

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,
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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 programmes of higher
education - master's programmes 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 programmes of higher education- master's programmes for the 2019/2020 academic year (hereinafter - the Regulations) 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 programmes of higher education – master's programmes (hereinafter respectively - the University, master's programmes).

These Regulations are developed in accordance with the Federal Law of 29.12.2012 N273- FZ "On Education in the Russian Federation" (hereinafter - the Federal Law N273-FZ), Order of the Ministry of Education and Science of Russia dated October 14, 2015 N 1147 "On approval of the Regulations for admission to training in education programmes of higher education - bachelor's and specialist's programmes, master's programmes" (hereinafter referred to as the Admission Regulations), by the Charter of the University, as well as other local acts of the University, adopted in the prescribed manner.

1.2. The University in accordance with the license for educational activities No. 2587 of 05/11/2017, announces admission for the following education programmes of higher education:

Code	Name of a programme	Qualification	Duration of study	Mode of study	Contr act type
01.04.03	Mechanics and Math Modeling	Master	2 years	full-time	budge tary/ paid
06.04.01	Biology	Master	2 years	full-time	budge tary/ paid
09.04.02	Informational systems and technologies	Master	2 years	full-time	budge tary/ paid
19.04.01	Biotechnology	Master	2 years	full-time	budge tary/ paid
22.04.01	Materials Science and technology	Master	2 years	full-time	budge tary/ paid

28.04.03	Nanomaterials	Master	2 years	full-time	budge tary/ paid
32.04.01	Public health	Master	2 years	full-time	budge tary/ paid
33.04.01	Industrial Pharmacy	Master	2 years	full-time	paid
38.04.01	Economics	Master	2,5 years	extramural	budge tary/ paid
38.04.02	Management	Master	2,5 years	extramural	budge tary/ paid
39.04.01	Sociology	Master	2,5 years	extramural	budge tary/ paid
39.04.02	Social work	Master	2,5 years	extramural	budge tary/ paid
44.04.03	Speech pathology	Master	2,5 years	extramural	budge tary/ paid
45.04.02	Linguistics	Master	2 years	full-time	budge tary/ paid
45.04.04	Intellectual systems in the humanitarian sphere	Master	2,5 years	extramural	budge tary/ paid

1.3. Persons having higher education are allowed to study master's programmes.

Persons with an appropriate level of education, confirmed by a document of higher education and qualifications are allowed to master educational programmes.

The applicant submits a document certifying the formation of the appropriate level (hereinafter - the document of the established sample):

- Certificate of education or education and on the qualification of the sample established by the federal executive body that performs the functions of state policy development and legal regulation in the field of education, or the federal executive body that performs the functions of state policy development and legal regulation in the field of health care, or the federal executive body that performs the functions of developing state policies and regulations active legal regulation in the field of culture;
- state document on the level of education or on the level of education and qualifications received before January 1, 2014 (a document on primary vocational education confirming the receipt of secondary (complete) general education, and a document on primary vocational education obtained on the basis of secondary education (complete) general education, equal to the document on secondary vocational education);
- document on education and qualification of the sample established by the Federal State Budgetary Institution of Higher Professional Education "Moscow State University named after M.V. Lomonosov" (hereinafter - the Moscow State University named after M.V. Lomonosov) and the Federal State Budgetary Educational Institution of Higher Professional Education of education "St. Petersburg State University" (hereinafter - St. Petersburg State University), or document b education and qualification of the sample established by the decision of the collegial

body of management of the educational organization, if the document issued to a person who has successfully passed the state final examination;

- document on education or on education and qualification issued by a private organization carrying out educational activities on the territory of the Skolkovo Innovation Center, or provided for by part 3 of article 21 of the Federal Law of July 29, 2017 N 216-ФЗ "On Innovative Scientific and Technological centers and on introducing amendments to certain legislative acts of the Russian Federation by organizations engaged in educational activities on the territory of an innovative science and technology center;
- document (documents) of a foreign state on education or on education and on qualification, if the education specified in it is recognized in the Russian Federation at the level of the relevant education (hereinafter - the document of a foreign state on education).

1.4. Admission to the training is carried out on the first course.

1.5. Admission to training is carried out within the framework of the reference figures for the admission of citizens for training at the expense of the federal budget allocations (hereafter, the control figures and budget allocations, respectively) and under educational agreements concluded at the time of admission for study at the expense of individuals and (or) legal entities (further - agreements on the provision of paid educational services).

In the framework of the control figures is allocated:

- quota of target admission to study (hereinafter - the target quota) in accordance with the legislation of the Russian Federation.

1.6. Admission to training at the expense of budgetary allocations is carried out on a competitive basis, unless otherwise provided by Federal Law N 273-FZ.

