

**FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION  
OF HIGHER EDUCATION**

**I.M. Sechenov First Moscow State Medical University  
of the Ministry of Health of the Russian Federation  
(Sechenov University)**

APPROVED

by the Academic Council of FSAEI HE  
I.M. Sechenov First Moscow State Medical University  
of the Ministry of Health of Russia  
(Sechenov University)  
on September 3, 2018, protocol №7

**RULES**

**for admission to FSAEI HE I.M. Sechenov First Moscow State Medical University of Ministry of Health of Russia (Sechenov University) for training in educational programs of higher education - training programs for scientific and pedagogical personnel in graduate school for the 2019/2020 academic year**

**1. General provisions**

1.1. This Rules for admission to FSAEI HE I.M. Sechenov First Moscow State Medical University of Ministry of Health of Russia (Sechenov University) for training in educational programs of higher education - training programs for scientific and pedagogical personnel in graduate school for the 2019/2020 academic year (hereinafter - the Rules) regulate the enrollment of citizens of the Russian Federation, foreign citizens and stateless persons (hereinafter - Applicants) to FSAEI HE I.M. Sechenov First Moscow State Medical University of Ministry of Health of Russia (Sechenov University) for training in educational programs of higher education - training programs for scientific and pedagogical personnel in graduate school (hereinafter respectively - the University, Postgraduate Programs), including the features of the entrance examinations for the disabled persons.

These Rules are developed in accordance with the Federal Law №273-FZ dated December 29, 2012 "On Education in the Russian Federation" (hereinafter - the Federal Law), Order №13 of the Ministry of Education and Science of the Russian Federation dated January 12, 2017 "On Approving the Procedure for Enrolling for educational programs of higher education - training programs for scientific and pedagogical personnel in graduate school", the University Charter, as well as other local acts of the University, adopted in the prescribed manner.

1.2. Persons with at least higher education (specialist or magistracy) are allowed for the learning of postgraduate programs.

The Applicant submits a document on education and qualification certifying the education of the appropriate level (hereinafter - the document of the established sample):

- the document on education and on qualification established by the Federal Executive body responsible for development of the state policy and normative legal regulation in the field of education, or the Federal Executive body responsible for development of the state policy and normative legal regulation in the field of health care, or the Federal Executive body responsible for the development of state policy and legal regulation in the field of culture, sample;
- the document of the state sample about the level of education and about qualification received before January 1, 2014;

- the document on education and qualification of the sample established by the Federal State Budgetary Educational Institution of higher professional education "Moscow State University named after M.V. Lomonosov" (hereinafter - MV Lomonosov Moscow State University) and the Federal State Budget Educational Institution of higher professional education "St. Petersburg State University" (hereinafter - St. Petersburg State University), or document on education and on the qualification of a sample established by decision of the collegial management body of an educational organization, if the specified document is issued to a person who has successfully passed the state final attestation;
- the document on education and qualification issued by a private organization carrying out educational activities on the territory of the Skolkovo innovation center, or provided by the part 3 of article 21 of the Federal Law № 216-FZ dated July 29, 2017 "On Innovative Scientific and Technological Centers and On making changes in certain legislative acts of the Russian Federation" organizations engaged in educational activities on the territory of an innovative science and technology center;
- document (s) of a foreign state on education and qualifications, if the education specified therein is recognized in the Russian Federation at the level of the relevant higher education (not lower than the specialist degree or magistracy) (hereinafter - the document of a foreign state on education).

1.3. The enrolling to the training is carried out for the first course.

1.4. The enrollment for training is carried out within the control figures of enrollment of citizens for training at the expense of budget allocations of the Federal budget (further respectively - Control figures, Budgetary allocations) and under the agreements on education signed when enroll at the expense of means of physical persons and (or) legal entities (further - the Agreements on rendering of paid educational services).

As part of the target figures allocated the quota of the targeted enrollment for training (hereinafter - the target quota) in accordance with the current legislation of the Russian Federation.

1.5. The University carries out enrollment under the following conditions of enrollment (hereinafter - the Conditions of Enrollment) with a separate competition for each set of these conditions:

- Across the University as a whole;
- Separately for full-time and correspondence courses;
- Separately across the postgraduate programs depending on their orientation (profile): for each direction of training or for each program of postgraduate study (a set of programs of postgraduate study) within the direction of training (for different programs of postgraduate study the enrolling can be carried out in different ways);
- Separately within the frameworks of the target figures and under contracts on rendering paid educational services;
- Separately to places within a target quota and to places in the framework of the target figures excluding target quotas (further - the main places within the target figures).

