

Procedure for transferring a student from TSPU to another educational organization, implementing an educational program of higher education of the corresponding level, and transferring a student to TSPU from another educational organization, implementing an educational program of higher education of the corresponding level

1. General Provisions

2. This Procedure for transferring a student from TSPU to another educational organization, implementing an educational program of higher education of the corresponding level, and transferring a student to TSPU from another educational organization, implementing an educational program of higher education of the corresponding level (hereinafter - the Procedure) is developed in accordance with the Federal Law of December 29, 2012 № 273-FZ "On Education in the Russian Federation", Order of the Ministry of Science and Higher Education of the Russian Federation dated July 12, 2021 № 607 "On Approval of the Procedure for transfer of a student to another educational organization implementing an educational program of higher education of the corresponding level", Order of the Ministry of Science and Higher Education of the Russian Federation of 05.10.2022 № 956 "On Amendments to the Procedure for Transfer of Students

3. For the period of its validity from March 01, 2022, to March 01, 2028, the Procedure establishes the rules of transfer of persons studying under bachelor's degree programs, specialist programs, master's degree programs, programs of training of scientific and scientific-pedagogical personnel in postgraduate studies, as well as programs of training of scientific-pedagogical personnel in postgraduate studies, before the expiration of the normative terms of their mastering from TSPU (hereinafter also the University) to another educational organization (hereinafter - the receiving organization) and the rules of transfer of persons studying under bachelor's degree programs, specialist programs, master's degree programs, programs of training of scientific and scientific-pedagogical personnel in postgraduate studies, as well as programs of training of scientific-pedagogical personnel in postgraduate studies, before the expiration of the normative terms of their mastering to TSPU from another educational organization (hereinafter - source organization).

4. The order does not apply to:

- transfer of persons studying under educational programs to other organizations carrying out educational activities under educational programs of the corresponding level and orientation, in case of termination of TSPU activity, suspension of the license to carry out educational activities under educational programs, cancellation of the license to carry out educational activities, deprivation of TSPU of state accreditation for the corresponding educational program or expiration of the certificate of state accreditation for the corresponding educational program;

- transfer of students in the network form of implementation of educational programs.

5. The terms of transfer, including the terms of acceptance of documents to be submitted for transfer, are determined by TSPU taking into account the requirements of the Procedure and by the receiving organization taking into account the requirements of the Procedure for transfer of a student to another educational organization implementing an educational program of higher education of the corresponding level, approved by the order of the Ministry of Science and Higher Education of the Russian Federation from July 12, 2021 № 607.

6. Transfer to TSPU is carried out if there are vacant places in the university, and from TSPU if there are vacant places in the receiving organization (hereinafter referred to as vacant places for transfer).

7. The number of vacant places for transfer is determined by TSPU with a detailed breakdown by educational programs, forms of education, courses of study, indicating the number of vacant places for transfer, financed by budgetary allocations of the federal budget (hereinafter - budgetary allocations), under agreements on education at the expense of individuals and (or) legal entities.

The number of vacant places for transfer is determined by the receiving organization with a detailed breakdown by educational programs, forms of education, courses of study, indicating the number of vacant places for transfer financed by budgetary allocations of the federal budget, budgets of constituent entities of the Russian Federation, local budgets, under agreements on education at the expense of individuals and (or) legal entities.

8. Students are transferred:

- from a bachelor's degree program to a bachelor's degree program;
- from a specialist program to a specialist program;
- from a master's degree program to a master's degree program;
- from a specialist program to a bachelor's degree program;
- from a bachelor's degree program to a specialist program;
- from a program of training of scientific and scientific-pedagogical personnel in postgraduate studies (hereinafter - the postgraduate program) to a postgraduate program;
- from a program of training of scientific-pedagogical personnel in postgraduate studies to the program of training of scientific-pedagogical personnel in postgraduate studies or to the program of postgraduate studies;
- from a postgraduate program of TSPU to the program of training of scientific and scientific-pedagogical personnel in military postgraduate studies of the receiving organization;
- from a military postgraduate study program of the original organization to the postgraduate program of TSPU;
- from a program of training of scientific-pedagogical personnel in postgraduate studies of TSPU to the program of training of scientific-pedagogical personnel in military studies of the host organization;
- from a program of training of scientific-pedagogical personnel in the military studies of the original organization to the program of training of scientific-pedagogical personnel in the postgraduate school of TSPU.

