



GOVERNMENT OF THE RUSSIAN FEDERATION
FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION
OF HIGHER PROFESSIONAL EDUCATION
“SAINT PETERSBURG STATE UNIVERSITY”
(SPBU)

ORDER

31.08.2013

№ 3107/1

On Approving
the Internal Rules of Conduct of SPBU
Students

In accordance with article 128 part 3 clause 1 of Federal Law No. 273-FZ “On Education in the Russian Federation” dated December 29, 2012, clause 5 of the Saint Petersburg State University Charter approved by decree of the Government of the Russian Federation No. 1241 dated December 31, 2010 (with amendments approved by decree of the Government of the Russian Federation No. 58 dated January 31, 2012)

I HEREBY ORDER:

1. To approve and put in force, as of the date of this present Order, the Internal Rules of Conduct of students at the Federal State Budgetary Educational Institution of Higher Professional Education “Saint Petersburg State University”, adopted by a decision of the SPBU Academic Council on August 31, 2013 (Minutes No. 7 of August 31, 2013) (Appendix hereto, hereinafter — Rules).

2. To consider outdated as of the date of this Order Rector’s Order No. 28/1 dated January 19, 2009 “On Putting in Force a New Revision of the SPBU Internal Rules of Conduct” in the part of norms governing the conduct of students, attendees, interns, resident physicians, undergraduates, postgraduates, doctoral students and candidates for a Doctor of Science or a Candidate of Science degree.

3. SPBU Press-Secretary Aleksey Zavarzin to ensure that a copy of this present Order is published on the SPBU website.

4. To entrust control over this present Order execution to Alexandr Gnetov, Head of the Rector's Office Administration.

Rector

Nikolay Kropachev

INTERNAL RULES
of Conduct of Students at the Federal State Budgetary Educational Institution of Higher
Professional Education
“Saint Petersburg State University”

1. GENERAL PROVISIONS.

1.1. These present Internal Rules of Conduct of Saint Petersburg State University students (hereinafter — Rules) are a local regulatory act governing academic procedures at the Federal State Budgetary Educational Institution of Higher Professional Education “Saint Petersburg State University” (hereinafter — University).

1.2. The academic procedures shall mean the rules of students’ conduct both in the course process of learning and during other periods of staying on the University premises, i.e. in buildings, constructions, facilities including buildings and facilities of the University dormitories, on land property and other sites belonging to the University.

1.3. The academic procedures shall also mean the rules of students’ conduct when undergoing practical training (including onsite field training) and on-the-job training both on University premises and off-campus, as well as when studying on a military training curriculum and taking part in drills (utilization tours) provided for by the military training curriculum. When undergoing training on the premises of third-party organizations, University students shall also follow local acts governing the internal code of conduct of a corresponding organization.

1.4. These present Rules also cover the student's behaviour on University premises regarding their staying under treatment (both on outpatient and inpatient basis), recovery, when holding sports events and in other cases not directly related to the educational process.

1.5. Students whose behaviour is governed by these present Rules are all persons enrolled in the established by the University order as students, undergraduates, interns, resident physicians, postgraduates, attendees, trainees for studying at main and secondary educational programmes of the University. Students shall enjoy equal rights and bear equal obligations unless otherwise provided for by legislation, the University Charter, these Rules, other local University regulatory acts, corresponding enrolment contracts. The Rules shall also apply to doctoral students and candidates for a University Candidate of Science degree.

1.6. The basis of the student’s legal status at the University is their rights and obligations, enshrined in education legislation, the University Charter, these Rules and other local University regulatory acts.

1.7. These present Rules, as well as any amendments and additions hereto, shall be approved by a Rector's Order taking into account the opinion of the University student council, parents (legal representatives) council (for underage students), and shall be made public by publishing on the University web-site.

2. STUDENTS’ MAIN OBLIGATIONS

2.1. University students shall:

2.1.1. Scrupulously study the educational programme, comply with the curriculum

(individualised education program) requirements, such as attend classes provided for in the curriculum or individualised education program, prepare for classes on their own, perform tasks given by teachers within the educational programme on their own, write term works, graduation thesis as well as other works and tasks provided for in the curriculum (individualised education program) on their own.

The list of academic subjects and classes, the procedure for undergoing continuous academic progress control, assessment tests, midterm and final assessment is governed by the University Charter, learning rules, other local University regulatory acts.

2.1.2. Comply with the requirements of regulatory legal acts in the area of education that govern the educational and scientific processes, their management and performance. Comply with the requirements of the University Charter, these present Rules, learning rules, rules for living in dormitories and boarding schools and other local University regulatory acts regarding management and performance of academic activity, lawful requirements of academic staff and other University employees.

2.1.3. Undergo all kinds of continuous academic progress control, assessment tests, midterm and final assessment in accordance with the curriculum and the approved timetable.

