

ACCEPTED
by Academic Council of RNRMU
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APPROVED
by order of the rector of RNRMU
№ 954
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Regulations on students transfer in Pirogov Russian National Research Medical University of the Ministry of Health of the Russian Federation

1. General provisions.

1.1. These Regulations on the transfer of students in Pirogov Russian National Research Medical University of the Ministry of Health (hereinafter - the Regulations) establishes the procedure for the transfer of students at the basic educational program of higher education (the educational program), including the another educational organization engaged in educational activities (hereinafter - other organization) in Pirogov Russian National Research Medical University 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 with the change of the form of education.

1.2. These Regulations is designed to in accordance with the Federal Law of the Russian Federation of 29.12.2012 number 273-FL "On Education in the Russian Federation" (hereinafter - the Law), the order of the transfer students to another organization, provides education on educational programs of vocational and (or) higher of education approved by the Order of the Ministry of Education and Science of the Russian Federation of February 10, 2017 No. 124 , the procedure and conditions for the transfer of persons enrolled in secondary education programs professional and higher education, to other organizations conducting educational activities on relevant educational programs, in case of suspension of a license, suspension of state accreditation completely or in relation to certain levels of education, integrated groups of professions, specialties and areas of training, approved by the Order of the Ministry of Education and Science Of the Russian Federation of 07.10.2013 No. 1122, other regulatory legal acts of the Government of the Russian Federation, federal executive bodies performing the function of public administration and legal Regulations in the field of education and health care, the Charter and other local regulatory acts of the University.

1.3. Student - a person enrolled in a university or other organization for the development of educational programs of higher education: students, residents, graduate student.

1.4. Offset of learning outcomes in the form of transfer credit is a recognition of full learning outcomes. Establishing the results of training in previously mastered disciplines (modules) and (or) individual practices, completed coursework, research (hereinafter the structural elements of the curriculum of an educational program) in another organization or at the University (including in another form) educational program of the University, which translates the student.

1.5. The offset of learning outcomes in the form of re - certification is a partial recognition of learning outcomes. It is determined during the assessment of the level, completeness and quality of knowledge, skills and practical experience acquired by students in a separate discipline (module)

and / or individual practice, a separate course work, a separate research study in another organization or another program at the University (including other forms of training) in accordance with the procedure established by these Regulations and other local regulatory acts of the University, work programs of disciplines, programs of practices, programs of scientific works.

1.6. Students are guaranteed freedom of translation. for continuing education, including for other educational programs and (or) one forms the second e Nia trained at the University of consent.

1.7. Students transfer, except the cases of students transfer between educational organizations, with educational program using a network form, is allowed not earlier than the first period of passage tutoring intermediate certification in the original organization. Students transfer according to the educational program using the network form of implementation is allowed at any time specified by the specified educational program.

1.8. Transfer of students from another organization to the University, with the exception of transfer of students in the educational program using the network form of implementation, as well as transfer of persons studying at the University, carried out:

- on the bachelor program from the bachelor program;
- on the bachelor program from the specialty program;
- on the specialty program from the specialty program;
- on the program of specialty from the program of a bachelor degree;
- for the master's program from the master's program;
- on the residency program from the residency program;
- for the program of training scientific and pedagogical personnel in the postgraduate study (hereinafter referred to as the postgraduate study program) from the postgraduate study program.

1.9. These Regulations is spread on:

- transfer of persons enrolled in educational programs from other educational organizations in the University in case of business another organization;

- transfer of persons studying in educational programs from other educational organizations to the University in case of revocation of the license from another organization for educational activities;

- Transfer of persons enrolled in educational programs from other educational institutions in the University in the case of deprivation of another entity of the state accreditation of conformity educational program or the expiry of another organization in the state accreditation of the relevant educational program;

- Transfer of persons enrolled in educational programs, from other organizations to the University under the relevant educational programs in case of suspension validity of a license for educational activities, suspension of state accreditation in full or in relation to certain levels of education, integrated groups of professions, specialties and areas of training only if the founder of another educational organization and (or) its authorized governing body of an educational organization:

- a) received official consent from the University on the transfer of students;

- b) in the appropriate time handed over the list of translators, copies of the curricula of educational programs, written statements and consent to the transfer from students, their personal files, agreements on the provision of paid educational services (if any).

2. The transfer of students from another educational institution in the University, with the exception of students on an educational program to use it the network form

2.1. In order to organize the transfer of students from another educational organization to the University, with the exception of students on the educational program using the network form (hereinafter - n To translate students from another organization to the University), the University created Examination and Appeals Commission. The composition of the commissions is approved by the order of the rector for a calendar year. The activities of the certification and appeal commissions are governed by the relevant Regulations.

2.2. Transfer of students from another organization to the University is carried out in the presence of vacant places (further - vacant places for transfer).

Vacant places for transfer are determined by educational programs, forms of training, courses of study, learning basics.

The number of vacant places financed from the budget allocations of the federal budget, budgets of the constituent entities of the Russian Federation, local budgets (hereinafter - budget places), determined as the difference between the number of places allocated for admission to the first year of the relevant educational program specialty area of training in the relevant year set, and the actual number of students in the relevant course.

The number of vacant places under contracts for the provision of paid educational services, financed by individuals and (or) legal entities (hereinafter referred to as places with payment of tuition fees), is determined taking into account the material, technical, personnel and other possibilities available at the University to organize the educational process in accordance with the licensing requirements and conditions for the implementation of educational activities.

Vacant budget places and places with payment of tuition fees are announced by order of the rector and presented on the official website of the University twice a year in the period of the attestation commission works.

Persons studying in the places with payment of tuition fees, when transferring from another organization to the University, including to another educational program, as well as when transferring to another educational program at the University, including another form of education, have the right to apply for places with payment of tuition fees.

2.3. Transfer of students from other educational organizations to the University is carried out on educational programs that are implemented at the University in the presence of education required for the development of appropriate educational programs, including, received abroad.

2.4. Transfer to study at the University at the expense of budgetary allocations is carried out:

2.4.1. With no restrictions provided by the Law for the development of appropriate educational programs within the budget:

- training in the appropriate educational program should be obtained for the first time. Education for the student should not be a second or subsequent higher education established by law.

