

ACCEPTED

by Academic council of  
Pirogov Russian National Research Medical  
University of the Ministry of  
Health of the Russian Federation  
protocol from "\_\_18\_"\_\_05\_\_2020\_  
№\_\_8\_\_

APPROVED

by order of the Rector of  
Pirogov Russian National Research  
Medical University of the Ministry of  
Health of the Russian Federation  
from "\_29\_"\_\_05\_\_2020  
№\_\_359\_\_

## **Regulation**

### **on the procedure for expulsion of students and reinstatement of students at Pirogov Russian National Research Medical University of the Ministry of Health of the Russian Federation**

1.1 These Regulations on the procedure for expulsion of students and reinstatement among students at the federal state autonomous educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (hereinafter - Regulations) determine the order of termination of educational relationships in connection with the expulsion of students (hereinafter - order-enrollment) and the order of reinstatement among students.

1.2 These Regulations shall be binding on all structural subdivisions of the federal state autonomous educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Health of the Russian Federation (hereinafter - the University), as well as on persons studying at the University under the educational programs of higher education Bachelor's, Specialist's and Master's degree programs.

1.3 These Regulations are developed in accordance with the Federal Law of December 29, 2012 № 273-FZ "On Education in the Russian Federation", other legislative acts in the field of education, order of the Ministry of Education and Science of the Russian Federation of April 05, 2017 № 301 "On approval of the organization and implementation of educational activities in higher education programs - Bachelor's programs, specialist programs, master's programs" and other normative legal acts of the Russian Federation in the field of education The University's Charter and other local normative acts of the University.

1.4 The number of persons studying at the University, depending on the level of the mastered educational program, form of study, mode of stay include:

Students - persons who are mastering the educational programs of higher education - Bachelor's degree programs, specialist programs, Master's degree programs.

Externs - persons enrolled in the University to undergo interim and (or) state final attestation on state-accredited educational programs of higher education - Bachelor's, Specialist's and Master's degree programs.

Residents - persons studying on the educational program of higher education - residency program.

Postgraduate students - persons studying in the postgraduate educational program of higher education - program of training of scientific and pedagogical staff.

1.5 When deciding whether to expel or reinstate students, the rights and legally protected interests of citizens, the interests of the state and society, as well as the rights, interests and abilities of the University shall be taken into account.

1.6 Credit for learning outcomes in the form of re-credits recognition in full of learning outcomes is established in accordance with the learning outcomes of previously mastered disciplines (modules) and (or) individual passed practices, completed coursework, research (hereinafter the structural elements of the curriculum of the basic educational program of higher education) at the University in the main educational program to which the student is restored, taking into account the course and semester of study.

1.7 Credit for learning outcomes in the form of re-certification - partial recognition of learning outcomes, established in the course of evaluation of the level, completeness and quality of knowledge, skills and practical experience mastered by the student in a separate discipline (module) and (or) a separate practice, a separate course work, a separate scientific research at the University in the manner established by this Regulation, and other local regulatory acts of the University, working programs of disciplines, programs of practice, programs of scientific works.

## **2. Reasons for expulsion**

2.1 The student is subject to expulsion from the University:

2.1.1 In due time, in connection with the receipt of education (graduation).

2.1.2. ahead of schedule at the initiative of the student or parents (legal Minor student's parents (legal representatives), including:

- at one's own will;
- for good reasons: due to family circumstances; due to medical reasons;
- in the case of the transfer of a student to continue mastering the educational program in another organization that carries out

2.1.3 Early withdrawal at the initiative of parents (legal representatives) of an underage student or the University in case of death of the student.

