Regulations & Procedures
for organization and implementation of the
Basic Professional Education Programmes of Higher Education – Residency Programmes
at I.M. Sechenov First Moscow State Medical University

1. General provisions

1.1. The present Regulations & Procedures for organization and implementation of the Basic Professional Education Programmes of Higher Education – Residency Programmes (hereinafter referred to as the "residency programmes" or "education programmes" or "programmes") at I.M. Sechenov First Moscow State Medical University (hereinafter referred to as the "University") determines the rules for organization and implementation of the residency programmes including specific rules of the programmes organization for students with disabilities (hereinafter referred to as the "Regulations and Procedures").

The present Regulations and Procedures are drawn up in accordance with
- the Federal Law dd. December 29, 2012. No.273-FZ «On education in the Russian Federation» (hereinafter referred to as the "Federal Law"),
- the Order of the Ministry of Education and Science of the Russian Federation dd. November 19, 2013 No.1258 "Concerning approval of the Regulations & Procedures for organization and implementation of training in the educational programmes of higher education – residency programmes»,
- the Order of the Ministry of Education of the Russian Federation dd. March 09, 2004 No.1312 "Concerning approval of the federal basic curriculum and exemplary curriculums for educational institutions of the Russian Federation providing general education programmes",
- other laws and regulations of the Russian Federation in the field of education, the Charter of the University (hereinafter referred to as the "Charter"), local University regulations.

1.2. In accordance with the license to carry out educational activities and upon decision of the Academic Council of the University the University has the right to provide training in residency programmes (type – professional education, level – higher education – training of top-qualification specialists).

1.3. The individuals admitted to the University in accordance with the established procedure for training in the relevant education programmes are allowed to the residency programmes (hereinafter referred to as the "students").

1.4. The University provides training in the state language of the Russian Federation.

Training may be provided in a foreign language or in the Russian language with the use of a foreign language as it is stated by the education laws and in accordance with the education programme.

When developing and implementing education programmes in foreign languages or in the Russian language with the use of a foreign language the University creates conditions which let fulfil requirements of the federal state educational standard.

Training in a foreign language or in the Russian language with the use of a foreign language is provided upon the written consent of a student.

1.5. Implementation in the education process of training methods, techniques, and education technologies which harm the physical or psychological health of a student is prohibited.

1.6. Quality assurance at the University includes:
    - objectivity and independence in internal control of the University providing conditions for the students to obtain a residency programme;
    - objectivity and independence in monitoring of knowledge, skills, abilities, work experience gained during a residency programme.

Quality assurance at the University is focused on:
- compliance of a residency programme outcomes and the intended learning outcomes (stated programme goals);
- compliance of organization and implementation of a residency programme with the stated requirements to its structure, regulations, procedures, and conditions of its implementation.

Quality assurance system is self-defined by the University. The types, forms, and procedures of the quality assurance of a residency programme implementation and its results are established by the University Order. Self-evaluation is a mandatory procedure of the internal quality assessment at the University.

The University has the right to implement procedures of independent quality assurance, professional and public accreditation of a residency programme and the University.

1.7. When developing and implementing a residency programme the University may implement the module system of representation of a residency programme content and curriculum, and use relevant education technologies.

1.8. Choice of training methods and techniques, education technologies and methodological support of a residency programme is made by the University independently based on the need to achieve the intended outcomes of a residency programme by students, as well as the individual capabilities of students with disabilities.

1.9. Development and implementation of a residency programme is conducted in compliance with the requirements stipulated by the Russian legislation on information, information technologies and information protection.

2. Procedures of development and approval of a residency programme

2.1. A residency programme is self-developed and approved by the University in accordance with the federal state educational standard (hereinafter referred to as the Educational Standard) and taking into account the respective exemplary basic educational programs.

The University annually updates a residency programme with due consideration for the development of science, equipment, culture, economics, technologies and social sphere by its approval (re-approval) by the Academic Council of the University.

