

**Regulations for an Open Competition Among International Applicants,
Stateless Citizens and Compatriots Residing Abroad
to Obtain State Scholarships to Study at
St Petersburg University in 2017**

General Provisions

1. 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; Procedures for Admission to Educational Programmes of Higher Education — Bachelor Programmes, Specialist Degree Programmes and Master Programmes in 2017/2018 approved by the Decree No 3 of the Russian Federation Ministry of Education and Science as of October 14, 2015; Procedures for Admission to Educational Programmes of Higher Education — Doctoral Programmes approved by the Decree of the Ministry of Education and Science of the Russian Federation No 233 as of March 26, 2014, St Petersburg University (hereinafter referred to as SPbU) accepts for consideration documents submitted by international applicants, stateless citizens and compatriots residing abroad to government-funded places allocated to SPbU in 2017 from the number of places specified by the Government of the Russian Federation in Decree No 891 as of October 08, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation" (on references from the Russian Federation Ministry of Education and Science).

2. International applicants, stateless citizens and compatriots residing abroad shall be admitted to government-funded places allocated to SPbU in 2017 from the number of places specified by the Government of the Russian Federation in Decree No 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation". The said categories of applicants are admitted to the first year of main educational bachelor, specialist degree, master and doctoral programmes, full-time mode.

Acceptance of Documents

3. Documents for competition from international applicants, stateless citizens and compatriots residing abroad to government-funded places allocated to SPbU in 2017 from the number of places specified by the Government of the Russian Federation in Decree No 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation" (hereinafter referred to as the applicants, the competition) shall be accepted **from February 01, 2017 to June 15, 2017**. The particulars of admissions organisation to master programme "Journalism", area of specialisation "Global Communication and International Journalism", master programme "Company Economics", master programme "Information Business Analytics", master programme "Management", master programme "Baltic and Nordic Studies" are given in Clauses 23–26 hereof. Admissions of international applicants pursuant to the relevant agreements signed between SPbU and governmental agencies of foreign states are organised in accordance with statements (recommendations, references) of the respective governmental agencies of foreign states.

4. The applicants shall submit the following documents for competition:

4.1. a personal application addressed by the applicant to SPbU Rector (filled in at the Personal Accounts through the SPbU Admissions Committee website abiturient.spbu.ru); the applicant may submit no more than 3 (three) applications to different educational programmes (fields of study);

4.2. a questionnaire - competition application form of the prescribed form filled in block letters and provided with a photo;

4.3. 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;

4.4. a copy of the birth certificate along with its translation into Russian (for CIS citizens);

4.5. a medical certificate on absence of contraindication against studying in the Russian Federation issued by an official health care agency;

4.6. a medical certificate on the absence of the HIV virus and AIDS issued by an official health care agency of the country of the applicant's residence;

4.7. an original or a copy of the educational credentials and supplements thereof (if the latter is provided for by the laws of the country issuing the said certificates of education) containing the list of subjects studied and grades (points) obtained;¹

4.8. a motivation letter written in Russian (or in the language in which the programme is taught) containing the well-reasoned description of why the applicant got interested in the chosen educational programme and is willing to study it. It has also to contain information on his/her professional training, professional experience and the substantiation for his/her interest to receive education in this programme;

4.9. an essay written in Russian (or in the language the given programme is taught) on the topic approved by the Admissions Committee of St Petersburg University for the given field of study — for applicants to bachelor, specialist degree and master programmes;

4.10. 4 (four) photographs 3x4 cm (the photographs must be taken in 2017).

4.11. Applicants to doctoral programmes shall also be obliged to submit the following:

4.11.1. a description of their prospective research;

4.11.2. copies of their scientific publications in sources corresponding to their chosen field of study (speciality of research workers) or copies of works prepared to publication in sources corresponding to their chosen field of study (speciality of research workers) — if any.

