence of a certificate of a large mother/family or in the absence of indication of the term of renewal of the certificate ("extended until .....") or indication of the term of validity ("valid until ...."), it is necessary to provide a certificate confirming the status of a large family (the validity of the certificate is 1 year from the date of issue);
- If there is a child over 16 years old in a large family, you should present a certificate from the place of education of this child;
- Certificate of family composition with indication of the degree of kinship (certificate is valid for 1 year from the date of issue);

2.1.8. students who are entitled to receive state social assistance.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- certificate of the authorized body on the assignment of state the student with an indication of the date of social assistance issued in the name of the student.

2.1.9. students who have a disabled child as a dependant. Documents required to receive financial aid under this reason:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- child's birth certificate;
- a certificate of disability issued by the MSE and
- certificate of disability issued by the MSCE and valid as of the date of application, or a certificate from the pension or a certificate from the pension fund confirming receipt of benefits for the disabled child.

2.2 One-time financial assistance is provided:

2.2.1 Students who got married (provided that both spouses - receive higher education (bachelor, specialist, master, postgraduate, residency), or secondary vocational education in full-time form of training). Provided that at the time of marriage at least one of them was a student of the University.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;

- copy of passport (1 and 2 pages, registration page);
- marriage certificate;
- a certificate from an educational institution confirming the education of the spouse.

2.2.2 Students in whose family a child was born.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- child's birth certificate;

2.2.3 Students who have suffered from emergency, unforeseen and unavoidable circumstances (fire, flood, theft, etc.). The documents necessary to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- a certificate from the authorities on the occurrence of such circumstances.

2.2.4 Students who are on maternity leave.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- a certificate from a medical institution.

2.2.5. students who have lost in the result of (spouse), child.

Documents required to receive financial aid on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- Death certificate of the spouse or child;
- Certificate of marriage registration (in case of death of a spouse).
- Copy of the document confirming the relationship, in the case of the death of a child.

2.2.6 Students who are in a difficult financial situation and need urgent material assistance at the request of the students' trade union committee.

The documents necessary to receive material assistance on this basis:

- personal application;
- copy of ITN;
- copy of passport (1 and 2 pages, registration page);
- documents substantiating the need to apply.

### **3. The order of reception of documents and requirements to documents**

3.1 Reception of applications and documents for rendering material aid is realized in dean's offices of faculties according to the following schedule: for the 1st quarter: from December 20 till February 25;

2nd quarter: from March 20 till May 25

3rd quarter: from June 20 to September 5;

4th quarter: September 20 - November 25.

3.2 The students submit to the dean's offices of faculties original documents confirming the grounds for material aid. Only copies of the submitted documents are attached to the application.

3.3 The dean's office employee who receives the documents certifies all copies with a "true copy" stamp and personal signature. The text and seal must be clearly legible on the copies provided.

3.4 Requirements for Documents:

3.4.1 Documents submitted must have valid dates at the time of application;

3.4.2 The submitted documents must be certified by the signature of the official and seal of the institution where the document was issued, indicating the date of issue of the document;

3.4.3 The period of validity of certificates - 1 year from the date of issue, unless another period of validity is specified in the certificate;

3.4.4 If documents are submitted where the same person is mentioned with different surname (or name, or patronymic, or date of birth, as well as other passport data), a document confirming the change of passport data must be submitted;

3.5 The formed package of documents for rendering material assistance includes:

3.5.1 An application to the Rector of the University, according to Appendix 1 to these Regulations, filled out electronically, printed out and certified by personal signature;

3.5.2. A copy of passport (1 and 2 pages, registration page, if necessary a page with family status). If the registration address in the passport does not match the address to which the certificates were issued, a certificate of registration is provided in addition, the address on which corresponds to the address indicated in the certificates;

3.5.3. copy of ITN;

3.5.4 Documents confirming the right to receive financial assistance on the grounds of clauses 2.1-2.2 of this Regulation.

3.6 The deputy dean of the faculty (or other authorized employee of the dean's office), who accepts the documents, signs the application of the student, confirming with his signature the compliance of the formed package of documents with the requirements of this Regulation.

3.7 Documents for financial assistance are submitted to the Scholarship Office by the following deadlines, unless otherwise indicated in the memo:

for the 1st quarter - by March 1;

for the 2nd quarter - by June 1;

for the 3rd quarter - by September 10;

for the 4th quarter - by December 1.

3.8 With the documents for the provision of financial assistance, the dean of the faculty provides a memo to the chairman of the Scholarship Committee on the presentation of lists of students and the compliance of the submitted documents with the requirements of this Regulation, signed by the dean of the faculty.

The memo according to Appendix 2 of this Regulation must contain a list of students who qualify for financial aid, with an indication of the study group and the grounds for receiving financial aid in accordance with this Regulation. Lists for the appointment of quarterly and one-time financial aid are formed separately.

