

**REGULATIONS FOR ADMISSION  
TO MAIN EDUCATIONAL ASPIRANTURA PROGRAMMES FOR TRAINING  
RESEARCH AND TEACHING STAFF AT ST PETERSBURG UNIVERSITY  
IN 2018**

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 — Aspirantura Programmes for Training Research and Teaching Staff approved by the Decree of the Ministry of Education and Science of the Russian Federation No 13 as of January 12, 2017; 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"; Charter of the Federal State Budgetary Institution of Higher Education "St Petersburg University".

**1. GENERAL PROVISIONS**

1.1. These Regulations set out the procedures and terms for admission of Russian citizens, foreign nationals and stateless citizens (hereinafter referred to as international applicants) to main educational aspirantura programmes for training research and teaching staff at St Petersburg University (hereinafter referred to as SPbU) to government-funded places as well as to places on the fee-paying (contractual) basis.

1.2. Citizens of the Russian Federation having higher education confirmed by either a specialist degree or a master degree shall be admitted to main educational aspirantura programmes for training research and teaching staff on a competitive basis.

1.3. Such competition may be announced for a particular aspirantura programme or a group of aspirantura programmes.

1.4. The admissions of **international applicants to study on a government-funded basis shall be organised:**

1.4.1. 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;

1.4.2. 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; , and other international and intergovernmental agreements of the Russian Federation;

1.4.3. 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;

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

1.5. Government-funded admissions of international applicants specified in

Clauses 1.4.2 – 1.4.4 hereof to SPbU main educational aspirantura programmes for training research and teaching staff shall be held 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.

1.6. The terms and procedures of admitting to SPbU main educational aspirantura programmes for training research and teaching staff of citizens specified in Sub-clause 1.4.1 hereof shall be set out by separate Provisions on the appropriate competitive selection unless otherwise provided for by the laws of the Russian Federation.

1.7. Admission of Russian citizens and international applicants to SPbU to study on the fee-paying (contractual) basis is organised above the admission quotas on a competitive basis unless otherwise provided for by the laws of the Russian Federation and on the terms set forth hereby. The details of admission of foreign applicants on the fee-paying (contractual) basis within the framework of a separate competition organised for international applicants shall be established by Section 5 hereof.

1.8. Holders of graduate diplomas of an aspirantura programme or a military aspirantura programme as well as holders of candidate of science diplomas shall be eligible to participate in a competition for main educational aspirantura programmes for training research and teaching staff only to places on the fee-paying (contractual) basis.

1.9. Applicants to main educational aspirantura programmes for training research and teaching staff shall be enrolled in the full-time mode only.

1.10. Sponsored admissions to SPbU main educational aspirantura programmes for training research and teaching staff shall be held in accordance with the laws of the Russian Federation on education.

1.11. The responsibility of organising admissions to SPbU main educational aspirantura programmes for training research and teaching staff shall lie with the SPbU Admissions Committee for Organising Admissions to Aspirantura Programmes and Clinical Residency Programmes (hereinafter referred to as the Admissions Committee) headed by SPbU Rector. Its composition shall be determined by SPbU Rector.

1.12. The Admissions Committee shall publish the documents regulating admissions to main educational aspirantura programmes for training research and teaching staff 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 SPbU main educational aspirantura programmes for training research and teaching staff including the activities of the Admissions Committee.

## **2. PROCEDURES FOR ACCEPTANCE OF DOCUMENTS FROM APPLICANTS TO MAIN EDUCATIONAL ASPIRANTURA PROGRAMMES FOR TRAINING RESEARCH AND TEACHING STAFF**

2.1. An applicant to main educational aspirantura programmes for training research and teaching staff shall submit the following documents:

2.1.1. an application for admission to main educational aspirantura programmes for

training research and teaching staff addressed to SPbU Rector. The applicant must specify the basis (either government-funded or contractual) and the aspirantura programme title;

2.1.2. a document identifying the applicant's identity and citizenship;

2.1.3. an original or a copy of a standard diploma of higher education (either a specialist diploma or a master diploma) and supplements thereto.