#### 2.1.4 Early termination at the initiative of the University:

- for submitting forged documents and/or information contained in the documents related to the University's education;
- in connection with the failure to fulfill the curriculum (individual study plan) due to the termination of attendance;
- for academic debt, if the student has unsatisfactory results of the intermediate attestation in one or the results of one or more subjects, courses, disciplines (modules) and (or) practices (provided that the University has established twice the deadline for to pass repeated intermediate attestation in order to eliminate academic debt) or failure to pass intermediate attestation in the absence of valid reasons within the established deadlines (failure to student's failure to fulfill his or her obligations to faithfully complete the educational the fulfillment of the curriculum);
- if the student fails to pass the state final attestation without a valid reason or receives unsatisfactory results on the state final attestation;
- in the case of the learner's failure to fulfill the obligations to master the professional educational program in good faith (according to the results of the current progress control);
- In the case of the application of expulsion to the student as a measure of students who fail to fulfill or violate obligations and/or regulations set out by the University Charter, house rules and regulations for residence in the University dormitory (including smoking in university buildings and dormitories, alcohol consumption alcoholic beverages and being in a state of drug intoxication, use, storage and distribution of narcotic drugs and psychotropic substances);
- for non-fulfillment or violation of the terms of the agreement on the provision of paid educational services, including the violation of the terms and (or) the amount of payment;
- in the case of the entry into force of a court verdict,  
in the case of the entry into force of a court sentence that provides for criminal penalties in the form of restriction or deprivation of freedom for a certain period of time;
- in the case of a violation of the admission procedure that has resulted in the student's illegal enrollment in the University.

2.1.5. Due to circumstances beyond the control of the student or the parents (legal representatives) of the underage student and the University, including the liquidation of the University, etc.

### **3. Grounds for expulsion**

3.1 Expulsion from the University at will shall be made on the basis of a personal statement of a student or parents (legal representatives) Minor students are expelled at their own request.

3.2 Dismissal from the University due to family circumstances shall be made on the personal application of the student or parents (legal representatives) of an underage student, in the presence of supporting documents.

3.3 Dismissal from the University for medical reasons shall be made On the personal application of a student or parents (legal representatives) of an underage student, in the presence of the conclusion of the medical commission of the health care institution.

3.4 Dismissal from the University in case of transfer of a student for The transfer of a student to another educational institution to continue his or her studies,

The transfer of a student to another organization engaged in educational activities shall be carried out on the basis of a personal application of the student in the presence of the relevant confirming document from the receiving educational organization, with the consent of the transfer.

3.5 The grounds for expulsion from the University in connection with education (completion of training) are: the expiration the established period of implementation of the educational program, the results of the development of the corresponding educational program in full and (or) positive results of the state final attestation (if the latter is stipulated by the content of the corresponding educational program), documented by the corresponding protocols.

3.6 The expulsion of a student in connection with death is made On the basis of the death certificate, issued by the Registry Office.

3.7 The expulsion of a student from the University for providing forged documents and/or information contained in documents related to his or her studies at the University (certificates, including medical certificates, academic records, individual postgraduate plans, student ID cards, and other documents) shall be based on a presentation by the Dean of the respective department or the Head of the Department for Work with Applicants.

3.8 The expulsion of a student in connection with the failure to 3.8. the expulsion of a student due to failure to complete the curriculum due to non-attendance shall be

based on a presentation by the dean of the respective department, the head of the Office of Enrollment Services, in the following cases:

3.8.1. the student has not commenced classes within 30 calendar days after the beginning of the academic term, the end of academic leave, maternity leave, leave to care for a child and has not reported to the dean's office the reason for absence and (or) has not provided a document confirming the valid reason for his absence;

3.8.2. A student has missed more than 30 class days in total during a semester and (or) in total more than 30% of class sessions in a discipline (module) which are realized by a frontal principle or 50% of class sessions in a discipline (module) which are realized by a cyclic principle, 30% of class days devoted to practice, according to the schedule (the curriculum, program of discipline (module), the corresponding educational program) without a good reason, confirmed by documents.

3.9 Expulsion of a student who has failed to eliminate an academic debt in one or more disciplines (courses) and (or) practices (provided that the University has established twice the period for repeat interim certification in order to eliminate the academic debt) or has not passed the interim certification in the absence of valid reasons in due time, is made on presentation by the Dean of the faculty, as not fulfilled the obligations to master the educational program in good faith.

3.10. Dismissal of a student for failure to pass the state final (final) attestation or receipt of unsatisfactory results on the state final (final) attestation is performed on presentation of the Dean of the Faculty (Head of the Department for work with applicants) in accordance with the regulations on the state final attestation for higher education programs: bachelor degree programs, specialist programs, internship programs, residency programs, training programs of science and pedagogy.

3.11. Expulsion of the student for failure to fulfill the obligations to master the educational program in good faith is made on the presentation of the Dean of the Faculty in accordance with the Regulations on the current control of progress and interim attestation of students on higher education programs - bachelor programs, specialist programs, master programs in N.I. Pirogov Russian State Medical University under the Russian Federation Ministry of Health.

