



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

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APPROVED BY:

Rector [Signature] L.M. Zheleznov

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QUALITY MANAGEMENT SYSTEM

Rules of admission of foreign citizens to the higher educational specialist's program 31.05.01 General Medicine (English Medium)

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Kirov

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1. General provisions

1. Rules of admission of foreign citizens to the higher educational specialist's program 31.05.01 General Medicine (English Medium), hereinafter referred to as "the Rules", are developed in accordance with Federal Law No. 273-FZ dated December 29, 2012 "On Education in the Russian Federation"; The procedure for admission to higher education educational programs – bachelor's degree programs, specialist's programs, master's degree programs (approved by Order of the Ministry of Education and Science of the Russian Federation No. 821 dated November 27, 2024), other laws and regulatory acts of authorized executive bodies in the field of education; the Charter of FSBEI HE Kirov SMU MOH Russia.

2. These Rules regulate admission of foreign citizens and stateless persons (hereinafter referred to as "applicants") to the higher educational specialist's program 31.05.01 General Medicine (English Medium) at the 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 "the University").

The rules of admission (including enrolment procedures) of the University to educational programs are established in the part not regulated by legislation independently. Admission rules (including enrolment procedures) are regulated by local regulatory acts of the University.

3. The University announces admission to in educational programs (hereinafter referred to as "admission to studies") subject to the availability of a license to carry out educational activities in the relevant educational programs, with the exception of cases provided for in paragraph 40 of Part 1 of Article 12 of the Federal Law No. 99-FZ dated May 4, 2011 "On licensing of certain types of activities".

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

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5. Admission is opened for applicants with general secondary, general professional or higher education.

Level of education is confirmed by the document (documents) of education, issued by a foreign state, if the education indicated is recognized by the Russian Federation at the level of the relevant education (hereinafter referred to as "the document of a foreign state on education").

6. Admission is carried out to fee-based places under educational contracts concluded during admission at the expense of individuals and (or) legal entities, or at the expense of the organization (hereinafter, respectively, "fee-based places", "educational contracts").

7. Before and during the admission process, the University:
 publishes information about admission on its official website on the data telecommunications network "Internet" (hereinafter – "the official website");
 conducts acceptance of incoming applications for admission and documents required for admission attached to the applications (hereinafter, respectively, "acceptance of applications and documents", "application for admission", "documents required for admission");

independently conducts entrance examinations for educational programs – internal general education entrance examinations;

conducts enrolment to educational programs (hereinafter referred to as "enrolment").

8. Admission to training is conducted on a competitive basis. To conduct admission to fee-based places, the University independently establishes:

the list of entrance examinations for foreign citizens and stateless persons (hereinafter – "entrance exams for foreign citizens");

for each entrance test – the maximum number of points and the minimum number of points confirming successful completion of the entrance exam (hereinafter

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– “the minimum number of points”), form, languages, program of the entrance exam.

9. The University holds a separate competition and independently allocates the number of places for admission to study based on the results of entrance examinations for foreign citizens and forms a separate competition group for foreign citizens and stateless persons (hereinafter referred to as “the competition group for foreign citizens”).

10. For the competition group the University forms:

lists of persons who have applied for admission (hereinafter referred to as “the lists of applicants”);

ranked lists of applicants and documents required for admission, and who have the necessary results of entrance examinations (hereinafter referred to as “ranking lists”).

11. If there are unfilled places after the completion of enrolment, the University conducts additional admission to the specified places in accordance with Chapter VIII of the Rules.

12. The maximum number of organizations in which an applicant has the right to simultaneously enrol is 5.

II. Entrance examinations

13. Admission is carried out based on the results of internal entrance examinations for foreign citizens in general education subjects provided that the foreign citizen does not have results of the Unified State Exam (hereinafter referred to as “general education entrance examinations, subjects, the USE”).

14. The University establishes a list of entrance examinations and their priority for ranking the lists of applicants (hereinafter referred to as “the priority of examination in ranking”).

When establishing the list of entrance examinations for admission of foreign

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citizens and stateless persons to the specialist program 31.05.01 General Medicine (English Medium), the University establishes entrance examinations in general education subjects in which the Unified State Examination (hereinafter referred to as "the USE") is conducted.

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

15. The maximum number of points for each entrance exam for admission to the specialist program 31.05.01 General Medicine (English Medium) is 100 points.

