

MINISTRY OF EDUCATION AND SCIENCE OF RUSSIA
Federal State Budgetary Educational Institution
of Higher Education
"I. N. Ulianov Chuvash State University»
(FSBEI of HE "I. N. Ulianov ChuvSU»)

APPROVED

by the Academic Council of
FSBEI of HE "I. N. Ulianov Chuvash
State University"

dated "18" 07 2023 (record № 13),

Chairman of the Academic Council
A.Yu. Aleksandrov



Regulations for filling and issuing an extract
from the content of the educational program
at the Federal State Budgetary Educational Institution of Higher
Education
"I. N. Ulianov Chuvash
State University"

1. GENERAL PROVISIONS

1.1. This regulation for filing and issuing an extract from the content of the educational program at the Federal State Budgetary Educational Institution of Higher education "I.N. Ulianov Chuvash State University" (hereinafter referred to as the Regulation) is designed to regulate the process of issuing an extract from the content of the educational program of the University (hereinafter referred to as the Service), to determine the timing and sequence of actions for issuing the extract from the content educational program at the Federal State Budgetary Educational Institution of Higher Education "I.N. Ulianov Chuvash State University" (hereinafter – the University).

1.2. The information on providing the service is posted in the student's Personal Account, the University's mobile application, on the University's official website on the Internet, on information stands of faculties and international activities department located in accessible places.

1.3. The official website of the University on the Internet hosts:

- an exhaustive list of documents required to provide the Service;
- the scope of applicants;
- the procedure, methods and terms of providing the Service;
- an exhaustive list of grounds for refusal to provide the Service.

1.4. Information on the official website of the University on the Internet about the procedure, methods and timing of rendering the Service is provided free of charge.

1.5. The access to information on the terms and the procedure for providing the Service is carried out without fulfilling any requirements by the applicant, including those without using software, installation of which on the applicant's technical means requires concluding a license or other agreement with the software copyright holder, stipulating charging, registration or authorization of the applicant, or provision of their personal data.

1.3. The applicant for receiving an extract from the content of the University's educational program is a student having an official request from another educational organization and /or embassy, department, a graduate of the University or their legal representative upon presentation of a document on higher education and qualifications issued by the University (hereinafter – the Applicant).

The application from the Applicant is accepted by the responsible person of the faculty (hereinafter referred to as the Specialist).

1.4. An extract from the content of the University's educational program is submitted to Applicants:

- upon appearing in person of the Applicant;
- in writing (in response to a written application or an application received via electronic communication channels).

1.5. An extract from the content of the University's educational program is submitted in accordance with the prescribed form of these Regulations (Appendix 1).

II. THE PROCEDURE FOR SUBMITTING AN EXTRACT FROM THE CONTENT OF THE UNIVERSITY'S EDUCATIONAL PROGRAM

2.1. The Service is provided year-round, with the exception of the vacation period determined by the academic schedule.

2.2. The maximum allowable time for providing the Service upon the Applicant's request should not exceed 30 days from the date of receiving the application, in exceptional cases (the need for additional requests, filing with the archive, etc.), time taken to consider the Applicant's request may be extended, but not more than 30 days, with mandatory notification of the Applicant about the extension of the period for considering their application.

2.3. The Applicant's reference date is the day of receiving the application (Appendix 2).

2.4. To receive the Service, the Applicant must submit a written application to the Dean's Office of the Faculty.

2.5. The written application must be submitted in Russian.

2.6. The grounds for refusal to provide the Service:

- in case of the Applicant's written request (including transmitted via electronic communication channels): non-compliance of the written application with the requirements specified in Appendix 2 of these Regulations;

- the text of the written application is not readable, which is reported to the Applicant who sent the application, if their surname and postal address are readable within 7 days from the date of receiving the application (registration) by the dean's office of the faculty;

- the Applicant's written request contains a request for information that has already been sent to them;

- the answer to the substantive question raised in the request cannot be given without disclosing information constituting a state secret or other secret protected by law.

2.7. In the event of making a decision to refuse to provide the Service, on the grounds stipulated in paragraph 2.6 of these Regulations, the Applicant is notified in writing with an explanation of the reasons for the refusal.

2.8. If the reasons for which the provision of the Service was refused were subsequently eliminated, the Applicant has the right to re-submit an application for the Service to be provided.

2.9. The service is provided free of charge.

2.10. The Applicant's requests are received without prior appointment.

2.11. Specialists who receive and consult (in person or by phone) must treat the Applicant correctly and carefully, without humiliating their honor and dignity.

2.12. Receiving and registering the Applicant's written application is carried out by a Specialist of the Dean's Office of the faculty. The maximum period for registering a written application should not exceed 3 working days from the date of receiving the application by the University.

III. FORMS OF MONITORING THE COMPLIANCE WITH THE REGULATIONS

3.1. Compliance with the provisions of these Regulations by Specialists is carried out in the form of ongoing monitoring.

3.2. Ongoing monitoring over compliance with the provisions of these Regulations is carried out directly when providing the Service to a specific Applicant by the heads of the University's structural divisions – in relation to subordinate Specialists providing the Service.

Ongoing monitoring is carried out by checking the timeliness, completeness and the quality of administrative procedures performance when approving (signing) documents within the framework of providing the Service.

3.3. The specialist is personally responsible:

- for compliance with the procedure, including deadlines, forms, receiving and registration of documents from the Applicant;

- for compliance of the accepted documents with Appendix 2 of these Regulations.