2.1.4. a commitment to submit an original or a copy of a standard diploma of higher education (either a specialist diploma or a master diploma) and supplements thereto on or prior to the deadline for documents submission (in case the applicant has not submitted the said document with his/her application for admission).

Persons with education received abroad shall submit an original (or a true copy) of a duly legalised (if required) foreign educational credential and supplements thereto (if the latter is provided for by the laws of the country issuing the said educational credential) recognised in the Russian Federation and giving its holder the same academic and/or professional rights that holders of standard documents of higher education specified in Clause 1.2 hereof 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 as well as a certified Russian translation of such educational credential and supplements thereto (if the latter is provided for by the laws of the country having issued the said educational credential);

2.1.5. 2 (two) photographs 3x4 cm;

2.1.6. documents confirming the applicant's individual achievements, which results shall be taken into consideration during the admission procedure by assigning extra points to the total number of competition points.

The list and procedure for the consideration of individual achievements are set forth in Appendix 3 hereto.

If the admissions test is held in the form of a competitive selection of documents (portfolios) and points are assigned to the applicant pursuant to his/her submission of certain documents with the framework of the portfolio, points for individual achievements based on the same documents (take into account with the framework of the portfolio) shall not be assigned;

2.1.7. If the applicant requires creation of a special environment for the admissions tests due to being disabled and/or physically challenged, he/she must submit the original or a copy of a document confirming his/her being disabled or physically challenged;

2.1.8. When applying for a programme requiring passing an admissions test in the form of a competitive selection of documents (portfolios), the applicant must submit documents and materials specified in the syllabus of the appropriate admissions test;

2.1.9. International applicants specified in Clause 1.4.1.1 hereof shall also submit the following documents:

2.1.9.1. copies of documents or of other proofs confirming, pursuant to Federal Law 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, namely:

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

2.1.9.1.2. 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;

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

2.1.9.1.4. living abroad - for all said persons;

2.1.9.2. 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”;

2.1.9.3. a copy of the migration card;

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

2.2. The form of the applicant's personal application shall be specified by the Admissions Committee.

2.3. The applicant shall be entitled to submit his/her personal application and other required documents:

2.3.1. personally during the working hours of the Documents Acceptance Board specified by the Admissions Committee;

2.3.2. by general post, sending the documents to: **SPbU Admissions Committee, 7/9 Universitetskaya Embankment, St. Petersburg 199034, Russian Federation.**

2.3.3. electronically through the SPbU official website meeting the requirements specified in Clause 2.7 hereof.

2.4. An application receipt shall be issued to each applicant submitting their documents in person.

2.5. Applications sent by general post and submitted electronically shall be accepted within the same time frame as those submitted in person.

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

2.6.1. 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;

2.6.2. 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).

2.7. If the applicant chooses to submit the documents specified in Clauses 2.1.1 – 2.1.6 thereof 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. The application form 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 the requirements specified in this Clause hereof.

2.8. Persons requiring accommodation shall be provided with places at the SPbU halls of residence as per the procedure established at SPbU.

2.9. Documents to SPbU main educational aspirantura programmes for training research and teaching staff from Russian citizens and persons specified in Clauses 1.4.2 – 1.4.4 **shall be accepted from March 01, 2018 (electronic submission) and from July 09, 2018 (personal submission) until July 31, 2018, 6 p.m., Moscow standard time.** Submission deadlines from citizens specified in Sub-clause 1.4.1 hereof shall be set out by the appropriate Provisions on the competitive selection.

Applicants who have successfully completed all the admissions tests but lost the competition for government-funded places may submit, together with the original or a copy of their educational credential, an application to participate in the competition for places on the fee-paying (contractual) basis **until 6 p.m., Moscow standard time, of August 24, 2018.** They may also sign a contract for provision of paid education services.

2.10. The submitted documents shall be returned to the applicant in one of the following ways:

2.10.1. 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. The documents are returned:

2.10.1.1. 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;

2.10.1.2. 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;

2.10.2. 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.

2.11. The Admissions Committee shall consider the documents from applicants to main educational aspirantura programmes for training research and teaching staff in order to make a decision whether they shall be eligible for admissions tests.