16. The minimum number of points for the internal general educational entrance exam corresponds to the minimum number of points for the Unified State Exam established by the founding shareholder or the University in accordance with Part 3 of Article 70 of the Federal Law No. 273-FZ: Biology – 40 points; Chemistry – 40 points.

17. The results of the internal entrance examinations are valid for admission in the academic year for which admission is carried out.

18. The applicant passes each entrance exam only once.

19. Internal entrance examinations are conducted in a foreign language (English) by the decision of the University.

The University conducts entrance examinations on campus and (or) using remote technologies (provided that applicants are identified when they pass the entrance examinations).

Entrance exams are conducted using remote technologies and are regulated by the Regulations on conducting Entrance Tests using Remote Technologies at FSBEI HE Kirov SMU MOH Russia.

20. One internal entrance exam is conducted simultaneously for all applicants or at different times for different groups of applicants (including as these groups are formed from among those who have applied for admission).

One internal entrance exam per day is conducted for each applicant. At the request of the applicant, he may be given the opportunity to take several internal

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entrance tests per day.

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

22. The University establishes a schedule of internal entrance examinations, including one or more reserve days for passing entrance examinations by persons who have not passed the internal entrance examinations (exams) for a valid reason.

23. If an applicant violates the admission rules approved by the University during the internal entrance exam, authorized University officials draw up an act of violation and failure to pass the entrance exam without a valid reason.

24. The results of the internal entrance exam are announced on the official website within three working days after the day of the entrance exam, but no later than one day before the publication of the competition lists. In addition to publication on the official website, the University may determine other ways of announcing the results. In addition to publication on the official website, the University may determine other ways of announcing the results.

25. On the day when the results of the internal entrance exam are announced or on the next working day, the applicant has the right to get to know the results of the verification and evaluation of the entrance exam.

26. Based on the results of the internal entrance examination, the applicant has the right to file an appeal to the University about a violation, in the opinion of the applicant, of the established procedure for conducting the entrance exam and (or) disagreement with the assessment of the entrance exam results.

The University reviews the appeals submitted by applicants. The rules for filing and considering appeals are established by the University in the Regulations on Appeal Commissions at FSBEI HE Kirov SMU MOH Russia.

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III. Acceptance of applications and documents

27. The applicant submits:

one application for admission to the University for fee-based places (if he wants to enter the specified places);

documents, required for admission.

28. The applicant submits applications for admission and documents required for admission in one of the following ways:

in person;

sends it to the University through a public postal service (hereinafter referred to as "the postal service");

sends it to the University in electronic form via the University's electronic information system (upon decision of the University);

through the federal state information system "Unified Portal of State and Municipal Services" (hereinafter referred to as "the Gosuslugi portal"), if available.

The University provides the opportunity to submit (send) applications and documents required for admission by all specified methods (137 Karl Marx st., Kirov). If applications for admission and documents required for admission are submitted through the Gosuslugi portal, the University has the right not to accept applications and documents through the University's electronic information system.

The University establishes places for accepting applications and documents submitted in person by applicants, and the deadlines for accepting applications and documents at the places of their acceptance. If the application for admission and documents required for admission are submitted to the University in person by the applicant, the applicant shall be given a receipt confirming acceptance of the application and documents.

29. During admission, the University sets a deadline for accepting applications and documents from applicants who must pass internal entrance examinations

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(hereinafter referred to as "the deadline for accepting documents with entrance examinations").

30. In the application for admission, the applicant indicates the competitive group for which he wants to be admitted to the University, and the priority for admission to fee-based places.

31. The priority of enrolment is indicated by a serial number (an integer starting with one).

32. In the application for admission, the applicant certifies the following facts with his personal signature (when applying for admission in electronic form through the electronic information system of the organization or through the Gosuslugi portal, confirmation of the specified facts is carried out by entering a mark in the application for admission):

- 1) familiarization with information on the need to indicate reliable information in the application for admission and to submit original documents;
- 2) familiarization of the applicant with the Rules for Admission to Studies approved by the University, as well as with the documents and information specified in Part 2 of Article 55 of the Federal Law No. 273-FZ;
- 3) confirmation of simultaneous submission of applications for admission to no more than 5 organizations, including the University.