IV. THE PROCEDURE FOR ISSUING AN EXTRACT FROM THE CONTENT OF THE UNIVERSITY'S EDUCATIONAL PROGRAM

4.1. The extract is issued on A4 paper by a Specialist of the Dean's office of the relevant faculty, to which the application was submitted. In the absence of a Specialist responsible for preparing this extract at the workplace, another Specialist prepares it by order of the Dean of the Faculty.

4.2. The extract is filled out in Russian and printed. The font size is determined depending on the amount of information entered.

4.3. The extract is registered at the faculty in the journal of issuing extracts from the University's educational program with the assignment of an ordinal number generated by the structural unit.

4.4. Ready-made extracts for students (graduates) are certified by the personal signature of the vice-rector for Academic Affairs. Signatures must be made in black or blue ink, pen ink or ink. Facsimile representation of the signature (facsimile stamp) is not allowed in the extract.

4.5. The extract is certified by the seal of the University with the image of the State Emblem of the Russian Federation. The seal is affixed to the particular "M.P.". The seal impression must be clear.

4.6. In the case of issuing an extract on 2 or more sheets, the extract sheets must be sewn, numbered and sealed with the signature of the Vice-rector for Academic Affairs and the seal of the University with the image of the State Emblem of the Russian Federation.

The seal on the sheet that sealed the document is stamped in such a way that it captures part of the title of the position, initials and surname, and the signature of the person who signed the document, and is well readable.

The vice-rector's signature on the extract and the sewing-together sheet must be identical.

4.7. The extract should be drawn up carefully, clearly and legibly. When making an extract, corrections, erasures, blots, as well as the use of a correction fluid are not allowed.

V. RECORD KEEPING OF ISSUED DOCUMENTS

5.1. Record keeping of extracts is carried out by a Specialist of the Dean's Office of the faculty.

5.2. When issuing an extract, the following data are entered in the journal of issuing extracts from the University's educational program:

sequential registration number,

date of issuing the extract;

surname, first name, patronymic of the student who received the extract. In case of receipt of an extract by proxy, the surname, first name and patronymic (if any) of the person to whom the document was issued are also entered;

code and name of the training program / specialty;

grounds for issuing the extract;

signature of the employee of the department that issued the document;

signature of the person to whom the extract was issued (if the document was issued personally to the person who requested the certificate or by proxy), or the date and the postal dispatch number (if the document was sent through public postal operators).

In case of receiving the extract by proxy, an entry "by proxy" is made in the last column, the number and date of the power of attorney and the signature of the person who received the document are indicated.

The original of the power of attorney or its copy is filed in the student's personal record.

5.3. The sheets of the journal for registering issued extracts from the University's educational program are numbered, the journal is sewn, signed by the head of the University or a person authorized by him with an indication of the number of sheets in the journal of issuing extracts from the University's educational program and stored as a strictly accountable document.

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**"I. N. Ulianov Chuvash State University»
(FSBEI of HE "I. N. Ulianov ChuvSU»)**

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_____ № _____

EXTRACT FROM THE CONTENT OF THE EDUCATIONAL PROGRAM

Extract from the educational program of the FSBEI of HE "I.N. Ulianov ChuvSU" in the specialty **CODE, NAME OF THE SPECIALTY/TRAINING PROGRAM, DIRECTION (PROFILE)/SPECIALIZATION**, which will be mastered (was mastered) by **FULL NAME OF THE STUDENT** at I.N. Ulianov Chuvash State University during the period of study: from 20__ to 20__.

The curriculum and the educational program in the specialty/training program **00.00.00 NAME** are compiled in accordance with the Federal State Educational Standard of Higher Education in the specialty/training program **00.00.00 NAME**, approved on **DATE** № ____ (with amendments, as amended by the Order of the Ministry of Education and Science of the Russian Federation dated **DATE** № ____).

Name of courses (modules) according to the curriculum	Total number of hours.	Credit units, c.u.	Main sections and content of courses

Vice-rector for Academic Affairs

I. E. Poverinov

APPLICATION FORM

to the Rector of FSBEI of HE "I. N. Ulianov ChuvSU»
A.Yu. Aleksandrov

from _____

Passport _____
Issued _____
Resident _____
Date of birth _____
Change of surname _____
Telephone _____
e-mail _____

APPLICATION

I request you to issue me an extract from the content of the educational program confirming mastering the educational program at the FSBEI of HE "I.N. Ulianov ChuvSU" (hereinafter referred to as the University) with an indication of the hours according to the curriculum of the specialty / training program

(specify the training program / specialty)

in order to confirm my diploma of higher education on the territory of _____

(indication of a foreign country to which the document is requested is mandatory)

For granting in _____

(specifying the name of the organization to which the document is submitted is mandatory)

I passed training at the University from _____ to _____ (year) of full-time study
_____ faculty.

(specify the faculty)

List of **mandatory** attached documents:

- A copy of the diploma;
- A copy of the final official transcript;
- A copy of the invitation or request from a foreign institution (organization) where employment or training is planned (in their absence – general information from the official website of the selected foreign institution (organization) about the terms and conditions of recruiting applicants for employment or training (with translation);
- In case of name change: a copy of the document on the basis of which these changes were made.

* If the documents are prepared at the request of the authorized person:

- A notarized power of attorney to receive the extract;
- A copy of the proxy's passport.

I give my consent for processing my personal data and their transfer to third parties to prepare a document confirming completing the educational program at the University. This consent is valid for 3 months from the date of its receipt.

Signature/print full name: _____ Date: _____