

ADOPTED

by the Academic Council of
Pirogov RNRMU
of the Ministry of Health of Russia
Minutes No. _____
Dated _____ 2020

APPROVED

By the Order of
Pirogov RNRMU
of the Ministry of Health of Russia
No. _____ ruk
Dated _____ 2020

Regulation

On the Procedure of Students Transfer at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation

1. General Provisions

1.1. The Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the authority of the Ministry of Health of the Russian Federation (hereinafter – the Provision) establishes the procedure of transfer of students studying in the basic educational program of higher education (hereinafter – the educational program), including from other educational organizations engaged in educational activities (hereinafter – other organizations), to the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the authority of the Ministry of Health of the Russian Federation (hereinafter – the University), from the University to another educational organization, as well as at the University from one educational program to another, including changing the form of study.

1.2. The Regulation was developed in accordance with the Federal law of the Russian Federation, *On Education in the Russian Federation*, of 29.12.2012, No. 273-FZ (hereinafter - the Law), *the Procedure for Transfer of Students to Another Organization Engaged in Educational Activities under Programs of Secondary Vocational and/or Higher Education*, approved by Order of the Ministry of Education and Science of the Russian Federation of 10.02.2017 No. 124, *the Procedure and Conditions for Transfer of Persons Studying in Educational Programs of Secondary Vocational and Higher Education to Other Organizations Engaged in Educational Activities under the Relevant Educational Programs*

in the Event of Suspension of License, Suspension of State Accreditation in Full or in Respect of Certain Levels of Education, Consolidated Categories of Professions, Specialties and Areas of Training, approved by Order No. 1122 of the Ministry of Education and Science of the Russian Federation of 07.10.2013, other regulatory legal acts of the Government of the Russian Federation, federal executive authorities that perform the public administration and regulatory functions in the field of education and healthcare, the Charter and other local regulations of the University.

1.3. Student is a person studying at the University or other organizations for mastering of an educational program of higher education: student, resident, postgraduate student.

1.4. Accreditation of prior learning by the way of credit transfer is a recognition of learning outcomes in full, subject to conformity of the learning outcomes in previously mastered subjects (modules) and /or individual practices, completed term papers, and research (hereinafter - the Structural Elements of the Educational Program Curriculum) at another organization or at the University (including in another form) with the University's educational program to which the student is transferred.

1.5. Accreditation of prior learning by the way of re-attestation is a partial recognition of learning outcomes. It is established in the process of evaluation of the level, completeness and quality of knowledge, skills and practical experience developed by students in an individual subject (module) and/or practice, term paper, research at another organization or under another program at the University (including other mode of attendance) according to the procedure prescribed by the Regulation and other local normative acts of the University, working programs of subjects, programs of practices, and programs of research papers.

1.6. Students are guaranteed the freedom of transfer to continue their education, including in other educational programs and/or other mode of attendance, with the consent of the University.

1.7. Transfer of students, except for the transfer between educational organizations that implement networked educational programs, shall be allowed not earlier than the first intermediate attestation in the original organization is passed. Transfer of students studying

in a networked educational program shall be allowed at any time provided for by such programs.

1.8. Transfer of students from another organization to the University, except for the transfer of students studying in a networked educational program, as well as the transfer of persons studying at the University, shall be as follows:

- To a bachelor degree program from a bachelor degree program;
- To a bachelor degree program from a specialty program;
- To a specialty program from a specialty program;
- To a specialty program from a bachelor degree program;
- To a master degree program from a master degree program;
- To a residency program from a residency program;
- To a program of postgraduate training of scientific and pedagogical staff (hereinafter - postgraduate program) from a postgraduate program.

1.9. The Regulation shall be applied to:

- Transfer of students studying in educational programs from other educational organizations to the University in the event of termination of such organizations' activities;
- Transfer of students studying in educational programs from other educational organizations to the University in the event of cancellation of license of another organization to carry out educational activities;
- Transfer of students studying in educational programs from other educational organizations to the University if the other organizations' state accreditation for the corresponding educational program is cancelled or expires;
- Transfer of students studying in educational programs from other educational organizations to the University, to respective educational programs, in the event of suspension of license to conduct educational activities, suspension of state accreditation in full or in relation to certain levels of education, consolidated categories of professions, specialties and areas of training only in cases when the founder of another educational organization and/or a management body of such educational organization, authorized by the founder:

- a) Receives official consent from the University to transfer students;

b) Within the appropriate time period, provides the list of students to be transferred, copies of curricula of educational programs, students' written applications and consent to transfer, their personal files, and contracts for the provision of fee-based educational services (if any).

2. The procedure for students transfer from other educational organizations to the University, except for students studying in networked educational programs

2.1. With the view of arranging the transfer of students from other educational organizations to the University, except for students studying in networked educational programs (hereinafter - the transfer of students from other organizations to the University), the University establishes an Attestation Commission and an Appeals Commission. The composition of the commissions shall be approved by Order of the University for each calendar year. Activities of the Attestation and Appeals Commissions shall be governed by the relevant Regulations.

2.2. Transfer of students from other organizations to the University shall be carried out subject to availability of openings (hereinafter – the openings for transfer).

Openings for transfer shall be determined by educational programs, mode of attendance, courses of study, and sources of funding.

The number of places funded from the Federal budget, budgets of the constituent entities of the Russian Federation, and local budgets (hereinafter – the state-funded places) shall be determined as the difference between the number of places for admission in the first year of the relevant educational program, specialty, or area of study in the respective year and the actual number of students in the respective course.

The number of places under contracts for provision of fee-paying educational services funded by individuals and/or legal entities (hereinafter – the fee-paying places) shall be determined taking into account the material, technical, human and other resources available at the University to provide for the educational process in accordance with the license requirements and conditions for the implementation of educational activities.

State-funded and fee-paying places shall be announced by order and posted on the official website of the University twice a year during proceedings of the Attestation Commission.

Persons who study locally and pay the tuition fees shall be entitled to apply for fee-paying places when transferring from other organizations to the University, including on another educational program, as well as when transferring to another educational program at the University, including according to another mode of attendance.

2.3. Transfer of students from other educational organizations to the University shall be carried out on educational programs that are implemented at the University, provided the level of education, including foreign education, of such students meets the requirements for mastering the respective educational program.

2.4. Transfer to the University for state-funded study shall be carried out as follows:

2.4.1. In the absence of limitations provided by the Law in respect of mastering the relevant educational program on the basis of budget allocations:

- Education under the appropriate educational program must be received for the first time. Education for the student must not be the second or subsequent higher education established by the Law.

In accordance with Part 8 of Article 69 of the Law, the second or subsequent higher education includes the following educational programs:

- Bachelor degree programs or specialty programs – for persons with bachelor degree, specialist degree, or master degree;
- Master degree programs - for persons with specialist degree or master degree;
- Residency programs - for persons with resident degree;
- Programs of scientific and pedagogical staff training - for persons with post-graduate studies or doctoral certificate.

2.4.2. If the total duration of training does not exceed the period of mastering the educational program to which the student is transferred, as established by the Federal State Educational Standard, by more than one academic year (taking into account the mode of attendance and other grounds that affect the period of mastering the educational program).

