

**THE PROCEDURE AND GROUNDS FOR TRANSFER, EXPULSION  
AND REINSTATEMENT OF STUDENTS**

## **1. General Provisions**

1.1. This Procedure and grounds for transfer, dismissal and reinstatement of students (hereinafter - the Procedure) defines the procedure and grounds for transfer, dismissal and reinstatement of students under Bachelor's, Specialist's and Master's degree programs at the Federal State Budgetary Educational Institution of Higher Education "Tomsk State Pedagogical University" (hereinafter - TSPU).

1.2 This Procedure applies to all academic structural subdivisions of TSPU.

1.3. The order is developed in accordance with:

- Federal Law No. 273-FZ "On Education in the Russian Federation" dated December 29, 2012;
- Rules for the provision of paid educational services, approved by the Resolution of the Government of the Russian Federation No. 1441 dated September 15, 2020;

- The procedure for the application to students and removal of disciplinary measures from students, approved by the order of the Ministry of Education and Science of Russia dated March 15, 2013 № 185 (in the current version);

- The procedure and grounds for granting academic leave to students, approved by Order of the Ministry of Education and Science of Russia No. 445 dated June 13, 2013;

- The Procedure for State Final Attestation of Higher Education Programs - Bachelor's, Specialist's and Master's Degree Programs, approved by Order of the Ministry of Education and Science of the Russian Federation No. 636 dated June 29, 2015;

- Order of organization and implementation of educational activities under educational programs of higher education - bachelor's degree programs, specialist programs, master's degree programs, approved by the order of the Ministry of Education and Science of Russia dated April 06, 2021 № 245;

- TSPU Charter;

- local normative acts of TSPU.

## **2. Procedure for transfer of students within TSPU**

2.1. Transfer of students from one basic educational program to another (including change of the form of education) within TSPU.

2.1.1. Transfer of students from one basic educational program to another (including change of the form of education) within TSPU is carried out on a competitive basis at the personal request of the student.

2.1.2. Transfer of a student from one basic educational program to another is carried out on the basis of the decision of the Attestation Commission of the Faculty / Institute, with the conclusion of an additional agreement to the contract on education for training, at the end of the second year of study on bachelor's degree programs; second and (or) third year(s) of study on specialist programs.

2.1.3. In other terms during the period of mastering the basic educational program (Bachelor's, Specialist, Master's) transfer of a student to another basic educational program is carried out on a competitive basis, by the decision of the Attestation Commission of the Faculty / Institute, with the conclusion of an additional agreement to the contract on education for training.

2.1.4. Optional disciplines in attestation credited at the request of the student who sent an application for transfer.

2.1.5. If the number of places in TSPU (in a particular course, in a certain basic educational program in the direction of training or specialty) is less than the number of submitted applications from students wishing to transfer, the transfer is carried out in the order of competition. The selection of persons who are best prepared to continue education in another major educational program is based on the results of attestation. The first priority is given to students who have a higher average point for the period of their previous training.

2.1.6. According to the results of attestation, when some disciplines can not be credited to the student, or because of the difference in the working curriculum, found unlearned disciplines (modules), (sections of disciplines), or not passed practices, the student must pass them in the prescribed time, i.e., to eliminate the difference in the curriculum in the terms established by the attestation commission, as well as timely pay for educational services.

2.1.7. In case of a positive decision by the Attestation Commission to transfer a student from one educational program to another, the Dean's Office of the Faculty / Institute Directorate within five working days prepares an order on the transfer in accordance with the instruction.

2.1.8. The student is issued a new academic record book and study card, where on the basis of the statement of credit of disciplines (modules), practices are entered records of credited disciplines

(modules), (sections of disciplines), practices, coursework, as well as the elimination of the difference in the curriculum, in the student ticket - make the appropriate corrections.

2.1.9. Extract from the order is put in the personal file of the student.

2.2. Transfer of students from one course to another

2.2.1. Students of all forms of education who have successfully passed all credits and exams, and who have fully met the requirements of the working curriculum of the course and have no arrears on payment of tuition fees, are transferred to the next course by the order of the Rector of the University or an official authorized by him. The order on transfer from one course to another is issued by faculties/institutes within two weeks after the completion of the examination session according to the calendar academic schedule.

