

Ministry of Health of the Russian Federation  
Federal State Funded Educational Institution of Higher Training  
**I.M. SECHENOV**  
**FIRST MOSCOW STATE MEDICAL UNIVERSITY**

APPROVED  
by the Academic Council of  
I.M. Sechenov First MSMU

12 May 2016, protocol No.5

**PROCEDURES**  
**of admission to the residency programs**  
**of I.M. Sechenov First Moscow State Medical University**  
**in 2016/2017 academic year**

**I. General Provisions**

1. The present Procedures of admission to the residency programs of I.M. Sechenov First Moscow State Medical University in 2016/2017 academic year regulate admission of Russian citizens, foreign citizens and individuals without citizenship to the residency programs of I.M. Sechenov First Moscow State Medical University on a budgetary basis or a contractually paid basis.

The present Procedures are developed in accordance with the Federal Law dd. December 29, 2012 No. 273-FZ “On education in the Russian Federation” (hereinafter – the Federal Law), Order of the Ministry of Health of the Russian Federation dd. September 6, 2013 No. 633H “On approval of the Procedures of admission to residency programs”, the University Charter as well as other local acts of the University.

2. To residency programs can be allowed applicants who have higher medical and/or pharmaceutical education with due regard to the qualification requirements to medical and pharmaceutical workers approved by the Ministry of Health of the Russian Federation (hereinafter – the Qualification Requirements)<sup>1</sup>.

3. Admission to the residency programs is conducted upon the results of entrance exams organized by the University.

4. Applicants to the residency programs (hereinafter - Applicants) can provide information about their individual achievements (recommendations of higher education institutions, research organizations, medical organizations, availability of publications, inventions). Record-keeping of individual achievements of applicants is carried out in accordance with the Regulations for record-keeping of individual achievements of applicants to the residency programs of I.M. Sechenov First MSMU in 2016/2017 academic year (see Attachment).

**II. Process of admission to the residency programs**

5. Process of admission including the processes of entrance examination, competition and matriculation to the residency programs is conducted by the University Admission Committee.

6. The University Rector is a Chairman of the Admission Committee.

Staff, authorities and regulations of the Admission Committee are defined by an Admission Committee Statutes approved by the Rector.

Admission Committee staff can include the Russian Federation officials, representatives of medical organizations, professional public organizations.

7. For the purpose of entrance examination the Rector approves Examination and Appeal commissions.

Authorities and regulations of the commissions are defined by the relevant Statutes approved by the Rector.

Examination and Appeal commissions are formed from among the most experienced and qualified academic staff of the organization in the relevant specialty (Doctors and Candidates of Sciences). It is allowed to include academic staff of other organizations in both commissions.

### **III. Organization of information system for applicants to the residency programs**

8. In accordance with the License for education activities No.2356 dd. August 30, 2016 the University announces admission to the following residency programs (extract from the list of 94 residency programs mentioned in the License):

Specialty code	Specialty name	Mode of study	Duration of study	Study basis
...	...	...	...	...
31.08.54	General practice (family medicine)	Full-time	2 years	budgetary/contractual
...	...	...	...	...

9. With the aim of informing the applicants the University places at the University official website the following documents:

- University Charter;
- License for education activities (with annexes);
- Certificate of state accreditation (with annexes);
- list of basic educational programs of higher education provided by the University.

10. The Admission Committee shall place at the University official website and at the Committee's information board at 2-2 Bolshaya Pirogovskaya str., Moscow not later than 2 weeks before the beginning of application process the following information:

- list of specialties the University announces open for admission in accordance with the License for education activities;
- general number of places for admission to residency programs in each specialty;
- a contract template for contractual applicants;
- information about availability of dormitories, number of accommodation places for students, regulations for their assignment.

11. The Admission Committee provides functioning of special telephone lines and section of the University official website for answering questions connected with application to residency programs.

### **IV. Acceptance of documents from applicants**

12. Acceptance of application documents for admission to the residency programs starts on June 20, 2016 and finishes on July 20, 2016 inclusively.

13. Admission to the residency programs is conducted upon application letters for admission to a relevant program (hereinafter – application letter) provided to the University Admission Committee.

Application letters are provided in the Russian language. Documents in a foreign language shall be provided together with their duly authenticated Russian translation. Documents issued not in the Russian Federation shall be provided legalized as prescribed by the Russian federation legislation or with the apostille (except in cases when the Russian legislation and/or an international agreement legalization or apostille are not required).

