

Regulations for Admission of Students to the Additional Educational Programme "Preparatory Course (for International Citizens)" of the Federal State Budgetary Institution of Higher Education "St Petersburg State University" in the 2019/2020 Academic Year

1. General Provisions

1.1. These Regulations for Admission (hereinafter referred to as the Regulations for Admission) set out the code of practice for admission of foreign nationals and stateless persons (hereinafter referred to as the applicants) to the Federal State Budgetary Institution of Higher Education "St Petersburg State University" (hereinafter referred to as SPbU) to additional educational programme "Preparatory Course (for International Citizens)" (hereinafter referred to as the AEP "Preparatory Course (for International Citizens)") and set out the terms and procedures for enrollment.

1.2. These Regulations have been developed in compliance with the following documents: Russian Federal Law No. 273-FZ as of December 29, 2012 "On Education in the Russian Federation"; Federal Law No 152-FZ as of July 27, 2006 "On Personal Data"; Federal Law No 115-FZ as of July 25, 2002 "On the Legal Status of Foreign Nationals in the Russian Federation"; Federal Law No. 109-FZ as of July 18, 2006 "On the Migration Registration of Foreign Nationals and Stateless Persons in the Russian Federation"; Resolution of the Russian Government No. 9 as of January 15, 2007 "On the Migration Registration Procedure for Foreign Nationals and Stateless Citizens in the Russian Federation"; Resolution of the Russian Government No. 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation"; Decree of the Ministry of Education and Science of the Russian Federation No. 1008 as of August 29, 2013 "On Approving the Procedures for Organisation of and Educational Activity Implementation Within the Framework of Additional General Education Programmes"; Procedures for Selection of Foreign Nationals for Education in the Russian Federation approved by the Decree of the Ministry of Education and Science of the Russian Federation No. 844 as of 28 July, 2014; Decree of the Ministry of Education and Science of the Russian Federation No. 276 as of April 18, 2018 "On Approving the List of Federal State Educational Organisations Whose Preparatory Departments and Preparatory Faculties May Admit Foreign Nationals and Stateless Persons Enrolled Within the Education Quota Established by the Russian Federation Government for Foreign Nationals and Stateless Persons in the Russian Federation to Additional General Education Programmes Preparing Applicants for Studies Within the Framework of Russian Government-Funded Professional Educational Programmes Taught in Russian in the 2019/2020 Academic Year"; federal state educational standards; education laws; SPbU Charter and bylaws.

2. Acceptance of Documents

2.1. The following persons shall be eligible for competitive selection: those whose level of education is not lower than secondary general or secondary vocational education confirmed by either an appropriate document of secondary general education or a document of secondary vocational education issued in the Russian Federation, or an equivalent foreign document of education.

2.2. Foreign nationals shall be admitted to the AEP "Preparatory Course (for International Citizens)":

2.2.1. to government-funded places within the quota established by the Russian Federation Government Decree as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation" - on references from the Russian Federation Ministry of Education and Science.