Information about a residency programme is announced on the official University web-site in the Internet.

2.2. A residency programme is a complex of main education characteristics (duration, capacity, content, intended outcomes), organizational and pedagogic conditions, forms of assessment which is represented as a general characteristic of a residency programme, its Curriculum, Calendar Plan, Disciplines (Modules) and Practices Programmes, assessment tools, teaching materials, other components included in the educational programme upon decision of the University.

The University develops a residency programme as a set of documents.

Every component of a residency programme is developed as a single document or a set of documents.

With the aim of documentation unification, the University approves templates of educational programmes depending on its type.

2.3. General characteristics of a residency programme shall include the following:
- type of education;
- level of education;
- basic parameters of a residency programme implementation (mode of study, capacity regardless of the implemented education technologies and specifically with indication of credit units, duration including holidays given after the final (state) assessment regardless of the implemented education technologies, indication of the implemented of education technologies with the use of network education, language of study);
- organizational and pedagogic conditions required for a residency programme implementation.

General characteristics of a residency programme shall be supplemented with indication of the:
- field of education, group of specialties, profile (in case it differs from the name of a specialty), qualification of graduates;
- the Education Standard which is the basis for the education programme;
- type(s) of professional activity of the graduates;
- intended programme outcomes – student competencies stated by the Education Standard and the University additionally to the competencies stated by the Educational Standard with consideration of the profile of the programme – correlated with professional standards.

2.4. The Curriculum shall consist the list of disciplines (modules), practices (if available), research work (if available), other study activities, interim and final (state) assessment of Students.

The Curriculum shall outline the number of academic hours of co-work of students and teachers (by types of studies) (hereinafter referred to as the "in-class studies") and self-study of Students. For each discipline (module), practice (if available), research work (if available) a form of the interim assessment shall be specified. For final (state) assessment a form of the final assessment(s) shall be specified.

2.5. The Calendar Plan shall indicate periods of studies and periods of holidays.

2.6. The Discipline (Module) Programme shall include the following:
- a name of a discipline (module);
- a list of intended discipline (module) outcomes correlated with the intended residency programme outcomes;
- indication of a discipline's (module's) place in the structure of a residency programme;

- capacity of a discipline (module) in particular in credit units and academic hours for in-class studies (by types of studies) and self-studies;
- contents of a discipline (module) structured by topics (sections) with indication of academic hours and types of studies;
- a list of learning materials for self-studies in a discipline (module);
- a set of assessment tools for interim assessment of students in a discipline (module);
- a list of basic and additional study books required by a discipline (module) programme;
- a list of Internet resources required by a discipline (module) programme;
- a discipline (module) guidelines for students;
- a list of information technologies used within a discipline (module) including a list of software and information and reference systems (if necessary);
- description of facilities and equipment required by a discipline (module) programme.

The University may include any other information and materials to a Discipline (Module) Programme by approving the relevant residency programme model.

2.7. The Practice Programme shall include the following:
- indication of a type of practice, its method and form(s);
- a list of intended practice outcomes correlated with the intended residency programme outcomes;
- indication of a practice's place in the structure of a residency programme;
- capacity of a practice in particular in credit units and its duration in weeks or academic hours with indication of the number of academic hours for in-class studies (by types of studies) and self-studies;
- contents of a practice;
- indication of practice reporting forms;
- a set of assessment tools for a practice interim assessment;
- a list of study books and Internet resources required by a practice programme;
- a list of information technologies used during practice including a list of software and information and reference systems (if necessary);
- description of facilities and equipment required by a practice programme.

The University may include any other information and materials to a Discipline (Module) Programme by approving the relevant residency programme model.