3.12. Students who fail to fulfill or violate the obligations and/or requirements provided by the University Charter, internal regulations, and dormitory rules (including smoking in the University buildings and premises, drinking alcohol, being under the influence of drugs, or using, storing, or distributing drugs or psychotropic substances) shall be expelled upon recommendation of the Dean of the respective faculty, the Head of the Department of Enrollment Services

3.13. The expulsion for failure to fulfill and/or violation of the terms of the agreement on the provision of paid educational services, including for violation of the

terms and (or) the amount of payment, is made on the basis of the presentation of the dean of the relevant faculty.

3.14. The expulsion in the case of entry into force of a court verdict, which provides for a criminal penalty for the student in the form of restriction or imprisonment for a certain period of time, is made on the basis of the court decision.

#### **4. Procedure for expulsion**

4.1 The basis for the termination of educational relations is the order of expulsion of the student from the University.

4.2 If the student and parents (legal representatives) of an underage student have a contract for the provision of paid educational services, the contract shall be terminated based on the order of the Rector of the University to expel the student upon early termination of educational relations.

4.3 The student's rights and obligations under the education law and the University's local regulations shall be terminated from the date of his or her expulsion from the University.

4.4 Primary documentation on the issue of expulsion is prepared and submitted to the Rector:

- deans of faculties;
- the head of the Department for work with applicants.

4.5 Issuance of an order of expulsion shall be made in the following terms:

4.5.1. on the grounds provided in clauses 3.1 - 3.3, 3.6. of this provision - within 10 working days from the date of submission by the student of the corresponding application or submission by representatives of the student of a death certificate. For the reasons specified in clause 3.4. of this provision - within 3 working days from the date of submission by the student of the corresponding application;

4.5.2. on the grounds provided in paragraph 3.5 of this provision

- no later than 10 working days after the end of the period of mastering the educational program. If the student after passing the state final attestation used the vacation, the order of expulsion is issued after the end of the vacation;

4.5.3. on the grounds stipulated in paragraphs 3.7, 3.12 of this provision - no later than one month from the date of discovery of misconduct (violation) and no later than six months from the date of its commission, not counting the time of the student's illness, confirmed by the relevant documents or being on vacation, on academic leave or

maternity leave, leave to care for a child until the age established by Russian Federation legislation;

4.5.4. on the grounds stipulated in paragraphs 3.8, 3.13 of this provision - no later than one month from the date of occurrence of the circumstance that is the basis for expulsion. In addition, on the grounds referred to in paragraph 3.13 of this situation, the expulsion of a person studying on a fee-paying basis is made within ten (10) working days after the period of advance payment established by the contract for the provision of paid educational services, or on the expiry of the deferred payment referred to in the additional agreement to such a contract

4.5.5. for the reasons provided in items 3.9, 3.10, 3.11, 3.14 of the present Regulations - no later than 14 working days from the moment of occurrence of the circumstance which has served as the basis for expulsion.

4.6 The student who is subject to expulsion on the grounds provided in items 3.7. - 3.14. of this Regulation cannot be expelled for the reasons provided in clauses 3.1. - 3.3. of this provision.

4.7 Documents confirming valid reasons for the cases, listed in clauses 3.8.1. and 3.8.2. of the Regulations, the student must submit to the dean's office of the appropriate department within three (3) working days after this valid reason has elapsed. At the end of this period, if no supporting documents are submitted, the dean's office will request an explanation from the student (or his or her legal representative) as prescribed in Section 4.9. of this policy.

4.8 The date of expulsion from the University on the grounds listed in this policy is the date of the expulsion as indicated in the order of expulsion or the date such an order is issued.

4.9 Before issuing an order to expel a student on the grounds specified in paragraphs 3.7, 3.8, 3.12 of this Policy, the student and (or) his legal representative should be notified by the Dean's Office staff of the need to provide an explanation in writing for the student's absence from classes and failure to comply with the curriculum, or for the misconduct (violation) committed.

Notification may be made either by personal contact with the student and/or his/her legal representative, if present at the University, or by a written document signed by the dean (department head) or deputy dean and mailed by registered mail to the address on file with the student.