2.12. Documents confirming the applicant's individual achievements, his/her foreign language proficiency pursuant to the results of international tests and SPbU independent language testing as well as the results of candidate's examinations shall be submitted within the time frame specified in the first paragraph of Clause 2.9 hereof.

2.13. The applicant may capacitate an authorised representative to submit the application documents required for admission to aspirantura programmes, withdraw the submitted documents as well as perform other actions that do not require personal attendance of the applicant. This authorised representative shall exercise the said powers upon submission of a duly formalised notarised power of attorney from the applicant.

### 3. ADMISSIONS TESTS TO SPbU MAIN EDUCATIONAL ASPIRANTURA PROGRAMMES FOR TRAINING RESEARCH AND TEACHING STAFF

3.1. Admissions tests to main educational aspirantura programmes for training research and teaching staff shall be held by examination boards (hereinafter referred to as the Boards). Their composition shall be determined by SPbU Rector (or authorised representative).

3.2. The Board shall be composed of at least three persons (including the chairperson of the Board) being members of SPbU research and teaching staff. The Board shall be presided by a chairperson being member of the Board, appointed during the approval of the Board composition.

3.3. Admissions tests to SPbU main educational aspirantura programmes for training research and teaching staff **shall be held from August 02 to August 18, 2018** pursuant to the 2018 Regulations for Holding Admissions Tests to SPbU Main Educational Aspirantura Programmes for Training Research and Teaching Staff being Appendix 1 hereto. Applications for passing the admissions tests on a reserve day shall be accepted until noon, Moscow standard time, of August 13, 2018 — if there is any coincidence of the admissions tests date for different educational programmes of SPbU and until noon, Moscow standard time, of August 16, 2018 — if there are any other valid reasons (an illness, etc.). Applicants are eligible to take only one admissions test on a reserve day.

Documents submitted by the applicants within the framework of an admissions test in the form of a competitive selection of documents (portfolios) shall be submitted within the time frame specified in the first paragraph of Clause 2.9 hereof.

3.4. Syllabi of the admissions tests to SPbU main educational aspirantura programmes for training research and teaching staff, approved by the Admissions Committee, shall be published on the SPbU official site on or prior to October 1, 2017.

3.5. The admissions tests shall be held in the written, oral-and-written form or in the form of a competitive selection of documents (portfolios).

3.6. Applicants to main educational aspirantura programmes for training research and teaching staff (including international applicants except for those specified in Clause 1.4.1 hereof as well as those applying for the fee-paying (contractual) basis within the framework of a separate competition organised for international applicants) shall pass the following admissions tests:

3.6.1. the first admissions test (special discipline);

3.6.2. the second admissions test (foreign language);

3.6.3. the third admissions test (for particular educational programmes).

3.7. The schedule of admissions tests shall be set forth by the Admissions Committee on or prior to June 01, 2018. There must be at least two calendar days between the admissions tests to main educational aspirantura programmes for training research and teaching staff shall, except for the day of the previous examination.

3.8. To provide the credibility of the results of admissions tests, the process shall be recorded by audio- and video equipment.

3.9. The results of each admissions test shall be marked on a 100-point scale in accordance with the syllable of the given admissions test. Persons having received results below the minimum points during the admissions test shall be excluded from competition and shall not be admitted to the other admissions tests.

3.10. Persons that fail to come to a scheduled admissions test for no valid reason shall be assigned 0 (zero) points for it, excluded from competition and shall not be admitted to the other admissions tests.

3.11. Persons that fail to come to the admissions tests for a valid reason (disease or any other duly documented circumstances) shall be allowed by the decision of the Executive Secretary of the Admissions Committee to pass this admissions test on a reserve day specified by Clause 3.3 hereof.

3.12. The applicant may take each admission test only once. No second attempt of taking admissions tests shall be permitted.

3.13. 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 results below the minimum points specified by the Admissions Committee.

3.14. The results of the admissions tests to SPbU main educational aspirantura programmes for training research and teaching staff shall be published on the SPbU official website in the Admissions section within the time frame specified in the schedule of admissions tests.

3.15. The dates for holding admissions tests for international applicants to places on the fee-paying (contractual) basis may be extended on grounds of the Decree issued by the Rector or his authorised representative upon the decision of the Admissions Committee.

