

ACCEPTED:

at the meeting of the Academic Council of  
FSBEI HE KubSMU of the Ministry of Health  
Care of Russia

APPROVED by:

Rector of FSBEI HE KubSMU of the  
Ministry of Health Care of Russia

Discussion note No. 3 dated «26» 12 2024

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2024



## ADMISSION RULES

### for Higher Education Programs (Postgraduate Training Programs for Scientific and Academic Personnel) for the 2025-2026 Academic Year

#### 1. GENERAL PROVISIONS

1.1. The rules for admission to postgraduate training programs for scientific and academic personnel at the Federal State Budgetary Educational Institution of Higher Education "Kuban State Medical University" of the Ministry of Health Care of the Russian Federation (hereinafter referred to as the University) are drawn up on the basis of:

- Federal Law dated December 29, 2012 No. 273-ФЗ "On Education in the Russian Federation";

- Order of the Ministry of Science and Higher Education of the Russian Federation dated August 06, 2021 No. 721 "On Approval of the Procedure for Admission to Training in Higher Education Programs - Programs for Postgraduate Training Scientific and Academic Personnel";

- Federal Law dated July 27, 2006 No. 152-ФЗ "On Personal Data";

- Order of the Ministry of Science and Higher Education of the Russian Federation dated February 24, 2021 No. 118 "On Approval of the Nomenclature of Specialties for which Academic Degrees are Awarded, and Amendments to the Regulation on the Council for the Defense of Theses for the Degree of Candidate of Sciences and the Degree of Doctor of Sciences Approved by Order of the Ministry of Education and Science of the Russian Federation Dated November 10, 2017 No. 1093".

- Resolution of the Government of the Russian Federation dated April 27, 2024 No. 555 "On Employer-Sponsored Training in Programs of Secondary Vocational and Higher Education";

- Resolution of the Government of the Russian Federation dated November 30, 2021 No. 2122 "On Approval of the Regulation on the Training of Scientific and Academic Personnel in Postgraduate Study (Adjunct Study)";

- Clause 2 of Section 2 of the discussion note of the meeting of the National Coordinating Council for the Support of Young Talents of Russia dated May 27, 2015 No. 8;

- the Charter of the University and other local regulations.

1.2. These Rules govern the admission of citizens of the Russian Federation, foreign citizens and stateless persons to postgraduate study including the features of conducting entrance examinations for disabled persons.

1.3. The University announces admission to programs for postgraduate training scientific and academic personnel, for which there is a license to carry out educational activities (Appendix 1).

1.4. Persons with an education not lower than higher education – including specialist training, internship or clinical residency – are admitted to the University's postgraduate program on a competitive basis.

An applicant shall submit a document on education and qualifications certifying education of the appropriate level (hereinafter referred to as a document in the established form):

- a document on education and qualifications of the established by the federal executive body exercising functions on developing state policy and legal regulation in education, or the federal executive body exercising functions on developing state policy and legal regulation in

health care, or the federal executive body exercising functions on developing state policy and legal regulation in culture;

- a state issued document on the level of education and qualifications received before January 1, 2014;

- a document on education and qualifications in the form established by the Federal State Budgetary Educational Institution of Higher Education "Lomonosov Moscow State University", the Federal State Budgetary Educational Institution of Higher Education "Saint Petersburg State University", or a document on education and qualifications in the form established by the decision of the collegial governing body of the organization, if the said document is issued to a person who has successfully passed the state final certification;

- a document on education and qualifications issued by a private organization carrying out educational activities on the territory of the Skolkovo Innovation Center, or by organizations carrying out educational activities on the territory of the innovative scientific and technological center or recognized in Part 3 of Article 21 of the Federal Law dated July 29, 2017 No. 216-ФЗ "On Innovative Scientific and Technological Centers and on Amendments to Certain Legislative Acts of the Russian Federation";

- a document (documents) of a foreign state on education and qualifications, if the education specified in it is recognized in the Russian Federation at the level of the corresponding higher education (not lower than a specialist or master's degree) (hereinafter referred to as a foreign state education document).

As a rule persons with at least 3 years of practical work experience, as well as graduates of clinical residency in the relevant specialties in the year of graduation are admitted to postgraduate studies in scientific specialties of a clinical profile subject to the fulfillment of the training plan and successful passing of final exams. Persons who have previously completed a full course of postgraduate study or have a candidate of science diploma, a diploma of postgraduate studies completion or a certificate of completion postgraduate studies do not have the right to a second or subsequent higher education in postgraduate training programs for scientific and academic personnel at the expense of budgetary allocations from the federal budget, budgets of constituent entities of the Russian Federation and local budgets.

