

APPROVED  
by Rector's Order  
No. 48 dated 20.01.2023

Internal Rules of Conduct  
for students of  
the educational institution "Belarusian  
State Medical  
University"

## PART 1

### GENERAL PROVISIONS

1. The Internal Rules of Conduct for students of the educational institution "Belarusian State Medical University" (hereinafter, the Rules) have been developed in accordance with the Education Code of the Republic of Belarus and other regulatory legal acts.
2. The Rules for students refer to internal regulations of the educational institution "Belarusian State Medical University" (hereinafter, the University), regulating the conduct of all categories of students (students, cadets, trainees, Master's Degree students, internal and external PhD students, doctoral students, etc.), clinical residents in the course of implementation of educational programs, as well as their rights, duties and responsibilities.
3. The Rules are aimed at creating conditions conducive to improving discipline, rational use of curricular and extracurricular time, increasing and improving the quality of the educational process.
4. Compliance with the Rules is mandatory for all students and clinical residents on the University campus, as well as at the study and practical training places.
5. The University territory (campus) includes: premises of academic buildings (classrooms, laboratories, offices, an assembly hall, a library, canteens, foyers, corridors), dormitories, a sports complex, including a stadium, an educational and experimental site, the territory adjacent to the University. The places of study and practical training include: healthcare institutions, pharmacies and pharmaceutical enterprises, hygiene and epidemiology centers, etc.
6. The Rules are posted on the University's website.
7. Video surveillance has been organized at the University to ensure safe conditions for conducting the educational process, to objectively document the course of events,

to record possible illegal actions or any damage to the University property and reputation.

8. The students' presence at the University is regulated by the academic schedule and the work of structural units.

9. The University administration, tutors, teachers, heads of public associations and members of the student co-management are obliged to monitor compliance with these Rules by students.

## PART 2

### STUDENTS' RIGHTS AND OBLIGATIONS

10. The University students have the right:

10.1. to receive education in accordance with the educational programs;

10.2. to master the content of several educational programs simultaneously in the cases stipulated by legal acts;

10.3. to transfer to another educational institution in accordance with the procedure established by the laws of the Republic of Belarus;

10.4. to transfer to receive education in another specialty, including the case of medical contraindications for study in the major specialty or qualification, to obtain education in another form in with the procedure established by the laws of the Republic of Belarus;

10.5. to be reinstated for continuing education at the University, in cases and in accordance with the procedure established by the laws of the Republic of Belarus;

10.6. to enjoy respect for human dignity, protection from all forms of physical and mental violence, personal insults, life and health protection during the educational process;

10.7. to use textbooks and training manuals, educational and methodical complexes (electronic educational and methodical complexes) of academic disciplines;

10.8. to be provided with scholarships, financial assistance and other monetary payments;

10.9. to receive services in the field of education on the paid basis;

10.10. to obtain a loan on preferential terms to pay for the first higher education;

10.11. to get a discount from the set tuition fee for paying students;

10.12. for paying students, to be transferred to study at the expense of the republican and (or) local budgets;

10.13. for out-of-town students, to be provided with accommodation in dormitories (hostels) and registration at the place of residence in accordance with the procedure established by the laws of the Republic of Belarus for the period of study (subject to bed availability);

10.14. for suspension of study (study leave, three years' parental leave, conscription leave including alternative service and conscription for service in the reserve), vacations;

10.15. to use the library, sports facilities, educational, industrial, scientific base of the University;

10.16. to receive socio-pedagogical support and psychological assistance from the University specialists;

10.17. for medical care and rehabilitation in accordance with the procedure established by the laws of the Republic of Belarus;

10.18. to be encouraged for success in educational, social, research, development and engineering, labor activities, participation in sports and recreational events, as well as in educational events;

10.19. to participate in olympiads, contests, tournaments, festivals, conferences, symposiums, congresses, seminars, festive events and other educational and other events, sports events, in social, scientific, development and engineering, and cultural activities;

10.20. to familiarize with the certificate of state registration, constituent documents, a special permit (license) for educational activities, certificates of state accreditation, internal rules of conduct for University students, University dormitory rules, and other internal regulations containing the students' rights and obligations, as well as educational and program documentation;

10.21. to participate in the work of student co-management units, in trade unions, youth and other public associations registered in accordance with the established procedure, whose activities do not contradict the laws of the Republic of Belarus;

10.22. for protection of their rights and legitimate interests in accordance with the current laws of the Republic of Belarus.