2.5. Transfer to the University is carried out on the basis of personal application. Students applying for transfer from another educational organization to the University, shall

submit an application according to the format set out in Annex 1 to the Regulation, with a package of documents in accordance with Annex 3 to the Regulation. Students transferring from one educational program to another, including with change of the mode of attendance, within the University shall submit an application according to the format set out in Annex 2 to the Regulation, with a package of documents in accordance with Annex 4 to the Regulation.

2.6. The application and other documents are accepted and considered by the Attestation Commission.

Should the submitted documents be not in Russian, the original translation into Russian, notarized or certified by the Consulate General of the Russian Federation, is mandatory.

2.7. Acceptance of applications and other documents for transfer from students of other educational organizations, as well as from students of the University shall be carried out just before or during the summer and winter holidays within timeframes established by the University.

2.8. Students, or their proxies under notarized power of attorney, submit applications and documents for transfer to the Attestation Commission after online registration on the University's official website within the time limits established by the University.

2.9. Based on the information entered into the online registration form, the lists of applicants for transfer shall be generated and the applicants get access to the University premises through the visitors pass desk within the established timeframes.

2.10. When an application and other documents for transfer are submitted, the Attestation Commission shall enter a record into the log for submitted documents registration (Annex 5 to the Regulation) and issues to the applicant a certificate acknowledging the receipt by the Attestation Commission of the application and other documents attached thereto.

2.11. For each student applying for transfer, a personal file shall be created, which shall contain the application and documents serving as a ground for transfer. Subsequently, the documents on competitive selection (if any) shall be attached to the personal file.

2.12. On the basis of application and other documents the Attestation Commission in conjunction with the deans of faculties not later than 14 calendar days from the application submission date:

- Verifies the accuracy of the information provided by a student in the application and other documents, including via relevant bodies and organizations;
- Assesses the received documents for compliance of the student and documents with the requirements stipulated by the current legislation in the field of education and the Regulation;
- Establishes the total duration of the student's education under the educational program to which he(she) will be transferred, taking into account the requirements established by the Federal State Educational Standard (taking into account the mode of attendance and other grounds that affect the duration of the educational program);
- Determines the basis (source of funding) of education at the organization from which the student is transferred;
- Defines the list of previously mastered subjects (modules) and (or) individual practices, completed term papers, scientific research, which in the case of transfer of the student will be recognized by way of credit transfer or re-attestation in the manner provided for by the Regulation;
- Defines the academic difference of the program and its labor intensity in hours and credits for each student applying for transfer;
- Defines the period when the student will be accepted for a course of study in case of transfer;
- Assesses the student's average score for the period of study at higher education institution;
- Assesses individual achievements (if any) of the student for the period of study;
- Assesses the results of the student's entrance tests;
- Considers (evaluates) the reason for transfer specified in the student's application;
- Based on the documents comparison results, draws up a Report on Compliance of learning outcomes;

- Arranges a competitive selection of applicants (if the number of applications exceeds the number of places) and decides on the admission of students to competitive tests (hereinafter – the certification tests);
- Determines the course, mode of attendance, and source of funding for the student's enrollment by way of transfer from another educational organization;
- Requests and receives the necessary additional documents and information from applicants and from authorized persons;
- Provides an opportunity for students applying for transfer to familiarize themselves with the University's Charter, license for educational activities, certificate of state accreditation of educational activities, the Regulation, and other documents regulating the educational process and the procedure of transfer. The fact of familiarization of the student with these documents shall be recorded in the application and certified by the student's personal signature.

2.13. The Attestation Commission, by comparing the certificate of prior education (certificate of education) issued by another educational organization and the curriculum of the University's educational program to which the student is being transferred, establishes a list of previously mastered subjects (modules) and/or individual practices completed, term papers and research that, in the case of transfer, will be recognized by way of credit transfer or re-attestation, determines the academic difference of the program and its labor intensity in hours and credit units. In the process of documents comparison, the correspondence or discrepancy will be identified between the structural elements of the curriculum of the educational program of another organization and the University, their labor intensity and forms of intermediate attestation up to the period when the student, in the case of transfer, will be admitted for a course of study.

2.14. The correspondence of the educational program structures of the curriculum at another educational organization and at the University is established in case of formal matching of the names and 100% of labor intensity of the previously mastered subjects (modules) and/or completed individual practices, term papers and research, or if the difference in the labor intensity of subjects (modules) and/or completed individual practices, term papers and research does not exceed 15%, taking into account the coincidence of differentiated and non-differentiated assessments, up to the period when the student, in case

of transfer, will be admitted for a course of study. If the conditions set forth in Paragraph 2.14. of the Regulation are met, the student's learning outcomes are recognized by way of credit transfer.

2.15. The discrepancy between of the educational program structures of the curriculum at another educational organization and at the University up to the period when the student, in case of transfer, will be admitted for a course of study, is established:

a) In case of the formal matching of names of the previously mastered individual subjects (modules) and/or completed individual practices, term papers and research, as well as if the difference in labor intensity of the subjects (modules) and/or completed individual practices, term papers and research is more than 15%, but does not exceed 30%, and/or in case of a non-differentiated assessment of the subjects (modules) and/or completed individual practices, term papers and research which shall be subject to a differentiated assessment in accordance with the educational program of the University. If the conditions set forth in Paragraph 2.15. a) of the Regulation are met, the student's learning outcomes are recognized by way of re-attestation;

b) If names of the previously mastered individual subjects (modules) and/or completed individual practices, term papers and research are formally the same or different, and if the difference in labor intensity of the subjects (modules) and/or completed individual practices, term papers and research exceeds 30%. If the conditions set forth in Paragraph 2.15 b) of the Regulation are met, the academic difference of the program shall be established and a list of subjects (modules), practices, term papers and research shall be prepared, with indication of respective labor intensity in credits and academic hours and forms of intermediate attestation;

c) If the list of previously mastered subjects (modules) and/or completed individual practices, term papers and research contained in the student's certificate of prior learning does not include subjects (modules), individual practices, term papers and research provided for in the curriculum of the University's educational program to which the student is transferred, the academic difference of the program shall be established and a list of subjects (modules), practices, term papers and research with indication of respective labor intensity in credits and academic hours and forms of intermediate attestation.

2.16. Based on the findings of the document comparison procedure, a report establishing the academic difference shall be drawn up using the automated educational system of the University. The report establishing the academic difference shall be signed by the Secretary of the Attestation Commission.

2.17. In the presence of the previously mastered subjects (modules), completed practices, term papers and research, taking into account the assessment made by another organization in the process of interim attestation, which correspond to the structural elements of the curriculum the University's educational program after the period from which the student, in case of transfer, will be admitted to study, their correspondence shall be established for the purposes of record keeping of the student's progress in case of transfer to the University.

2.18. The total labor intensity of the structural elements for which the discrepancy is established should not exceed 15 credit units or 540 academic hours.

The scope of the program to which the student is transferred, taking into account the complexity of structural elements in respect of which the discrepancy is established, shall not exceed 75 credit units for one academic year.