To receive a second or subsequent higher education, in accordance with paragraph 8 of Article 69 of the Law, includes training in the following educational programs:

- under bachelor programs or specialty programs - by persons having a bachelor's degree, specialist's degree or master's degree;
- for graduate programs - by persons with a specialist degree or master's degree;
- for residency programs or programs for assistant-internships - by persons holding a diploma of residency or a diploma of graduation from an assistant-internship;
- according to the programs of preparation of scientific and pedagogical personnel - by persons having a diploma of graduate school (adjunct) or a candidate of science.

2.4.2 If the total duration of training will not exceed term of development of the educational program for which you are studying translated, the establishment of the first federal state educational standards, more than one academic year (taking into account the form of training and other reasons affecting the term of development of the educational program).

2.5. Transfer to study at the University is carried out on a personal application. For students, applying for transfer from another educational organization to the University, the application is executed in the form established in Annex 1 to these Regulations, and a set of documents is attached in accordance with Annex 3 to this Regulations. For students who are transferred from one educational program to another, including the change in the form of education, within the University, - according to the form established in Annex 2 to this Regulations, compiling and making a set of documents in accordance with Annex 4 hereto.

2.6. The application and other documents are accepted and reviewed by the attestation commission.

In the case when the submitted documents are not filled out in Russian, the original translation of the document into Russian, certified by a notary or at the Consulate General of the Russian Federation, is mandatory provided.

2.7. Receipt of applications and other documents for translation from students of other educational organizations, as well as from students of the University is carried out during the summer and winter holidays in the terms established by the University.

2.8. The transfer to the attestation commission of the application and documents for translation is carried out personally by the student or by a trustee for a notarized power of attorney after completing the electronic record on the official website of the University within the deadlines set by the University.

2.9. On the basis of the information submitted in electronic form to be filled are formed lists submitted a request for transfer and made them pass through the gaps in the University Office within the University deadlines.

2.10. When submitting an application and other documents for translation the Attestation Commission draws up a register of submitted documents (Annex 5 to this Regulations) and issues to the person who submitted the application a receipt for the attestation commission's application and other attached documents.

2.11. For every student applying for transfer, issued a private matter in which stored application and documents are the basis for the translation. Subsequently, the materials of the personal case are attached to the materials of the competitive selection (if conducted).

2.12. Based on the application and other documents Attestation commission together with the deans of faculties not later than 14 calendar days from the date of submission of the application:

- checks the accuracy of the information specified by students in the application and other documents, including by contacting the relevant authorities and organizations;
- evaluates the documents for compliance with the requirements of the student and the documents provided for current legislation in the field of education and these Regulations;
- establishes the total duration of training for a person according to the educational program, to which he is transferred, taking into account the requirements established by the federal state

educational standard (taking into account the form of training and other reasons affecting the term of development of the educational program);

- establishes a basis for training in the organization, from which the student is transferred;
- determines the list of previously cultivated subjects (modules) and (or) the individual practitioner passed performed course work, research, in which case the translation learner will be utilized in the form of transfer credit or recertification smacking in order prescribed by this Regulations;
- establishes the academic difference in the program and its laboriousness in hours and credit units for each student applying for transfer;
- determines the period from which the student, in case of transfer, will be allowed to study ;
- according to the results of the comparison of documents draws up a protocol of compliance with the results of training;
- organizes a competitive selection between applicants (in case if the application is more than the number of vacant places) and shall decide on the admission of students for the competitive testing (hereinafter - the certification tests);
- determines the course, the form, the basis of training, on which a student can be enrolled in the order of transfer from another educational organization;
- requests and receives from students, who have submitted an application , and from authorized persons the necessary additional documents and information;
- provides an opportunity to students applying for transfer, to introduce with the University Charter, the license on educational activities, certificate of state accreditation of educational activities , these Regulations, other documents regulating the organization of the educational process and the transfer procedure . The fact of the student's familiarization with the above documents is recorded in the application and certified by the student's personal signature;

2.13. The attestation commission, by comparing the certificate about the period of study (certificate of study) issued by another educational organization and the curriculum of the University's educational program to which the student is transferred, establishes a list of previously mastered disciplines (modules) and / or individual past practices, coursework completed work and research, which in the case of the transfer will be credited in the form of transfer credit or recertification, determines the difference in the academic program, and her writings capacity in hours and credits. Comparison of documents reveals the conformity or inconsistency of the structural elements of the curriculum of an educational program in another organization and at the University, their labor-intensiveness and intermediate certification forms before the period from which the student, in case of transfer, will be allowed to learn.

2.14. The correspondence between the structures of the curriculum educational program in another educational organization and at the University is established by formal coincidence of names and 100% labor-intensiveness of previously mastered disciplines (modules) and (or) individual practices,

completed coursework and research, or when the difference in labor-intensiveness of disciplines (modules) and (or) individual past practices, completed coursework and scientific research does not exceed 15% , with taking into account the coincidence of differentiated and undifferentiated assessments, up to the period from which the student, in the case of transfer, will be allowed to learn. Under the conditions of clause 2.14. of the present Regulations, the student's learning outcomes are credited in the form of a transfer.

2.15. The inconsistency of the structure of the curriculum educational program in another educational organization and at the University until the period from which the student, in the case of transfer, is allowed to study, is established:

a) with the formal coincidence of the names of previously mastered individual disciplines (modules) and (or) individual interned practices, performed individual coursework and scientific research, as well as under the condition that the difference in the labor intensity of the disciplines (modules) and (or) individual internship practices performed by the coursework more than 15% of works and scientific research, but does not exceed 30%, and (or) if the student has an undifferentiated assessment by disciplines (modules) and (or) certain practices that have been completed, performed individual coursework and researches, which, in accordance and with the educational program of the University, provides a differentiated assessment. Under the conditions of paragraphs 2.15. a) of this Regulations, student learning outcomes are read out in the form of recertification;

b) in case of formal coincidence or non-coincidence of the names of previously mastered individual disciplines (modules) and (or) individual interned practices, completed coursework and scientific research, as well as under the condition that the difference in the labor intensity of disciplines (modules) and (or) individual internships , completed coursework and research more than 30%. Under the conditions of paragraphs 2.15. b) this Regulations establishes to the student an academic difference in the program with a list of disciplines (modules), practices, term papers and scientific studies, indicating their labor intensity in credit units and academic hours and forms of intermediate certification;

c) if the student does not have in the certificate of training (in the certificate of the period of study) previously mastered individual disciplines (modules) and / or individual interned practices, completed coursework, completed research, provided for by the curriculum of the University's educational program, to which the student establishes an academic difference in the program with a list of disciplines (modules), practices, term papers and scientific studies, indicating their labor intensity in credit units and academic hours and intermediate certification forms.