Admission to field training with payment of tuition fees by individuals and (or) legal entities is carried out under the conditions defined by these Rules in accordance with the legislation of the Russian Federation.

1.7. Applicants who have a specialist degree or a master's degree are entitled to participate in the competition only for places under agreements for the provision of paid educational services. Obtaining the education of these persons in the master's programmes is a second or subsequent higher education.

Persons with higher professional education, confirmed by the assignment of the qualification "certified specialist", have the right to participate in the competition and be accepted for the places financed by budgetary allocations.

1.8. Admission to training is carried out on the basis of the results of entrance examinations, the form and list of which are determined by the University.

1.9. The University conducts admission on the following conditions for admission to study (hereinafter - admission conditions):

- 1) separately for studying at the University and for studying at the Baku branch;
- 2) separately for full-time, extramural tuition;
- 3) separately for master's programmes in each field of study as a whole;
- 4) separately within the control figures and under agreements for the provision of paid

educational services.

1.10. For each set of conditions for admission, the University holds a separate competition. As part of the control figures, a separate competition is held for each set of admission conditions and each of the following grounds for admission to study (hereinafter referred to as the admission grounds):

to places within the target quota;

to places within the control figures minus the target quota (hereinafter referred to as the main places within the framework of the control figures).

1.11. For admission to training, applicants submit an application for admission with the necessary documents attached (hereinafter, the documents required for admission; the documents submitted for admission; the submitted documents).

1.12. The person to whom the entrant is given the appropriate authority (hereinafter the authorized representative) may carry out actions in respect of which the Regulations state that they are performed by the applicant and who do not require the personal attendance of the applicant (including submitting to the University the documents necessary for admission, withdraw submitted documents). The trustee performs the indicated actions upon presentation of the letter issued by the applicant and the power of attorney drawn up in accordance with the established procedure for the implementation of the relevant actions.

1.13. When visiting the University and (or) in-person interaction with authorized officials of the University, the applicant (trustee) presents the original identity document.

1.14. Organizational support for admission to study, including for training in the Baku branch, is provided by an Admission Committee set up by the University. The chairman of the Admission Committee is the rector. The chairman of the Admission Committee appoints the executive secretary of the Admission Committee, who organizes the work of the Admission Committee, as well as the personal reception of applicants, their parents (legal representatives), and proxies.

To conduct entrance examinations, the University creates examination and appeal commissions in the order determined by it.

The powers and procedure of the Admission Committee are determined by the regulations approved by the rector. The powers and procedure of the examination and appeal commissions are determined by the regulations approved by the chairman of the Admission Committee.

2. Terms of admission

2.1. During the admission to master programmes in the framework of the control figures and under agreements for the provision of paid educational services the following terms of admission are set:

- ✓ The term of the start of receiving documents necessary for the admission is 20th June 2019
- ✓ The term of the end of receiving documents necessary for the admission is 31th July 2019
- ✓ The term of the end of entry examinations is 5th August 2019

3. Setting of the lists and programmes of entry examinations, assessment scales of the results and minimal ACT scores confirming the pass of the entry examinations

3.1. The University sets the following list of entry examinations during the admission to the educational programmes of higher education and minimal ACT scores:

Programmes	Entry examinations	Form of the entry examination	Minimal ACT scores confirming the pass of the entrance test
01.04.03 Mechanics and Math Modeling	Mathematics	Computer testing	40
06.04.01 Biology	Biology	Computer testing	40
09.04.02 Informational systems and technologies	Mathematics	Computer testing	40
19.04.01 Biotechnology	Biotechnology	Computer testing	40
22.04.01 Materials Science and technology	Mathematics	Computer testing	40
28.04.03 Nanomaterials	Mathematics	Computer testing	40
32.04.01 Public health	Public health	Computer testing	40
33.04.01 Industrial Pharmacy	Pharmacy	Computer testing	40
38.04.01 Economics	Economics	Computer testing	40
38.04.02 Management	Management	Computer testing	40
39.04.01 Sociology	Sociology	Computer testing	40
39.04.02 Social work	Social work	Computer testing	40
44.04.03 Speech pathology	Speech pathology	Computer testing	40
45.04.02 Linguistics	Linguistics	Computer testing	40
45.04.04 Intellectual systems in the humanitarian sphere	Mathematics	Computer testing	40

3.2. During the formation of the entry examinations programmes organized by the University itself, the University is guided by the following:

General entry examination programmes are formed on the basis of the Federal state educational standard of Higher education under bachelor programmes.

3.3 Each entry examination organized by the University itself is assessed by a 100-score scale. Minimal ACT scores for additional entry examinations are set by the University itself and is specified in paragraph 3.1 of the Regulations.