2.19. Based on the results of acceptance of the applications and evaluation of the documents received, the Attestation Commission respect of each student may:

- Issue a recommendation to enroll by way of transfer, indicating the faculty, educational program, course, mode of attendance and source of funding (if the number of applications submitted is less or equal to the number of places for transfer);
- Issue a recommendation to conduct a competitive selection of applicants for the respective educational program and course (if the number of applications submitted exceeds the number of places for transfer);
- Deny the enrollment by way of transfer.

2.20. If the number of applications submitted exceeds the number of places for transfer, the Attestation Commission with the participation of deans of the relevant faculties shall organize a competitive selection of applicants for transfer.

Competitive selection of students (hereinafter – the attestation) shall be carried out by way of computer testing (hereinafter – the testing) and evaluation of students' individual educational achievements.

Competition-based transfer of students under the scientific and pedagogical staff training programs in the process of postgraduate study shall be performed according to the number of points received for individual achievements.

2.21. The goal of testing is to determine the level of students' competencies, knowledge, skills and professional experience based on the prior learning.

Testing shall be conducted:

- In accordance with the schedule approved by the Chairman of the Attestation Commission. The schedule of attestation under educational programs shall be published on the official website of the University no later than one day before the start of the attestation.

- In accordance with the amount of funds designated for these purposes in respect of the corresponding subject in the relevant educational program implemented at the University. The list of subjects is given in Annexes 6-11 (Tables 1-6) to the Regulation

The test duration is 120 minutes.

2.22. Testing shall be conducted in a special classroom in the presence of at least two authorized members of the Attestation Commission, who ensure that students are admitted to the classroom where the testing is taking place, the seating of students, maintenance of order and compliance with the procedure of testing, technical and methodological support of the testing procedure, make sure that students do not talk or change seats during the attestation.

Students are allowed to enter the testing room upon presentation of their original passport.

Student arriving for testing may have a sheet of clean paper, a pencil or pen, and a container of drinking water.

Students are not allowed to bring bags, books, phones, other electronic devices, or other objects to the classroom for testing.

Should there be any questions related to the content of test assignments or in the case of a technical failure, a student shall hold up his(her) hand to attract attention of the Attestation Commission members, wait until a member of the Commission approaches and ask a question without distracting the attention of other students.

Students may exit the classroom during testing to go to restrooms or for other good reason, accompanied by members of the Attestation Commission.

For violation of the rules of conduct provided for in the Regulation, a student shall be expelled from the classroom without granting the right to pass the test again.

Upon the fact of rules violation, an act shall be drawn up, which is signed by members of the Attestation Commission

Test results are evaluated on a 100-point scale.

Based on the testing results, individual technical reports shall be drawn up and provided to the Attestation Commission and stored in students' personal files.

2.23. For students with disabilities, upon their request, the testing shall be carried out taking into account the peculiarities of their psychophysical development, their individual capabilities and health status (hereinafter – the individual characteristics), subject to the following conditions:

- For disabled persons the testing shall be organized in the same classroom together with students without disabilities, if this does not create difficulties for the disabled students;

- Presence in the classroom of an assistant (assistants) who shall provide disabled students with the necessary assistance, taking into account their individual characteristics (to take a seat, move around, read and finalize the assignment, communicate with members of the Attestation Commission), without taking part in the testing;

- Ensuring that students with disabilities can freely access classrooms, restrooms and other facilities, as well as their stay in these areas (ramps, handrails, extended doorways, elevators, if there are no elevators, the classroom must be located on the first floor, and the availability of special chairs and other devices);

- Communicating local regulations on attestation in a form accessible to the disabled;

- Increasing the attestation duration, but not more than by 30 minutes.

2.24. A student with disabilities shall submit a written application to request special conditions for him(her) during testing, indicating the characteristics of his(her) psychophysical development, individual capabilities and health status when applying for transfer. The application shall be supported with documents confirming the individual characteristics of the student (in the absence of these documents in the organization).

In a written application, a student shall indicate the need (lack of need) for an assistant

to be present at the test, the need /lack of need to increase the test duration as compared to the established duration.

2.25. Upon the attestation students have the right to appeal the attestation results.

In the case of alleged violation of the established attestation procedures, students have the right to apply to the Appeal Commission with a written appeal according to the format and procedure established by the Regulation on the Appeal Commission of the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the authority of the Ministry of Health of the Russian Federation, and according to the order of submission and consideration of appeals in respect of results of the students competitive selection for transfer.

2.26. In the course of competitive selection, along with the testing results, individual educational achievements of students are reviewed and taken into account. The Attestation Commission performs the assessment of individual educational achievements on the basis of respective supporting documents by awarding points for specific types of achievements.

2.27. The types of individual achievements by type of educational activity and the points awarded to students are shown in Annex 12 (Table 7) hereto.

2.28. A maximum of 100 points can be awarded for testing, and 12 points for individual achievements (academic and research activities).

2.29. Testing results in points and points scored for individual educational achievements are added together, but their total must not exceed 112 points.

2.30. Ranking by priority, other things being equal, shall be as follows:

- Number of points awarded for testing;
- Number of points awarded for academic activities;
- Number of points awarded for research activities

2.31. Based on the results of competitive selection, in respect of each applicant who participates in the testing, the Attestation Commission shall:

- Recommend the transfer to state-funded or fee-paying places; or
- Deny the transfer.

2.32. Grounds for a positive decision to transfer a student to the appropriate course of the educational program shall be as follows:

- Availability of places in the corresponding course of the educational program;

- Level of academic deficiency identified during the attestation, as well as the students' consent to clear it within the established timeframes;

- Level of training and ability of students to successfully master the educational program of the University, determined on the basis of the competition results (in the case of a competition);

- Priority right to transfer, other things being equal.

2.33. The following categories of citizens have a priority right to transfer, other things being equal:

- A student (young person or adult under 21 years of age) whose parents/guardians is a public servant transferred to Moscow or the Moscow region, or lives in Moscow or the Moscow region;

- A student whose spouse is a public servant transferred to Moscow or the Moscow region;

- Children with disabilities, disabled persons of groups I and II.

Priority right must be confirmed by originals of the relevant documents.

2.34. The decision to transfer a student shall be formalized by the minutes of the Attestation Commission's meeting and posted on the University's official website within three (3) working days from the date of the meeting, at which the corresponding decision was made.

2.35. Threshold values in respect of students competition results, for the purposes of recommending or denying transfer of a student to the appropriate educational program, shall be established by decision of the Attestation Commission prior to the competition.

2.36. If the amount of academic deficiency exceeds the established standard (540 academic hours), the University has the right to offer a student a transfer to a lower level course of study if there are vacancies and an opportunity to clear an academic deficiency within the established timeframes.

2.37. When the Attestation Commission makes a decision on transfer, a student shall be issued a certificate of transfer within five calendar days according to the format set out in Annex 13 to hereto. The transfer certificate shall indicate the code and name of the field of training or specialty to which the student will be transferred, and the level of higher education. The transfer certificate shall be signed by the Rector of the University or the

Acting Rector, or a person authorized by the order, and shall be certified by the University's seal.

