



FSBEI HE Kirov SMU MOH
Russia

Federal State Budgetary Educational Institution of Higher Education
«Kirov State Medical University»
of the Ministry of Healthcare of the Russian Federation

QUALITY MANAGEMENT SYSTEM



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AUTHORIZED:

Rector [Signature] D.M. Zheleznov

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QUALITY MANAGEMENT SYSTEM

Admission rules
for foreign students for admission to the higher
education specialist program 31.05.01 General medicine
in English language
of FSBEI HE Kirov SMU MOH Russia

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Kirov



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Admission rules for foreign students for admission to the higher education specialist program
31.05.01 General medicine in English language of FSBEI HE Kirov SMU MOH Russia

1. General provisions

1.1. Admission rules for foreign students for admission to the higher education specialist program 31.05.01 General Medicine in English language (henceforth referred to as “Rules”) are devised on the grounds of:


- 1) Federal Law dated 29.12.2012 №273-ФЗ “On education in the Russian Federation” with modifications and addenda;
- 2) Admission procedure for higher education programs – bachelor programs, specialist programs, master programs with modifications and addenda;
- 3) The Charter of Federal State Budgetary Educational Institution of Higher Education “Kirov State Medical University” of the Ministry of Healthcare of the Russian Federation.

1.2. These Rules contain regulations for admission of foreign citizens (henceforth referred to as “Applicants”) to the higher education specialist program 31.05.01 General Medicine in English language to Federal State Budgetary Educational Institution of Higher Education “Kirov State Medical University” of the Ministry of Healthcare of the Russian Federation (henceforth referred to as “University”).

Persons, who have education confirmed by the educational document of the foreign state, recognized on the secondary education level in the Russian Federation (henceforth referred to as “Educational Documents of the Foreign State”), are admitted to the education program.

1.3. Applicants are admitted to the first year of studies.

1.4. The admission is carried out on the grounds of contracts of education, signed upon admission at the expense of individuals and (or) legal entities (henceforth referred to as “Contract on the provision of paid educational services”). The admission is implemented on the grounds of a tripartite agreement on the provision of paid educational services.

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1.5. In order to enter the university the applicants submit an application for admission in English language with necessary documents (henceforth referred to as “Documents, necessary for entrance”).

1.6. The University independently establishes the list of admission tests for applicants, allocates a number of places and conducts a separate competition for these places.


1.7. While attending the university the applicant provides the original document, confirming identity – passport.

1.8. Organizational support of admission to studies is carried out by the admission committee, created by the University. The chairperson of admission committee is the rector of the University. The chairperson of admission committee appoints the executive secretary of admission committee, who organizes the work of admission committee, and personal meetings of applicants, their parents (legal representatives), proxies.

1.9. In order to execute entrance tests, the University establishes examination committee and the appeal board.

Application committee powers and procedures conducted by it are determined by the statute of the application committee, approved by the rector of the University. Powers and procedures of examination committee and the appeal board are determined by the corresponding statutes, approved by the rector of the University.

1.10. The following dates of the admission campaign are established:
 the start of application of the necessary documents, – **June 20**;
 the end of application of the necessary documents, – **October 15**;
 placement of the lists of applicants on the official website and on the information stand, – **October 16**;
 writing the application confirming consent for enrollment, – **October 29**;

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order of enrollment for persons, who successfully passed the entrance exams, –
October 30.

2. Acceptance of foreign citizens' documents, necessary for admission

2.1. The application should be modelled after the form of the Admission Committee. The application is written in English language.

2.2. The documents, required for admission, are accepted in electronic form via electronic information system of the University.

2.3. The documents required for admission are to be submitted (sent) to the University in electronic form (machine-readable scan or photo of a printed document).

2.4. The university posts the list of persons, who have submitted documents, necessary for admission, on their website with the information of documents' admittance or refusal to accept the documents (in case of refusal, the reason for such must be mentioned).

2.5. In the application the applicant lists the following information:

- 1) surname, first name, second or patronymic name;
- 2) date of birth;
- 3) citizenship (or lack of such);
- 4) number of identity document (including the information on when and where it was issued);
- 5) information about education and standard documents;
- 6) conditions and grounds for admission;
- 7) information about an intention to take the entrance examinations via remote technologies;
- 8) information on the need of a place in the dormitory for the period of studies;
- 9) postal and (or) e-mail address (by applicant's choice);



10) way of returning submitted documents (in case of not being accepted to the university and in other cases, determined by the Rules).

