



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

Enacted by the scientific council

protocol dated « 28 » 05 2021. № 05

APPROVED BY:

Rector  L.M. Zheleznov

« 31 » 05 2021.

Enacted by

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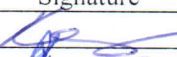






QUALITY MANAGEMENT SYSTEM

Admission rules

for foreign students for admission to the higher
education specialist program 31.05.01 General medicine
in English language

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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 (hereinafter 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”;

2) Admission procedure for higher education programs – bachelor programs, specialist programs, master programs (authorized by the order of the Ministry of Education and Science of the Russian Federation № 1076 dated 21.08.2020);

3) the aspects of the admission program to educational programs of higher education - bachelor's programs, specialist programs, master's programs, programs of training scientific and pedagogical personnel in postgraduate school for the 2021/22 academic year (approved by Decree of the Ministry of Education and Science of Russian Federation dated 01.04.2021 No. 226);

4) 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 (hereinafter 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 (hereinafter referred to as “University”).

Persons, an educational document of the foreign state, confirming their education and recognized on the secondary education level in the Russian Federation (hereinafter referred to as “Educational Documents of the Foreign State”), are admitted to the education program.



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

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


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

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

1.8 The following dates of the admission campaign are established:
application period for required documents begins on **June 20th**;
application period for required documents starts ends on **October 15th** ;
applicants lists on the official website is published on **October 26th**;
application period for statement of enrollment consent ends on **October 28th**;
order for admission is issued on **October 29th**.

2. Establishment of list and form of entrance examinations

2.1. When establishing the list of entrance examinations for enrollment of foreign applicants for the specialist’s program 31.05.01 General Medicine in English language, the University establishes entrance examinations in general subjects, which are evaluated by unified state exam (hereinafter referred to as general entrance examinations, subjects) in accordance with the order of the Ministry of Science and Higher Education of the Russian Federation N 666 dated August 30th, 2019 «Concerning establishment of the list of entrance examinations for higher education bachelor’s and specialist’s programs» (hereinafter referred to as the list of entrance examinations approved by the Ministry of Science and Education).

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2.2. The entrance examinations are held for two subjects: Biology and Chemistry.

2.3. Each exam has a minimum and a maximum number of points, which confirms successful passing of entrance examination; priority ranking; form of exam; languages, used during the exam; a program.

The maximum number of points for each exam for entering the specialist's program 31.05.01 General Medicine in English language equal to 100.

The minimum number of points for general entrance examination, held by the University independently, equals to the minimum number of points in the state unified exam, established by the institution.

2.4. Minimum number of points for Chemistry – 40 points out of 100.

2.5. Minimum number of points for Biology – 45 points out of 100.

3. Information about admissions

3.1. The University responsible for providing a applicant and (or) their parents (representatives in law) with the list of documents and information, stated in part 2 article 55 of the Federal Law № 273-ФЗ.

3.2. The University publishes information about admissions on its official website on the Internet (hereinafter referred to as official website).

3.3. The University publishes the following information about admission process on the website not later than November 1st of the previous year:

a) admission rules, established by the University independently, including:
admission dates;

information about passing entrance examinations in person and (or) with the use of distant electronic technologies;

procedure of submitting and proceeding appeals concerning results of entrance examinations, held by the University independently;



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access through other means, chosen by the University.

3.4. The University ensures functioning of telephone lines and official website for answering questions concerning admissions.

3.5. From the beginning of admission process and till the date of enrollment the University should everyday update information about the number of applicants and list of people, who submit all of the required documents (hereinafter referred to as people, who submit all of the required documents).

4. Acceptance of documents

4.1. An applicant submits an application and encloses all of the required documents (hereinafter referred to as documents, required for admission). The University accepts documents, required for admission, upon submission of personal data processing consent.

4.2. Application for admission, submitted by the applicant, should contain signature, which verifies the following:

1) the applicant has received and understood information about providing reliable data and authentic documents;

2) the applicant knows the rules of admission, established by the University, as well as documents and information, stated in part 2 article 55 of the Federal Law № 273-ФЗ;

3) confirmation that the applicant has submitted their documents to only 5 educational institutions, including the University, they are applying to currently;

4) the applicant knows the dates of submitting statement of enrollment consent;

4.3. Along with the application the applicant submits:

1) document of identification, verifying citizenship;

2) copy of identification document, certifying foreign citizen's identity in the Russian Federation;



3) foreign educational certificate with enclosed certificate of recognition (if necessary);

4) copy of authorized educational certificate (if necessary) issued by the foreign state and its addenda (if the latter is provided by the issuing staff);

5) translation of foreign educational certificate and its addenda authorized through the established procedure;

6) translation of the applicant's identification document into Russian language authorized through the established procedure;

7) copy of the visa for entering the territory of the Russian Federation, if the foreign citizen requires a visa for entering Russia;

8) statement of enrollment consent;

9) statement of personal data processing consent.

