



Educational Environment of Sechenov University: A Guide for International Students



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Dear student!

You are now a student at Sechenov University, Global Life Sciences research University. Sechenov University is not only the leading medical university in Russia, but also the place where breakthrough technologies and knowledge in medicine and natural sciences are born. We are pleased to welcome you and provide a guide to help you learn more about education at Sechenov University

1. General information

Sechenov University has a number of departments that make your learning experience comfortable. As a student, you will be familiar with some of these as they provide support should you have any questions or emergencies.

1.1. Rector's Office



The Rector's Office registers all official inquiries regarding the education of international students. Organization of education of foreign students falls under the competence of the Vice-Rector for International Activities of Sechenov University.



Rector of Sechenov University,
Academician of the Russian Academy of Sciences,
MD, Professor
Peter Vitalievich Glybochko

1.2. Institute of International Education



Address: Bolshaya Pirogovskaya str. 2, b. 4.

Reception of the Vice-Rector for International Affairs:
8 Trubetskaya str., b. 2, main entrance, office 301

E-mail: intstudents@staff.sechenov.ru

The Institute of International Education (IIE) is divided into three main areas according to the educational programs for international students.

General medicine

IIE Deputy Director in charge:

Pavel Sergeevich Velenko

Tel.: +7-905-589-13-02

E-mail: velenko_p_s_1@staff.sechenov.ru

Address: Trubetskaya str., 8 b. 2, 2nd floor

Dentistry

IIE Deputy Director in charge:

Edita Garnikovna Margaryan

Tel.: +7-916-204-58-55

E-mail: margaryan_e_g@staff.sechenov.ru

Address: Trubetskaya str., 8 b. 2, 2nd floor

Pharmaceutics

IIE Deputy Director in charge:

Konstantin Sergeevich Voronin

Tel.: +7-916-528-41-52

E-mail: voronin_k_s@staff.sechenov.ru

Address: Trubetskaya str., 8 b. 2, 2nd floor

1.3. Multifunctional Center of Sechenov University

The Multifunctional Center (MFC) is responsible for collecting student applications and document preparation, and conducts one-stop shopping for students. By contacting the MFC, students can contact any other structure of the University that they need. Students can submit a request to the MFC using the “Applications” tab in their personal account or by visiting the MFC in person.

Address: Trubetskaya str. 8, b. 2,
entrance from the courtyard

1.4. Migration Registration Department

The Migration Registration Department prepares invitations for international students and collects information on visa issuance. This department provides students with up-to-date information on migration legislation in Russia and informs the police about the status of students.

Address: Trubetskaya str. 8, b. 2,
main entrance, offices 123-125
E-mail: invitation@staff.sechenov.ru

1.5. Educational Department

The Educational Department provides the educational process and is responsible for the digital information system of Sechenov University. Students apply to the Educational Department through their personal account, the MFC or their curators from the Institute of International Education.

Address: Trubetskaya str. 8, b. 2, 3rd floor

1.6. Accounting

The Accounting department provides accounting of cash receipts to Sechenov University. Tuition payments must be made in a timely manner, for international students – no later than the 25th of the month preceding the beginning of the semester. Students can contact the Accounting department through the Sechenov University MFC.

Address: 11 Rossolimo St., b. 2, 3rd floor, office 6

E-mail: ivanova_n_i@staff.sechenov.ru

1.7. Main Library of Sechenov University

Students of the University are recommended to register in the library to be able to receive free of charge educational and scientific literature, to use the lending service in all departments of the library, catalogs, reading room, online gallery, as well as the assistance of bibliographers-consultants. Educational literature is purchased taking into account the requirements of educational standards in accordance with the educational programs of secondary, higher and postgraduate professional education. The library's collection is almost 817 thousand copies in Russian and English. The educational fund consists of more than 490 thousand copies, including electronic publications. The collection of scientific literature is more than 300 thousand copies.

Address: Zubovsky Boulevard 37, b. 1

Tel.: +7 (499) 246-05-97

E-mail: fubl.2016@mail.ru

1.8. Department for Ensuring the Registration and Graduation of Students

This department archives information about students and stores it. Alumni can contact the department to request information about their period of study even years after graduation from Sechenov University if necessary.

Address: Trubetskaya str. 8, b. 2, main entrance,
offices 103-108, 115

Tel.: +7 (495) 609-14-00 ext. 24-47

E-mail: vizavitina_e_v@staff.sechenov.ru

1.9. Study Departments

Classes and exams for students are held at the departments of Sechenov University. More than two thousand highly qualified specialists work at 120 departments, 85% of them have academic degrees. Fundamental research and applied scientific research, development, provision of medical care of appropriate quality, and popularization of medical achievements are closely related to the educational process.