1.5. The postgraduate program is completed full-time.

1.6. Admission to training is carried out for the first year.

1.7. Admission to training is carried out within the control figures for the admission of citizens to training at the expense of budgetary allocations of the federal budget, budgets of the constituent entities of the Russian Federation, local budgets (hereinafter referred to as the control figures and budgetary allocations, respectively) and under education contracts concluded upon admission to training at the expense of individuals and (or) legal entities (hereinafter referred to as contracts for the provision of paid educational services). Within the control figures, a quota for admission to employer-sponsored training is allocated (hereinafter referred to as the employer-sponsored quota).

1.8. The University carries out admission to training under the following conditions (hereinafter referred to as the conditions of admission) with a separate competition for each set of these conditions:

1) full-time education;

2) separately for postgraduate programs depending on their focus (profile):

a) for a scientific specialty;

b) for several scientific specialties within a group of scientific specialties (if the control figures are established for a group of scientific specialties, as well as if the control figures for the relevant specialties are not established);

3) for one or several postgraduate programs within a scientific specialty;

4) separately within the control figures and under contracts for the provision of paid educational services;

5) separately for places within the employer-sponsored quota and for places within the control figures minus the employer-sponsored quota (hereinafter referred to as the main places within the control figures).

1.9. The University may use various methods of holding the competition specified in Clause 1.8. of the Admission Rules, under various admission conditions.

1.10. For all competitions within the framework of one admission condition specified in Subclause 2 of Clause 1.8 of the Admission Rules, the University establishes the same list of entrance examinations, the minimum number of points confirming successful passing of the entrance examination (hereinafter referred to as the minimum number of points), and the maximum number of points, except for the case specified in Subclause 2 of this Clause.

The University may establish a different minimum number of points for different admission conditions specified in Subclause 3 of Clause 1.8. of the Admission Rules.

1.11. The University may conduct additional admission to training for vacant places. The order of the rector shall establish the deadlines for accepting documents and entrance examinations.

1.12. Admission to postgraduate training for all forms of study is carried out within the following deadlines:

- acceptance of applications with the necessary documents: after receiving the admission control figures – July (at least 2 weeks);
- conducting entrance examinations – July.

1.13. To conduct admission to postgraduate training, an Admission Committee is organized under the chairmanship of the Rector of the University.

1.14. The Chairman of the Admission Committee appoints the responsible secretary of the Admission Committee, who organizes the work of the Admission Committee, as well as the personal reception of applicants, their legal representatives, and authorized persons.

1.15. The University ensures compliance with the rights of citizens to education established by the legislation of the Russian Federation, the publicity of the Admission Committee, and the objectivity of the assessment of applicants' abilities.

1.16. To conduct entrance examinations, the University creates examination and appeals committees. The powers and procedure for the activities of examination and appeals committees are determined by the regulations on them approved by the Rector of the University.

## **2. INFORMATION ON ADMISSION TO TRAINING**

2.1. The University creates open and publicly available information resources, access to which is provided by posting them on the official website of the University in the information and telecommunications network "Internet".

2.2. The University is obliged to familiarize the applicant with the Charter, with the license for the implementation of educational activities, with educational programs and other documents regulating the University and the implementation of educational activities under the postgraduate training programs for scientific and academic personnel, the rights and obligations of students, and also to provide information about the competition and its results.

2.3. The Admission Committee shall post the following information on the official website of the University:

- 1) no later than January 20 of the year of admission:
  - a) the rules for admission to postgraduate training programs for scientific and academic personnel approved by the University, including:
    - information on the deadlines for admission (except for the deadlines specified in Subclause "b" of Clause 2 of this Paragraph);
    - information on the specifics of conducting entrance examinations for disabled applicants;
    - rules for filing and considering appeals based on the results of entrance examinations;

