

**REGULATIONS FOR ADMISSION  
to Main Educational Programmes of Higher Education (Bachelor Programmes,  
Specialist Degree Programmes, Master Programmes) at St Petersburg University in 2017**

Section 1. General Regulations for Admission to Main Educational Programmes of Higher Education (Bachelor Programmes, Specialist Degree Programmes, Master Programmes)

**1. General Provisions**

1.1. The Regulations for Admission to Main Educational Programmes of Higher Education (Bachelor Programmes, Specialist Degree Programmes, Master Programmes) at St Petersburg University in 2017 (hereinafter referred to as the Regulations) set out the code of practice for admission of citizens of the Russian Federation (hereinafter referred to as citizens; persons; applicants) as well as foreign nationals, stateless citizens, including compatriots residing abroad (hereinafter referred to as foreign nationals; persons; applicants), to main educational programmes of higher education (bachelor programmes, specialist degree programmes, master programmes) (hereinafter referred to as main educational programmes of higher education; main educational programmes; programmes of higher education) at St Petersburg University (hereinafter referred to as SPbU), on the government-funded basis or on the fee-paying (contractual) basis paid for by individuals and/or legal entities. These Regulations also specify the details of holding admissions tests for physically challenged and disabled applicants.

1.2. These Regulations have been developed in compliance with the following documents: Federal Law No 273-FZ as of December 29, 2012 "On Education in the Russian Federation"; Russian Federation Government Decree No 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation"; Procedures for Admission to Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes approved by the Decree of the Ministry of Education and Science of the Russian Federation No 1147 as of October 14, 2015 (hereinafter referred to as the Procedures for Admission); Charter of the Federal State Budgetary Institution of Higher Education "St Petersburg University".

1.3. The details of admission of foreign applicants including those having equal rights with Russian citizens when applying for main programmes of higher education are specified in Section 3 hereof. A Russian citizen with an additional non-Russian citizenship is considered as a Russian citizen only, when it concerns the conditions of SPbU admission, apart from cases specified in international agreements of the Russian Federation or federal laws.

1.4. An enrollment order concerning a Russian Federation national being a foreign national at the same time but not informing SPbU thereof when applying for admission can be duly cancelled due to such applicant's failure to provide true and/or full information of themselves to SPbU Admissions Committee (in accordance with the Sub-clause 1, Part 2, Article 61 of the Federal Law No 273-FZ "On Education in the Russian Federation" dated 29 December 2012 an enrolled SPbU applicant can be expelled for the violation of the SPbU Regulations for Admission that caused his/her illegal enrollment to SPbU).

1.5. The responsibility of organising admission to main professional programmes of higher education shall lie with the SPbU Admissions Committee (hereinafter referred to as the Admissions Committee) headed by SPbU Rector. The composition, authorities and operating procedures of the Admissions Committee shall be determined by the Provisions on the Admissions Committee.

1.6. The Admissions Committee shall publish the documents regulating admissions to main programmes of higher education at SPbU including the activities of the Admissions Committee as well as any other relevant information (in Russian and in English) on the official website of SPbU <http://www.spbu.ru> (hereinafter referred to as the official SPbU website), the Admissions Committee webpage at <http://www.abiturient.spbu.ru> and the Admissions Committee information stand located at: **9 Universitetskaya Naberezhnaya, St. Petersburg,**

**Russian Federation.** These sources of information shall serve as the only official information sources on admissions to main programmes of higher education at SPbU including the activities of the Admissions Committee.

1.7. There are full-time and part-time types of enrollment to the first year of bachelor programmes, specialist degree programmes and master programmes at SPbU.

## 2. Applying for Admission

2.1. Admission to SPbU main programmes of higher education at all levels, types and conditions of enrollment is conducted on a competitive basis on grounds of personal applications and admissions tests results (unless otherwise specified by the laws of the Russian Federation and these Regulations).

2.2. Certain categories of persons eligible to enter SPbU without passing any admissions tests on a government-funded basis within the special quota and enjoying a priority right to enrollment are specified by the laws of the Russian Federation.

2.3. The following persons are enrolled at SPbU without passing any admissions tests to bachelor and specialist degree programmes in the fields of study corresponding to the profile of the All-Russian School Olympiad, all-Ukrainian school olympiads and international olympiads in general education subjects:

2.3.1 winners and awardees of the final round of the All-Russian School Olympiad (hereinafter referred to as the winners and awardees of the All-Russian Olympiad), members of Russian national teams, formed as per the procedure defined by the federal executive agency in charge of the development of the governmental policy and legal regulation of education, who have participated in international olympiads in general education subjects (hereinafter referred to as the members of Russian national teams) in specialities and/or fields of study corresponding to the profile of the All-Russian School Olympiad — in the course of 4 years following the year of the relevant olympiad;

2.3.2. winners and awardees of the fourth round of all-Ukrainian school olympiads, members of Ukrainian national teams who have participated in international olympiads in general education subjects — in the course of 4 years following the year of the relevant olympiad, if the said winners, awardees and members of national teams belong to the following categories of persons:

2.3.2.1. persons recognised as citizens of the Russian Federation pursuant to Part 1 of Article 4 of the Federal Constitutional Law No 6-FKZ "On Accepting the Republic of Crimea to the Russian Federation and Forming of the New Russian Federal Subjects, the Republic of Crimea and the Federal City of Sevastopol" as of March 21, 2014 (hereinafter referred to as the persons recognised as citizens).

2.3.2.2. citizens of the Russian Federation who were permanent residents of the Republic of Crimea and the federal city of Sevastopol as of the date of accepting the Republic of Crimea to the Russian Federation and who were being educated in accordance with the state standard and/or curriculum of secondary general education approved by the Ukrainian Cabinet of Ministers (hereinafter referred to as the persons who were permanent residents of the Crimea).

2.4. The Admissions Committee specifies the degree of correspondence of the main fields of study, to which SPbU admits students, to a profile of the All-Russian School Olympiad, all-Ukrainian school olympiads or an international olympiad in general education subjects. Applicants are informed about the given decision of the Admissions Committee on or prior to November 01, 2016 in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission.

2.5. By the decision of the Admissions Committee depending on a particular general education subject corresponding to a school olympiad's profile, the winners and awardees of the 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 school olympiads, held in accordance with the Procedures for School Olympiads (hereinafter referred to as the Procedures for School Olympiads) and included into the List of the relevant School Olympiads approved by the Russian

Federation Ministry of Education and Science, are entitled, when admitted to main bachelor and specialist degree programmes, to one of the following particular rights:

2.5.1. being enrolled without any admissions tests to a bachelor (specialist degree) programme in the main field of study corresponding to the olympiad's profile; the correspondence of SPbU main fields of study to the olympiad's profile is specified by the decision of the Admissions Committee;

2.5.2. either being equalled to persons who have received the maximum grade at the USE in a general education subject corresponding to the olympiad's profile, or being equalled to persons who have successfully completed the field-specific additional admissions tests, practical creative admissions tests and/or profession-specific additional admissions tests, as per the procedure established by the Admissions Committee's decision.

2.6. Applicants are informed about the Admissions Committee's decisions concerning the correspondence of SPbU main fields of study to the olympiad's profile and the procedure of providing particular rights to the winners and awardees of school olympiads on or prior to October 1, 2016 in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission. This information includes, among other things, in which level of olympiads and/or list of olympiads particular rights are granted as well as in which olympiad (in which level of olympiads), for which years of the comprehensive school curriculum the winner's (awardee's) results must be obtained to be granted the relevant special right or benefit.

2.7. The following individuals, for whom studying at the relevant educational organisations is not against medical and social advice provided by a federal institution of expert evaluation, shall be eligible for admission on a government-funded basis within the special quota: disabled children; 1st/2nd group of disabled persons; lifelong disabled persons; persons disabled as a result of war injuries or diseases received during their military service; orphaned children and children deprived of parental care; persons coming from orphaned families and families with children deprived of parental care; and combat veterans belonging to persons specified in Sub-clauses 1-4 of Clause 1 of Article 3 of the Federal Law No 5-FZ as of January 12, 1995 "On Veterans".

2.8. The following persons are eligible for priority enrollment when applying for admission to bachelor and specialist degree programmes:

- a) orphaned children and children deprived of parental care as well as persons coming from orphaned families and families with children deprived of parental care;
- b) disabled children and 1st/2nd group of disabled persons, for whom studying at the relevant educational organisations is not against medical and social advice provided by a federal institution of expert evaluation;
- c) individuals younger than twenty and having only one parent who is a 1st group invalid, if the family average income is lower than the minimum subsistence level specified for the constituent entity of the Russian Federation where these person reside;
- d) individuals who were exposed to radiation as a result of the disaster at the Chernobyl Atomic Electric Power Station and who are under the force of the Russian Federation Law No 1244-1 as of May 15, 1991 "On Social Protection of Individuals Exposed to Radiation as a Result of the Disaster at the Chernobyl Atomic Electric Power Station"<sup>1</sup>;
- e) children of military personnel killed on duty or dead as the result of an injury (a wound, a trauma, a contusion) or diseases caused by their military service, including participation in counter-terrorist operations and/or other anti-terrorism efforts;
- f) children of deceased (fallen) Heroes of the Soviet Union, Heroes of the Russian Federation and Full Cavaliers of the Order of Glory;

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<sup>1</sup> Bulletins of the Congress of People's Deputies of the RSFSR and the Supreme Soviet of the RSFSR, 1991, No 21, Art. 699; Bulletins of the Congress of People's Deputies of the Russian Federation and the Supreme Soviet of the Russian Federation, 1992, No 32, Art. 1861; the Legislation Bulletin of the Russian Federation, 1995, 48, Art. 4561; 1996, No 51, Art. 5680; 2000, No 33, Art. 3348; 2001, No 7, Art. 610; 2004, No 35, Art. 3607; 2011, No 49, Art. 7024; 2013, No 27, Art. 3446.

g) children of employees of law enforcement agencies, Federal Service of the National Guard Forces of the Russian Federation, institutions and bodies of the correctional system, Federal Fire-Fighting Service of the State Fire-Fighting Service, narcotics and psychotropics control agencies, customs agencies, Investigative Committee of the Russian Federation who have fallen (died) as the result of an injury or other health damage received by them in the line of duty or as the result of a disease received during their service in the said institutions and agencies, as well as children having been dependent upon them;

h) children of public prosecution officers, who have fallen (died) as the result of an injury or other health damage received by them during their public prosecution service or after dismissal as a result of personal injury related to their employment activity;

i) individuals on contractual military service whose term of continuous military service is three years or more, as well as conscripts recommended for application by their commanders as per the procedure established by the federal executive authority where military service is provided for by the federal law;

j) individuals who have been on contractual military service for three years or longer in the Armed Forces of the Russian Federation, other troops, military units and bodies, appointed at military posts and dismissed from military service at the grounds specified in Sub-clauses "b" –"d" of Clause 1, Sub-clause "a" of Clause 2 and Sub-clauses "a" - "c" of Clause 3 of Article 51 of the Russian Federal Law No 53-FZ "On Military Duty and Military Service" as of March 28, 1998<sup>1</sup>;

k) disabled veterans, combatant as well as combat veterans belonging to persons specified in Sub-clauses 1-4 of Clause 1 of Article 3 of the Federal Law No 5-FZ as of January 12, 1995 "On Veterans"<sup>2</sup>;

l) direct participants of nuclear tests, tests of combative radioactive substances in the atmosphere, underground nuclear tests, mimetic warfare involving such weapons and combative radioactive substances before the date on which the said tests and mimetic warfare were stopped; direct participants of radiation emergency containment at nuclear facilities of surface vessels and submarines and other military facilities; direct participants of organisation and maintenance of radiocontamination collection and burial as well as direct participants of such emergency containment (military personnel and individuals belonging to the civilian contractors of the Russian Federation Armed Forces, internal military personnel of the Russian Federation Ministry of Internal Affairs, military personnel and employees of the Federal Service of the National Guard Forces of the Russian Federation, persons who have been on military service in railroad troops and other military formations, employees of law enforcement agencies of the Russian Federation and Federal Fire-Fighting Service of the State Fire-Fighting Service);

m) military personnel, employees of the Federal Service of the National Guard Forces of the Russian Federation, employees of law enforcement agencies of the Russian Federation, correctional system, Federal Fire-Fighting Service of the State Fire-Fighting Service who have accomplished missions in the conditions of the armed conflict in the Chechen Republic and adjacent territories belonging to the armed conflict area and the said military personnel accomplishing missions during counter-terrorist operations in the North Caucasus region.