The University in accordance with the license for the right to carry out educational activities №2587 issued 05/11/2017 enrolls the students to learning of the postgraduate programs on the following conditions of enrollment in directions of higher education training - training of highly qualified personnel (hereinafter - training directions).

Training direction code	Name of the training direction (name of the orientation (profile) of the post-graduate program)	Basis of training	Form of training	Term of study (full-time/ correspondence)
04.06.01	Chemical science	Paid	FT/Corr.	4 years/5 years
06.06.01	Biological science	Paid	FT/Corr.	4 years/5 years
30.06.01	Fundamental medicine	Budget	Full-time	3 years
		Paid	FT/Corr.	3 years/4 years
31.06.01	<b>Clinical medicine</b> (orientation (profile) "Medical work")	Budget	Full-time	3 years
		Paid	FT/Corr.	3 years/4 years
31.06.01	<b>Clinical medicine</b> (orientation (profile) "Pediatrics")	Budget	Full-time	3 years
		Budget	FT/Corr.	3 years/4 years
31.06.01	<b>Clinical medicine</b> (orientation (profile) "Dentistry»)	Budget	Full-time	3 years
		Paid	FT/Corr.	3 years/4 years
32.06.01	Medical and preventive work	Budget	Full-time	3 years
		Paid	FT/Corr.	3 years/4 years
33.06.01	Pharmacy	Budget	Full-time	3 years
		Paid	FT/Corr.	3 years/4 years
37.06.01	Psychological science	Paid	FT/Corr.	3 years/4 years
44.06.01	Education and pedagogical science	Paid	FT/Corr.	3 years/4 years
46.06.01	Historical science and archaeology	Paid	FT/Corr.	3 years/4 years

1.6. The enrollment for training is carried out on the application for enrollment, which is submitted by the Applicant with the necessary documents (hereinafter respectively - the application, documents; together - the documents required for enrollment).

The Applicant may provide for the confidant the authority to carry out actions in respect of which the Rules establish that they are executed by the Applicant, and which do not require the personal presence of the Applicant (including providing the University with the documents necessary for enrollment, to withdraw these documents). The confidant performs the specified actions at presentation of the power of attorney issued by the Applicant on implementation of the relevant actions issued in the order established by the legislation of the Russian Federation.

When visiting the University and (or) intramural interaction with officials of the organization, the Applicant (his confidant) shall present the original document certifying the identity.

1.7. Organizational support of enrollment is carried out by the Enrollment Committee established by the University. The Chairman of the Enrollment Committee is the rector of the University. The Chairman of the Enrollment Committee appoints the Executive Secretary of the En-

rollment Committee, who organizes the work of the Enrollment Committee, as well as personal reception of Applicants, their legal representatives, confidants.

To conduct entrance examinations, the University shall establish examination and appeal commissions in the manner determined by it.

The powers and procedure of the Enrollment Committee are determined by the Regulations on it, approved by the University.

Powers and the order of activity of examination and appeal commissions are defined by the regulations on them approved by the Chairman of the Enrollment Committee.

## **2. Information on enrolling in the training**

2.1. Applicants and (or) their legal representatives can be acquainted with the Charter of the University, with the license to carry out of the educational activity, with the certificate of state accreditation, with educational programs and other documents regulating the organization and implementation of educational activity, the rights and obligations of students, on the official website of the University in the information and telecommunication network "Internet" (hereinafter - the official website).

When carrying out the enrollment on a competitive basis, the Applicant is also provided with information about the competition and the results of its conduct.

2.2. The University places the following information on the official website and on the information stand (bulletin board) of the Enrollment committee and (or) in the electronic information system (hereinafter together - the Information stand):

1) Not later than October 01, 2018:

- The enrollment rules approved by the University;
- The information about the timing of the start and completion of receiving documents necessary for enrollment, the dates for entrance examinations;
- The conditions of enrollment specified in clause 1.5 of the Rules;
- The quantity of places for enrollment to study under different enrollment conditions (within the framework of the target figures - without the allocation of the target quota);
- The list of entrance examinations and their priority when ranking lists of Applicants;
- The scale of assessment and minimum quantity of points, confirming the successful completion of the entrance examination (for each entrance examination);
- The information on the forms of entrance examinations;
- The entrance examination programs;
- The information on the language (languages) in which the entrance examinations are conducted (for each entrance examination);
- The information on the order of accounting of individual achievements of the Applicants;
- The information on the possibility of submitting documents required for enrollment in electronic form;
- The information about the features of entrance examinations for Applicants with disabilities;
- The information on the possibility of remote passing of the entrance examinations (if the organization provides remote conduct of entrance examinations);