- a list of individual achievements of applicants taken into account when accepting for training, and the procedure for taking into account these achievements;
- b) the number of places for admission under various conditions within the control figures (without specifying the employer-sponsored quota);
- c) a list of entrance examinations indicating the following information for each entrance examination:
  - name of the entrance examination;
  - maximum number of points;
  - minimum number of points;
  - priority of the entrance examination when ranking the lists of applicants;
  - the form of the entrance examination, the languages in which the entrance examination is conducted, the program of the entrance examination;
  - information on conducting the entrance examination in person and (or) using distance technologies;
- d) information on the places for accepting applications and the documents attached thereto (hereinafter referred to as acceptance of documents and documents required for admission, respectively), on the postal addresses for sending documents required for admission;
- e) information on the possibility of submitting documents required for admission in electronic form (a paper document converted into electronic form by scanning or photographing with machine-readable recognition of its details) using the University's electronic information system;
- f) a sample agreement for the provision of paid educational services (when announcing admission to places under agreements for the provision of paid educational services);
- g) information on the availability of a dormitory(s);
- 2) no later than April 10 of the year of admission:
  - a) the number of places for admission to study within the framework of control figures for various admission conditions, indicating the employer-sponsored quota;
  - b) enrollment deadlines (deadlines for posting ranked lists received on the official website, completion of acceptance of the original document of the established form or consent to enrollment in accordance with Clause 6.5. of the Admission Rules), issuance of the order (orders) on enrollment);
  - c) information on the number of places in dormitories for out-of-town students;
- 3) no later than 2 months before the start of accepting documents for places under contracts for the provision of paid educational services – the number of specified places;
- 4) no later than 14 calendar days before the start of entrance examinations – the schedule of entrance examinations.

The University ensures the availability of the specified information for users of the official website in the period from the date of its posting until the day of completion of admission inclusive.

2.4. The Admissions Committee ensures the functioning of special telephone lines and a section of the official website for responding to inquiries related to the admission of citizens to postgraduate training programs for scientific and academic personnel.

2.5. Starting from the day of acceptance of documents for admission, information on the number of applications submitted and lists of persons who submitted documents required for admission (hereinafter referred to as persons who submitted documents) for each competition is posted on the official website and updated daily.

### 3. ACCEPTANCE OF DOCUMENTS

3.1. To be admitted to training, the applicant shall submit an application (Appendix 2) for admission to training with the necessary documents attached (hereinafter referred to as the documents required for admission). The University shall accept the documents required for admission from the applicant upon submission of an application for consent to the processing of

his/her personal data, which includes consent to the processing of personal data permitted by the applicant for distribution (disclosure to an indefinite number of persons), given in accordance with Article 10.1 of the Federal Law dated July 27, 2006 No. 152-ФЗ "On Personal Data".

The applicant who has submitted an application for admission to training (hereinafter referred to as the application for admission) may make changes to it and (or) submit a second (next) application for admission under other conditions of admission in the manner established by the University.

3.2. The application for admission submitted by the applicant must provide for the certification by the applicant's personal signature of the following facts:

- familiarization of the applicant with the information on the need to indicate reliable information in the application for admission and to submit original documents;

- familiarization of the applicant with the admission rules approved by the University, as well as with the documents and information specified in Part 2 of Article 55 of Federal Law No. 273-ФЗ;

- when applying for training in places within the control figures, the applicant does not have a diploma of postgraduate study, a diploma of adjunct study, a certificate of postgraduate study, a certificate of adjunct study, a candidate of sciences diploma.

3.3. The application for admission shall specify the admission conditions (in accordance with Clause 1.8. of the Admission Rules) under which the applicant intends to enroll for training, indicating the priority of enrollment based on various admission conditions, as well as the insurance number of the individual personal account in the individual (personalized) accounting system (the number of the compulsory pension insurance certificate) (hereinafter referred to as the insurance number of the individual personal account) (if any).

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

- 1) a document (s) certifying identity, citizenship (including the possibility of presenting a passport of a citizen of the Russian Federation certifying the identity of a citizen of the Russian Federation outside the territory of the Russian Federation);

- 2) a document of the established form specified in Clause 1.4. of the Admission Rules (including the possibility of presenting a foreign state document on education with a certificate of recognition of foreign education, except for cases in which recognition of foreign education is not required in accordance with the legislation of the Russian Federation and (or) an international treaty).

An applicant may present one or several documents of the established form.

A certificate of recognition of foreign education (if necessary) is submitted within the same time frame as a document of the established form;

- 3) a document confirming registration in the individual (personalized) accounting system (if any);

- 4) if it is necessary to create special conditions for the applicant, as specified in Clause 5.1. of the Admission Rules, a document confirming the disability, due to which it is necessary to create the said conditions. A document confirming the disability is accepted by the University if it is valid on the date of submission of the application for admission;

- 5) documents confirming the individual achievements of the applicant, the results of which are taken into account when accepting for training (submitted at the discretion of the applicant);

- 6) other documents (submitted at the discretion of the applicant);

- 7) 1 photograph of the applicant;

- 8) an agreement on the provision of paid educational services (if the applicant intends to enroll in a fee-based form of education).

The terms of the contract for the provision of paid educational services at the stage of conclusion cannot be changed unilaterally at the initiative of the applicant/customer of educational services.