2.9. Persons specified in [Clauses 2.3, 2.5.1, 2.7](#) hereof and eligible for admission to SPbU without passing any admissions tests, eligible for admission on a government-funded basis within the special quota, can enjoy the right, granted to them, when applying to main educational bachelor programmes and specialist degree programmes on a government-funded basis, only in one organisation of higher education and being admitted to only one educational programme of the applicant's choice (irrespective of the number of grounds substantiating this particular right). In case of their applying to other educational organisations implementing educational programmes of higher educations or to other bachelor or specialist degree programmes, the given persons take part

<sup>1</sup> The Legislation Bulletin of the Russian Federation, 1998, No 13, Art. 1475; No 30, Art. 3613; 2001, No 30, Art. 3061; 2002, No 26, Art. 2521; No 30, Art. 3029, 3033; 2003, No 1, Art. 1.

<sup>2</sup> The Legislation Bulletin of the Russian Federation, 1995, No 3, Art. 168; 2000, No 2, Art. 161; 2002, No 48, Art. 4743; 2004, No 27, Art. 2711.

in the general competition according to the Procedures for Admission. The particular rights for applicants to bachelor and specialist degree programmes pursuant to the Federal Law No 273-FZ as of December 29, 2012, are granted to Russian citizens only and are not granted to foreign nationals including compatriots residing abroad, unless otherwise specified by the laws of the Russian Federation or by the international agreement of the Russian Federation.

2.10. Admission to main programmes of higher education at SPbU is conducted on grounds of a personal application addressed by the applicant to SPbU Rector. Personal application forms shall be submitted by applicants to the Admissions Committee.

2.11. The applicant may submit an application form and other application documents personally or send them by general post. Applicants to master programmes as well as international applicants applying for government-funded places in accordance with the Russian Federation Government Decree No 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation" as well as for places on the fee-paying (contractual) basis paid for by individuals and/or legal entities within the framework of the competitive selection held for international applicants may also submit application forms and other required documents electronically through the SPbU official website. Requirements to documents submitted by Russian and foreign university entrants electronically and procedures of applying for a competition for enrollment to master programmes are set out in particular sections hereof.

2.12. The applicant may capacitate a trustee to submit the application documents required for admission to higher education programmes, withdraw the submitted documents as well as perform other actions that do not require personal attendance of the applicant. This trustee shall exercise the said powers upon submission of a duly formalised notarised power of attorney from the applicant. The said powers may also be exercised by the applicant's authorised representative.

2.13. An application receipt shall be issued to the applicant (his/her trustee) submitting the documents in person.

**2.14. Applicants submitting their documents by general post shall send their documents to: SPbU Admissions Committee, 7/9 Universitetskaya Embankment, St. Petersburg 199034, Russian Federation.**

2.15. Applications sent by general post and submitted electronically via the official website of SPbU shall be accepted within the same time frame as those submitted in person.

2.16. When submitting documents by general post, the applicant shall attach to his/her application form other particular documents specified in [Clauses 2.23 – 2.29](#) hereof.

2.17. The following documents shall confirm that the application documents sent by the applicant to the Admissions Committee by general post have been accepted:

2.17.1. a return receipt signed by an authorised SPbU official and carrying the date stamp of the destination post office, as well as by a signed list of enclosures carrying the date stamp of the post office from which the letter was sent;

2.17.2. an invoice (or a copy thereof) signed by an authorised SPbU official (when sent by express mail with the postal item delivery directly at the Admissions Committee's address).

2.18. In order to keep the applicants informed, the Admissions Committee updates the following data at SPbU official website daily, on or prior to 6 p.m., Moscow standard time, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission:

2.18.1. a list of postal items delivered at the Admissions Committee's address before noon, Moscow standard time, on the day of the information publication, including a list of postal items delivered during the previous day;

2.18.2. a list of persons having applied for the competition before the end of the previous working day of the Admissions Committee and having been admitted to the competition (with the competition type specified: eligible for admission without any admissions tests; eligible for admission on a government-funded basis within the special quota; eligible for priority enrollment) within the relevant types of enrollment (full-time and, if applicable, part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities);

2.18.3. a list of persons, having got their documents back for participating in the competition according to applications submitted in the written form;

2.18.4. a list of persons having submitted applications (or any other documents) for the competition before the end of the previous working day of the Admissions Committee and not having been admitted to the competition on the grounds specified in [Clause 2.30](#) hereof;

2.18.5. a list of persons having submitted applications (or any other documents) for the competition later than it is specified in these Regulations (this list is published daily until the name lists of applicants sorted by the number of points they have received are published).

2.19. By signing the application form, the applicant confirms his/her familiarity (including via the public information systems) with the following documents:

2.19.1. with SPbU Charter;

2.19.2. with SPbU License for Education Activities (including an appendix thereto)

2.19.3. with SPbU Certificate of State Accreditation in the respective main fields of study;

2.19.4. with the Regulations for Admission to Main Educational Programmes of Higher Education (Bachelor Programmes, Specialist Degree Programmes, Master Programmes) at St Petersburg University in 2017;

2.19.5. with the Regulations for Admissions Tests for Main Educational Programmes of Higher Education at SPbU in 2017 (hereinafter referred to as the Regulations for Admissions Tests) being Appendix 1 hereto;

2.19.6. with the deadlines when applying for:

2.19.6.1. places within the admission quotas — the applicants' submission of their enrollment consent application with the attached documents specified in Clause 6.9.1 of the Regulations for Admission including the original education credentials, on each stage and each step of the enrollment;

2.19.6.2. places on the fee-paying (contractual) basis paid for by individuals and/or legal entities — signing of the contract for provision of paid education services and submission of their enrollment consent application with the attached documents specified in Clause 6.9.2 of the Regulations for Admission

2.19.7. with the Regulations for Review of Written Works, Appeal Submission and Appeal Proceedings being an Appendix 2 hereto;

2.19.8. with the information on granting the applicants certain particular rights and priorities when admitting to bachelor or specialist degree programmes.

2.20. The signed application form confirms that the applicant:

2.20.1. receives higher education of the given level for the first time (for persons applying for government-funded places);

2.20.2. submits an application to no more than 5 (five) educational organisations implementing educational programmes of higher education (for persons applying for admission to bachelor and specialist degree programmes);

2.20.3. submits an application for admission to SPbU bachelor or specialist degree programmes in no more than 3 (three) fields of study (for persons applying for admission to bachelor and specialist degree programmes);

2.20.4. in case of enjoying particular rights when applying for admission to state accredited bachelor and specialist degree programmes within the admission quotas specified in [Clauses 2.3, 2.5.1, 2.7](#) hereof:

2.20.4.1. submits an application form in accordance with this particular right to SPbU only;

2.20.4.2. when applying for admission to several bachelor or specialist degree programmes — submits an application form in accordance with this particular right to this educational programme only;

2.20.5. gives permission to processing their personal data as per the procedure established by the Federal Law No 152-FZ as of July 27, 2006 “On Personal Data”;

2.20.6. is informed about audio and video recording at the oral and/or oral-and-written admissions tests (pursuant to a particular decision of the Admissions Committee — at the written admissions tests).

2.21. Applicants to SPbU main programmes of higher education are eligible to apply for admission (for taking part in the competition) to different types (full-time and, if applicable, part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities) of enrollment; Submission of an application to different types and conditions of enrollment within the same educational programme is considered as participation in a competition for one educational programme.

2.22. In case of applying for competition for government-funded places, to different main educational programmes of higher education (groups of main educational programmes, depending on how the competition is organised) as well as to different types of enrollment within the same educational programme (group of main educational programmes) the applicant specifies the priority ranking of his/her enrollment for each educational programme (group of main educational programmes), each profile and, if applicable, for each type of enrollment. The applicant is eligible, until the deadline of the enrollment consent application submission, to change the previously specified priority ranking of educational programmes and types of enrollment.

2.23. To take part in the competition for SPbU main programmes of higher education, an applicant shall submit the following documents:

2.23.1. a copy of an identity document with the indication of his/her nationality;

2.23.2. an application for admission to a main professional programme of the relevant level in the format established by the Admissions Committee;

2.23.3. 2 (two) photographs (3x4 cm, made during the current calendar year) (when applying to main fields of study requiring additional admissions tests, to master programmes or in case of an applicant's participation in admissions tests held at the discretion of SPbU);

2.23.4. original standard educational credential or a copy thereof;

2.23.5. an original or a copy of the medical certificate specifying that the applicant has undergone a medical examination in accordance with the list of medical specialists, laboratory and function tests specified by the Decree of the Russian Ministry of Health and Social Development No 302n "On Approving the List of Safety Hazards and Works During the Performance Thereof Compulsory Preliminary and Periodic Health Examinations are Held and the Procedures for Compulsory Preliminary and Periodic Health Examinations of Workers Employed at Hard and Hazardous Works" as of April 12, 2011 — when applying for admission to main fields of study included in the List of Main Fields of Study Requiring that the Applicants Undergo Compulsory Preliminary Health Examinations in the Order Established During Signing of a Labour Contract or an Employment Agreement in the Respective Position or Main Field of Study approved by the Russian Government Decree No 697 as of August 14, 2013. The medical certificate shall be valid if it has been received no earlier than one year before the deadline for documents acceptance and admissions tests.

2.24. Persons eligible for admission to SPbU without passing any admissions tests, eligible for admission on a government-funded basis within the established quota shall submit original standard educational credential when applying for admission with the help of the right granted to them.

2.25. Persons competing for sponsored admissions shall submit their original standard educational credential when they submit their application for taking part in the competition.

2.26. Persons specified in Clauses 2.3 – 2.8 hereof shall submit, at their own choice, either originals or copies of the documents confirming their particular rights for admission set up by the laws of the Russian Federation.

2.27. The winners and awardees of the 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 school olympiads held in accordance with the Procedures for School Olympiads (hereinafter referred to as the Procedures for School Olympiads) and included into the appropriate List of School Olympiads approved by the Russian Federation Ministry of Education and Science are eligible to submit, when applying for admission, an electronic form of the school olympiad winner's (awardee's) diploma, together with its original or a copy, as stated in the Procedures for School Olympiads. The e-diplomas are issued via the services of the official Internet portal of the Russian Council of School Olympiads.

2.28. Physically challenged persons applying for SPbU admission and having no USE certificate submit an original and a copy of one of the following documents confirming their disability:

2.28.1. a statement from the psycho-medical-educational examining board;

2.28.2. a statement of physical disability issued by a federal institution of medical and social evaluation;

2.28.3. a document (statement) issued by an education institution, an educational management body, confirming that the applicant has passed state (final) assessment as a physically challenged student.

2.29. Disabled children, 1st/2nd group of disabled persons, lifelong disabled persons; persons disabled as a result of war injuries or diseases received during their military service eligible for admission on a government-funded basis within the established quota submit, at their own choice, either originals or copies of a statement of physical disability and a report on absence of contraindication against studying at higher education institutions issued by a federal institution of medical and social evaluation.

2.30. The applicant shall be excluded from the admissions competition on the following grounds:

2.30.1. an incomplete set of application documents submitted;

2.30.2. the absence of the personal signature on the application form;

2.30.3. illegible document copies;

2.30.4. submission of incorrect information;

2.30.5. failure to comply with the competition requirements for main educational programmes established by the laws of the Russian Federation, Procedures for Admission and these Regulations;

2.30.6. submission of documents for competition after the deadline set for the acceptance of documents specified by these Regulations;

2.30.7. the results of the admissions tests are lower than the minimum points specified by the Admissions Committee confirming the successful completion of the admissions tests in a subject when applying for a programme with the respective type (full-time or part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities) of enrollment.

2.31. SPbU has a right to verify any information and documents submitted by the applicants including their educational credentials, documents issued by health care institutions, institution of medical and social evaluation, military units, etc. It may do the verification, among other things, also by sending requests to the relevant state (municipal) bodies and organisations.

In case illegible document copies or document copies with significant parts of text omitted (in particular the seal, the authorised representative's signature, document details, etc are missing or illegible) are submitted, such documents shall neither be accepted nor considered.

2.32. Applicants who have submitted consciously forged documents to the Admissions Committee bear responsibility under the laws of the Russian Federation.

2.33. Having submitted an application form and other application documents, the applicant may withdraw them on written request. The original standard educational credential and other documents submitted by the applicant shall be returned to the applicant upon his/her written request:

2.34. until the end of the current working day - in case the revocation application is submitted no later than two hours before the end of the working day;

2.34.1. in the course of the first two hours of the next working day - in case the revocation application is submitted two hours or less before the end of the working day.