- The rules of filing and consideration of appeals on the results of entrance examinations;
- The sample of the Agreement on the rendering of paid educational services;
- The information about places of reception of documents required for enrollment;
- The information on postal addresses for sending documents required for enrollment;
- The information on the availability of hostel(s);

2) Not later than June 1, 2019:

- The quantity of places for enrollment to training within the target figures for the various enrollment conditions specified in 1.5 of the Rules, with the allocation of the target quota;
- The information about the terms of the enrollment (about the timing of the placement of lists of Applicants on the official website and at the information stand, the timing of completion of reception of the original document of the established sample or consent to enrolling in accordance with paragraph 8.5 of the Rules (hereinafter - the completion of reception of document of the established sample), and the timing of issuance of the order (orders) of enrollment);
- The information about the number of places in hostels for non-resident Applicants;

3) Not later than 14 calendar days prior to the beginning of entrance examinations - schedule of entrance examinations with indication of their places.

- 2.3. The Enrollment Committee ensures the operation of special telephone lines and the section of the official website for answers to applications related to enrollment in training.
- 2.4. From the start date of receipt of documents required for enrolling, the official website and the information stand shall contain and update daily information on the quantity of applications for enrollment provided and lists of persons who have submitted documents required for enrollment to places within the target quota, to the main places within the target figures, to places under Agreements for rendering of paid educational services. Thus data on acceptance or on refusal in acceptance of documents (with indication of the reasons of refusal) are specified.

### **3. The acceptance of documents required for enrollment from Applicants.**

- 3.1. Documents required for enrollment are accepted in the following terms:
- The first stage - from December 04, 2018 till February 28, 2019;
  - The second stage - from June 20, 2019 to August 02, 2019.
- 3.2. The Applicant has the right to enter to the University at the same time under various conditions of enrollment specified in clause 1.5 of the Rules.
- In case of simultaneous enrollment to the University under various conditions of enrolling, the Applicant submits one application for enrollment indicating the conditions of admission.
- 3.3. The acceptance of documents required for enrollment is carried out in the University buildings. The acceptance of the specified documents can also be carried out by authorized officials of University in buildings of other organizations and (or) in mobile points of reception of documents.
- 3.4. Documents required for enrollment are submitted (sent) to the University in one of the following ways:
- Are provided personally by the Applicant (or his confidant) in working hours of the Enrollment Committee to the address: Moscow, Bolshaya Pirogovskaya St., 2 build. 2;

- Sent through the postal operators of public communication to the address: 119991, Moscow, Trubetskaya str., 8, build. 2.
- 3.5. If the documents required for enrollment are submitted to the University by an Applicant or his confidant, for the Applicant or his confidant is issued a receipt of the acceptance of documents.
- 3.6. In the case of sending the documents required for admission, through postal operators of public communications, these documents are accepted if they have entered the University not later than the end of time for the acceptance of the documents referred to in clause 3.1 of the Rules.
- 3.7. In the application for enrollment to training the Applicant indicates the following information:
- surname, name, patronymic (if any);
  - date of birth;
  - information on citizenship (lack of citizenship);
  - details of the identity document (including indication of when and by whom the document was issued);
  - details on the document of the established sample which is represented by the Applicant according to subclause 2 of clause 3.10 of the Rules;
  - terms and conditions of enrollment referred to in clause 1.5. of the Rules by which the Applicant intends to enroll in training, indicating the priority of enrollment under various conditions of enrollment;
  - the language in which the Applicant intends to pass the entrance examinations - for each entrance examination;
  - information on the necessity of creation a special conditions for the Applicant during the entrance examinations, taking into account his disability (with a list of entrance examinations and special conditions);
  - information about the intention to pass the entrance examinations remotely (with a list of entrance examinations and the place of their passing) (for disabled and foreign citizens);
  - information about the presence or absence of the Applicant's individual achievements, the results of which are taken into account when enrolling for training in accordance with these Rules;
  - information on the presence or absence of the Applicant's necessity to provide a place to stay in a hostel during the period of training;
  - postal address and (or) e-mail address (at wish of the Applicant);
  - The way of return of documents submitted by the Applicant for enrollment to training (in case of non-admission to training and in other cases established by the Rules).
- 3.8. The following facts are recorded in the application for enrollment:
- 1) Familiarization of the Applicant (including through public information systems):
- with a copy of the license to carry out of the educational activities (with the application);
  - with a copy of the certificate of the state accreditation (with the application) or with information on absence of the mentioned certificate;