2.16. According to the results of the document matching procedure, a protocol for establishing the academic difference is drawn up using the automated educational system of the University. The protocol for establishing academic difference is signed by the secretary of the attestation commission.

2.17. In the presence of the previously studied subjects (modules), practices, term papers and research based on estimates, exposed the original organization during the interim assessment of

corresponding structural elements of the curriculum and educational programs of the University, after a period at which the student in the case of the translation will be admitted to training, their correspondence is established to take into account the student's progress in case of transfer to the University.

2.18. The volume of the total labor intensity of structural elements for which a discrepancy has been established should not exceed 15 credits or 540 academic hours.

The volume of the program to which the student is transferred, taking into account the complexity of the structural elements for which the discrepancy has been established, cannot be more than 75 credits for one academic year.

2.19. According to the results of applications reception and evaluation of the Certification Commission documents in respect of each student takes one of the following solutions:

- about recommendations for enrollment in the order of translation indicating the faculty, educational program, course, form and basis of training (if applications are submitted less than or equal to the number of vacancies for transfer);
- about recommendations for competitive selection among applicants for the relevant course of the relevant educational program (if there are more applications submitted for transfer);
- refusal of enrollment in the order of transfer.

2.20. In the case when applications are submitted more than the number of vacant places for transfer, the attestation commission with the participation of deans of the respective faculties organizes a competitive selection among applicants for transfer.

Competitive selection of students (hereinafter - Attestation test) is carried out in the form of computer-based testing (hereinafter - testing) and the assessment of individual educational achievements of students.

The transfer of students on the program of training of scientific and pedagogical personnel in graduate school on a competitive basis is carried out on the basis of the results of scoring points for individual achievements.

2.21. Testing is conducted to determine the level of formation in student competencies, knowledge, skills and professional experience on the basis of the development of the appropriate educational programs.

The testing is organized by :

- in accordance with the schedule approved by the chairman of the attestation commission. Schedule of the qualification test on educational programs available on the official website of the University not later than 1 day prior to the qualification test.

- on the evaluation funds included in the fund of evaluation funds of the relevant discipline according to the corresponding educational program implemented at the University. The list of disciplines is given in Appendices 6-11 (tables 1-6) to these Regulations.

The duration of the test is 120 minutes.

2.22. Testing is carried out in a specialized class in the presence of at least two authorized members of the attestation commission who provide student passes to the classroom, where they are tested, the students are seated, the procedure and procedures are tested, technical and methodological support is given to the testing procedure, and certification did not speak and did not change places.

The admission of students to the audience in which testing is carried out, is carried out upon presentation of the original passport.

A student arriving in the classroom for testing may have a sheet of blank paper, a pencil or pen, and a container of drinking water.

Students are forbidden to bring bags, books, telephones and other electronic devices, other foreign objects to the audience for testing.

If you have questions related to the content of test items or in the event of a technical failure, the student raises his hand to the members of the attestation commission and, at the approach of a member of the attestation commission, asks a question without distracting the attention of other students.

The exit of the student from the audience during testing is allowed for the departure of natural needs or for other valid reasons, accompanied by members of the attestation commission.

For violation of the rules of conduct stipulated by these Regulations, the student is removed from the classroom without the right to be tested again.

Upon violation, an act is drawn up, which is signed by members of the attestation commission.

Testing results is rated on a 100 point scale.

According to the testing results, an individual technical protocol is issued, which is provided to the attestation commission and is stored in the student's personal file.

2.23. For students with disabilities, according to their application, testing is carried out taking into account the peculiarities of their psychophysical development, their individual capabilities and health status (hereinafter referred to as individual features) subject to the following conditions:

- testing for people with disabilities is organized in the same classroom together with the learners who do not have limited possibilities of health, if it does not create difficulties for student with disabilities;

- assistant presence in the audience (assistants), providing students with disabilities the necessary assistance in accordance with their individual characteristics (to occupy a workplace to move, read

and issue the task to communicate with members of the Certification Commission), without taking part in the performance test;

- ensuring the unhindered access of students with disabilities in the classroom, toilets and other rooms, as well as their stay in the specified rooms (presence of ramps, handrails, extended doorways, elevators, in the absence of elevators, the audience should be located on the first floor, special chairs and other devices);
- bringing local Regulations on certification in an accessible form for people with disabilities;
- increasing the duration of certification testing, but not more than 30 minutes.

2.24. A disabled student submits a written application about the need to create special conditions for him during testing, indicating the characteristics of his psychophysical development, individual abilities and state of health (hereinafter individual features) when submitting a transfer application. Attached to the application are documents confirming that the student has individual peculiarities (in the absence of these documents in the organization).

In a written statement, the student indicates the need (no need) for the assistant to be present at the test, the need (no need) for an increase in the duration of the test in relation to the set duration.

2.25. According to the results of passing the attestation test, the student has the right to appeal.

The student has the right to submit to the appeal commission a written appeal of the violation, in his opinion, the established procedures for the qualification test in the form and in the manner, prescribed by the Regulations on the Appeals Commission of Pirogov Russian National Research Medical University of the Ministry of Health of the Russian Federation, and in the order of filing and consideration of appeals on the results of the competitive selection of students during the transferring.

2.26. In the course of the competitive selection, along with the test results, the students' individual educational achievements are considered and taken into account. The assessment of individual educational achievements of the attestation commission is carried out on the basis of documents confirming the individual educational achievements of students by scoring points for specific types of achievements.

2.27. Types of individual achievements by types of educational activities and the points accrued to them by students are given in Annex 12 (Table 7) to this Regulations.

2.28. For testing, a maximum of 100 points can be awarded, for individual achievements (educational activities and research activities) - 12.