2.2.2. Students who have not passed the interim certification due to valid reasons or have academic arrears are transferred to the next course with the condition that they eliminate their academic arrears within the specified timeframe. Students on academic leave are not transferred to the next course, are considered on the same course, being on which they were sent on academic leave.

### **3 Grounds and procedure for expulsion of students**

3.1. Educational relations between the student and TSPU are terminated in connection with the expulsion of the student from TSPU in the following cases:

3.1.1. due to graduation.

3.1.2. early for a valid reason on the initiative of the student or parents (legal representatives) of a minor student on the following grounds;

a) at will;

b) in connection with transfer to another educational institution;

c) for health reasons.

3.1.3. unilaterally at the initiative of TSPU for the following reasons:

a) application to the student of expulsion as a measure of disciplinary punishment for:

- non-fulfillment or violation of the TSPU Charter, internal regulations, rules of living in dormitories and other local normative acts on the organization and implementation of educational activities;

- failure to return from academic leave, childcare leave up to 3 years old, if the student has not resumed classes from the end of the academic leave without valid reasons and has not submitted an application to the dean's office/faculty/institute directorate for resuming studies or requesting another academic leave;

b) non-fulfillment of obligations on mastering of the educational program and fulfillment of the working curriculum or receiving an unsatisfactory grade at the state final attestation;

c) establishing a violation of the TSPU admission procedure, resulting in illegal enrollment in the university through the fault of the student;

d) in connection with the termination of the agreement on the provision of paid educational services (in the absence of a valid reason for non-payment of the cost of paid educational services confirmed by documentation)

3.1.4. Early due to the following circumstances beyond the control of the student or parents (legal representatives) of a minor student and the University:

a) in case of entry into force of a court conviction by which the student is sentenced to imprisonment or other punishment excluding the possibility of continuing studies;

b) in the event of death, as well as in the case of a court decision recognizing a person as missing or declaring a citizen deceased;

c) in case of suspension of a license, state accreditation in full or in relation to individual levels of education, enlarged groups of professions, specialties, and areas of training - in accordance with the Procedure and conditions for the transfer of persons studying in educational programs of higher education to other organizations carrying out educational activities in educational programs of the appropriate level and direction, in case of termination of the activities of TSPU, suspension of the license to carry out educational activities for educational programs of higher education, cancellation of the license to carry out educational activities, deprivation of TSPU of state accreditation for the relevant educational program, or expiration of the certificate of state accreditation for the educational program of higher education;

d) in case of termination of university activity, cancellation of the license, deprivation of state accreditation for the corresponding educational program, expiration of state accreditation - according to the Procedure and conditions of transfer of persons studying under educational programs of higher education to other organizations carrying out educational activity under educational programs of the corresponding level and orientation, in case of termination of TSPU activity, suspension of the license for the corresponding educational program, or expiration of the certificate of state accreditation for the

corresponding educational program of higher education..

3.2. The expelled student is obliged to return a student achievement sheet to the dean's office / directorate. The expelled student is obliged to return a student ID and a bypass sheet to the department of student personnel records. The student under the agreement on the provision of paid educational services no later than the date of expulsion must pay in full the debt on payment of tuition fees.

3.3. In accordance with the Instructions for the formation, maintenance and storage of a student's personal file, the student personnel registration department issues the following to the expelled person:

- upon graduation from TSPU; a document on education and qualification in accordance with the established procedure, from the personal file - the original document on education (or a document on education and qualification), on the basis of which the specified person was enrolled in TSPU (if any);

- in case of early dismissal from TSPU: a certificate of education (within 3 working days from the date of issuance of the order on dismissal), from the personal file - the original document on education (or document on education and qualification), on the basis of which the specified person was enrolled in TSPU (if any).

3.4. The procedure for early dismissal of a student under the agreement on targeted training involves sending a notification to the customer of the targeted training specified in the agreement by mail within ten working days from the date of issuance of the order regarding the early expulsion of the student.

3.5. In case of expulsion, the following shall be placed in the personal file of the student Documents:

- academic record book, academic card authorized and signed by the dean of the faculty / director of the institute, received from the dean's office / directorate;
- Student ID card;
- copy of the diploma of education and qualification with an appendix obtained in TSPU (copy of the certificate of study);
- receipt of the original document of education from the personal file, bypass list.