- with date (dates) of the completion of acceptance of the document of the established sample;
  - with the rules of enrollment approved by the organization, including the rules of appeal on the results of entrance examinations;
- 2) Applicant's consent to the processing of his/her personal data;
  - 3) Familiarization of the Applicant with information on the necessity of the indication in the application for enrollment of reliable data and submission of original documents;
  - 4) The absence of the Applicant's diploma of postgraduate (adjuncture) or diploma of candidate of Sciences - for the enrollment to training within the target figures;
  - 5) The obligation to submit the document of the established sample not later than the day of completion of acceptance of the document of the established sample (if the Applicant did not submit the mentioned document at submission of the application for acceptance).
- 3.9. The application for enrollment and the facts that indicate therein in accordance with the clause 3.8 of the Rules are certified by the signature of the Applicant (his confidant).
- 3.10. When applying for enrollment, the Applicant represents:
- document (documents) proving his identity and citizenship;
  - the document of the established sample (the Applicant can at submission of the application for enrollment not to represent the document of the established sample; thus the Applicant specifies in the application for enrollment the obligation to provide the mentioned document not later than day of completion of acceptance of the document of the established sample);
  - if it is necessary to create a special conditions for entrance examinations – a document confirming the disability (this document is accepted by the organization, if it expires not earlier than the date of application for enrollment; if the document does not have specified period of its validity, the document is valid for a year from the date of its issuance);
  - documents confirming the individual achievements of the Applicant, the results of which are taken into account when applying for training in accordance with these Rules (submitted at the discretion of the Applicant);
  - other documents (submitted at the discretion of the Applicant);
  - 2 photos of the Applicant on size 3×4 cm.
- 3.11. The document of the foreign state on education is submitted with the certificate on recognition of foreign education, except for the following cases in which the submission of the specified certificate is not required:
- at submission of the document of the foreign state on education which corresponds to part 3 of article 107 of the Federal law №273-FZ;
  - at the enrollment to the educational organization of higher education which has the right, in the order established by it, independently to perform recognition of foreign education and (or) foreign qualification which do not correspond to the conditions provided by part 3 of article 107 of the Federal law №273-FZ;
  - when submitted of the document on education appropriate to requirements of article 6 of the Federal law dated May 5, 2014 №84-FZ "About features of legal regulation of the relations in the field of education in connection with acceptance to the Russian Federation of the Republic of Crimea and formation as a part of the Russian Federation of new subjects - the Republic of Crimea and the city of federal value Sevastopol and about modification of the Federal law "On education in the Russian Federation" (further - the

Federal law №84-FZ); at the same time Applicant submits a document (documents) confirming that he is the persons referred to in article 6 of the Federal law №84-FZ.

- 3.12. Applicants may submit originals or copies of documents submitted for enrollment. Certification of copies of these documents is not required.

When enrolling on the places within the target quota, the Applicant simultaneously with the submission of the application for enrollment shall submit the original document of the established sample.

- 3.13. The application for enrollment is submitted in Russian, the documents executed in a foreign language - with the translation into Russian certified in the order established by the legislation of the Russian Federation. законодательством Российской Федерации.

Documents received in a foreign country shall be submitted legalized in accordance with the procedure established by the legislation of the Russian Federation, or with an apostille (except for cases when, in accordance with the legislation of the Russian Federation and (or) an international agreement, legalization and apostille are not required).

- 3.14. The University returns the documents to the Applicant, if the Applicant has submitted the documents necessary for enrollment, in violation of these Rules (except for the case when the violation does not apply to all conditions of enrollment mentioned in the application for enrollment).

- 3.15. The University has the right to verify the accuracy of the information specified in the application for enrollment and the authenticity of the submitted documents. When carrying out this check, the University has the right to apply to the relevant state information systems, state (municipal) bodies and organizations.

- 3.16. The Applicant has the right at any stage of enrollment to the training to withdraw the documents submitted for enrollment to the training by submitting an application for withdrawal of documents in one of the ways specified in clause 3.4 of the Rules. Persons who withdraw documents are eliminated from the competition. The University returns the documents to the specified persons.

#### **4. The entrance examinations**

- 4.1. The Applicants pass the following entrance examinations:

- 1) Special discipline appropriate to direction of training/orientation (profile) of the post-graduate programs (hereinafter – special discipline);
- 2) Foreign language.

Entrance examinations are listed in order of priority (1, 2) when ranking lists of Applicants.

The entrance examination in a special discipline is conducted in Russian or in English at the choice of the Applicant.

The entrance examination in a foreign language is carried out at the choice of the Applicant in one of the following languages: English, German.

- 4.2. Entrance examinations are carried out in the following terms:

- The first stage - from March 01, 2019 till March 12, 2019 (for persons who submitted documents at the first stage);
- The second stage - from July 01, 2019 till August 06, 2019 (for persons who submitted documents in the second stage).

