

## **THE PROCEDURE**

### **for registration of commencement, suspension and termination of relations between North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation and students and/or parents (legal representatives) of minor students**

#### **1. General provisions**

1.1. This Procedure for registration of commencement, suspension and termination of relations between North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation and students and/or parents (legal representatives) of minor students (hereinafter – the Procedure) is drawn up in accordance with the Federal Law «On education in the Russian Federation» dated 29.12.2012 № 273-ФЗ, the decree of the Government of the Russian Federation «On approval of the rules for the provision of paid educational services» dated 15.08.2013 № 706, the Order of the Ministry of Education and Science «On approval of the Procedure and basis for granting academic leave to students» dated 13.06.2013 № 455, the Charter of North-Western State Medical University named after I. I. Mechnikov under the Ministry of Health of the Russian Federation (hereinafter – the University).

1.2. This Procedure regulates the registration of commencement, suspension and termination of relations between the University and students and/or parents (legal representatives) of minor students.

1.3. Relations in this Procedure are understood as a set of social relations on realization of the right of citizens to education, the purpose of which is mastering the content of educational programmes by students (educational relations), and related to educational relations, the purpose of which is creating conditions for realization of the rights of citizens to education.

1.4. The participants in the educational relations in this Procedure are students, parents (legal representatives) of minor students, academic staff and their representatives, the University.

#### **2. Commencement of educational relations**

2.1. The basis for commencement of educational relations is the Order of the Rector of the University on enrollment of a person for training at the University or for passing interim assessment and (or) state (final) certification

2.2. Commencement of educational relations due to enrollment of a person to the University for training on general professional educational programmes of higher education and on additional educational programmes shall be registered in accordance with the legislation of the Russian Federation.

2.3. Rights and obligations of a student stipulated by the legislation on education and local acts of the University come into effect for a person admitted to study from the date indicated in the order on enrollment of a person for training.

#### **3. Contract on education**

3.1. In case of admission to training on educational programmes at the expense of natural persons and/or legal entities, conclusion of a contract on education (on the provision of paid educational services) shall precede the issuance of order on enrollment for training at the University. Contract on education shall be concluded in a simple written form between the University and a person enrolled for training (parents (legal representatives) of a minor student). Contract on education at the expense of budgetary allocations shall be concluded in the period from the date of issuance of order on enrollment for training and no later than the end of the first semester.

3.2. Contract on education shall indicate the main characteristics of the provided education, including the type, level and (or) focus of the educational programme, forms of education, period of study of the educational programme (duration of study), a contract on the provision of paid educational services shall indicate the total cost of paid educational services and the procedure of their payment.

3.3. Contract on education shall not comprise conditions that limit the rights of persons who have the right to obtain education of a certain level and focus and who have applied for admission to training

(hereinafter – applicants), and the rights of students, or reduce the level of guarantees provided to them comparing with the conditions established by the legislation on education. If the conditions limiting the rights of applicants and students or reducing the level of guarantees are included in a contract, such conditions shall not be applied.

3.4. Sample forms of contracts on education shall be approved by the federal executive body responsible for the development of state policy and legal regulation in the field of education.

3.5. Forms of contracts on education (on the provision of paid educational services) shall be approved by the Order of the Rector of the University.

3.6. Contract on the provision of paid educational services may be terminated by the University unilaterally in case of late payment of the cost of paid educational services, as well as in case of impossibility of proper fulfillment of obligations to provide paid educational services due to actions (inaction) of a student.

3.7. The reasons for the University to unilaterally terminate a contract on the provision of paid educational services shall be specified in the contract.

3.8. The rules for the provision of paid educational services shall be approved by the Government of the Russian Federation.

#### **4. Suspension, modification of educational relations**

4.1. Educational relations shall be suspended (modified) in case of changes in the conditions of student's education on general and additional educational programme, resulting in changes in the mutual rights and obligations of a student and the University.

4.2. Suspension (modification) of educational relations is possible in the following cases:

4.2.1. transfer of students of the University from fee-based to free education – shall be carried out in accordance with the Regulations on the procedure of transfer of students of the University from fee-based to free education;

4.2.2. transfer of students from one educational programme to another – shall be carried out in accordance with the Regulations on interim assessment, expulsion, reinstatement, transfer from other educational organizations, from one educational programme to another of students of the University;

4.2.3. changes in the legislation on education affecting the procedure for obtaining education by a student;

4.2.4. reorganization of the University;

4.2.5. changes in the legal status of a student – being on academic leave due to the inability to master the educational programme for medical reasons, due to family and other circumstances, for a period not exceeding two years – shall be determined by the Regulations on the procedure of academic leave for students of the University.

4.3. Suspension (modification) of educational relations shall be formalized by the Rector's order.

#### **5. Termination of educational relations**

5.1. Educational relations shall be terminated due to expulsion of a student from the University, due to obtaining education (completion of training), and prematurely for reasons established by the legislation on education and local acts of the University.

5.2. Educational relations may be terminated prematurely in the following cases:

5.2.1. at the initiative of a student or parents (legal representatives) of a minor student, including in the case of transfer of a student to another organization that carry out educational activities to continue mastering an educational programme;

5.2.2. at the University's initiative, if a student is expelled as a disciplinary sanction, if a student fails to fulfil his/her obligations to master the professional educational programme and the curriculum properly, as well as in the case of violation of the admission procedure that has resulted in an unlawful admission to the University through the student's fault;

5.2.3. due to circumstances beyond the control of a student or parents (legal representatives) of a minor student and the University, including the liquidation of the University.

5.3. Premature termination of educational relations at the initiative of a student or parents (legal representatives) of a minor student shall not entail any additional obligations to the University, including financial ones.

5.4. The basis for the termination of educational relations shall be the Rector's order on expulsion of a student from the University.

5.5. If a contract on the provision of paid educational services has been concluded with a student or parents (legal representatives) of a minor student, this contract shall be terminated upon premature termination of educational relations on the basis of the Rector's order on expulsion of a student from the University.

5.6. Rights and obligations of a student stipulated by the legislation on education and local acts of the University shall be terminated from the date of his/her expulsion from the University.

5.7. Upon premature termination of educational relations, the University shall, within three days from the date of issuance of an order on expulsion of a student, provide him/her with a statement on training in accordance with the procedure established by the University.

5.8. In case of liquidation of the University, cancellation of the license, withdrawal of state accreditation for the respective educational programme or expiration of state accreditation for the respective educational programme, the founder and (or) authorized management body of the University shall ensure the transfer of adult students with their consent, and minor students with the consent of their parents (legal representatives), to other organizations that carry out educational activities on the relevant educational programmes. In case of suspension of the license, suspension of the state accreditation in full or in respect of certain levels of education, enlarged groups of professions, specialties and fields of study, the founder and (or) authorized management body of the University shall provide transfer upon application of adult students, and minor students upon application of their parents (legal representatives), to other organizations that carry out educational activities on the relevant general educational programmes with state accreditation. The procedure and conditions for such transfer shall be established by the federal executive body responsible for the development of state policy and legal regulation in the field of education.