#### **4. Procedure for reinstatement of students**

##### **4.1. Procedure for reinstatement of students who have not completed the educational program**

4.1.1. A student who has been expelled from TSPU at the initiative of the university may be reinstated by the order of the Rector or an authorized official within five years from the date of expulsion. Reinstatement is possible only for a vacant position under an agreement on education funded by individuals or legal entities, hereinafter referred to as the agreement on the provision of paid educational services, provided that vacant positions are available.

4.1.2. The student, expelled in accordance with the conditions specified in paragraph 3.1.3 of this Procedure, can be reinstated under the contract on paid educational services not earlier than in the next academic year from the date of the beginning of the academic period (year/semester) in which the order of expulsion was issued (provided there is no debt on payment of tuition fees for the period of training and timely payment of the current period of training).

4.1.3. A student who has been expelled either voluntarily or due to circumstances beyond their control, or due to the decision of their parents or legal representatives (in the case of a minor student), may be reinstated at TSPU by the order of the Rector or an official authorized by them within five years from the date of expulsion. Reinstatement is subject to the availability of vacant positions and the preservation of previous educational conditions, but it cannot occur earlier than the end of the academic year (or semester) in which the student was expelled. If there are no vacant positions funded by the federal budget and there are available places under the contract for paid educational services, the student has the option to be reinstated under the contract for paid educational services.

4.1.4. In case of reinstatement to the places financed at the expense of budgetary allocations of the federal budget, the total duration of mastering the educational program (taking into account the form of education), shall not exceed the term of mastering, established by the working curriculum of the educational program in accordance with the federal state educational standard, by more than one academic year.

When reinstated into vacant positions under an agreement for the provision of paid educational services, the total duration of training may exceed the standard training period by more than one year.

4.1.5. If the educational program that the student, seeking reinstatement, previously studied is not being offered at the time of application for reinstatement to TSPU, the university has the authority, upon the student's request and with the decision of the faculty/institute's attestation commission, to reinstate them into another educational program aligned with the federal state educational standard. Alternatively, the student may be reinstated into the previous educational program, with the option to pursue studies through an individual educational program.

A student who was previously enrolled in full-time study has the right to be reinstated for part-time (full-time) study and vice versa.

4.1.6. The application for reinstatement (Appendix #1) indicating the desired date of reinstatement, for admission to the academic process and indicating the desired date of admission is submitted to the administration of the faculty/institute.

4.1.7. A student who is reinstated after expulsion shall be provided with an individual educational plan (IEP).

4.1.8. The IEP includes academic disciplines (modules), practices and other elements (eg, coursework (s)) working curriculum course to which the student is reinstated, as well as disciplines (modules), practices, previously not passed by the student, but available in the working curriculum of previous courses in relation to the course of study to which the student is reinstated.

4.1.9. If the student is reinstated from the beginning of the school year and he has no difference in the working curriculum, the IEP is made by analogy with the working curriculum of the group in which the student is reinstated.

4.1.10. If the student who is reinstated after expulsion had academic debts on disciplines (modules) and practices at the time of expulsion, and had exhausted all opportunities for repeating interim assessments, these disciplines (modules) and practices must be included in the IEP for complete review (or the unlearned portion of the discipline/module).

4.1.11. For students who are reinstated to places under agreements on the provision of paid educational services and have a difference in the working curriculum, the University calculates the amount of payment for the elimination of the difference in the working curriculum.

4.1.12. If a student has completed the study of a discipline/module and has completed the practice but did not pass the interim assessment or did not utilize all opportunities for repeating interim assessments as per TSPU regulations, then upon reinstatement, the student is required to undergo interim assessment during the subsequent examination session following reinstatement, without needing to retake the discipline/module or practice. In such cases, the reinstated student has the right to submit a request to the Faculty/Institute administration to credit the results of previous training in the discipline/module and practice as interim assessment results.