11. Other students' rights may be established by legislative acts, constituent documents and other internal regulations of the University.

12. The University students **are obliged**:

12.1. to have a diligent and responsible approach to the content of the educational and training programs to be mastered;

12.2. to take care of their health, to strive for moral, spiritual and physical development and self-improvement;

12.3. to fulfill the requirements of the constituent documents, internal regulations of the University, these Rules, Dormitory Rules;

12.4. to respect the honor and dignity of other participants of the educational process;

12.5. to prevent actions that block other participants of the educational process from fulfilling their duties and exercising their rights in the field of education;

12.7. to take care of the property located on the territory of the University (campus), in the places of study and practical training, as well as of the library and information resources; to prevent the removal of University property, including anatomical preparations, educational and laboratory equipment, posters, medical records, etc.; to monitor the cleanliness and order around you;

12.8. to attend training sessions and to complete all types of tasks provided for in the curriculum and training programs within the established time frame;

12.9. to observe the admission regime in academic buildings and dormitories using the access control and management system (ACS);

12.10. to respect someone else's intellectual property and research priority, quote materials used in the preparation of abstracts and scientific papers with an indication of the source;

12.11. to observe the principles of biomedical ethics in the handling of cadaveric and anatomical preparations, the norms of humane attitude to laboratory animals;

12.12. to carry out orders of the Rector of the University, orders (including oral ones) of Vice-Rectors, dean (deputy dean) of the faculty, heads of structural divisions on issues related to educational and educational processes;

12.13. to ensure the safety of personal property;

12.14. to observe the business style of clothing;

12.15. at the training sessions (classes) in all academic disciplines, to wear a medical gown and a cap, a change of shoes (as a rule), except the disciplines of social and humanitarian profile and physical education;

12.16. to maintain an atmosphere of friendship and mutual assistance, to help junior students adapt to the University environment, to preserve and multiply the traditions of the University, passing them to new generations of students;

12.17. to undergo a scheduled medical examination in a timely manner;

12.18. to keep the norms and requirements of sanitary and epidemiological legislation;

12.19. to observe the rules of working with information resources in the corporate network of the University;

12.20. to keep fire safety rules and other measures to ensure public and personal safety;

13. Other obligations of students may be established by legal acts, constituent documents and other internal regulations of the University, contracts in the field of education concluded for receiving education.

#### 14. Students **are prohibited from:**

14.1. breaking silence on the territory of the University, as well as in the places of study and practical training;

14.2. wearing on the territory of the University, as well as in the places of study and practical training hats and outer clothing;

14.3. using mobile communication facilities during classes (unless it is required by the educational process), exams and official events;

14.4. distributing malicious software in the unified information network of the University;

14.5. producing, distributing and (or) storing information prohibited by the laws of the Republic of Belarus;

14.6. distributing publications, photos, videos, obscene statements, text and graphic information discrediting the status of the University, reputation, honor and dignity of participants of the educational process and that of University employees in social networks and other sources;

14.7. subscribing (being a subscriber of) to telegram channels and other information resources included in the Republican List of extremist materials, and from posting "likes", "reposts", "emojis", "stickers" and other means of communication that are used as a means of transmitting information in them;

14.8. taking photos and making video recordings of methodological information, exhibition and exposition materials (including those from the collection of anatomical preparations) belonging to and located in the University, which are used in organizing the educational process, carrying out scientific activities, with the purpose of their dissemination and use for personal purposes;

14.9. using flags, banners, emblems, symbols, posters, leaflets and other printed publications that are not registered in accordance with the established procedure, as well as hanging and distributing them on the territory of the University, in the places of study and practical training;

14.10. participating and holding actions, meetings, rallies and other events on the territory of the University, as well as in the places of study and practical training without the consent of the University administration;

14.11. when communicating with patients, from using self-promotion, advertising other doctors, medicines and medical devices; from doubting publicly the reputation of the attending physician or discrediting him in any other way;

14.12. publishing and discussing personal data of patients, photographs of clinical cases, medical documentation and situations that have become available in the course of training without the consent of the patient in social networks and other sources;

14.13. making, without the consent of the University administration, video and photo recording of the University premises, the course of the educational process, the events held, as well as the performance by the teaching staff, University employees of their official duties;