If a student and (or) his or her legal representative refuses to give an explanation, the dean's office (department) staff draws up a corresponding act of refusal to give an explanation.

Notification sent by registered mail is considered received by the student (his or her legal representative) after seven (7) calendar days from the date of the registered mail.

If, within 5 calendar days of receiving a notification (seven (7) calendar days of receipt) sent by registered mail, the student has not provided a written explanation, the dean will forward to the Rector a draft of the expulsion order, a statement of the circumstances that justify the expulsion, and a letter of explanation with proof of posting.

4.10. Expulsion of students on the grounds specified in paragraphs 3.1 - 3.4, and 3.6 of this Regulation is allowed, including, during vacations and any types of vacations.

4.11. Dismissal on the grounds specified in paragraphs 3.7 - 3.14 of this Regulation is not allowed during the disease of the student and (or) vacations, while the student is on academic leave, maternity leave, maternity leave.

4.12. In case of expulsion of a person studying under a contract for fee-based educational services for the reasons indicated in paragraphs 3.7-3. 14 of this provision, the dean of the faculty within 14 (fourteen) calendar days from the date of the order of expulsion must notify the student and (or) the payer and (or) legal representative of the expulsion of the student and the termination of the contract for paid educational services by personal acquaintance of the student, and (or) the payer and (or) legal representative with the order of the rector or by sending a registered letter with an extract from the order of expulsion to the address specified in the contract for the provision of paid educational services. In the case where the student and/or payer and/or legal representative refused to read the order of expulsion, the deputy dean in the presence of two representatives of the dean's office shall draw up an act of refusal to familiarize with the order.

4.13. In the case of expulsion of a person studying on the basis of the contract for the provision of paid educational services on the grounds specified in paragraph 3.8 of this Regulation, the financial settlement with the payer is made in accordance with the terms established by the contract for the provision of paid educational services.

4.14. If there are simultaneously grounds for expulsion specified in paragraphs 3.7 - 3.11, 3.13. of this Regulation, expulsion of a student can be made on any of them.

4.15. The student (except for students) or his/her authorized representative within 10 days of the issuance of the order to expel from the University on any grounds, the student must submit to the dean's office of the appropriate department the student ID card, record book, the completed record sheet and electronic passbook.

4.16. The student living in the student dormitory of the University, within 3 days after the issuance of the order to expel from the University on any grounds, must vacate the room in the student dormitory with a corresponding mark in the bypass sheet (for the listener submission of the Dean of the Faculty).

4.17. The person expelled from the University, on the basis of his/her personal application, after completing a bypass list in the order established by the University, and meeting the conditions prescribed in Sections 4.15. and 4.16., the original document on education, under which he/she was enrolled at the University and a certificate of training, in the sample independently established by the University, shall be issued from his/her personal file.

## **5. Conditions and order of restoration of students**

5.1 A person expelled from the University at will (clause 3.1.) or for good reason (clauses 3.2. and 3.3.), has the right to be reinstated to study at the University within five years after being expelled from it if there are vacancies, retaining the previous basis of study (budgetary, contractual), but not before the end of the academic year (semester) in which the said person was expelled.

5.2 In the absence of vacant budgetary places, a person expelled earlier by choice or for good reason, can apply for reinstatement at the University to the vacant places for training on a contractual basis with payment of tuition fees.

5.3 A person expelled early at the initiative of the University may be reinstated to study at the University for five years after the expulsion. the expulsion from the University if there are vacant places for training on a contractual on a contractual basis with the payment of tuition fees.

5.4 A person expelled from the University in connection with failure to fulfill the curriculum due to termination of attendance (clause 3.8.), for academic debt (clause 3.9.), for failure to fulfill obligations to master the educational program in good faith (clause. 3.11.), failure and (or) violation of the terms of the contract for the provision of paid educational services (clause 13.), can be restored to study at the University for five years after being expelled from it if there are places available for study on a contractual basis at tuition cost, but not more than twice and not before the end of the academic year (semester) in which the said person was expelled.

5.5 A person expelled from the University for failure to pass state final attestation or receiving unsatisfactory results at the state final attestation (clause 3.10.) has the right to be reinstated to pass the state final attestation the University no earlier than one year and no later than five years after the expulsion with retention of the previous basis of study (budgetary, contractual), but no more than two times.