2.29. The test results in points and points scored for individual educational achieving are summarized, but their amount should not exceed 112 points.

2.30. Ranking by priority, *ceteris paribus*, is set in the following order:

- scores, assessed for testing;
- the number of points accrued for educational activities;
- the number of points accrued for research activities.

2.31. According to the results of the competitive selection, the attestation commission shall take one of the following decisions with respect to each student who has submitted the application and participates in the attestation test:

- on recommendations for admission in the order of transfer to vacant budget places or places with payment of tuition fees;
- refusal of enrollment in the order of transfer.

2.32. The determining conditions for making a positive decision on the transfer of a student to the appropriate course of the educational program are:

- availability of vacant places in the relevant course of the educational program;
- the amount of academic difference identified during certification, as well as the student's consent to its liquidation in a timely manner;
- the level of preparedness and ability of a student to successfully master the educational program of the University, determined on the basis of the results of the competition (in the case of a competition);
- presence of the preemptive right when transferring, all other things being equal.

2.33. The following categories of citizens have the right of priority when transferring, all other things being equal:

- students (minors or adults under the age of 21) whose parents/guardians are in the public service and are transferred to the service in Moscow or the Moscow region, or live in Moscow or the Moscow region;
- the student, whose spouse is in the public service and is transferred to Moscow and the Moscow region;
- disabled children, disabled people of I and II groups.

The preemptive right must be confirmed by the originals of the relevant documents.

2.34. The decision on the transfer of students is documented by a protocol of the meeting of the attestation commission and is announced on the official website of the University within 3 working days from the date of the meeting of the attestation commission at which the corresponding decision was made.

2.35. The threshold values of the results of the competition for students in order to make a decision on the transfer or refusal to transfer students according to the appropriate educational program are established by the decision of the attestation commission before the competition.

2.36. If the volume of academic difference exceeds the established standard (540 academic hours), the University has the right to offer the student a translation with a lowering of the course if there are vacancies and subject to availability to eliminate the academic difference in a timely manner.

2.37. When the certification commission makes a decision to transfer the student within 5 calendar days, a certificate of transfer is issued in the form specified in Annex 13 to this Regulations. The certificate of transfer indicates the code and name of the field of study or specialty to which the student will be transferred, and the level of higher education. The certificate of transfer is signed by the Rector of the University or by the person performing his duties, or by a person who, on the basis of an order, is authorized to do so, and certified by the seal of the University.

Attached to the certificate is a report on the conformity of learning outcomes, unloaded from the automated educational system of the University, indicating the list of disciplines (modules), practices, term papers and research that will be recounted and (or) re-certified and (or) subject to study by the person in order to eliminate academic differences in the program after enrollment of a person to the University (on the educational program) in the order of transfer.

2.38. The student submits to the educational organization in which he is studying a written application for deduction in connection with the transfer and a certificate of transfer issued by the University.

2.39. A person who is expelled from another educational organization in the order of transfer shall submit to the University Attestation Commission an extract from the order on expulsion in connection with the translation and the original documents of the previous education.

2.40. An extract from the order on deduction in connection with the translation and the originals of the documents on previous education are invested in the student's personal file.

2.41. When submitting the original document of prior education received in a foreign country, the person expelled in connection with the transfer shall submit a certificate of recognition of the foreign education.

The submission of this certificate is not required in the following cases:

- when submitting a document of a foreign state on education, which corresponds to part 3 of Article 107 of the Law (the list of countries with which international agreements on the mutual recognition of education certificates are concluded, can be found on the official website of the Federal State Institution "Main State Expert Center for Educational Evaluation": <http://nic.gov.ru/en>);

- if the university is free to make the recognition of foreign education, which does not comply with the conditions provided for by Part 3 of Article 107 of the Law;

- when submitting a document on education, corresponding to Article 6 of the Federal Law of 5 May 2014 N 84-FL “ On the peculiarities of the legal Regulations of relations in the field of education in connection with the admission of the Republic of Crimea to the Russian Federation and the formation of a new subject in the Russian Federation - the Republic of Crimea and the federal city the values of Sevastopol and on introducing amendments to the Federal Law “ On Education in the Russian Federation”.

2.42. In the case of enrollment of a learner in the order of transfer to places with payment of tuition fees, the attestation commission concludes an agreement on the provision of paid educational services with the learner and accepts a paid receipt for the first training period in accordance with the terms of the contract.

2.43. The attestation commission forwards to the dean of the relevant faculty the personal file of the student credited to the places at the expense of the federal budget within 1 working day after submitting an extract from the order on deduction in connection with the translation and the originals of the documents on the previous education that is credited to the places with payment of tuition fees, within 1 working day after the readiness of the contract for the provision of paid educational services and the provision of a receipt for tuition fees agree terms of the contract

2.44. Within 2 working days from the date of receipt of documents from the attestation commission, the faculty's dean's office prepares and submits to the rector a draft order for enrollment in the order of transfer from another organization of a person expelled in connection with the transfer (hereinafter referred to as the order of enrollment in transfer). The order of the order shall be executed in the form according to Annex 14 to this Position.

2.45. Employees of the dean's office put in the student's personal file an extract from the order of enrollment of the student in the order of transfer. And also, within 5 working days from the date of issuance of the order on admission in the order transfer, issue a student ID and grade book. Other categories of students in cases stipulated by the legislation of the Russian Federation or a local regulatory act are issued with documents confirming their studies at the University.

2.46. If according to the results of the certification an academic difference is revealed, an entry is made in the enrollment order, which states:

- a list of disciplines (modules), practices, term papers, scientific papers to be retested or studied in order to eliminate academic differences in the program, their labor input, as well as the form of intermediate certification for each of them;
- terms of elimination of academic differences in the program.

2.47. Entries in the grade book and other accounting documents about re-calculated disciplines (modules), past practices, completed coursework, scientific works with appropriate marks are made by authorized employees of the faculty's dean's office and certified by the dean's signature (deputy dean) based on the protocol for establishing the academic difference presented by the attestation commission until the semester, which transferred the student.

Records of the results of training in the disciplines (modules), practices, term papers, research papers that are subject to re-certification or study in order to eliminate academic differences in the program, are made in the prescribed manner by professors of relevant departments in the grade book and exam/credit sheet (examination/credit statement).