If the applicant intends to enroll in a fee-based form of education, he/she must conclude a contract for the provision of paid educational services (hereinafter referred to as the contract) and post a scanned image of the completed contract in the applicant's personal account no later than the deadline for accepting documents and pay the tuition fee no later than 5 working days after the enrollment order is issued in the manner prescribed by the contract.

No later than the day following the day of actual payment, it is necessary to post a scanned image of the document confirming the payment in the applicant's personal account.

In case of failure to conclude a contract with the intention to enroll in a fee-based form of education, the applicant is not subject to enrollment.

In case of failure to fulfill the obligation to pay for tuition within the established period, persons enrolled in the number of students are subject to expulsion.

3.5. The document of the established form is submitted (sent) by the applicant when submitting the documents required for admission or at a later date up to and including the deadline for accepting documents of the established form.

3.6. When submitting documents required for admission, applicants may submit originals or copies (electronic images) of documents without submitting their originals. Certification of the said copies (electronic images) is not required.

When submitting an application for admission through the University's electronic information system, the applicant completes an application for admission and attaches electronic images of the documents required for submission.

3.7. The application for admission shall be submitted in Russian.

Documents completed in a foreign language must be translated into Russian, unless otherwise provided by an international treaty of the Russian Federation.

Documents received in a foreign state must be legalized, unless otherwise provided by an international treaty of the Russian Federation or the legislation of the Russian Federation.

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

- 1) submitted to the University in person by the applicant;
- 2) sent to the University through public postal operators;
- 3) sent to the University in electronic form via the organization's electronic information system.

The University shall provide the opportunity to submit (send) documents required for admission in all specified ways.

The University shall establish locations for accepting documents submitted by applicants in person, as well as deadlines for accepting documents including at the locations specified above.

If the documents required for admission are submitted to the University in person by the applicant, the applicant shall be given a receipt for the receipt of documents.

3.9. The University verifies the accuracy of the information provided in the application for admission and the authenticity of the submitted documents, including by contacting the relevant state information systems, state (municipal) bodies and organizations.

3.10. At any stage of admission, an applicant has the right to submit an application to revoke the submitted documents (hereinafter referred to as the revocation of documents). When documents are revoked, the applicant is excluded from the lists of persons who submitted documents, the lists of applicants and is not subject to enrollment (excluded from the number of enrolled students).

An applicant who is not included in the number of enrolled students has the right to submit an application to revoke the original document of the established form (hereinafter referred to as the revocation of the original). When the original is revoked, the applicant is not excluded from the lists of persons who submitted documents and the lists of applicants.

The University returns to the applicant who has submitted an application to revoke documents or an application to revoke the original, respectively, the submitted documents in part

of their originals or the submitted original document of the established form within the time period established by the University.

3.11. The University returns the submitted documents to the applicant who is not accepted for training, including the originals (if any), within the period established by the University. If it is impossible to return the said originals, they remain in storage at the University.

#### **4. CONDUCTING ENTRANCE TESTS AND ACCOUNTING THE INDIVIDUAL ACHIEVEMENTS OF APPLICANTS**

4.1. Admission to training is carried out based on the results of entrance tests.

The same entrance tests are established for applicants to places within the admission control figures, as well as under contracts for the provision of paid educational services.

Applicants take the following entrance tests:

- a special discipline corresponding to the profile of the postgraduate training program for scientific and academic personnel;

- Philosophy;

- a foreign language (English, German, or French).

The applicant's level of knowledge is assessed by the examination committee on a five-point scale.

The minimum number of points for each entrance test:

- philosophy – 3;

- foreign language – 3;

- a special discipline corresponding to the profile of the postgraduate training program for scientific and academic personnel – 4.

The minimum number of points cannot be changed during admission.

4.2. An applicant takes each entrance examination once.

4.3. Entrance examinations are conducted in Russian.

Entrance examinations are conducted orally using exam cards. The list of questions in the cards is brought to applicants' attention by posting on the official website of the University.

4.4. The University conducts entrance examinations in person.

4.5. One entrance examination per day is conducted simultaneously for all applicants.

At the request of the applicant, he/she may be given the opportunity to take more than one entrance examination per day.

The results of the entrance examination are recorded in a protocol, which records the examiners' questions to the applicant.

A separate protocol is kept for each applicant. The protocols for the admission of entrance examinations after approval are kept in the applicant's personal file.

4.6. Persons who fail the entrance examination for a valid reason (illness or other circumstances confirmed by documents) are allowed to take the entrance examination in another group or on a reserve day.

4.7. If an applicant violates the admission rules approved by the University during the entrance examination, authorized officials of the University draw up a report on the violation and on the applicant's failure to pass the entrance examination without a valid reason, and if the entrance examination is held in person, they also remove the applicant from the place where the entrance examination is held.