The certificate shall be accompanied by a Report on compliance of learning outcomes, downloaded from the automated educational system of the University, indicating the list of subjects (modules), practices, term papers and research, which are subject to credit transfer, re-attestation and/or study by a person in order to clear the academic deficiency under the program after the enrollment to the University (educational program) by way of transfer.

2.38. A student shall submit to the educational organizations where he (she) studies a written application for enrollment termination and the transfer certificate issued by the University.

2.39. A student whose enrollment at another educational organization was terminated for the purposes of transfer shall submit to the Attestation Commission of the University an extract from the order on enrollment termination in connection with the transfer and the original documents confirming the previous education.

2.40. An extract from the order on enrollment termination in connection with the transfer and the original documents confirming the previous education shall be attached to the student's personal file.

2.41. When submitting the original certificate of previous education in a foreign country, the person whose enrollment was terminated in connection with the transfer shall submit a certificate of recognition of foreign education.

This certificate shall not be required in the following cases:

- When submitting a foreign certificate of education that corresponds to Part 3 of Article 107 of the Law (the list of countries with which international agreements on mutual recognition of educational certificates have been concluded can be found on the official website of the Federal State Budgetary Institution “Main State Center for Education Evaluation” <http://nic.gov.ru/en>);

- If the University has the right to independently recognize foreign education that does not meet the requirements provided for in Part 3 of Article 107 of the Law;

- When submitting a certificate of education corresponding to Article 6 of the Federal Law of 5 May 2014 No. 84-FZ, *On the Specifics of Legal Regulation of Relations in the Field of Education in Connection with the Admission of the Republic of Crimea to the*

Russian Federation and the Establishment of New Constituent Entities within the Russian Federation - the Republic of Crimea and the Federal City of Sevastopol and on Amendments to the Federal Law On Education in the Russian Federation.

2.42. If a student is enrolled by way of transfer in a fee-paying place the Attestation Commission shall sign a contract with such a student for the provision of paid educational services and accept a payment slip for the first period of training according to the contract terms.

2.43. The Attestation Commission passes to the Dean's office of the corresponding faculty: complete personal files of students enrolled in the state-funded places, within one business day after the delivery of an extract from the order on enrollment termination in connection with transfer and originals of certificates on previous education, and of students enrolled in fee-paying places, within one business day after the finalization of a contract on the provision of paid educational services and the delivery of payment slip according to the contract terms.

2.44. The Dean's office of the faculty within two working days from the date of documents receipt from the Attestation Commission shall prepare and submit to the Rector for signature a draft order on enrollment of a person expelled in connection with the transfer from another organization (hereinafter - the order on enrollment by way of transfer). The draft order shall be drawn up in accordance the format in Annex 14 hereto.

2.45. Officers of the Dean's office of the faculty attach an extract from the order of enrollment by way of transfer to the personal file of a student. Also, within five working days from the date of issuance of the said order, they shall issue a student ID card and an academic record book. Other categories of students, in cases stipulated by the legislation of the Russian Federation or local regulations, shall be issued documents confirming their studies at the University.

2.46. If an academic deficiency is established upon the attestation, an entry shall be made in the order of enrollment to specify:

- List of subjects (modules), practices, term papers, research papers subject to re-attestation or study in order to clear the academic deficiency thereunder, the labor intensity, as well as the format of intermediate attestation for each of them;
- Deadlines for clearance of academic deficiency.

2.47. Entries in the academic record book, and other records of transfer credits awarded in respect of subjects (modules), completed practices, term papers, research papers with relevant grades assigned shall be made by duly authorized officers of the faculty Dean's office and endorsed by the signature of the Dean (Deputy Dean) on the basis of the Report on the established academic deficiency, provided by the Attestation Commission, for the period up to the semester when the transferred student shall commence the learning.

Records of the progress in subjects (modules), practices, term papers, research papers that are subject to re-attestation or study in order to clear the academic deficiency, shall be made in the academic record book and in the examination / test record, in due order, by professors of specialized departments.

2.48. Until the Dean of the faculty receives all the necessary documents for transfer, a student may be admitted to study by order of the Dean of the faculty or a person performing the Dean's duties.

2.49. If a student's transfer from another educational organization is denied, the personal file formed by the Attestation Commission shall be destroyed after 30 days of storage, starting from the date of publication of the testing results on the official website of the University, according to a certificate of personal files destruction.

3. The procedure for students transfer at the university from one educational program to another, including with changing the mode of attendance

3.1. Transfer of students at the University from one educational program to another, including changing mode of attendance, shall be carried out in accordance with the Charter of the University and Section 2 of the Regulation. The transfer shall be carried out on the basis of student's personal application to the Rector in the form set out in Annex 2 hereto.

3.2. The application shall be accompanied by a set of documents indicated in Annex 4 hereto.

3.3. Submission of application and documents for transfer to the Attestation Commission shall be carried out by a student or an authorized person in accordance with a notarized power of attorney after electronic registration on the University's official website within the timeframes established by the University.

3.4. Upon receiving an application with a package of documents attached, the Attestation Commission shall request from the Dean's office of the relevant faculty the personal file of a student of the University (according to an acceptance and transfer certificate). The personal file number shall remain unchanged from the moment of admission of a student to the University.

3.5. Transfer of students at the University from one educational program to another, including changing mode of attendance, shall be carried out in accordance with the decision of the Attestation Commission on the basis of the University's order. The transfer application and other documents, including the Report on the established academic deficiency, a copy of the Decision of the Attestation Commission, shall be attached to the student's personal file.

3.6. Upon a decision by the Attestation Commission to transfer a student from a state-funded place to a fee-paying place for the purposes of continuing studies, a contract for the provision of paid educational services shall be concluded with the student or his(her) representative. After signing the contract and provision of a payment slip, the Attestation Commission passes the personal file to the Dean's office of the faculty, to which the student was transferred, according to an acceptance and transfer certificate.

3.7. Upon a decision by the Attestation Commission to transfer a student, for the purposes of continuing studies, to a fee-paying place without changing the source of funding for education, an addendum to the contract for the provision of paid educational services shall be concluded with the student or his(her) representative. After signing the addendum and provision of a payment slip, the Attestation Commission passes the personal file to the Dean's office of the faculty, to which the student was transferred, according to an acceptance and transfer certificate.

3.8. The Dean's office of the faculty to which a student is transferred, within two working days from the date of the personal file receipt from the Attestation Commission, shall prepare and coordinate with the Dean's office of the faculty from which the student is transferred a draft order on the student's transfer to another faculty and/or educational program (hereinafter - the order) and submit it to the Rector for signing. The order shall be drafted according to the format set out in Annexes 15-18 hereto.

3.9. Upon issuing the order on enrollment by way of transfer, the Dean's office of the faculty shall attach an extract from the order on enrollment in the University and other documents to the student's personal file.

3.10. Within five working days from the date of issuing the order on transfer, students shall be issued new student ID cards and academic record books. Students of other categories, in cases stipulated by the legislation of the Russian Federation or local regulatory acts, shall be issued new certificates confirming their studies at the University under the new educational program.

