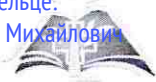


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FSBEI HE Kirov SMU
MOH Russia

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

QUALITY MANAGEMENT SYSTEM



APPROVED BY:

Rector  L.M. Zheleznov

« 29 » декабря 2023

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 a foreign language

Copy № _____

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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 a foreign 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) and changes made by Orders of the Ministry of Science and Higher Education of the Russian Federation No 38 dated January 25, 2021, No 753 dated August 13, 2021, No 814 dated August 26, 2022, No 143 dated February 10, No 1081 dated November 16;

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 (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”).

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

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1.3. 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.

The procedure of admission is on a competitive basis.

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 a list of entrance examinations for applicants, the number of places and holds a separate competition for these places.

1.8 The following dates of the admission campaign are established:

application period for required documents begins, - June 20th;

application period for required documents starts ends, - July 25;

applicants lists on the official website is published, - July 27;


application period for statement of enrollment consent ends, - August 11;

order for admission is issued, - August 15.

1.9. The University may conduct an additional admission to unfilled places within the time limits established by the University with the placement of information on the official website of the University.

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

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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).

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 – 40 points out of 100.

3. Information about admissions

3.1. The University responsible for providing a foreign citizen 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).

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3.3. The University publishes the following information about admission process on the website not later than January 20st:

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;

b) quantity of places;

c) list of entrance examinations, which includes the following information for each subject:

name of subject;

maximum number of points;

minimum number of points;

priority rate;

information about entrance examinations, held by the university independently should also include form, languages and program of each exam.

d) information about mandatory (non-mandatory) preliminary medical examination (check-up);

e) information about places for documents submission, about postal addresses, for sending documents required for admission, about e-mail addresses for interacting with applicants;

f) information about applying required documents using superservice «Online university admission» through Federal State Information System «Unified portal for State and municipal services» (hereinafter referred to as «Unified portal for State and municipal services»);

g) example of contract for fee-based educational services;

h) information about dormitory(-ies) availability;

2) not later than June 1st:

a) information about dormitories for residents of other cities;

b) timetable of entrance examinations;

3) not later than 5 months before enrollment on fee-based places – number of available places;

The University ensures accessibility of the above-mentioned information for educational website users beginning from the date of publishing till the end of admission process.

The University has a right to publish the above-mentioned information at free 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, required for admission, when submitting a personal data processing consent, which contains, in particular, consent to the processing of their personal data, given by the applicant for distribution (disclosure to an indefinite circle of persons).

4.2. In the application for admission, the Applicant indicates:

conditions of admission, according to which the Applicant wants to be enrolled at the University in the appropriate places;

enrollment priorities, which are indicated by serial numbers.

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;

When submitting an application in electronic form through the electronic information system of the University or through the Public Services Portal of the Russian Federation, the process of confirmation of the information specified in subparagraphs 1-3 is implemented by making an appropriate note in the Application for admission.

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, except for cases in which, in accordance with the legislation of the Russian Federation and (or) an international treaty, the recognition of a foreign education is not required;

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) a photo of the applicant;

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

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

9) statement of enrollment consent;

Documents in a foreign language must be translated into Russian, unless otherwise provided by an international treaty of the Russian Federation or the legislation of the Russian Federation.

Documents issued by a foreign state must be legalized, unless otherwise provided by an international treaty of the Russian Federation or the legislation of the Russian Federation.

When submitting documents required for admission, Applicants may submit originals or copies (electronic copies) of documents without submitting their originals.

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

4.5. The document of the established sample is submitted by the intending student when submitting the documents required for admission, or at a later date, but no later than the official end of receiving documents. The certificate of recognition of a foreign education (if necessary) is submitted no later than the day of submitting original documents of the established sample on the Unified portal of public service; submitting original document (copy) of the established sample, signing a contract about provision of paid educational services.

The documents required for admission are submitted to the University in one of the following ways:

- 1) submitted by the applicant in person;
- 2) sent to the University through public postal operators;
- 3) sent to the University in electronic form through the electronic information system of the University as well as through the Public Services Portal of the Russian Federation.