9. Transfer is allowed from any form of education to any form of education.

10. Transfer is carried out provided that the student possesses the education required for mastering the corresponding educational program, including if it is obtained abroad..

11. Transfer to TSPU from an educational program that does not have state accreditation to an educational program that has state accreditation in TSPU is carried out by the decision of the Admissions Committee upon the recommendation of the Attestation Commission.

12. Students of TSPU under the programs of training of scientific and pedagogical personnel in postgraduate studies, accepted for training in accordance with the federal state educational standards, have the right to transfer to training under postgraduate or adjunct programs of the host organization in accordance with the federal state requirements or independently established requirements of educational organizations of higher education, in accordance with the Procedure established in the host organization.

Students studying under the programs of training of scientific-pedagogical personnel in postgraduate studies (military postgraduate studies) of the outgoing organization, accepted for training in accordance with the federal state educational standards or educational standards, have the right to transfer to training under the postgraduate programs of TSPU in accordance with the federal state requirements.

13. Transfer to TSPU for training at the expense of budget allocations is permitted under the following conditions:

- if there are no restrictions specified for completing the relevant educational program funded by budget allocations. The training in the relevant educational program is not the student's second or subsequent higher education. TSPU for training at the expense of budget allocations is carried out:
- if the total duration of the student's training does not exceed by more than one academic year the term established by the federal state educational standard or federal state requirements for mastering the educational program to which they are transferred. This includes considerations such as the form of training and other factors affecting the duration of mastering the educational program.

Transfer from TSPU to study at the expense of budget allocations is carried out:

- if there are no restrictions specified for completing the relevant educational program funded by budget allocations. The training in the relevant educational program is not the student's second or subsequent ;
- if the total duration of the student's training does not exceed by more than one academic year the term established by the federal state educational standard or federal state requirements for mastering the educational program to which they are transferred. This includes considerations such as the form of training and other factors affecting the duration of mastering the educational program.

14. Transfer of students to TSPU is allowed not earlier than after passing the first interim certification in the original organization.

Transfer of students from TSPU is allowed not earlier than after passing the first interim certification.

II. Procedure of transfer from TSPU to the host organization

15. The student must submit an application to the dean's office or directorate requesting the issuance of a certificate of study for the relevant educational program (referred to as the certificate of study period). This is done in connection with their intention to transfer to another educational organization.

16. Upon receiving the student's application, the dean's office or directorate prepares a submission to the department responsible for preparing and issuing educational documents. Within 5 working days from the date of receiving the application mentioned in paragraph 14 of the Procedure, the department issues to the student a certificate of the period of study according to a sample independently established by the university. This certificate indicates the level of education on the basis of which the student is enrolled in the relevant educational program⁴, a list and volume of academic disciplines (modules) studied, completed practices, completed scientific research, and grades given to the student during the intermediate certifications.

17. To consider the transfer application, the student submits to the receiving organization an application for transfer with the attachment of a certificate of the period of study issued by TSPU and other documents confirming the individual achievements of the student (other documents are presented at the discretion of the student) (hereinafter together - documents required for transfer).

In the event of transfer to training funded by budgetary allocations, the student's compliance with the requirements specified in the fourth subparagraph of paragraph 12 of the Order is certified by their personal signature in the application for transfer.

18. Within 10 working days from the date of receipt of the required documents for transfer, the receiving organization evaluates the received documents to assess the student's compliance with the requirements stipulated by the Order of the receiving organization. Additionally, the receiving organization determines the lists of academic disciplines studied, practical activities completed, and research conducted, which will be re-credited or re-certified in accordance with the procedures established by the receiving organization in the event of the student's transfer. Furthermore, the receiving organization specifies the period from which the student will be admitted to the training in case of transfer.

19. If the number of applications for transfer exceeds the number of vacant places for transfer, the receiving organization shall additionally conduct a competitive selection among the persons who have applied for transfer. The procedure and terms of the competitive selection shall be determined by the receiving organization.