4.4. Application for admission should be submitted in Russian and in English.


4.5. The documents required for admission are submitted (sent) to the University in one of the following ways:

1) sent to the University in electronic form through the electronic information system of the University;

2) sent to the University through public postal operators;

3) submitted to the University by applicants in person.

The University has the right to receive documents personally from applicants, as well as conduct entrance examinations, consider appeals through direct interaction of applicants with the University employees, at the place of acceptance of documents, conduct entrance examinations, if this does not contradict the acts of senior government officials of the entities of the Russian Federation (heads of higher executive state authorities of the entities of the Russian Federation), issued in accordance with the Decree of the President of the Russian Federation dated May 11, 2020 No. 316 (About the determination of the procedure for extending measures to

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ensure the sanitary and epidemiological well-being of the population in the entities of the Russian Federation in connection with the spread of a new coronavirus infection (COVID- 19), based on the sanitary and epidemiological situation and the state of the spread of the new coronavirus infection (COVID-19)).

When applying for admission in electronic form, the documents attached to it required for admission are submitted (sent) to the organization in the form of their electronic images (documents in paper form, converted into electronic form by scanning or photographing with the provision of machine-readable recognition of its details).

The University establishes places for submitting documents in person, and deadlines for submitting documents in specially provided places.

If the documents required for admission are submitted to the University by the applicant in person, the applicant receives acknowledgement about acceptance of documents.

4.6. The university checks the accuracy of the information specified in the application for admission, and the validity of the submitted electronic images of documents, which includes contacting relevant state information systems, state (municipal) institutions and organizations.

4.7. At any stage of admission the applicant has the right to apply for the withdrawing the submitted documents (hereinafter referred to as withdrawal of documents).

When documents are withdrawn, the applicant is excluded from the lists of people, who submitted documents, the lists of applicants and is not subject to enrollment (excluded from the enrollment list).

4.8. Applicants undergo obligatory preliminary medical examinations (check-ups).



5. Entrance examinations, held by the University

5.1. The University independently conducts general educational entrance examinations for foreign citizens in accordance with the «Regulations on entrance examinations» of the FSBEI HE Kirov SMU MOH Russia and the Admission Rules.

The results of entrance examinations conducted by the University are valid for admission for the next academic year.

The applicant enters each entrance exam once.

5.2. According to the decision of the University, entrance examinations are conducted in a foreign language (English).

5.3. Applicants can enter examinations in person and (or) using distant electronic technologies (upon condition of applicants' identification during examinations).

Entrance examinations are carried out with the use of distant electronic technologies and are regulated by the «Regulations on conducting of entrance examinations with the use of distant electronic technologies» at FSBEI HE Kirov SMU MOH Russia.

5.4. One entrance exam is conducted simultaneously for all applicants or at different times for different groups of applicants (including the situations, when specified groups are formed from among the applicants who submitted the required documents).

Each group of applicants can have one entrance exam per day. At the applicant's request, they may be given an opportunity to take more than one exam a day.

5.5. Applicants who have not passed the entrance exam for a valid reason (illness or other documented circumstances) are allowed to take the entrance exam in another group or on a reserve day.



5.6. If an applicant violates admission rules approved by the University, the authorized officials of the University draw up a statement of rules violation and failure of entrance exam without a valid reason.

5.7. The results of the entrance exam are announced on the official website of the University no later than the third working day after the entrance exam. In addition to the official website, the University can announce the results in other ways, chosen by the University.

After announcement of results of written entrance exam, the applicant has a right to get acquainted with the results of the examination and assessment of their work performed on the day of announcement or during the next day.

5.8. According to the results of the entrance exam conducted by the University, the applicant has a right to file an appeal with the University about violation, in the applicant's opinion, of the established procedure for conducting entrance examinations and (or) disagreement with assessment of the results of the entrance exam.

The appeal application is submitted and considered using distance technology.

The rules for filing and reviewing appeals are established by the University in the «Regulations on the Appeal Committee» of FSBEI HE Kirov SMU MOH Russia.