2.1.4. In case of failure to appear in class, as well as for continuous academic progress control, assessment tests, midterm and final state assessment, promptly give notice to the head of the training division of the corresponding programme on the reasons of non-appearance. A student who fails to appear at the abovementioned events shall provide a written proof of a viable excuse for their non-appearance (e.g., a reference of temporary incapacity), otherwise the reason for non-appearance shall be deemed inadequate. The student shall present the written proof of a viable excuse for non-appearance to the head of the training division of the corresponding programme within 3 (three) working days from the date of their issuance (completion).

2.1.5. Care for preserving and strengthening one's health, be committed to moral, spiritual and physical development and self-perfection.

2.1.6. Be polite, respect the honour and dignity of other University students and employees, not create obstacles for other students to receive education.

2.1.7. Follow moral and cultural traditions and spiritual values of the University, moral and ethical standards, comply with the University Student Code.

2.1.8. Treat the University's property with care, take measures to ensure the safety of such property. In the case of material damage to the University, students shall pay for it in accordance with civil legislation.

2.1.9. Be disciplined, commit to cleanness and order on University premises.

2.1.10. Follow safety procedures, fire safety rules and other special rules both in the course of educative process and during other periods of staying on University premises.

2.1.11. Follow access control procedures established at the University, including not transfer one's pass, including a magnet pass, (student card) to third parties and not use any pass (student card) issued to a third person.

2.1.12. Undergo vaccination, medical and other examination in the cases provided for in the Russian Federation legislation and local University acts, and present the results of necessary medical examinations to the academic office of the corresponding programme.

2.2. The procedure and conditions for University students to use the library stock, electronic and other information resources of the University, equipment, University sports

facilities, as well as liability for violation of the specified procedure and conditions are determined by corresponding rules approved by the University Rector or an authorised by the Rector official, and by other local University acts.

2.3. Additional rights and obligations of persons living in the University dormitories are determined by housing legislation, Rules of Stay in University dormitories and lease agreements of designated living premises.

3. STUDENT REWARDS

For good and excellent grades, active participation in academic research work and public life of the University, in university, regional, transregional, all-Russian and international sporting and other competitions, academic competitions, other events, students may be rewarded in the following ways: expression of gratitude, cash award, awarding of a valuable gift, other means.

A copy of an order by the Rector or an authorised by the Rector official on rewarding a student shall be stored in their educational record.

4. LIABILITY FOR VIOLATING ACADEMIC DISCIPLINE

4.1. For failure to fulfill or violation of the University Charter, these present Rules, learning rules, rules for living in dormitories and boarding schools and other local University regulatory acts regarding management and performance of academic activity, disciplinary measures may be taken against students: rebuke, reprimand, expulsion from the University.

4.2. Before a disciplinary measure is taken, a University official shall demand a written explanation from the student. If the student fails to submit the mentioned explanation within three academic days, a corresponding act shall be drawn. Student's refusal or failure to submit a written explanation shall not be an obstacle against taking a disciplinary measure.

4.3. A disciplinary measure shall be taken no later than one month after the offence was discovered and no later than six months after it was committed, not counting the time when the student is absent specified in clause 4.4 hereof, as well as the time necessary to consider the opinion of the University student council, parents (legal representatives) councils (for underage University students), but no more than seven academic days after an authorised University official receives a motivated opinion of the abovementioned councils and bodies in writing.

4.4. Disciplinary measures shall not be taken against students when they are ill, on vacation, academic leave, maternity leave or childcare leave.

4.5. When choosing a disciplinary measure, the seriousness of the disciplinary offense, the causes and circumstances under which it was committed, student's prior behaviour, their wellbeing and emotional state, as well as the opinion of the University student council, parents (legal representatives) councils (for underage University students) shall be considered.

4.6. Based on the decision by an authorised University official, repeated committal of disciplinary offences provided for in clause 4.1 hereof may lead to the expulsion from the University of an underage student who has reached the age of fifteen, as a disciplinary measure. An underage student may be expelled if all other disciplinary measures and academic corrective measures have not produced a result and the student's further presence at the University negatively impacts other students, violates their rights and the rights of University employees, as well as prevents normal functioning of the University.

4.7. The decision on expelling an underage student who has reached the age of fifteen and has not received compulsory education, as a disciplinary measure, shall be rendered taking into

account the opinion of their parents (legal representatives) and with the consent of the commission for juvenile affairs and protection of their rights. The decision on expelling orphans and children deprived of parental care shall be rendered with the consent of the commission for juvenile affairs and protection of their rights and the guardianship and wardship authority.

4.8. Taking disciplinary measures against students shall be executed in an order by an authorised University official that shall be brought to the notice of the student, the parents (legal representatives) of an underage student under signed receipt within three academic days of the date of its issue, except the time when the student is absent from the University. Student's, parents' (legal representatives') of an underage student refusal to familiarise themselves with the mentioned order (decree) under signed receipt shall be filed under a corresponding act.