4.11.3. their CV containing information on their academic (professional) training, their research and achievements, their professional experience, etc;

5. Requirements to the content and structure of the motivation letter and the essay as well as their assessment criteria and the assessment criteria for additional documents submitted by applicants to doctoral programmes shall be set forth by the Admissions Committee and shall be made known to the applicants not later than the date when acceptance of the documents for competition starts by means of publication at the official

¹ Applicants arriving to study shall present their original educational credentials and supplements thereof (if the latter is provided for by the laws of the country issuing the said certificates of education) legalised in accordance with the established procedure

web site of St Petersburg University at the Admissions Committee web page <http://www.abiturient.spbu.ru>.

6. An applicant to a bachelor or a specialist degree programme shall submit for competition one of the following documents:

6.1. a state-recognised document of secondary general education or secondary vocational education;

6.2. a foreign educational credential recognised in the Russian Federation as a state-recognised document of secondary general education or secondary vocational education;

6.3. a statement from an educational organisation implementing educational programmes of secondary general education or secondary vocational education or their equivalents, where the applicant is studying at the moment of his/her submission of the application for competition. This statement shall contain information of the level of the educational programme he/she is studying, the (expected) date of the end of training, presence or absence of final assessment and its form, academic performance according to the results of the previous interim assessment with grades for subjects (disciplines) obtained during the recent 3 (three) semesters of study.

7. An applicant to a master programme shall submit for competition one of the following documents:

7.1. a bachelor degree, a higher education specialist degree or a state-recognised specialist degree;

7.2. non-Russian educational credentials recognised in the Russian Federation as a bachelor or a specialist degree;

7.3. a statement from an educational organisation implementing bachelor and specialist degree programmes or their equivalents, where the applicant is studying at the moment of his/her submission of the application for competition. This statement shall contain information of the level of the educational programme he/she is studying, the (expected) date of the end of training, presence or absence of final assessment and its form, academic performance according to the results of the previous interim assessment with grades for subjects (disciplines) obtained during all semesters of study.

8. An applicant to a doctoral programme shall submit for competition one of the following documents:

8.1. a state-recognised master's diploma, a state-recognised bachelor's diploma;

8.2. non-Russian educational credentials recognised in the Russian Federation as a master's or a specialist degree;

8.3. a statement from an educational organisation implementing specialist degree or master programmes or their equivalents, where the applicant is studying at the moment of his/her submission of the application for competition. This statement shall contain information of the level of the educational programme he/she is studying, the (expected) date of the end of training, presence or absence of final assessment and its form, academic performance according to the results of the previous interim assessment with grades for subjects (disciplines) obtained during all semesters of study.

9. A person who has not submitted one of the documents specified in Clauses 4–8 hereof shall not be allowed to take part in the competition.

10. The documents specified in Clauses 4–8 hereof shall be submitted in legible copies in Russian or translated into Russian (translations into Russian have to be notarised

by either a Russian notary or the Russian Federation embassy/consulate in the foreign country or the embassy/consulate of the foreign country in Russia unless otherwise specified in the international agreements of the Russian Federation).

11. Documents for participation in the competitive selection shall be submitted in electronic form through SPbU official website using the applicants' Personal Account.

12. If the applicant chooses to submit the documents specified in Clauses 4–8 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. Each document must be uploaded as a single file with a correct title reflecting the document's content. The uploading of a single document in separate incorrectly titled files is not permitted.

13. Irrespective of the form of documents submission, registration for obtaining a Personal Account is obligatory for all applicants.

14. The originals of the documents specified in Clauses 4–8 hereof and submitted by the applicant in electronic form shall be submitted by him/her to SPbU (the Committee for Foreign Nationals' Admissions, 6 Birzhevaya Liniya, St Petersburg 199034, Russian Federation) no later than October 1, 2017.

Procedures for Selection of Applicants and Enrollment

15. The competitive selection of applicants to government-funded places allocated to SPbU in 2017 and specified by the Government of the Russian Federation in Decree No 891 as of October 8, 2013 "On Establishing an Education Quota for Foreign Nationals and Stateless Citizens in the Russian Federation" shall be made by the Admissions Committee.