6. Ranked list of applicants and enrollment

6.1. Ranked lists are based on the results of entrance examinations and applied documents. Lists of applicants, taking part of entrance examinations, are published on the official website and are updated daily until the day after deadline for submitting enrollment applications at least 5 times a day from 9:00 to 18:00 local time (by the decision of the University - until a later time).

6.2. The list is ranked based on the following:

1) by decreasing amount of scored points;



2) if the number of points is equal - by decreasing amount of scored points according to the results of entrance examinations and (or) by decreasing amount of points, received at other entrance examinations, in accordance with the priority rate of entrance examinations established the University.

The sum of points contains points received for each entrance exam.

6.3. The list includes the following information:

- 1) a unique code for each applicant;
- 2) for each applicant according to their results:
 - sum of scored points;
 - number of points for each exam;
 - statement of enrollment consent.

Full name is not mentioned in the list of applicants.

6.4. The enrollment is conducted until all the established places are taken.

The enrollment consists of one stage. The University establishes the deadline for submitting statement of enrollment consent.

6.5. Applicants who have successfully passed entrance examinations and have high points according to ratings, submitted consent for enrollment in the time stated, and those who have entered into a contract for providing paid educational services and have paid 50% of tuition fee for the 1st academic year are subject to enrollment under contracts for providing paid educational services.

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

6.7. Enrollment is documented by the University decree.

Lists of applicants, participating in entrance examinations, are published on October 26th;



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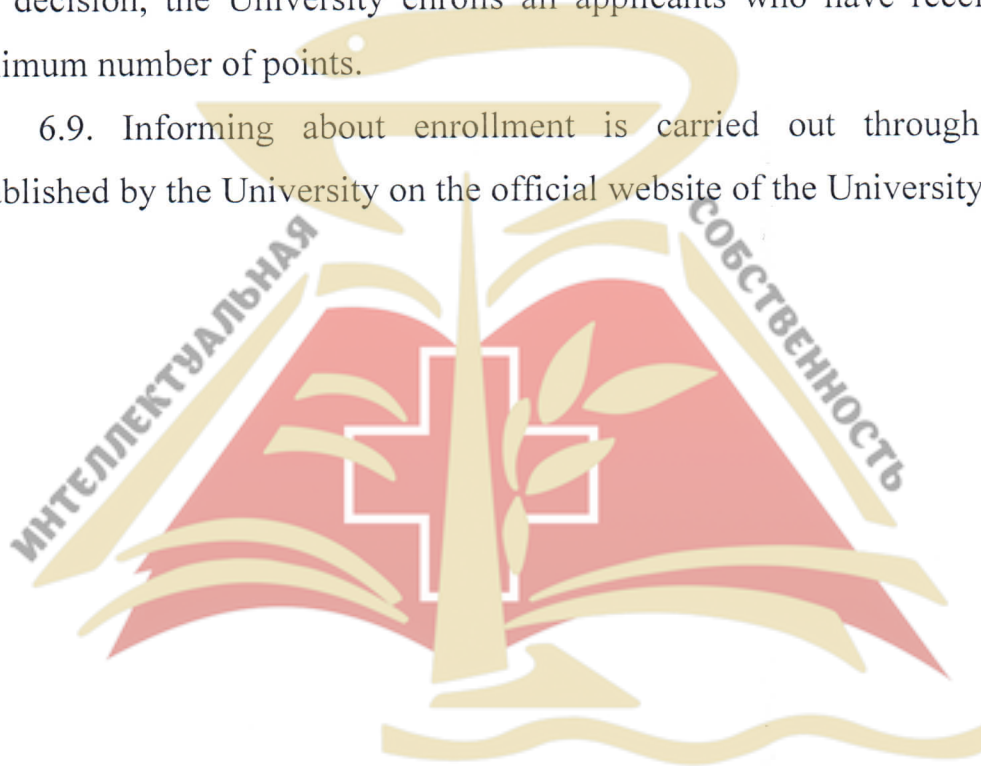
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The deadline for submitting statement of enrollment consent from people subject to enrollment and concluding contracts for providing paid educational services ends on October 28th;

Enrollment decree is finished October 29th.

6.8. When enrolling for education under fee-based contracts, the established number of places may be exceeded by the decision of the University. When making this decision, the University enrolls all applicants who have received at least the minimum number of points.

6.9. Informing about enrollment is carried out through the procedure established by the University on the official website of the University.





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Acknowledgement sheet

№	<i>I have read an understood:</i> Position	Full name	Date	Signature