14. When providing application an applicant shall provide:

- 1) original of the personal identification document;

2) original of the document of higher medical and/or pharmaceutical education in specialty/master programs and its supplements or the relevant education document of a foreign country;

When providing an education document of a foreign country an applicant shall provide a certificate of recognition of the foreign education, except the following:

If an applicant provides education document of a foreign country complying with the Part 3, Article 107 of the Federal Law;

3) individuals with disabilities shall provide original documents proving their disabilities.

15. An application letter shall mandatory include the following information:

- surname, name, patronymic (the last - if available);

- date and place of birth;

- details of a personal identification document;

- information about applicant's level of education with indicated names and details of proving documents;

- name of specialty with indicated basis for education (budgetary/contractual), as well as priority of the bases of admission;

- availability of individual achievements;

- need in a place in the University dormitory.

In the application letter an applicant shall assure with the personal signature the following:

- introduction to the copies of a License for education activities (with annexes), the Certificate of state accreditation (with annexes) or absence of such certificate;

- introduction to the rules for providing a written application letter to the Appeal Commission upon the results of entrance examination and to the other local acts of the University regulating the process of admission to the residency programs;

- a checklist of documents provided together with the application letter.

Together with the application letter an applicant shall provide:

- copy of the personal identification document;

- original document of higher medical and/or pharmaceutical education in specialty/master programs and its supplements or a relevant education document of a foreign country together with a certificate of its recognition (if applicable);

- 4 photos with size 4x6;

- documents certifying individual achievements (recommendations of higher education institutions, research organizations, medical organizations, availability of publications, inventions);

- individuals with disabilities with disabilities shall provide copies of documents proving their disabilities.

16. When providing documents, any charging of applicants is prohibited, as well as demanding of any other documents not provided for by the present Procedures.

17. When providing the documents an applicant is given a signed acknowledgement of their receipt.

18. For every applicant a personal record is kept. It includes all provided documents, entrance examination materials (including (if available) extract from the protocol of the Appeal Committee decision and the act of removing from the entrance examination).

19. Upon written application applicants have a right to take back the provided original documents. The University shall return the documents next day after the written application.

20. Upon written applications applicants have a right to take back the provided documents and refuse to participate in the competition. The University shall return the documents next day after the written application.

21. Upon results of the applicants' documents review and validation of information in the documents the Admission Committee gives permission to attend entrance examination or refusal to attend entrance examination and return of documents.

There are following reasons to refuse an applicant to attend entrance examination:

- incomplete information stated in the documents;
- unauthentic information stated in the documents;
- discrepancy of the specialty of higher education in specialist/master programs and the specialty of the residency program to which admission is sought by an applicant.

Decision of the Admission Committee is announced to applicants not later than 2 days after it is made. The list of applicants allowed to the entrance examination and applicants not allowed to the entrance examination is placed at the official University website and the information board of the Admission Committee.

## **V. Entrance examination**

22. Entrance examination is conducted according to the requirements of the Federal State Education Standards of Higher Education in specialist/master programs in the specialty relevant to the specialty of the higher education residency program to which admission is sought by an applicant.

23. All University entrance examinations shall be conducted in the period from July 21, 2016 till July 25, 2016.

24. Schedule of entrance examinations is approved by the Admission Committee chairman and announced for applicants not later than 10 days before the exams.

Schedule of entrance examinations includes information about its names, dates, time and place, as well as date, time and place of announcing the results.

25. Applicants have the same entrance examinations regardless of their education basis (budgetary or contractual).

26. Entrance examination is in the form of a written exam - computer testing.

Computer testing is conducted in the following disciplines (sections) of higher education programs provided by the University in accordance with the Federal State Education Standards/State Education Standards (hereinafter – names of disciplines (sections)) (extract from the original list of entrance examinations):

Specialty code	Specialty name	Names of disciplines (sections)	Form of entrance examination
...	...	...	...
31.08.54	General practice (family medicine)	Internal diseases, Surgery	Computer testing
...	...	...	...

Duration of the computer testing shall not exceed 60 minutes.

Assessment tools for computer testing are formed on the basis of higher education programs provided by the University in accordance with the Federal State Education Standards/State Education Standards in specialty/program profile and is approved by the Admission Committee chairman.

Results of computer testing are assessed according to the 100-point scale and are documented in a protocol where the variants of questions, answers and exam results are recorded. There is a separate protocol for each applicant. Protocols are signed by the chairman and members of the Admission Committee present at the entrance examination and approved by the vice chairman of the Admission Committee and are kept in the personal record of an applicant.

Results of entrance examination are announced at the official University website and the information board not later than 3 working days after the entrance examination.