4.9. The student, the parents (legal representatives) of an underage student have the right to appeal against the disciplinary measures and taking them against the student at the commission for settlement of disputes between participants of educational relations.

4.10. The ruling of the commission for settlement of disputes between participants of educational relations shall be mandatory for all participants of educational relations at the University and shall be enforced within the terms specified in the ruling.

4.11. The ruling of the commission for settlement of disputes between participants of educational relations may be contested following the procedure stipulated in the Russian Federation legislation.

4.12. If a new disciplinary measure is not taken against the student within one year after the taken disciplinary measure, they shall be considered as not having a disciplinary punishment.

4.13. Before one year after the date of taking a disciplinary measure elapses, an authorised University official may lift it from the student on their own initiative, per a request of the student, the parents (legal representatives) of an underage student, the University student council, parents (legal representatives) councils (for underage University students).

4.14. For violation of the obligations established by housing legislation, rules of stay in University dormitories and lease agreements of designated living premises, a student shall be liable in accordance with housing legislation, local University regulatory acts.

5. ORGANIZING STUDENTS' ACADEMIC WORK

5.1. The academic year at the University for full-time and part-time students starts on September 1 and end as per the calendar academic schedule of the main educational programme.

The terms of the academic year start may be shifted but by no more than 2 months.

For full-time and part-time students, vacations with the total duration of no less than 7 weeks during the academic year shall be provided.

The terms of the academic year start and end for full-time students shall be established in the calendar academic schedule of the main educational programme.

When realizing main educational programmes of general education, dividing the academic year into four terms shall be acceptable.

The terms of the learning start and end for additional educational programmes shall be determined based on their calendar academic schedule.

5.2. Classes at the University may be held in the form of lectures, review sessions, seminars, practical classes, laboratory classes, tests, individual work, discussion groups, students' research work, training, term papers, execution and defense of the graduation research work for students of secondary (full) educational programmes, of the graduation thesis, other kinds of classes established by the University.

5.3. Classes, mid-term assessment, academic failure elimination, students' research work, final assessment, vacation shall be held in accordance with the calendar academic schedule of the educational programme.

The schedule of classes, mid-term assessment, academic failure elimination shall be approved by the Rector or an authorised by the Rector official and shall be published on the University web-site no later than 7 days before a corresponding period starts.

5.4. The duration of classes shall be set in academic hours. For all kinds of classroom sessions, an academic hour shall be 45–50 minutes. The duration of classroom sessions (classes) in general education programmes shall be 40 minutes.

As a rule, one class lasts for 2 academic hours. Breaks at the end of an academic hour shall be 5–10 minutes. Breaks between classes shall be at least 10 minutes. During an academic day, a lunch break lasting at least 30 minutes shall be established.

5.5. The start and end time of classes shall be established by the Rector or an authorised by the Rector official.

5.6. After the start of classes, silence and order shall be ensured in all classrooms and adjacent facilities that are necessary for the normal course of classes. Students may enter or leave the classroom after the actual start of a class only with the teacher's permission. A teacher has the right to demand that a student leaves the classroom should they violate these present Rules.

5.7. Students are divided into groups, cohorts and subgroups based on study rules, other local University regulatory acts.

5.8. The Rector or another authorised by the Rector official may appoint a head boy or girl in every course (class), group, cohort or subgroup among the top and most disciplined students.

5.9. The procedure and grounds for expelling students from the University in the case of failing continuous academic progress control, midterm and final assessment shall be governed by the learning rules, other local University regulatory acts.

5.10. Student vacation shall be established in the calendar academic schedule of the corresponding educational programme.

6. MAINTAINING ORDER AT THE UNIVERSITY

6.1. On University premises, it is prohibited to:

6.1.1. Behave in a way that hinders normal University employees work;

6.1.2. Smoke except for in specially designated smoking areas marked with corresponding signs;

6.1.3. Drink alcohol, low-alcohol beverages, beer;

6.1.4. Store, use and distribute narcotic drugs and psychotropic drugs, their precursors and analogues, other intoxicating substances;

6.1.5. Gamble;

6.1.6. Appear under the influence of alcohol, drugs or toxicants;

6.1.7. Bring animals;

6.1.8. Store, distribute and use explosives and pyrotechnic devices;

6.1.9. Disturb peace and quietness at night and in the early morning — from 11 p.m. till 7 a.m. local time.

6.2. In classrooms (lecture halls) during classes, it is also prohibited to wear outer garments and headwear, as well as to eat.

6.3. The access rules for students to University buildings and premises shall be established in the Regulation on Access Control Procedure Establishment at University Facilities adopted in accordance with the standard procedure, rules of stay in University dormitories.