Based on the results of the competitive selection, the receiving organization decides to enroll students in vacant transfer positions, prioritizing those who are most prepared to undertake the relevant educational program. This decision, known as the «decision on enrollment», is guided by factors such as the average grade point and the significance of individual achievements.

In respect of persons who did not pass the competitive selection, the receiving organization makes a decision to refuse enrollment in training in the relevant educational program.

20. Within 5 working days from the date of the decision on admission, the receiving organization gives the student a certificate of transfer, which indicates the level of higher education, code and name of the specialty or training direction or code and name of the scientific specialty to which the student will be transferred.

The transfer certificate is signed by the head of the receiving organization or their authorized representative, as designated by an administrative act from the head of the receiving organization. Additionally, it is certified by the official seal of the receiving organization.

Upon the student's request, the transfer certificate may include a list of academic disciplines studied, completed internships, and scientific research, which will be re-evaluated or certified for the student upon transfer.

21. The student submits to TSPU a written application for expulsion by transfer to the receiving organization (hereinafter referred to as the application for expulsion) with a certificate of transfer attached.

⁴ The document issued to the holder of a certificate of the study period for admission to an educational program may vary depending on their previous education. It could be a certificate of secondary general education, a diploma of primary vocational education (issued before the Federal Law of 29 December 2012 No. 273-FZ "On Education in the Russian Federation"), a diploma of secondary vocational education, or a diploma of higher education (bachelor's, specialist's, or master's diploma).

22. TSPU within 5 working days from the date of receipt of the application for expulsion issues a dispositive act - an order on expulsion of the student in connection with transfer to the receiving organization (hereinafter - the order on expulsion).

23. Within 3 working days from the issuance of the expulsion order due to transfer to the receiving organization, the individual is provided with a copy of the expulsion order (or an excerpt from it) authenticated by the Dean's Office, Directorate, Student Records Department, or General Department. Additionally, they receive the original document (if available) verifying their previous education, as well as a study certificate according to the University's established format.

24. The documents outlined in paragraphs 15, 19, and 22 of the Order are handed over to the student or their authorized representative (with a power of attorney) in person. Alternatively, upon the student's request, they may be sent to the student's address or to the receiving organization through public postal services.

Documents specified in paragraphs 15, 19 and 22 of the Order may be signed with an electronic signature in accordance with the laws of the Russian Federation and sent in the form of an electronic document using the Internet at the request of the student to the specified e-mail address and the e-mail address of the receiving organization.

25. A person expelled due to transfer, submits to the dean's office/directorate a student card (postgraduate certificate) and academic record book⁵, confirming the study at TSPU, to the Student Personnel Records Department - an agreed bypass sheet.

26. TSPU keeps in the personal file of a person expelled in connection with transfer, including a certified copy of the document on previous education, a copy of the order of expulsion or an extract from it, student ID card (postgraduate certificate), credit book, copy of the certificate of period of study, copy of the certificate of study, bypass list.

27. A person expelled from TSPU in connection with transfer, within 10 working days after receiving a copy of the expulsion order (or an extract from the expulsion order) or notification of sending the said document to the receiving organization, submits to the receiving organization a copy of the expulsion order (or an extract from it) and a document on previous education (the original of the said document or its certified copy), if they were not sent to the receiving organization in accordance with paragraph 23 of the Procedure.

When presenting a document on previous education received in a foreign organization, a person expelled from TSPU in connection with transfer shall submit to the host organization a certificate of recognition of foreign education, except for cases in which, in accordance with the legislation of the Russian Federation and (or) international treaty, recognition of foreign education is not required.

In TSPU in the personal file of the person, expelled in connection with the transfer, is kept in this case, certified by the university copy of the certificate of recognition of foreign education, submitted by the student when enrolling in TSPU.

28. Within 5 working days from the date of receipt of the documents stipulated by paragraph 26 of the Procedure, the receiving organization shall issue an administrative act on enrollment by transfer from TSPU of the person expelled in connection with transfer (hereinafter - the administrative act on enrollment by transfer).

In the case of enrollment for training under agreements on education at the expense of individuals and (or) legal entities, the issuance of an administrative act on enrollment by transfer is preceded by the conclusion of an agreement on education.