2.48. Until the dean's office receives all the necessary documents for translation, a student may be allowed to study by the order of the Rector of the University or the person performing his duties.

2.49. In case of refusal to transfer a student from another educational organization, a personal affair formed by the attestation commission after 30 days of storage, starting from the date of publication of the translation results on the official website of the University, is destroyed according to the act of destruction of personal files.

3. The order of transfer of students at the University from one educational program to another, including the change of the form of education.

3.1. The transfer of students at the University from one educational program to another, including with the change of the form of study, is carried out in accordance with the University Charter and Section 2 of these Regulations. The transfer is carried out on the student's personal application addressed to the rector in accordance with the form established in Annex 2 hereto.

3.2. Attached to the application is a set of documents presented in Annex 4 to this Regulations.

3.3. The transfer to the attestation commission of the application and documents for translation is carried out personally by the student or by a trustee for a notarized power of attorney after completing the electronic record on the official website of the University within the deadlines set by the University.

3.4. After receiving the application with the attached package of documents, the attestation commission requests the personal file of the University under the acceptance certificate from the dean's office of the relevant faculty. The number of the personal file remains unchanged from the moment of enrollment of the student to the University.

3.5. The transfer of students at the University from one educational program to another, including the change in the form of study, is carried out in accordance with the decision of the attestation commission on the basis of the order of the Rector of the University. The application for translation and other documents, including the protocol for calculating the academic difference, a copy of the protocol of the decision of the attestation commission, are invested in the personal file of the applicant for the attestation commission.

3.6. In the case of transferring a student from a place funded by the federal budget to a place with payment of tuition fees, the attestation commission concludes an agreement with the student on the provision of paid educational services and controls the payment of the first training period in accordance with the terms of the contract. After providing the paid tuition receipt, the attestation

commission submits the personal file to the dean's office of the relevant faculty according to the act of acceptance and transfer within 1 working day.

3.7. In the case of transferring a student to continue on-the-job training with payment of tuition fees without changing the basis of training, an additional agreement is made to the contract on the provision of paid educational services by the dean of the relevant faculty after the transfer of the student's personal file from the attestation commission during 1 working day's act of acceptance after making a positive decision about the transfer.

3.8. The dean's office of the faculty within 2 working days from the date of receiving the personal file from the attestation commission prepares and submits to the rector a draft order on the transfer of the student to another educational program for signature (hereinafter - the order of transfer). The draft order is executed in the form established in the Annex 15 to these Regulations.

3.9. After the issuance of the order of enrollment in the order of transfer to the personal file of the student of the faculty's dean's office, an extract from the order of enrollment to the University and other documents is attached.

3.10. Within 5 business days from the date of publication of the order n To translate the students are given new student tickets and offset books and. Other categories of students in cases stipulated by the legislation of the Russian Federation or a local regulatory act are issued new documents confirming their study at the University under the new educational program.

3.11. Entries in the grade book and other accounting documents about re-calculated disciplines (modules), past practices, completed coursework, scientific works with appropriate marks are made by authorized employees of the faculty's dean's office and certified by the dean's signature (deputy dean) based on the protocol for establishing the academic difference presented by the attestation commission until the semester, which transferred the student.

Records of the results of training in the disciplines (modules) , practices, term papers, research papers that are subject to re-certification or study in order to eliminate academic differences in the program, are made in the prescribed manner by professors of relevant departments in the grade book and exam / credit sheet (examination / credit statement).

3.12. Until the dean's office receives all the necessary documents for translation, a student may be allowed to study by the order of the Rector of the University or the person performing his duties.

4. The order of transfer of students from the University to another educational organization, with the exception of students on the educational program using the network form of implementation

4.1. According to the student, who wants to be transferred to another educational organization, the dean of the relevant faculty of the University, in the prescribed manner, gives the student a certificate of the training period in 5 working days , which indicates the level of education, on the

basis of which the student enrolled for mastering the relevant educational program, the year of enrollment the University, the name of an educational program in which the person enrolled in the University, the list and amount of subjects studied (mo Beehive), passed practice, coursework, research and assessments on display at the University of departments during the interim certification.

4.2. The student submits to the host educational organization an application with the certificate of the training period, documents confirming the student's educational achievements and other documents, in accordance with the requirements of the host educational organization.

4.3. Translation students of the University in other educational institutions, with the exception of students in the educational program using the network form of implementation, carried out on their personal application to the rector of the dismissal name as transfer to another educational organization and a copy of the transfer issued by this educational organization.

4.4. The certificate of transfer issued by the host educational organization indicates the code and name of the area of study or specialty to which the student will be transferred, and the level of higher education. The certificate of transfer is signed by the Rector of the University or by the person performing his duties, or by a person who, on the basis of an order, is authorized to do so, and certified by the seal of the University. The certificate includes a list of the studied disciplines (modules), past practices, completed coursework and research that will be re-recounted and (or) re-certified to the student during translation.

4.5. The dean's office of the relevant faculty within 3 working days from the date of receipt of the application in the prescribed manner prepares and submits to the rector a draft order about the dismissal of the student in connection with the transfer to another educational organization.

4.6. To a person who is dismissed in connection with a transfer to another organization, within 3 working days from the date of issuance of an order of expulsion in connection with the transfer, the dean's office of the relevant faculty shall be issued in the prescribed manner an extract from the order of dismissal in connection with the translation, education or about the education and qualifications, on the basis of which the said person was enrolled in the University (if available at the University the original of the specified document). These documents are issued at the hands of the person expelled in connection with the transfer, or his authorized representative (upon presentation issued by the person expelled in St. I connection with the transfer, and duly executed power of attorney), either at the request of the person expelled in connection with the transfer, sent to the address of the specified person or to the receiving organization through public postal operators (by mail with delivery receipt and investment inventory).

4.7. A person expelled in connection with the transfer shall hand over to the dean's office of a student card, credit book or documents confirming education in the original organization, issued in cases provided for by the legislation of Russian Federation or local regulatory University bypass list.