- 2.2.2 to places paid for by individuals and/or legal entities — pursuant to the general competition results.
- 2.3. To participate in the competition for the fee-paying places, international applicants shall submit the following documents:
- 2.3.1 an application for admission to the AEP "Preparatory Course (for International Citizens)";
- 2.3.2. a document identifying the applicant's identity, with a notarised translation into Russian, valid for not less than 18 months from the date of enrollment (September 01 of the current year);
- 2.3.3. an original (or a true copy) of a duly legalised (if required) foreign document of secondary general or secondary vocational education and a supplement thereto (if the latter is provided for by the laws of the country issuing the said document);
- 2.3.4. 4 (four) photographs 3x4 cm (made during the current calendar year).
- 2.4. When submitting their applications for competition, the applicants may submit the documents specified in Clause 2.2 hereof electronically through the SPbU official website using the applicant's Personal Account.
- 2.5. The application form for admission to the AEP "Preparatory Course (for International Citizens)" shall be completed from the applicant's Personal Account. The applicant should complete all compulsory fields in the online application form, print the application form and confirm the correctness of the data with his/her signature.
- 2.6. If the applicant chooses to submit the documents specified in Clause 2.3 hereof electronically, the documents must be scanned and attached to the registration form through the applicant's Personal Account. The documents must be submitted as colour or grey-scale scans with definition of 200 or 300 points to an inch. Illegible scans or scans omitting significant parts of the documents (text, signatures, official seals, etc.) shall not be accepted. The applicant must submit scans of the pages in their identity documents carrying the applicant's photograph, surname, given name, patronymic, gender, date and place of birth, nationality, document series and number, information about the issuing governmental agency and the applicant's place of registration. The applicant's photograph (taken in the current calendar year, with vertical resolution of at least 800 pixels and horizontal resolution of at least 600 pixels) must be submitted in the same manner, i.e. by attaching the file with the photograph to the registration form through the applicant's Personal Account. Each document must be uploaded as a single file with a correct title reflecting the document's content. The uploading of a single document in separate incorrectly titled files is not permitted.
- 2.7. Originals of the documents specified in Clause 2.3 hereof shall be submitted by him/her to the Admissions Committee no later than October 01, 2019.
- 2.8. The international applicant signing the application form shall confirm his/her familiarity with these Regulations for Admission, the SPbU Charter, SPbU Certificate of State Accreditation in the respective main fields of study, Academic Regulations for Additional Educational Programmes, Rules of Stay in the Russian Federation for Non-Russian Citizens established by Federal Law of the Russian Federation No 115-FZ dated July 115, 2002 "On the Legal Status of Foreign Nationals in the Russian Federation".
- 2.9. The applicant shall be excluded from the admissions competition on the following grounds:
- 2.9.1. an incomplete set of application documents submitted;
- 2.9.2. the absence of the personal signature on the application form;
- 2.9.3. illegible document copies submitted (including illegible scanned document copies submitted electronically through the SPbU official website);
- 2.9.4. submission of incorrect information;
- 2.9.5. failure to comply with the competition requirements for the AEP "Preparatory Course (for International Citizens)" established by the laws of the Russian Federation and these Regulations;
- 2.9.6. submission of documents for competition after the deadline set for the acceptance of documents specified hereby.

3. Deadlines for Documents Acceptance

Procedures for Selection of Applicants and Enrollment

- 3.1. The acceptance of documents from international applicants applying for government-funded places shall be regulated by the Procedures for Selection of Foreign Nationals for Education in the Russian Federation approved by the Decree of the Ministry of Education and Science of the Russian Federation No. 844 as of 28 July, 2014 and carried out by the representative offices of the Russian Federal Agency for the Commonwealth of Independent States, Compatriots Living Abroad and International Humanitarian Cooperation (Rossotrudnichestvo) in the appropriate foreign state.
- 3.2. Documents from international applicants to places on the fee-paying (contractual) basis are accepted **from March 18 to July 01, 2019**.
- 3.3. The deadline for documents acceptance from international applicants to places on the fee-paying (contractual) basis may be extended upon the decision of the Admissions Committee.
- 3.4. The competitive selection of applicants to places on the fee-paying (contractual) basis is held by the SPbU Admissions Committee. Each applicant is considered by the Admissions Committee and a decision is made on whether or not to recommend him/her to be accepted.
- 3.5. The decision on whether to recommend the applicant for studies shall be made by the SPbU Admissions Committee based on the grade point average (GPA) in the general education subjects of the main field of study. The applicant's GPA must make up at least 80% of the largest possible GPA. The candidate may be recommended for enrollment before the deadline for documents acceptance. If there are no vacant places, the candidate may be denied admission.
- 3.6. The lists of applicants to the AEP "Preparatory Course (for International Citizens)" shall be published at the SPbU official website no later than July 16, 2019.
- 3.7. International applicants to government-funded places shall be enrolled on references from the Russian Federation Ministry of Education and Science within the time frames established by the Russian Federation Ministry of Education and Science.
- 3.8. International applicants to places on the fee-paying (contractual) basis shall be enrolled upon the decision of the Admissions Committee after signing a student contract and executing a payment thereunder.

4. Final Provisions

- 4.1. The final decision on whether the applicant must be enrolled shall be made by the Admissions Committee.
- 4.2. The Admissions Committee shall be entitled to organise additional admissions, including those held beyond the deadlines set hereby, in case there are any vacant places.
- 4.3. Instruction starts when the student groups are formed, starting from September 01, 2019. The AEP "Preparatory Course (for International Citizens)" is a full-time programme.
- 4.4. An examination shall be held upon the completion of studies. It shall not be considered as an entrance examination to SPbU or any other educational organisation of higher education.
- 4.5. Upon the end of studies, the students shall be issued a certificate of the completion of the AEP "Preparatory Course (for International Citizens)".
- 4.6. Invitations for entry to the Russian Federation shall be issued only to the applicants recommended by the Admissions Committee for enrollment. The University shall not issue any invitations for the purpose of documents submission, participation in the competition or otherwise.