29. Within 5 working days from the date of issuance of the administrative act on enrollment by transfer, the student is issued a student ID and an academic record book or other document(s) confirming(s) training in the receiving organization, the issuance of which is provided by the legislation of the Russian Federation or local regulations of the receiving organization.

30. The student, who is a foreign citizen or stateless person, must, within thirty days from the date of issuance of the expulsion order, submit to the territorial body of the federal executive body responsible for internal affairs, which issued the temporary residence permit for the purpose of education, an extract from the decision on enrollment by transfer to the receiving organization for full-time education.

Extract from the act on enrollment by transfer to the receiving organization for training on a full-time basis is issued to the specified student by the receiving organization in the terms established by paragraph 28 of

⁵ For postgraduate students studying under the programs of training of scientific and scientific-pedagogical personnel in postgraduate studies, academic record books are not provided.

the Order.

III. Procedure for transfer to TSPU from the original organization

30. A student from the original institution submits an application to the original institution requesting a certificate of the period of study in connection with their intention to transfer to TSPU.

31. The initial organization within 5 working days from the date of receipt of the application specified in paragraph 30 of the Order, issues to the student a certificate on the period of training, which indicates the level of education, on the basis of which the student enrolled for training in the relevant educational program, the list and volume of studied academic subjects, courses, disciplines (modules), completed practices, completed scientific research, assessments made by the initial organization during interim (intermediate) and final (if any) attestation(s).

32. To consider a transfer, the student submits to TSPU an application for transfer (Appendix No. 1) with a certificate of period of study and other documents confirming the individual achievements of the student (other documents are submitted at the discretion of the student), along with consent to the processing of personal data (Appendix No. 2).

In the case of transfer to training at the expense of budgetary allocations compliance of the student requirements specified in the second paragraph of paragraph 12 of the Order is certified by his personal signature in the application for transfer (Appendix № 3).

33. No later than 10 working days from the date of receipt of the documents required for transfer, the certification commission of the relevant faculty / institute of TSPU evaluates the received documents to determine whether the student meets the requirements stipulated by the Procedure and determines the list of academic disciplines studied, internships completed, scientific research performed, which in the case of transfer of the student will be re-credited⁶ or re-certified⁷ in the manner established by TSPU, and determines the period from which the student, in case of transfer, will be allowed to study (Appendix No. 4).

34. In case the number of applications for transfer exceeds the number of vacant places for transfer, TSPU additionally conducts a competitive selection among persons who have applied for transfer.

The time-frame for conducting the competitive selection is no more than 5 working days.

TSPU conducts a competitive selection process under the following conditions:

- separately for full-time, part-time and correspondence forms of education;
- within the direction (profile(s)) of training direction or specialization (single-profile competition);
- on the basis of the results of passing interim(s) and final (if any) attestations in the original organization, indicated in the submitted certificate of period of study.

Based on the outcome of the competitive selection process, the TSPU Admissions Committee decides to admit students who are best prepared to undertake the respective educational program. This decision is guided by the average grade point average of the students as well as the significance and completeness of their individual achievements.

With regard to persons who did not pass the competitive selection, TSPU makes a decision to refuse enrollment in training under the relevant educational program.

35. Within 5 working days from the date of the decision on enrollment TSPU issues to the student a certificate of transfer (Appendix № 5), which indicates the level of higher education, code and name of the specialty or training direction or code and name of the scientific specialty to which the student will be transferred.

The transfer certificate is signed by the head of the department for new enrollment and movement of students, who is authorized by the rector of TSPU through a power of attorney, and is authenticated with the university seal.

⁶ Credited as results of interim certification (Appendix No. 7).

⁷ Evaluated the actual achievement by the student of the planned results of the part of the educational program being mastered in the form of an interview, testing, practical assignment, other forms established by the certification commission in accordance with the evaluation and methodological materials for the discipline (module), practice (Appendix № 8).

At the request of the student to the certificate of transfer can be attached a list of studied academic disciplines, passed practical training, completed research, which will be re-credited² or re-certified³ to the student in the transfer (Appendix #6).

36. The student submits to the source organization a written application for expulsion by way of transfer to TSPU with a certificate of transfer attached.