4.1.13. A student who is reinstated for training under the agreement on the provision of paid educational services, has the right to write an application to the administration of the Faculty/Institute for inclusion in the IEP to re-learn any discipline (module)/practice if necessary to re-learn. A student who was expelled for failure to fulfill the obligations to diligently master the educational program and fulfill the curriculum, is reinstated from the start date of the academic period (year/semester), which begins the study of disciplines (modules), practices, on which there were academic arrears. The tuition fee under the agreement for the provision of paid educational services is determined based on the disciplines/modules that need to be retaken.

4.1.14. When a person is reinstated, the certification committee decides on the course to which reinstatement is possible based on the following criteria:

a) the number of credits in the individual study plan of the student for each of the remaining academic years does not exceed the amount established by the federal state educational standard;

b) the disciplines/modules and practices to be studied (or passed), including repeated ones, can be spread out over the forthcoming academic years without disrupting the logical progression of mastering disciplines/modules and completing practices.

4.1.15. The reinstatement procedure is carried out within 14 working days from the date of submission of the student's application for reinstatement. Dean's Office of the Faculty / Institute Directorate within 10 working days after the meeting of the Attestation Commission prepares the IEP.

4.1.16. IEP is considered by the Academic Council of the Faculty / Institute, approved by the Dean of the Faculty / Director of the Institute and signed by the student familiarized with it within 3 working days.

4.1.17. For a student who is restored to training under the contract for paid services:

(a) Based on the IEP , the cost of educational services is calculated and an agreement on the provision of paid educational services is drawn up.

(b) within five working days after the student fulfills his monetary obligations under the contract for the provision of paid educational services, the administration of the faculty/institute prepares a draft order for the student's reinstatement.

4.1.18. For a student being reinstated for studies funded by the federal budget, the dean of the faculty/director of the institute shall, within five working days after approval by the dean/director and after the student's review of the individual curriculum, draft an order for the reinstatement of the student

4.1.19. If the certification commission makes a negative decision regarding the application for reinstatement, the dean of the faculty/director of the institute shall inform the student, with a signature, of the reasons for the refusal and, if necessary, provide advice on possible options for continuing education.

4.2.1. If a student is reinstated after expulsion and is simultaneously transferred to another educational program, the student's application for reinstatement (Appendix 1) and the application for subsequent transfer from one educational program to another (Appendix 2) are submitted and endorsed by the dean of the faculty/director of the institute. In this case, reinstatement with subsequent transfer is only possible within the time limits established for transfer to the receiving educational program, including any additional period granted for transfer on general academic grounds, and subject to the availability of vacancies for transfer

## **4.2 Transfer from one educational program to another after reinstatement**

4.2.1.1. Transfer of students is possible:

- from a bachelor's degree program to a bachelor's degree program;
- from a specialist program to a specialist program;
- from a master's program to a master's program;
- from specialist program to bachelor's program;
- from a bachelor's program to a specialist program.

4.2.1.2. Transfer to training at the expense of budgetary allocations of the federal budget is carried out:

- in the absence of restrictions provided for the mastering of the relevant educational program at the expense of budgetary allocations of the federal budget, if training in the relevant educational program is not the receipt of a second or subsequent higher education;

- if the total duration of training of the student will not exceed by more than one academic year established by the federal state educational standard term of mastering the educational program to which he is transferred (taking into account the form of training and other grounds affecting the term of mastering the educational program).

4.2.1.3. Transfer of students is allowed from any form of training to any form of training.

4.2.1.4. Transfer is subject to vacancies available at the university for transfer.

4.2.1.5. In the event that the number of applications for transfer exceeds the number of vacant places for transfer, the Dean of Faculty/Director of the Institute, in addition to evaluating the documents received, within a period of not later than 7 calendar days from the date of submission of applications for transfer, conducts a competitive selection among the persons who have applied for transfer.

4.2.1.6. Competitive selection is carried out to identify the most prepared persons to master the relevant educational program. In order to achieve this goal, the following criteria are used to evaluate the applicants

- average grade point in the academic book;
- number of academic disciplines (modules) that make up the difference in curricula.

After the competitive selection process, a decision is made either to approve the transfer to vacant positions based on merit or to deny transfer to individuals who did not pass the competitive selection process.