3.4. Minimal ACT scores cannot be modified during the admission.

4. Consideration of the applicants' individual achievements at the admission to education

4.1. The applicants have the right to submit information about their individual achievements, the results of which are considered at the admission to education.

4.2. Consideration of the results of individual achievements is carried out by awarding points for individual achievements or as an advantage with equal criteria for ranking lists of the applicants. The points awarded for individual achievements are included in the sum of points.

An applicant must submit the documents confirming the receipt of the results of individual achievements.

4.3. During the admission to master programmes, the University awards points for the following individual achievements:

List (criteria) of achievements	Amount of points
A diploma of high education with honors *	5
Medalist, winner, prize-winner of the all- Russian student Olympiad "I am a profession- al"	100
Participation in the educational project "Professions of the future»	5

* Points are awarded only for documents issued in the Russian Federation

5. Informing about admission

5.1. In order to provide information about admission, the University places information on the organization's official website on the Internet information and telecommunications network www.sechenov.ru (hereinafter referred to as the official website) and provides free access to the information posted on an information stand (scoreboard) of the Admission Committee and/or in an electronic information system (hereinafter collectively referred to as the information stand). The University places on the official website and on the information stand the information about admission to master programmes in the following terms:

1) no later than October 1, 2018:

a) these admission Regulations;

b) the number of places for admission to education on various admission conditions: within the control figures (specifying a special quota, without specifying the target quota); under contracts for the provision of paid educational services;

c) information about the dates of admission, including the first and the last day of acceptance of the documents required for admission, entrance examinations, the last day of acceptance of the statements of consent to enrollment at each stage of enrollment;

d) according to different admission conditions:

a list of entrance examinations with indication of the priority of the entrance examinations when

- ranking the lists of applicants;
- minimum number of points;
- information on the forms of the entrance examinations conducted by the organization independently;
- e) information about the possibility of passing the entrance examinations conducted by the University independently in the language of the republic of the Russian Federation, on the territory of which the organization is located (hereinafter - the language of the republic of the Russian Federation), in a foreign language; information about the language (languages) in which the entrance examinations are carried out when applying for master's programmes with a foreign language (languages) of education;
- f) information on the procedure for consideration of the applicants' individual achievements;
- g) information about the possibility of applying to education in electronic form;
- h) information about peculiarities of the entrance examinations for disabled persons and the persons with health limitations;
- i) information about conduct of the entrance examinations using remote technologies (in case of holding such entrance examinations);
- j) Regulations for the application and consideration of the appeals based on the results of the entrance examinations conducted by the University independently;
- k) information about the need (or lack of the need) for the applicants to undergo a compulsory preliminary medical inspection (examination);
- l) programs of the entrance examinations conducted by the University independently;
- m) sample contract for the provision of paid educational services;
- n) information about the places of acceptance of the documents required for admission;
- o) information about postal address for sending the documents required for admission;
- p) information about electronic addresses for sending the documents required for admission in electronic form (if such an opportunity is provided for by the Regulations of admission approved by the organization independently);
- q) information about availability of the hostel (s);
- 2) no later than June 1, 2019:
 - a) the number of places for admission to education within the control figures on various admission conditions, specifying a target quota;
 - b) information about the number of places in the hostels for non-resident applicants;
 - c) the schedule of the entrance examinations (specifying the place of conducting thereof).—

5.2. The admission committee ensures the functioning of special telephone lines and the section of the official website for responses to the appeals related to the admission to education.

5.3. Starting from the first day of acceptance of the documents required for admission, the information about the number of applications for admission and the lists of the persons submitting the documents required for admission (hereinafter referred to as the lists of persons who submitted documents) is posted on the official website and on the information stand, emphasizing the persons applying:

- a) to the places within the control figures:
 - to the places within a target quota;
 - to the main places within the control figures;
- b) to the places under agreements for the provision of paid educational services;

The information on the number of applications for admission and the lists of applicants are updated daily.

6. The acceptance of the documents required for admission

6.1. If an applicant intends to apply to the University on different admission conditions and/or different admission grounds, he/she must submit one application to the University.

6.2. The acceptance of the documents required for admission is held in the buildings of the University.

6.3. The documents required for admission must be submitted (sent) to the University in one of the following ways:

1) must be submitted to the University by an applicant personally (by a trustee):

for admission to education at the University at the following address: Moscow, 2 Bolshaya Pirogovskaya str., bldg 2 (building of medical-prophylactic faculty).

2) must be sent to the University through public postal operators:

for admission to education at the University at the following address 119991 Moscow, 8 Trubetskaya str., bldg.2;

6.4. In the event that the documents required for admission are submitted to the University by an applicant (trustee), an applicant (trustee) is provided with a receipt of the documents acceptance.