4.8. At the University, in a personal file of a person expelled in connection with a transfer, are stored, including a copy of a document on prior education, certified in the prescribed manner, a copy of a certificate on the period of study, the original certificate of transfer issued by another educational organization, an extract from the order on deduction from due to the transfer, as well as, depending on the category of student, student ID, record book or documents certifying training at the University, issued in the cases provided for by the legislation of the Russian Federal or local Regulations.

5. The procedure for changing and supplementing these Regulations

5.1. Decisions on matters not covered by these Regulations shall be made by the scientists with the University's Board.

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

5.3. Changes and amendments to these Regulations are made and approved in the same order in which received about and approved of this Regulations.

Annex 1
to the Regulations of students transfer in RNRMU
To the Rector of RNRMU

from _____

_____ --

(Full name)

Passport: _____ No. _____,

Date of Birth: _____

Citizenship: _____

registration address:

address of the actual residence:

Contact phone numbers: _____

Application

Please transfer me to the University in order to transfer for training on the educational program _____ in the direction of

(Bachelor, Specialty, Master, Postgraduate, Residency)

training (specialty) _____ in the mode of

(code and name)

study (full-time/part-time) _____, training basis _____
(employer-sponsored education/ government-financed education/ study-for-fee form of education)

on _____ course _____ faculty.

Reason for transfer: _____

From _____ to the present time I study at _____
(name of educational organization)

on the educational program _____
(Bachelor, Specialty, Master, Postgraduate, Residency)

training (specialty) _____ in the mode of

(code and name)

study (full-time/part-time) _____, training basis _____
(employer-sponsored education/ government-financed education/ study-for-fee form of education)

on the _____ course of the Faculty / Institute.

During the training, I was transferred from _____
(Training basis)

on _____
(training basis)

The results of the exam / internal tests (for undergraduate, specialties, magistracy):

_____ points; _____ points; _____ points.
(discipline) (discipline) (discipline)

Full name, passport number under which the exam was passed/ internal tests:

Year of passage of the exam: _____

At this time I am going through the practice _____
_____ ZET / hours _____ from _____ to _____.

In the case of my transfer to the University, the total duration of study (taking into account the form of study and other grounds affecting the duration of the educational program) will be _____ year (a) / (years).

I have read and understood the Charter of RNRMU of the Ministry of Health of the Russian Federation, a license to carry out educational activities, a certificate of state accreditation, the Regulations on the procedure for transferring students to the University and the Internal Regulations.

I confirm the correctness of the information provided. I agree to the verification of the submitted documents, as well as the processing of the submitted personal data in the manner prescribed by Federal Law of 27 July 2006 No. 152-FL "On Personal Data".

Receipt in the reception of documents received.

_____ / _____ / "_____" _____ 20 ____ .

(signature)

(surname and initials)

Annex 2
to the Regulations of students transfer in RNRMU
To the Rector of RNRMU

from _____

_____ --

(Full name)

Passport: _____ No. _____,

Date of Birth: _____

Citizenship: _____

registration address:

address of the actual residence:

Contact phone numbers: _____

Application

Please transfer me to the educational program
_____ in the field of study

(Bachelor, Specialty, Master, Postgraduate, Residency)

_____ in the mode of

(code and name)

study (full-time/part-time) _____, training basis _____
(employer-sponsored education/ government-financed education/ study-for-fee form of education)

on _____ course _____ faculty.

Reason for transfer: _____

_____.

I am currently studying for an educational program.
_____ in the field of study

(Bachelor, Specialty, Master, Postgraduate, Residency)

_____ in the mode of

(code and name)

study (full-time/part-time) _____, training basis _____
 (employer-sponsored education/ government-financed education/ study-for-fee form of education)

on _____ course _____ faculty.

I have been studying at the University since _____.

In the case of my transfer, the total duration of training (taking into account the form of study and other grounds affecting the duration of the educational program) will be _____ year/years.

I have read and understood the Regulations on the procedure for transferring students to the University and the Internal Regulations.

I confirm the correctness of the information provided. I agree to the verification of the submitted documents, as well as the processing of the submitted personal data in the manner prescribed by Federal Law of 27 July 2006 No. 152-FL "On Personal Data".

Receipt in the reception of documents received.

_____ / _____ / "_____" _____ 20 ____ .

(signature)

(surname and initials)

The list of documents for the students transfer from another educational organization to the University

1. A copy of the passport/ other document proving the identity (the document's original is presented);
2. The original certificate of the period of study with the official seal of the educational organization, which indicates:
 - the level of education to which the student enrolled to master the relevant educational program,
 - the year of entering the educational organization,
 - the mode of study
 - the name of the educational program in which the student is studying,
 - the list and volume (in LET/ hours) of the studied disciplines, past practices, completed coursework, research, etc.,
 - grades issued on the basis of intermediate certification in the form of a test, the student is given an undifferentiated grade: "passed", in the form of an exam or defense of course work - a differentiated grade is given: "excellent", "good", "satisfactory". If other assessment systems are adopted in the outgoing educational organization, it is necessary to submit a document of conformity with the accepted traditional evaluation system ("passed", "excellent", "good", "satisfactory"), certified by the printed educational organization.
3. Extract from the order of enrollment in the first year with the indication:
 - training basis (government-financed education/ study-for-fee form of education),
 - employer-sponsored education.
4. Extract from the order of transfer from the contractual basis of training to the budget (in case of transfer from the contractual basis of training to the budget) ;
5. The information letter from the educational organization about the presence or absence of a student of academic debt as a result of training and that the student is not on academic leave;
6. Photos in the amount of 4 pieces, black and white 3x4, on matte paper;
7. Copies of documents on previous education (certificate of secondary general education, diploma of secondary vocational education, diploma of bachelor/ master/ specialist - if available) (only for those who are transferred to the bachelor 's degree, to the magistracy);

8. Copy of certificate of USE results (only for those who are transferred to undergraduate degree, specialty, to magistracy) (if available);
9. A copy of the current license of the educational organization for the right to conduct educational activities with applications, certified by the educational organization;
10. A copy of the current certificate of state accreditation of the educational organization with the applications, certified by the educational organization;
11. Documents confirming the preferential right to transfer the student to the University (if available);
12. Documents confirming the individual educational achievements of the student (at the discretion of the student, if any);
13. Documents confirming the individual educational achievements of the student (at the discretion of the student if available).