14.14. visiting canteens, buffets, cafes in outer clothing (coat, jacket, etc.) and medical clothes (gowns, caps);

14.15. drinking alcoholic, low-alcohol beverages, beer, using narcotic drugs, psychotropic substances, their analogues, toxic or other intoxicating substances, as well as appearing in a state of alcoholic, narcotic or other intoxication in the premises and on the territory of the University, in the places of study and practical training;

14.16. smoking (consumption) of tobacco products, the use of electronic smoking systems, systems for tobacco consumption in the premises and on the territory of the University, in the places of study and practical training;

14.17. using corporate networks and information resources at the University to disseminate messages and (or) materials aimed at drug trafficking;

14.18. playing sports games outside of specially designated places (sports grounds), except for conducting mass sports and entertainment events organized in accordance with the established procedure;

14.19. gambling;

14.20. spoiling the property of the University in the places of study and practical training or using it for other purposes, committing actions that violate cleanliness and order, making any inscriptions and drawings on the walls, classroom tables and other places, pasting and posting advertisements without the permission of the University administration;

14.21. moving furniture, equipment and other material valuables from room to room without the permission of the University administration;

14.22. using on the territory adjacent to the University and in the premises of the University roller skates and boards, other similar means of transport and sport utility vehicles;

14.23. driving and parking motor vehicles on the territory of the University except for places specially designated for these purposes;

14.24. performing actions imposing administrative or criminal liability subject to the laws of the Republic of Belarus.

15. Other prohibitions for students may be established by other legal acts and (or) other internal regulations of the University.

### CHAPTER 3

#### ORGANIZATION OF THE EDUCATIONAL PROCESS

16. The educational process in the course of implementation of educational programs of higher education, scientific-oriented education and additional adult education of is carried out in accordance with the educational legal acts and internal regulations of the University.

17. The University establishes the following forms of educational activities: lectures, laboratory classes, practical classes, seminar classes, tests, practical training sessions, consultations and other activities. For each level of education, the forms of study are determined by the curriculum (individual curriculum).

18. For practical, laboratory and seminar classes, study groups are formed, the composition of which is established by the Rector's Order. For practical classes at healthcare organizations, the study group can be divided into subgroups for individual academic disciplines, the list of which is established by the order of the

rector of the University. For lectures, study groups are organized into cohorts of 2 or more study groups.

19. Classes at the University are held according to the schedule in accordance with the curriculum and educational programs approved in accordance with the established procedure.

20. The periods of theoretical training, practical training, examination sessions, vacations are established by the schedule of the educational process. Shortening the duration of vacations established by the curriculum is not allowed.

21. Students must complete all laboratory, practical and other work within the deadlines set by the curriculum, and attend tests and examinations within the prescribed time frame in accordance with the schedule.

22. Students are obliged to attend all classes according to the schedule, not to be late for classes. In case of non-attendance (tardiness) to the class, inform the official of the faculty (structural unit), the monitor or the tutor of the group about the reason not later than the next day (in case of non-attendance).

23. Students who are late for classes are admitted into the classroom with the permission of the teacher.

24. Students who have started classes after skipping for a valid absence must submit the documents of the standard form (certificate of temporary disability, summons, etc.) about the reason for their absence from classes to the Dean's Office within 3 working days.

25. Students who have been entitled to a scholarship, who missed more than 10 hours of classes without valid reasons during the month preceding the month of scholarship payment, are deprived of scholarship payment on the basis of the Rector's Order for a period of one month.

26. The procedure for makeup work of the missed classes is determined by the internal regulations of the University.

27. Students must observe discipline during the educational process, not violate the rights of other participants of the educational process.

28. Students should not use extraneous and distracting subjects (means of communication, entertainment, etc.) during classes (including colloquiums, tests, etc.), interim and final attestation. The use of electronic manuals is allowed only with the permission of the teacher.

29. On entrance of the teacher, the management of the University or the management of the faculty to the classroom, students greet them standing. Students answer the

teacher's questions standing up, as long as this does not interfere with the course of classes. During classes, they listen attentively to the responders, without interrupting them, keeping silence.

30. It is not allowed to interrupt, enter and leave the classes without the permission of the teacher.

31. The Dean of the faculty appoints the monitor of the group (cohort, course) from among the most successful and disciplined students.

32. The monitors report directly to the Dean (Deputy Dean) of the faculty.

33. The monitor is released from his duties earlier by Faculty Order in case of improper performance of the assigned duties, on the initiative of the group / cohort or at his own request.

