**Internal regulations of students of**

**Federal State Budgetary Educational Institution of Higher Education**

**«Tomsk State Pedagogical University»**

APPROVED

Academic Council of TSPU

(Minutes No. 9, dated December 27, 2022)

* 1. These Internal Regulations of students of the Federal State Budgetary Educational Institution of Higher Education «Tomsk State Pedagogical University» (hereinafter - the Rules) regulate the basic rights, duties and responsibilities of students of the Federal State Budgetary Educational Institution of Higher Education «Tomsk State Pedagogical University» (hereinafter - the University, TSPU), study mode, rest time, measures of encouragement and punishment applied to students, other issues of regulation of academic routine.
	2. These Rules are developed in accordance with the requirements of the following normative documents:
* Constitution of the Russian Federation;
* Federal Law of 29.12.2012 No. 273-FZ «On Education in the Russian Federation»;
* Order of the Ministry of Science and Higher Education of the Russian Federation No. 245, dated April 6, 2021 «On Approval of the Procedure for Organization and Implementation of Educational Activities under Educational Programs of Higher Education - Bachelor's, Specialist's and Master's Degree Programs»;
* Order of the Ministry of Education and Science of Russia No. 1259 dated 19.11.2013 «On approval of the procedure for organization and implementation of educational activities under educational programs of higher education - programs of training of scientific-pedagogical personnel in postgraduate studies»;
* Resolution of the Government of the Russian Federation, dated 30.11.2021 No. 2122 «On Approval of the Regulations on the Training of Scientific and Scientific-Pedagogical Personnel in Postgraduate Studies»;
* Order of the Ministry of Education and Science of Russia No. 499, dated 01.07.2013 «On Approval of the Procedure for Organization and Implementation of Educational Activities in Additional Professional Programs»;
* Order of the Ministry of Education and Science of Russia No. 455, dated 13.06.2013 «On Approval of the Procedure and Grounds for Granting Academic Leave to Students»;
* Order of the Ministry of Education and Science of Russia No. 185, dated 15.03.2013 «On Approval of the Procedure for Applying Disciplinary Measures to Students and Removing Disciplinary Measures from Students»;
* Other normative legal acts of the Russian Federation, the Charter of TSPU and other local normative acts of the University.
	1. The Rules are the main local normative act regulating the academic routine at the University. Compliance with these rules is mandatory for all students (including undergraduates, postgraduates, and externs, if applicable) as well as for all visitors within the University premises concerning the maintenance of order, discipline, and adherence to the established regime.
	2. The rules determine the basic rights, duties and responsibilities of students, class schedule, leisure time, measures of encouragement and disciplinary punishment applied to students, as well as other issues of regulation of educational relations at the University.
	3. All University students are informed about these Rules, which are required for all structural divisions within the institution.
1. Organization of the training process
	1. The University establishes a six-day academic week.
	2. Academic classes at the university will be conducted in compliance with the timetable created in accordance with each form of education's curriculum and educational program. It is not allowed to reduce the duration of vacations established by the curricula, if this reduction contradicts the norms established by the federal state educational standard, other normative documents.
	3. The dates of interim attestations are determined by the calendar academic schedules for the current academic year. The class schedule is approved by either the University's Rector or an authorized representative. It is then made available to students, including through publication on the TSPU's electronic information and educational platform.
	4. The mode of classes of students of the University is governed by the Regulations on the mode of classes, which are accessible on the official website of the University..
	5. Entry of students into the classroom and exit from the classroom after the beginning of classes is allowed only with the permission of the teacher conducting classes. Late arrivals to class without a valid reason are considered as a violation of academic discipline.
	6. At the start of classes, it is imperative that all classrooms and adjoining areas maintain a quiet and orderly atmosphere conducive to effective learning. Interruptions to ongoing classes and entry into classrooms during sessions are strictly prohibited, except in cases of emergency.
	7. Before the beginning of each training session and during breaks between sessions, classrooms shall be prepared by teachers (heads of classrooms, laboratory assistants - if available). This preparation involves setting up demonstration equipment, technical devices for presenting educational content to large groups, as well as educational and visual aids. Additionally, the setup may include arranging laboratory equipment, adjusting to its complexity level as necessary.