6.5. In case of sending the documents required for admission through public postal operators, these documents are accepted if they arrived at the University no later than the last day of acceptance of the documents established by these Acceptance Regulations.

6.6. The University places on the official website a list of persons who have submitted the documents required for admission, specifying the information about admission or refusal to accept the documents (in case of refusal - specifying the reasons for refusal).

6.7. An applicant must indicate the following information in the application for admission:

1) surname, name, patronymic (if any);

2) date of birth;

3) information about citizenship (lack of citizenship);

4) details of the identity document (including an indication of when and by whom the document was issued);

6) information about the education and the document of the established sample that meets the requirements specified in Paragraph 1.3. of the Regulations;

7) conditions for admission to education and the grounds for admission;

8) the language in which an applicant intends to pass each entrance examination conducted by the University independently, for which the University has established the possibility of conduct in different languages;

9) information about the need to create special conditions for the applicant during the entrance examinations due to his/her health limitations or disability (specifying the list of the entrance examinations and special conditions);

10) information about the intention to pass the entrance examinations using remote technologies and the place of their delivery (for the persons with health limitations, disabled persons and foreign citizens);

11) information on the presence or absence of individual achievements (if any, with the indication of information about them);

12) information on the applicant's need or absence of the need to provide a place to stay in the hostel during the period of education;

13) postal address and (or) email address (optional);

14) the method of returning the submitted documents (in case of non-admission to education and in other cases established by the Procedure).

6.8. The application for admission must contain the following facts certified by the applicant's personal signature:

1) familiarization of an applicant (including through public information systems):
with a copy of the license for educational activities (with attachment);
with a copy of the state accreditation certificate (with attachment) or with information about the availability of the specified certificate;
with the last day of acceptance of the statements of consent to enrollment;

with the Regulations of filing an appeal on the results of the entrance examinations conducted by the organization independently;

2) the consent of an applicant to the processing of his/her personal data;

3) familiarization of an applicant with information about the need to indicate in the application for admission reliable information and presentation of authentic documents;

4) when enrolling for education to the places within the control figures - the information that an applicant has no bachelor's degree, specialist's degree, or master's degree; with the exception of applicants with higher professional education, confirmed by the assignment of the qualification "certified specialist";

5) if an applicant doesn't submit the documents that must be submitted according to paragraph 6.14 of the Regulations no later than the last day of acceptance of the applications for admission, the obligation to submit the relevant documents no later than the specified day.

6.9. In case of submission of the documents required for admission, in accordance with subparagraph 1 paragraph 6.3 of the Regulations, an application for admission and the facts recorded therein in accordance with paragraph 6.8 of the Regulations must be certified by personal signature of an applicant (an applicant's trustee).

6.10. When applying for admission, the applicant must represent:

1) identity document (documents), citizenship;

2) a document of a standard form that meets the requirements specified in paragraph 1.3 of the Regulations.

The document of a foreign state on education must be submitted with a certificate of recognition of a foreign education, except for the following cases in which the presentation of the certificate is not required:

when submitting a document of a foreign state on education, which corresponds to Part 3 Article 107 of Federal Law No. 273-FZ;

when submitting a document on education, the sample of which is approved by the Cabinet of Ministers of Ukraine, if the holder of this document is among the persons specified in Article 6 of Federal Law No. 84-FZ;

3) if necessary to create special conditions for the applicant during the entrance examinations - a document confirming his/her health limitations or disability, requiring the creation of these conditions;

4) the documents confirming individual achievements of an applicant, the results of which are taken into consideration when applying for education in accordance with these Admission Regulations (they must be submitted at the discretion of an applicant);

5) other documents (they must be submitted at the discretion of an applicant);

6) 2 photos of an applicant - for those entering according to the results of the entrance examinations conducted by the University independently.

6.11. The applicants may submit the originals or copies of the documents submitted for admission. Certification of the copies of these documents is not required.

An applicant, together with the submission of an application for admission, must submit an application for the consent to enrollment with the application of the original document of a standard form (in accordance with Paragraph 10.6. of the Regulations) at the admission to the places within the control figures within the target quota.

6.12 The document referred to in subparagraph 3 of paragraph 10.6 of the Regulations are accepted by the University if it expires no earlier than the day of application for admission.

If the term of its validity is not specified in the document referred to in subparagraph 3 of paragraph 10.6 of the Regulations, the term is assumed to be equal to the year from the date of receipt of the document.