3.16. Pursuant to the decision of the SPbU Admissions Committee, the applicant's foreign language proficiency confirmed by the results of international tests, SPbU independent language testing or the results of the candidate's examination in the foreign language may be credited as a result of the admissions test in the subject "Foreign Language". For these results to be credited, the applicant has to submit to the Admissions Committee a written application for crediting his/her foreign language proficiency confirmed by the results of international tests, SPbU independent language testing or the results of the candidate's examination in the foreign language (in case of electronic submission he/she has to upload these documents to his/her Personal Account) **on or prior to 31 July, 2018, 6 p.m., Moscow standard time**. The submission of such application shall not make the applicant ineligible for passing an admissions test in the subject "Foreign Language" (in this case the best result shall be credited as the foreign language examination result).

3.17. 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 being Appendix 2 hereto.

#### **4. ENROLLMENT TO SPbU MAIN EDUCATIONAL ASPIRANTURA PROGRAMMES FOR TRAINING RESEARCH AND TEACHING STAFF**

4.1. Pursuant to the results of the admissions tests the Admissions Committee shall approve the list of persons who have successfully completed the admissions tests

ranked by the number of competition points they have been assigned (the number of points specified) in each particular competition. The persons having been assigned the maximum number of competition points shall be enrolled, in compliance with the admission quotas set for the particular main educational aspirantura programme for training research and teaching staff specified in the applicant's personal application.

4.2. In case any applicants to main educational aspirantura programmes for training research and teaching staff have been assigned the equal number of competition points, they shall be ranked as follows:

4.2.1. the number of competition points assigned pursuant to the results of the admissions tests;

4.2.2. the number of points assigned for the first admissions test (the admissions test in the special discipline).

4.3. Applicants shall be enrolled as SPbU aspirantura programme students within the following time frame:

4.3.1. **August 20, 2018** - the complete name lists of persons whose enrollment may be considered by the Admissions Committee for each of the main educational aspirantura programmes for training research and teaching staff with different conditions (to government-funded places, places on the fee-paying (contractual) basis, and places allocated for sponsored admissions) shall be announced and published on SPbU official website and the information stand of the Admissions Committee (hereinafter referred to as the complete name list). The number of total points for all the admissions tests shall be indicated in them:

4.3.1.1. persons who have successfully completed admissions tests to places allocated for sponsored admissions. They are sorted by the number of competition points (the number of points specified);

4.3.1.2. persons who have successfully completed admissions tests. They are sorted by the number of competition points (the number of points specified);

4.3.2. **August 24, 2018 at 6 p.m., Moscow standard time** -

4.3.2.1. deadline for submission of original educational credentials - for enrollment to government-funded places;

4.3.2.2. deadline for submission of original educational credentials or enrollment consent applications with certified copies of the said documents attached and the original educational credentials presented; deadline for the customers' (students') signing of their contracts for provision of paid education services - for enrollment to places on the fee-paying (contractual) basis.

4.3.3. **August 27, 2018:** issuing and publication on SPbU official website and the information stand of the Admissions Committee of orders for the enrollment from September 1, 2018 of persons who have successfully passed the admissions tests and submitted the documents specified in Clause 4.3.2 hereof.

4.4. Applicants who have submitted their original specialist diploma or master diploma shall be eligible for enrollment to places within the admission quotas; applicants who have signed the appropriate education contract and submitted either their original specialist diplomas or master diplomas or an enrollment consent application with a certified



copy their original specialist diploma or master diploma shall be eligible for enrollment to places on the fee-paying (contractual) basis.

4.5. The enrollment to SPbU main educational aspirantura programmes for training research and teaching staff shall be held since September 1, 2018.

4.6. The enrollment to SPbU main educational aspirantura programmes for training research and teaching staff shall proceed on grounds of the Decree issued by the Rector (or his authorised representative) published pursuant to the competition results after the end of the admissions tests upon the decision of the Admissions Committee.