3.11. Entries in the academic record book and other records on transfer of credits in respect of subjects (modules), completed practices, term papers and research papers with relevant grades shall be made by duly authorized officers of the Dean's office of the faculty and endorsed by signature of the Dean (Deputy Dean) on the basis of the Report on established academic deficiency, provided by the Attestation Commission, for the period up to the semester when the transferred student shall commence the learning.

Entries on the results of training in subjects (modules), practices, term papers, research papers that are subject to re-attestation or study for the purposes of clearing the academic deficiency under the program, shall be made in the academic record book and in the examination / test record sheet in accordance with the established procedure by professors of specialized chairs.

3.12. Until the Dean's office of the faculty receives all the documents necessary for transfer, a student may be admitted to classes by order of the Dean of the faculty or a person performing his (her) duties.

4. The procedure for students transfer from the University to another educational organization, with the exception of students in the networked educational programs

4.1. Upon application from a student wishing to be transferred to another educational organization, the Dean's office of the University's respective faculty, according to the established procedure, within five working days shall issue the student a certificate for the period of learning, which shall indicate: the level of education on the basis of which

the student was enrolled in appropriate educational programs, the year of admission to the University, the name of educational program in which the student was enrolled at the University, the list and scope of studied subjects (modules) completed practices, term papers and research papers as well as assessments issued by the University chairs during the interim attestation.

4.2. A student shall submit an application to the receiving educational organization with a certificate for the period of learning, documents confirming his(her) educational achievements and other documents, according to the requirements of the receiving educational organization.

4.3. Transfer of students from the University to another educational organization, with the exception of students in the networked educational programs, shall be carried out on their personal application to the Rector to terminate their enrollment by way of transfer to another educational organization together with a certificate of transfer issued by that educational organization.

4.4. The certificate of transfer issued by a receiving educational organization shall indicate the code and the area of study or specialty to which the student will be transferred, and his(her) level of higher education. The certificate of transfer shall be signed by the University's Vice-Rector for Academic Affairs or a person acting as such, or a person duly authorized by the order, and shall be certified by the University's seal. The certificate shall be supported with a list of studied subjects (modules), completed practices, term papers and research papers in respect of which the transfer of credits and/or re-attestation will take place within the process of student's transfer.

4.5. The Dean's office of the respective faculty, within three working days after receipt of the application according to the established order, shall prepare a draft order on termination of enrollment in connection with transfer to another educational organization and submit it to the Rector for signing.

4.6. Within three working days from the date of issuing the order on transfer, the Dean's office of the respective faculty, according to the established procedure, shall issue a person, whose enrollment was terminated in connection with the transfer to another educational organization, an extract from the order on transfer, certified by the University's seal, and the original of the certificate of education or certificate of education and

qualifications on the basis of which the said person was admitted to the University (if the University has the original of the said certificate). These documents shall be handed over to the person whose enrollment was terminated in connection with the transfer, or to his(her) authorized representative (upon presentation of a properly executed power of attorney issued by the person whose enrollment was terminated in connection with the transfer), or upon the request of the person whose enrollment was terminated in connection with transfer, shall be sent to the address of the said person or to the receiving organization through the postal operators.

4.7. The person whose enrollment was terminated in connection with the transfer shall submit to the Dean's office of the faculty a student ID card, an academic record book or documents confirming learning at the previous organization, issued in cases provided for by the legislation of the Russian Federation or local regulations of the University, and an exit check list.

4.8. The University keeps the personal files of persons whose enrollment was terminated in connection with transfer, including copies of certificates of prior education, certified in duly order, copies of certificates of the period of study, the original certificates of transfer issued by other educational organizations, extracts from the order on enrollment termination in connection with the transfer and, depending on the category of a student, a student ID card, academic record book or documents confirming education at the University, issued in the cases stipulated by the legislation of the Russian Federation or local regulations.

5. Procedure for making changes and additions to the Regulation

5.1. Decisions on issues not covered by the Regulation shall be made by the Academic Council of the University.

5.2. Changes and additions to the Regulation may be made in connection with changes in the legislation of the Russian Federation.

5.3. Changes and additions to the Regulation shall be accepted and approved in the same order in which the Regulation was adopted and approved.

To: the Rector of Pirogov RNRMU
Ministry of Health of the Russian Federation

From: _____
(full name)
Passport: series _____ No. _____,
Issued by _____ date _____
Date of Birth: _____
Citizenship: _____
Registration address: _____
Residence address: _____
Contact phones: _____

APPLICATION

Please enroll me in the University by way of transfer to study in _____
_____ educational program of the area of
(bachelor, specialist, master, postgraduate, residency)
study (specialty) _____,
(code, name)
mode of attendance _____, source of funding _____
(full time/part-time) (employer-sponsored/state-funded/fee-paying)
in _____ year at _____ faculty.

The reason for transfer: _____

Since _____ (year) to the present day I have studied at _____
(name of educational organization)
in _____ educational program of the area of
(bachelor, specialist, master, postgraduate, residency)
study (specialty) _____,
(code, name)
mode of attendance _____, source of funding _____
(full time/part-time) (employer-sponsored/state-funded/fee-paying)
in _____ year at _____ faculty/institution.

For the time of studies I was transferred from _____
(source of funding)
to _____
(source of funding)

Results of the Unified State Exam/internal tests (for bachelor, specialist, master degree programs):
_____ points; _____ points; _____ points.
(subject) (subject) (subject)

Full name, series and number of the passport indicated at the Unified State Exam/internal tests:

Year of the Unified State Exam: _____

I am currently doing my practices _____
_____ credits/hours _____ from _____ to _____.

In the case of my transfer to the University, the total duration of study (taking into account the mode of attendance and other grounds that affect the duration of the educational program) will _____ year(s).

I have read and understood the Charter of the Pirogov RNRMU of Ministry of Health of the Russian Federation, the license for educational activities, the certificate of state accreditation, the Regulation on the procedure of transfer of students to the University and the internal regulations.

I confirm that the information provided is correct. I consent to the verification of the submitted documents, as well as to the processing of the submitted personal data in accordance with the procedure established by Federal law No. 152-FZ of 27 July 2006, *On Personal Data*.

Receipt of documents submitted.

_____/ _____ / “ ____ ” _____ 20 ____ .
(signature) (Name)

To: the Rector of Pirogov RNRMU
Ministry of Health of the Russian Federation

From: _____
(full name)
Passport: series _____ No. _____,
Issued by _____ date _____
Date of Birth: _____
Citizenship: _____
Registration address: _____
Residence address: _____
Contact phones: _____

APPLICATION

Please transfer me to study in _____
(bachelor, specialist, master, postgraduate, residency)
educational program of the area of study (specialty) _____
(code, name)
mode of attendance _____, source of funding _____
(full time/part-time) (employer-sponsored/state-funded/fee-paying)
in _____ year at _____ faculty.

The reason for transfer: _____

Currently I am studying in _____ educational program
(bachelor, specialist, master, postgraduate, residency)
of the area of study (specialty) _____
(code, name)
mode of attendance _____, source of funding _____
(full time/part-time) (employer-sponsored/state-funded/fee-paying)
in _____ year at _____ faculty.

I have studied at the University since _____ (year).