After announcing the results of the entrance examination during the day of announcement or the next working day an applicant has a right to see his answers.

28. Calm and friendly atmosphere shall be provided during the entrance examination to give applicants the opportunity to fully demonstrate their knowledge and skills.

Use of any information materials or other literature, as well as any hardware and software, except for the calculator are prohibited.

Applicants are let in the exam auditorium in the presence of not less than 2 Admission Committee members. One lets applicants in one by one at the auditorium entrance and controls that all books, bags and other inappropriate items are left at the entrance. The other arranges seating of applicants (randomly) inside the auditorium and controls applicants during the exam preventing them to talk and/or change places.

If any question arises concerning the examination process an applicant shall address the Examination Commission raising a hand and silently ask the question not disturbing other applicants when an examination commission member approaches. Applicants' questions on contents of the assessment tool are not reviewed by the examination commission.

If any inaccuracies or mistakes are found in any test task an organizer or a member of the examination commission shall inform the Examination Commission chairman. These mistakes will be carefully analyzed (if the mistake exists the task is evaluated in favor of the applicant).

Applicants are not let out of the auditorium during the entrance examination.

Violation of the behavior rules provided for by the Procedures will result in immediate removal of an applicant from the audience without giving the right to pass the admission test again. On the fact of violation an Act shall be drawn up, signed by the members of the Examination Commission.

29. Applicants absent during the entrance examination for a valid reason (illness or other circumstances confirmed documentary) are allowed to entrance examinations in groups or individually during the period of entrance examinations.

30. Applicants who failed examination or were removed from it drop out of the competition.

## **VI. General rules of application and review of a written application by the Appeal Commission.**

31. Upon results of entrance examination an applicant has a right to submit a written application about violation in his/her opinion of the established procedures of examination and/or disagreement with its results (hereinafter – written application) to the Appeal Committee.

32. Review of a written application cannot be considered as re-examination. Within review of the written application only correctness of the examination result is checked.

33. A written application shall be submitted by an applicant personally not later than the day next after the day of announcement of results of entrance examination. The Admission Committee accepts written applications during the whole working day.

Review of a written application shall be conducted within 2 days after the day of its submission.

34. An applicant has a right to be present during the review of the written application. An applicant shall have a personal identification document and an examination sheet.

35. Upon review of the written application the Appeal Commission makes a decision concerning the result of the examination. It can be increased, decreased or not changed.

36. Decision of the Appeal Commission is documented in a protocol and notified to the applicant (under signed receipt).

## **VII. Matriculation to the residency programs**

37. Matriculation procedure is preceded by the announced on August 15, 2016 at the official University website and on the information board of the Admission Committee complete list of applicants who can be reviewed by the Admission Committee by specialties with indication of the exam result approved by the Admission Committee chairman (hereinafter – complete list of applicants).

38. To be admitted applicants are required to provide original diploma of a specialist or a master and consent to be admitted before the last date of a period assigned by the University for submission of these documents.

**39. Matriculation** on a budgetary basis is conducted in the following dates:

a) August 15, 2016:

Order(s) “on matriculation of applicants within the budgetary quota” is(are) issued and placed on the official University website and information board;

August 16, 2016:

Deadline for accepting originals of the required documents is at 18.00;

Applicants who did not manage to submit the documents or retracted them are considered as refused from the admission;

August 17, 2016:

Order(s) “on matriculation of individuals who have submitted the required documents before the quota of places is 100 taken up” is(are) issued and placed on the official University website and information board.

**40. Matriculation** on a contractual basis is conducted in the following dates:

August 18, 2016:

Deadline for accepting originals of the required documents, as well as signing the contract for paid services and accepting education payment confirmations is at 18:00.

August 19, 2016:

Order(s) “on matriculation of individuals who have submitted the required documents, including education payment confirmation and signed the contract for paid services not later than August 18, 2016 before the quota of places is 100 taken up” is(are) issued and placed on the official University website and information board.

41. Applicants who did not manage to submit the documents or retracted them are considered as refused from the admission;

Admitted applicants will be deleted from other matriculation lists of a less priority.

### **VIII. Admission of foreign citizens and persons without citizenship**

42. The admission of foreign citizens and persons without citizenship (hereinafter - foreign citizens) to the residency programs of the university is performed at the expense of the allocations form the federal budget in accordance with the international treaties of the Russian Federation, the Federal laws, the quota on the education of foreign citizens and persons without citizenship established by the Government of the Russian Federation and the education agreements.