## **5. ADMISSION OF FOREIGN APPLICANTS ON THE FEE-PAYING (CONTRACTUAL) BASIS WITHIN THE FRAMEWORK OF A SEPARATE COMPETITION**

5.1. This section of the Regulations sets out the code of practice for admission of foreign nationals, stateless citizens, including compatriots residing abroad (hereinafter referred to as international applicants; persons; applicants) on the fee-paying (contractual) basis within the framework of a separate competition organised for international applicants.

5.2. Admission of international applicants to SPbU to study on the fee-paying (contractual) basis 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.

5.3. 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.

5.4. 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.

5.5. International applicants shall be admitted to SPbU main educational aspirantura programmes for training research and teaching staff in the full-time mode.

5.6. International applicants specified in Clause 5.1 hereof shall be admitted on the grounds of a competitive selection of documents (portfolios).

5.7. Applicants may submit documents specified in Clause 2.1 hereof electronically through SPbU official website. For this purpose the applicant should register on SPbU official website starting **from February 1, 2018 and up to the deadline for acceptance of documents to the respective 2018 main educational aspirantura programmes for training research and teaching staff** 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.

5.8. Electronic application forms 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 5.8](#) hereof.

5.9. If the applicant chooses to submit the documents specified in [Clause 2.1](#) 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.

5.10. Originals of the documents specified in Clause 2.1 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, 2018**.

5.11. The international applicant signing the application form shall confirm his/her familiarity with the Rules of Stay in the Russian Federation for Non-Russian Citizens established by Federal Law of the Russian Federation No 115-FZ dated July 115, 2002 "On the Legal Status of Foreign Nationals in the Russian Federation" and other legal acts of the Russian Federation.

5.12. Documents of international applicants specified in Clause 5.1 hereof shall be accepted **from February 1, 2018 to July 6, 2018**. All the documents and materials specified by the syllabus of the admissions test in the form of a competitive selection of documents (portfolios) have to be submitted by the applicants until July 6, 2018.

5.13. The ranked rating lists of applicants to aspirantura programmes shall be published at the SPbU official website **no later than July 23, 2018**.

5.14. 5.14. 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;

5.15. Acceptance of international applicants specified in Clause 5.1 hereof to SPbU main educational aspirantura programmes for training research and teaching staff shall proceed following the decision of the Admissions Committee in accordance with the results of admissions tests for the given main educational programmes **until August 31, 2018**.

5.16. 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.

**REGULATIONS**  
**for Admissions Tests to Main Educational Aspirantura Programmes for Training**  
**Research and Teaching Staff in 2018**

**1. General Provisions**

1.1. These Regulations for Admissions Tests to Main Educational Aspirantura Programmes for Training Research and Teaching Staff at St Petersburg State University in 2018 (hereinafter referred to as the Regulations) specify the procedures for admissions tests held by St Petersburg State University (hereinafter referred to as SPbU) when admitting applicants to main educational aspirantura programmes for training research and teaching staff in 2018.

1.2. These Regulations have been developed in compliance with the following documents: Russian Federal Law No. 273-FZ as of December 29, 2012 "On Education in the Russian Federation"; the Charter of the Federal State Budgetary Institution of Higher Education "St Petersburg State University"; Regulations for Admission to Main Educational Aspirantura Programmes for Training Research and Teaching Staff in 2018 (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. Admission to main educational aspirantura programmes for training research and teaching staff shall be held in accordance with the results of admissions tests organised by SPbU in compliance with the syllabi of the admissions tests. The list and forms of SPbU admissions tests as well as the syllabi for main educational aspirantura programmes for training research and teaching staff are approved by the decision of the Admissions Committee and are made known to the applicants through SPbU official website.

1.5. Examination boards develop the examination materials development and organise admissions tests for applicants to SPbU main educational aspirantura programmes for training research and teaching staff.

1.6. To provide the credibility of the admissions tests procedure, control measures may be organised pursuant to a particular decision of the Admissions Committee. These may include using metal detectors at the entrance to the room, cell phone detectors as well as devices blocking cellular communications in the rooms (buildings) where admissions tests are held.

1.7. 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.

## 2. Procedures for Organisation of Admissions Tests

2.1. The 2018 schedule of admissions tests for admission to SPbU main educational aspirantura programmes for training research and teaching staff is established in accordance with the Regulations for Admission.