In the case of my transfer to the University, the total duration of study (taking into account the mode of attendance and other grounds that affect the duration of the educational program) will _____ year(s).

I have read and understood the Charter of the Pirogov RNRMU of Ministry of Health of the Russian Federation, the license for educational activities, the certificate of state accreditation, the Regulation on the procedure of transfer of students to the University and the internal regulations.

I confirm that the information provided is correct. I consent to the verification of the submitted documents, as well as to the processing of the submitted personal data in accordance with the procedure established by Federal law No. 152-FZ of 27 July 2006, *On Personal Data*.

Receipt of documents submitted.

_____/ _____/ “ ” 20_____.
(signature) (Name)

**List of Documents for Students Transfer
from Other Educational Organizations to the University**

1. A copy of passport / other identity document (the original document must be presented);
2. The original of the certificate for the period of study certified by the official seal of an educational organization, to indicate:
 - Level of education of a student at the moment of enrollment in the corresponding educational program,
 - Year of admission to an educational organization,
 - Mode of attendance,
 - Name of the educational program that the student is studying,
 - List and labor intensity (in credits/hours) of studied subjects, completed practices, term papers, research papers, etc.,
 - Grades issued based on the results of intermediate attestation (during pass-fail tests students get an undifferentiated grade -"credited"; during exams or defense of term papers - a differentiated rating is used: "excellent", "good", "satisfactory". If the previous educational organization has adopted other assessment systems, a student must submit a document of compliance of the accepted assessment system with the traditional one ("credited", "excellent", "good", "satisfactory"), certified by the seal of the educational organization).
3. An extract from the order on enrollment in the first year, indicating:
 - Funding source as the basis for education (state-funded/fee-paying),
 - Education on an employee-funded basis.
4. An extract from the order on transfer from fee-paying to state-funded place (in the case that the transfer is performed from the contractual to state-funded basis of study);
5. A certificate (information letter) issued by the educational organization to indicate the presence or absence of academic deficiency and that the student is not on academic leave;
6. Four photos, black and white 3x4 cm, on matte paper;
7. Copies of documents of previous education (certificate of general secondary education, diploma of secondary vocational education, bachelor/ master/ specialist degree, if available) (only for students transferred to bachelor, specialist, or master degree programs);
8. A copy of the certificate of the Unified State Exam results (only for students transferred to the bachelor, specialist, or master degree programs, if available);
9. A copy of the educational organization's valid license for the right to conduct educational activities with annexes, certified by the educational organization;
10. A copy of the valid state accreditation certificate of the educational organization with annexes, certified by the educational organization;
11. Documents confirming the student's priority right to transfer to the University (if available);
12. Documents confirming individual educational achievements of students (at the discretion of a student, if available).

**List of Documents for Students Transfer
at the University
from One Educational Program to Another, Including Changing the Mode of Attendance**

1. A copy of passport / other identity document (the original document must be presented);
2. The original of the certificate for the period of study certified by the official seal of an educational organization, to indicate:
 - Level of education of a student at the moment of enrollment in the corresponding educational program,
 - Year of admission to an educational organization,
 - Mode of attendance,
 - Name of the educational program that the student is studying,
 - List and labor intensity (in credits/hours) of studied subjects, completed practices, term papers, research papers, etc.,
 - Grades issued based on the results of intermediate attestation (during pass-fail tests students get an undifferentiated grade -"credited"; during exams or defense of term papers - a differentiated rating is used: "excellent", "good", "satisfactory". If the previous educational organization has adopted other assessment systems, a student must submit a document of compliance of the accepted assessment system with the traditional one ("credited", "excellent", "good", "satisfactory"), certified by the seal of the educational organization).
3. A certificate issued by the educational organization to whom it may concern, to indicate the presence or absence of academic deficiency and that the student is not on academic leave.
4. An extract from the order on enrollment in the first year, indicating:
 - Funding source as the basis for education (state-funded/fee-paying),
 - Education on an employee-funded basis.
5. An extract from the order on transfer from fee-paying to state-funded place (in the case that the transfer is performed from the contractual to state-funded basis of study).

Federal State Autonomous Educational Institution of Higher Education
Pirogov Russian National Research Medical University
under the Authority of the Ministry of Health of the Russian Federation

Attestation Commission

Register of Submitted Documents

Opening:
Closing:

Responsible for registration: Secretary of the Attestation Commission

(Position, full name, signature)

No	Personal File No.	Student's Name	Transfer Application	4 photos 3x4 cm	Copy of the passport (pages with records)	Original certificate of the training period	Certificate issued to whom it may concern	Certificate (information letter on the University's letterhead) on academic deficiency (if any) / on not being on academic leave	Extract from the order on admission to the University	Extract from the order on transfer from the fee-paying to state-funded training	Copy of the license to carry out educational activities with annexes, certified by the educational organization	Copy of the state accreditation certificate with annexes, certified by the educational organization	Documents confirming individual academic achievements	Documents confirming the student's priority right to transfer	Copies of previous education certificates	Copy of certificate of the Uniform State Exam results	Documents submitted by (student's signature)	Documents accepted by (signature of a person who accepted the documents)
1.			+	+	+	+	+	+	+		+	+	+	+	+	+	Signature	Signature
2.																		

Table 1

List of subjects of the interdisciplinary test when transferring in the 1st year

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
General Medicine	Full-time	Chemistry
		Biology
		Anatomy
Pediatrics	Full-time	Chemistry
		Biology
		Anatomy
Medical Biochemistry	Full-time	Inorganic Chemistry
		Biology
		Mechanics, Electricity
Medical Biophysics	Full-time	Physics
		Biology, Evolutionary Biology
		Chemistry
Medical Cybernetics	Full-time	Biology
		Inorganic and Organic Chemistry
		Differential and Integral Calculus
Biology	Full-time	Biology
		Higher Mathematics
		General and Inorganic Chemistry
Dentistry	Full-time	Chemistry
		Biology
		History
Pharmacy	Full-time	General and Inorganic Chemistry
		Biology
		Mathematics
Clinical Psychology	Full-time	Human Anatomy
		Pedagogics
		General Psychology
Social Work	Full-time	History
		Philosophy
		History of Social Work

Table 2

List of subjects of the interdisciplinary test when transferring in the 2nd year

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
General Medicine	Full-time	Physics, Mathematics
		Biology
		Chemistry
Pediatrics	Full-time	Chemistry
		Biology
		Physics, Mathematics
Medical Biochemistry	Full-time	Mathematical Analysis
		Inorganic Chemistry
		Biology (sections: Cytology: Genetics, Invertebrate Zoology, Vertebrate Zoology)
Medical Biophysics	Full-time	Higher Mathematics (sections: Theory of Function of a Single Variable (Differential Calculus, Integral Calculus), Theory of Functions of Several Real Variables (Differential Calculus, Integral Calculus))
		Biology, Evolutionary Biology (sections: Cytology, Genetics, Invertebrate Zoology, Vertebrate Zoology)
		Physics (sections: Mechanics, Electricity, Magnetism)
Medical Cybernetics	Full-time	Differential and Integral Calculus
		Inorganic and Organic Chemistry
		Biology (sections: Cytology, Genetics, Invertebrate Zoology, Vertebrate Zoology)
Dentistry	Full-time	Human Anatomy. Head and Neck Anatomy
		Philosophy, Bioethics
		Biology
Pharmacy	Full-time	Physiology and Basics of Anatomy
		General and Inorganic Chemistry
		Latin
Clinical Psychology	Full-time	Philosophy
		Sociology
		Anatomy and Physiology of the Central Nervous System
Social Work	Full-time	Psychology
		Sociology
		Philosophy
Biology	Full-time	Higher Mathematics
		Physics
		Organic Chemistry

