

INTERNAL RULES OF V.I. VERNADSKY CRIMEAN FEDERAL UNIVERSITY

5. RIGHTS AND DUTIES OF STUDENTS

5.1. CFU Students have the right to:

5.1.1. To participate in the discussion and resolution of the most important issues of the CFU, including through public associations and CFU controls.

5.1.2. Free use of libraries, information funds, educational services, scientific, medical and other units of the CFU.

5.1.3. To take part in all kinds of research projects, conferences, symposiums.

5.1.4. To submit project work for publication.

5.1.5. To elect and be elected to the Academic Council of CFU (structural division, branch).

5.1.7. Readmission to the CFU in the established manner.

5.2. CFU students are required to:

5.2.1. Fulfill mandatory requirements of appropriate educational programs, individual plan, approved in accordance with the Charter of the CFU, to attend training sessions and implement in a timely manner all kinds of tasks provided by the curriculum and the training modules.

5.2.2. Fulfill the requirements of regulations in the field of education that are controlling training, scientific processes, their organization and execution, the Charter of the CFU, these Rules and other local regulations of CFU.

5.2.3. Pass the intermediate and final attestation of knowledge within a schedule date in accordance with the educational plans, programs and the Charter of the CFU. Students that are having an individual curriculum qualify in line with an individual schedule, approved by the deans of faculties of CFU (or the heads of other departments).

5.2.4. Carefully and gently apply to the property of CFU, take measures to ensure the preservation of the property. In the event of material damage of CFU trainees are obliged to compensate for it in accordance with the civil law.

5.2.5. Be disciplined, maintain cleanliness and discipline on the territory of the CFU.

5.2.6. CFU employees and students are required to comply with the safety regulations, fire safety, to comply with regulations concerning using of computer equipment, communications equipment, computer networks, email and other information, information technologies and information protection requirements.

5.2.7. Employees and students are required to comply with the access control established in the CFU, including not share an admission card (certificate of identity) with other person and do not use somebody's admission card (certificate of identity).

5.2.8. Smoking is prohibited in the CFU, except the places specially equipped for smoking and marked with the appropriate indicators.

5.2.9. Notify the administration of faculty (other structural subdivision) of CFU about your absence during the compulsory training sessions and for the first day of attendance provide documents of specified form (medical reports, agenda, explanatory, etc.) that are explaining the reasons for absence.

5.2.10. Additional rights and duties of person living in hostels of CFU are established by the housing legislation, the rules of stay in hostels of CFU and the individual hiring contracts.

6. EDUCATIONAL AND IMPLEMENTATION STANDARD

6.1. Training sessions are held in the CFU on a schedule drawn up for a semester, in accordance with the curriculum.

6.2. Academic hours duration is 45 minutes. One session includes, as a rule, two academic hours. Break between the training sessions is at least 10 minutes.

6.4. With the start of lessons, lecture room must be provided with silent and discipline, necessary for the normal course of studies. Entrance to the audience after the start of classes is not allowed until the next break. It is forbidden to interrupt training sessions and violate the discipline during lessons.

6.5. Necessary teaching aid, as well as training devices, equipment and instruments are prepared by teaching and support personnel before classes begin.

6.6. Before carrying out laboratory work (practical training) at the beginning of the semester the teacher is obliged to instruct the students according to the labor and fire safety by signature in the labor protection journal briefing.

6.7. For practical training, streams of all educational specialties of each course are divided into groups. The composition of the student group is established by rector's order.

6.8. If there is a large number of groups (more than 15 students), laboratory and seminars can be held as a part of the semigroup.

6.9. It is prohibited the presence of unauthorized person in the classroom without the permission of the lecturer, supervisors of the Department (Faculty), administration.

6.10. It is obligatory to visit all kinds of activities stipulated by the curriculum for full-time students, except for students having an individual plan.

8. ENCOURAGEMENTS FOR SUCCESS AT WORK AND STUDY

8.1. For exemplary performance of labour duties, high professionalism, many years of hard work, innovation at work, great personal investment and significant progress in the organization and improvement of the educational process, for public activities for the benefit of CFU and other achievements in the following types of moral and material encouragements:

- a) official praise;
- b) awarding by a Certificate of Honor;
- c) payment of an encouragement prize;
- d) placing on the Board of Honor;

d) other encouragements provided by the current legislation and by local acts of CFU.

8.7. Encouragements to students are declared by rector's order according to the proposal of the dean, head of the educational subdivision, taking into account the points of view of the trade union committee of students and then reported to the group of students (faculty). Extracts from the order of encouragement are stored in the personal file of the student.