2.34.2. The originals of the documents are returned upon the submission of the application receipt either to the applicant in person or his/her authorised representative. If the revocation application contains an indication that the submitted documents be given to the individual, whose documents have been revoked, or his/her authorised representative, the set of application document shall be given to this person.

If the revocation application contains an indication that the submitted documents be sent by general post, only the originals of the submitted documents shall be returned.

2.35. The applicant may refuse to take part in the competition either concerning his/her application for admission on the whole or concerning any particular educational programme (group of educational programmes), type and conditions of enrollment specified in the application form. The following persons shall be excluded from competition: those who have submitted a statement of their refusal to participate in the competition, or have withdrawn their documents after the deadline for documents submission set by these Regulations as well as those having received during the admissions tests and the additional admissions tests results below the minimum points that could confirm his/her success at the relevant admissions tests.

2.36. It is not allowed to change the type of competition based on documents submitted after the deadline of their submission to the Admissions Committee.



2.37. Unless otherwise specified by the laws of the Russian Federation and these Regulations, **6 p.m., Moscow standard time** shall be the deadline for the date of accepting the documents for competition and documents required for enrollment specified by these Regulations.

### **3. Procedure of Defining the Number of Places for Admission to Main Educational Programmes of Higher Education**

3.1. The admission of applicants to main programmes of higher professional education is held by SPbU to government-funded places in compliance with the admission quotas set for SPbU by the relevant federal executive authority.

3.2. Within the government-funded places, SPbU holds sponsored admissions in accordance with contracts signed with federal government authorities, government authorities of constituent entities of the Russian Federation, local self-government authorities, state (municipal) institutions, unitary enterprises, government-owned corporations, government-owned companies or commercial companies, whose capital stock includes a share of the Russian Federation, a constituent entity of the Russian Federation or a municipal entity (hereinafter referred to as the commissioners of sponsored admissions). A separate competition is held to these places.

3.3. Apart from admissions within the admission quotas, SPbU accepts students on the fee-paying (contractual) basis to places paid for by individuals and/or legal entities. The amount of such students is defined by the Admissions Committee.

3.4. The number of places for each main field of study, for each competition, in accordance with which separate admission to the programmes of higher education is held, for all types and conditions of enrollment at SPbU programmes of higher education is announced by SPbU Admissions Committee:

3.4.1. on or prior to October 1, 2016 – concerning the number of places for admission to bachelor, specialist degree and master programmes;

3.4.2. on or prior to June 1, 2017 concerning the number of places allocated for sponsored admissions.

3.5. The cost of education at the places on the fee-paying (contractual) basis paid for by individuals and/or legal entities approved as per the procedure established in SPbU, are announced by the Admissions Committee on or prior to June 1, 2017.

3.6. SPbU can announce additional admissions to bachelor and specialist degree programmes. Additional admissions and enrollments are organised according to these Regulations. The information on additional admissions on or prior to August 15, 2017 is published as per the procedure specified in [Clause 1.6](#) of the Regulations for Admission. The enrollments based on additional admissions must be over on or prior to August 22, 2017.

3.7. SPbU shall consider sponsored admissions requests as per the procedure and within the time frame approved by the Russian Government Decree No 1076 as of November 27, 2013 "On the Procedure of Conclusion and Termination of a Contract on Sponsored Admissions and a Contract on Sponsored Training", and make a decision concerning the allocation (or the denial of allocation) of places for sponsored admissions in the main fields of study, specifying their number within the government-funded admission quotas.

3.8. SPbU shall inform the commissioners of sponsored admissions that have requested sponsored admissions on this decision and signs with them contracts for sponsored admissions.

3.9. If there are any vacant places allocated for sponsored admissions left after the end of admissions tests and enrollments, they are given to applicants participating in the general competition for the relevant main field of study.

### **4. Procedures for Admissions Tests**

4.1. The list and forms of SPbU admissions tests as well as admissions syllabi for main programmes of higher education are approved by the decision of the Admissions Committee.

4.2. For each main bachelor programme or specialist degree programme one and the same list of admissions tests is set forth for admission to all types (full-time or part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities) of enrollment.

4.3. All admissions tests held at SPbU to main programmes of higher education:

4.3.1. are marked on a 100-point scale;

4.3.2. are held in Russian (only the admissions tests of foreign language skills and the admissions tests for programmes taught in a foreign language may provide for working at the assignments in the relevant foreign language including the language in which the educational programme is taught);

4.3.3. must contain elements of testing the creative (professional) skills and/or knowledge of applicants in the written form and/or provide audio- or videorecording of the admissions test procedure.

4.4. When holding admissions to main programmes of higher education, the Admissions Committee on or prior to October 1, 2016 announces for each main educational programme with segregated admissions the minimum points needed for successful completion of each admissions test.

4.5. The schedule of all admissions tests for main programmes of higher education (with the subject, date, time, place of examination, consultation (if any), results announcement specified) are approved by the Admissions Committee or his/her deputy. Apart from the cases specified in [Section 3](#) hereof, the applicants are informed thereof on or prior to June 1, 2017. No information on the members of the Examination Board shall be stated in the schedule of the admissions tests.

4.6. Persons that fail to come to their admissions tests for a valid reason (disease or any other duly documented circumstances), in case of holding admissions tests if groups are formed, are allowed either to take the relevant admissions tests in groups organised at the next stage of admissions tests within the period before they are concluded or to take an admissions test on a reserve day. To be allowed that, such persons must submit to the Admissions Committee a written application form and relevant confirmations. The application and the documents must be submitted within the time frames specified by these Regulations. The applicant is eligible to take only one admissions test on a reserve day.

4.7. The issues of admission to tests of persons who are late to an admissions test start are regulated by the Regulations for Admissions Tests for Main Educational Programmes of Higher Education at SPbU in 2017 (hereinafter referred to as the Regulations for Admissions Tests) being Appendix 1 hereto.

4.8. When admissions tests for the chosen type and/or condition of enrollment to main programmes of higher education are organised in several streams, the applicant may take each admission test only once, i.e. in one of the streams.

4.9. The results of admissions tests for one type and/or condition of enrollment to a main programme of higher education shall be credited by the Admissions Committee as the results of admissions tests for another type and/or condition of enrollment to the same main programme of higher education provided that during document submission the applicant has submitted an application to participate in the respective competition.

4.10. All admissions tests shall be conducted in accordance with the Regulations for Admissions Tests.

4.11. The examination papers of all the applicants are made anonymous, so that the author of any paper cannot be identified, and in such condition they are marked by SPbU examiners.

4.12. The procedure of passing admissions tests by disabled persons and disabled children not having a USE certificate is specified in the Regulations for Admissions Tests. Admissions tests for physically challenged applicants are held in SPbU in accordance with the Procedures for Admission. Certain requirements to admissions tests for physically challenged applicants are met when holding such tests at SPbU.

4.13. Any applicant that disagrees with the outcome of an admissions test or believes that the Regulations for Admissions Tests have been violated may submit to SPbU Appeals Panel a reasoned letter of appeal (an appeal) in writing in accordance with the Regulations for Review of Written Works, Appeals Submission and Appeals Proceedings that are [Appendix 2](#) hereto.

## **5. Consideration of the Applicants' Individual Achievements**

5.1. Applicants are entitled to submit any information concerning their individual achievements. Their results are taken into consideration during the admission procedure.

5.2. These individual achievements shall be considered through scoring. Points shall be assigned to an applicant who has submitted documents confirming that he/she has relevant individual achievements. These points shall be included into the total number of competition points in accordance with [Clause 6.5](#) hereof.

5.3. The procedure for the consideration of individual results of the applicants to bachelor and specialist degree programmes are specified in [Chapter 7](#) hereof. The list and procedure for the consideration of individual results of the applicants to master programmes are set forth in Appendix 3 hereto.

## 6. Enrollment Procedures

6.1. Enrollment to a main programme of higher education of the chosen type and/or conditions of enrollment is carried out on a competitive basis within the admission quotas or the number of places on the fee-paying (contractual) basis paid for by individuals and/or legal entities (that depending on the type of competition for the conditions of enrollment applied to by the person) set forth for the respective main programme of higher education of the respective type or conditions of enrollment.

6.2. The following persons shall be enrolled: those who have participated in the competition for a main programme of higher education in a main field of study in a respective type and/or conditions of enrollment, who have submitted their enrollment consent application within the dates set by these Regulations and received the maximum number following the result of the admissions tests and individual achievements consideration; those eligible to admission without passing any admissions tests according to the laws of the Russian Federation, and, if being enrolled to places on the fee-paying (contractual) basis to places paid for by individuals and/or legal entities, also upon signing the contract for provision of paid education services.

6.3. Enrollment to main programmes of higher education at SPbU shall proceed on grounds of the Decree issued by the Rector or the official authorised by the Rector following the resolution of the Admissions Committee upon completion of admissions for the respective main educational programmes.

6.4. Following the results of the acceptance of documents and/or admissions tests, the Admissions Committee shall form lists of applicants (hereinafter referred to as the lists of applicants):

6.4.1. the lists of applicants eligible for admission without any admissions tests for each competition to places within the admission quotas and to places paid for by individuals and/or legal entities;

6.4.2. the lists of applicants who have successfully completed the admissions tests for each competition (hereinafter referred to as the competition lists).

6.5. The total number of competition points is calculated as the total number of points assigned for each admissions test as well as points assigned for personal achievements.

6.6. The competition lists shall include each applicant's total number of competition points with the following aspects highlighted: points assigned for each admissions test as well as for personal achievements, priority right to enrollment (if any).

6.7. The lists of applicants shall be published in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission and shall be updated daily (no later than the start of the working day) before the relevant enrollment orders shall be issued.

6.8. A person applying for admission to main programmes of higher education to government-funded places may be enrolled at SPbU as student of only one main field of study and one type of enrollment, for which a segregated competition is held.

6.9. **To be enrolled** to main educational programmes of higher education at SPbU, the applicant shall submit, **no later than 6 p.m., Moscow standard time of the working day specified by these Regulations as the deadline for submission of the enrollment consent application:**

6.9.1. to places within the admission quotas – the enrollment consent application with one of the following documents attached:

6.9.1.1. the original standard educational credential;

6.9.1.2. an original of a duly legalised (if required) foreign document of education and its supplements (if the latter is provided for by the laws of the country issuing the said certificates of education) recognised in the Russian Federation and giving its holder the same academic and/or professional rights that holders of state-recognised documents of a relevant level have. If necessary, they shall also submit a certificate of recognition of a foreign document on the level of education and (or) qualification in the Russian Federation or a certificate of equivalence;

6.9.2. to places paid for by legal entities and/or individuals – the enrollment consent application with the original standard educational credential or a certified copy of the said educational credentials attached, or a copy of the said document with the original document presented for this copy to be duly certified at SPbU;

6.9.3. 2 (two) photographs 3x4 cm (made during the current calendar year) (if the respective photographs have not been submitted earlier).

6.10. Persons applying for admission to places on the fee-paying (contractual) basis paid for by individuals and/or legal entities shall be enrolled only upon signing the contract for provision of paid education services based on the applicant's consent for enrollment.

6.11. The lists of applicants shall include, for each of the applicants, the presence at SPbU of their original standard educational credential and their enrollment consent application submitted in accordance with these Regulations for Admission.

6.12. Persons who have submitted their enrollment consent application are eligible for enrollment.

The applicants shall be enrolled in the following order: from the beginning to the end of the list of applicants until there are no vacant places for admission left.

6.13. The information on the applicants' submission of enrollment consent applications with the attached documents specified in Clause 6.9 of the Regulations for Admission is entered by the authorised officials into SPbU information system of admissions support for main programmes of higher education. On the final day of the submission of enrollment consent applications, the said information is submitted no later than 2 (two) hours after the relevant documents have been submitted. The information on the return of original standard educational credentials upon written requests from applicants is entered into the said system likewise.

SPbU official website information on submitted (returned) original standard educational credentials upon enrollment consent (enrollment refusal) applications is updated every 30 (thirty) minutes or more often which is specified by [Clause 1.6](#) of the Regulations for Admission.

6.14. If a certificate of equivalence or a certificate of recognition in the Russian Federation of a foreign document on education is absent at the moment of documents submission, the applicant must submit the said certificate no later than the final moment of submission of the enrollment consent applications set forth by these Regulations.

## Section 2. Organisation of Admissions to the Main Programmes of Higher Education at Various Levels

### 7. Organisation of Admissions to Bachelor and Specialist Degree Programmes

7.1. Persons who apply for admission to bachelor and specialist degree programmes and are going to obtain education of such level **for the first time** must have either secondary general education or non-university level higher education, or basic vocational education (if their educational credentials contain information that secondary general education has been obtained by their holders).