4.8. The results of the entrance examination are announced on the official website no later than the third working day after the entrance examination.

4.9. Based on the results of the entrance examination conducted by the University independently, the applicant has the right to file an appeal with the University about a violation of the established procedure for conducting the entrance examination and (or) his/her disagreement with the assessment of the entrance examination results.

The rules for filing and considering appeals are reflected in the regulation on the appeals commission for passing entrance examinations upon admission postgraduate training programs for scientific and academic personnel of the FSBEI HE KubSMU of the Ministry of Health Care of Russia.

4.10. Persons who have received less than the minimum number of points at any entrance examination, who have failed the entrance examination without a valid reason (including those removed from the place of the entrance examination), who have been re-admitted to take the entrance examination and have failed the entrance examination, are eliminated from the competition.

4.11. Applicants for training have the right to submit information about their individual achievements, the results of which are taken into account when admitting to training. The results of individual achievements are taken into account as an advantage in the event of equality of the ranking criteria for the lists of applicants, by adding points for individual achievements (Appendix 3).

The applicant submits documents confirming the receipt of individual achievements.

Points awarded for individual achievements are included in the total number of competition points.

## **5. FEATURES OF CONDUCTING ENTRANCE TESTS FOR DISABLED PERSONS**

5.1. When conducting entrance tests for disabled applicants, the University ensures the creation of conditions taking into account the characteristics of the psychophysical development of applicants, their individual capabilities and health status (hereinafter referred to as special conditions and individual characteristics, respectively).

5.2. When conducting entrance tests in person, the University ensures unimpeded access of disabled applicants to classrooms, restrooms and other rooms, as well as their stay in the said rooms (including the presence of ramps, lifts, handrails, widened doorways, elevators; in the absence of elevators, the classroom should be located on the first floor of the building).

5.3. In-person entrance tests for disabled applicants are held in a separate classroom.

The number of disabled applicants in one classroom should not exceed:

- when passing the entrance test in written form – 12 people;
- when taking an oral entrance examination – 6 people.

It is allowed for a larger number of disabled applicants to be present in the classroom during the entrance examination, as well as for entrance examinations for disabled applicants to be held in the same classroom together with other applicants, if this does not create difficulties for applicants when taking the entrance examination.

It is allowed for an assistant from among the University employees or other involved persons to be present in the classroom during the entrance examination to provide disabled applicants with the necessary technical assistance taking into account their individual characteristics (to take a workplace, move around, read and complete an assignment, communicate with the persons conducting the entrance examination).

5.4. The duration of the entrance examination for disabled applicants may be increased by the decision of the University, but not more than by 1.5 hours.

5.5. Disabled applicants are provided with information on the procedure for conducting entrance examinations in a form accessible to them.

5.6. Disabled applicants may use technical means necessary for them due to their individual characteristics during the entrance examination.

5.7. The following additional requirements are met during the entrance examinations, depending on the individual characteristics of disabled applicants:

1) for the visually impaired applicants:

individual uniform lighting of at least 300 lux is provided (for in-person entrance examinations);



applicants are provided with a magnifying device to complete the assignment, if necessary (for in-person entrance examinations); it is also possible to use their own magnifying devices;

assignments to complete, as well as instructions on the procedure for conducting entrance examinations, are written in large font;

2) for persons with severe speech impairments, entrance examinations conducted orally are conducted in written form by decision of the University;

3) for persons with musculoskeletal disorders, motor dysfunctions of the upper limbs or absence of upper limbs:

- written assignments are completed on a computer with specialized software or dictated to an assistant;

- entrance examinations conducted in written form are conducted orally by decision of the University.

5.8. The conditions specified in Clauses 5.2 – 5.7 of the Admission Rules are provided to applicants from among disabled persons on the basis of an application for admission containing information on the need to create special conditions for the applicant during entrance examinations due to his disability, and a document confirming the disability, due to which the creation of the specified conditions is necessary.

## **6. FORMATION OF RANKED LISTS OF APPLICANTS AND ENROLLMENT**

6.1. Based on the results of the entrance examinations, the University forms a separate ranked list of applicants for each competition (hereinafter referred to as the competitive list), which includes applicants who have scored at least the minimum number of points in the entrance examinations. The competitive lists are published on the official website and updated daily until the day following the day of the end of the acceptance of documents of the established form, inclusive.