6.13. The application for admission must be submitted in Russian, the documents executed in a foreign language must be submitted with translation into Russian certified in the prescribed order. The documents received in a foreign country must be legalized in the order established by the legislation of the Russian Federation or with apostille affixed (except for cases where, in accordance with the legislation of the Russian Federation and/or international agreement, legalization and affixing of an apostille is required). The requirements for legalization, apostille and submission of the translation into Russian certified in the prescribed manner are not placed on the documents issued in accordance with the legislation of Ukraine and represented by the persons specified in Part 3.1 Article 5 of Federal Law No. 84-FZ.

6.14. If during the submission of a document of a foreign state on education it is required to submit a certificate of recognition of foreign education, then an applicant may, when applying

for admission, submit the specified document without such certificate with the subsequent submission of a certificate of recognition of foreign education no later than the last day of acceptance of the statements of consent to enrollment.

If during the submission of a document of a foreign state on education, to which the requirement of legalization or apostille is imposed, an applicant can, when applying for admission, submit the specified document without legalization or apostille with the subsequent submission of the specified document with legalization or apostille no later than the last day of acceptance of the statements of consent to enrollment.

6.15. If an applicant has submitted the documents in violation of the Admission Procedure or these Regulations (except for the case when the specified violation does not apply to all admission conditions and grounds for admission indicated in the application for admission), the University returns the documents to an applicant:

in case of submission of the documents to the University by an applicant (authorized person) - on the day of submission of the documents;

in case of sending the documents through public postal operators, in terms of original documents through public postal operators, within 3 business days from the day the documents are received at the University.

If the documents are submitted in accordance with paragraph 6.14. of the Regulations, no later than the last day for submitting the statements of consent to enrollment, the University returns the documents to an applicant in accordance with the method of return indicated in the application for admission (in case of return through public postal operators - in part of the original documents, within 3 working days from the last day for submission of the documents).

6.16. When applying for education in the following specialties and areas of training:

Public health

Speech pathology

the applicants undergo compulsory preliminary medical inspections (examinations) in the manner prescribed at the conclusion of an employment contract or official contract for the relevant position, profession or specialty.

6.17. The University checks the accuracy of the information specified in the application for admission and the authenticity of the documents submitted. When conducting this check, the University has the right to apply to the relevant state information systems, state (municipal) bodies and organizations.

6.18. Upon arrival of the submitted documents to the University, the applicant's personal file is formed in which the original or a copy of the document of a standard form, a copy of the document (documents) certifying the identity, citizenship, other documents submitted by an applicant, the materials of entrance examinations, including the documents related to appeal, as well as the originals and (or) copies of the powers of attorney submitted to the University by the authorized persons.

6.19. An applicant has the right at any stage of admission to education to withdraw the documents submitted by submitting an application for withdrawal of the documents in the

manner specified in paragraph 6.3 of the Regulations, indicating the method of returning the documents (transfer to the person who has withdrawn the documents submitted (to the authorized person), through public postal operators).

6.20. During the admission to the places within the control figures on the specific admission conditions specified in subparagraphs 1 - 3 paragraph 1.9 of the Regulations, the documents submitted are provided to an applicant (authorized person) to the indicated places according to the relevant admission conditions, when submitting to the University in person of the statement of the documents withdrawal:

within two hours from submitting the application - in case of submitting an application no later than 2 hours before the end of the working day;

within the first two hours of the next working day - in case of submitting an application later than 2 hours before the end of the working day.

6.21. In case of the documents withdrawal (except for the case specified in paragraph 6.20 of the Regulations) or non-admission to education, the original documents submitted by an applicant are returned no later than 20 business days from withdrawal of the documents submitted or after completion of the admission procedures under the relevant admission conditions in accordance with the method of return specified in the application for withdrawal of the documents submitted or in the application for admission.

7. Entrance examination conducted by the University independently

7.1 Entrance examinations are held from June 24, 2019 to August 05, 2019. The schedule of entrance examinations is placed on the information stand of the Admissions Committee and on the University website no later than June 01, 2019.

7.2 The University independently conducts entrance examinations for admission to study for master's programmes. When applying for training, the results of final examinations of preparatory departments, preparatory faculties, courses (schools) and other tests, that are not entrance examinations conducted in accordance with the Regulations, are not used.

7.3. The entrance examinations are conducted in the form of computer testing. The duration of the entrance examination is 60 minutes.

The University conducts the entrance examinations using remote technologies. for the persons with health limitations, disabled persons and international applicants in accordance with the procedure established by the University.

7.4. The entrance examinations are conducted in Russian or English at the request of an applicant.

When conducting the same entrance examination in different languages, the University establishes the same form of conduct and program of the entrance examination.

7.5. One entrance examination is conducted simultaneously for all applicants or at different times for different groups of applicants (including as these groups are formed from among the persons who have submitted the necessary documents).