33. The application for admission shall indicate the need (lack of need) to create special conditions for the applicant during internal entrance examinations due to his/her disability or limited health capabilities.

34. The application for admission must be submitted in Russian.

35. The applicant submits the following documents, required for admission:

- 1) document(s) certifying identity, citizenship (submitted simultaneously with the application for admission);
- 2) document of education (submitted no later than the deadline for accepting

documents).

An applicant may submit one or more educational documents.

A foreign educational document is submitted with a certificate of recognition of foreign education, except for cases in which, in accordance with the legislation of the Russian Federation and (or) an international treaty, recognition of foreign education is not required. A certificate of recognition of a foreign education is submitted no later than the deadline for submitting consent for enrolment (for places within the admission control figures) or no later than the last day for concluding contracts (for fee-based places) in accordance with paragraph 49 of the Rules;

3) a document confirming registration in the individual (personalized) accounting system (submitted simultaneously with the application for admission, if available);

4) statement of consent to the processing of personal data (submitted simultaneously with the application for admission);

5) for passing internal general education entrance examinations due to disability - a document confirming disability on the day of submitting it (hereinafter referred to as "the disability document") (submitted simultaneously with the application for admission or at a later date, but no later than the last day for submitting documents for admission without passing entrance examinations). If the applicant submits a disability document at a later date than he submitted the admission application, he is allowed to take the entrance examinations, which are conducted after the disability documents are submitted;

6) if it is necessary to create special conditions for passing internal entrance examinations - a document confirming disability or limited health capabilities on the day of its submission (hereinafter – "the document on disabilities") (submitted simultaneously with the application for admission or at a later date, but no later than the last day for submitting documents for admission). If the applicant submitted the document on disabilities later than he submitted the application for admission, the

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University creates special conditions for passing entrance examinations, which are conducted after the document on disabilities is submitted;

7) other documents (submitted at the discretion of the applicant no later than the last day for submitting documents for admission (for bachelor's degree programs and specialty programs - no later than the last day for submitting documents for admission without passing entrance examinations);

8) the photo of the applicant (submitted no later than the last day for submitting documents for admission).

36. Documents in a foreign language are submitted with a notarized translation into Russian (including verification by a consular official), or in another way established by the University, unless otherwise provided for by an international treaty of the Russian Federation.

37. Documents received in a foreign country must be legalized, unless otherwise provided for by an international treaty of the Russian Federation or the legislation of the Russian Federation.

38. The University verifies the accuracy of the information specified in the application for admission and the authenticity of the documents required for admission, including by contacting state information systems, state (municipal) bodies and organizations.

39. The University forms a personal file of the applicant in electronic and (or) paper form on the basis of information and (or) documents received by the organization from the Gosuslugi portal and (or) submitted to the applicant in other ways.

40. Based on the results of accepting applications and documents and conducting internal entrance examinations, the University decides on the admission of applicants to participate in the competition.

IV. Lists of applicants and ranking lists

41. The lists of applicants are formed during the period of accepting applications and documents and conducting internal entrance examinations, are published on the official website and on the Gosuslugi portal from the date of starting acceptance applications and documents. The specified lists are updated, if there are changes, daily until the day of completing acceptance of applications and documents, up to and including the day of publishing the competition lists.

42. The competition lists are formed based on the results of accepting applications and documents, conducting internal entrance tests and are published on the official website and on the Gosuslugi portal. The competition lists are updated, if there are changes, daily until the day of completing acceptance of applications and documents, up to and including the day of publishing the competition lists.

43. The competition list includes applicants who gained at least the minimum number of points for internal entrance examinations.

44. The competition list includes the following data:
 a unique code assigned to the applicant (hereinafter referred to as "the applicant's unique code");

total competition points;

total score for entrance examinations;

number of points for each entrance examination;

availability of a concluded education agreement;

the priority of enrolment indicated by applicants for this competition group.

45. The list of applicants includes:

information specified in paragraph 44 of the Rules;

information about reviewing the application for admission, including admission to the competition.

Information that is missing at the time of applying for admission is indicated in

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the list of applicants after the University receives such information.

46. Applicants included in the list of applicants are sorted in descending order of the amount of competitive points (if there are points). If the amount of competitive points is equal, the sorting is made according to the unique code of the applicant.