5.6 Reinstatement of persons expelled from the University for providing falsified documents and (or) information contained in documents related to education at the University (clause 3.7.), failure to fulfill or violation of obligations and (or) requirements provided by the University Charter, internal regulations, rules of residence

in student dormitories (clause 3.12.), as a rule, shall not be made by court verdict (clause 3.14.).

5.7 The decision to reinstate students is made by the University's reinstatement commission (hereinafter referred to as the commission), which consists of: the Rector - Chairman of the Commission, Vice Rector for Academic Affairs, Vice Rector for Public Relations and Educational Work, deans (deputy deans) of faculties. The personal composition of the commission is approved by the order of the university.

5.8. The Chairman of the Commission appoints the Secretary, organizes the work and controls the activities of the Commission in accordance with these Regulations, distributes responsibilities among its members.

5.9. The Secretary of the Commission organizes office work, provides preparation of meetings, documents and materials for them, conditions of storage of documents.

5.10. Decisions of the commission are made by a simple majority of votes and drawn up in minutes, which are signed by the chairman and members of the commission present at the meeting. The commission is competent to make decisions if at least 2/3 of its listed members are present at its meeting.

5.11. Reinstatement to the number of students, interns, residents and graduate students shall be made for vacant seats (budgeted, under contract), for the same educational program of higher education, the same form of study (full-time, part-time), the same course (year) and semester of study in which they were studying before their expulsion from the University.

5.12. The student's transfer to another educational program or another form of study (full-time, part-time) is possible only after his/her reinstatement to study at the University in the manner prescribed by the Regulations on the transfer of students at the federal state educational institution of higher education "N.I. Pirogov Russian National Research Medical University" of the Ministry of Healthcare of the Russian Federation. If the educational program of higher education and (or) the form of study (full-time, part-time) in which the student was studying before being expelled from the University is terminated, the decision on the possibility of recovery to another educational program of higher education and (or) another form of study (full-time, part-time) is taken by the Commission.

5.13. No fee is charged for the University's reinstatement procedure.

5.14. In order to inform persons seeking restoration to study at the University and ensure the work of the commission, the Educational and Methodological Department in cooperation with the deans of the faculties prepares a certificate (information) on the number of vacant budgetary places and places under the contract for the provision of paid educational services. The information is formed by faculties, educational programs, forms of training (full-time, part-time), courses of study, the basis of training

(budgetary, contractual). Information on vacant places shall be prepared as of June 10 and January 20 of the respective year, approved by the Rector and announced on the University website.

5.15. Reinstatement of persons who have previously studied at the University is carried out on their personal application to the Rector of the University. The following documents shall be attached to the application: a copy of the passport (if there is consent to the processing of personal data), the original and a photocopy of the document on previous education, the original and a photocopy of the certificate of training or period of study (academic certificate), or the application shall state that the above documents are not claimed and are at the University.

5.16. In the application for reinstatement the student indicates (Appendix 1,2 to the present Regulations):

- the purpose of reinstatement to the University (for study / to pass the state final (final) attestation) with an indication of the educational program, faculty, course, form and basis of study;
- Information about the training before the expulsion of the person from the University;
- the reason for expulsion.

5.17. Persons who have previously studied at the University shall be readmitted to undergo state final attestation no later than the beginning of the period of time provided by the University calendar for the state final attestation for the corresponding educational program of higher education.

5.18. The restoration of persons who have previously studied at the University to continue their education is carried out twice a year during the summer or winter vacations.

5.19. The application for reinstatement is submitted by the person applying for reinstatement in person or his/her legal representative to the dean's office of the respective department.

5.20. The application for reinstatement to the number of students of the University shall be submitted in the following terms:

5.20.1. for the purpose of study:

- from May 10 to June 15 - when restored for the purpose of studying at the University in the fall semester of the next academic year;
- December 10 - January 15 when restored for the purpose of study at the University in the spring semester of the regular academic year.

5.20.2. for passing the state final attestation:

- May 10 to June 1 - when restored to take the state final (final) attestation after the completion of the spring semester of the academic year;
- December 1 to December 20 - when restored to pass the state final certification after completing the fall semester academic year.