Table 3

List of subjects of the interdisciplinary test when transferring in the 3rd year

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
General Medicine	Full-time	Biochemistry
		Microbiology, Virology
		Hominal Physiology
Pediatrics	Full-time	Hominal Physiology
		Microbiology, Virology
		Biochemistry
Medical Biochemistry	Full-time	Morphology: Human Anatomy, Histology, Cytology
		Organic and Physical Chemistry
		Physiology
Medical Biophysics	Full-time	Physics
		Morphology: Human Anatomy, Histology, Cytology
		Physiology
Medical Cybernetics	Full-time	Informatics, Medical Informatics (sections: Basics of Informatics, Medical Informatics, and Cybernetics; Discrete Structures and Processes, Information Encoding; Computer Architecture; Algorithms and Programming Basics; Operation Systems, Software; Computer Graphics; Medical Informatics)
		Physiology
		Morphology: Human Anatomy, Histology, Cytology
Dentistry	Full-time	Propaedeutics of Internal Diseases
		Pathologic Anatomy, Head and Neck Pathology
		Microbiology, Virology, Oral Microbiology
Pharmacy	Full-time	Microbiology
		Botanics
		Organic Chemistry
Clinical Psychology	Full-time	Developmental Psychology
		General Psychology
		Neurophysiology
Social Work	Full-time	Social Work Theory
		Legal Support of Social Work
		Social Work Technology

Table 4

List of subjects of the interdisciplinary test when transferring in the 4th year

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
General Medicine	Full-time	Pathologic Physiology, Clinical Pathologic Physiology
		Propaedeutics of Internal Diseases, X-Ray Diagnostics
		Pharmacology
Pediatrics	Full-time	Pathologic Physiology, Clinical Pathologic Physiology
		Pathologic Anatomy, Clinical Pathologic Anatomy
		Pharmacology
Medical Biochemistry	Full-time	General Pathology: Pathologic Anatomy, Pathologic Physiology
		Pharmacology
		General Biochemistry
Medical Biophysics	Full-time	Informatics, Medical Informatics
		Biochemistry
		General Pathology: Pathologic Anatomy, Pathologic Physiology
Medical Cybernetics	Full-time	Biochemistry
		Mathematical Statistics
		General Pathology: Pathologic Anatomy, Pathologic Physiology
Dentistry	Full-time	Prosthetic Dentistry (General Dental Prosthetics)
		Intraoral Surgery
		Cariology and Dental Hard Tissue Disorders
Pharmacy	Full-time	Pathology
		Pharmacognosy
		Pharmacology
Clinical Psychology	Full-time	Clinical Psychology
		Neuropsychology
		Pathopsychology

Table 5

List of subjects of the interdisciplinary test when transferring in the 5th year

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
General Medicine	Full-time	Neurology, Medical Genetics, Neurosurgery
		Intermediate Level Therapy, Occupational Diseases
		Intermediate Level Surgery, Urology
Pediatrics	Full-time	Neurology, Medical Genetics
		Public Health and Healthcare, Healthcare Economics
		Intermediate Level Therapy, Occupational Diseases
Medical Biochemistry	Full-time	General and Medical Biophysics
		General and Clinical Immunology
		General and Medical Genetics
Medical Biophysics	Full-time	Molecular Pharmacology
		General and Clinical Immunology
		General and Medical Genetics
Medical Cybernetics	Full-time	Pharmacology
		Physiological Cybernetics
		General Biophysics

Table 6

The List of Subjects Included in the Test for the Purposes of Transfer to Residency Programs of (year 1,2)

Field of Study/Specialty	Attendance	Names of Subjects of the Interdisciplinary Test
Residency 31.08.00 Clinical Medicine	Full-time	Specialty Subject

Table 7

**Individual Achievements by Type of Academic Activity
and Performance Indicators**

Achievements by Type of Academic Activity	Performance Indicators by Type of Academic Achievement (points)
Academic Activity	
a) <u>Winner</u> of an olympiad, competition, contest, or other event aimed at identifying students' academic achievements during the period of study under a program	
International level	6
All-Russia level	5
Ministry/Industry level	4
Regional level	3
Educational organization level	3
b) <u>Prize-winner</u> of an olympiad, competition, contest, or other event aimed at identifying students' academic achievements during the period of study under a program:	
International level	4
All-Russia level	3
Ministry/Industry level	2
Regional level	1
Educational organization level	1
Research Activity	
a) Availability of an award (prize) for the results of research work carried out by the educational organization and received by the student during the period of study under a program	1
b) Availability of a document certifying the exclusive right of an applicant to scientific (with regard to methodology, technology, creativity) result of intellectual activity (patent, certificate) during the period of study under a program	4
c) Availability of a document confirming the award of a grant to a student for research work during the period of study under a program	4
d) Availability of publications included in the Russian and international science citation indices for the period of study under a program, including: Web of Science/Scopus	6

MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

“ ” 20 **CERTIFICATE** No _____

Issued to _____
(full name)

in that he (she), on the basis of a personal application and a certificate of the period of study,
of _____,
(date of issue and certificate registration number)

issued by _____,
(official name of educational organization)

_____ ,
was admitted to the attestation and passed it successfully.

The said person will be enrolled by way of transfer in the Pirogov RNRMU under
the Authority of the Ministry of Health of the Russian Federation to continue training in
the main educational program of higher education in the area of training (specialty)

(code and name in accordance with the list of specialties and areas of training of higher education)

after presenting an educational certificate and a certified extract from the order on
enrollment termination in connection with the transfer.

Vice-Rector for Academic Affairs _____ / _____ /
(signature)

**MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION**

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

ORDER

_____ Moscow No _____

On enrollment by way of transfer
to _____ faculty

In accordance with the legislation of the Russian Federation in the field of education and the Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation, approved by order no.____, dated____, I order:

1. Enroll _____(*full name*) (personal file No._____) by way of transfer from _____(*name of higher education institution*) to _____ faculty, field of study/specialty (*indicate as necessary*) _____(*code, name*) based on full-time attendance, in ____ year, Group _____ on *state-funded basis/ employer-sponsored education* (Contract No.____ dated____)/*contractual basis* (Contract No.____ dated____) (*indicate as necessary*) starting from____(*date*), commencement of study from____(*date*).

Grounds: Application by _____(*full name*), dated____, Decision of the Attestation Commission of Pirogov RNRMU under the Authority of the RF Ministry of Health, dated____ (Minutes No.____).