For each group of applicants one entrance examination is conducted in one day.

At the request of an applicant, he/she may be given the opportunity to take more than one entrance examination in one day.

7.6. The entrance examinations conducted in different languages are conducted separately.

When the University conducts its own entrance examinations, the same in name and language, single entrance examination is conducted within several competitions.

7.7. An applicant passes the entrance examination just one time. An applicant chooses one of the languages offered by the University and passes the entrance examination in the selected language.

7.8. The persons who have not passed the entrance examination for a good reason (illness or other circumstances documented) are allowed to pass an entrance examination in another group or on a reserve day.

7.9. During the entrance examinations, the participants and persons involved in the conduct thereof are prohibited to have and use any means of communication.

7.10. The admission to the audience for the entrance examination is carried out by at least two organizers. One organizer stands at the entrance to the audience, let the applicants pass one by one to the audience, and ensures that the bags, books and other foreign objects are left at the entrance. The second organizer is situated in the audience and carries out the seating of the applicants (randomly). He/she also ensures that the applicants do not speak and do not change places during the entrance examinations.

In case of any questions related to the conduct of the entrance examination, an applicant must appeal to the members of the examination committee by lifting a hand and, at the approach of a member of the examination committee, ask a question without distracting other applicants' attention. The questions of the applicants on the content of the assessment tool by the members of the examination committee and the organizers are not considered.

If an incorrect formulation, typo or other inaccuracy of any examination task is found, the organizer or member of the examination committee is obliged to inform the chairman of the examination committee about this fact. These comments will be carefully analyzed (if there is a typo, the issue is decided in favor of an applicant).

The applicants are not allowed to leave the audience during the entrance examination.

For violation of the Regulations of conduct stipulated by these Regulations, the applicant is removed from the audience without the right to pass the entrance examination again. Upon removal, a certificate is drawn up and signed by the members of the examination committee.

7.11. The results of the entrance examination are announced on the official website and on the information stand:

- a) in case of conduct of the entrance examination in oral form - on the day of conduct thereof;
- b) in case of conduct of the entrance examination in another form - no later than the third working day after the entrance examination.

7.12. After the announcement of the results of the written entrance examination, an applicant (authorized person) has the right to familiarize himself/herself with his/her work (with the

applicant's work) on the day of the announcement of the results of the written entrance examination or during the next working day.

8. Peculiarities of the entrance examinations for the persons with health limitations and disabled persons

8.1. The University provides the entrance examinations for the applicants from among disabled persons and / or the persons with disabilities (hereinafter collectively - the applicants with health limitations), taking into account the characteristics of their psychophysical development, their individual capabilities and health status (hereinafter - the individual characteristics).

8.2. The University must provide material and technical conditions that allow unrestricted access to the applicants with health limitations in the classroom, toilets and other rooms, as well as their stay in the indicated rooms (including availability of ramps, elevators, handrails, extended doorways; in the absence of elevators, the audience must be located on the first floor of the building).

8.3. The entrance examinations for the applicants with health limitations are held in a separate audience.

The number of the applicants with health limitations in one audience must not exceed:
in case of conduct of the entrance examination in writing - 12 people;
in case of conduct of the entrance examination in oral form - 6 people.

The presence at the audience during the entrance examination of a larger number of the

applicants with health limitations, as well as conduct of the entrance examinations for the applicants with health limitations in the same audience with other applicants, if this does not create

difficulties for the applicants during the entrance examination, is allowed.

The presence at the audience during the entrance examination of an assistant from among

the employees of the organization or attracted persons who provide the necessary technical assistance to the applicants with health limitations is allowed, taking into account their individual characteristics (in order to take a seat, move, read and execute the task, communicate with teachers conducting the entrance examination).

8.4. The duration of the entrance examination for the applicants with health limitations is increased by 1.5 hours.

8.5. The applicants with health limitations are provided with the information about the procedure for conducting entrance examinations in a form accessible to them.

8.6. The applicants with health limitations may use during the entrance examinations the technical means necessary for them in connection with their individual characteristics.