2.8. Assessment tools shall be indicated as sets of tools for the interim and final (state) assessments.

For the residency programme based on the Education Standard, a set of assessment tools for an interim assessment of a discipline (module) or practice includes the following:
- a list of competencies with indicated stages of their formation in the course of a residency programme;
- description of indicators and criteria of competencies assessment at different stages of their formation, description of assessment scales;
- standard control tasks or other materials required for assessment of knowledge, skills, abilities and/or work experience which characterize the stages of competencies formation in the course of a residency programme;
- training materials defining procedures of assessment of knowledge, skills, abilities and/or work experience which characterize the stages of competencies formation.

For each learning outcome of a discipline (module), practice, and research work (if available) the University defines assessment indicators and criteria for evaluation of formation of competencies at different stages of their formation, assessment scale and procedure.

For the residency programme based on the Education Standard, a set of assessment tools for the final (state) assessment includes the following:
- a list of competencies which shall be obtained by graduates of a residency programme;
- description of indicators and criteria of competencies assessment, as well as of assessment scales;
- standard control tasks or other materials required for assessment of a residency programme outcomes;
- training materials defining procedures of assessment of a residency programme outcomes.

2.9. A residency programme developed in accordance with the Education Standard shall consist of a mandatory part and a part formed by participants of educational relations (hereinafter "Basic component" and "Variable component" accordingly).

The Basic component of a residency programme is mandatory regardless of a residency programme profile. It ensures formation of competencies established by the Educational Standard, and includes the following:
- disciplines (modules) and practices established by the Education Standard (if such disciplines (modules) and practices are available);
- disciplines (modules) and practices established by the University;
- final (state) assessment.

The Variable component of a residency programme is aimed at expansion and/or deepening of competencies established by the Education Standard, as well as formation of competencies established by the University additionally to the competencies established by the Education Standard (if such competencies are established by the University). It includes disciplines (modules) and practices (if available) established by the University in the capacity established by the University. Contents of Variable components are formed in accordance with the profile of a residency programme.

Disciplines (modules) and practices (if available) being parts of the Basic component of a residency programme, as well as disciplines (modules), practices (if available) and research work (if available) being parts of the Variable component of the residency programme in the amount established by the University in accordance with the programme profile are mandatory for the programme students.

When providing inclusive training for students with disabilities the University shall include special adaptation disciplines (modules) in a residency programme.

Optional, elective and special disciplines (modules) shall be included in the Variable component of a residency programme.

2.10. Capacity of a residency programme (its components) is defined as a study load intensity which includes all types of study activities covered by the Curriculum in order to ensure the intended study outcomes.

2.11. Credit units are used as standardized measure of study load intensity when indicating capacity of a residency programme or its components. Capacity of a residency programme (its components) is expressed by an integer number of credit units. One credit unit in residency programs established in accordance with the Education Standard is equivalent to 36 academic hours (1 hour = 45 minutes) or to 27 astronomic hours (1 hour = 60 minutes).

Capacity of a residency programme in credit units does not depend on the mode of study, combination of different modes of study, e-learning, distant learning, network learning, or individual studies including accelerated education.

2.12. Capacity of one year of a full-time residency programme not including optional disciplines (modules) (hereinafter "programme annual output") is equal to 60 credit units except the following cases:
- part-time studies;
- combination of different modes of study;
- a residency programme with implementation of e-learning and distant learning technologies;
- network studies;
- teaching of individuals with disabilities;
- individual curriculum.

In the above cases the University establishes programme annual output equal to no more than 75 credit units. It may vary for each academic year. It does not include capacity of disciplines (modules) and practice recognized during student's transfer to accelerated course with individual curriculum by reduction of term of training in a residency programme.

2.13. A residency programme shall be developed and approved not later than three months before the start of its implementation in the following order:

- Educational and methodical council of the department responsible for a residency programme implementation upon the University Order shall form general characteristics of the residency programme, its curriculum and calendar plan not later than six months before the programme implementation. When forming the curriculum, University departments (chairs) responsible for implementation of the programme components (disciplines (modules), practices (if available) and research work (if available)) shall be defined;

- University departments (chairs) responsible for the programme components implementation shall develop programmes for disciplines (modules) and practices including sets of assessment tools and approve them at department panel sessions within two months;

- Educational and methodical council of the department responsible for a residency programme implementation upon the University Order shall generalize the residency programme with the programme of final (state) assessment and submit it for consideration at the University Central Methodical Council and approval at the University Academic Council.