16. The decision on whether or not to recommend an applicant to study shall be made by the SPbU Admissions Committee.

17. Each applicant is considered by the Admissions Committee and a decision is made on whether or not to recommend him/her to be accepted for study.

18. Based on a positive recommendation of the Admissions Committee, the applicant's personal record is sent by St Petersburg University to the Russian Ministry of Education and Science for a decision to be made concerning acceptance for study. If the decision is positive, the Ministry forms a reference for the applicant's enrollment to the educational programme of the relevant level and sends it to SPbU.

19. Terms of the consideration of applicants and submission of the sets of documents constituting their personal records as well as terms of decision-making concerning the forming of the reference for the applicant's enrollment to the educational programme of the

relevant level and field of study are established by the Russian Ministry of the Education and Science.

20. The Admissions Committee shall inform the applicants on the results of the competitive selection by means of publication at the official web site of St Petersburg University at the Admissions Committee web page <http://www.abiturient.spbu.ru> of a list of applicants, sorted by name, having been admitted to the competition and having successfully passed the competitive selection. A list of applicants recommended for enrollment by SPbU Admissions Committee is marked out.

21. Lists of applicants admitted to the competition and sorted by name, who have successfully passed the competitive selection and who have been approved by the Admissions Committee for the recommendation to study, shall be published at the official SPbU web site at the Admissions Committee web page <http://www.abiturient.spbu.ru> on or prior to July 17, 2017.

22. Enrollment of applicants approved by the Admissions Committee of St Petersburg University and the Russian Ministry of the Education and Science to St Petersburg University is based on the references issued by the Russian Ministry of the Education and Science within the terms established by the said governmental body, upon arrival of the applicant at SPbU and his/her submission of the original educational credentials.

Admissions to Educational Master Programme "Company Economics"

23. The particulars of admissions to the double-degree master programme "Company Economics" are specified by the Contract between St Petersburg University and the Ilmenau University of Technology as well as by additional agreements to it.

23.1. International applicants to SPbU master programme "Company Economics" shall be obliged to submit a recommendation letter from the Ilmenau University of Technology confirming that these candidates have been nominated to participate in this programme.

23.2. International applicants to SPbU master programme "Company Economics" shall submit their thesis abstract that will be evaluated by the examination board as an essay.

Admissions to Educational Master Programme "Business Informatics"

24. The particulars of admissions to the double-degree master programme "Business Informatics" are specified by the Contract between St Petersburg University and the Ilmenau University of Technology as well as by additional agreements to it.

24.1. International applicants to SPbU master programme "Business Informatics" shall be obliged to submit a recommendation letter from the Ilmenau University of Technology confirming that these candidates have been nominated to participate in this programme.

24.2. International applicants to SPbU master programme "Business Informatics" shall submit their thesis abstract that will be evaluated by the examination board as an essay.

**Admissions to Double-Degree Master Programmes in the Main Field of Study
"Management"**

The particulars of admissions to the double-degree master programmes in the main field of study "Management" are specified by the Contract No 08/2-04-040-012-013 between St Petersburg University and the Lappeenranta University of Technology dated June 18, 2010, Contract No № 08/2-04-p-010-025 between St Petersburg University and Vienna University of Economics and Business dated December 03, 2010 as well as by additional agreements to them.25.

25.1. International applicants to this SPbU programme shall additionally submit a recommendation letter from the partner university confirming that these candidates have been nominated to participate in this programme, if that is specified by the terms and conditions of the relevant Contract.

**Admissions to Educational Master Programme in the Main Field of Study
"International Relations",
Programme "Baltic and Nordic Studies"**

The particulars of admissions to the double-degree master programme "Baltic and Nordic Studies" are specified by the Contract No 08/2-04-039-016-001 between St Petersburg University and the University of Tampere dated March 02, 2016 as well as by additional agreements to it. 26.

26.1. International applicants to this SPbU programme shall additionally submit a recommendation letter from the partner university confirming that these candidates have been nominated to participate in this programme, if that is specified by the terms and conditions of the relevant Contract.