37. The initial organization within 5 working days from the date of receipt of the application for expulsion issues an administrative act on the expulsion of the student in connection with transfer to TSPU.

38. A person expelled due to transfer to TSPU shall receive, within 3 working days from the date of issuance of the administrative act of expulsion, a copy of the administrative act of expulsion and/or an extract certified by the original organization regarding the transfer, the original document (if available) on education or education and qualification based on which the person was enrolled in the original organization, along with a certificate of training following the template set by the original organization.

39. The documents specified in paragraphs 31, 35 and 38 of the Procedure are issued to the student or his authorized representative (upon presentation of a letter of attorney) or at the request of the student are sent to the address of the person or TSPU⁸ through public postal operators (by mail with a notice of delivery and an inventory of attachments).

The documents specified in paragraphs 31, 35 and 38 of the Procedure may be signed in accordance with the legislation of the Russian Federation with an electronic signature and sent in the form of an electronic document using the Internet at the request of the student to the e-mail address specified by the student and to the e-mail address of TSPU⁹.

40. The source organization keeps in the personal file of the person expelled in connection with transfer, including a copy of the document on previous education, certified by the source organization, a copy of the administrative act on expulsion or an extract from it.

41. A person expelled in connection with the transfer shall submit to the source organization a student ID card and credit book or other document(s) confirming the study in the source organization, issued in cases provided for by the legislation of the Russian Federation or local normative acts of the source organization.

42. When transferring to TSPU a student receiving education abroad, paragraphs 30-32 and 36-41 of the Procedure do not apply.

43. A person expelled in connection with transfer, within 10 working days after receiving a copy of the ordering act on expulsion and (or) an extract from the ordering act on expulsion or notification on sending the said document to TSPU, shall submit to TSPU a copy of the ordering act on expulsion and (or) an extract from it and a document on previous education (the original of the said document or its certified copy), if they were not sent to TSPU in accordance with paragraph 39 of the Procedure.

When presenting a document on previous education received in a foreign organization, a person expelled in connection with transfer shall present a certificate of recognition of foreign education, except for cases in which, in accordance with the legislation of the Russian Federation and (or) international treaty does not require recognition of foreign education.

44. TSPU issues an order for enrollment within 5 working days from the receipt of the documents outlined in paragraph 43 of the Procedure. The student's enrollment is conducted for training according to an individual curriculum, as necessary, as indicated in the resolution issued on the application for transfer (Appendices No. 1 and No. 3).

In the case of enrollment for training under agreements on education at the expense of individuals and (or) legal entities, the order on enrollment by transfer is preceded by the conclusion of an agreement on education.

45. When enrolling a student in the order of transfer from the original organization in TSPU, the admission committee forms a personal file of the student, in which, in accordance with the Instruction for the formation, maintenance and storage of the personal file of the student, all the documents specified in this Procedure. Acceptance-transfer of the personal file of a student enrolled in the order of transfer from the original organization in TSPU, from the Admissions Committee to the Department of Student Personnel Records is carried out within 14 working days on the basis of the act of acceptance-transfer of the approved form and in the manner approved by the Instruction on the formation, maintenance and storage of the student's

⁸ 634061, Tomsk region, Tomsk, 60 Kievskaya str.

⁹ e-mail: priem@tspu.edu.ru

personal file.

46. Within 5 working days from the date of issuance of the order of enrollment in the order of transfer to the student on the basis of the relevant order issued student ID card (or certificate of graduate student) and academic book.

47. A student who is a foreign citizen or stateless person is obliged not later than thirty days from the date of issuance of the administrative act of expulsion to submit to the territorial body of the federal executive body in the field of internal affairs, which issued him a temporary residence permit for the purpose of education, an excerpt from the order on enrollment by transfer to TSPU for full-time study.

Extract from the order of enrollment in the order of transfer to TSPU for full-time study is issued to the specified student by the University within the terms established by paragraph 46 of the Procedure.

IV. Final provisions

47. This Procedure is approved by the order of the TSPU Rector based on the decision of the Academic Council. Amendments and additions to it are introduced by the order of the TSPU Rector based on the decision of the Academic Council.