The University provides the possibility of submitting (sending) the documents required for admission in all specified ways.


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 carries out inspection about accuracy of information specified in application for admission and authenticity of submitted 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 issue an application for revocation from the University of the original document of the established form (note on the submission to the University of the original document of the established form, issued by applicants through the Public Services Portal) (hereinafter referred to as the revocation of the original), and an application for revocation from the University of the submitted documents (hereinafter referred to as revocation of documents). An applicant enrolled has the right to issue an application of enrollment refusal.

When revoking the original, the Applicant is not excluded from the lists of people submitted the documents and the lists of applicants. When the documents are withdrawn, the Applicant is excluded from the lists of people submitted the

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documents to the University and the lists of applicants to the University and is not subject to enrollment in the University (is excluded from the lists of those enrolled). In case of refusal to enroll, the applicant is excluded from the number of enrolled.

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

4.9. When applying for admission through the Public Services Portal, the personal file of the Applicant is formed in electronic and (or) paper form on the basis of information and (or) documents received by the University from Public Services Portal and (or) submitted by the Applicant in other ways.

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.

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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; if the applicant enters the exam in person they will be removed from the place of exam.

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 rules for filing and reviewing appeals are established by the University in

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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 on the «Unified portal for State and municipal services» (if used) and on the Public Services Portal and are updated if there are changes daily until the day the Order (Orders) on enrollment is issued 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) insurance number of the individual personal account or a unique code for each applicant (in the absence of the specified individual personal account);
- 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.

- 3) when applying for training under the contract for the provision of paid educational services – the presence of a signed contract for the provision of paid educational services at the University;

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5) enrollment priority.

In the competitive list, the surname, name, patronymic of applicants are not indicated.

6.4. The enrollment is conducted in accordance with the enrollment priorities indicated in the application for admission, according to the competitive list until the established number of places is filled.

Enrollment is based on one or more stages by the decision of the University. At each stage of enrollment procedure, the University determines the date of completion of signing contracts for the provision of paid educational services.


6.5. An applicant applied for training under Contracts for the provision of paid educational services is subject to enrollment if, as of the day the acceptance of the original is completed, the following conditions are met:

1) a document of a foreign state on education is provided with a certificate of recognition of a foreign education, except for cases in which, in accordance with the legislation of the Russian Federation and (or) an international agreement, recognition of a foreign education is not required, and the University has a contract for the provision of paid educational services;

2) The University has a certified copy of a document of the established sample submitted by the applicant and a signed contract for the provision of paid educational services.

6.6. On the day of completion of marking and receiving the original documents, the applicant can submit an original or a copy of the document of the established sample, sign a contract on the provision of paid educational services until 12:00 Moscow time.

6.7. Applicants who have successfully passed the entrance exams, are selected in the competition, who have submitted documents on education and (or) signed a contract on the provision of paid educational services no later than 12:00 Moscow

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time on the days of completion of marking and receiving the original documents, established by the University, are subject to enrollment under the contract for the provision of paid educational services, as well as who have signed a contract for the provision of paid educational services and paid 50% of the cost for a year of study.

6.8. Enrollment is documented by the University decree.

on July 27, the publication of competitive lists is carried out;

on August 11, the acceptance of original documents and (or) statements of consent to enrollment from people subject to enrollment and conclusion of Contracts for the provision of paid educational services ends;

on August 15, the publication of the Order (orders) on enrollment.

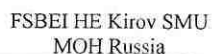
6.9. In the event that after the completion of enrollment there are unfilled places, the University may, on the basis of competitive lists, conduct additional enrollment to the indicated places, within the time limits established by the University.

Additional enrollment is carried out in accordance with the rules established by the University.

6.10 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.

6.11. Informing about enrollment is carried out through the procedure established by the University

Information on enrollment to the University without indication of the surname, name, patronymic (if any) of the Applicants, indicating the unique code assigned to the Applicant, the amount of competitive points, the number of points for entrance examinations. The specified information is posted on the official website on the day the relevant enrollment Order is issued and is available to users of the official website within 6 months from the date of their publication.



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Acknowledgement sheet

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