#### 5.21. The Dean of the Faculty:

- checks the reliability of the information set forth in the application for restoration; - establishes a list of previously mastered disciplines (modules) and (or) individual passed practices, completed coursework and research, which, in the case of restoration, will be credited in the form of re-credit or re-attestation conducted by comparing 12 information on the results of training indicated in the certificate of study (academic certificate) issued by the University, with the curriculum of the educational program, to which the student is restored;
- determines the academic deficiency, its total amount of labor in hours and credits;
- establishes the person's grade point average for the entire period of study in the relevant educational program prior to expulsion from the University;
- Draft a proposal:
  - on the timing of the elimination of the academic deficiency by the person applying for reinstatement (if possible to eliminate it during the school year);
  - of downgrading due to the large amount of difference in the program or due to the student's poor performance in the courses (in the semester) preceding the semester of expulsion;
  - to refuse reinstatement, on the basis of circumstances revealed as a result of verification of the information specified in the application or examination of the information contained in the applicant's personal file.

5.22. The order of crediting the results of training in the form of grade transfer and (or) re-attestation, as well as the procedure for establishing academic differences for persons who have applied for reinstatement for training, is established in Appendix 3 of this Regulation.

5.23. Based on the results of the document comparison procedure, a protocol is drawn up (see Appendix 4 to these Regulations). The protocol shall be signed by the Dean of the Faculty and submitted to the Secretary of the Commission within 5 working days prior to the date of the Commission meeting. The protocol are an integral part of the minutes of the meeting of the Commission for Reinstatement. The protocol are accompanied by a printout of the electronic protocol of establishing the academic deficiency (from «AOC»), which is signed by the dean or deputy dean of the faculty.

5.24. The volume of the total labor intensity of the structural elements for which the mismatch is established shall not exceed 15 credit units or 540 academic hours.

5.25. The volume of the educational program, to which the student is restored, taking into account the labor intensity of the structural elements for which the mismatch is established, can not be more than 75 credit units for one academic year.

5.26. Persons expelled from the University may be reinstated to study at the University in the course preceding the course from which the person was expelled in the following cases: - in the establishment of an academic gap in the program, the total volume of which exceeds 15 credits or 540 academic hours; (cumulatively 15% or more of the total volume of classroom hours allocated to the study of disciplines in the corresponding course of study); - in connection with his low academic performance, during the study at the University before expulsion, including, in the courses preceding the course or semester of expulsion (grade point average less than 3.5).

5.27. Persons who have been reinstated to the University for the course preceding the course from which the person was expelled shall be taught only with the written consent of the person applying for reinstatement.

5.28. Based on documents submitted by applicants for reinstatement, as well as information provided by the dean's offices, the Commission shall make one of the following decisions for each applicant:

- the decision to reinstate the person to the number of students of the University for training in the corresponding course (semester), faculty, educational program, on the form of training (full-time, part-time) and the basis of training (budgetary, contractual) specified in the application;
- the decision to reinstate the person to the University for another course and/or department (the same educational program) or another educational program and/or another form of study (full-time, part-time) and/or another basis of study (on a budgetary or contractual basis) than indicated in the application; - a decision to satisfy the person's application for reinstatement to the state final attestation at the corresponding department, the corresponding educational program, the form of study (full-time, part-time), the basis of study (budgetary, contractual);
- the decision to refuse to reinstate the person who submitted documents for reinstatement to the number of persons studying at the University.

5.29. The Commission has the right to refuse to reinstate a person expelled on the initiative of the University, without explaining the reasons for the refusal.

5.30. The Faculty Dean's Office notifies the applicant about the decision, the deadline for appearing at the Dean's Office, as well as the deadline for concluding a

study agreement (in case of restoration for study on a contractual basis with tuition payment), within 5 working days after the meeting of the Commission.

5.31. The dean's office notifies the person within 3 working days if the Commission proposes that the person be reinstated to a course, educational program, form of study (full-time, part-time), or basis of study (budgetary, contractual) other than those specified in the application. The person confirms his/her consent to the Commission's proposals in person in a simple written form.

5.32. Reinstatement to continue studying at the University is carried out from the day of the beginning of the academic semester of the respective academic year.

5.33. Decisions made by the commission are documented in protocols.

5.34. The Commission's decision to reinstate a person shall be formalized by order of the University. Drafts of the orders shall be prepared by the dean's offices of the faculties within 5 working days after the date of the Commission's decision on reinstatement.