2.2. Prior to all admissions tests, except for the competitive selection of documents (portfolios), consultations are provided by the examination boards for the applicants concerning the outline of admissions tests' syllabi, their procedures as well as requirements to papers 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 board.

2.5. Before entering the room where an admissions test is being held, applicants shall leave their things including cell phones, other communication devices and other appliances switched off at the place specified by the appropriate examination board members. In special cases, connected with applicants' disabilities, they may be allowed to use any devices needed to provide equal opportunities to him/her in taking admissions tests. 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.

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.

2.7. The applicant shall receive 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 appropriate examination board members 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. Pens with blue, black or violet ink shall only be used for written papers during admissions tests (pencils may be used only if it is specified in the syllabus of the appropriate admissions test). Any correction fluids are not allowed.

2.10. Apart from the writing instruments provided by the appropriate examination board members, 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.

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 Clause 2.5 thereof (including correction fluids etc.);

2.11.4. any reference materials (including learner's guides, monographs, lecture notes, maps, etc.)

2.12. During the admissions test all questions on organisation are put by the applicants to the appropriate examination board members, 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 written or oral and written admissions tests may be allowed to enter the room only upon consent of the appropriate examination board members 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 Admissions Tests**

3.1. The length of an admissions test is determined by the admissions test syllabus. The length of a written admissions test cannot be more than four hours (180 solid minutes) since the announcement of the examination task.

3.2. 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 the Regulations for Admission Tests, the excerpts of which are given on the second and third pages of the blank title page.

3.3. Written examination papers are done on the inserted sheets that must not contain any marks that can help identify the author of the paper. The written examination paper or any part thereof is not allowed to be written on the blank title page. If the admissions test is held in the form of a competitive selection of documents (portfolios), no information that can help identify the author of the motivation letter and the essay (research paper) shall be specified by the applicant.

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.

3.4. 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.

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

3.6. 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.

3.7. Applicants are informed on a possibility of leaving for a short time the room where an admissions test takes place by the appropriate examination board members, 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 appropriate examination board member, before the beginning of the given test. During the applicant's absence his/her examination paper is submitted to an appropriate examination board member. 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.

3.8. 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 3.5, 3.6 of Appendix 1 to the Regulations of Admission entails withdrawal of the applicant from the admissions test and a statement of fact is drawn up by the appropriate examination board members using the form set up by the Admissions Committee. In such cases the prohibited written and/or printed materials are withdrawn from the applicant, his/her paper is not marked and he/she obtains a minimum score (a zero score).

3.9. The applicants that have completed their written examination papers in advance may submit them to the appropriate examination board members and leave the room where the examination is being held not waiting for it to be finished.

3.10. When submitting their examination papers to the appropriate examination board members, 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.

3.11. Upon completion of an admissions test, the appropriate examination board members 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.

3.12. The papers are marked in accordance with the duly approved evaluation criteria only by members of the examination boards and solely in SPbU rooms.

#### **4. Organisation of Admissions Tests for Disabled Persons**

4.1. Disabled persons shall take admissions tests in accordance with these Regulations.

4.2. The following requirements shall be met when holding admissions tests:

4.2.1. the admissions tests shall be held in a separate room, the number of applicants in one room shall not be more than 6 persons for either a written or an oral test;

4.2.2. more disables persons may be present in one room during an admissions test and they may share one room with the applicants who are not disabled only if it does not

make difficulties for the applicants during taking this admissions test;

4.2.3. an assistant may be present (a sign language interpreter for persons with hearing disabilities, a special interpreter for deafblind persons), to provide the required technical assistance to such applicants taking into account their disabilities (to occupy a workplace, to move across the room, to read and formalise the assignment, to communicate with the examiner);

4.2.4. the applicants are instructed in an intelligible form on the procedures of holding the admissions tests;

4.2.5. the applicants may use the appliances they need with an account of their individual disabilities;

4.2.6. the applicants must be provided unimpaired access to rooms, toilets and other premises.