7.2. The admissions to SPbU main bachelor and specialist degree programmes shall be held in the following manner:

7.2.1. on the basis of the marked on a 100-point scale USE results obtained in general education subjects relevant to the main fields of study for which admission is held;

7.2.2. on the basis of the results of admissions tests held at the discretion of SPbU in general education subjects relevant to the main fields of study. The following categories of persons are eligible to take these tests:

7.2.2.1. disabled children, disabled persons;

7.2.2.2. international applicants;

7.2.2.3. persons who have obtained a document of secondary general education within one year before the deadline for documents acceptance and admissions tests inclusive, if all the assessment tests of state final assessment in educational programmes of secondary general education passed by them within the specified period were held not in the USE form (or they passed the final assessment tests in non-Russian educational organisations and did not pass the USE within the specified period);

7.2.2.4. persons with non-university level higher education or higher education, when applying for admission to bachelor or specialist degree programmes of the relevant area of specialisation;

7.2.2.5. persons who, following the results of the 2017 final state assessment, were awarded a certificate of secondary general education in educational organisations located in the Republic of Crimea and the Federal City of Sevastopol.

7.2.2.6. in particular general education subjects - persons who passed state final assessment in these general education subjects in the form of state final examination upon condition that they have obtained a document of secondary general education within one year before the deadline for documents acceptance and admissions tests inclusive and did not pass the USE in the relevant general education subjects.

7.2.3. on the basis of the results of practical creative admissions tests and/or profession-specific additional admissions tests in the main fields of study requiring applicants to have either particular creativity or physical and/or psychological characteristics. These tests are held in the subjects not covered by the USE.

7.2<sup>1</sup>. The persons who, following the results of the 2017 final state assessment, were awarded a certificate of secondary general education in educational organisations located in the Republic of Crimea and the Federal City of Sevastopol are eligible, in the year of the said certificate awarding, to apply to bachelor and specialist degree programmes according to their own choices based on the USE results and/or following the results of the admissions tests held at the discretion of the organisation of higher education (Part 3.3 of Article 5 of the Federal law No 84-FZ). The said persons may take general education admissions tests held at the discretion of the organisations of higher education, within the calendar year when they were awarded their certificates of secondary general education.

7.3. The acceptance of personal applications for competition and other documents from persons applying for admission to bachelor and/or specialist degree programmes starts on **June 20, 2017** and ends on:

7.3.1. **July 7, 2017**, for persons applying for admissions to main fields of study requiring completion of practical creative admissions tests and/or profession-specific additional admissions tests;

7.3.2. **July 10, 2017, for persons applying for admissions to main fields of study requiring completion of field-specific additional admissions tests as well for persons applying for admission on the basis of the results of admissions tests held at the discretion of SPbU;**

7.3.3. **July 26, 2017**, for persons applying for admissions to main fields of study requiring only the USE results in general education subjects, relevant to the main field of study, to which admission is held.

7.3.4. **August 9, 2017**, for persons applying for admissions to main fields of study to places paid for by individuals and/or legal entities requiring only the USE results in general education subjects, relevant to the main field of study, to which admission is held; as well as for persons having submitted their applications

for admission and documents within the time frames specified in Clauses 7.3.1 and 7.3.2 hereof, applying for admissions only to government-funded places and having successfully passed practical creative admissions tests and/or profession-specific additional admissions tests or field-specific additional admissions tests as well as admissions tests held at the discretion of SPbU (applications shall be accepted only to the fields of study (educational programmes) to which the respective admissions tests have been passed successfully).

7.4. Persons applying for admission to bachelor or specialist degree programmes are eligible to file application for taking part in competitions in no more than three main fields of study or specialities.

7.5. Applicants to SPbU bachelor or specialist degree programmes shall submit the following as their educational credentials:

7.5.1. an original or a copy of a document of secondary general education or a standard document of non-university level higher education, or a standard document of basic vocational education (if it contains information that secondary general education has been obtained by its holder);

7.5.2. an original of a document of secondary general education or a standard document of non-university level higher education, or a standard document of basic vocational education if it contains information that secondary general education has been obtained by its holder (for applicants to places within sponsored admissions);

7.5.3. an original of a document of secondary general education or a state-recognised document of non-university level higher education, or a standard document of basic vocational education if it contains information that secondary general education has been obtained by its holder (for persons eligible, in accordance with the laws of the Russian Federation, for admission without any admissions tests; eligible for admission on a government-funded basis within the special quota).

7.6. Persons applying for admission to SPbU shall enter into the application form for taking part in the competition either the valid USE results or, in the absence thereof, the place of USE completion. Applicants providing several unexpired certificates of USE results shall specify in their application forms the exact results and general education subjects that they wish to present for the competition.

7.7. USE results recognised as the results of the admissions tests in general education subjects relevant to the main field of study for which admission is held as well as results of admissions tests held at the discretion of SPbU and confirming successful completion of the admissions tests in general education subjects must not be lower than the minimum USE points specified by the Federal Education and Science Supervision Service for such general education subjects. The minimum USE points confirm that a person has mastered the main educational programme of secondary general education in compliance with the federal state educational standard as well as the minimum points specified by the Admissions Committee confirming the successful completion of the admissions tests in the relevant general education subjects.

7.8. If an applicant has several valid USE results and has not specified in the statement of participating in the competition which results must be taken into account, the best USE results (with the highest score) are considered in the relevant general education subjects.

7.9. When holding admissions to bachelor and specialist degree programmes, the Admissions Committee sets forth three or more admissions tests chosen from the List of Admissions Tests to Educational Programmes of Higher Education (Bachelor Programmes and Specialist Degree Programmes) Approved by the Ministry of Education and Science of the Russian Federation (hereinafter referred to as the List of Admissions Tests) including a mandatory admissions test of Russian and an admissions test of the field-specific general education subject specified in the List of Admissions Tests as mandatory for the respective main field of study. When holding admissions to main fields of study requiring completion of practical creative admissions tests and/or profession-specific additional admissions tests, the Admissions Committee sets forth two or more admissions tests chosen from the List of Admissions Tests.

7.10. All admissions tests held by SPbU for applicants to bachelor and specialist degree programmes, including additional admissions tests, shall start **on or after July 8, 2017** and **finish on or prior to July 24, 2017**. Additional admissions tests may be held in several stages, as examination groups are formed by persons having applied for admission and having submitted all the required documents. Applications for passing the admissions tests on a reserve day may be submitted by the applicants until noon, Moscow standard time, of July 21, 2017.

7.11. When applying for admission to bachelor and/or specialist degree programmes, a person shall take an admissions test held at the discretion of SPbU only once, regardless of the chosen main field of study, type (full-time or part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities) of enrollment. The results obtained are considered when applying for admission to any bachelor or specialist degree programme with any type or conditions of enrollment chosen by the person when applying for a competition.

7.12. When applying for admission to bachelor and/or specialist degree programmes, a person shall take a relevant field-specific additional admissions tests/practical creative admissions test/profession-specific additional admissions test only once, regardless of the chosen type (full-time or part-time) and conditions (government-funded places or places on the fee-paying (contractual) basis paid for by individuals and/or legal entities) of enrollment. The results of field-specific additional admissions tests, practical creative admissions tests and/or profession-specific additional admissions tests taken when applying for one bachelor or specialist degree programme shall not be considered as the results for admission to other main educational programmes of the respective level.

7.13. When admitting persons to bachelor and specialist degree programmes, SPbU shall assign points for the following individual achievements:

7.13.1. The status of a winner and awardee of Olympic Games, Paralympic Games and Deaflympic Games, a world champion, a European champion, a first-place finisher in a world or European championship in sports admitted to the Olympic Games, Paralympic Games and Deaflympic Games, —

upon submission of confirming documents (certificates, diplomas, records);

10 points;

7.13.2. a golden badge obtained for the "Ready to Work and Defence" physical training complex results and a standard certificate to it, —

upon submission of a golden badge of the "Ready to Work and Defence" physical training complex results designed in accordance with the requirements of the Decree of the Russian Ministry of Sport No 705 dated 19 August, 2014 "On Approving the Pattern and Description of the Badge of the "Ready to Work and Defence" Physical Training Complex" signed by the Minister of Sport of the Russian Federation (Clause 18 of the Procedures for Awarding Citizens of the Russian Federation with the Badges of the "Ready to Work and Defence" Physical Training Complex and Conferring Them with Athletic Titles approved by the Decree of the Russian Ministry of Sport No 144 dated February 18, 2015) —

1 point;

7.13.2. A certificate of secondary general education with distinction or a certificate of secondary general education (secondary (complete) general education) containing information that either a gold medal or a silver medal was awarded —

upon submission of the original or a copy of the certificate of secondary general education with distinction or a certificate of secondary general education (secondary (complete) general education) containing information that either a gold medal or a silver medal was awarded —

3 points;

7.13.3. A certificate of secondary general education with distinction —

upon submission of an original or a copy of a diploma of secondary vocational education with distinction —

1 point;

7.13.4. Participation and/or results of participation of applicants in olympiads (not used for enjoying particular rights and/or privileges when applying for admission following particular admission requirements and particular reasons for admission) and other intellectual and/or creative competitions and sporting events held in order to discover and support persons with outstanding abilities — points shall be assigned for only one of the following individual achievements:

7.13.4.1. participation in sporting events as a member of a Russian national Olympic team in 2016 and 2017 (the main, under-21, junior and youth teams as well as the reserve squad), —

upon submission of documents confirming participation in a sporting event as a member of a Russian national team as well as membership in a member of a Russian national Olympic team in 2016 and 2017, —

10 points;

7.13.4.2. participation in sporting events as a member of a Russian national non-Olympic team in 2016 and 2017 (the main, under-21, junior and youth teams as well as the reserve squad), —

upon submission of documents confirming participation in a sporting event as a member of a Russian national team as well as membership in a member of a Russian national non-Olympic team in 2016 and 2017, —

5 points;

7.13.4.3. a diploma of the winner of the regional (3rd) round of the All-Russian School Olympiad in a subject corresponding to the first or second subject in the list of admissions tests specified for admission to the relevant bachelor or specialist degree programme —

upon submission of a diploma of the winner of the regional (3rd) round of the All-Russian School Olympiad –

4 points;

7.13.4.4. a diploma of the winner of the regional (3rd) round of the All-Russian School Olympiad in a subject corresponding to the first or second subject in the list of admissions tests specified for admission to the relevant bachelor or specialist degree programme –

upon submission of a diploma of the winner of the regional (3rd) round of the All-Russian School Olympiad –

3 points;

7.13.4.5. a diploma of a winner or an awardee of a school olympiad held in accordance with the Procedures for School Olympiads and included into the relevant List of School Olympiads approved by the Russian Federation Ministry of Education and Science, in the course of 4 years following the year of the relevant olympiad –

upon submission of a diploma of a winner or an awardee of a school olympiad held in accordance with the Procedures for School Olympiads and included into the relevant List of School Olympiads approved by the Russian Federation Ministry of Education and Science –

2 points;

7.13.4.6. a diploma of a winner or an awardee of the SPbU School Olympiad in a subject (set of subjects) not included into the relevant List of School Olympiads approved by the Russian Federation Ministry of Education and Science, in the course of 4 years following the year of the relevant olympiad; a diploma of a winner or an awardee of the intellectual talk show "Legko Skazat" held by SPbU within the framework of the Federal Target Programme "Russian Language", —

upon submission of a diploma of a winner or an awardee of the SPbU School Olympiad in a subject (set of subjects), a diploma of a winner or an awardee of the intellectual talk show "Legko Skazat", —

1 point;

7.14. For persons having several individual achievements out of those specified in [Clauses 7.13.1](#), [7.13.4](#) the maximum number of points assigned for individual achievements of each category cannot exceed the number of points specified in the relevant sub-clause. Moreover, the total number of points assigned for individual achievements in accordance with [Clauses 7.13.1 – 7.13.4](#) cannot exceed 10 points. Any information on his or her individual achievements (specifying the achievement type and confirmation documents details) shall be given by the applicant in the personal application form.

7.15. The admissions to SPbU main bachelor and specialist degree programmes within the admission quotas shall be held by stages:

7.15.1. admission without any admissions tests to places within the special quota, to places within the sponsored admissions quota;

7.15.2. the first stage of enrollment within the general competition – enrollment to the 80 per cent of the competition places within the general competition (if the specified number of places makes up a fractional value, upward rounding is performed);

7.15.3. the second stage of enrollment within the general competition – enrollment to the 100 per cent of the competition places within the general competition.