9.18. For violation of responsibilities by students in CFU under the Charter of the University, present Rules, Hostel Regulations and other local normative acts of the CFU, contracts for the provision of paid educational services to them there can be applied one of the following disciplinary sanctions:

- a) remark;
- b) reprimand;
- c) expulsion from the CFU.

9.19. For each disciplinable offence there can be applied one measure of disciplinary punishment.

During selecting disciplinary measures, CFU should take into account the severity of the disciplinary offense, the reasons and the circumstances under which it was committed, previous behavior of the student, his psycho-physical and emotional state, as well as the opinion of the Council of students, representative bodies of students, parents advice (legal representatives) of juvenile students.

9.20. Do not use disciplinary measures to students during their illness, vacation, academic leave, maternity leave or leave to care for a child.

9.21. Before the disciplinary measures, CFU should require from the student a written explanation. If student doesn't provide an explanation letter within three days, then the appropriate act will be written.

Refusal or evasion of student from giving the written explanation is not an obstacle to the application of disciplinary measures.

9.22. Measure of a disciplinary sanction is applied not later than one month from the date of offense detection, not including the time of the student's absence referred to in paragraph 9.23 of this Regulation, as well as the time needed to register the views of students councils and representative bodies of students, parents advice (legal representatives) of minors that are studying in CFU, but no more than seven working days from the day of providing to rector of CFU the reasoned opinion of stated councils and authorities in written form.

9.23. Application of disciplinary penalty to the student is made by the rector's order of CFU according to a reasoned conception (memo) of the department's head, provided by the established order in the CFU. This order should be informed and signed by the student, the parents (legal representatives) of a minor student within three working days from the date of its publication, except the time of student's absence in CFU. Relevant act will be signed by if the student or the parents (legal representatives) of a minor student refuse to get acquainted with this Order. Information about the application of penalties is made in personal record of the student.

9.24. Expulsion of a minor student as a measure of disciplinary sanction applied by CFU in the order established by the Russian government.

10. PROVIDING OF ORDER AND REGIME MAINTENANCE

10.1. Appropriate vice-rectors and heads of departments are responsibility for improvement in premises of CFU (presence of serviceable furniture, maintenance of normal temperature, lighting and so on).

10.2. It's prohibited at premises of CFU and its structural divisions to:

10.2.1. Be in autumn - winter outerwear clothes and hats;

10.2.2. Loud talking, listening to music, making noise in the classroom;

10.2.3. Appear in a state of alcoholic, narcotic and toxic substances:

10.2.5. Smoke in rooms and places for general use except specially designated places:

10.2.6. Keep, use, distribute alcoholic beverages, drugs and toxic substances;

10.2.7. To bring bulky things, inflammable materials, poisonous substances:

10.2.8. Finding pets;

10.2.9. Throw away the garbage and various items from the windows:

10.2.10. Hang the items, bags upon the window;

10.2.11. Keep and carry weapons of any type:

10.2.12. Glue the advertisements on the furniture, the walls (doors) and places for general use except specially designated places etc;

10.2.14. Use of obscene words and other anti-social behavior;

10.2.15. Gambling (playing card, etc);

10.2.16. Block up passages, corridors by hardware, household garbage, furniture and other things;

10.2.18. Loading and unloading of the equipment resulting in damage to premises, buildings, structures and its constructions.

10.4. CFU provides the protection of the University's premises, safety equipment, furniture and other property, as well as maintaining the necessary order at the University.

10.5. Protection of the property, maintenance of public order in the CFU and monitor of the implementation of this Regulation are carried out by the Safe Functioning Control of the CFU.

10.6. Heads of departments, teachers, teaching staff relating to the faculty, employees and students are required to contribute to the Safe Functioning Control of the CFU in the maintenance of internal order and ensuring safety of property, furniture and material values of CFU.

10.7. Admission to the educational buildings, hostels and other facilities of CFU are carried out upon presentation of certificate of employment (for employees of CFU), student card (for students), a single pass or the approved list (for visitors and temporary workers). The documents must be presented to security in opened form.

Time of pass to educational buildings is from 07.00 to 22.00.

10.8. The keys to the buildings, premises, classrooms, laboratories and offices are kept by responsible person and issued by an approved order which is issued by the rector's order (direction) indicating responsible person for the safety of premises and equipment located inside. Key collection from the premises by students is prohibited. Duplicates of the keys to all the rooms should be deposited with the head the Safe Functioning Control of the CFU.

10.9. Each employee and student are obliged to present for inspection of the imported (exported) property and equipment according to the request of employees of the Safe Functioning Control of the CFU.