47. Applicants included in the competition list are ranked sequentially on the following grounds:

- descending order of the competition points total;
- descending order of the amount of points for the entrance examinations;
- descending order of the number of points for individual entrance examinations in accordance with the priority of the examinations in the ranking.

V. Enrolment, conclusion of an education contract, withdrawal of documents, refusal of enrolment

48. Admission is carried out according to the ranking lists in accordance with the admission priorities specified in the application for admission, until the established number of places are filled.

49. To be enrolled in fee-based places, the applicant concludes an education contract and also informs the University of the need for his/her enrolment in accordance with the educational contract (if the University has established the need for such notification). The University sets the day for completing the conclusion of education contracts (hereinafter referred to as the day for completing the contracts). The conclusion of an education contract is carried out from the first day of admission up to and including the last day for completing the contracts.

50. An applicant is subject to enrolment to fee-based places if he/she passes the competition within the established number of places and on the last day of concluding the contracts, the University has a concluded education contract, provided that the applicant has informed the University of the need for his/her enrolment in accordance

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with the educational contract (if the University has established the need for such information).

51. At any stage of admission the applicant has the right to withdraw the application for admission in the Gosuslugi portal or by submitting an application to the University for withdrawal of the admission application (in person or through a postal service) (hereinafter – “withdrawal of the application for admission”).

When the application for admission is withdrawn, the University excludes the applicant from the lists of applicants, from the ranking lists and from the number of enrolled.

52. The enrolment is established out by an order (orders) of the University. By the decision of the University, enrolment orders are published on the official website with the indication of the unique admission code.

53. Based on the results of enrolment, the University generates information about enrolment for each competition, indicating the unique code of the applicant, the amount of competitive points, the number of points for entrance examinations and for individual achievements, the grounds for admission without entrance examinations. The specified information is posted on the official website on the day the enrolment orders are issued and must be available to users of the official website within 6 months from the date of their publication.

VI. Information about admission

54. The University is obligated to familiarize the applicant and (or) his parents (legal representatives) with the documents and information specified in part 2 of Article 55 of the Federal Law No. 273-FZ.

55. In order to inform about admission, the following information is posted on the official website:

- 1) no later than January 20 of the year of admission (hereinafter – “the year of

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admission”):

- a) the list of specialties and (or) areas of training for which admission is carried out in this calendar year;
- b) admission rules approved by the University;
- c) terms of admission;
- d) a list of entrance examinations with the following information for each t:
 - name of the entrance test;
 - maximum number of points;
 - minimum number of points;
 - the priority of the test in the ranking;
 - for the internal entrance examinations – form, languages, program of the entrance examination;
 - information about conducting the entrance examination on campus and (or) using remote technologies;
 - aspects of the entrance examination for the disabled and people with disabilities;
- e) information on the need (lack of need) for applicants to undergo a mandatory preliminary medical check-up;
- f) information about the places for submitting the documents, postal addresses for sending documents required for admission, e-mail addresses for interaction with applicants;
- g) information about the availability of a dormitory(s) for students;
- 2) no later than 5 months before the start of enrolment to fee-based places:
 - number of places;
 - draft of the educational contract;
- h) no later than June 1 of the admission year:
 - information about the number of places in dormitories for students;
 - admission test schedule.

56. The University ensures the availability of information about admission for users of the official website in the period from the date of its publication up to and including the last day of admission. In addition to the official website, the University may determine other sources of information.

The University provides telephone lines and a section on the official website for responding to applications related to admission.

57. Information about applicants posted by the University on the official website and (or) published in other ways, information posted on the Gosuslugi portal (including lists of applicants, information on entrance examinations results, ranking lists, information on enrolment, enrolment orders) is formed without specifying the surname, first name, patronymic names of applicants, indicating only the unique incoming code.

VII. Terms of admission

58. The University sets the deadlines for admission in accordance with this chapter.

The terms of admission, which are not established by this chapter, are set by the University independently.

59. When applying for fee-based places in all forms of education:

1) acceptance of applications and documents:

begins on June 20 of the admission year;

the deadline for admission of documents from applicants passing entrance examinations – July 15 of the admission year;

the deadline for admission of documents from applicants not passing entrance examinations – July 25 of the admission year;

2) entrance examinations:

start – July 16 of the admission year;

finish – July 25 of the admission year;

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3) enrollment:

publication of ranking lists – July 27 of the admission year;

end of enrollment – August 15 of the admission year.

