

**Regulation on the movement of student population
(the order and grounds for transfer, termination and resumption of studies,
the rules of granting an academic leave)
approved by order of SPbPU dated 11.12.2017 No. 2209**

The Regulation specifies the order of movement of student population, including the rules of transfer of students to the University from other educational organizations or to other programmes of study (including other forms of study) at the University, the order of termination and resumption of studies, the rules of granting academic leave.

Transfers and resumptions of studies are made during holidays before the next semester begins.

Students' transfers and resumptions of studies are made for vacant places in the relevant year of education and in the educational programme the student can carry on studies according to his or her level of education.

When the question of transfer or resumption is considered in order established by the relevant local act of the University, re-attestation (credit transfer) is organized for disciplines previously studied by the learner.

Transfer of the student to a different educational programme (including another form of study) inside the University is made based on his or her personal application letter. In case of a transfer to a different educational program, re-attestation of the previously studied disciplines has to be carried out according to the curriculum to which the student is transferred.

Educational relations can be terminated either when the studies are over because the student has received education (completed studies), or ahead of schedule on the following grounds:

- on the initiative of the student or parents (representatives under law) of the underage student;
- on the initiative of the University's administration;
- due to the circumstances independent of the will of the learner or his or her parents (representatives under law) and the educational organization.

The person who is leaving the University on his or her own initiative before the completion of the educational program has the right to resume studies within five years after the leave provided there are vacant places with the previous conditions of studies remaining the same but not earlier than upon the termination of the semester in which this person has dropped out.

The student is granted academic leave following his or her personal application due to the inability to master the educational programme in the University for medical, family or other reasons for a period that cannot exceed two years.

The student's personal application and the documents, confirming the reasons for granting academic leave are the basis for taking a decision about granting academic leave to the student.

The student has the right to appeal decisions that derogate his or her interests according to established order.