	8. In laboratories and training workshops, classrooms, teaching and methodical rooms, the students use only those instruments, tools and other devices that are authorized by the teacher. Mentioned tools and devices should be treated with care and in accordance with safety rules. If necessary, laboratory classes are held only in the presence of a laboratory assistant.
	9. Establishment and activity of political parties, religious organizations (associations) for political, religious or other agitation shall not be allowed.
	10. To conduct practical classes in classrooms, laboratories, training rooms, teaching and methodological rooms, each course is divided into groups. The composition of study groups is formed by the Dean of the Faculty (Director of the Institute) depending on the educational profile.
	11. In each student group, the student body appoints the head of the group from among the most active, responsible and disciplined students. The group leader maintains direct communication with the Dean of the Faculty (or Director of the Institute), as well as their deputies, ensuring effective dissemination of their directives and instructions to the student group. The functions of the head of the group also include:
* record of students' attendance at all types of classes (submission to the Dean of the Faculty (Director of the Institute) of information about students' failure to attend classes);
* cooperation with the Dean's office (directorate) on the issues of disruptions of classes, changes in the schedule of classes, sessions’ start and end dates, and opportunities for resolving academic setbacks;
* control over the state of academic discipline in the group during lectures, practical classes, as well as over the safety of the premises and training equipment in the classrooms where classes and practical training take place;
* cooperation with the Dean's office (directorate) on issues of violation of students' rights, conflict situations with teachers;
* handling possible conflict situations within the group;
* encourage the students of the group to participate in various university activities;
* informing the Dean of the Faculty (Director of the Institute) about problems arising in the course of the educational process.
1. Basic rights and duties of students
	1. Students at the University have the right to:
		1. Respect for human dignity, protection of life and health, protection from all forms of physical and mental violence and personal insult.
		2. Freedom of conscience, information, expression of one's own views and convictions.
		3. Students are encouraged to familiarize themselves, including through the official website of TSPU, with essential documents such as the certificate of state registration, the University Charter, information regarding the date of granting and registration number of the license for educational activities, the certificate of state accreditation, training documentation, and other pertinent documents governing the organization and execution of educational activities within the institution.
		4. Students have the opportunity to study at the University under the relevant educational program, with considerations given to the specific characteristics outlined by the form of education they are pursuing.
		5. Students have the right to participate in shaping the content of their education, while adhering to the federal state educational standard and requirements, as stipulated by the local normative acts of TSPU. This right is excepted for individuals who have entered into a targeted training contract that imposes limitations on this right.
		6. Study on an individual educational plan, including accelerated learning, within the limits of the educational program being mastered in the order established by a local normative act of the University.
		7. Choice of optional (not mandatory for mastering) and elective (selected on a mandatory basis) academic disciplines (modules) from the list offered by the educational program.
		8. Students have the opportunity to complement their learning alongside academic disciplines/modules within their educational program by undertaking additional academic subjects, courses, or modules offered at the University. They may also explore courses offered by other educational institutions. Furthermore, students may concurrently pursue multiple educational programs if they wish.
		9. Students' achievements in studying subjects, courses, disciplines (modules), practical experiences, and additional educational programs from other educational institutions are duly credited in accordance with the prescribed procedures.
		10. Timely receipt of information about the requirements for the passage of current control, interim certification, evaluation criteria, the evaluation of their knowledge, the schedule of classes, the schedule of elimination of academic arrears, changes made to the schedule of classes, as well as other information necessary to the student on the organization and planning of the educational process.
		11. Provision of vacations - planned breaks during education for recreation and other social purposes in accordance with the legislation on education and the calendar academic schedule.
		12. Granting academic leave is carried out according to the procedure and on the grounds outlined by the federal executive body responsible for formulating and enforcing state policies and regulations in higher education. This includes granting academic leave for purposes such as establishing a university startup, maternity leave, and childcare leave until the child reaches three years of age, all in accordance with the procedures established by relevant federal laws.