The list of documents for the students transfer at the University from one educational program to another, including the change of the form of education

1. Copy of passport/ other identity document (the original document is presented);
2. The original certificate of the period of study with the official seal of the educational organization, which indicates:
 - the level of education to which the student enrolled to master the relevant educational program,
 - the year of entering the educational organization,
 - form of study
 - the name of the educational program in which the student is studying,
 - the list and volume (in LET/ hours) of the studied disciplines, past practices, completed coursework, research, etc.,
 - grades issued on the basis of intermediate certification (in the form of a test, the student is given an undifferentiated grade: “passed”, in the form of an exam or defense of a term paper - a differentiated grade is given: “excellent”, “good”, “satisfactory”. If other assessment systems are adopted in the outgoing educational organization, it is necessary to submit a document of conformity with the accepted traditional evaluation system (“passed”, “excellent”, “good”, “satisfactory”), certified by the printed educational organization.
3. The reference has been issued upon the request, indicating the presence or absence of academic debt from the student on the basis of the results of training and that the student is not on academic leave;
4. Extract from the order of enrollment in the first year with the indication:
 - training basis (government-financed education/ study-for-fee form of education),
 - employer-sponsored education.
5. Extract from the order of transfer from the contractual basis of training to the budget (in case of transfer from the contractual basis of training to the budget).

Annex 5
to the Regulations on the order of students transfer
in RNRMU

Pirogov Russian National Research Medical University of the Ministry of Health of the Russian Federation
Attestation commission

Log of submitted documents

Started:
Finished:

Responsible for logging: secretary of the attestation commission _____

(Position, full name, signature)

	№	educational record number	Students full name	Transfer Application	4 photos 3x4 cm	Passport copy	Original of reference on study period	The reference issued upon the request	(information letter on the letterhead of the university) on the availability of either no academic debts / about extract from the order of admission to the University	transfer from the contractual basis of training	educational activities of the university with applications, certified by the educational	state accreditation of the university with applications certified by the educational	documents confirming individual educational achievements	documents confirming the preferential right to transfer	copies of previous education documents	copy of the certificate of USE results	Documents submitted (student's signature)	Documents accepted (signature of the accepting documents)
2.	1.	2018-11-0139	Ivan Ivanov	+	+	+	+	+	+		+	+	+	+	+	+	signature	Levina O.Y. signature

to the Regulations of students transfer
in RNRMU

Table number 1**The list of disciplines of the interdisciplinary test when transferring into 1 course**

Field of study / specialty	Form of study	Name of disciplines interdisciplinary test
General Medicine	Full-time (day)	Chemistry
		Biology
		Anatomy
Pediatrics	Full-time (day)	Chemistry
		Biology
		Anatomy
Medical biochemistry	Full-time (day)	Inorganic chemistry
		Biology
		Mechanics, electricity
Medical Biophysics	Full-time (day)	Physics
		Biology, evolutionary biology
		Chemistry
Medical Cybernetics	Full-time (day)	Biology
		Inorganic and organic chemistry
		Differential and integral calculus
Biology	Full-time (day)	Biology
		Higher mathematics
		General and Inorganic Chemistry
Dentistry	Full-time (day)	general chemistry
Pharmacy	Full-time (day)	General and Inorganic Chemistry
		Biology
		Maths
Clinical psychology	Full-time (day)	human anatomy
		Pedagogy
		General psychology
Social work	Full-time (day)	
		Philosophy
		Social work history

to the Regulations of students transfer in RNRMU

Table number 2**The list of disciplines of the interdisciplinary test when transferring to the 2nd year**

Field of study / specialty	Form of study	Name of disciplines interdisciplinary test
General Medicine	Full-time (day)	Physics, mathematics
		Biology
		Chemistry
Pediatrics	Full-time (day)	Chemistry
		Biology
		Physics, mathematics
Medical biochemistry	Full-time (day)	Mathematical analysis
		Inorganic chemistry
		Biology (sections: cytology: genetics, invertebrate zoology, vertebrate zoology)
Medical Biophysics	Full-time (day)	Higher mathematics (sections: theory of function of one variable (differential calculus, integral calculus), theory of function of several variables (differential calculus, integral calculus))
		Biology, evolutionary biology (sections: cytology, genetics, invertebrate zoology, vertebrate zoology)
		Physics (sections: mechanics, electricity, magnetism)
Medical Cybernetics	Full-time (day)	Differential and integral calculus
		Inorganic and organic chemistry
		Biology (sections: cytology , genetics, invertebrate zoology, vertebrate zoology)
Dentistry	Full-time (day)	Human anatomy. Anatomy of the head and neck
		Philosophy, bioethics
		Biology
Pharmacy	Full-time (day)	Physiology with the basics of anatomy
		General and Inorganic Chemistry
		Latin language
Clinical psychology	Full-time (day)	Philosophy
		Sociology
		Functional Anatomy of the CNS
Social work	Full-time (day)	Psychology
		Sociology
		Philosophy
Biology	Full time (day)	Higher mathematics
		Physics
		Inorganic and organic chemistry

to the Regulations of students transfer
in RNRMU

Table number 3

The list of disciplines of the interdisciplinary test when transferring to the 3d year

Field of study / specialty	Form of study	Name of disciplines interdisciplinary test
General Medicine	Full-time (day)	Biochemistry
		Microbiology, virology
		Normal physiology
Pediatrics	Full-time (day)	Normal physiology
		Microbiology, virology
		Biochemistry
Medical biochemistry	Full-time (day)	Morphology: human anatomy, histology, cytology
		Organic and physical chemistry
		Physiology
Medical Biophysics	Full-time (day)	Physics
		Morphology: human anatomy, histology, cytology
		Physiology
Medical Cybernetics	Full-time (day)	Informatics, medical informatics (sections: basic principles of informatics, medical informatics, cybernetics; discrete structures and processes, information coding; architecture of computers and systems; algorithms and fundamentals of programming; operating systems, software; computer graphics; medical informatics)
		Physiology
		Morphology: human anatomy, histology, cytology
Dentistry	Full-time (day)	Propedeutics of internal diseases
		Pathological anatomy, pathological anatomy of the head and neck
		Microbiology, virology, microbiology of oral cavity
Pharmacy	Full-time (day)	Microbiology
		Botany
		Organic chemistry