- 4.3. Entrance examinations are conducted in the form of computer testing.

Each entrance examination is evaluated on a 100-point scale.



The minimum number of points confirming the successful completion of the entrance examination (hereinafter - the minimum number of points) (for each entrance examination) is 40 points.

The minimum number of points cannot be changed during enrollment.

4.4. Programs of entrance examinations are formed on the basis of Federal state educational standards of higher education on programs of the specialty and (or) programs of the magistracy.

4.5. For disabled people and foreign citizens it is possible to conduct entrance examinations using remote technologies in accordance with the procedure established by the University.

4.6. One entrance examination is carried out simultaneously for all Applicants, or at different times for different groups of Applicants (including in the process of formation of groups from among of the persons who submitted the documents required for enrollment).

For each group of Applicants, one entrance examination is conducted on one day. At the request of the Applicant to him may be given the opportunity to take more than one entrance examination in one day (if the University has this possibility).

4.7. The Applicant passes each entrance examination once.

If the University carrying out an entrance examination in different languages, the Applicant chooses one of the languages offered by the University and passes the entrance examination in the selected language.

4.8. Persons who have not passed the entrance test for a valid reason (illness or other documented circumstances) are re-admitted to the entrance examination with another group or on a reserve day (if possible in accordance with the schedule during the entrance examinations).

4.9. The duration of the computer testing is 60 minutes.

The results of computer testing are made out by the Protocol, which records of the questions, answers to them and the results of the entrance examination. For each Applicant a separate Protocol is conducted.

4.10. At the entrance examinations should be provided with a calm and friendly atmosphere, and should be given the opportunity to Applicants to fully demonstrate the level of their knowledge and skills.

During the entrance examinations to their participants and persons involved in their conduct, it is prohibited to carry and use the means of communication.

The use of reference and other literature, as well as technical means, with the exception of the calculator, is not allowed.

The admission of Applicants to the auditorium is carried out by at least two organizers. The first organizer stands at the entrance to the auditorium, passes Applicants to the auditorium one by one, and ensures that bags, books and other foreign objects were left at the entrance. The second organizer is located directly in the auditorium and carries out the seating of Applicants (randomly). He also ensures that the Applicants during the entrance tests did not talk and did not change places.

If there are any questions related to the conduct of the entrance examination, Applicant by raising his hand refers to the members of the Examination Committee, and when a member of the Examination Committee approaches him, asks a question without distracting the attention of other Applicants.

The questions of Applicants on the content and evaluation tools by members of the Examination Committee and by the organizers will not be considered.

If there detected an incorrect wording, a typo or other inaccuracy of any examination task, the organizer or a member of the Examination Committee is obliged to report this fact to the Chairman of

the Examination Committee. These remarks will be carefully analyzed (if there is a typo, the issue is resolved in favor of the Applicant).

Applicants are not allowed to leave the auditorium during the entrance examination.

For violation of the rules of conduct established by these Rules, the Applicant is removed from the auditorium without granting the right to pass the entrance examination again. Upon the fact of violation the act is drawn up, which is signed by the members of the Examination Committee.

4.11. The results of the entrance examination are announced on the official website and on the information stand not later than three working days from the date of the entrance examination.

After the announcement of the results of the entrance examination the Applicant (his confidant) has the right to get acquainted with their work (with the work of the Applicant) on the day of announcement of the results of the entrance examination or within the next working day.

4.12. Persons who have received less than the minimum number of points at any entrance examination, have not passed the entrance examinations without a valid reason (including those removed from the place of the entrance examination), re-admitted to the entrance examinations and have not passed the entrance examinations are eliminated from the competition. The University returns the documents to the mentioned persons.

4.13. In case of returning the submitted documents through the postal operators of public communications (in cases established by clauses 3.14, 3.16 , 4.12, 8.13 of the Rules), the documents are returned only in part of the original documents.

## **5. The features of the entrance examinations for the Applicants with disabilities.**

5.1. The University provides the conduct of entrance examinations for Applicants with disabilities taking into account the peculiarities of their psychophysical development, individual possibilities and status of health (hereinafter - the individual features).

5.2. Material and technical conditions must be created at the University to ensure unhindered access of Applicants with disabilities to the classrooms, toilet and other facilities, as well as their stay in these premises (including the presence of ramps, lifts, handrails, extended doorways, elevators; in the absence of elevators, the auditorium should be located on the first floor of the building).

5.3. Entrance examinations for Applicants with disabilities are conducted in a separate auditorium.

The number of Applicants with disabilities in the one auditorium should not exceed:

- when passing the entrance examination in writing - 12 persons;
- when passing the entrance examination in the oral form - 6 persons.