3. Residency programmes implementation

3.1. When implementing residency programmes, the University has a right to use various education technologies including distant learning and e-learning technologies.

When implementing a residency programme with the use of distant learning and/or e-learning technologies, the University shall inform the participants of educational relations about implementation of distant learning and/or e-learning technologies in a programme or its component.

When implementing a residency programme with the only use of distant learning and/or e-learning technologies, the University shall provide conditions for functioning of electronic information and education environment including electronic information resources, electronic education resources,

complex of information technologies, telecommunication technologies, and appropriate technological tools for students to fully obtain the programme regardless of location of the students.

When implementing a residency programme or its components with the use of e-learning or distant learning education technologies, the University shall

- provide educational and methodical assistance for students including in the form of individual counseling provided distantly with the use of information and telecommunication technologies;

- independently define the amount of in-class studies and the ratio of the amount of studies carried out by direct interaction between a teacher and a student, and training sessions with the use of e-learning and/or distant learning technologies;

- provide an appropriate for applied technologies training level of pedagogical, scientific, educational support, and administrative staff.

When implementing residency programmes with the use of e-learning and/or distant learning technologies,
        - absence of in-class studies is allowed;
        - location of educational activities is the location of the University, regardless of the location of students.

3.2. Modes of studies including their combinations are established by the University itself, for residency programmes implemented in accordance with the Education Standard – according to the Education Standard.

3.3. Duration of a residency programme is established when approving the programme. Duration of training in a programme implemented in accordance with the Education Standard is equal to that established by the Education Standard, regardless of education technologies used by the University.

Duration of a residency programme does not include academic, maternity or child-care leave.

For those having individual curriculum the duration of a programme can be adjusted by the University according to the present Regulations and Procedures.

Duration of training in a residency programme for an individual with disabilities is increased by the University upon written application of the individual.

3.4. A student has the right for an individual curriculum.

An individual curriculum including accelerated education with individual curriculum is applied upon written application of a student specifying the reasons for training according to an individual curriculum. A student shall submit such written application to the University department responsible for the residency programme.

The University department shall form an individual curriculum not later than one month after submission of the application granting the applicant has reasons for an individual curriculum.

Transfer to an individual curriculum is conducted under the University Order upon recommendation of the University department director containing proof of student's reasons for an individual curriculum, formed individual curriculum, and written consent of the applicant with the individual curriculum.

The reason for transfer to accelerated education according to an individual curriculum is the fact that a student has a secondary professional or higher degree, and/or in the process of training in such education programmes, and/or showed abilities and/or the level of development that allow to master a residency programme in a shorter time compared with the period established by the University in accordance with the Education Standard.

3.5. For implementation of a residency programme the University provides:
- various forms of training in disciplines (modules);
- practical studies;
- assessment of a residency programme results by means of formative performance assessment, interim and final (state) assessments;
- individual records of results of the students and graduates, as well as archives with information about these results and awards in a paper and/or electronic form.

3.6. When implementing a residency programme, the University provides for students a possibility of optional (not mandatory for studying) and elective (elected obligatorily) disciplines (modules) available within the variable component of the residency programme.

Annually during approval (re-approval) of a residency programme, for the purpose of approval under the University Order, educational and methodical councils with the concurrence of responsible departments (chairs) form a list of optional and elective disciplines indicating the number of groups in each.

In accordance with the list of elective disciplines indicating the number of groups in each approved by the University Order, a student according to the procedures and terms established by the University (not later than the beginning of the relevant academic year (semester)) shall choose elective discipline(s) by registering for the elective discipline(s). Chosen elective disciplines (modules) then become mandatory for the students. If any elective disciplines were chosen by a student (no registration) then the student shall obtain the elective course assigned by the University.