60. The University conducts additional admission to fee-based places in all forms of education only for persons who are applying on the basis of a foreign document of education. The specified additional admission is carried out once and is completed in the following terms:

full-time education - no later than October 31 of the admission year.

VII. Aspects of conducting internal entrance examinations for disabled people and people with disabilities

61. When conducting internal entrance examinations for applicants among disabled and persons with disabilities (hereinafter referred to as “applicants with disabilities”), the University ensures creation of conditions depending on peculiarities of applicants’ psychophysical development, their individual capabilities and health status (hereinafter referred to as “individual characteristics”). Applicants with disabilities are provided with information on the procedure for conducting internal entrance examinations in a form accessible to them.

62. The duration of the internal entrance examinations for applicants with disabilities is increased by the decision of the University, but not more than 1.5 hours.

63. During on-campus internal entrance examinations the University provides unhindered access for applicants with disabilities to classrooms, restrooms and other premises, as well as conditions for their stay in these premises (including ramps, lifts, handrails, expanded doorways, elevators; in the absence of elevators, the auditorium should be located on the ground floor the floor of the building).

On-person internal entrance examinations for applicants with disabilities are held in a separate room.

The number of applicants with disabilities in one audience should not exceed:
 when passing the internal entrance examination in written form - 12 people;
 when passing the internal entrance examination in oral form - 6 people.

The presence of a larger number of applicants with disabilities in the auditorium during the internal entrance examination is permitted, as well as holding the internal entrance examination for applicants with disabilities in one auditorium together with other applicants, if this does not create difficulties for applicants when passing the internal entrance examination.

An assistant from among University employees or involved persons are allowed to be present at the entrance examination to provide applicants with disabilities with the necessary technical assistance, taking into account their individual characteristics (taking a seat, moving around, reading and completing the task, communicating with persons conducting the entrance exam).

64. Applicants with disabilities may, in the process of passing the internal entrance exam, use the technical means necessary for them depending on their individual characteristics.

65. When conducting internal entrance examinations, the following additional requirements are met, depending on the individual characteristics of applicants with disabilities:

1) for the blind:

the tasks of the entrance exam are drawn up in relief-dotted Braille or in the form of an electronic document accessible from a computer with specialized software for the blind, or read out by an assistant;

written tasks are performed on paper in relief-dotted Braille or on a computer with specialized software for the blind, or dictated to an assistant;

applicants, if necessary, are provided with a set of writing materials and paper for writing in relief-dotted Braille, a computer with specialized software for the blind

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(during face-to-face entrance examinations);

2) for the visually impaired:

individual uniform illumination of at least 300 lux is provided (for on-campus entrance examinations);

applicants are provided with a magnifying device to complete the task, if necessary, and it is also possible to use their own magnifying devices (for on-campus entrance examinations);

the tasks to be completed, as well as instructions on the procedure for conducting entrance tests, are drawn up in enlarged font;

3) for the deaf and hard of hearing:

availability of sound-amplifying equipment for collective use, if necessary, sound-amplifying equipment for individual use (for on-campus entrance examinations);

Sign language interpreter services are provided;

4) sign language interpreter is provided for the deafblind (in addition to the requirements fulfilled respectively for the blind and deaf);

5) for persons with severe speech disorders, the deaf, and hard of hearing, entrance tests conducted orally are conducted in writing (additional entrance tests of a creative and (or) professional orientation, entrance tests for admission to master's degree programs - by decision of the organization);

6) for people with disorders of the musculoskeletal system, impaired motor functions of the upper extremities or lack of upper limbs:

written tasks are performed on a computer with specialized software or dictated to an assistant;

Entrance examinations conducted in writing are conducted orally.

VIII. Aspects of additional admission

66. Additional admission is carried out once to fee-based places by decision of the

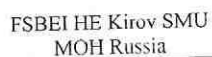
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University - for persons applying on the basis of a foreign educational document.

During the additional admission, additional enrolment is not carried out.

67. In case of additional admission, the University accepts applications and documents, conducts internal entrance examinations and enrolment. By the decision of the University, in case of additional admission, the results of internal entrance examinations passed by applicants during the period of main admission are taken into account.





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Review worksheet

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