#### **4.3. The procedure for reinstatement of students who have completed the mastering of the educational program in full, but did not pass the state final attestation**

4.3.1. In case of completion of training in full, the student is restored only to pass the state final attestation (SFA). Students who are reinstated solely to fulfill the SFA requirements are exempt from interim assessments.

4.3.2 The student, expelled on the initiative of TSPU due to the unsatisfactory passing of SFA or failure to attend the SFA without a valid reason, may retake the SFA not earlier than 10 months and not later than five years after the date of the SFA which was not passed by the student. This person has only two attempts to pass the SFA.

4.3.3. A student is reinstated to retake the SFA only for a vacant place under an agreement on paid educational services, concluding an educational agreement with TSPU, which does not provide for charging a fee for repeating the SFA.

4.3.4. The period of reinstatement of the student to pass the SFA (including for repeated passage of the SFA) is determined by the Faculty / Institute, taking into account the requirement that the period for reinstatement should not be less than the period provided by the calendar academic schedule for the implementation and defense of graduate qualification work on the relevant educational program.

4.3.5. An application for reinstatement and admission to take the SFA is sent to the Dean's office of the Faculty / Directorate of the Institute. For the student for whom a positive decision has been made regarding the possibility of reinstatement to undertake (including repeat) the SFA, the Dean's office of the Faculty / Directorate of the Institute prepares an order within five working days for the reinstatement of the student and admission to undertake the state final certification (SFA) (including taking the state exam / defending the final qualifying work).

To the Rector of Tomsk State

Pedagogical University

A.N. Makarenko

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(full name of the applicant)

Number \_\_\_\_\_

Address: \_\_\_\_\_

#### APPLICATION

I request you to reinstate my status of TSPU student from \_\_\_\_\_ to \_\_\_\_ course \_\_\_\_\_ faculty/institute in the area of training/specialty \_\_\_\_\_ orientation \_\_\_\_\_ profile(s) / specialization \_\_\_\_\_  
 (code/name) \_\_\_\_\_ at the expense of budgetary appropriations of the federal budget / under agreement on provision of paid educational services (*underline*) for full-time / part-time / intra-extramural form of education (*underline*).

The student was dismissed from "\_\_\_\_" 202 \_\_\_\_ year according to the order \_\_\_\_\_ from "\_\_\_\_" 202 \_\_\_\_ year \_\_\_\_\_ from \_\_\_\_\_ course \_\_\_\_\_ faculty/institute in the area of training/specialty \_\_\_\_\_ orientation \_\_\_\_\_  
 (code/name) \_\_\_\_\_ profile(s) / specialization \_\_\_\_\_, was trained at the expense of budgetary allocations of the federal budget / under an agreement on provision of paid educational services (*underline*) for full-time / part-time / intra-extramural form of education (*underline*).

The student is expelled due to \_\_\_\_\_  
 (specify reason)

Date

\_\_\_\_\_

Applicant's signature

Dean of the Faculty/Director of the Institute\*

(reinstate from (date))

date signature

\*stamp

To the Rector of Tomsk State

Pedagogical University

A.N. Makarenko

(full name of the applicant)

Number \_\_\_\_\_

Address: \_\_\_\_\_ :

## APPLICATION

I request you to transfer me from the area of training/specialty \_\_\_\_\_ orientation \_\_\_\_\_  
 profile(s) / specialization \_\_\_\_\_ (code/name) to the area of training/specialty \_\_\_\_\_  
 \_\_\_\_\_ orientation profile(s) / specialization \_\_\_\_\_ for \_\_\_\_\_  
 (code/name)  
 full-time / part-time / intra-extramural form of education (underline) to the \_\_\_\_\_ year of study course.

*or:*

I request you to transfer me from full-time ( part-time / intra-extramural) form of education to part-time ( full-time / intra-extramural) form of education in training/specialty \_\_\_\_\_ orientation profile(s) / \_\_\_\_\_  
 specialization \_\_\_\_\_ (code/name) \_\_\_\_\_ year of study course.

Date \_\_\_\_\_

\_\_\_\_\_  
 Applicant's signature

Dean of the Faculty/Director of the Institute\*

*(former place of study)*

*(resolution, date, signature)*

Dean of the Faculty/Director of the Institute\*

*(new place of study)*

*(resolution, date, signature)*

\*stamp