

INTERNAL REGULATIONS

for students of FSBEI HE KubSMU of the Ministry of Health Care of the Russia

1. General provisions

1.1. These Regulations are the main local normative act, which determines the students' activities of all forms, types and levels of education (hereinafter referred to as Students) in FSBEI HE KubSMU of the Ministry of Health Care of the Russian Federation.

1.2. Study discipline is maintained by the university administration that creates the necessary organizational and economic conditions for efficient work, performance of academic duties by methods of persuasion, education as well as encouragement for conscientious work and training.

1.3. These Regulations have been developed in accordance with the Federal Law "On Education in the Russian Federation" dated December 29th, 2012 No. 273-Φ3 (with Amendments and Additions) and the Charter of the University.

2. Students' Obligations

Students of the University are required:

2.1. To perform the obligations stated in the Federal Law "On Education in the Russian Federation" dated December 29, 2012 No. 273-Φ3.

2.2. To comply with the requirements for occupational safety, industrial sanitation, occupational hygiene and fire protection provided for by the relevant rules and instructions approved by the Rector of the University;

On the territory of the University, not to prevent thermometry, wear personal protective equipment (masks), clean hands with antiseptic agents, keep a distance in crowded places. Used masks should be placed in bins with yellow bags located at the University entrance at all its facilities.

2.3. To notify the administration of the structural unit on the circumstances that prevent or inhibit efficient work (accidents, conflicts, and other emergencies), to take the measures necessary to eliminate them.

2.4. To keep the educational equipment and devices in proper order, to maintain the cleanliness of the educational place, to comply with the established procedure for storing material assets and documents to prevent their damage.

2.5 To observe the rules for the library use, to handle books, magazines and other materials from the library carefully, to return them on time and to follow the recommendations of library staff on handling literature.

2.6 To get knowledge, to perform all types of assignments in due time, to participate in the quarterly procedure for assessing the level of students' knowledge and skills for compliance with the established requirements (testing), to pass all examinations and credit tests in strict accordance with the curriculum and training programs in due time (examination session).

2.7 To follow requirements of the access control arrangements while staying in the education buildings, dormitories and other buildings of the University. To behave decently both at the University and in public places, to refrain from actions that prevent other students from performing their duties, to follow generally accepted moral and ethical standards, to take food and drinks on the territory of the University in specially designated places and to take care of the business reputation of the University.

2.8. To be disciplined, maintain cleanliness and order in all educational, practical and other buildings of the University, to regularly take part in “Cleaning Days” and other cleaning activities of educational and practical buildings, dormitories of the University, and nearby areas.

2.9. To attend all classes; during the internship (on the territory of the University including clinical bases), to wear overalls (medical uniform, a cap, a badge, the second clean pair of shoes), and to follow the rules of individual hygiene (including that of clothes, shoes, and hands).

For practical training at clinical departments and bases, to carry a plain medical uniform, a cap, a badge, a mask and the second clean pair of shoes.

Students must wear a mask at clinical bases according to the sanitary and epidemiological rules in force at each particular department. The second pair of shoes should be closed-toed, comfortable, clean, and easy to wash. A small heel (up to 5 cm) is allowed. Suede or textile shoes are not allowed to wear.

To follow the hygiene requirements: the hands of the students must be clean. Female students are allowed to have manicure with a subtle shade and nail length not exceeding three mm. False nails are not allowed. Brightly colored and long nails are not allowed. Male students must have clean hands with short nails. Due to failure of these requirements, the students are not allowed to attend classes until the reasons are eliminated. Every student bears disciplinary responsibility, which is provided by these Regulations.

2.10. To comply with the Charter and other local acts of the University, the decisions of the Academic Council, orders and instructions of the Rector, Vice-Rectors, and Deans who regulate the educational, scientific, and medical process, their organization and performance.