You can find the contacts of the departments on the official website of Sechenov University at the following link

<https://www.sechenov.ru/education/department/>

2. Internal regulations of students

Sechenov University is a place where thousands of representatives of different cultures study and work together. Students, teachers and patients interact in accordance with the University's rules of conduct in order to make mutual communication and learning as comfortable as possible

2.1. Appearance

Sechenov University students are future doctors. Students are expected to have a neat appearance when visiting the University. The use of pungent perfume and bright makeup is not recommended.

Students must wear white medical coats and a change of shoes in University classrooms and on clinic grounds. Some classes require students to wear a medical cap, medical mask, or surgical suit. This is also necessary when visiting patients during practice.

Students cannot appear on the Sechenov University campus without shoes, shorts, swimsuits, or underwear, even if a medical gown is worn over them.

2.2. Attendance of classes

During classes, teachers note student attendance, which is uploaded to the Sechenov University information system. The system calculates the proportion of classes attended, which is one of the most important characteristics of a student's academic performance. Departments can use it as an additional parameter to evaluate the students' knowledge. In addition, most clinics and universities around the world request additional documentation from graduates when applying for jobs or postgraduate training, which also reflects the proportion of classes attended. Medical education all over the world requires a responsible and conscientious attitude to study and does not involve free attendance at classes of the student's choice.

2.3. Exams

Students must attend and take all exams provided for in their educational training program. It is forbidden to use electronic devices during exams and to ask other people for help in completing exam tasks. It is strictly forbidden to make forged student documents or to give other persons a student's documents to take an exam instead of the student – this violation is grounds for expulsion of the student without the right to reinstatement for further studies.

Students may submit documentation of excused absences to the MFC within three days of the exam to avoid expulsion from the University. It is strictly forbidden to provide forged health certificates and other forged documents – this violation is grounds for expulsion of the student without the right to reinstatement for further study.

2.4. Rules of communication

The educational environment at the University is based on the principles of mutual respect, tolerance and intercultural communication. Students should be polite and friendly when communicating with teachers, patients, and each other. It is forbidden to insult teachers, patients and other students. It is also forbidden to discuss personal medical data of patients in the presence of third parties.

2.5. Group presidents

To make it easier to get information from the University and teachers, the group chooses a president. The contacts of the group presidents are available to all teachers and staff of the University. The group president, in turn, can promptly contact a representative of the Institute of International Education to pass on students' questions or report problems that need to be solved. The group president is chosen by a majority vote of the students of the group. It is not recommended to change the group president without a good reason.

3. Student's documents

Sechenov University students have documents confirming their status. It is strongly recommended to have these documents with you at all times. First-year students request documents from the MFC. In case of loss of student documents, it is necessary to contact the MFC as soon as possible

3.1. Student ID card

The student ID card contains a photo of the student, a unique number, information about the form of study and the dates of transfer to the next courses. In addition, the student ID card has the official seal and signature of Sechenov University. This document serves as the basis for confirming the status of a University student. It also serves as a pass to most departments and units of the University.

3.2. Student's record book

The student's record book has a cover page similar to a student ID card and contains a list of all the grades the student receives during the years of study. Students bring record books to exams and give them to the examiners to enter the exam grade. Instructors enter grades in writing, so this document is required when there is a need to verify grades and student progress.

3.3. Student pass card

Students can get a digital pass with a QR code to enter the main buildings of the University, such as the Rector's Office, the office of the Institute of International Education and University Clinical Hospitals. For more information on how to get it, see Clause 7.

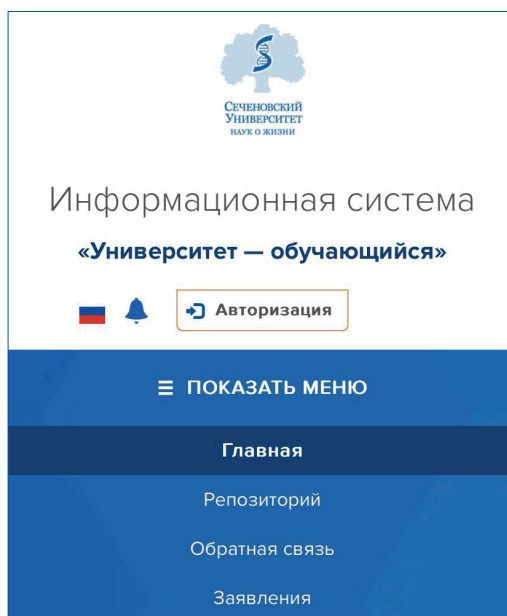
3.4. Campus card

The MIR Campus Card is a Sberbank card that international students can request from the MFC. Students must first submit an application to the MFC to be included in the list of Russian students. After that, students can submit another application for the issuance of a campus card. The MIR campus card is not only an ordinary bank card, but also a pass to the territory of Sechenov University. Please note that it cannot be used to identify a student, as there is no photo on it.