5.35. Orders for reinstatement are issued within 10 calendar days after the date of the decision, but no later than 5 calendar days after the beginning of the next academic semester.

5.36. Issuance of the order to restore to study on a fee basis is preceded by the signing of a contract to provide paid educational services and the customer submission of payment documents confirming the payment of tuition.

5.37. When a person who previously studied at the University under a contract with payment of tuition fees by individuals and (or) legal entities is reinstated, a new contract for his education is concluded on new conditions.

5.38. Issuance of the order to restore to another (recommended by the Commission) course, educational program, form of study (full-time, part-time), is made only with the written consent of the person claiming the restoration, by writing a personal statement.

5.39. The reinstatement of a person to continue training in the presence of a difference in the program is made only after a written acquaintance expressing consent, the student with the individual plan to eliminate the academic deficiency.

5.40. The basis for issuing an order for reinstatement is: - the protocol of the commission on reinstatement with the number and date; - the contract for the provision of paid educational services with the number and date of conclusion (for persons reinstated for training on a contractual basis); - the written consent of the person with the decision or proposal of the commission to reinstate to another course (semester), educational program, form of study (full-time, part-time), the basis of study (budgetary, contractual).

5.41. When a person previously expelled from the University is reinstated, his or her personal file shall be restored and the following documents shall be placed in it: - an application for reinstatement; - an extract from the order or a copy of the order on reinstatement; - an individual plan for eliminating the difference in the program of study; - a document on previous education; - a certificate of study (period of study, academic certificate); - other documents.

5.42. The student receives new or restored from his personal file previously issued documents: student record book (individual plan postgraduate student) and student ID card, in which the Dean of the Faculty makes a corresponding entry on the recovery with an indication of the number and date of the order.

## 6. The procedure for making amendments and additions to these Regulations

6.1. Amendments and additions to these Regulations may be made in connection with changes in the legislation of the Russian Federation.

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



To the Rector of Pirogov Russian National Research Medical University

\_\_\_\_\_  
\_\_\_\_\_  
(FULL NAME )  
\_\_\_\_\_  
(passport number, date of issue)  
\_\_\_\_\_  
(place of registration)  
\_\_\_\_\_  
(place of residence)  
\_\_\_\_\_  
(contact phone number)

### Application

I ask to be reinstated to pass the state final attestation at the University on the  
program \_\_\_\_\_ of \_\_\_\_\_ higher \_\_\_\_\_ education

\_\_\_\_\_  
(code and name of the direction of training (specialty))

\_\_\_\_\_ faculty, \_\_\_\_\_ course, full-time / part-time, on a budgetary  
basis / on a contractual basis with the payment of tuition fees.

Before expulsion from the University, was studying in a higher education  
program \_\_\_\_\_,

\_\_\_\_\_  
(code and name of direction of training (specialty))

at \_\_\_\_\_ faculty, full-time / part-time, on a budgetary basis / on a  
contractual basis with the payment of tuition fees.

Expelled in \_\_\_\_\_, from \_\_\_\_\_ course, autumn / spring semester for  
\_\_\_\_\_.

\_\_\_\_\_  
(specify the reason for expulsion)

I am acquainted with the Regulations to the Regulations on the procedure for  
expulsion of students and reinstatement of students at Pirogov Russian National  
Research Medical University of the Ministry of Health of the Russian Federation.

I confirm the correctness of the submitted information. I give my consent to  
verification of submitted documents as well as processing of personal data in  
accordance with the Federal Law from July 27, 2006 № 152-FZ "On Personal Data".

\_\_\_\_\_  
(person's signature)

\_\_\_\_\_  
(date)

### Procedure

of credit for learning outcomes in the form of retakes and (or) re-attestation, as well as the establishment of academic differences for persons who have applied for reinstatement to study at the University:

1. The correspondence between the learning outcomes listed in the certificate of study (academic certificate) previously issued by the University and the structural elements of the curriculum of the educational program of higher education to which the student is restored before the period from which the student, in case of restoration, will be allowed to study, is established:

- at formal coincidence of names and 100 % of labor input of previously mastered disciplines (modules) and (or) separate passed practices, carried out course works and scientific researches;

- provided that the difference in labor intensity of disciplines (modules) and (or) individual passed practices, completed coursework and research does not exceed 15%, taking into account the coincidence of differentiated and non-differentiated grades, to the period from which the student, in case of restoration, will be allowed to study.