6.2. The competitive list is ranked on the following grounds:

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

2) if the sum of competitive points is equal, a higher place in the list is occupied by persons with a higher score in a special discipline;

if the preceding criteria are equal, a higher place in the list is occupied by applicants with a higher score in the discipline of philosophy;

in case of equality of the preceding criteria, applicants with a higher score in the discipline of foreign language take a higher place in the list;

in case of equality of the preceding criteria, applicants with a higher sum of points awarded for individual scientific achievements within the framework of the scientific specialty take a higher place in the list.

3) in case of equality according to the criteria specified in Subclauses 1 and 2 of this Clause – according to individual achievements taken into account in the case of equality of applicants, persons with a higher average score of a specialist or master's degree take a higher place in the list.

6.3. For persons who are medalists, winners or nominees of the All-Russian stage of the All-Russian Student Olympiad, the professional student Olympiad "I am a Professional", the corresponding postgraduate scientific specialty, is equivalent to the maximum result of the corresponding entrance examination.

6.4. The following information on each applicant is indicated in the competition list:

- insurance number of the individual personal account or a unique code assigned to the applicant (in the absence of the specified individual personal account);

- the sum of competition points (for entrance examinations and individual achievements);

- the sum of points for entrance examinations;

- the number of points for each entrance examination;

- the number of points for individual achievements;
- the presence of the original document of the established form or an application for consent to enrollment, submitted in accordance with Clause 6.5. of the Admission Rules.

The last name, first name, and patronymic (if any) of applicants are not indicated in the competition list.

6.5. The University sets the deadline for accepting documents of the established form, no later than which applicants shall submit:

- for enrollment in places within the control figures – the original document of the established form. An applicant for training within the control figures shall not have the right to simultaneously submit the original document of the established form to different organizations;
- for enrollment in places under contracts for the provision of paid educational services – the original document of the established form, or an application for consent to enrollment (Appendix 4) with an attached certified copy of the specified document or a copy of the specified document with presentation of its original, or an application for consent to enrollment subject to confirmation of information about the document of the established form by information contained in the federal information system "Federal Register of Information on Documents on Education and (or) Qualifications, Documents on Training".

On the day of the end of the acceptance of documents of the established form, the acceptance of originals of the document of the established form and applications for consent to enrollment ends no earlier than 18:00 local time.

6.6. Applicants who have submitted the original document of the established form or an application for consent to enrollment in accordance with Clause 6.5. of the Admission Rules are subject to enrollment. Enrollment is carried out in accordance with the competitive list until the established number of places are occupied.

When admitting to places within the control figures, enrollment is carried out provided that the University has the original document of the established form as of the day the enrollment order is issued.

6.7. Vacant places within the employer-sponsored quota are used to enroll persons applying for the main places within the control figures.

6.8. If there are vacant places after the end of enrollment, the University may conduct additional enrollment to the specified places based on the competitive lists.

6.9. When enrolling for training under contracts for the provision of paid educational services, the established number of places may be exceeded by decision of the University. When making such a decision, the University enrolls all applicants who have scored at least the minimum number of points, or establishes the amount of competition points (the amount of points for each entrance examination and for individual achievements) required for enrollment (hereinafter referred to as the established amount of competition points), and enrolls applicants who have scored at least the minimum number of points and have a total of competition points not less than the established amount of competition points.

6.10. Enrollment is formalized by an order (orders) of the University on enrollment.

6.11. Information about enrollment is provided by posting on the University website.

6.12. Information on enrollment for training without specifying the last name, first name, patronymic (if any) of applicants, with the insurance number of the individual personal account (if any) or the unique code assigned to the applicant (if there is no specified individual personal account), the amount of competition points, the number of points for entrance examinations and for individual achievements, is posted on the official website on the day of issuance of the relevant orders on enrollment and must be available to users of the official website within 6 months from the date of their issuance.

## **7. FEATURES OF ADMISSION TO EMPLOYER-SPONSORED TRAINING**

7.1. The University sets an employer-sponsored quota in accordance with Paragraph 9 of the Rules for establishing a quota for admission to employer-sponsored training in higher

education programs using budgetary allocations from the federal budget approved by Decree of the Government of the Russian Federation dated October 13, 2020 No. 1681 "On Employer-Sponsored Training in Secondary Vocational and Higher Education Programs".

7.2. When admitting to training for places within the employer-sponsored quota, a competition is held for each scientific specialty in accordance with Subparagraph "a" of Subclause 2 of Clause 1.8 of the Rules or for one or more postgraduate programs within the scientific specialty in accordance with Subparagraph "c" of Subclause 2 of Clause 1.8 of the Rules.

7.3. If the employer-sponsored quota for a scientific specialty is detailed with the establishment of quotas in the interests of specific customers of targeted training (hereinafter referred to as detailed quotas), the University forms a competition list for places in each detailed quota and holds a separate competition for each detailed quota.