It is allowed the presence in the auditorium during the entrance examinations of a larger number of Applicants with disabilities, as well as conducting entrance examinations for Applicants with disabilities in the same auditorium with other Applicants, if this does not create difficulties for Applicants at the passing of the entrance examination.

It is allowed to be present in the audience during the passing of the entrance examination of an assistant from among the employees of the University or involved persons for providing to the Applicants with disabilities of the necessary technical assistance, taking into account their individual characteristics (to take the workplace, move, read and draw up the task, communicate with employees of the organization conducting the entrance examinations).

5.4. The duration of the entrance examination for Applicants with disabilities is increased not more than 1.5 hours.

5.5. The information on the procedure of entrance examinations is provided to Applicants with disabilities in an accessible to their form.

- 5.6. The Applicants with disabilities may, in the process of passing the entrance examination, use the technical means necessary for them in connection with their individual features.
- 5.7. When conducting entrance examinations, the following additional requirements, depending on the individual features of the Applicants with disabilities, are met:
- 1) for the blind:
    - tasks for execution on the entrance examination are made out by the relief-point Braille or in the form of the electronic document available by means of the computer with the specialized software for the blind, or are read out by the assistant;
    - written tasks are executed on paper in relief-point Braille or on a computer with specialized software for the blind, or dictated to the assistant;
    - if necessary, to execution the task, Applicants are provided with a set of writing instruments and paper for writing in relief-point Braille, a computer with specialized software for the blind;
  - 2) for the visually impaired:
    - individual uniform illumination of at least 300 Lux is provided;
    - the Applicants to perform the task, if necessary, provided a magnifying device; it is also possible to use their own magnifying devices;
    - tasks for execution, and also the instruction on the order of carrying out the entrance examinations are made out by the increased font;
  - 3) for the deaf and hearing-impaired:
    - availability of the sound amplifying equipment of collective use is provided; if necessary, the sound amplifying equipment of individual use for Applicant is provided;
    - sign language interpreter services are provided;
  - 4) Deaf and blind people are provided with the services of a tiffus interpreter (in addition to the requirements that are carried out respectively for the blind and deaf);
  - 5) for persons with severe speech disorders, deaf, hearing impaired, entrance examinations that conducted orally, according to the decision of the organization can carry out in writing;
  - 6) for persons with disorders of the musculoskeletal system, disorders of the motor functions of the upper limbs or lack of upper limbs:
    - written tasks are executed on a computer with specialized software or dictated to the assistant;
    - the entrance examinations that conducted in writing, according to the decision of the organization can carry out orally;
- 5.8. The conditions specified in clauses 5.3 - 5.7 of the Rules are provided to Applicants on the basis of an application for enrollment, containing information on the necessity to create appropriate special conditions.
- 5.9. For persons with disabilities, it is possible to conduct entrance examinations using remote technologies in the manner prescribed by the University on the basis of an application for enrollment containing information about the intention to pass entrance examinations using remote technologies.

## **6. Rules for the submission and consideration of appeals**

- 6.1. The Applicant (his confidant) has the right to appeal to the Appeal Commission about the violation, in the Applicant's opinion, of the established procedure for conducting the en-

trance examination and (or) about disagreement with the resulting assessment of the results of the entrance examination.

- 6.2. The appeal shall be filed by one of the methods specified in the clause 3.4 of the Rules.
- 6.3. During the consideration of the appeal, compliance with the established procedure for the entrance examination and (or) the correctness of the evaluation of the results of the entrance examination is checked.
- 6.4. The appeal is filed on the day of the announcement of the results of the entrance examination or within the next working day. An appeal on violation of the established procedure of the entrance examination may also be filed on the day of the entrance examination.
- 6.5. The appeal is considered not later than the next working day after the day of its submission.
- 6.6. The Applicant (his confidant) has the right to be present at the consideration of his appeal.
- 6.7. After consideration of the appeal, the Appeal Commission decides to change the assessment of the results of the entrance examination or leave the mentioned assessment unchanged.

In case of disagreement in the Appeal Commission, a voting is taken and the decision is taken by a majority of votes. In case of equality of votes, the vote of the Chairman or presiding officer of the Appeal Commission shall be decisive.

The decision of the Appeal Commission issued by the Protocol is brought to the attention of the Applicant (his confidant) and stored in the personal file of the Applicant. The fact of acquaintance of the Applicant (his confidant) with the decision of the Appeal Commission is certified by the signature of the Applicant (his confidant).

6.8. In the case of passing the entrance examination using remote technologies, the consideration of appeals is carried out using remote technologies, if Applicant's identity will be confirmed.