Table number 4

The list of disciplines of the interdisciplinary test when transferring to the 4th year

Field of study/ specialty	Form of study	Name of disciplines interdisciplinary test
General Medicine	Full-time (day)	Pathophysiology, clinical pathophysiology
		Propedeutics of internal diseases, radiation diagnosis
		Pharmacology
Pediatrics	Full-time (day)	Pathophysiology, clinical pathophysiology
		Pathological anatomy, clinical pathological anatomy
		Pharmacology
Medical biochemistry	Full-time (day)	Optics, atomic physics
		Pharmacology
		General pathology
Medical Biophysics	Full-time (day)	Informatics, medical informatics
		Biochemistry
		General pathology : pathological anatomy, pathophysiology
Medical Cybernetics	Full-time (day)	Biochemistry
		Mathematical statistics
		General pathology : pathological anatomy, pathophysiology
Dentistry	Full-time (day)	Pathological anatomy, pathological anatomy of the head and neck
		Pathophysiology, head and neck pathophysiology
		Dental cariesology and hard tissue disease
Pharmacy	Full-time (day)	Pathology
		Pharmacognosy
		Pharmacology
Clinical psychology	Full-time (day)	Clinical psychology
		Neuropsychology
		Pathopsychology

Table number 5

The list of disciplines of the interdisciplinary test when transferring to the 5th year

Field of study/ specialty	Form of study	Name of disciplines interdisciplinary test
General Medicine	Full-time (day)	Neurology, medical genetics, neurosurgery
		Faculty Therapy, Occupational Diseases
		Faculty Surgery, Urology
Pediatrics	Full-time (day)	Neurology, medical genetics
		Public health and healthcare, health economics
		Faculty Therapy, Occupational Diseases
Medical biochemistry	Full-time (day)	General and Medical Biophysics
		General and clinical immunology
		General and Medical Genetics
Medical Biophysics	Full-time (day)	Molecular Pharmacology
		General and clinical immunology
		General and Medical Genetics
Medical Cybernetics	Full-time (day)	Pharmacology
		Physiological Cybernetics
		General Biophysics
Clinical psychology	Full-time (day)	Developmental and Developmental Psychology
		General psychology
		Neurophysiology
Social work	Full-time (day)	Social work theory
		Legal support of social work
		Social work technology

Table number 6

The list of disciplines of the test when transferred to training in residency programs (1.2 year)

Field of study/ specialty	Form of study	Name of disciplines of interdisciplinary test
Residency 08.31.00 Clinical Medicine	Full time	Specialty discipline

Table number 7

Types of individual achievements by types of educational activities and estimated figures

Types of achievements by types of educational activities	Estimated figures by types of educational achievements (in points)
Educational activities:	
a) <u>The winner of the Olympiad</u> , competition, competition, competition and other event aimed at identifying students' academic achievements during the period of the educational program	
international level	6
All-Russian level	5
departmental level	4
regional level	3
level of educational organization	3
b) <u>The prize - winner of the Olympiad</u> , competition, competition, competition and other event aimed at identifying students' academic achievements during the period of study in the educational program:	
international level	4
All-Russian level	3
departmental level	2
regional level	1
level of educational organization	1
Research activities	
a) The presence of an award (prize) for the results of research work carried out by an educational organization and received by students during the period of training in the educational program	1
b) The presence of a document certifying the exclusive right of the applicant to the scientific (scientific and methodological, scientific and technical, scientific and creative) results achieved by him (patent, certificate) during the period of study in the educational program	4
c) The presence of a document confirming the fact of the grant to the student for the performance of research work during the period of study in the educational program	4
d) Applicant's availability of publications in indexed Russian and international information and analytical systems of scientific citation for the period of study in the educational program, including: Web of Science / Scopus	6

Stamp

THE MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
(RNRMU)

_____ **ORDER** _____ No.

_____ Moscow

About enrollment in transfer order

In accordance with the legislation of the Russian Federation in the field of education and the Regulations on students transfer to RNRMU, approved by the order of the rector of _____ № _____, hereby I order:

1. Enroll _____ (educational record number _____)
(Full namey)
in order of transfer from _____
(official name of the educational organization)
on _____ faculty, _____ year, group _____, for training in the field of
study (specialty) _____
(code and name of the direction of training (specialty))
full-time / part-time tuition, at the expense of the federal budget / on a contractual
basis with payment of tuition fees from _____.

2. Set academic difference:

No payment order	Name of academic discipline, practice, course work, scientific work	Labor intensity according to the educational plan (SET/ hour)	The form of intermediate certification (exam, test)	Terms of liquidation of academic difference
1	2	3	4	
	Total:			

Grounds: the student's application of _____, the decision of the attestation
commission of RNRMU on _____ (Protocol No. ____).

Rector _____ / _____ /
(signature)
Stamp

THE MINISTRY OF HEALTH OF THE RUSSIAN FEDERATION
PIROGOV RUSSIAN NATIONAL RESEARCH MEDICAL UNIVERSITY
(RNRMU)

ORDER

No. _____

Moscow

About transfer

In accordance with the legislation of the Russian Federation in the field of education and the Regulations on the students transfer to RNRMU, approved by the order of the rector of _____ № _____, hereby I order:

1. To transfer _____ (educational record No. _____)

(Full name)

student ____ course _____ faculty, on the basic educational program of higher education in the field of study (specialty)

(code and name of the field of study (specialty))

on full-time / part-time form of education, at the expense of the federal budget / on a contractual basis with payment of tuition fees, for training in the basic educational program of higher education in the direction of preparation (specialty)

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

full-time / part-time tuition, at the expense of the federal budget / on a contractual basis with payment of tuition fees , at _____ department, ____ year, into group ____ from _____.

2. Set academic difference:

No payment order	Name of academic discipline, practice, course work, scientific work	Labor intensity according to the educational plan (SET/ hour)	The form of intermediate certification (exam, test)	Terms of liquidation of academic difference
1	2	3	4	
	Total:			

Grounds: the student's application of _____, the decision of the attestation commission of RNRMU on _____ (Protocol No. ____).

Rector

_____/_____
(signature)