8.7. During the entrance examinations, the following additional requirements are met, depending on the individual characteristics of the applicants with health limitations:

1) for the blind:

the tasks at the entrance examination are issued in Braille boldface or in the form of an electronic document accessible via a computer with specialized software for the blind, or are read by an assistant;

written assignments are performed on paper in Braille boldface or on a computer with specialized software for the blind or read to an assistant;

the applicants, if necessary, are provided with a set of stationery and paper in Braille boldface, 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, if necessary, are provided with a magnifying device; they are also allowed to

use their own magnifying devices;

the tasks for implementation, as well as the instructions on the conduct of the entrance

examinations are made in large font;

3) for the deaf and hearing impaired, the presence of sound-amplifying equipment for

collective use is ensured, if necessary, the applicants are provided with sound-amplifying equipment for individual use, sign language interpreter services are provided;

4) for blind and deaf people, the services of a tiflosurd-interpreter are provided (besides the requirements that are fulfilled for blind and deaf people respectively);

5) for the persons with severe speech disorders, deaf, hearing impaired, the entrance examinations conducted in oral form are held in writing (additional entrance examinations of professional orientation - by decision of the organization);

6) for the persons with disorders of the musculoskeletal system, disorders of the motor functions of the upper limbs or the absence of upper limbs:

written assignments are performed on a computer with specialized software or read to an assistant;

the entrance examinations conducted in writing are held orally (additional entrance examinations of a professional orientation are held by a decision of the organization).

8.8. The conditions specified in paragraphs 9.1-9.7 of the Regulations are provided by the applicants on the basis of an application for admission containing information on the need to create appropriate special conditions.

8.9 For the persons with health limitations, disabled persons, it is possible to conduct entrance examinations using remote technologies in accordance with the procedure established by the University on the basis of an application for admission containing information on the intention to pass the entrance examinations using remote technologies.

9. General regulations of appeal and hearing

9.1. According to the results of entry examination organized by the University itself, applicant (trustee) has the right to appeal to Appeals Commission for violation, in the view of the

applicant, on the set order of the organization of the entry examination and/or about disagreement concerning results assessment of the entry examination.

9.2. Applicant is able to apply by one of the means mentioned in paragraph 6.3. of the Regulations.

9.3. During the hearing compliance with the system of organization of entry examination and/or correctness of the result assessment of entry examination are checked.

9.4. Applicant appeals on the day of the announcement of entry examination results or the next working day. The violation appeal of the set order of the organization of the entry examination can be also directed on the day of the organization of the entry examination.

9.5. Hearing is held no later than the next day after the appeal.

9.6. Applicant (trustee) has the right to be present at hearing. Applicants of underage (under 18) has the right to be present at hearing with one of the parents or a legal representative but persons of underage recognized in compliance with the law fully capable before coming of age.

9.7. After hearing Appeals Commission takes the decision of changing the result assessment of the entry examination or of leaving the result assessment unchanged.

The decision of Appeals Commission implied by the Protocol is brought to the attention of the applicant (trustee). The fact of acquaintance of the applicant (trustee) with the decision of Appeals Commission is certified by the signature of the applicant (trustee).

9.8. In the case of conducting an entrance examination using remote technologies, the consideration of appeals is carried out using remote technologies under conditions of the identification of the applicant.

10. Composition of the list of applicants and their enrollment

10.1. According to the results of the admission of the documents and (or) entry examinations the University composes a separate list of applicants for each contest.

10.2. The list of applicants by results of entry examinations is ranked on the following grounds in descending order of contest scores.

The amount of contest scores is calculated as the sum of scores for each entry examination along with individual achievements.

10.3. In the list of applicants, the following information is given:

1) about every applicant by results of entry examinations:

sum of contest scores

amount of scores for each entry examination

amount of individual achievements

2) availability of declaration for admission agreement (applied in compliance with paragraph 10.6. of the Regulations)

10.4. The lists of applicants are posted on the official website and on the informational stand and are updated daily (no later than the beginning of the working day) before the issue of the corresponding ordonnances of admission

10.5. On each level of the declaration the University sets the day of the end of receiving statements for admission agreement.

10.6. For admission the applicant applies admission acceptance which the original document in standardized format is attached when entering by ranking in the framework of targets and under contracts for the paid educational services – either the original document in standardized format or its copy certified in due course, or its copy with the presentation of the original for

certification of a copy by the Admission Committee (mentioned as consent for admission agreement). The annex of the original document in standardized format (copies of the document during the admission by contracts for paid educational services) is not required if it was submitted to the organization earlier (when submitting of the application or the previous application for admission).

The declaration for admission agreement specifies the conditions of admission and the reason of admission (if available) for one particular contest in compliance with the results of which the applicant wishes to be admitted. The applicant at the discretion is able to apply to a particular organization once or more times (regarding the provisions set by the Admission procedure and the Regulations).

The application is certified by the applicant and submitted to the University no earlier than the day of application and no later than the day of the end of receiving applications for admission. On the day of end of receiving applications for admission the University accepts the applications up to 6 pm by local time.