2. Academic deficiency and deadlines for its clearance shall be established as follows:

No	Name of subject (part of subject), module, practice, term paper, research	Labor Intensity		Attestation (academic program) (exam, pass- fail test, term paper defense)	Deadlines for academic deficiency clearance
		Credits	Hours		
TOTAL:					

3. Control over the execution of this order shall be assigned to the Dean of _____(*faculty*)

(*full name of the Dean*)

Rector

/Full name/

Annex 15
to the Regulation
On the Procedure of Transfer
of Students at Pirogov RNRMU
Ministry of Health
of the Russian Federation

**MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION**

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

ORDER

_____ Moscow No. _____

On transfer of a student of _____ faculty
to another faculty

In accordance with the legislation of the Russian Federation in the field of education and the Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation, approved by order no. _____, dated _____, I order:

1. Transfer _____ (*full name*) (personal file No. _____), a student of _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*), based on full-time attendance, _____ year, state-funded, to _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*), based on full-time attendance, in _____ year, state-funded, Group _____ starting from _____ (*date*).

Grounds: Application by student _____ (*full name*), dated _____, Decision of the Attestation Commission of Pirogov RNRMU under the Authority of the RF Ministry of Health, dated ☐ (Minutes No. _____).

2. Academic deficiency and deadlines for its clearance shall be established as follows:

No	Name of subject (part of subject), module, practice, term paper, research	Labor Intensity		Attestation (academic program) (exam, pass- fail test, term paper defense)	Deadlines for academic deficiency clearance
		Credits	Hours		
TOTAL:					

3. Control over the execution of this order shall be assigned to the Dean of _____ (*faculty from which a student is transferred*) _____ (*full name of the Dean*) and the Dean of _____ (*faculty to which a student is transferred*) _____ (*full name of the Dean*)

Rector

/Full name/

**MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION**

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

ORDER

_____ Moscow No. _____

On transfer of a student of _____ faculty
to another faculty

In accordance with the legislation of the Russian Federation in the field of education and the Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation, approved by order no.____, dated____, I order:

1. Transfer _____ (full name) (personal file No.____), a student of _____ faculty, field of study/specialty (*indicate as necessary*) _____ (code, name), based on full-time attendance, _____ year, state-funded, to _____ faculty, field of study/specialty (*indicate as necessary*) _____ (code, name), based on full-time attendance, in _____ year, on contractual basis (Contract No.____, dated____), Group _____ starting from _____ (date).
Grounds: Application by student _____ (full name), dated____, Decision of the Attestation Commission of Pirogov RNRMU under the Authority of the RF Ministry of Health, dated ____ (Minutes No.____).
2. Academic deficiency and deadlines for its clearance shall be established as follows:

No	Name of subject (part of subject), module, practice, term paper, research	Labor Intensity		Attestation (academic program) (exam, pass- fail test, term paper defense)	Deadlines for academic deficiency clearance
		Credits	Hours		
TOTAL:					

3. Control over the execution of this order shall be assigned to the Dean of _____ (faculty from which a student is transferred) _____ (full name of the Dean) and the Dean of _____ (faculty to which a student is transferred) _____ (full name of the Dean)

Rector

/Full name/

**MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION**

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

ORDER

_____ Moscow No. _____

On transfer of a student of _____ faculty
to another faculty

In accordance with the legislation of the Russian Federation in the field of education and the Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation, approved by order no.____, dated____, I order:

1. Transfer _____ (full name) (personal file No. ____), a student of _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*), based on full-time attendance, of ____ year, on contractual basis, to _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*) full-time in ____ year, on contractual basis with signing of an addendum to the effective contract, Group ____ starting from ____ (*date*).

Grounds: application by student _____ (*full name*), dated____, Decision of the Attestation Commission of Pirogov RNRMU under the Authority of the RF Ministry of Health, dated ____ ((Minutes No. ____).

2. Academic deficiency and deadlines for its clearance shall be established as follows:

No	Name of subject (part of subject), module, practice, term paper, research	Labor Intensity		Attestation (academic program) (exam, pass- fail test, term paper defense)	Deadlines for academic deficiency clearance
		Credits	Hours		
TOTAL:					

3. Control over the execution of this order shall be assigned to the Dean of _____ (*faculty from which a student is transferred*) _____ (*full name of the Dean*) and the Dean of _____ (*faculty to which a student is transferred*) _____ (*full name of the Dean*)

Rector

/Full name/

**MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION OF HIGHER EDUCATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
UNDER THE AUTHORITY OF THE MINISTRY OF HEALTH
OF THE RUSSIAN FEDERATION**

(Pirogov RNRMU under the Authority of the Ministry of Health of the Russian Federation)

ORDER

_____ Moscow No. _____

On transfer of a student of _____ faculty
from evening to full-time study

In accordance with the legislation of the Russian Federation in the field of education and the Regulation on the procedure of transfer of students at the Federal State Autonomous Educational Institution of Higher Education Pirogov Russian National Research Medical University under the Authority of the Ministry of Health of the Russian Federation, approved by order no. _____, dated _____, I order:

1. Transfer _____ (*full name*) (personal file No. _____), a student of _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*), evening study of _____ year, funded from _____ (*source*), to _____ faculty, field of study/specialty (*indicate as necessary*) _____ (*code, name*), full-time, in _____ year, funded from _____ (*source*), to Group _____ starting from _____ (*date*).
Grounds: application by student _____ (*full name*), dated _____, Decision of the Attestation Commission of Pirogov RNRMU under the Authority of the RF Ministry of Health, dated _____ (Minutes No. _____).
2. Academic deficiency and deadlines for its clearance shall be established as follows:

No	Name of subject (part of subject), module, practice, term paper, research	Labor Intensity		Attestation (academic program) (exam, pass-fail test, term paper defense)	Deadlines for academic deficiency clearance
		Credits	Hours		
TOTAL:					

3. Control over the execution of this order shall be assigned to the Dean of _____ (*faculty to which a student is transferred*) _____ (*full name of the Dean*).

Rector

/Full name/

AGREED:

“ ____ “ ____ 20__	Vice-rector for Postgraduate and Continuing Education	Olga F. Prirodova
“ ____ “ ____ 20__	Vice-Rector for Academic Affairs	Andrey I. Korobko
“ ____ “ ____ 20__	Head of Legal Department	E.D. Volkova
“ ____ “ ____ 20__	Dean, School of Postgraduate Education	Marina V. Khoreva
“ ____ “ ____ 20__	Dean, Faculty of General Medicine	Anton S. Dvornikov
“ ____ “ ____ 20__	Dean, Faculty of Pediatrics	Lidia I. Ilyenko
“ ____ “ ____ 20__	Dean, Faculty of Biomedicine	Egor B. Prokhorchuk
“ ____ “ ____ 20__	Acting Dean, School of Dentistry	Igor S. Kopetsky
“ ____ “ ____ 20__	Acting Dean, School of Psychology and Social Sciences	Vera B. Nikishina
“ ____ “ ____ 20__	Dean, International School of Medicine	Nadezhda A. Bylova
“ ____ “ ____ 20__	Head of Department of Document Support	N.V. Bezlikhotnova
“ ____ “ ____ 20__	Secretary of Attestation Commission	E.A. Korotkaya