4.3. In addition, the following requirements shall be met during the admissions test procedure for disabled persons:

4.3.1. for the blind:

4.3.1.1. the assignments and the instruction on the admissions test procedure shall either be printed in Braille or provided in the form of an electronic document accessible from a PC with specialised software for the blind, or read by the assistant;

4.3.1.2. the written assignments shall either be printed in Braille or typed on a PC with specialised software for the blind, or dictated to the assistant;

4.3.1.3. if required, the applicant shall be provided with a set of writing instruments and Braille paper, a PC with specialised software for the blind;

4.3.2. for partially sighted:

4.3.2.1. individual uniform illumination (at least 300 lx) shall be provided;

4.3.2.2. a magnifying device shall be provided if required for work at the assignment;

4.3.2.3. the assignments and the instruction on the admissions test procedure shall be typed in a magnified font; the applicants may also use their own magnifying devices;

4.3.3. multiaccess sound-amplifying equipment shall be provided for the deaf and partially sighted; if required, individual sound-amplifying devices shall be provided;

4.3.4. deafblind persons shall be provided the services of a special interpreter (in addition to the requirements met for the blind and the deaf);

4.3.5. Persons with severe speech disorders, deaf and partially sighted persons may choose to take all admissions tests in the written form;

4.3.6. for persons with locomotor disorders (severe upper limb motor disorders or absence of upper limbs):

4.3.6.1. written assignments shall either be performed using a PC with specialised software or dictated to the assistant;

4.3.6.2. such applicants may choose to take all admissions tests orally.

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 who have specified their requirement of admissions test duration increase in their personal application forms.

Appendix 2  
to the Regulations for Admission  
to SPbU Main Educational  
Aspirantura Programmes  
for Training Research and  
Teaching Staff in 2018

**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, 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 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 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 through SPbU official website and the information stands of the Admissions Committee. 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 4 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 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. An appeal concerning violation of the procedure for admissions tests may also be submitted on the day 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 (his/her authorised representative) 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 (Deputy 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 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.

**The List and Procedure for the Consideration of Individual Achievements of the Applicants to SPbU Main Educational Aspirantura Programmes for Training Research and Teaching Staff in 2018**

1. Documents confirming the applicant's individual achievements have to be submitted to the Committee for Acceptance of Documents within the time frame specified in the first paragraph of Clause 2.9 of the Regulations for Admission.

2. The results of the individual achievements shall be taken into consideration during the admission procedure by assigning extra points to the total number of competition points.

3. If the admissions test is held in the form of a competitive selection of documents (portfolios) and points are assigned to the applicant pursuant to his/her submission of certain documents with the framework of the portfolio, points for individual achievements based on the same documents (take into account with the framework of the portfolio) shall not be assigned.

4. List of individual achievements taken into consideration:

<b>List of individual achievements</b>	<b>Categories</b>	<b>Number of points assigned</b>
<b>Scientific publications in the area of specialisation of the appropriate educational programme</b> (Not more than two scientific papers are evaluated. Each paper is evaluated individually. The number of points <b>shall not be increased for three or more papers</b> )	Scientific publications in periodicals included into academic citation indexes Web of Science or Scopus	15
	Scientific publications in periodicals included into the Russian Science Citation Index or listed by the Higher Assessment Committee	7
	Papers in other scientific sources, other publications (in journals, collections of papers, abstracts, reviews, etc.)	5
Maximum score for the section 30		
<b>Documents and materials confirming the applicant's participation in scientific events in the area of specialisation of the appropriate educational programme</b>	The applicant's participation in research projects supported by grants (The number of points shall not be increased for participation in two or more scientific events)	- As the project head - 15 - As a participant (confirmed by the project head's opinion) - 10.
	Participation in conferences confirmed by a publication, the conference programme or a participant's certificate	10

