



# BASHKIR STATE MEDICAL UNIVERSITY

# Student Handbook

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Lenina, 1  
Ufa, Republic of Bashkortostan,  
Russian Federation, 450008

INDEX

# Table of Content



01

Rector's Welcome

08

Scientific Society of  
BSMU

02

Know Your  
Administration

09

BSMU Press Team

03

Documentation

- Migration & Registration
- Visa Extension
- Medical Checkup and  
fingerprinting

10

BSMU Media Coverage

06

Exams, Reworks

# Rector's Welcome



We are glad to welcome you to Bashkir State Medical University! Our university is the center of medical and pharmaceutical sciences of the Republic of Bashkortostan.

For more than 92 years our institution has been successfully training specialists for health care, scientific and pedagogical work in the sphere of professional medical and pharmaceutical education of the Russian Federation. Scientists of Bashkir State Medical University successfully represent our Republic and Russia at the international events in different fields of natural sciences.

University faculty consists of famous scholars and medical practitioners who are involved in teaching, medical and scientific activities. BSMU possesses material and technical resources, training facilities, and a large library stock. BSMU is famous for its schools of surgeons, oncologists, cardiologists, morphologists all around Russian and world medical institutions.

Thanks to the international summits of SCO and BRICS, which were held in the capital of the Republic of Bashkortostan in 2015, Ufa became a new congress center of Russia. Today we are at the center of Russian and international medical events. Summits gave impetus to the development of cooperation with China, Kazakhstan, Kyrgyzstan, and strengthening cooperation with leading universities of Germany. Nowadays our students, physicians and professors are being integrated in international practice, our scientists are conducting joint research on topical problems of medicine.

Academician of the Russian Academy of Sciences,  
Doctor of Medical Sciences,  
Rector of Bashkir State Medical University  
Professor Valentin N. Pavlov

# Know Your Administration

Dean for International Faculty	Farshatov Rasul Salikhovich
Head of the Educational Department - Vice dean on Educational Affairs	Abdulina Zulfiya Faritovna
Head of Visa & Migration department	Faizullina Yulia Askatovna
Vice Dean - Educational Programs Development Officer	Abdullina Guzel Maratovna
Vice Dean - Junior Courses Officer	Sadykova Zilya Raisovna
Vice-Dean on Student Affairs	Logvinenko Evgeniy Viktorovich
Vice-Dean on Student Affairs	Rakhmonov Tursunboy Bakhtioyrovich
Vice-Dean on Student Affairs	Filimonov Dmitriy Alexandrovich

# After Entering Russian Federation

**IMPORTANT!**

Migration card (Given at Airport) must be submitted and registration must be done within **3 days after arrival**.

You should submit to the international office [Building 3, Third Floor, Room Number: 28] hard copies of passport (pages with information) and migration card in original.

Hard Copies of passport should be printed from start to finish (even blank pages)



Dean's Office for International Students, Visa Office  
Building 3, Third Floor, Room 28

Деканат по работе с иностранными студентами,  
Корпус 3, Третий этаж, Комната 28



[https://yandex.com/maps?  
rtext=null~54.720291%2C55.944219&rtt=mt](https://yandex.com/maps?rtext=null~54.720291%2C55.944219&rtt=mt)

# EXTENSION OF MIGRATION REGISTRATION

## Instructions for Extending Migration Registration



### Know Your Expiration Date:

Always be aware of when your registration expires. This date is often the same as your visa expiration date but can sometimes be earlier.

- Prepare Your Documents:

1. **Gather hard copies of all pages of your passport.**
2. Ensure you have a new, valid visa.

- Submit Your Documents:

1. Submit the documents to the International Office located in Building 3, 3rd floor, Room 28.
2. Do this 10-15 days before your current registration expires.

- Additional Requirements:

1. Present your fingerprinting certificate (green card).
2. Show your pass (пропуск) to the hostel where you reside.

# What is Registration?

Foreign nationals must register their place of residence within **7 working days of receiving** their residence permit or arriving at their accommodation

In case of students studying in Russia the place of their residence is Hostels or Private apartments.

For extension or initial registration student must complete all formalities such as Fingerprinting, Medical Checkup and submit all medical documents to Building 3.

The image shows a Migration Card (Form B) for a citizen of the Republic of Belarus. The card is filled out with the following information:

- Country of Origin:** Республика Беларусь / Republic of Belarus
- Migration Card No.:** 46 1B
- Family Name:** [Redacted]
- Given Name:** [Redacted]
- Date of Birth:** 14.03.1992
- Sex:** Male (marked with an 'X')
- Passport No.:** [Redacted]
- Decision of Stay:** 01.12.2018 to 15.02.2019
- Signature:** [Handwritten Signature]

Migration Card

The image shows the reverse side of a registration form, titled "Оборотная сторона второго листа" (Reverse side of the second sheet). It contains the following sections:

- Personal Information:** Fields for phone number, name, and address.
- Signature and Stamp:** A box for the signature of the applicant and a box for the organization's stamp.
- Official Use:** A section for official use, including a date stamp and a signature.
- Official Use (continued):** A section for official use, including a date stamp and a signature.