2.6. In the application for admission, the following facts, certified by the applicant's signature, are recorded:

1) applicant's acquaintance with:

copy of the license for conducting educational activities (with attachment);

deadline of accepting the applications confirming consent of enrollment;

rules of admission, including the rules of filing appeal against the results of entrance exams;

2) applicant's consent for personal data processing;

3) applicant's awareness of the necessity of listing true information and presenting authentic documents.

2.7. In case of submission of the documents, necessary for admission, the application and facts listed there are certified by the personal signature of the applicant (legal representative).

2.8. When applying for admission the applicant submits:

1) document certifying identity, citizenship;

2) copy of the document certifying the identity of a foreign citizen in the Russian Federation;

3) foreign education document is presented with the certificate of foreign education recognition (if required);

4) copy of a legalized education document of a foreign state and attachment to it (if the former and the latter are required by the state where the document was issued);

5) Russian translation of the education document of the foreign state and attachment to it, certified in accordance with the established procedure;

6) 2 photos of the applicant;



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7) Russian translation of the document, confirming foreign citizen's identity in the Russian Federation, certified in accordance with the established procedure;

8) copy of the visa granting entry to the Russian Federation, if a foreign citizen came to the Russian Federation on the entry visa;

9) health certificate;

10) application, confirming consent for enrollment;

11) applicant's consent for personal data processing.

2.9. If the certificate of nostrification is required with the foreign education document, the applicant may apply without such certificate and provide it not later than the day when admission of consents for personal data processing is completed.

If the education document of the foreign state is required to have legalization or apostille, the applicant may apply such document without legalization or apostille and provide it not later than the day when admission of consent for personal data processing is completed.

2.10. If the applicant has provided the documents, violating the Rules, the university returns them to the applicant on the day of their submission via electronic information system of the organization or in any other way specified in the application for admission.

2.11. If the applicant has provided the documents, violating the Rules, the university returns them to the applicant on the day of their submission.

2.12. The University checks if the information listed in the application for admission is true and if the submitted electronic copies of the documents are authentic.

2.13. Upon entering the University, the submitted documents form the applicant's personal file, where the original or a copy of the document, certifying identity, citizenship, other documents, provided by the applicant, entrance exam



papers, including those relating to appeal, and the original or a copy of power of attorney, provided by proxies, are kept.

2.14. The applicant has the right to withdraw submitted documents during any stage of entrance by writing a declaration about withdrawal of documents.

2.15. In case of documents withdrawal or not being accepted for studies the original documents, provided by the applicant, are returned no less than 20 work days after documents withdrawal or after the end of enrollment procedures, according to the way noted in the declaration of withdrawal or in the application for admission. Contact with the applicant during the admission process is established via remote technologies in the electronic information system of the University.

2.16. The university has to provide a foreign citizen and (or) their parents (legal representatives) with an introductory reading of the charter, the license for conducting educational activities, certificate of state accreditation, educational programs and other documents, which regulate the University and its educational activities, student rights and duties.

2.17. The university posts information on the official website of the university and provides free access to the information placed on the information stand of the admission committee and (or) electronic information system of the University.

2.18. The university posts the following information about admission to the English-language specialist program “General Medicine” on the official website:

- a) rules of admission;
- b) quantity of places in the competitive group;
- c) information about the dates of the admission campaign including the start and the end of submission of the documents, necessary for admission, entrance exams, the deadline for enrollment consent submission;
- d) the list of entrance exams;
- e) minimum exam score;




- f) information on the exam procedures;
 - g) information on English-language entrance exams;
 - h) information about conducting entrance examinations with the use of remote technologies;
 - i) rules for filing and reviewing appeal of the entrance exam results;
 - j) information on the necessity of compulsory medical examination;
 - k) entrance exam programs;
 - l) information on the places of acceptance of documents, required for admission;
 - m) information on dormitory availability;
 - n) information on the number of dormitory places for out-of-town applicants;
 - j) timetable of entrance exams (with indication of places where they are held).
- not later than June 1:**
- r) information on the number of dormitory places;
 - s) timetable of entrance exams (with indication of places where they are held).

2.19. The admission committee provides functioning of the special telephone lines and the section of the official website for answering enquiries considering admission.