3.1 Applications and documents for material assistance shall be kept for 5 years in the University's accounting office archive and disposed of in the prescribed manner.

#### **4. The order of assignment and amount of material assistance**

4.1 The Scholarship Committee shall consider the applications of students for material assistance and decide on the provision of material assistance at a regular meeting on a quarterly basis (no later than the 15th day of the third month of the regular quarter). The results of the Scholarship Committee meeting shall be documented in minutes. The decision shall be approved by order of the University.

4.2 Drafts of orders for financial aid shall be prepared by the University dean's office staff.

4.3 The amount of financial aid is established by the Scholarship Commission at its regular meeting.

4.3.1 The amount of quarterly financial aid for students on the grounds of paragraph 2.1 of these Regulations may change during the fiscal year, based on the number of applications submitted by students applying for financial aid and the amount of the scholarship fund allocated to the University for the payment of financial aid to students.

4.3.2 The amount of one-time financial aid to students on the grounds of paragraph 2.2 of this Regulation is 15,000.00 rubles.

4.4 The Scholarship Committee shall have the right to check the validity of the students' applications for financial assistance, as well as the documents submitted as a justification.

4.5 The Scholarship Committee shall have the right to refuse to award financial assistance to students based on the results of the validity check of the application submitted and the documents submitted as justification, by a simple majority vote with a quorum (with the presence of at least 2/3 of the list of commission members at the meeting).

4.6 The Scholarship Commission has the right to decide on the provision of financial assistance in exceptional cases not stipulated by these Regulations, by a simple majority vote with a quorum (in the presence of at least 2/3 of the members of the Commission on the list of members).

#### **5. The procedure for amending and supplementing these Regulations**

5.1 Amendments and additions may be made to these Regulations in connection with amendments to the laws of the Russian Federation.

5.2 Amendments and additions to these Regulations shall be adopted and approved in the same manner as these Regulations are adopted and approved.

Attachment 1  
to the Regulation on Financial Assistance  
in Pirogov RNRMU of the Ministry of Healthcare of the Russian Federation,  
approved by Order No. 273 dated April 07, 2021

To the Rector of Pirogov  
RNRMU Lukyanov S.A.

From \_\_\_\_\_  
(student, resident, postgraduate student)

\_\_\_\_\_  
(name of the faculty)

Group \_\_\_\_\_  
(for students)

\_\_\_\_\_ year of study  
(for residents and postgraduate students)

\_\_\_\_\_(full name),  
full-time student at the expense of the federal budget

**APPLICATION**

The request is to provide financial assistance on the ground \_\_\_\_\_ of the Regulation on Financial Assistance in the Federal State Educational Institution of Higher Professional Education n.a. N.I. Pirogov RNRMU of the Ministry of Health Care of Russian Federation, as approved by the Order of the University from " \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ , because I am a student of \_\_\_\_\_

\_\_\_\_\_  
(specify the reason according to the point of the Regulation)

Included with the application are the documents in accordance with the list for this ground:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
- 4.....

Sincerely, \_\_\_\_\_  
(full name) (signature)

" \_\_\_\_ " \_\_\_\_\_ 20\_\_\_\_ Phone number \_\_\_\_\_

Agreed \_\_\_\_\_  
(resolution of the dean or his deputy)

Attachment 2  
to the Regulation on Financial Assistance  
in Pirogov RNRMU of the Ministry of Healthcare of the Russian Federation,  
approved by Order No. 273 dated April 07, 2021

To the Chairman of the Scholarship Committee of Pirogov RNRMU

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(Full name)

Memo of service

1. Dean's Office \_\_\_\_\_ of the faculty provides documents and a list of students for the provision of quarterly financial assistance for \_\_\_\_\_ quarter of 20\_\_\_\_ on the grounds in part of paragraph 2.1 of the Regulations on financial assistance in the Federal State Educational Institution of Higher Professional Education named after N.I. Pirogov RMRNU of the Ministry Healthcare of the Russian Federation:

№№	Full name of the student	Group	Provision of regulation

2. The Dean's Office \_\_\_\_\_ of the Faculty provides the documents and a list of students for the provision of one-time financial assistance on the grounds in paragraph 2.2 of the Regulations on Financial Assistance at the Federal State Educational Institution of Higher Professional Education named after N.I. Pirogov RNRMU of the Ministry of Healthcare of the Russian Federation:

№№	Full name of the student	Group	Provision of regulation

3. Formed packages of documents include an application, a copy of passport, a copy of ITN and documents confirming the right to receive financial assistance on the grounds of this Regulation, in its entirety.

The submitted documents comply with the requirements of the current Regulations: have valid dates at the time of application, certified by the signature of the official and seal of the institution where the document was issued, copies of documents are legible.

Dean of \_\_\_\_\_ faculty

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_