34. The duties of the monitor include:

34.1. participation in the work of the Council of Group Monitors of the Faculty;

34.2. reporting to the Dean's Office the information on the students' tardiness or non-attendance for classes, without valid reasons;

34.3. ensuring that the student group maintains silence and order during classes and during breaks;.

34.4. informing the students of the group about changes in the schedule of classes;

34.5. timely familiarization of the students with the legal acts in the field of education, healthcare, with the internal regulations of the University, orders of the Dean's Office (Institute);

34.6. informing (involving, if necessary) the students of the group about (into) upcoming events held at the Faculty and at the University;

34.7. rendering assistance to the Dean's Office, the tutor of the student group in solving organizational issues related to the educational process, resolution and prevention of conflict situations (problems of academic achievement, attendance, violation of discipline, interpersonal relations);

34.8. holding organizational meetings;

34.9. performing other assignments of the Dean of the Faculty or their Deputy within the educational process.

35. Within the limits of these duties, the instructions of the monitor are obligatory for the students.

36. For active participation in the public life of the faculty and of the University and for conscientious performance of assigned duties, the monitor is entitled to reward in accordance with the established procedure.

## CHAPTER 4

### REWARDS FOR SUCCESS IN EDUCATIONAL, SCIENTIFIC, WORK AND SOCIAL ACTIVITIES

37. For success in educational, scientific, work and social activities, the following types of rewards are established for students:

37.1. moral:

37.1.1. recommendation for reward with a Diploma, Certificate of Merit, Gratitude of the Ministry of Health and the Ministry of Education of the Republic of Belarus;

37.1.2. awarding with the University's Gratitude;

37.1.3. entering on the Honors Board;

37.1.4. sending a letter of thanks to the student's parents or legal representatives;

37.2. material:

37.2.1. recommendation for a scholarship of the President of the Republic of Belarus, a personalized scholarship, a personal scholarship of the University Council;

37.2.2. scholarship increment;

37.2.3. bonus award;

37.2.4. a discount from the set tuition fee for students of fee-based form of education;

37.2.5. transfer of students from fee-based form of education to study at the expense of the republican budget;

37.2.6. awarding with a valuable gift.

38. Rewards to students are announced by the Rector's Order. An extract from the Order of Reward is stored in the student's personal file.

## CHAPTER 5

### RESPONSIBILITY OF STUDENTS

39. For non-compliance with the Rules, the following measures are imposed on the students:

39.1. preventive measures (discussion at the Prevention Council, at the meetings of the Department, Dean's Office, Rector's Office, oral and (or) written informing of parents or legal representatives, etc.);

39.2. disciplinary measures (remark, reprimand, early termination of educational relations (withdrawal/expulsion)).

40. The grounds for bringing a student to disciplinary responsibility include unlawful, culpable (intentional or negligent) non-performance or improper performance of the duties assigned to him by legal acts, a constituent document and other internal regulations of the University (hereinafter referred to as disciplinary misconduct), committed in the form of the following actions (inaction):

40.1. late appearance or non-appearance without good reasons for lectures and practical classes, workplace training sessions, practical training sessions, internship work, or other forms of organization of the educational process;

40.2. misconduct cases;

40.3. non-compliance with the working time regime defined by the internal labor rules and regulations of the relevant organization during the period of workplace training, practical training session, internship;

40.4. failure to fulfill, without good reasons, the requirements of a teaching staff member based on a legal act, a constituent document or other internal regulation of the University;

40.5. insults to participants of the educational process;

40.6. damage to permanent structures (buildings, installations), equipment or other property of the University;

40.7. drinking alcoholic, low-alcohol beverages, beer, consumption of narcotic drugs, psychotropic substances, their analogues, toxic or other intoxicating substances, as well as appearance in a state of alcoholic, narcotic or other intoxication in the premises and on the territory of the University;

40.8. smoking (consumption of) tobacco products, use of electronic smoking devices (vaping), or other methods of tobacco consumption in the buildings (indoors) and on the territory (outdoors) of the University;

40.9. other illegal actions (inaction).

## CHAPTER 6

### TERMINATION OF EDUCATIONAL RELATIONS

41. Early termination of educational relations (withdrawal) on the initiative of the student is carried out:

41.1. for transfer to another educational institution;

41.2. by voluntary withdrawal.