		13. Provision of a place in the dormitory in the order established by the local normative act.
		14. Transfer for education in another direction of training, another specialty, another educational program, another form of education in accordance with the procedure established by the legislation on education and local normative acts of TSPU.
		15. Transition from paid tuition to free tuition in cases and in the manner prescribed by the federal executive authority responsible for the development and implementation of state policy and normative-legal regulation in the field of higher education and local normative act of TSPU.
		16. Transfer to another educational organization that implements an educational program of the corresponding level in accordance with the procedure stipulated by the federal executive authority responsible for the development and implementation of state policy and normative-legal regulation in the field of higher education and local normative act of TSPU.
		17. Reinstatement for education follows the established procedures outlined in the legislation on education and the specified guidelines regarding transfer, expulsion, and reinstatement of students.
		18. Students are permitted to combine education with employment, provided that it does not hinder their ability to successfully pursue and complete their educational program or fulfill their individual curriculum requirements.
		19. Receiving a deferment from military service in accordance with Federal Law No. 53-FZ «On Military Duty and Military Service», dated 28.03.1998.
		20. Participation in the management of the University in accordance with the procedure established by the Charter of TSPU.
		21. Students have the right to receive feedback from University staff on proposals and requests regarding the organization of the educational process, including academic disciplines/modules and other components of the educational program being pursued.
		22. Appeal against acts of the University in the order established by the legislation of the Russian Federation.
		23. Free use of library and information resources, educational, scientific base of the University.
		24. Use of social, cultural, sports, recreational and health-improving infrastructure facilities for education, professional training, scientific research, experimental development, creative development, and health preservation.
		25. Development of their creative abilities and interests, including participation in competitions, Olympiads, exhibitions, shows, physical education and sports events, including official sports competitions, and other mass events.
		26. Participation in research, experimental and innovative activities under the guidance of scientific and pedagogical staff and (or) researchers of the University.
		27. Students have the opportunity to be sent for training and scientific research on selected topics, internships, and academic exchanges to other educational institutions and scientific organizations, both domestically and internationally, including those in foreign countries.
		28. Publishing their works in the University's publications on a free basis.
		29. Encouragement for achievements in academic, research, social, cultural, creative and sports activities.
		30. Receive information from the University on the employment situation in the Russian Federation in the training areas and scientific specialties they are mastering.
		31. Receipt of a scholarship in accordance with the established procedure, as well as other forms of material support provided by regulatory legal acts, legislation of the Russian Federation, and local normative acts of TSPU.
		32. Other academic rights provided by the Federal Law «On Education in the Russian Federation», other normative legal acts of the Russian Federation, local normative acts.
	2. Forcing students at the University to join public, socio-political organizations, movements, or parties, as well as coercing them into participating in the activities of these organizations or engaging in agitation campaigns and political actions, is strictly prohibited.
	3. Students studying at TSPU are obliged to:
		1. To fulfill the requirements of the TSPU Charter, these Rules, Internal Regulations of the student dormitory and other local regulations on the organization and implementation of educational activities.
		2. To diligently engage in mastering the educational program, adhering to the educational plan, which may include an individual educational plan if applicable. This entails attending classes as outlined in the educational plan (or individual educational plan), independently preparing for classes, and completing tasks assigned by teaching staff within the framework of the educational program.
		3. Observe the requirements of the procedure for the current control of academic progress, interim and state final attestation of students.
		4. To promptly inform the Dean's office (or directorate) in writing about any anticipated absence from classes, including exams and graded credits. They must also submit relevant documents verifying the validity of the reason for their absence.
		5. Comply with the orders and directives of the University management, Faculty/Institute as it relates to students.
		6. Respect the honor and dignity of other students and employees of the University, not to create obstacles to the education of other students.