10.7. During the application by targets, applicant at the discretion is able to apply for admission once or twice.

If the declaration for admission or withdrawal of submitted documents is executed in the presence of the previously submitted declaration of admission to the University, applicant also applies a declaration of admission refusal in compliance with the previously submitted declaration of admission agreement; declaration of admission refusal is the reason for exclusion of the applicant from the admitted to the University.

10.8. Applicants who applied the declaration of the admission should be admitted. Admission is executed in compliance with the ranked list of filling targets.

For enrolling on the places under agreements on the provision of paid educational services, Applicants must also conclude an agreement on the provision of paid educational services and pay for training in accordance with the terms of the concluded agreement.

10.9. During the admission in the framework of targets by master's programmes admission procedures are held in the following terms:

1) posting the list of the applicants on the official site and information stand – 7th August 2019

2) admission

8th August 2019: ordonnance(s) is/are issued about admission the applicants applying for ranking within target quota

12th August 2019: receiving declarations for admission from applicants included in the lists of applicants for general ranking is finished;
within each list of applicants those who submitted declaration for admission till 100% of the general ranking is finished are marked;

13th August 2019: ordonnance(s) is/are issued on the admission of the applicants who submitted declaration for admission till 100% of the general ranking is filled.

10.10. Unfilled places within target quota are used for general ranking under the same conditions of admission.

10.11 During the admission in the framework of paid educational services by master's programmes admission procedures are held in the following terms:

1) posting the list of the applicants on the official site and information stand – 7th August 2019

2) admission:

15th August 2019 Receiving declaration of admission from the applicants included into the lists of the general ranking by paid educational services along with agreements on the provision of paid educational services

within each list of applicants those who submitted declaration for admission till 100% of the general ranking is finished are marked;

16th August 2019 ordonnance(s) is/are issued about admission the applicants who concluded an agreement on the provision of paid educational services and paid for it in compliance with the conditions of the agreement concluded, till 100% of the general ranking about paid educational services.

10.12. Admission to the University is completed before the start of the academic year. Ordonnances for admission to the University are posted on the day of their issue on the official website and on the information stand and should be available to users of the official website within 6 months from the date of their publication.

11. Special features of admission of international applicants and stateless persons

11.1. Foreign applicants and stateless persons have the right to receive higher education at the expense of budget allocations in compliance with international treaties of the Russian Federation, Federal laws or the quota set by the Government of the Russian Federation for the education of foreign applicants and stateless persons (mentioned as the quota for the education of foreign applicants), as well as at the expense of individuals and legal entities in accordance with contracts for paid educational services.

11.2. Admission within the quota for the education of foreign applicants is performed in compliance with the directions of the Federal Executive authority, which performs the functions of elaboration of the state policy and legal regulation in the field of education. Admission within the quota for the education of foreign applicants is performed by a separate ordonnance(s) of the University.

11.3. Foreign applicants and stateless persons who are compatriots living abroad, have the right to higher education on an equal basis with applicants of the Russian Federation subject to 99-Φ3 "On the state policy of the Russian Federation concerning compatriots abroad" (mentioned as Federal law No 99-Φ3).

11.4. Compatriots living abroad and who are not citizens of the Russian Federation are not subject to special rights in admission to bachelor and specialist programs provided in accordance with the Federal law No 273-Φ3, unless otherwise is provided by the international Treaty of the Russian Federation.

11.5 During the admission foreign applicant or stateless person indicates in the declaration for admission the details of an identity document or a document proving the identity of a foreign applicant in the Russian Federation or the identity of a stateless person in the Russian Federation in compliance with article 10 of the Federal law of 25 July 2002. No 115-Φ3 "About legal status of foreign citizens in the Russian Federation" (mentioned as document proving the identity of the foreign citizen), and represents according to subparagraph 1 paragraph 6.10 of the Regulations the original or the copy of the document proving the identity, citizenship, or the document proving the identity of the foreign citizen.

11.6. During the admission in accordance with article 17 of the Federal law No 99-Φ3

compatriot represents in addition to the documents mentioned in subparagraph 7.17 of the Regulations, the originals or copies of documents mentioned in article 17 of Federal law No 99-Φ3.

11.7. Foreign applicants on the basis of international treaties, in addition to the documents mentioned in paragraph 6.10 of the Regulations, the documents confirming their inclusion in persons mentioned in the relevant international treaties.

11.8 For foreign applicants, it is possible to conduct entrance examinations using remote technologies in accordance with the procedure established by the University on the basis of an application for admission containing information on the intention to pass the entrance examinations using remote technologies.

11.9. Foreign citizens who have citizenship of the Russian Federation are considered to be only as citizens of the Russian Federation by the Russian Federation.

11.10. In case of violation of the order of admission to the University, which resulted by the fault of the student his illegal admission to the University, the student is expelled from the University in due course.