7.16. The lists of applicants eligible for admission without any admissions tests are rated as follows:

7.16.1 in accordance with the status of persons entitled to admission without passing any admissions tests in the following order:

a) members of Russian national teams and Ukrainian national teams specified in Sub-clause 2 of Clause 33 of the of the Procedures for Admission;

b) winners of the All-Russian School Olympiad and winners of the 4th round of all-Ukrainian school olympiads specified in Sub-clause 2 of Clause 33 of the Procedures for Admission;

c) awardees of the All-Russian School Olympiad and awardees of the 4th round of all-Ukrainian school olympiads specified in Sub-clause 2 of Clause 33 of the Procedures for Admission;

d) champions (awardees) in sports;

e) winners of school olympiads;

f) awardees of school olympiads;

7.16.2. for persons specified in each of the "a" - "f" sub-clauses of Sub-clause 7.16.1 hereof - by the number of points (in the descending order) they have received for their individual achievements;

7.16.3. if the criteria specified in Sub-clauses 7.16.1 and 7.16.2 hereof are equal, a higher place in the list shall be occupied by the applicants who are eligible for priority enrollment.

Within each of the said categories of applicants the ranking is performed in accordance with the number of points assigned for individual achievements.

In the list of applicants eligible for admission without any admissions tests, for each of the applicants the reason for admission without any admissions tests is specified, as well as the number of points assigned for individual achievements and the priority right to enrollment (if any).

7.17. Applicants who have successfully completed the admissions tests shall be rated in the following order within the competition lists:

7.17.1. with the decrease of the total number of competition points;

7.17.2. if the total number of competition points is equal – with the decrease of the number of competition points assigned following the results of the admissions tests and/or with the decrease of the number of points assigned following the results of particular admissions tests, in accordance with the priority ranking specified by the Admissions Committee for the admissions tests;

7.17.3. if the previous criteria are equal, a higher place in the list shall be occupied by the applicants who are eligible for priority enrollment;

7.17.4. at the absence or presence of equal priority rights to enrollment, persons having a higher score for the profession-specific and/or practical creative additional admissions test (in case it was held);

7.17.5. at the absence or presence of equal priority rights to enrollment, persons who have won school olympiads held in 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 academic years in accordance with the Procedures for School Olympiads (hereinafter referred to as the Procedures for School Olympiads) in the subjects included into the List of the relevant School Olympiads approved by the Russian Federation Ministry of Education and Science for the respective academic year (in the profession-oriented subjects for the respective main field of study);

7.17.6. at the absence or presence of equal rights to enrollment, persons who have been awarded a 2nd class diploma for school olympiads held in 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 academic years in accordance with the Procedures for School Olympiads in the subjects included into the List of the relevant School Olympiads approved by the Russian Federation Ministry of Education and Science for the respective academic year (in the profession-oriented subjects for the respective main field of study);

7.17.7. at the absence or presence of equal rights to enrollment, persons who have been awarded a 3rd class diploma for school olympiads held in 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 academic years in accordance with the Procedures for School Olympiads in the subjects included into the List of the relevant School Olympiads approved by the Russian

Federation Ministry of Education and Science for the respective academic year (in the profession-oriented subjects for the respective main field of study);

7.17.8. at the absence or presence of equal rights to enrollment, persons having obtained a certificate of secondary (complete) general education with distinction;

7.17.9. at the absence or presence of equal rights to enrollment, persons having obtained a diploma with distinction at educational institutions of non-university level higher education;

7.17.10. at the absence or presence of equal rights to enrollment, persons having a higher average score in their certificate of education;

7.17.11. at the absence or presence of equal rights to enrollment, persons who are either winners or awardees of school olympiads held in 2016/2017, 2015/2016, 2014/2015, 2013/2014, 2012/2013 academic years in the subjects not included into the List of School Olympiads approved by the Russian Federation Ministry of Education and Science (in the profession-oriented subjects for the respective main field of study);

7.17.12. at the absence or presence of equal rights to enrollment, persons having other achievements (winners and awardees of other olympiads; holders of other diplomas, certificates, etc.) confirmed by documents obtained 4 (four) years before the last day of documents acceptance and admissions tests or later.

7.18. The admissions to SPbU main bachelor and specialist degree programmes within the admission quotas (to general budgetary places) shall be held within the following time frame:

7.18.1. **July 27, 2017** – publishing of the lists of applicants in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission;

7.18.2. enrollment of applicants eligible for admission without any admissions tests of applicants to places within the special quota when they apply for admission to places within the sponsored admissions quota:

7.18.2.1. **July 28, 2017** – the deadline for acceptance of the enrollment consent applications from the persons who have simultaneously applied for admission in accordance with two or more sub-clauses of Clause 69 of the Procedures for Admission to Various Organisations of Higher Education;

7.18.2.2. **July 29, 2017** – issuing and publication of orders for the enrollment of applicants eligible for admission without any admissions tests, to places within the special quota, to places within the sponsored admissions quota who have submitted their enrollment consent applications in accordance with the procedure set forth in Clause 1.6 of the Regulations for Admission; [Pl 6](#)

7.18.3. **the first stage of enrollment** to main competition places:

7.18.3.1. **July 29, 2017** — the increase in the number of competition places in the relevant competition lists for the number of places equal to the number of applicants eligible for admission without any admissions tests who have not submitted their enrollment consent applications, as well as for the number of places left vacant within the special quota, the sponsored admissions quota; with the allocation within every competition list of persons who have submitted their enrollment consent applications until 80 per cent of the competition places within the general competition are filled up;

7.18.3.2. **August 1, 2017** — the deadline for acceptance of the enrollment consent applications from the persons included into the lists of applicants to main competition places and willing to be enrolled at the first stage of enrollment to main competition places; within every list of applicants, persons having submitted their enrollment consent applications are allocated until the 80 per cent of the main competition places are filled up (with rounding off to a whole number);

7.18.3.3. **August 3, 2017** — issuing and publication of orders for the enrollment of applicants included into the first stage lists and having submitted their enrollment consent applications, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission;

7.18.4. **the second stage of enrollment** to main competition places:

7.18.4.1. **August 4, 2017** – exclusion from the competition lists of the persons enrolled at the first stage, the decrease in the number of competition places in the competition lists by the number of the filled up places; with the allocation within every competition list of persons who have submitted their enrollment consent applications until 100 per cent of the competition places within the general competition are filled up;

7.18.4.2. **August 6, 2017**

7.18.4.2.1. the deadline for acceptance of the enrollment consent applications from the persons included into the lists of applicants to main competition places

7.18.4.2.2. exclusion from the competition of persons who have failed to submit their enrollment consent applications until the deadline or who have called off the said application as the persons who have refused to be enrolled;

7.18.4.2.3. within every list of applicants, persons having submitted their enrollment consent applications are allocated until the 100 per cent of the main competition places are filled up;

7.18.4.3. **August 8, 2017** – issuing and publication of orders for the enrollment of applicants having submitted their enrollment consent applications until the 100 per cent of the main competition places are filled up, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission.

7.19. Applicants shall be enrolled as SPbU students of main bachelor and specialist degree programmes to places paid for by legal entities and/or individuals within the following time frame:

7.19.1. **August 10, 2017** — announcement and publication of the name lists of persons who have successfully completed the admissions tests sorted by the number of points they have received and also, within the number of the fee-paying (contractual) places specified by the Admissions Committee, persons having submitted their enrollment consent applications to each main bachelor or specialist degree programme to places paid for by individuals and/or legal entities in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission;

7.19.2. **August 12, 2017** – the deadline for submission of the enrollment consent applications by persons who have signed contracts for provision of paid education services;

7.19.3. **August 15, 2017** – [Pl 6](#) issuing and publication, in accordance with the procedure set forth in Clause 1.6 of the Regulations for Admission, of orders for the enrollment, since September 1, 2017 of applicants from the name list of persons specified in Clause 7.19.1 of the Regulations for Admission who have successfully completed the admissions tests, submitted their enrollment consent applications and signed contracts for provision of paid education services.

## 8. Admissions Organisation to Master Programmes

8.1. Applications for admission to SPbU main master programmes shall be accepted in order to:

8.1.1. receive government-funded education. These are persons having higher education confirmed by one of the following degrees (qualifications) conferred to the person: "bachelor" "diploma specialist";

8.1.2. receive education on the fee-paying (contractual) basis paid for by individuals and/or legal entities. These are persons having higher education confirmed by one of the following degrees (qualifications) conferred to the person: "bachelor", "diploma specialist"; "specialist"; "master".

8.2. Applicants to master programmes may also submit application forms and other required documents electronically through the SPbU official website.

8.3. Applicants to SPbU main programmes of higher education are eligible to apply for admission for taking part in the competition to any number of master programmes, admissions to which are held on the basis of segregated competition.

8.4. Applicants to SPbU master programmes shall submit the following as their educational credentials:

8.4.1. an original standard document of higher education or, in case of its absence due to reasons, for which the applicant is not responsible, by the acceptance deadline for applications and

other documents specified in Clause 8.8 hereof, a standard statement signed by a higher education organisation that the given person has met the requirements of the curriculum and of the final state assessment in a main bachelor or specialist degree programme;

8.4.2. an original state-recognised document of higher education confirming that a bachelor's or a diploma specialist qualification have been conferred to the given person (for persons applying for places within the sponsored admissions quota).

8.5. Applicants may submit documents specified in Clause 2.23 hereof electronically through SPbU official website. For this purpose the applicant should register on SPbU official website starting **from March 1, 2017 and up to the deadline for acceptance of documents to 2017 master programmes** and obtain a personal login and password for access to the Personal Account. Personal logins and passwords may not be transferred to the third parties. The applicant shall bear responsibility for the safety of the personal login and password to the Personal Account from the moment of their receipt. Documents submitted not through the applicant's Personal Account (including those sent via e-mail or by fax), shall not be accepted and considered by the Admissions Committee.

8.6. Electronic application forms for master programme(s) shall be completed from applicants' Personal Accounts. The applicant should complete all compulsory fields in the online application form, print the completed application form and confirm the correctness of the data with his/her signature. The signed application form, along with other required documents, shall be submitted by the applicant to the Admissions Committee in person, by general post or electronically in accordance with Clause 8.6 hereof.

8.7. If the applicant chooses to submit the specified documents electronically, the documents must be scanned and attached to the registration form through the applicant's Personal Account:

- a copy of an identity document with the indication of his/her nationality (the following pages must be scanned: 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);

- an application for admission to a main professional programme of the relevant level filled in the applicant's Personal Account and signed by the applicant;

- 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) ;

- a standard educational credential;

- documents for participation in the competitive selection of portfolios (see Clause 8.14 of the Regulations for Admission ).

The specified 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.

8.8. The acceptance of applications for taking part in the competition for master programmes or any other documents from the applicants submitting their documents in person or by general post starts on **July 3, 2017** and ends (for all forms of document submission) on:

8.8.1. **at 6 p.m., Moscow standard time, on July 20, 2017** – for full-time master programmes;

8.8.2. **at 6 p.m., Moscow standard time, on September 12, 2017** – for part-time master programmes;

8.9. The time frames for acceptance of statements and other documents for competition, the time frames for admissions tests and enrollment differ depending on the type of enrollment to the main master programmes and on the forms of admissions tests.

8.10. For full-time master programmes:

8.10.1. applications and other documents for competition (including the competitive selection of documents (portfolios)) shall be accepted in electronic form through the applicants' Personal Accounts **from March 1, 2017 to July 20, 2017, 6 p.m., Moscow standard time;**

8.10.2. applications and other documents for competition (including the competitive selection of documents (portfolios)), in case of their submission in person or by general post, shall be accepted **from July 3, 2017 to July 20, 2017, 6 p.m., Moscow standard time;**

8.10.3. the admissions tests shall be conducted from **July 24, 2017 to August 05, 2017;** applications for passing the admissions tests on a reserve day shall be accepted until noon, Moscow standard time, of August 01, 2017 — if there is any coincidence of the admissions tests date for different educational programmes of SPbU and until noon, Moscow standard time, of August 04, 2017 — if there are any other valid reasons (an illness, etc.).

8.10.4. applicants shall be enrolled as students within the following time frame:

8.10.4.1. **August 08, 2017:** announcement, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission, of the complete name list of applicants sorted by the number of points they have received (the number of points specified) who have successfully completed the admissions tests and whose enrollment may be considered by the Admissions Committee within various conditions of the competition (general competition, sponsored admissions etc.) and conditions of enrollment;

8.10.4.2. **August 15, 2017:**

8.10.4.2.1. the deadline for acceptance of the enrollment consent applications – for the applicants within the admission quotas;

8.10.4.2.2. the deadline for acceptance of the enrollment consent applications and signing contracts for provision of paid education services – for applicants to places on the fee-paying (contractual) basis paid for by individuals and/or legal entities;

8.10.4.3. **August 17, 2017** – issuing and publication, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission, of orders for the enrollment, since September 1, 2017, of applicants who have submitted the documents specified in Clause 8.10.4.2.