42. Early termination of educational relations (expulsion) at the initiative of the University is carried out:

42.1. in the case a person admitted (enrolled) to the University does not appear for training sessions in the year of admission (enrollment) for 30 days after the beginning of the academic year, if documents confirming the validity of the reason for absence are not submitted;

42.2. in the case a student receives three unsatisfactory marks as a result of interim knowledge assessment in the semester (half-year);

42.3. in the case a student receives an unsatisfactory mark as a result of the final knowledge assessment;

42.4. in the case a student fails to pass the final knowledge assessment (final exams) within the established time frame, except for failure to pass this assessment for a good reason;

42.5. for internal and external PhD students, doctoral students, in the case of non-approval of their interim or final report on the implementation of an individual work plan based on the results of interim or final attestation of an internal or external PhD student, or a doctoral student in the course of assimilation of the content of educational programs of science-oriented education;

42.6. in the case a student fails to resit a failed exam (assessment unit) in due time;

42.7. in the case a student does not return to study after a suspension period (study leave), three years' parental leave within seven calendar days after the end of the period of leave;

42.8. in the case a student does not appear for training sessions, classes after one year from the date of discharge, transfer to the reserve force or retirement from the military service, including conscription service for officers and alternative service;

42.9. in the case a student does not pay tuition fees within the time limits stipulated by the legislative acts or the contract;

42.10. in the case of a single gross violation of the students' duties by a student, an internal or external PhD student, or a doctoral student, it being expressed in:

42.10.1. in the case of absence from classes, training sessions due to serving an administrative penalty in the form of administrative arrest;

42.10.2. in the case of committing actions that prevent other participants of the educational process from fulfilling their duties and exercising their rights in the field of education;

42.10.3. in the case of calling students to non-fulfillment of their duties.

43. Early termination of educational relations (withdrawal) due to circumstances that do not depend on a student's will or on the University is effected in the case of:

43.1. deterioration in health impeding the study in the chosen specialty and award of the qualification, provided there are medical contraindications according to the list established by the Ministry of Health and confirmed by the conclusion of the medical advisory commission in the form and manner determined by the Ministry of Education in coordination with the Ministry of Health;

43.2. conscription of a student for military service, mobilization of conscripted officers, or direction to alternative service. Early termination of educational relations with a student (withdrawal) on this basis is effective upon expiry of 14 calendar days from the date of receipt by the University of a document confirming the fact of their conscription for military service, direction to alternative service, if the student has not applied for suspension (study leave) for the sake of serving their military obligations;

43.3. enlistment into military service by contract, except for persons receiving education in extramural form of study;

43.4. entry into force of the court verdict by which the student is sentenced to a punishment that excludes the continuation of study;

43.5. death of a student.

44. Clinical residents may be withdrawn from the clinical residency on the following grounds:

44.1. before the end of the course of study upon submission of a personal application by the clinical resident;

44.2. in the case of non-appearance for the training session in clinical residency;

44.3. in the case of prolonged (more than fifteen days) absence at the classes of professional training cycles in clinical residency without good reasons (illness, participation in international congresses, seminars, competitions, business trips or other circumstances beyond the control of a specialist doctor and subject to official confirmation);

44.4. in the case of failure to fulfill the individual plan and the training program requirements;

44.5. in the case of systematic violation (more than twice during twelve months) of these Rules.

45. Early termination of educational relations (expulsion/withdrawal) as a measure of disciplinary punishment can be imposed for the following reasons:

45.1. continuous absence from training sessions, classes for no good reason for more than 20 days of a person mastering the content of an educational program for retraining of administrative staff and specialists with secondary specialized education, or the content of an educational program for retraining of administrative staff and specialists with higher education;

45.2. absence from training sessions, classes without good reasons equal to more than 72 academic hours during a semester or a half-year of a person mastering the content of one of the educational programs of higher education or an educational program of postgraduate studies;

45.3. continuous absence from training sessions, classes for no good reason for more than 3 days of a person mastering the content of one of the educational programs of additional adult education, with the exception of persons mastering the content of the educational program of retraining of administrative staff and specialists with higher education, the educational program of retraining of administrative staff and specialists with secondary special education;

45.4. non-fulfillment or improper fulfillment of duties without good reasons by students who have an unexpunged (unspent) disciplinary penalty.

46. Termination of educational relations is effected in other cases provided for by the laws of the Republic of Belarus.