In accordance with the list of optional disciplines indicating the number of groups in each approved by the University Order, a student according to the procedures and terms established by the University (not later than the beginning of the relevant academic year (semester)) has the right to choose optional discipline(s) by registering for the optional discipline(s). Chosen optional disciplines (modules) then become mandatory for the students. If optional disciplines were not chosen by a student (no registration) then optional disciplines are not provided to the student.

3.7. Education process is split into academic years.

In the University an academic year starts in accordance with the approved programme. Usually it starts on the 1st of September. It can be postponed for not more than two months and start not later than the 1st of November.

An academic year finishes in accordance with the approved programme at dates established by the Education Standard and the present Regulations and Procedures.

3.8. Students are provided holidays within a residency programme.

Duration of a programme includes the period of holidays following the final (state) assessment, regardless of the fact of using these holidays.

The holidays following the final (state) assessment are provided upon student's application.

Each academic year shall contain holidays with a total duration of not less than six weeks.

3.9. Education process within residency programmes is organized by periods of education:
- academic years;
- semesters (2 semesters per year);
- duration of modules.

Periods of education are established during approval of a residency programme.

3.10. The University before the beginning of studies shall form a training agenda for a programme in accordance with the curriculum and calendar plan.

3.11. Studies within a residency programme are conducted in the forms of in-class and self-studies.

Residency programmes may consist of the following types of studies including the studies aimed at formative performance assessment:

- lectures and other types of studies based on predominant transfer of teaching information from a teacher to students (hereinafter "lecture-type studies");

- seminars, practical studies, case studies, laboratory classes, colloquiums (hereinafter "seminar-type studies");

- course work (term papers) in one or several disciplines (modules);

- group consultations;

- individual consultations and other types of studies with individual work of a teacher and a student (including practice management);

- self-studies.

The University may provide other types of studies. Types of studies are specified in a residency programme during its approval (re-approval).

The University involves implementation of innovative forms of studies aimed at development of skills of team work, personal communication, decision making, leadership (including if necessary interactive lectures, group discussions, role plays, training sessions, analysis of situations and simulation models, training in disciplines (modules) in the form of courses based on the results of research conducted by the University, inclusive of regional specific features of professional activity of graduates and needs of employers).

3.12. Co-work of students and a teacher including that with the use of distant learning technologies includes lecture-type studies and/or seminar-type studies and/or group consultations and/or individual co-work of a student and a teacher, as well as interim and final (state) assessments. If necessary, the co-work may include other types of studies providing group or individual communication of students and a teacher.

Co-work of students and a teacher may be in-class or out-of-class.

Amount of co-work of students and a teacher is specified in a residency programme during its approval (re-approval). Minimum amount of co-work of students and a teacher within a residency programme equals to 16 academic hours per week for full-time programmes and 160 academic hours per year for part-time programmes.

Amount of lecture-type and seminar-type studies is specified in a residency programme during its approval (re-approval). Maximum amount of lecture-type and seminar-type studies is 36 academic hours per week.

3.13. For seminar-type studies including that with the use of e-learning and distant learning technologies, student groups shall be formed with not more than 25 persons each from the list of students of the same year of study in a programme. Seminar-type studies shall be conducted for one group of students. If necessary, it is possible to combine students of different residency programmes in one group.

For laboratory classes and other types of practical studies, a group may be devided into several sub-groups.

During lecture-type studies several groups of the same year of study in a programme may be combined in one batch. If necessary, it is possible to combine groups from different residency programmes in one batch.

3.14. For all types of in-class work an academic hour equals to 45 minutes.

3.15. Assessment of a residency programme results includes formative performance assessment, interim and final (state) assessments.

3.16. Formative performance assessment provides current assessment during disciplines (modules) and practices.

Interim assessment provides midpoint and final assessment of disciplines (modules) and practices results (including the results of course works (term papers)).