#### **7. Taking into account an individual achievements of Applicants for enrollment to training**

7.1. Applicants for training have the right to provide information about their individual achievements, the results of which are taken into account when enrolling for training. Taking into account the results of individual achievements is carried out through the accrual of points for individual achievements and (or) as an advantage of the equality of criteria for ranking lists of Applicants.

Points awarded for individual achievements are included in the amount of contest points.

The Applicant submits the documents confirming the reception of individual achievements.

7.2. The University awards points for the following individual achievements:

List (criteria) of achievements	Amount of points
Publication in the scientific publication indexed in the Scopus database or in the Web of Science database within two years preceding the day of completion of documents acceptance	5
Medalist, winner, prize-winner of the all-Russian student Olympiad "I am a professional"	100
Participation in the educational project "Professions of the future»	5

Participation at least three years in student scientific sections of the University or in the Student scientific society of the University	5
The Diploma of higher education with honors*	5
The award (prize) for the results of research work of the international or all-Russian level received within one year preceding the day of completion of acceptance of documents	1
Scholarship holder of the President Of the Russian Federation for three years prior to the day of completion of documents acceptance	5

Taking into account for each criterion is performed only once by assignment to it the appropriate weight indicator.

Copies of confirming documents are attached to the personal file of the Applicant.

### **8. Formation of lists of Applicants and enrollment in training**

- 8.1. According to the results of entrance examinations, the University forms a separate list of Applicants for each competition. The list of applicants does not include persons who have scored less than the minimum amount of points on the results of one or more entrance examinations.
- 8.2. The list of Applicants is ranked on the following basis:
- in descending order of the amount of competitive points;
  - if the amounts of competitive points are equal - in descending order of the amount of competitive points accrued on the results of entrance examinations, and (or) in descending order of the amount of points accrued on the results of individual entrance examinations, in accordance with the priority of entrance examinations established by the University in the clause 4.1 of the Rules.

The sum of contest points is calculated as the sum of points for each entrance examination, as well as for individual achievements.

- 8.3. The lists of Applicants shall contain the following information for each Applicant:
- The amount of contest points;
  - The amount of points for each entrance examination;
  - The amount of points for individual achievements;
  - availability of the original document of the established sample (the statement for the consent to enrollment) (submitted according to the clause 8.5 of the Rules);
- 8.4. **The lists of Applicants are posted on August 8, 2019** on the official website and on the information stand and are updated daily (not later than the beginning of the working day) till the publication of the relevant orders for enrollment.
- 8.5. The days of completion of receipt of the document of the established sample:
- for enrollment to places within the target figures - August 13, 2019;
  - for the enrollment on the places under Agreements for the rendering of paid educational services - August 22, 2019.

Not later than the mentioned terms the Applicants submit:

- for enrollment to places within target figures - the original document of the established sample;
- for the enrollment to the place under Agreements on rendering paid educational services - the original of the document of established sample or the statement of consent to enrollment with attachment of a certified copy of the mentioned document or a copy of the mentioned document with the presentation of the original of the document for certification of the copy of the Enrollment Commission.

For enrolling on the places under Agreements on rendering of paid educational services, Applicants must also conclude an Agreement before August 22, 2019, pay for training in accordance with the terms of the concluded Agreement and submit a copy of the payment document to the Enrollment Commission.

On the day of completion of the receipt of mentioned documents, these documents are submitted to the University not later than 18 hours of the local time.

- 8.6. Applicants who submitted the original document of the established sample (the statement of consent to enrollment) in accordance with the clause 8.5 of the Rules are subject to enrollment. The enrollment is carried out in accordance with the ranked list till the specified amount of places will fill up.
- 8.7. Unfilled (released before completion of enrollment) places within the target quota are added to the main places within the target figures under the same conditions of the enrollment.
- 8.8. The enrollment to places under Agreements on the rendering of paid educational services is carried out after the enrollment to the places within the target figures or regardless of the terms of the enrollment to the places within the target figures.
- 8.9. If the Applicant enters the training simultaneously under various conditions of the enrollment specified in the clause 1.5 of the Rules, for the enrollment for training in any conditions of the enrollment will be excluded from the list, the enrollment under which, in accordance with his application, has a lower priority.
- 8.10. The enrollment to the places within the target figures is carried out in the following terms:
  - On August 09, 2019, an order (orders) on the enrollment of Applicants to the places within the target quota must be published and posted on the official website and on the information stand;
  - On August 13, 2018 at 18:00 reception of the original document of the established sample from the persons included in the list of Applicants comes to the end. Persons who have not submitted the original document of the established sample before the mentioned term, as well as revoked the mentioned original, are eliminated from the competition and are considered as refused for the enrollment;
  - On August 14, 2019 the order (orders) on enrolling to places within target figures of the persons who submitted the original document of the established sample to filling of 100 percent of places must be published and posted on the official site and the information stand.
- 8.11. The enrollment of Applicants for training under Agreements on the rendering of paid educational services is carried out in the following terms:
  - On August 22, 2019 at 18:00 reception of the original document of the established sample or the statement of consent to enrollment with attaching of the certified copy of the mentioned document or the copy of the mentioned document with presentation of its original for certification of the copy by the Enrollment Commission from the persons included in the list of Applicants, and also the conclusion of Agreements on the rendering of paid educational services and acceptance of copies of the payment document on payment of training according to conditions of the signed Agreement comes to the end;