4. How to log into the student's personal account

Students are assigned a username and password to log in to their personal account. It is strictly forbidden to give other persons the login and password of the student.

Students can log into their personal account using the link student.sechenov.ru.



To log in to your personal account, the student ID card number or contract number is used as a login.

The password to the personal account is sent to the Sechenov University MFC by e-mail, which is indicated by the student when submitting documents for admission to the University. Students need to check the availability of the email address in a timely manner, since technical support does not provide additional passwords for students.

5. Student's personal account

Through the student's personal account (SPA), students are informed about the schedule of classes, dates of intermediate and final certification, academic debts and student status.

The “**Main**” section publishes current news, programs and projects of the University. When an important message appears in the SPA, students can familiarize themselves with it by clicking on the bell icon at the top of the section.

The “**Profile**” section displays the student's personal information: form of study, course, group, field of study, student number, average score, information about tuition arrears. Students are required to fill in contact details themselves, such as phone number and email address.

In the “**Schedule**” section, students can find out the current class schedule, time and address for each discipline.

The “**Training**” section is divided into several tabs:

- The “Electronic Educational Resources” tab contains video recordings of lectures, tests and methodological materials for additional independent training in any discipline.

- In the “Intermediate Assessment Results” tab, students can view their exam scores and Centralized Testing scores.

- In the “Master Class” tab, students can sign up for available master classes conducted by the department of interest.

- In the “Portfolio” tab, students are recommended to attach scans of diplomas, scientific publications, certificates and other achievements obtained during their studies at the University.

- The “Files” tab contains certificates and other documents that the student orders from the University's MFC. When the original document is produced, its electronic version is also uploaded to the SPA.

- The “Science” tab provides an opportunity to apply for membership in a student scientific group or to participate in available scientific projects of the University.

The “**Feedback**” section is necessary to send a message about a problem with the SPA to the technical support service.

In the “**Applications**” section, students can form an appeal to the University services on their behalf. When creating an application, you must select the type of application and specify the reason for the request. If necessary, you can attach the appropriate files to the application. It is not recommended to duplicate the statements in this section and to contact the technical support of the University.

6. Educational process

6.1. Academic performance

Sechenov University has a 5-point system of academic performance evaluation.

5 points – “Excellent”

4 points – “Good”

3 points – “Satisfactory”

2 points and below – “Unsatisfactory”

A student’s GPA depends on the grades the student receives in the exams. Students who have not received a single “Satisfactory” grade and have 75% of “Excellent” grades receive a “red” diploma upon graduation. Students who receive all “Excellent” grades will receive a gold medal for “Excelling” upon graduation.

6.2. Admission to Centralized Testing

Centralized Testing (CT) is a way to test a student’s knowledge as an independent test for a discipline or part of an exam. The CT consists of a number of test tasks that need to be solved in a digital system. Depending on the student’s academic performance and attendance, the departments provide access to the CT at the end of the course.

Please note that the department may decide not to provide the student with access to the CT in case of poor academic performance or low attendance.

6.3. Retaking of exams

The student is given three attempts for each exam. An attempt is considered used if the student misses the exam date or gets an unsatisfactory result. After the first attempt, two retakes will be scheduled, after which students will be added to the list for expulsion.

The Sechenov University system automatically assigns retakes. The days for retakes are Wednesday and Friday. Dates for retakes are no longer assigned if the student has tuition arrears or unpaid penalties.

6.4. Completion of training

The educational program is completed by the state final certification. The certification includes two case problems. After 15 minutes of preparation, students must give answers to the questions of the problems to the examiners for assessment. This score is also taken into account when calculating the average score and affects the “red” diploma and the gold medal.

Graduates receive a diploma of higher education in their field of study, as well as certificates of completion of additional educational programs, if any.

During the last year of study, students must double-check their personal data in their personal account, which is used in their diploma. If any inconsistencies are found, it is necessary to provide the correct data to the MFC.