		7. To treat the University property with care, to compensate for material damage caused in the amount and manner prescribed by the legislation of the Russian Federation, as well as not to remove items and various equipment from the educational and other premises without the permission of the University administration. Observe the University's pass regime when entering the territory and (or) premises of the University.
		8. Students are expected to uphold public order and refrain from using profanity in statements made in public places or posted on information and telecommunication networks.
		9. Immediately notify the Dean's Office (Directorate) or the Security Department of the occurrence of a situation that poses a threat to the life and health of people or the safety of the University's property.
		10. To improve their intellectual, cultural and moral level, to participate in the social life of the University.
		11. To take care of preserving and strengthening their health, to strive for moral, spiritual and physical development and self-improvement.
		12. To be disciplined and tidy both at the University and in public places.
		13. Not to violate the current legislation of the Russian Federation.
		14. To fulfil other duties established by federal laws, the Charter of the University and other local normative acts of the University, the agreement on education.
2. Basic rights and obligations of the University
	1. The University as a federal state budgetary educational institution of higher education in terms of ensuring the educational process, organization of research work and performance of other functions assigned to it shall be obliged:
		1. To comply with the laws of the Russian Federation and other normative legal acts, as well as local normative acts of TSPU.
		2. Organize the study and implementation of advanced teaching methods.
		3. To provide the educational process with necessary literature (printed publications) in accordance with the requirements of FSES (Federal State Education Standards) and other requirements.
		4. To facilitate the development of educational programs that align with the requirements of FSES, federal state requirements, professional standards, and qualification requirements outlined in qualification directories for relevant positions, professions, and specialties.
		5. To ensure strict implementation of the curriculum, constantly carrying out organizational, economic and educational work aimed at eliminating the loss of study time, to apply measures of influence to violators of academic and labor discipline.
		6. To issue scholarships to students in the amounts and within the terms established by law, in accordance with the Regulations on Scholarship Provision and Other Forms of Material Support of TSPU students.
		7. Ensure timely provision of vacations to students at the University.
		8. To carry out educational work with students, to create conditions for research, cultural and creative, socially important, social, physical culture and sports activities.
		9. Provide a safe learning environment that meets the requirements of safety and hygiene of the educational process.
		10. Ensure the protection and orderly maintenance of the University premises and grounds. Oversee the proper upkeep of facilities, including heating, lighting, and ventilation systems. Additionally, provide suitable conditions for storing students' outerwear.
	2. The University shall have the right:
		1. To expect students to fulfil their duties and exhibit a careful attitude toward University property, while also adhering to these Rules.
		2. Encourage students for good academic performance, active participation in scientific research work, socially significant, cultural, creative, public and sports life of the University.
		3. To bring students to disciplinary and material responsibility in the order established by federal laws, the Charter of the University and these Rules.
3. Maintaining order within the premises of TSPU
	1. The University is responsible for maintaining cleanliness and orderliness throughout all academic buildings and facilities.
	2. On the premises of the University, the following actions are prohibited:
		1. Wearing outer clothing, hats, sitting on window sills.
		2. Leave clothing and personal belongings outside the checkroom and areas designated for their storage.
		3. Entering and leaving classrooms after class has begun, moving around the classroom during class sessions without permission from the teacher.
		4. Engaging in loud conversations, making noise in the hallways during class time.
		5. Smoking in University buildings and on adjacent property.
		6. Using, distributing, smuggling, or storing alcoholic beverages, narcotic drugs, psychotropic substances, and their analogs is strictly prohibited, including in the areas surrounding the University.
		7. To enter or remain on the University premises and grounds while under the influence of alcohol, drugs or toxic substances.
		8. Use cell phones in classrooms during class time.
		9. To cause material damage to premises and equipment.
		10. Remove property, items, or materials belonging to the University from buildings without authorization from responsible persons.
	3. Parking of vehicles on University property is permitted only in designated areas.
	4. Eating is allowed only in designated areas.
	5. Every student of the University is expected to uphold and enhance the institution's image through their appearance and behavior.