- On August 23, 2019 the order (orders) on the enrollment to places under Agreements on the rendering of paid educational services of the persons who submitted not later than August 22, 2019 the document of the established sample which signed the Agreement on the rendering of paid educational services and paid training according to terms of the Agreement must be published and posted on the official site and on the information stand.
- 8.12. Orders for enrollment to the training must be posted on the official website and on the information stand on the day of their publication and must be available to users of the official website within 6 months from the date of their publication.
- 8.13. The University returns the documents to persons not enrolled in training.

### **9. Features of the enrollment of foreign citizens and stateless persons**

- 9.1. Foreign citizens and stateless persons have the right to receive higher education at the expense of budget allocations in accordance with international treaties of the Russian Federation, Federal laws or the quota for education of foreign citizens and stateless persons established by the Government of the Russian Federation (hereinafter - the quota for education of foreign citizens), as well as at the expense of individuals and legal entities in accordance with agreements on the rendering of the paid educational services.
- 9.2. The enrollment to training within the quota for the education of foreign citizens is carried out in accordance with the directions of the Federal Executive body, which carries out functions for the development of state policy and legal regulation in the field of education. The enrollment for training within the quota for education of foreign citizens is carried out by a separate order (orders).
- 9.3. Foreign citizens and stateless persons who are compatriots living abroad have the right to higher education on an equal basis with citizens of the Russian Federation on condition of compliance of the requirements provided by article 17 of the Federal law dated May 24, 1999 №99-FZ "About the state policy of the Russian Federation concerning compatriots abroad" (further - the Federal law №99-FZ).
- 9.4. When submitting the documents necessary for enrollment, the foreign citizen or the stateless person specifies in the application for the enrollment details of the document confirming the identity or the document confirming the identity of the foreign citizen in the Russian Federation or the identity of the stateless person in the Russian Federation according to article 10 of the Federal law dated July 25, 2002. №115-FZ "About legal status of foreign citizens in the Russian Federation" (further - the document confirming the identity of the foreign citizen), and submit the original or the copy of the document confirming the identity, citizenship, or the document confirming the identity of the foreign citizen.
- 9.5. The foreign citizen or the stateless person who are the compatriots living abroad represent besides the documents specified in the clause 3.10 of Rules, originals or copies of the documents provided by the clause 6 of article 17 of the Federal law №99-FZ.
- 9.6. Foreign citizens who enter to training on the basis of international treaties, in addition to the documents mentioned in the clause 3.10 of the Rules, submit the documents confirming their classification as persons specified in the relevant international treaties.
- 9.7. A citizen of the Russian Federation who also has other citizenship shall be considered only as a citizen of the Russian Federation, except for the cases specified in the international treaties of the Russian Federation or the legislation of the Russian Federation.
- 9.8. The admission of foreign citizens is carried out within the terms established by these Rules. In an exceptional case, if there are places left vacant after enrollment, it is possible to conduct an additional admission to graduate school of foreign citizens entering the places under Agreements on the rendering of paid educational services. The decision to hold an additional admission for foreign citizens is made by the rector.

- 9.9. For foreign citizens it is possible to conduct entrance examinations with the use of remote technologies in the order established at the University on the basis of an application for enrollment containing information about the intention to pass entrance examinations using remote technologies.
- 9.10. Foreign citizens and stateless persons shall pass entrance examinations in accordance with section 4 of these Rules. Citizens of countries and territories where Russian is not official language have the right to take Russian as an entrance examination in a foreign language. The official language of the country of which the Applicant is a citizen cannot be considered an entrance test in a foreign language.

The rector

P.V. Glybochko



Agreed by:

First Vice-Rector

A.A. Svistunov

Vice-Rector for Academic Affairs

T.M. Litvinova

Head of the Training Management

L.Y. Yudina

Head of the Legal Support and Personnel Policy

D.V. Klyuev

Head of the Legal Department

K.S. Arslanian