8.11. For part-time master programmes:

8.11.1. applications and other documents for competition (including the competitive selection of documents (portfolios)) shall be accepted in electronic form through the applicants' Personal Accounts **from March 1, 2017 to September 12, 2017, 6 p.m., Moscow standard time;**

8.11.2. applications and other documents for competition (including the competitive selection of documents (portfolios)), in case of their submission in person or by general post, shall be accepted **from July 3, 2017 to September 12, 2017, 6 p.m., Moscow standard time;**

8.11.3. admissions tests shall be conducted **from September 13, 2017 to September 16, 2017;**

8.11.4. applicants shall be enrolled as students within the following time frame:

8.11.4.1. **September 19, 2017** – announcement, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission, of the complete name list of applicants sorted by the number of points they have received (the number of points specified) who have successfully completed the admissions tests and whose enrollment may be considered by the Admissions Committee within various conditions of the competition and conditions of enrollment;

8.11.4.2. **September 21, 2017 at 5 p.m.,** Moscow standard time – the deadline for submission of the enrollment consent applications and signing contracts for provision of paid education services;

8.11.4.3. **September 22, 2017** – issuing and publication, in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission, of orders for the enrollment, since October 1, 2017, of applicants who have submitted their enrollment consent applications and signed contracts for provision of paid education services.

8.12. For master programmes the best result of the admissions test of foreign language skills the documented successful completion of an educational programme of the previous level or degree (bachelor or specialist degree programme) in the respective language shall be credited as the highest score in the foreign language admissions test (100 points).

8.13. When being admitted to main educational master programmes in particular main fields of study, master programmes or their areas of specialisation, applicants who have

successfully completed the admissions tests and have got the same score for them and for their personal achievement shall be rated. The assessment by the Admissions Committee of the submitted documents is done in compliance with the Procedures for Rating of Applicants to Master Programmes Having Successfully Passed the Admissions Tests and Having the Same Number of Competition Points Following the Results of the Admissions Tests and Their Individual Achievements Consideration (hereinafter referred to as the Procedures for Rating).

8.14. When holding a competition of documents (portfolios) during the master programs admissions, depending on the syllabi of the relevant admissions tests to main master programmes, the Admissions Committee may consider the following documents:

8.14.1. a motivation letter written and signed by the applicant to meet the requirements set forth in the Regulations for Competitive Selection of Documents (Portfolios);

8.14.2. certificates of the winners and awardees of competitions of research or projects as well as of student olympiads of various levels;

8.14.3. documents confirming receipt of scholarships from ministries, agencies, foundations, education organisations etc.;

8.14.4. documents confirming professional development or retraining, or a good command of a foreign language;

8.14.5. research or creative projects developed by the applicant (depending on the field of the given educational programme);

8.14.6. documents confirming work experience in the field of practical activity.

## **9. Admissions Organisation to Main Programmes of Higher Education for Persons Having Higher Education of the Relevant Level**

9.1. Persons having higher education of the relevant level confirmed by a bachelor degree, a specialist degree, a master degree and applying for admission to main bachelor and specialist degree programmes shall be enrolled at SPbU to places on the fee-paying (contractual) basis paid for by individuals and/or legal entities.

9.2. Persons applying for admission to SPbU main educational programmes (bachelor programmes, specialist degree programmes, master programmes) shall submit the original or a copy of their educational credentials confirming the relevant level of higher education by one of the following qualifications (degrees): "bachelor", "diploma specialist"; "specialist", "master".

9.3. Admissions to SPbU of persons with a higher education to bachelor and specialist degree programmes is held on a competitive basis on grounds of personal applications and admissions tests results, the form and list thereof is defined at the discretion of SPbU.

9.4. The acceptance of applications and other documents from persons with a higher education applying for admission to bachelor and specialist degree programmes starts on **June 20, 2017** and ends on:

9.4.1. **July 7, 2017**, for persons applying for admissions to main fields of study requiring completion of practical creative admissions tests and/or profession-specific additional admissions tests;

9.4.2. **July 10, 2017** – for persons taking admissions tests held at the discretion of SPbU;

9.4.3. **July 26, 2017** – for persons applying for admission to main fields of study requiring only the USE results.

9.5. Persons applying for admission to main bachelor and specialist degree programmes and already having a higher education of a relevant level shall be enrolled within the same time frame and in the same order with the persons applying for admission to the same programmes and going to obtain education of such level for the first time to places on the fee-paying (contractual) basis paid for by individuals and/or legal entities.

### Section 3. Organisation of Admissions for International Applicants

#### **10. Categories of International Applicants Participating in the Competition, Their Application for Admission and Submission of Other Necessary Documents, Holding of Admissions Tests and Enrollment**

10.1. This section of the Regulations set out the code of practice for admission of foreign nationals, stateless citizens, including compatriots residing abroad (hereinafter referred to as foreign nationals; persons; applicants) having equal rights with Russian citizens when applying for main programmes of higher education. They may be admitted to SPbU to study on a state-financed basis as well as on the fee-paying (contractual) basis.

10.2. The admissions of international applicants to study on a government-funded basis are organised:

10.2.1. within the quota established by the Russian Federation Government Decree No 891 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;

10.2.2. pursuant to the Agreement for Providing Equal Rights to Admission to Educational Institutions for Nationals of the Countries Participating in the Treaty on Strengthening Economic and Humanitarian Integration as of March 29, 1996, approved by Decree No 662 of the Russian Federation Government of June 22, 1999; Agreement on Educational Collaboration, Tashkent, May 15, 1992; Agreement between the Russian Federation Government and the Government of the Georgian Republic on Cultural, Scientific and Educational Cooperation, approved by Decree No 43 of the Russian Federation Government of February 2, 1994, and other international and intergovernmental agreements of the Russian Federation;

10.2.3. for participants of the Governmental Programme Facilitating Voluntary Resettlement of Compatriots Residing Abroad to the Russian Federation, approved by Decree No 637 of the President of the Russian Federation as of June 22, 2006, on grounds of the official certificate of participation in the Programme;

10.2.4. pursuant to Federal Law No 99-FZ "On the State Policy of the Russian Federation Concerning Compatriots Residing Abroad" as of May 24, 1999;

10.3. Admission of international applicants to SPbU specified in Clauses 10.2.2 – 10.2.4 hereof to SPbU for receiving state-financed education is carried out on a competitive basis and on equal terms with the citizens of the Russian Federation specified by these Regulations unless otherwise provided for by the laws of the Russian Federation.

10.4. Terms and procedures for admission of international applicants specified in [Clause 10.2.1](#) hereof are subject to the Procedures for Competitive Selection of Foreign Nationals and Compatriots Residing Abroad for Government-Funded Education approved by the Admissions Committee and published on the SPbU official site in accordance with the procedure set forth in Clause 1.6 of the Regulations for Admission on or prior to April 1, 2017.

10.5. Admission of international applicants to SPbU to study on the fee-paying (contractual) basis paid is organised above the admission quotas in the amount approved by the Admissions Committee, on a competitive basis unless otherwise provided for by the laws of the Russian Federation and on the terms set forth by these Regulations.

10.6. Foreign nationals applying for main programmes of higher education at SPbU under direct agreements of SPbU on inter-university collaboration, including agreements for delivery of double-degree programmes and agreements on inter-university student exchange shall be enrolled on the terms and in the numbers provided for by the respective agreements unless it contradicts these Regulations.

10.7. Admission of international applicants to programmes in non-restricted areas of security-sensitive main fields of study may only be made on permission of the Russian Federation Government following the approval issued by the Commission for Coordination of Enrollment of

International Applicants to Programmes in Non-Restricted Areas of Security-Sensitive Main Fields of Study, the Russian Federation Ministry of Education and Science.

10.8. International applicants, apart from those specified in Sub-clauses 10.2.2 – 10.2.4 hereof, shall enroll to main bachelor, specialist degree and master programmes provided by SPbU in the full-time mode.

10.9. When applying for admission to SPbU, international applicants shall submit the following documents:

10.9.1. an application for admission to (a) main programme(s) of the relevant level in the format established by the Admissions Committee;

10.9.2. their educational credentials:

10.9.2.1. when applying for admission to main bachelor or specialist degree programmes:

10.9.2.1.1. an original (or a true copy) of a standard document of secondary general education or a state-recognised document of non-university level higher education, or

10.9.2.1.2. an original (or a true copy) of a duly legalised (if required) foreign document of education and its supplements (if the latter is provided for by the laws of the country issuing the said certificates of education) recognised in the Russian Federation;

10.9.2.2. when applying for admission to main master programmes:

10.9.2.2.1. an original (or a true copy) of a bachelor diploma or of a diploma of a specialist with higher education, or a specialist's diploma or

10.9.2.2.2. an original (or a true copy) of a duly legalised (if required) foreign document of education and its supplements (if the latter is provided for by the laws of the country issuing the said certificates of education) recognised in the Russian Federation;

10.9.3. a certified Russian translation of your educational credentials and supplements (if the latter is provided for by the laws of the country issuing the said certificates of education);

10.9.4. a copy of the identity documents of a foreign national in the Russian Federation under Article 10 of the Federal Law No 115-FZ “On the Legal Status of Foreign Nationals in the Russian Federation» as of July 25, 2002;

10.9.4.<sup>1</sup>. for persons specified in [Clause 10.2.2](#) hereof — documents confirming their belonging to the group persons specified in the respective international agreements;

10.9.5. for persons specified in [Clause 10.2.4](#) hereof – copies of documents or of other proofs confirming, pursuant to Federal Law of the Russian Federation No 99-FZ “On the State Policy of the Russian Federation Concerning Compatriots Residing Abroad” as of May 24, 1999, the status of a compatriot residing abroad, i.e.:

10.9.5.1. USSR citizenship, nationality or an absence thereof at the moment of submission - for persons having been USSR citizens;

10.9.5.2. living in the Russian state, a Russian republic, the Russian Soviet Federated Socialist Republic, USSR or the Russian Federation in the past; a respective nationality at the moment of emigration and nationality or an absence thereof at the moment of submission - for emigrants;

10.9.5.3. their lineal relationship with said persons - for descendants and compatriots;

10.9.5.4. their living abroad - for all said persons;

10.9.6. a copy of the entry visa to the Russian Federation (in case an foreign national entered Russia on an entry visa) specifying the purpose of the visit to the Russian Federation: “to study at SPbU”;

10.9.7. a copy of the migration card;

10.9.8. a certificate confirming the applicant’s familiarity with the Residence Regulations for International Applicants in the Russian Federation;

10.9.9. 4 (four) photographs 3x4 cm (made during the current calendar year).

10.10. All translations into Russian must show the same given name and surname as those used in the entry visa (in the absence of an entry visa, the given name and surname appearing in the passport).



10.11. Applicants may submit documents specified in Clause 10.9 hereof electronically through SPbU official website. For this purpose the applicant should register on SPbU official website starting **from April 1, 2017 and up to the deadline for acceptance of documents to the respective 2017 main educational programmes** and obtain a personal login and password for access to the Personal Account. Personal logins and passwords may not be transferred to the third parties. The applicant shall bear responsibility for the safety of the personal login and password to the Personal Account from the moment of their receipt. Documents submitted not through the applicant's Personal Account (including those sent via e-mail or by fax), shall not be accepted and considered by the Admissions Committee.

10.12. Electronic application forms for admission to the respective main educational programme shall be completed from applicants' Personal Accounts. The applicant should complete all compulsory fields in the online application form, print the completed application form and confirm the correctness of the data with his/her signature. The signed application form, along with other required documents, shall be submitted by the applicant to the Admissions Committee in person, by general post or electronically in accordance with [Clause 10.13](#) hereof.

10.13. If the applicant chooses to submit the documents specified in [Clauses 10.9.1 – 10.9.8](#) 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.

10.14. Originals of the documents specified in [Clauses 10.9.1 – 10.9.9](#) hereof and submitted by the applicant in electronic form shall be submitted by him/her to the Committee for Acceptance of Documents from Foreign Nationals **no later than October 1, 2017**.

10.15. The foreign national signing the application form confirms, apart from the circumstances specified in [Clauses 2.19 – 2.20](#) hereof, his/her familiarity with the Residence Regulations for Foreign Nationals in the Russian Federation, established by Federal Law of the Russian Federation No 115-FZ dated July 25, 2002 "On the Legal Status of Foreign Nationals in the Russian Federation" and other legal acts of the Russian Federation.