Foreign students must also comply with the requirements of the migration legislation of the Russian Federation. According to the current migration legislation, the foreign students must provide the following to the international department of the University:

- 25 days before the expiration of an existing visa, to apply for an extension or restoration of visa:

(a) a valid foreign passport;

(b) a migration card;

(c) 4 photos of 3 x 4 cm (black and white or colored ones on matte paper);

(d) a receipt for payment of the stamp duty;

- tickets for departure from Russia in the absence of the above-listed documents not later than 10 days before the expiration of the visa;

- tickets for departure from Russia 20 days before the expiration of the migration registration (for citizens who arrived in the Russian Federation without a visa).

Within five working days from the moment of occurrence of the reasons, foreign students are required to submit to the international department of the University the following:

- tenancy agreement in case of accommodation not in the University dormitory;

- information about change of place of actual residence, change of marital status, obtaining a residence permit or a temporary residence permit, change of citizenship with the provision of a copy of the supporting document;

- information about the intention to leave Krasnodar.

2.11. To protect the property of the University, to prevent its damage, to treat with care the

tools, measuring instruments, work clothes and other equipment and devices provided for use.

2.12. At the request of the University employees, to provide reliable information about the students' personal data, educational data, and information about their parents.

2.13. To provide legal documents with authentic signatures and seals as a basis for receiving any payments and benefits from the University, a document of absence for a valid reason for all types of educational activities, to prevent forging of documents that are relevant for educational process.

2.14. Students are not allowed:

(a) to enter and leave the classroom after the beginning of classes without asking the teacher;

(b) smoking in the educational buildings, dormitories of the University and in the surrounding areas;

(c) during classes, credit tests, exams and any final educational events:

- to make noise and use foul language;

- to use mobile phones and garnitures (including headphones), other types of electronic, audio, video, or paper media;

- to prompt the examinee using the specified technical devices and data travelers;

(d) to wear outer clothing, headwear (except for a medical cap), clothes emphasizing religious affiliation in the premises of the University including clinical and practical bases;

- to wearsportswear and beachwear (shorts, short skirts, flip-flops, etc.) and other provocative and revealing clothes including those with bare areas of the body, as this contradicts with the norms of medical ethics and is considered a sign of disrespect for teachers, patients and colleagues;

(e) to use the Internet in computer educational halls and library halls for non-educational purposes (downloading music, movies, pictures, photos, etc.);

(f) to play gambling games;

(g) to drink beverages (except of water) and eating in classrooms/lecture halls, in rooms for various educational, cultural, sports, and scientific purposes, in corridors, elevators, basements and on staircases of academic buildings;

(h) to post information in any format in open access for students, employees, and visitors of the University, which calls into question or negatively affects the symbols of military glory of Russia, days of military glory and memorable dates of Russia associated with the defense of the Fatherland and the memory of defenders of the Fatherland;

(i) to remove various equipment and other University property from laboratories, educational and other rooms of the University without the permission of the University administration;

(j) to use (store and/or distribute) alcoholic beverages, to use (store and/or distribute) toxic and narcotic substances, as well as being in a state of intoxication in the University;

(k) to carry out actions on the territory of the University that aim at inciting hatred or hostility, as well as at humiliating the dignity of a person or group of persons on the basis of gender, race, nationality, language, origin, attitude to religion or belonging to any social group, as well as public calls for extremist activities;

(l) to implement actions that aim at insulting a person, to use moral or physical violence, as

- well as to express the threat of its use, which entailed / did not entail actual causing of moral or physical harm, including outside the University;
- (m) to distribute extremist materials included in the published federal list of extremist materials in academic buildings, dormitories of the University and in the surrounding areas;
 - (n) propaganda and public display of Nazi paraphernalia or symbols, or paraphernalia or symbols similar to Nazi paraphernalia or symbols to the point of confusion;
 - (o) to organize or hold unauthorized meetings, rallies, demonstrations, marches or pickets in academic buildings, university dormitories and in the surrounding areas;
 - (p) to carry combat, traumatic, gas and bladed weapons in academic buildings, university dormitories and in the surrounding areas;
 - (q) immoral behavior at the University, as well as outside it, in cases that undermine the authority of a University student as a future worker in the medical field;
 - (r) to visit the University's educational facilities in case of a positive COVID-19 test, as well as in cases that the student has learned that he/she has been in contact with a person who has the confirmed diagnosis of COVID-19;
 - (s) to take photo and to record video of practical exercises including work with patients, corpses or cadaveric material, animals, including posting these materials on the Internet;
 - (t) to perform any religious rites on the territory of the University, its clinical and practical bases;
 - (u) to be the member of any radical religious, extremist group and organization.