Forms, system, frequency, procedures of the formative performance assessment and interim assessment (including the procedures of such assessments for the students that have not passed the interim assessment for valid reasons and/or have academic debts) are established by the University Order upon the decision of the University Academic Council.

According to the forms, system, and frequency of the interim assessment established by the University, the forms, system, and frequency of the interim assessment are indicated in the curriculum.

Number of exams of the interim assessment cannot exceed 8 exams per academic year; pass/fail exams cannot exceed 10.

Number of exams and pass/fail exams of the interim assessment within the individual curriculum shall be specified in that curriculum.

3.17. Educational programmes finish with the final (state) examination which is mandatory.

Students who do not have academic debts and fully mastered the educational programme (completed curriculum or individual study plan), no later than the beginning of the final assessment

in accordance with the calendar plan, pass final certification in the manner prescribed by the University.

A graduate who has successfully passed a final (state) assessment is issued a document of education and/or of qualification in the form established by the Federal Law.

A graduate who has successfully passed a university final assessment is issued a document of education and/or of qualification in the form established by the University.

Students who have not passed the final assessment or failed it, as well as students who have accomplished only a part of the programme and/or have been dismissed are issued certificates of study or of periods of study in the form established by the University.

3.18. Individual record of students' results is provided by the University authorized representatives who control and keep records in the following documents: student's card, gradebook, transcript of academic records, records of attendance and achievements. Students have a right to provide documents (or their copies) confirming information about the scientific, professional or other activity which is not recorded in the gradebook, transcript of academic records, records of attendance and achievements. Keeping records on scientific, professional or other students' activity performed using the University programme complexes.

When using the programme complexes for individual record of students' results the University ensures compliance with the requirements stipulated by the Federal Law dd. 27.07.2006 No. 152-FZ "On personal data".

3.19. Within the residency programme students participate in medical care activities for citizens as established by the Ministry of Health of the Russian Federation.

4. Special aspects of education process organization for disabled students and students with disabilities.

4.1. Contents and conditions of the education programme for students with disabilities are determined by the adapted education programme, for disabled students – according to the individual programme of rehabilitation.

The adapted education programme including individual programme of rehabilitation for disabled is developed and approved in accordance with the present Regulations based on the personal application of such student and documents confirming disabilities of the student.

Education of students with disabilities is conducted based on an education programme adapted if necessary for training of the mentioned students.

Education of disabled students and students with disabilities is conducted by the University with due account for peculiarities of their psychophysical development, individual abilities and health status.

4.2. The University provides special conditions for training of students with disabilities upon the personal application of a student and documents confirming the student's health limitations.

The special conditions may include use of special education programmes and methods of training, special study books, manuals and didactic materials, special technical tools of general and

individual use, assistant providing necessary technical help, group or individual special studies, access to the organization's facilities, and other conditions, without which it is impossible or difficult the accomplish an education programme by students with disabilities.

4.3. With the aim of providing education for disabled students and students with disabilities the University provides:

1) for people with sight disabilities:
- alternative version of official University website;
- easily accessible placement of adapted information about studies schedule. It shall be done in a large contrastive font in relief (on a white or yellow background) and supported with Braille;
- assistance providing necessary help;
- alternative forms of published materials (large fonts or audiofiles);
- access to the University buildings for a sight-disabled student with a guide-dog.

2) for people with hearing disabilities:
- all audio information about studies and schedules shall be available as visual (installation of monitors with the ability to broadcast subtitles).

3) for people with disorders of the musculoskeletal system the University provides possibility of unhindered access to classrooms, canteens, toilets and other facilities of the organization, as well as stay in these areas (presence of ramps, handrails, expanded doorways, elevators, availability of special seats and other accessories).

4.4. Training of students with disabilities may be organized both together with other students and in individual groups.

Special books, manuals and other study literature, as well as services of   sign language interpreters.