If there are vacant places in the detailed quotas, the University uses these places as a employer-sponsored quota for all customers of employer-sponsored training. If there are vacant places in the employer-sponsored quota for all customers of employer-sponsored training, the organization uses these places in accordance with Clause 6.7 of the Rules.

7.4. The University conducts admission to places within the employer-sponsored quota in accordance with offers for concluding contracts for employer-sponsored training (hereinafter referred to as offers) posted by customers on the unified digital platform in the field of employment and labor relations "Work in Russia" (hereinafter referred to as the "Work in Russia" platform) and other information on the "Work in Russia" platform.

7.5. No later than the day of the end of the acceptance of documents from applicants, an applicant who has submitted an application to the University for admission to places within the employer-sponsored quota must submit an application for the conclusion of an agreement on employer-sponsored training (hereinafter referred to as the application) in accordance with the offer.

7.6. An applicant may be admitted to study at the University for places within the employer-sponsored quota in accordance with several applications only if he/she is admitted to training in different scientific specialties.

7.7. The University forms a single competitive list of applicants for places within the employer-sponsored quota according to the admission conditions specified in Subclauses 1-2 of Clause 1.8 of the Rules (in the event of the establishment of detailed quotas, a ranked list of applicants for places of each detailed quota is formed). The competitive list includes applicants whose applications have been approved by customers (hereinafter referred to as applicants).

7.7.1. If the number of applicants exceeds the number of places within the employer-sponsored quota, the University shall enroll applicants on a competitive basis in accordance with the established number of places.

7.7.2. If the number of applicants in accordance with a specific offer exceeds the required number of contracts specified in the offer, the organization shall enroll applicants in a number not exceeding the required number of contracts.

7.7.3. Within 3 working days from the date of the enrollment order, the University shall transfer information on the enrollment (non-enrollment) of applicants to the customer of employer-sponsored training.

7.7.4. The list of persons who submitted documents and the competitive list for places within the employer-sponsored quota shall not include information related to admission to employer-sponsored training in the interests of state security.

Enrollment to places within the employer-sponsored quota of persons whose training is carried out in the interests of state security is formalized by a separate order (orders), which shall not be posted on the official website.

## **8. FEATURES OF ADMISSION OF FOREIGN CITIZENS AND STATELESS PERSONS**

8.1. Foreign citizens and stateless persons have the right to receive higher education at the expense of budgetary allocations in accordance with international treaties of the Russian Federation, federal laws or the quota for education of foreign citizens and stateless persons established by the Government of the Russian Federation (hereinafter referred to as the quota for education of foreign citizens), as well as at the expense of individuals and legal entities in accordance with agreements on the provision of paid educational services.

8.2. Admission to training within the quota for education of foreign citizens is carried out in accordance with the directions of the federal executive body exercising functions on the development of state policy and legal regulation of higher education. Enrollment within the quota for education of foreign citizens is formalized by a separate order (orders) of the University.

8.3. In addition to the documents specified in Clause 3.4. of the Admission Rules, foreign citizens who are admitted for training on the basis of international treaties shall submit documents confirming their classification as persons specified in the relevant international treaties.

8.4. Foreign citizens and stateless persons who are compatriots living abroad (hereinafter referred to as compatriots) shall submit originals or copies of the documents stipulated by Article 17 of the Federal Law of May 24, 1999 N 99-Φ3 "On the State Policy of the Russian Federation Regarding Compatriots Abroad" in addition to the documents specified in Clause 12.3 of the Admission Rules.

8.5. When submitting documents, a foreign citizen or stateless person shall follow the Subclause 1 of Clause 3.4. of the Admission Rules and submit the original or a copy of a document certifying identity, citizenship, or a document certifying the identity of a foreign citizen in the Russian Federation or the identity of a stateless person in the Russian Federation in accordance with Article 10 of the Federal Law dated July 25, 2002 No. 115-Φ3 "On the Legal Status of Foreign Citizens in the Russian Federation".

8.6. Admission of foreign citizens and stateless persons to educational programs containing information constituting a state secret is carried out within the quota for the education of foreign citizens in compliance with the requirements stipulated by the legislation of the Russian Federation on state secrets.