Hostel Registration

## DOCUMENTATION

# MEDICAL CHECK-UP AND FINGERPRINTING

Foreign citizens who have arrived in the Russian Federation before December 29, 2021 were required to undergo a medical examination and mandatory state fingerprint registration and photographing till 10 January, 2023.

Foreign citizens who have arrived in the Russian Federation for a period exceeding 90 calendar days, are required to undergo a medical examination and mandatory state fingerprint registration and photographing within 90 calendar days from the date of entry into the Russian Federation.

In case of non-fulfillment by foreign citizens of the above obligations, the period of temporary stay in the Russian Federation of foreign citizens is reduced. Migration registration and visa extension will not be possible!

**In this regard, you are obliged to leave the territory of the Russian Federation**

**The place to undergo the medical examination, fingerprint registration, and photographing:**



**Ufa, Sarapulskaya street, 58, 2 floor**

**Timings: (9.00-18.00, lunch break 12.30-14.00)**



[Ulista Saryapuluska 58/yandexmaps/location](https://yandexmaps/location/Ulista+Saryapuluska+58)

**Take with you:**

- **Passport**
- **migration card/registration (copies)**
- **Money (14.500 rubles)**



# Fingerprinting

After Medical examination you will have an appointment for fingerprinting in Migration center:



Ufa, Sarapulskaya str, 58, 3 floor

Take with you:

- Passport
- Migration card/registration (copies)

Note: This service is free for charge.



Medical examination and mandatory state fingerprint registration and photographing within **90 calendar days** from the date of entry into the Russian Federation.

At the end of medical checkup and fingerprinting you will receive a green color card.



Green Card



# Health Insurance



In Russia, foreign nationals, including international students, are required to have health insurance. Here are some key points:  
Mandatory Health Insurance:

All international students must purchase a health insurance policy within 15 days of their arrival in Russia. This policy must be valid for the entire duration of their stay<sup>1</sup>.



# Sanitary Book

## [Санитарная книжка]

In the Russian Federation, a sanitary book (also known as a medical book or sanitary passport) is an official document that records the health status and medical examinations of individuals, particularly those working in sectors where hygiene is crucial, such as food services, healthcare, and education.

Your Sanitary Book must contain stamps of all vaccinations, medical reports of HIV

- Records of medical examinations, including tests for infectious diseases.
- Vaccination records.
- Results of laboratory tests.



Sanitary Book

The detailed process to get sanitary book will be informed at the time. Students have to pass a online medical test and purchase the book by showing valid test score.

After passing the test book can be purchased at Karl Marx Street 69.



<https://yandex.com/maps?karlmarx/street69>

**Note: Cost of the book- 650Rub**

# Student ID and Academic Credit Book

You will receive a Student Identity card [Студенческий билет] from the Dean's office for international students which serves as your identity and must be shown at every entrance of the university.

This document must be preserved during entire duration of the course.

## **Academic credit book [зачётная книжка]**

A progress book (known as report card/record book/credit book and in Russian language as —зачетная книжка or simply —зачетка) is issued to a student. It contains a photograph of the bearer with seal of university, your unique student ID number, and your identification details. The progress book also bears a signature of student.

The progress book consists of pages for credits and exams passed during the entire period of study. It is student's responsibility to get it signed by appropriate teaching faculty after every control and/or credit and/or intermediate attestation. A progress book is a legitimate document specifying your academic progress. There are certain pages at the end of progress book, where information about your clinical clerkships, State exams etc. are recorded.



## INTRODUCTION

# Organization of Students Education

Bashkir State Medical University - is a higher educational institution which trains individuals in specialisations such as; general medicine, paediatrics, dentistry and pharmacy,

Education at the university carried out is according to the educational program, which is controlled by the Ministry of Health Care and the Ministry of Education and Science of the Russian Federation. The educational program, which defines the organization of educational process in the universities, consists of a several documents, such as; list of subjects, depth of subject matter, and total number of hours for each subject or elective etc.

The Government of Russian Federation approves the GOS, which determines:

- Compulsory minimum subject content of educational programs in all specialties and higher education;
- The maximum amount of academic points for students;
- Requirements for graduates.

Upon successful completion, graduates are awarded a diploma in corresponding specialties.

# Exams

Each group consists of 10-15 students, which ensures a personal attention of teacher to every student. The group is headed by a captain or a leader, whose responsibility is to act as a coordinator between the faculty and dean office.

Every academic year is divided into two semesters. Examination session is conducted at the end of every semester. The examination session usually lasts for two weeks. In order to be eligible for the examination, it is necessary to pass all controls, credits and intermediate controls.

### **Exams in Russia are often called as Control [контрольная работа]**

Control test or a unit test (known as —контрольная работа) is conducted by the concerned faculty. Students may be tested for any topic from lectures held.

### **Intermediate attestation**

Intermediate attestation (known as —промежуточная аттестация), is a form of evaluating students' knowledge and skills. It may be done in the form of the exam, combination of exam and verbal interview, or semester certification.