Graduates can apply to the Institute of International Education for additional documents that are required in their home countries, such as:

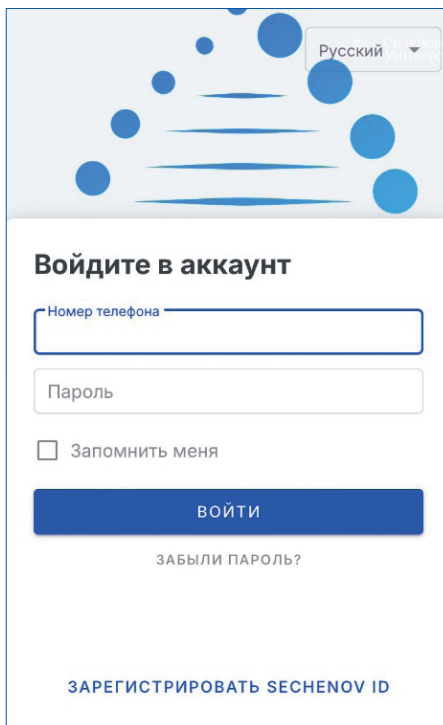
- Graduation Statement
- Letter of Good Standing
- No Objection Certificate (NOC)
- Statement of Completion of Clinical Training
- Compensation Letter

Please note that the “NOC” and “Letter of Good Standing” documents are issued only to students with class attendance at the end of their studies of 80% or higher.

7. How to get a QR pass

To get a QR pass, a student must log in to their official student email (...@student.sechenov.ru). The link to the mail system and the student's username are indicated in their personal account. The login password corresponds to the password for the student's personal account.

A QR pass can be obtained by following the link isu.sechenov.ru . Students must fill in the details and confirm their phone number and email address. Students will be asked to use their official student email, so they must first access it.



Русский

Войдите в аккаунт

Номер телефона

Пароль

Запомнить меня

ВОЙТИ

[ЗАБЫЛИ ПАРОЛЬ?](#)

[ЗАРЕГИСТРИРОВАТЬ SECHENOV ID](#)

8. Student status. Expulsion and readmission

Generally, student status remains active throughout the entire period of study at the University. However, there are situations when students are expelled from the University. To continue their studies, they first need to restore the status of a student at Sechenov University

In order to prevent situations leading to expulsion, students are required to independently monitor the educational process and make timely tuition payments.

8.1. Expulsion

The reasons for the student's expulsion are:

- Financial debt (non-payment of tuition or penalties).
- Academic debt (three or more attempts spent on any exam, test or certification in practice).
- Violation of the rules of Sechenov University, including the provision of forged documents (in this case, students do not have the right to readmission at the University).
- Violation of Russian legislation (in this case, students do not have the right to readmission at the University).

Students can also be expelled at their own will or due to transfer to another educational institution if they submit a corresponding application to the MFC.

After the expulsion, the student can still log into their personal account, but its functionality is limited. Students cannot access educational resources or schedules, but they can apply for an academic certificate or for University readmission.

8.2. Readmission

Students have the right to readmission at Sechenov University within 5 years from the date of expulsion, unless they were expelled for violating university rules or Russian legislation.

For readmission at Sechenov University expelled students must submit an application for reinstatement in their personal account.

One can apply for readmission in their personal account, even if the student is expelled. It becomes available in personal accounts three times a year:

- from December 15 to January 15
- from May 10 to June 10
- from August 20 to 28

After the deadline for submitting an application for readmission expires, the University Readmission Commission reviews the submitted applications and decides on the student's readmission. Please note that the commission reviews the number of exams passed and on this basis decides whether to readmit the student to the previous course or lower. If a student has several incomplete exams in the previous course, it means that the academic program of the previous course is still incomplete. In this case, the commission decides to readmit the student to the previous academic year.

When a student is readmitted to a previous academic year, some subjects that were mastered before the moment of expulsion may remain. There is no need to attend these classes and take exams again, since all the student's academic performance is saved in the Sechenov University system.

8.3. Academic leave

Academic leave is a tool that allows students to suspend the learning process in case of problems.

A student can apply for academic leave at any time. To take a student leave, you must apply using the "Applications" section in your personal account. The application must specify the start date of the leave. Otherwise, the date of application will be considered as the start date of the leave.

During the academic leave, the student's status changes to «on academic leave», and no classes or exams will be held during this period. «On academic leave» is one of the passive statuses of a student, therefore, despite the preservation of a student's place at the University, some functions of the personal account become unavailable.

Academic leave usually lasts one year. Students can cancel their academic leave at any time convenient for them by submitting another application in their personal account. The end date of the academic leave will be the date of application, unless another date is specified in the application. Please note that when canceling academic leave during the summer holidays, students must specify September 1 as the start date of their studies.

After the end of the academic leave, the student will be readmitted to the same course he was on. All academic performance will be saved, and the student will be able to continue their studies.