10.16. International applicants specified in [Clauses 10.2.2 – 10.2.4](#) hereof shall take the same admissions tests to SPbU main programmes of higher education of the relevant level that the Russian Federation citizens do.

10.17. The enrollment of international applicants specified in [Clauses 10.2.2 – 10.2.4](#) applying for admission to government-funded places or on the fee-paying (contractual) basis paid for by individuals and/or legal entities is held as per the same procedure and within the same time frame with the enrollment of the Russian Federation citizens applying for admission to main programmes of higher education of the relevant level.

10.18. The acceptance of documents from international applicants specified in [Clauses 10.5](#) and [10.6](#) hereof applying to main programmes of higher education takes place **from April 1, 2017 to August 10, 2017**.

10.19. The acceptance of documents from international applicants specified in [Clauses 10.5](#) and [10.6](#) hereof and requiring an entry visa to be admitted to SPbU takes place **from April 1, 2017 to July 8, 2017**.

10.20. Admissions tests for international applicants specified in [Clauses 10.5](#) and [10.6](#) hereof shall proceed in accordance with the schedule of admissions tests published at SPbU official website within the following time frames:

- 10.20.1. **from May 5, 2017 to May 19, 2017;**
- 10.20.2. **from June 15, 2017 to June 30, 2017;**
- 10.20.3. **from July 13, 2017 to July 22, 2017;**
- 10.20.4. **from August 03, 2017 to August 17, 2017.**

10.21. All admissions tests, except for admissions tests of foreign language skills and admissions tests for persons applying to programmes taught in a foreign language, are held in Russian for the categories of international applicants specified in Clauses 10.5, 10.6 hereof.

10.22. The particular rights granting enrollment to bachelor and specialist degree programmes are not granted to compatriots residing abroad who are not citizens of the Russian Federation pursuant to the Federal Law No 273-FZ as of December 29, 2012 "On Education in the Russian Federation" unless otherwise specified in the international agreements of the Russian Federation.

10.23. International applicants with the USE results may participate in the competition for bachelor or specialist degree programmes on grounds of either the USE results or the results of the admissions tests in the respective subjects conducted at the discretion of SPbU.

10.24. If an admission test conducted at the discretion of SPbU for admission to the selected main educational programme is organised in several streams, the applicant may take the admission test in the given subject only once during the given calendar year.

10.25. Following the decision of SPbU Admissions Committee, videoconference systems and distance education technologies may be used during the admissions tests process. Such methods also include written works done by the applicant in SPbU electronic system of distance education via the Internet. The members of the Admissions Committee shall have an opportunity to make sure that the same person with the one that has submitted the application for competition is taking part in the respective admissions test.

10.26. Technical specifications for videoconference systems and requirements to the end devices and the channel used for the electronic systems of distance education to be used by the applicants shall be established by SPbU and shall be published at SPbU official website in accordance with the procedure set forth in Clause 1.6 of the Regulations for Admission **no later than June 01, 2017.**

10.27. For bachelor programmes, specialist degree programmes and master programmes requiring speaking Russian as a foreign language at the TORFL 1 or TORFL 2 levels, the documented fact of successful completion of an educational programme of a previous level or degree (not lower than basic general education) in the Russian language may be credited as a result of the admissions test in Russian.

10.27.<sup>1</sup> To be enrolled to SPbU, international applicants shall also submit, if necessary, a certificate of recognition of a foreign document on the level of education and/or qualification in the Russian Federation;

10.28. Acceptance of foreign nationals specified in [Clauses 10.5](#) and [10.6](#) hereof to main programmes of higher education at SPbU shall proceed following the resolution of the Admissions Committee in accordance with the results of admissions tests for the given main educational programmes **until August 31, 2017.**

10.29. International students specified in [Clause 10.2.1](#) shall be accepted 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. Separate enrollment orders related to the said persons shall be issued.

10.30. International applicants applying for admission to places paid for by individuals and/or legal entities shall be enrolled only upon signing the contract for provision of paid education services.

10.31. The dates for acceptance of international applicants to places on the fee-paying (contractual) basis to places paid for by individuals and/or legal entities may be extended upon the decision of the Admissions Committee.

Appendix 1

to the Regulations for Admission to Main Educational Programmes of Higher Education  
(Bachelor Programmes, Specialist Degree Programmes, Master Programmes) at St Petersburg  
University in 2017

**REGULATIONS**  
**for Admissions Tests to Main Educational Programmes of Higher Education at**  
**St Petersburg State University in 2017**

**1. General Provisions**

1.1. These Regulations for Admissions Tests to Main Educational Programmes at St. Petersburg State University in 2017 (hereinafter referred to as the Regulations) specify the procedures for practical creative admissions tests and/or profession-specific additional admissions tests, admissions tests held at the discretion of SPbU when admitting applicants to main bachelor programmes, specialist degree programmes and master programmes in 2017.

1.2. These Regulations have been developed in compliance with the following documents: Federal Law No 273-FZ as of December 29, 2012 "On Education in the Russian Federation"; Procedures for Admission to Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes approved by the Decree of the Ministry of Education and Science of the Russian Federation No 1147 as of October 14, 2015 (hereinafter referred to as the Procedures for Admission); Charter of the Federal State Budgetary Institution of Higher Education "St. Petersburg State University", the Regulations for Admission to Main Educational Programmes of Higher Education (Bachelor Programmes, Specialist Degree Programmes, Master Programmes) at St. Petersburg State University in 2016 (hereinafter referred to as the Regulations for Admission).

1.3. The examination papers of all the applicants are made anonymous, so that the author of any paper cannot be identified, and in such condition they are marked by SPbU examiners.

1.4. The syllabi of the admissions tests held at the discretion of SPbU for applicants specified in Clause 7.2.2 of the Regulations for Admission as well as the syllabi of field-specific additional admissions tests held in general education subjects are developed by SPbU in compliance with the federal state educational standard of secondary general education.

1.5. Written examinations, oral and written examinations, competitive selection of documents (portfolios) and creative competition are forms of admissions tests held at the discretion of SPbU.

1.6. The form of practical creative additional admissions tests and/or profession-specific additional admissions tests is specified in the List and Forms of Admissions Tests to Bachelor Programmes and Specialist Degree Programmes at SPbU in 2017 approved by the Admissions Committee (hereinafter referred to as the List and Forms of Admissions Tests to Bachelor Programmes and Specialist Degree Programmes).

1.7. Admissions tests held at the discretion of SPbU for persons applying for admissions to a particular main field of study are held in general education subjects set forth by the Admissions Committee in the List and Forms of Admissions Tests to Bachelor Programmes and Specialist Degree Programmes.

1.8. The form of Admissions tests held at the discretion of SPbU is specified in the List and Forms of Admissions Tests to Bachelor Programmes and Specialist Degree Programmes.

1.9. The list and forms of admissions tests held by SPbU for applicants to master programmes are specified in the List and Forms of Admissions Tests to SPbU Master Programmes

in 2017 set forth by the Admissions Committee (hereinafter referred to as the List and Forms of Admissions Tests to Master Programmes).

1.10. Examination materials and organisation of admissions tests for applicants to SPbU main programmes of higher education are developed by examination boards created in accordance with the procedures set forth at SPbU for admissions tests.

1.11. Examination boards are formed out of SPbU research and teaching staff as well as research and teaching staff of educational, research and other organisations with the same areas of activity that the respective SPbU educational programmes and examination boards have. The chairpersons of examination boards are appointed out of qualified research and teaching staff of educational, research and other organisations with the same areas of activity that the respective SPbU educational programmes and examination boards have.

## **2. Procedures for Organisation of Admissions Tests**

2.1. The 2017 schedule of admissions tests for admission to SPbU main programmes of higher education is established in accordance with the Regulations for Admission.

2.2. Prior to all admissions tests, except for the competitive selection of documents (portfolio), consultations are provided for the applicants concerning the outline of admissions tests' syllabi, their procedures as well as requirements to papers and answers and criteria of their evaluation.

2.3. During admissions tests, the rooms where they are being held are allowed to be entered only by the Rector - Chairman of the Admissions Committee, other members of the Admissions Committee, members of the appropriate examination boards as well as by SPbU employees, who, in accordance with their approved job descriptions or SPbU bylaws, are in charge of carrying out of the admissions tests.

2.4. The admission of applicants to the rooms where admissions tests are being held, maintaining order in the rooms during admissions tests and monitoring of the testing procedure are exercised by members of the appropriate examination boards.

2.5. It is prohibited to bring to the room where an admissions test is being held any personal belongings except for materials and items allowed to be used by the applicant during the test. The applicant may leave his/her personal belongings at a place specified by the authorised officials. Any communication devices and other appliances have to be switched off in advance.

2.6. To be admitted to the room where an admissions test is being held, the applicant shall show his/her passport or any other ID (with the applicant's photo).

2.7. The applicant shall receive a blank sheet for the oral (oral and written) answer or a blank title page with inserted sheets for the written paper and/or written test as well as scratch paper. All sheets provided to the applicant shall be sealed by the Admissions Committee.

2.8. During his/her work at the admissions test assignments, the applicant may turn to the staff holding this test for any additional blank sheets for written paper or its drafts. All additional sheets provided to the applicant shall be sealed by the Admissions Committee.

2.9. Written papers shall be done only using the writing instruments provided for by the officials responsible for the relevant admissions test. Any correction fluids are not allowed.

2.10. Apart from the writing instruments specified in [Clause 2.9](#) of the Regulations for Admissions Tests, the applicant is only allowed to have a pair of compasses, a ruler and a rubber during admissions tests. At particular admissions tests an additional list of materials and equipment allowed to be used by the applicant during the test may be determined. The said list shall be published in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission at the same time with the schedule of the respective admissions tests.

2.11. The following items are not allowed to be brought and/or used by applicants and persons involved into holding admissions tests in the rooms where the given tests are being held:

2.11.1. personal computers (including portable computers, pocket computers etc.), other computing machinery (including calculators) and other devices except for those provided by SPbU

for the given test;

2.11.2. cell phones and other means of communication;

2.11.3. any stationery except for the items specified in Clauses 2.9, 2.10 of the Regulations for Admissions Tests (including correction fluids etc.);

2.11.4. any reference materials (including learner's guides, monographs, lecture notes, geographic maps and atlases, etc.) unless their usage is specified by the syllabus of a relevant admissions test.

2.12. During the admissions test all questions on organisation are put by the applicants to persons in charge, aloud. The answer is voiced so that all the applicants could hear it. Consulting of applicants on the assignments of the test is not allowed.

2.13. Applicants being late for the beginning of either written or oral and written or creative admissions tests may be allowed to enter the room only upon consent of a person in charge of holding of the test. A "late for the test" mark is put onto the title page of the applicant's written paper or onto the sheet for oral (oral and written) answer. Being late for an admissions test does not entitle the applicant to be provided extra time for taking the given test. If any applicant familiar with the contents of the examination task leaves the room, no applicant that is late for the test is allowed to take this test.

### **3. Procedures for Holding of Admissions Tests**

3.1. The oral part of an examination (test) is graded by at least two members of the respective examination board. The applicant is given 45 minutes to get ready for the answer (20 minutes to work with the text at a foreign language examination). During the examination the applicant may be asked additional questions concerning the topics of his/her examination card. The applicant gets ready for the answer only by writing on the blank sheet. The examiners record the correctness and completeness of the answers on the questions from the examination cards and ask the applicant additional questions.

3.2. When holding an interview, the board keeps a record of questions they ask the applicant, brief commentary of the examiners (synopsis) of the answers to them and put marks for every part of the interview.

3.3. The final grade for the oral part of the examination (interview) is put in figure and in full into the sheet of oral (oral and written) answer (interview record) signed by at least two examiners.

3.4. The length of a written admissions test cannot be more than four hours (240 solid minutes) since the announcement of the examination task.

3.5. The length of a practical creative admissions test and/or a profession-specific admissions test may be defined in each particular case in accordance with the syllable of the given admissions test.

3.6. Before the beginning of an admissions test each applicant shall fill in the questionnaire of the given test on the blank title page, by hand, legibly and in Cyrillic letters. The applicant's signature on the blank title (front) page confirms that the paper is written by the person whose personal data is entered into the questionnaire of the participant of the given test as well as confirms the fact that he/she is familiar and agrees with these Regulations, the excerpts of which are given on the second page of the blank title page.