Students are required to maintain a neat appearance that aligns with the professional atmosphere of the University. Additionally, attire should be of a secular nature.

Business style implies observance of the following rules concerning the appearance of the learner:

* strict, trim appearance, neatness;
* students are advised to demonstrate moderation when selecting colors for their clothing, shoes, and accessories;
* stylishness (harmonious combination of all components of clothing, shoes and accessories).
	1. Students are prohibited from wearing clothing, shoes, and accessories with potentially harmful fittings at the University. Additionally, items displaying symbols of asocial informal youth associations or promoting illegal behavior, including those associated with Nazi attributes, extremist organizations, or other symbols prohibited by federal laws, are strictly forbidden.
	2. Students are allowed to enter the territory and premises of the University upon presentation of a student card, ID card, identity document.
	3. Cultural, sporting, and other mass events hosted at the University typically conclude by 21:00 hours.
	4. Events held on weekends and non-working holidays, as well as staying in the University buildings after 9 p.m. 00 p.m. shall be carried out by order of the Rector (Vice-Rector) of the University.
1. Encouragement of students
	1. The following measures of encouragement are established for students at the University for their achievements in studying, research, sports, social engagement, and cultural-creative activities:
* announcement of gratitude;
* awarding a valuable gift;
* awarding a letter of thanks or a diploma of TSPU;
* other.
	1. Encouragement to a student is announced by the Rector's order on the recommendation of the Dean of Faculty (Director of Institute), Vice-Rector or head of a structural unit of TSPU. The order specifies the basis and specific measure of encouragement of the student.
1. Responsibility of students
	1. One of the following disciplinary penalties may be imposed on students for non-fulfillment or violation of the University's Charter, these Rules, the Regulations on the TSPU Student Dormitory, the Internal Regulations of the TSPU Student Dormitory and other local regulations on the organization and implementation of educational activities:
* remark;
* reprimand;
* expulsion from the University.
	1. The grounds for the expulsion of students from the University, including for unreasonable excuse, shall be determined by local normative acts of the University.
	2. When choosing a disciplinary penalty, the severity of the disciplinary offense, the reasons and circumstances under which it was committed, the behavior of the student, preceding the commission of the offence, his psychophysical and emotional state, as well as the opinion of the Primary Trade Union Organization of TSPU students and student self-government bodies of TSPU should be taken into account.
	3. A disciplinary sanction may be imposed on a student once the University receives a written explanation from the student (or from the parent/legal representative if the student is a minor) regarding the nature of the violation. However, if the student (or the parent/legal representative) refuses to provide such an explanation, this refusal will be documented in an official record. Nonetheless, the University retains the right to impose a penalty despite the lack of explanation.
	4. Disciplinary penalties to students are applied no later than one month from the date of discovery of misconduct and no later than six months from the date of its commission, not counting the time of illness of the student or (and) being on vacation. It is not allowed to apply disciplinary measures to students during their illness, vacation, academic leave, maternity leave or leave to care for a child under the age of three years.
	5. The application of disciplinary action to the student is formalized through an order, which is provided to the student and the parents/legal representatives of a minor student for acknowledgement within three academic days from the date of its issuance. This timeframe excludes the period of the student's absence from the University. If the student or the parents/legal representatives of a minor student refuse to acknowledge the order by signature, this refusal will be documented in an appropriate record.
	6. If within a year from the date of application of a disciplinary sanction to the student will not be applied a new measure of disciplinary action, he is considered not to have a measure of disciplinary action.
	7. Before the expiration of the period specified in paragraph 7.7. of these Rules, a disciplinary penalty may be revoked by the order of the Rector/Vice-Rector either on their own initiative or upon request from the student, parent (legal representative) of a minor student, petition from the United Council of Students of TSPU, or the Primary Trade Union Organization of Students of TSPU.
1. Final provisions
	1. These Rules, as well as all amendments and additions to them are adopted at the meeting of the Academic Council of the University taking into account the opinion of the Primary Trade Union Organization of Students of TSPU and the United Council of Students of TSPU and put into effect by the Rector's order.
	2. The University is obliged to familiarize all students of the University with these Rules.
	3. The electronic version of the Rules is placed on the official website of the University and on the information boards of faculties (institutes), dormitories, A.M. Volkov Scientific Library of TSPU.