43. The admission of foreign citizens performed at the expense of allocations form the federal budget is performed:

43.1. Within the limit of the quota established by the Government of the Russian Federation in accordance with the Government Act No 891 from the 8 October 2013 “On establishing quotas for the education of foreign citizens and persons without citizenship in the Russian Federation”.

43.2. On the basis of a certificate issued to participants of the government program for the support of voluntary migration to the Russian Federation of compatriots living abroad established by the order of the president of the Russian Federation No 637 on the 22 June 2006;

43.3. In accordance with the Federal law No 99-FZ from the 24 May 1999 “On the government policy of the Russian Federation in regard to compatriots living abroad” (hereinafter - Federal law No 99-FZ).

44. The admission of foreign citizens at the expense of the allocations form the federal budget in accordance with the legislative acts indicated in paragraphs 43.2 - 43.3 of this document is performed on a competitive base in accordance with the conditions and residency programs admission dates established in this document for the citizens of the Russian Federation.

45. The admission of foreign citizens on a paid basis is performed on a competitive base in accordance with the conditions and residency programs admission dates established in this document for the citizens of the Russian Federation.

46. Documents are accepted from foreign citizens in the following dates:

Form foreign citizens mentioned in paragraph 43.1 of this document – in the dates set by the Russian Ministry of Education and Science;

Form foreign citizens applying on a paid basis – in the dates indicated in paragraph 12 of this document.

47. The application is submitted in Russian, documents in foreign languages are submitted with a duly certified translation into Russian. Documents obtained in a foreign country can only be submitted after being validated in accordance with the procedures established by the government of the Russian Federation, or with the an affixed apostille (except for cases when validation or the affixation of an apostille is not required in accordance with the legislation of the Russian Federation or/and an international agreement).

When foreign citizens submit their applications they must present:

1) a passport of a foreign citizen or another document recognized as an identification document according to the federal law or an international agreement of the Russian Federation in accordance with paragraph 10 of the Federal Law No 115-FZ form the 25 July 2002 “On the legal position of foreign citizens in the Russian Federation”;

2) a certificate of higher medical or pharmaceutical education (master degrees) and its annexes or its equivalent;

When submitting a certificate issued in foreign government the applicant must also submit documentation of foreign education recognition except for cases when the certificate form a foreign government complies with part 3 of paragraph 107 of the Federal Law.

3) documents or other proof confirming that the applicant is indeed a confederate living abroad in accordance with paragraph 17 of the Federal Law No 99-FZ (if available);

4) a certificate of a government program participant (if available);

48. If available, in addition to the documents listed in paragraph 15, foreign citizens also submit:

- Copies of documents or other proof confirming that the applicant is indeed a confederate living abroad in accordance with paragraph 17 of the Federal Law No 99-FZ;

- A copy of a certificate of a government program participant;

49. Foreign citizens are admitted to the universities’ residency programs based on the results of the entrance tests indicated in paragraph 27 (except the foreign citizens who are admitted on the basis of the education quota) за исключением приема иностранных граждан на обучение в рамках квоты на образование).

50. The admission of foreign citizens and persons without citizenship in the framework of the educational quota for foreign citizens is done by assignment of the Russian Ministry of Education and Science and is recorded in a separate order(s) of the University.

51. The admission of foreign citizens at the expense of allocations form the federal budget in accordance with the legal acts listed in paragraphs 43.2-43.3 of this document is done in accordance with the conditions and dates indicated in paragraph 39 of this document.

52. The admission of other categories of foreign citizens on a paid basis is done in accordance with the conditions and dates, established in paragraph 40 of this document.

Rector

Petr V. Glybochko

**Procedure for registering individual achievements of the applicants to the residency programs of I.M. Sechenov First Moscow State Medical University in 2016/2017 academic year**

1) Applicants to the residency programs of I.M. Sechenov First Moscow State Medical University have the right to present documents that certify their individual achievements along with the standard set of documents for the application.

2) The university takes note of the individual achievements prioritizing them in the following order:

1. Publications in scientific magazines indexed in the Scopus database, coauthored with the university staff;
2. Publications in scientific magazines indexed in the Scopus database or the Web of Science;
3. Prizewinners of Russian student competitions;
4. Higher education diplomas with honors;
5. Diplomas for the participation in research work of international projects;
6. Diplomas for the participation in research work of Russian national projects;

3) The individual achievements of the applicants are taken into consideration if the period between the date of issue of the document certifying the individual achievements and the date of applications closure and final tests does not exceed 5 years.

Copies of the certifying documents are inserted into the applicants file.

4) If applicants achieve equal results in all the admissions tests applicants with individual achievements are admitted by the decision of the admissions commission in accordance with paragraph 2 of this Annex.