

Ministry of Health of the Russian Federation

**Federal State Budgetary Institute of Higher Education
"The North-Western State Medical University named after I. I. Mechnikov"
under the Ministry of Health of the Russian Federation**



(NWSMU named after I. I. Mechnikov under the Ministry of Health of the Russian Federation)

NWSMU named after I. I. Mechnikov Regulations on the conduct of entrance exams for enrollment to the higher education programs – bachelor’s programs, master’s programs, MD courses (spetsialitet) – for the 2021/22 academic year

1. NWSMU named after I. I. Mechnikov (hereinafter – the University) Regulations on the conduct of entrance exams for enrollment to the higher education programs – bachelor’s programs, master’s programs, MD courses (spetsialitet) – for the 2021/22 academic year (hereinafter – the Regulations) are developed on the basis of the Admission Regulations to the Federal State Budgetary Educational Institution of Higher Education "North-Western State Medical University named after I.I. Mechnikov" under the Ministry of Health of the Russian Federation for bachelor's programs, specialty programs, master's programs in 2021 (as amended on 31.05.2021) approved by the decision of the Academic Board of the University dated 28.05.2021, record № 5 (hereinafter – Admission Regulations).

2. Entrance exams for enrollment to the higher education programs indicated in paragraph 1 of the Regulations are conducted by the University independently in distance format with the verification of the applicant’s identity.

3. To conduct the entrance exams, the University establishes examination and appeal commissions.

4. Entrance exams are conducted in Russian

Foreign citizens applying to MD course in General Medicine (31.05.01.), implemented partially in English, pass entrance exams in Chemistry and Biology in English.

5. The applicant passes every entrance test indicated in paragraphs 18.1, 18.2 of the Admission Regulations once.

6. When the University independently conducts the same entrance exams for different competitive selections, the general entrance exam is conducted as one for all selections.

7. The schedule of entrance exams (subject, date, time, examination group, pre-examination time and date) is approved by the Admissions Board Chairperson.

The surnames of the Admissions Board chairpersons and examiners are not indicated in the schedule for entrance exams.

The schedule for entrance exams includes the backup day.

8. Information on the date and time of conducting pre-examination, entrance exams and appeals on the results of entrance exams shall be available on the University’s website.

9. The results of final tests passed at schools, preparatory faculties and courses, as well as the other tests, are not considered as the results of entrance exams.

10. In order to pass entrance exams, the applicant should sign the Consent to the processing of personal data and Consent to video-recording and use of videotape recording of examination process by the University, as part of the educational legal relations with it.

11. In order to pass entrance exams, conducted by the University independently, the applicant should ensure the availability of hardware and software with the following technical characteristics:

- Internet access speed – not less than 1 Mbit/s;
- Video- /web camera resolution is not lower than 640x480p;
- Availability of an inbuilt or external microphone in good order.

12. After submitting of the application form in accordance with the Admission Regulations, the applicant receives to his/her e-mail address a link to download the TrueConf program and information materials

13. Before the entrance exam the applicant is given an opportunity to pass pre-examination and test the connection to the TrueConf program.

14. On the exam day the applicant passes identity verification at the set time by presenting a passport or ID card to a member of the Admissions Board via TrueConf program to check the necessary data (photo, full name, date and place of birth, the issuing authority and the issue date) and match the image from web camera and the photo from the document. There should be no objects on the applicant that could complicate the identity verification process.

15. After identity verification, the applicant receives login and password for the access to the University's system of distance learning named MOODLE (hereinafter – MOODLE) and also receives a link to connect to the MOODLE with the set access time (the beginning and the end of the test). The applicant connects to the MOODLE after being invited by a member of the Admissions Board to the videoconference in the TrueConf program, then the applicant starts exam at the set time (the microphone, sound and video camera are ON). During exam, the videoconference is not interrupted, video- and audio recording is carried out.

16. During exams, the applicant is not allowed to use additional means of communication, computers and laptops that are not used during exam. It is also not allowed to go to other tabs on the Internet, use additional software on any of the computers (electronic libraries or other information systems), interrupt the exam process, and use academic literature and other sources of information. Presence of other people in the same room with the applicant during exam is prohibited.

17. During exam, it is allowed to use rulers and electronic calculators that do not contain additional information (formulas, calculations, constants, etc.).

18. In case of technical problems accompanied by a disconnection during exam, the applicant that has not finished a test can pass it one more time with other exam group. However, the applicant is obliged to confirm the fact of technical error in the form of a screensaver with a date, time, http address of the page and indication of the error.

19. If the applicant violates the exam process, authorized University officials constitute a Statement fixing the violation. Electronic copy of the Statement is sent to the applicant. The applicant, in respect of whom the statement has been constituted, is recognized as having not passed the entrance exam without a valid reason. .

20. The University provides conducting entrance tests for the applicants with disabilities in the order, prescribed by these Regulations, taking into account the following:

- 20.1. the applicants with disabilities are provided with the accessible entrance exam instruction;

20.2. for the applicants with disabilities the duration of the entrance exam is prolonged by the decision of the University, but not more than 1,5 hour;

20.3. during the entrance exam, an assistant is allowed to be present to provide the applicants with disabilities with the necessary technical assistance, taking into account their individual characteristics (to have a seat, move around, read and complete an assignment, communicate with the persons conducting the entrance test).

20.4 during exam, it is allowed to use technical devices that are necessary due to the disabilities.

21. Conditions indicated in paragraph 20 of current Regulations are provided on the basis of the application form that contains information on the need to create special conditions

22. The entrance exam results are published on the University's website no later than the third working day after the exam.

23. After announcement of the results, the applicant (the legal representative) has the right to get acquainted with his/her test (the applicant's test) on the day of the announcement of the results or during the next working day.

24. Applicants, who have not passed entrance exam due to a valid reason (illness or other circumstances that can be confirmed by relevant documents: temporary disability form, medical certificate, note from other university that confirms that the day of entrance exam at this university coincides with the day of entrance examination at the University) are allowed to pass entrance test in the backup day within the stipulated deadlines.

25. Applicants who get an exam result below the established by the Admission Regulations minimum number of points cannot be enrolled.

26. The procedure for filing and examining appeals concerning the results of the entrance exams, conducting by the University independently, is as follows:

26.1. The applicant (the legal representative) has the right to appeal his/her examination results by submitting an application in electronic form to the Admissions Board via e-mail (3035053@szgmu.ru).

26.2. During consideration of the appeal, the compliance with the entrance exam procedures and/or the correctness of the assessment of exam results are being verified.

26.3. The appeal shall be submitted on the day of the announcement of the results or during the next working day. The appeal on the violation of the entrance exam procedures can be also filed on the day of the examination.

26.4. The applicant (the legal representative) has the right to be present at the appeal hearing via videoconference using the TrueConf program. If the applicant is a minor (under 18 years), the legal representative has the right to be present with him/her, except for minors recognized as fully capable before the reaching the age of 18 in accordance with the law. The applicant (the legal representative) should have a passport or ID card (the legal representative should also have the power of attorney authorization letter).

26.5. Information on the date and time of appeals is published on the University's website.

26.6. Before the appeal hearing, the applicant's (the legal representative's) identity is verified in accordance with the paragraph 14 of the current Regulations (the legal representative should also present the power of attorney authorization letter).

26.7. After the appeal hearing, the Appeal Commission decides to change the assessment of the entrance examination or leave it unchanged.

26.8. The appeal hearing is video- and audio- recorded.

26.9. The appeal results are published on the University's website in the "Admission Campaign" section.