3.7. Written examination papers are done on the inserted sheets that must not contain any marks that can help identify the author of the paper and that are not directly connected to the process of working at the paper. The written examination paper or any part thereof is not allowed to be written on the blank title page. The written examination paper done fully or partially on the blank title page or containing any marks that can help identify the author of the paper is not allowed to be marked by the examination board; the applicant obtains a minimum score (a zero score) and a statement of fact is drawn up signed by the chairperson (deputy chairperson) of the relevant examination board and approved by the executive secretary of the Admissions Committee.

3.8. All sheets of paper used by the applicant as drafts must be marked as such ("Draft") Drafts of examination papers are not marked by examination boards.

3.9. Examination tasks are performed by each of the applicants individually.

3.10. During an admissions test no interaction between the applicants is allowed. They are not allowed to change their seats or walk about the room or building where the given admissions test takes place.

3.11. Applicants are informed on a possibility of leaving for a short time the room where an admissions test takes place by an authorised official responsible for the respective admissions test, before the beginning of the given test. The applicant may leave the room where an admissions test takes place for a short time accompanied by an authorised official responsible for the respective admissions test, before the beginning of the given test. During the applicant's absence his/her examination paper is submitted to the authorised officials responsible for the respective admissions test. The applicant's time of leaving and return is recorded. The said absence of the applicant in the room where an admissions test takes place does not entitle the applicant to be provided extra time for taking the given test. Applicants may leave the room where an admissions test takes place for a short time - one applicant of the same sex at a time.

3.12. If the applicant present in the room where an admissions test takes place has or uses any written and/or printed materials, devices (including means of communication) prohibited for use as well as violation by the applicants of [Clauses 3.9, 3.10](#) hereof entails withdrawal of the applicant from the examination and a statement of fact is drawn up by the authorised officials responsible for the respective test. In such cases the paper is not checked and he/she obtains a minimum score (a zero score).

3.13. To provide the credibility of oral and/or oral and written admissions tests, the procedures for such tests, including the questions and answers of each applicant, are recorded by audio- and video equipment. The Admissions Committee is entitled to annul the results obtained by the applicant in case any violation by the latter thereof for Admissions Tests during the admissions test is later detected with the help of the above-mentioned records. In this case the applicant is informed by the executive secretary of the Admissions Committee in the written form, within 3 (three) working days since the relevant decision is adopted by the Admissions Committee, that a violation has been detected.

3.14. The applicants that have completed their written examination papers in advance may submit them to the authorised officials responsible for the respective admissions test and leave the room where the admissions test is being held not waiting for it to be finished.

3.15. When submitting their examination papers to the authorised officials responsible for the respective admissions test, the applicants shall show them their passports or any other IDs, thereby proving that the paper have been written by the same person whose personal data is entered into the questionnaire of the participant of the given test.

3.16. Upon completion of an admissions test, the authorised officials responsible for the respective admissions test announce that the examination had finished and collect all applicants' written papers. The written papers of the applicants are sealed, memorialised and submitted to the Admissions Committee for marking. The examination papers of all the applicants are made anonymous through encryption, so that the author of any paper cannot be identified, and in such condition they are marked by the Admissions Committee.

3.17. The papers are marked in accordance to the duly approved evaluation criteria by members of the examination boards only and solely in SPbU rooms appointed by the Chairperson or Deputy Chairperson of the Admissions Committee.

#### **4. Organisation of Admissions Tests for Physically Challenged and Disabled Applicants**

4.1. Disabled applicants and disabled children take admissions tests in compliance with the List of Admissions Tests and additional admissions tests (if any) in the form set forth at the

discretion of SPbU with the account of such applicants' special needs, individual opportunities and state of health (hereinafter referred to as individual characteristics).

4.2. Admissions tests for physically challenged applicants are held in SPbU in accordance with the Procedures for Admission. The requirements, including those set forth in the Procedures for Admission, to admissions tests for physically challenged persons shall be met when holding such tests at SPbU.

4.3. The provisions hereof for Admissions Tests are applied to physically challenged persons with an account of their individual characteristics. To be provided equal opportunities in taking admissions tests, physically challenged applicants shall be allowed to use any devices they need related to their individual health characteristics. In case these devices could interfere with other applicants' work and in case the applicant needs a special environment, an authorised official responsible for the respective admissions test shall provide him/her an opportunity to take this test in a separate room, where other physically challenged persons may take their admissions tests with due regard to the standards set forth in Clause 94 of the Procedures for Admission.

4.4. Such applicant must specify in his/her personal application form that he/she requires creation of a special environment for the admissions tests due to being disabled and/or physically challenged (including the fact that the duration of the admissions tests has to be increased). The duration of an admissions test shall be increased by 60 minutes for disabled persons and disabled children who have specified their requirement of admissions test duration increase in their personal application forms.

## **5. Regulations for Competitive Selection of Documents (Portfolios)**

5.1. To pass an admissions test in the form of a competitive selection of documents (portfolios), applicants shall submit, within the time frames for applications acceptance, the documents specified in Clause 2.23 of the Regulations for Admission. All the documents specified by the syllabus of the admissions test in the form of a competitive selection of documents (portfolios) have to be submitted within the time frame for acceptance of applications and documents to master programmes set forth by these Regulations. In case their standard educational credential is absent as of the period of competition, applicants graduated from educational organisations of higher education shall submit a statement from this educational organisation specifying the date of programme completion and educational credential issuance as well as standard transcript of records or a copy of the personal transcript of records specifying the disciplines studied and assessment results.

5.2. Depending on the syllabi of the relevant admissions tests to main master programmes, applicants shall submit, together with the documents specified in Clause 2.23 of the Regulations for Admission, any documents and materials confirming his/her aspiration to study the chosen master programme, his/her academic achievements, research and practical work:

5.2.1. a motivation letter containing well-reasoned description of why the applicant got interested in the chosen master programme. The motivation letter must contain necessary information on the professional experience/work of the applicant; information confirming the necessity of obtaining the knowledge/skills specified by the chosen master programme; prospects and/or plans of implementing the knowledge gained during the period of study at the chosen master programme in the future professional activity.<sup>1</sup>

The motivation letter, checked by the examination board in the concealed authorship mode, must not contain any information allowing the board members to establish its authorship.

5.2.2. an essay (a creative or a research paper) on one of the topics specified for the given main field of study. The list of topics, requirements to the size and evaluation criteria for essays shall be specified in the syllabi of the relevant admissions tests in the form of a competitive selection of documents (portfolio).

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<sup>1</sup> This document is obligatory for submitting.

The essay, checked by the examination board in the concealed authorship mode, must not contain any information allowing the board members to establish its authorship.

5.2.3. copies of publications in scientific sources (periodicals, collections of papers, monographs). The applicant shall attach to the text of the publication a copy of the title page of the edition with a masthead.

5.2.4. documents confirming the applicant's participation in conferences, seminars, round-table discussions and other scientific and research events. Abstracts of research papers and an event programme can be such documents;

5.2.5. diplomas of a winner, awardee, laureate or participant of open all-Russian and regional competitions of student research papers and student olympiads of various levels;

5.2.6. documents and materials confirming the applicant's participation in research projects supported by grants and confirming the results obtained by him/her;

5.2.7. documents and materials confirming the applicant's work (including the efficiency) in research laboratories, project teams, etc;

5.2.8. a service record statement or a copy of a labour agreement and a copy of the job description signed by an authorised worker of the organisation confirming the applicant's length of service and practical experience;

5.2.9. statements from educational organisations confirming the scholarships (institutional, republican, governmental, presidential, foundational, from social associations and other organisations) as well as documents confirming any other awards and prizes;

5.2.10. certificates confirming foreign language levels:

5.2.10.1. international certificates confirming foreign language skills (in English: TOEFL (550 points and over); IELTS (not less than 5,5); Cambridge CAE (Certificate in Advanced English), Cambridge BEC (Business English Certificate), Cambridge CPE (Certificate of Proficiency in English); in German: Goethe Certificate C1; in French: DALF (Diplome Approfondi de Langue Francaise); in Spanish: DELE);

5.2.10.2. other international certificates as well as diplomas of Russian courses of foreign languages (with a 2-year term of studies). Documents confirming that the applicant has studied abroad (excluding CIS countries) one semester or more can also serve as documents confirming foreign language skills (such documents may include a diploma of higher education issued by a foreign university (excluding CIS higher education institutions));

5.2.11. certificates of participation in winter/summer schools or international schools in Russia in foreign languages;

5.2.12. diplomas and certificates confirming professional development.

5.3. The applicant is eligible to specify the main (priority) document for expert evaluation.

5.4. In case of additional questions to the applicant concerning the examination board decision, applicants may be interviewed.

5.5. The following is considered competitive selection criteria:

5.5.1. the extent of the applicant's motivation to study at the chosen master programme;

5.5.2. level and quality of previous training including general knowledge on the subject within the scope of the chosen master programme (by ranking the training level in the main field of study and its key subjects);

5.5.3. level of functional foreign language(s) skills;

5.5.4. scientific achievements;

5.5.5. professional experience, knowledge of the particular branch of science within the chosen master programme;

5.5.6. other achievements, awards and prizes;

5.5.7. interest towards professional development.



to the Regulations for Admission to Main Educational Programmes of Higher Education (Bachelor Programmes, Specialist Degree Programmes, Master Programmes) at St Petersburg University in 2017

### **Regulations for Review of Written Works, Appeal Submission and Appeal Proceedings**

1. After announcing the results of an admissions test, the applicant (his/her authorised representative), in accordance with the procedure set forth in these Regulations for Review of Written Works, Appeal Submission and Appeal Proceedings (hereinafter referred to as the Regulations for Review of Written Works), may see his/her written paper if he/she disagrees with the outcome of the given admissions test and/or may submit a reasoned letter of appeal (hereinafter referred to as an appeal). Such appeal may also be submitted if the applicant (his/her authorised representative) believes that the Regulations for Admissions Tests have been violated.

2. The day of the publication of the results of an admissions test on SPbU official site in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission shall be considered as date of the announcement of the results of this admissions test.

3. The applicants shall be informed on the date of announcement of the results of each admissions test, the period of time specified for submitting the application concerning reviewing written papers accomplished during the test, the period of time specified for submitting an appeal, place and time of the procedure of appeals consideration for each admissions test in accordance with the procedure set forth in [Clause 1.6](#) of the Regulations for Admission. The abovementioned information shall also be included into the admissions tests schedules.

4. An application of reviewing the written paper done during the admissions test shall be submitted by the applicant (his/her authorised representative) in person to the Admissions Committee **on the same or the next day after the results of the admissions test have been announced, from 10 a.m. till 2 p.m., Moscow standard time, unless otherwise specified in the schedule of admissions tests.**

5. The paper written by the applicant during the admissions test is shown to the applicant by SPbU authorised official and the applicant (his/her authorised representative) reviews his/her paper in this official's presence.

6. An appeal, addressed to the Chairperson of SPbU Appeals Panel (hereinafter referred to as the Appeals Panel), is personally submitted by the applicant (his/her authorised representative) in the written form on the same or the next day after the announcement of the results of the admissions test.

7. The appeal must contain specific reasons why the applicant disagrees with the mark obtained or certain facts proving that the Regulations for Admissions Tests have been violated.

8. When an appeal is submitted, the application shall be registered and the applicant (his/her authorised representative) shall be informed on the place of its consideration.

9. The composition of the Appeals Panel is approved by SPbU Rector or his authorised representative.

10. The appeal is considered by three or more members of the Appeals Panel.

11. The applicant (his/her authorised representative) is eligible to be present at the consideration of his/her appeal. The applicant must present an identity document.

12. Appeal consideration is not a retaking of the admissions test. During the appeal consideration only the correctness of the procedure for the admissions test and/or the correctness of the evaluation of admissions test results are considered.

13. Upon the result of the Appeals Panel work, the mark may be made higher, lower or left unchanged.

14. Upon the appeal consideration, an Appeals Panel decision is made concerning the admissions test mark. Appeals Panel decisions are made in an open ballot by majority vote.

15. The Appeals Panel decision, documented in the minutes, is approved by the

Chairperson of the Appeals Panel and is final. The applicant (his/her authorised representative) is informed on the Appeals Panel decision, documented in the minutes. The awareness of the applicant (his/her authorised representative) of the Appeals Panel decision is certified by the signature of the applicant (his/her authorised representative).

16. The Appeals Panel decision on changing the mark for the admissions test (either making it higher or lower) influences the results of the admissions test which is published on SPbU official site in accordance with the procedure set forth in Clause 1.6 of the Regulations for Admission on the day when the said decision was made. The former mark on SPbU official site is changed for the new one, approved by the Appeals Panel decision, with a relevant note in a separate column of the admissions test results.

17. The minutes of the Appeals Panel decisions are kept within the time frame regulated by the File Register.