2.15. If minor signs of an infectious disease appear, the student must immediately self-isolate, inform the Vice-Dean and call a doctor to provide primary medical care.

If the student feels unwell while attending training events, he/she must immediately contact the health center, follow the doctor's recommendation to self-isolate at the place of residence and call a doctor to provide primary medical care.

The student can start training if he/she provides the relevant health certificate from the polyclinic at the place of residence or the interuniversity polyclinic.

3. Rewards for Academic Achievements and Participation in University Life

For academic success and active participation in the research and social life of the University, the following forms of moral and financial rewards are established for students:

- (a) expression of gratitude;
- (b) awarding with the University Certificate of Honor;
- (c) financial bonus;
- (d) other incentive measures.

4. Responsibility for Violation of Disciplinary Rules

4.1. For violation of these Regulations, disciplinary measures may be applied to Students:

- a warning for violating Paragraphs 2.2.-2.5., Clause (a) of Paragraph 2.14.;
- a reprimand for violating Paragraphs 2.6.-2.9., Clause 1, 3 of Paragraph 2.10., 2.11., 2.12., Clauses (b)-(g) of Paragraph 2.14., 2.15.;
- expulsion from the University for violating Clause 2 of Paragraph 2.10., 2.13., Clauses

(h)-(u) of Paragraph 2.14.

For violation of Clause 2 of Paragraph 2.10. in terms of non-submission of documents, expulsion is applied on the day preceding the expiration of the visa.

A student is subject to expulsion in case of a violation of Paragraph 2.7. in terms of compliance with the requirements of the access control arrangements, if such violation resulted in the occurrence of an administrative offense (criminal offense) or an emergency situation.

4.2. If a violation occurs, a corresponding report is drawn up by the person who discovered the violation and the witnesses and is transferred to the dean's office, which notifies the Students' Union about the incident (in relation to minor students – the council of parents (legal representatives) of minor students).

The student is obliged to provide a written explanation of the violation either in the act of recording the violation or within 3 working days to the dean's office.

Upon the commission of a violation, the Students' Union (in relation to minor students - the council of parents (legal representatives) of minor students) provides the dean's office with a written reasoned opinion regarding the application of disciplinary measure.

The disciplinary measure is applied no later than one month from the date of the violation detection exclusive of the time of student's absence (due to his/her illness, vacation, academic leave, maternity leave or parental leave), as well as the time required to take into account the opinion of the Students' Union, the council of parents (or legal representatives) of minor students, but not more than seven working days from the date of submission of the reasoned opinion of the committees.

A document on the application of a disciplinary measure is issued by order of the rector of the University and is provided to the student, parents (legal representatives) of a minor student to read and acknowledge it by signing within three working days from the date of its issuing exclusive of the time of absence of the student at the University. The refusal of the student, parents (legal representatives) of a minor student to read and acknowledge the order by signing is documented by a corresponding act.

An order to impose a disciplinary measure may be appealed in accordance with the established procedure.

4.3. If a new disciplinary measure is not applied to the student within a year from the date of application of the disciplinary measure, then he/she is considered not to have a disciplinary measure applied.

The rector of the University has the right to suspend the disciplinary measure on his/her own initiative, at the request of a student, parents (legal representatives) of a minor student, or at the request of the Students' Union within a year from the date of the disciplinary measure application.

In case of repeated application of disciplinary measures (warnings, reprimands) to a student during one academic year for any of the violations, a student is subject to expulsion from the University.

For the purposes of investigating and recording accidents with students that occurred before the start and after the end of classes (public events), the period of their stay directly on the territory of the University's educational bases is taken into account.

This document comes into force from the moment of approval.