

Student rights

- to take electives or additional educational programs within the University;
- respect for human dignity, protection from all types of physical and mental violence; life and health safety;
- freedom of conscience, information, free expression of one's own views and beliefs;
- holidays - scheduled breaks for rest;
- free use of library and information resources of the University;
- to use medical facilities of the University;
- to develop creativity, talents and interests, including participation in contests, exhibitions, shows, sports and other social events;
- to participate in research activities under the guidance of KSMU teaching faculty;
- to undergo internships, academic exchanges in other educational and scientific organizations in Russia and foreign countries;
- to publish works in KSMU editions and media on a free basis.

Student responsibilities

- to conscientiously master the educational program according to individual curriculum, to attend classes, to prepare for the classes, to follow University faculty assignments;
- to follow the requirements of the University policies and regulations as well as the rules of residence in dormitories;
- to take actions to maintain a good health status, to strive for moral, spiritual and physical development and self-improvement;
- to respect the honor and dignity of other students and employees of the University, not to disturb the education of other students;
- to treat the property of the University with care.

Responsibilities of the Head of the Group

Students are divided into academic groups of 25-30 students. Training in clinical departments is carried out in groups of 12-15 people. One of the students of the group is appointed as the Head.

Responsibilities of the Head of the group:

- manage the group and create the spirit "One - for all, all for one!";
- initiate discussion on common achievements and individual failures;
- assist students who are lagging behind in studies;

- report to the dean's office about any problems in the life of students of their group;
- inform the students about the examination term and "additional" examinations (for ones having academic debts), and any other news of the university;
- participate in decision making process related to organization of educational process: changes in the curriculum etc.;
- coordinate with the departments the dates of the examinations (based on the preferences of the group and the capacity of the department);
- collect credit books for grading;
- bring the credit books to the dean's office at the end of the term for getting the stamp indicating admission to examinations;
- hand over the credit books to the dean's office after examination for getting the signature of the Dean and the faculty seal ("examination is complete");

At the request of the faculty members, the Head of the group has to provide the information about the presence of students of the academic group at the classes.

Equal educational opportunity

KSMU is committed to providing an educational climate that is conducive to the personal and professional development of each individual. Students should be aware that discrimination and/or other harassment based on the race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation or color or veteran status is prohibited within the University.

Sexual Harassment

Sexual harassment is defined as unwelcome **sexual** advances, requests for **sexual** favors, and other verbal or physical conduct of a **sexual** nature when either: The conduct is made as a term or condition of an individual's employment, education, living environment or participation in a University community. KSMU will provide an educational environment free of sexual harassment. Sexual harassment is a form of sex discrimination and is not tolerated by the University. Any student who feels that he or she is the victim of sexual harassment has the right to file a grievance. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee or suspension of the student. In addition, complainants who make accusations of sexual harassment in bad faith may be subject to appropriate disciplinary action.

Grievance Procedure

Any student who has a grievance concerning the interpretation, application or claimed violation of his or her rights as a KSMU student or feels he or she has been discriminated against or harassed on the basis of, race, sex, gender identity and gender expression, national origin, religion, age, disability, sexual orientation or color including sexual harassment, has the opportunity to seek resolution of such grievance through writing a formal grievance addressed to the Dean, Rector or relevant vice-Rector.

Informal Resolution

A student who feels he or she is a victim of harassment or discrimination or that his or her rights as a student have been violated may attempt to resolve the matter informally by bringing a complaint to the Dean of international students' faculty. The Dean will attempt to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. In the event that an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the college officer will assist the complainant in filing of a formal complaint addressed to the Rector.

Grade Appeal

Grade determination and awarding of all grades in a course is clearly the responsibility of the instructor. A student's grade can be changed only at the discretion of the instructor or as a result of the examination committee resolution. Whenever possible, students and instructors should attempt to resolve grade disputes informally. If this is not possible and the student remains dissatisfied, the instructor will notify the student of the student's right to appeal a final course grade and the procedure for filing an appeal. Students have the right to appeal only final course grades. If a student is dissatisfied with a grade awarded while a course is in progress, the student may discuss the matter with the instructor. One of the recommended options would be to retake the final test under the guidance of the previous or different instructor. Students who wish to appeal their final course grades must initiate the appeals process the same day after the disputed grade was received. The appeals process must be resolved in a timely fashion, but no later than the end of the examination period in the term in which the disputed grade is awarded.

General student Complaints

When a student wishes to file a complaint he/she should first discuss the issue with the faculty member. If after having discussed the matter with the faculty member a resolution is not reached to the student's satisfaction, the student may then present the issue to the Dean of the faculty. If the student is still dissatisfied with the outcome after having spoken with the Dean, he/she may direct the complaint to the Rector of KSMU. The rector's decision is final. Complaints must be made within the semester in which the issue arose.

Student Code of Conduct

KSMU students must follow a basic standard of conduct, which requires that they not violate any municipal, state or federal laws. Furthermore, no student may disrupt or otherwise interfere with any educational activity or fellow students' right to pursue academic goals to the fullest in an atmosphere appropriate to a community of scholars. Any student failing to abide by appropriate standards of conduct during scheduled university activities may result in disciplinary action. Students suspected of violating the student code of conduct will be subject to the disciplinary process.

Smoking

KSMU prohibits smoking inside any of its buildings, including offices, classrooms, restrooms, hallways, dorms, labs, clinics and all other interior locations as well as in the proximity of study buildings or clinics outside.

Drug and Alcohol-Free Workplace

KSMU is a drug-and alcohol-free workplace environment.

Scholastic Dishonesty

Students are responsible for conducting themselves with honor and integrity in fulfilling course requirements. Penalties and/ or disciplinary proceedings may be initiated by against a student accused of scholastic dishonesty. "Scholastic Dishonesty" includes, but is not limited to, cheating on a test, plagiarism and collusion. Possible punishments for academic dishonesty may include referral to the Dean of the faculty for disciplinary action up to and including expulsion.

Misuse of Electronic Devices in the Classroom

The use of electronic devices by students in the classroom is up to the discretion of the instructor. Any use of such devices for purposes other than student learning is strictly prohibited. If an instructor perceives such use as disruptive and/or inappropriate, the instructor has the right to terminate such use. If the behavior

continues, the student may be subject to disciplinary action to include removal from the classroom or referral to the Dean of the faculty.

Threatening Behavior

A student that poses a threat to him/her or others will be subject to disciplinary action and may involve a mental health leave of absence.

Student Intellectual Property

Student intellectual property is treated in the same manner as intellectual property of faculty and staff. Ownership of student projects that are the result of individual initiative with incidental use of KSMU facilities and resources resides with the student. If the student is working on a project initiated and funded by KSMU, ownership resides with the University. Student grievances alleging that a student's intellectual rights have been abridged are addressed by the student grievance process.