Evaluation of performance:

- Exams are evaluated on a five-point scale;
- Credit as —credited/зачетено or —not credited/не зачетено; and
- Semester certification as —attested/аттестован or —not attested/не аттестован.

# Reworks & Re-exams

## Instructions for Reworking Missed Classes (Отработка)

If you miss any classes, you are required to complete a rework process known as Отработка.

Here are the steps to follow:

### 1. Obtain Written Permission:

- Visit the Dean's Office located in Building 3.
- Request a written permission slip for reworking the missed classes.

### 1. Complete the Rework:

- Use the permission slip to arrange and complete the necessary rework for the missed classes.
- Ensure all rework is completed as per the guidelines provided.

## Re-examination: (Пересдача)

A student must retake an examination, for every unsatisfactory mark he receives. However, the number of attempts is limited to maximum two attempts per exam session.

For reexamination student has to take a written permission from deans office



# Student Responsibilities

## **Students are required to:**

- Adhere to the educational programs of higher professional education.
- Follow the university charter's requirements.
- Abide by the internal regulations of the university and its structural divisions.
- Implement the decisions made by the Academic Council and the university administration.
- Handle educational and scientific equipment, textbooks, teaching materials, and university inventory with care.
- Respect and uphold the traditions of the university.

## **Strictly prohibited things in the territory of BGMU:**

- Loud talk, noise, walking in the corridors during class;
- Tobacco consumption in any forms such as but not limited to smoking, chewing etc.;
- Consumption of alcohol or alcohol containing products;
- Use of banned substances such as narcotic drugs etc.

## **Instructions for Medical Students at BSMU:**

- Always wear a white coat during lectures and practical sessions.
- Bring a secondary pair of shoes to change into when inside the university premises.
- Keep your student ID with you at all times for identification and access to university facilities.

# Student Appearance

**To maintain a professional and hygienic environment, please follow these guidelines:**

- **Wear a Full-Sleeved White Coat and Medical Cap:**
  1. Always wear a full-sleeved white coat and a medical cap during lectures and practical sessions.
- **Obtain a Badge:**

Each student must have a badge that includes:

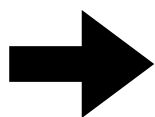
1. The name of the university (BSMU).
2. The faculty.
3. The student's name in both Russian and English.
4. The BSMU logo.

Badges can be printed collectively by the group leader.

- **Carry a Secondary Pair of Clean Shoes:**
  1. Always bring a secondary pair of clean shoes to change into when inside the university premises.

# BSMU Scientific Library

The BSMU Scientific Library is one of the main divisions of the university. The modern library of BSMU is the largest repository of documents on biomedical topics in the Republic of Bashkortostan and represents a complex structure of departments that take an active part in the life of the university and make a significant contribution to the training of health professionals, research, and education of the younger generation.



Students must issue a Library card to use resources from Building 7



<http://library.bashgmu.ru>

# BSMU's International Students' Scientific Society

The International Students Scientific Society is dedicated to fostering a collaborative and enriching environment for students worldwide. We organize a variety of workshops, including those focused on surgery, first aid, and cutting-edge research topics. These workshops are designed to provide hands-on experience and in-depth knowledge, helping students to enhance their practical skills and academic understanding. We encourage active participation, offering a platform for students to engage with experts, share ideas, and contribute to meaningful scientific discussions. Join us to expand your horizons and be part of a vibrant scientific community!

PRESS TEAM

# BSMU Press Team

BSMU-Press Team is the student press service of the Dean's Office working for international students of Bashkir State Medical University.

Our goal is to support and tell about all important events, and changes related to your education and scientific, sports, creative life at BSMU.

We try to provide you with all the necessary information and support to help you integrate into the university environment.

Also, the BSMU-Press Team notifies about important events, such as temporary registration in a hostel, obtaining a visa, information about studies, program updates, etc.

**Students can be a part of press team to show their skills in photography, videography, article writing and graphics creation**

# LinkedIn Platform



LinkedIn can be an invaluable tool for medical students as they navigate their professional journey.

By creating a detailed profile, students can showcase their

academic achievements, research projects, and clinical experiences, making them more visible to potential employers and collaborators.

LinkedIn also offers opportunities to connect with professionals in the medical field, join relevant groups, and participate in discussions, which can lead to mentorship and networking opportunities.

.Students can stay updated on the latest industry trends, medical conferences, and job openings through LinkedIn's extensive network and resources<sup>1</sup>. Engaging with content, sharing insights, and building a professional online presence can significantly enhance a medical student's career prospects and professional growth

# BSMU's Media Coverage

To stay informed about the latest updates and announcements, all students must regularly check the university's official media channels on:

- Instagram
- VK
- Telegram
- LinkedIn

Make sure to follow these channels to keep up-to-date with important information and events.



<https://www.linkedin.com/school/bashkir-state-medical-university-ufa/>



<https://www.instagram.com/bashsmu?igsh=eXNwaG4wd2dueWFj>



[https://t.me/dean\\_bashgmu](https://t.me/dean_bashgmu)



<https://vk.com/bsmupressteam>



# **BASHKIR STATE MEDICAL UNIVERSITY**

Thank You