9. Scientific activity

9.1. Student scientific groups

Almost every department of Sechenov University has a student scientific group – a place where interested students can learn more about the subject and take part in research and development. In the scientific group, students are divided into residents and listeners. Groups have meetings that can be attended by both residents and listeners. The selected topics are close to the scientific directions of the department where the group operates.

To join any scientific group as a listener, you need to contact the department of interest and ask for the contacts of its scientific group.

9.2. Scientific opportunities

Residents of scientific groups conduct research, publish the results and report on them at international congresses, achieving high achievements in science.

To become a resident of any student scientific group, it is necessary to take the course “Scientometry + 2.1”, consisting of 9 online modules that provide basic skills and knowledge in conducting research. A link to this course is available in the “Science” section of the student’s personal account. After receiving the course graduation certificate, students can send it in their personal account to the scientific group they want to join. The head of the scientific group will review the application and invite students for an interview.

It is recommended to upload all the results of the student’s scientific activity: certificates, commendations, diplomas and scanned copies of publications in scientific journals to the “Portfolio” section in the student’s personal account.

10. Project activities

International students can participate in any project activity of Sechenov University, including conferences, congresses, exchange programs, internships, international summits and interdisciplinary scientific research. For more information about upcoming events, contact the curator of your training course at the Institute of International Education (see Clause 1.2).

11. Sports environment

Sechenov University students actively participate in a variety of sports events held both at the University and throughout Russia.

11.1. Sports Center

The Sechenov University Sports Center organizes the following events for students:

- Sports and training sections for students of the 1st-6th year in volleyball, basketball, badminton, athletics, athleticism, sports aerobics, karate, table tennis, rhythmic gymnastics, tennis, etc.
- Student university Olympics, dorm Olympics, sports competitions and holidays during extracurricular time in various sports (intra- and inter-university)
- In winter, a ski lodge and an ice rink are available for students

Address: 57 Plyushchikha str.

E-mail: serikov_a_a_1@staff.sechenov.ru

11.2. The International sports and recreation camp of the Zvenigorod sanatorium



The sanatorium of Sechenov University is located near the city of Zvenigorod. Pine and birch trees, fresh air, and plenty of room for walking make the sanatorium a great place for treatment, rehabilitation, and recreation.

During their stay at the international student camp of the Zvenigorod Sanatorium, students train and compete in such disciplines as volleyball, swimming, athletics, bowling, phygital sports, etc. The cultural and leisure center of the camp includes a bowling center, a coworking area, a café, karaoke, a virtual center, a recreation area with billiards and a children's play complex.

If you are interested in visiting the international student camp of the Zvenigorod Sanatorium, contact the curator of your training course at the Institute of International Education (see Clause 1.2).

11.3. Sechenovets Sports and Recreation Camp



The Sechenovets Student Sports and Recreation Camp has existed for 60 years, being the center of cultural and sports life, a place of summer recreation and the soul of student years. The camp is located on the Black Sea coast in the Tuapse district of Krasnodar Territory, in the village of Lermontovo.

Each day at camp follows a pre-arranged schedule that includes outdoor sports training, including soccer, volleyball, lapta, running along the beach, aqua aerobics, etc. In the evening, the camp hosts various contests, performances and a disco.

To get a ticket to the Sechenovets camp, you must apply on the website

<https://profkomsechenov.ru/sechenovec>

12. Cultural events

If you want to try to creatively express yourself or present the culture of your people or country at cultural events of Sechenov University, write about your talents to the curator of your field of study at the Institute of International Education (see Clause 1.2)

Extracurricular activities of Sechenov University can be found at the link

<https://t.me/SechenovAfisha>

12.1 Sechenov University Cultural Center



The Cultural Center annually participates in the organization of such events as «Dedication to students», Sechenov Day, Sechenov University holiday in honor of the Day of Russian Students on January 25 «Pies on Pirogovskaya», Day of the medical worker, Victory Day, solemn graduation of specialists, the festival of student creativity «Spring on Pirogovskaya» and others.

Address: 64/6c1 Plyushchikha str.

E-mail: kasyanova_o_v@staff.sechenov.ru

12.2. International Unity Week Festival



Unity Week is an international festival traditionally held by the Council of Fellow Countrymen of Sechenov University, where students can immerse themselves in the culture of ethnic groups in Russia and other countries of the world. The festival takes place every autumn and includes a concert program, an interactive exhibition, poetry, cuisine, dances and songs of the peoples of the world.

To register for the festival and follow its events, follow the link

vk.com/sechenovunityweek_so

**We wish you productive studies
and an eventful student life
at Sechenov University!**

