

**Procedure for Additional Admission to the specialist's program 31.05.01. General Medicine (English Medium Instruction) for contract places at I.I. Mechnikov's North-Western State Medical University in 2023.**

1. Within the additional admission, I.I. Mechnikov's North-Western State Medical University (hereinafter – the University) carries out admission of foreign citizens to the contract places to study the specialist's program 31.05.01. General Medicine (English Medium Instruction) (hereinafter – the Program).

2. Foreign citizens who have a document on secondary education or a document on secondary vocational education and qualification, or a document on higher education and qualification are eligible to study the Program.

3. For admission to training, applicants should submit an application for admission along with the required documents (hereinafter – the documents required for admission).

4. In the application for admission to study, the applicant indicates the following information:

- a) surname, name, patronymic (if any);
- b) date of birth;
- c) information about citizenship (lack of citizenship);
- d) details of the identity document (including an indication of when and by whom the document was issued);
- e) information about education and a document of the established form that meets the requirements specified in paragraph 4 of the Regulations;
- f) conditions for admission to General Medicine program (English Medium Instruction);
- g) information about the intention to participate in the competitive selection based on the results of entrance examinations to the General Medicine program (English Medium Instruction) held by the University;
- h) information on the need to create special conditions for an applicant when conducting entrance examinations due to his limited health or disability (indicating the list of entrance examinations and special conditions);
- i) information on the presence or absence of the applicant's individual achievements (if any, indicating information about them);
- j) information about the presence or absence of the applicant's need to provide a place to stay in a dormitory during the period of study;
- k) postal address and e-mail address;
- l) the method of return of the submitted documents (in case of non-admission to training).

5. When submitting an application for admission, the applicant shall also submit:

1) a copy of the identity document, citizenship document or a document proving the foreign citizen's identity in the Russian Federation or the stateless person's identity in the Russian Federation in accordance with Article 10 of the Federal Law No. 115-FZ dated July 25, 2002 "On the legal status of foreign citizens in the Russian Federation.

2) a document of the established form specified in paragraph 4 of the Regulations (the applicant may also submit a document on education of a foreign state with a certificate of recognition of foreign education, except for cases in which, in accordance with the legislation of the Russian Federation and (or) an international agreement, recognition of foreign education is not required).

The applicant may submit one or more documents of the established form. In case of submission of several documents of the established form, the applicant should use for admission to places within the established number only one of these original documents.

3) if it is necessary to create special conditions specified in paragraph 10 of these Regulations - a document confirming disability or disabilities requiring the provision of these conditions;

4) documents confirming individual achievements of the applicant, the results of which are taken into account during admission (submitted at the discretion of the applicant);

- 5) medical certificate form 086/Y (if any);
- 6) certificate of pre-university training and other documents (submitted at the discretion of the applicant).

Documents indicated in this paragraph may be taken into account by Admissions Committee in the cases specified in para. 9.1. of the Procedure.

6. Documents required for additional admission shall be submitted (sent) to the University in one of the following ways:

- a) in-person;
- b) foreign applicants may email all their admission documents in Pdf to [priem.dog.lechdelin@szgmu.ru](mailto:priem.dog.lechdelin@szgmu.ru).

7. Additional admission of foreign citizens to study the Program is carried out on a competitive basis in accordance with the results of entrance exams held by the University. For the specified educational program, entrance exams are in English.

Applicants should take two entrance exams while applying to the specialist's program 31.05.01. General Medicine (English Medium Instruction).

Общеобразовательными вступительными испытаниями для лиц, поступающих на обучение на базе среднего общего образования и высшего образования, являются:

General educational entrance exams for persons applying on the basis of secondary general education and higher education are the following:

<b>Code / Name of the program</b>	<b>List of entrance exams</b>	<b>Minimum point required</b>
31.05.01 General Medicine (for foreign citizens, English Medium Instruction)	Chemistry (1)	50
	Biology (2)	50

\*figures in brackets denote the priority of entrance exams established by the University for ranking the competitive selection lists.

Persons applying on the basis of professional education:

<b>Code / Name of the program</b>	<b>List of entrance exams</b>	<b>Minimum point required</b>
31.05.01 General Medicine (for foreign citizens, English Medium Instruction)	Human physiology (1)	50
	Human anatomy (2)	50

\* figures in brackets denote the priority of entrance exams established by the University for ranking the competitive selection lists.

7.1. If the applicant who submits documents for the additional admission, has already passed entrance exams for admission to General Medicine program (English Medium Instruction), the applicant has the right to use these results of entrance exams or to take entrance exams again.

8. The applicant passes every entrance exam once.

For foreign applicants to the 31.05.01. General Medicine program (English Medium Instruction), entrance exams are conducted in the form of online testing.

In order to pass entrance exams held by the University, 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

Applicants pass entrance exams online through TrueConf videoconference program and MOODLE remote learning system in accordance with the approved schedule.

Before the entrance exam, the applicant can attend pre-examination consultation and test the connection to the TrueConf program.

Identity verification is obligatory for the online test procedure.

On the exam day, the applicant should pass identity verification at the set time by presenting a passport or ID card to a member of the Admissions Commission 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.