	(The number of points shall not be increased for participation in two or more scientific events)	
	Certificates of the winners and awardees of competitions of research and development projects as well as of student olympiads (The number of points shall not be increased for participation in two or more scientific events)	5
	Documents confirming receipt of personal and/or special scholarships from ministries, agencies, foundations, education institutions (The score shall not be increased for two or more scholarships)	- President of the Russian Federation – 15; - Government of the Russian Federation – 15; - international – 10; - established by a regulatory body of a constituent entity of Russia – 5; - other personal scholarships – 5.
Maximum score for the section 45		
<b>Academic success in the area of specialisation of the appropriate educational programme</b>	A master diploma or a specialist diploma with distinction	10
	Average score of the Supplement to the master diploma or specialist diploma with the coefficient of over 4	5
Maximum score for the section 10		
<b>Additional documents confirming the qualification</b>	Documents confirming that the applicant has been instructed in a foreign language for at least one semester at an educational organisation rated among the world's top 300 universities in the QS, ARWU, and THE World University Rankings	10
	Work experience in the appropriate speciality is 1 (year) or more	5
Maximum score for the section 15		
<b>Total:</b>		<b>100</b>

5. List of individual achievements within the framework of Petropolitan Science (Re)Search, SPbU Open Olympiad for Students and Young Professionals (hereinafter referred to as the SPbU Open Olympiad) and the correspondence of the 2018 SPbU main educational aspirantura programmes for training research and teaching staff to the SPbU Open Olympiad subjects:

<b>Programme title</b>	<b>Olympiad subject</b>	<b>Category of participants</b>	<b>Number of points</b>
<b>01.00.00 MATHEMATICS AND MECHANICS</b>			
Mathematics	Mathematics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Mathematical physics	Physics Mathematics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Mechanics	Fundamental Mechanics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Applied Mathematics and Control Processes	Computational Technologies Mathematics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>02.00.00 COMPUTER AND INFORMATION SCIENCES</b>			
Mathematical Cybernetics	Computational Technologies Mathematics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>03.00.00 PHYSICS AND ASTRONOMY</b>			
Physics	Physics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>04.00.00 CHEMISTRY</b>			
Physics of Polymers and Biopolymers	Physics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Chemistry	Chemistry	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>05.00.00 EARTH SCIENCES</b>			
Geography	Earth Sciences	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Geology	Earth Sciences	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Modelling and Monitoring of Geospheres	Physics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>06.00.00 BIOLOGICAL SCIENCES</b>			
Soil Science	Earth Sciences	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>09.00.00 INFORMATICS AND COMPUTER SCIENCE</b>			
Computer Science	Mathematics Computational Technologies	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Information Technology and Numerical Methods	Physics Computational Technologies	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Systems Analysis, Informatics and Control	Computational Technologies Mathematics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
<b>37.00.00 PSYCHOLOGICAL SCIENCES</b>			
Clinical Psychology	Psychology	Winner	<b>30 points</b>
		Awardee	<b>20 points</b>
Psychology	Psychology	Winner	<b>30 points</b>
		Awardee	<b>20 points</b>

38.00.00 ECONOMICS AND MANAGEMENT			
Economics	Economics and Finance	Winner	<b>30 points</b>
		Awardee	<b>20 points</b>
39.00.00 SOCIOLOGY AND SOCIAL WORK			
Sociology	Social Sciences	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
41.00.00 POLITICAL SCIENCE AND REGIONAL STUDIES			
International Relations and World Politics	International Relations	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Political Science	Political Science	Winner	<b>30 points</b>
		Awardee	<b>20 points</b>
45.00.00 LINGUISTICS AND LITERARY STUDIES			
Literary Studies	Philology	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
Linguistics	Linguistics	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
46.00.00 HISTORY AND ARCHAEOLOGY			
History of International Relations and Foreign Policy	International Relations	Winner	<b>15 points</b>
		Awardee	<b>10 points</b>
50.00.00 ART STUDIES			
History of Art	History of Arts Interdisciplinary Research	Winner	<b>20 points</b>
		Awardee	<b>15 points</b>

6. Points for individual achievements related to participation in the SPbU Open Olympiad shall be assigned within the framework of the competition for a particular main educational aspirantura programme for training research and teaching staff corresponding to the appropriate subject of the SPbU Open Olympiad pursuant to Clause 5 of this Procedure.

7. The results of applicants' completion of SPbU open online courses (in accordance with the relevant area of specialisation of the appropriate aspirantura programme) shall be considered as individual achievements when admitting to all master programmes. If the applicant submits a certificate of successful SPbU open online courses completion (in accordance with the relevant area of specialisation of the appropriate educational programme), he/she shall be assigned 10 points when being admitted to aspirantura programmes.