3. Establishment of the list and programs of entrance exams, assessment scales and minimum score, confirming successful entrance exams passing

3.1. Entrance exams are devised upon the university materials and conducted according to the list of entrance exams for the applicants entering first year of the higher education specialist program 31.05.01 General Medicine in English language. This list is posted on website www.kirovgma.ru and on the information stand of the admissions committee.

3.2. The entrance exams are conducted in 2 general education subjects: Biology and Chemistry.

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3.3. The entrance exams are held in writing (test) in English language with the use of remote technologies.

3.4. The evaluation scale and the minimum score, confirming successful entrance exams passing, are established.

In the course of admission for the specialist program “General Medicine” in English language, the result of each exam is estimated on a 100-point scale.

3.5. The minimum chemistry score – 40 points out of 100.

3.6. The minimum biology score – 45 points out of 100.

3.7. The minimum score cannot be changed in the course of admission.

4. Entrance exams, conducted by the university independently

4.1. The entrance exams with usage of distance education technologies are not conducted.


4.2. Entrance examinations are conducted with the use of remote technologies and are regulated by the Regulation on conducting entrance examinations with the use of remote technologies in FSBEI HE Kirov SMU MOH Russia.

4.3. One exam a day is conducted for each group of applicants.

4.4. The applicant passes each entrance exam once.

4.5. The participants of entrance exams and any persons involved in the process are prohibited from using means of communication. The participants of entrance exams may carry reference materials and calculators to use during entrance exams. It is allowed by the admission rules, approved by the university independently.

4.6. In case of the applicant violating admission rules in the process of exams, which has been established by the university independently, authorized officials of the university have the right to remove them from the place of an entrance exam, composing the removal act.

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4.7. The entrance exams results are announced on the official website and the information stand not later than the third workday after examination.

4.8. After the announcement of the written exam results the applicant (proxy) has the right to see his paper (applicant's paper) on the day of the announcement or in the course of the following workday in the electronic information system of the University.

5. General rules of appeal submission and its review

5.1. The rules for filing and considering appeals are stipulated in the Regulations on the appeal Commission of the Kirov State Medical University of the Ministry of Healthcare of the Russian Federation.

5.2. The applicant (agent) has the right to file an appeal concerning violations in the procedure of entrance exams and (or) disagreement with the obtained results of the exam to the appeal board in electronic form in with the use of the electronic information system of the University.


5.3. During the appeal review the procedure of exam and (or) accuracy of the results evaluation are checked.

5.4. The appeal is filed on the day of the exam results announcement or during the next workday. The appeal concerning the exam procedure may also be filed on the day of the exam.

5.5. The appeal review is conducted no later than on the next day after it being filed.

5.6. The applicant (agent) has the right to be present at the appeal review. One of the parents or legal representatives has the right to accompany the underage (under 18 years old) applicant with the exception of those underage citizens acknowledged by law to be sui juris before turning 18.

5.7. After having reviewed the appeal, the appeal board makes a decision of changing the exam results evaluation or leaving aforementioned score the same.

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The decision of the appeal board, issued by the protocol, is brought to the attention of the applicant (proxy). The fact of reading the document is confirmed by the applicant's (proxy's) signature. Contact is established with the use of remote technologies.

6. Forming the list of applicants

6.1. As a result of entrance exams, the university forms the list of applicants.

6.2. The list of applicants' entrance exam results ranges on the following grounds:

- 1) on the sum of competitive score in descending order;
- 2) in case of equal competitive score- on the sum of competitive score obtained as a result of entrance exams in descending order and (or) the score obtained as a result of separate entrance exams in descending order, according to the priority of entrance exams, determined by the university.


The sum of competitive score is counted as the sum of scores for each entrance exam.

6.3. The applicants list includes the following information concerning the entrance exam results for each of them:

- the sum of competitive score;
- the quantity of score for every entrance exam;
- the presence of consent of enrollment.

6.4. The applicants lists are posted on the official website and on the information stand and are updated regularly (not later than the start of a workday) until the orders of enrollment are issued.

6.5. The applicants, who successfully passed entrance exams, underwent the competition, provided the original document of education, gave the consent for enrollment not later than at the end of the workday of the completion of the original

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documents submission, signed the contract on the provision of paid educational services and paid 50 % of the year tuition, are subject to enrollment into the places for the contracts of the provision of paid educational services.

6.6. The enrollment is completed before the beginning of an academic year (November 1st).





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Sign-off sheet

№	<i>Read by:</i>	Position	Full name	Date	Signature