After identity verification, the applicant receives login and password for the access to the University's remote learning system 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 test at the set time (the microphone, sound and video camera are ON). During test, the videoconference is not interrupted, video- and audio recording is carried out.

8.1. The University provides entrance tests for the applicants with disabilities as prescribed by this Procedure, taking into account the following:

- the applicants with disabilities are provided with the accessible entrance test instruction;
- for the applicants with disabilities the duration of the entrance test is prolonged by the decision of the University, but not more than 1,5 hour;
- during the entrance test, 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);
- during exam, it is allowed to use technical devices that are necessary due to the disabilities.

These conditions are provided based on the application form that contains information on the need to create special conditions

The duration of the entrance exams in the following subjects: Chemistry/Human Physiology, Biology/Human Anatomy, is 2 hours (120 minutes). In assessing the entrance test, a 100-point scale is used

During entrance 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 the computer (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 also prohibited.

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

In case of technical problems accompanied by a disconnection during online exam, the applicant that has not finished exam can pass it one more time during exam day. 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.

If the applicant violates the online 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 test without a valid reason.

9. In admission to the Program, the University shall calculate points for the following individual achievements:

No.	List of achievements	Number of points
1	The availability of documents on education or on education and qualifications with honors received in educational institutions of the Russian Federation (certificate of secondary general education with honors, certificate of secondary (complete) general education with honors, certificate of secondary (complete) general education for those awarded gold (silver) medal	10
2	The availability of a diploma of secondary vocational education with honors, a diploma of primary vocational education with honors, a diploma of primary vocational education for those awarded with a gold (silver) medal) received in educational institutions of the Russian Federation	10
3	The status of a champion, medalist of the Olympic Games, Paralympic Games, Deaflympics, world champion, European champion, a person who took first place in the world championship, European championship in sports included in the programs of the Olympic Games, Paralympic Games, Deaflympics; world champion status, European champion, winner of the world championship, European championship in sports not included in the programs of the Olympic Games, Paralympic Games, Deaflympics;	5
4	The presence of a gold, silver or bronze insignia of the All-Russian physical culture and sports complex "Ready for Labor and Defense" (RLD), received by applicants in accordance with the Procedure for awarding persons who have fulfilled the test (tests) standards of the All-Russian Physical Culture and Sports Complex "Ready for Labor and Defense", with the corresponding insignia of the All-Russian Physical Culture and Sports Complex "Ready for Labor and Defense", approved by order of the Ministry of Sports of the Russian Federation of January 14, 2016 N 16, if the applicant is awarded for fulfilling the standards of the "Ready for Labor and Defense", established for the age group of the population of the Russian Federation to which the applicant belongs (belonged) in the current year and (or) in the previous year, and the RLD insignia presented with a certificate or an extract from the order of the Ministry of Sport of the Russian Federation on the award of the RLD insignia, certified by an official of the executive authority of the constituent entity of the Russian Federation. The accrual of points can be made only once	
	Gold RLD insignia	5
	Silver RLD insignia	3
	Bronze RLD insignia	2

9.1. In case of equality of applicants according to the ranking criteria specified in sub-paragraphs 1 - 2 of paragraph 11 of the Procedure, individual achievements are taken into account determined by the decision of the University Admissions Commission during the admission period.

The number of points awarded for individual achievements cannot exceed 10 points in total.

10. Within the additional admission to the Program, the following deadlines are set:

- academic year starts November 1, 2023;
- registration starts September 18, 2023;
- registration ends October 16 at 12:00 Moscow time;
- entrance exams are held from October 17, 2023 to October 20, 2023.

11. According to the results of the documents admission and entrance tests, the University forms a separate ranked list of applicants. Ranked lists are published on the University's official website and updated in case of changes daily until the day of issuance of the Order (orders) on admission to the relevant competition inclusive at least 5 times a day in the period from 9 a.m. to 6 p.m. local time.

Ranked list of foreign applicants to 31.05.03 General Medicine (English Medium Instruction) is ranged in the following order:

1) in descending order of the sum of competitive points calculated as the sum of points for each entrance exam and for individual achievements;

2) in case of equality of the sum of competitive points – according to the decreasing sum of points awarded according to the results of entrance exams;

3) in case of equality on the criteria specified in 1-2 of this paragraph – on individual achievements, taken into account in the equality of applicants on other ranking criteria, in accordance with paragraph 9.1 of this Procedure.

12. Applicant to contract places is eligible for enrollment, if the University has a submitted by the applicant certified copy of the document of the established standard (copy certified by the organization based on the original document presented by the applicant) and the signed education contract.

Education contract shall be signed in one of the following ways:

- submitted to the University in-person;
- by document exchange electronically;
- via public postal operators.

The parties' document exchange in electronic form assumes that the applicant (legal representative)/customer under the contract sends to the University a scanned contract with a signature from the e-mail specified in the application for admission (in the text of the contract). The University in its turn ensures that the received document is signed from its side and sent to the same e-mail address(es) as previously specified. The date of the contract signing in this case is the date of its signing by the University.

13. Enrollment dates within the additional admission are the following:

**October 26, till 12:00 Moscow time** – fulfilment of the conditions specified in paragraph 12 of this Procedure;

**October 27** – Order on enrollment of the persons who fulfilled the admission criteria is issued.