If the above-mentioned conditions are met, the results of the study shall be credited to the person in the form of retakes.

2. Non-compliance of learning outcomes identified when comparing the certificate of study (certificate of period of study) issued by the University and the curriculum of the higher education program to which the student is being reinstated before the period from which the student, in the case of restoration, will be admitted to study, established:

a) at formal coincidence of the names of previously mastered individual disciplines (modules) and (or) individual passed practices, completed individual coursework and research, as well as on the condition that the difference in labor intensity of disciplines (modules) and (or) individual passed practices, completed coursework and research is more than 15%, but does not exceed 30% and (or) if the student has an undifferentiated evaluation of disciplines (modules) and (or) individual passed practices, completed individual coursework and research, for which in accordance with the basic educational program of the University provides for a differentiated evaluation, the learning outcomes are credited to the student in the form of re-certification;

b) if there is a formal overlap or mismatch in the names of previously mastered individual disciplines (modules) and (or) individual passed practices, completed course work and research, as well as when the difference in labor intensity of disciplines (modules) and (or) individual passed practices, completed course work and research

more than 30%, the student is established academic gap in the program with the indication of disciplines (modules), practices, coursework and research, their labor intensity in credit units and academic hours, forms of interim certification and the term of its elimination.

3. In the absence of a student's certificate of training (certificate of training period) previously mastered individual disciplines (modules) and (or) individual passed practices, completed coursework, research performed, provided by the curriculum of the main educational program of the University, to which the student is restored, established the academic gap in the program with a list of disciplines (modules), practices, coursework and research, their labor intensity in credit units and academic hours and forms of interim certification.

### The protocol

of correspondence of the results of studies on disciplines (modules), practices, research work, previously mastered by the person applying for restoration to the University, with the curriculum of the educational program, implemented at the time of restoration in the direction of training (specialty)

\_\_\_\_\_.  
code and name of the direction of training (specialty)

1. \_\_\_\_\_

\_\_\_\_\_  
(Full name of the applicant for restoration)

2. Previously studied: \_\_\_\_\_ course \_\_\_\_\_ semester; form of training \_\_\_\_\_; basis of training \_\_\_\_\_;

3. Date and number of the order of expulsion \_\_\_\_\_;

4. Reason for expulsion \_\_\_\_\_;

5. Was expelled for the first time or for the second time \_\_\_\_\_

6. The correspondence of learning results was carried out on the basis of the certificate of study issued by the University in \_\_\_\_\_. № \_\_\_\_\_ / information specified in the study card (personal file of the learner № \_\_\_\_\_).

7. The average grade point before expulsion from the University \_\_\_\_\_.

8. On the basis of the protocol of the establishment of the academic difference (see Appendix to this Protocol):

1) The results of learning on disciplines (modules), practices, the results of research work for \_\_\_\_\_ course (courses) \_\_\_\_\_ semester are subject to re-crediting.

2) The difference in the program is \_\_\_\_ %.

3) Establish a list of disciplines (modules), practices, research work, subject to re-certification and the terms of their implementation:

№	Name of discipline, module, practice, coursework, research work (according to the curriculum of the HPE curriculum implemented by the university)	Work capacity (Hours of work)	Form interim assessment (according to HPE) (exam, credit, CR defence)	Assessment	Department, responsible for the recertification and the timing of its implementation
1	2	3	4	5	6

4) Establish a list of disciplines (modules), practices, research papers to be mastered in order to eliminate the academic differences in the programs and the terms of its elimination:

№	Name of discipline, module, practice, coursework, research work (according to the curriculum of the HPE curriculum implemented by the university)	Work capacity (Hours of work)	Form interim assessment (according to HPE) (exam, credit, CR defence)	Assessment	Deadline for the elimination of academic differences
1	2	3	4	5	6

5) Proposals for reinstatement: - (yes/no) \_\_\_\_\_, \_\_\_\_\_ course \_\_\_\_\_ semester;

- form of study \_\_\_\_\_, basis of study \_\_\_\_\_

Dean of Faculty \_\_\_\_\_ / \_\_\_\_\_ /  
 ( signature ) (surname and initials)

\_\_\_\_\_  
 (date)

Appendix: Electronic protocol of the establishment of the academic differences.