**LIST OF LICENSED SCIENTIFIC SPECIALTIES**  
**Implemented in the FSBEI HE KubSMU of the Ministry of Health Care of Russia**

Group of scientific specialties	Code	Names of scientific specialties	Training duration
<b>1.5 Biological Sciences</b>	1.5.4	Biochemistry	4 years
	1.5.5	Human and Animal Physiology	
	1.5.7	Genetics	
	1.5.11	Microbiology	
	1.5.22	Cell Biology	
<b>3.1 Clinical Medicine</b>	3.1.3	Ear, Nose and Throat Diseases	3 years
	3.1.4	Obstetrics and Gynecology	
	3.1.5	Ophthalmology	
	3.1.6	Oncology, Radiation Therapy	
	3.1.7	Dentistry	
	3.1.8	Traumatology, Orthopaedics	
	3.1.9	Surgery	
	3.1.10	Neurosurgery	
	3.1.11	Pediatric Surgery	
	3.1.12	Anesthesiology and Resuscitation Care	
	3.1.13	Urology and Andrology	
	3.1.15	Cardiovascular Surgery	
	3.1.17	Psychiatry and Narcology	
	3.1.18	Internal Medicine	
	3.1.19	Endocrinology	
	3.1.20	Cardiology	
	3.1.21	Pediatrics	
	3.1.22	Infectious Diseases	
	3.1.23	Skin and Venereal Diseases	

	3.1.24	Neurology	
	3.1.25	Radiation Diagnostics	
	3.1.26	Phthisiology	
	3.1.29	Pulmonology	
	3.1.33	Rehabilitation Medicine, Sports Medicine, Exercise Therapy, Balneology and Physiotherapy, Medical and Social Rehabilitation	
<b>3.2 Preventive Medicine</b>	3.2.1	Hygiene	3 years
	3.2.2	Epidemiology	
	3.2.3	Public Health, Organization and Sociology of Health Care, Medical and Social Expertise	
	3.2.7	Immunology	
<b>3.3 Medical and Biological Sciences</b>	3.3.1	Anatomy and Anthropology	4 years
	3.3.2	Pathological Anatomy	
	3.3.3	Pathological Physiology	
	3.3.5	Forensic Medicine	
	3.3.6	Pharmacology, Clinical Pharmacology	
<b>3.4 Pharmaceutical Sciences</b>	3.4.1	Industrial Pharmacy and Drug Production Technology	3 years
	3.4.3	Organization of Pharmaceutical Business	

## Application Form

To  
Rector of FSBEI HE KubSMU  
of the Ministry of Health Care of Russia  
S.N. Alekseenko

## APPLICATION

I, \_\_\_\_\_  
(last name, first name, patronymic)  
born on " \_\_\_\_\_ " \_\_\_\_\_, passport of a citizen  
(day) (month) (year)  
\_\_\_\_\_ series \_\_\_\_\_ number \_\_\_\_\_  
(indicate citizenship)  
issued " \_\_\_\_\_ " \_\_\_\_\_ 20 \_\_\_\_\_  
(date of issue) (issued by)

ask you for allowing me to take the entrance examinations and participate in the competition for admission to postgraduate training programs for scientific and academic personnel.

I also inform you about myself:

Previous level of higher education (specialist or master's degree):

Series and number of the diploma	Date of issue of the diploma	Full name of the higher education institution	Year of graduation	Specialty	Qualification

Information about the education planned:

Specialty \_\_\_\_\_  
(code, name)

Admission requirements:

- full-time within the control figures of admission
- full-time under contract
- employer-sponsored admission

Priority of admission \_\_\_\_\_  
(full-time/ within the control figures of admission; full-time/under contract; employer-sponsored admission)

I will take a foreign language exam: \_\_\_\_\_  
(English, German, French)

Individual achievements – \_\_\_\_\_  
(yes, no; if any – with information about them)

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Need for a place in a dormitory – \_\_\_\_\_  
(yes, no)

Need for creating special conditions during entrance examinations due to disability – \_\_\_\_\_  
(yes, no)

\_\_\_\_\_  
(specify the necessary conditions)

Contact numbers:

home \_\_\_\_\_ mobile \_\_\_\_\_

Postal address:

- at the place of registration \_\_\_\_\_  
(zip code, region, city/town)

\_\_\_\_\_  
(street, house, building, apartment)

- at the place of residence \_\_\_\_\_  
(zip code, region, city/town)

\_\_\_\_\_  
(street, house, building, apartment)

E-mail address – \_\_\_\_\_  
Insurance certificate number of compulsory pension insurance \_\_\_\_\_

I am submitting the following documents:

Original specialist or master's diploma with an appendix to it

I undertake to provide the original specialist or master's diploma no later than the day of completion of acceptance of the document on education and qualifications \_\_\_\_\_  
(signature)

Copy of specialist or master's diploma with an appendix to it

1 photograph in 3x4 format

Documents certifying individual achievements

Documents confirming disability

Copy of identity document (passport)

I, \_\_\_\_\_  
(full name)

confirm that I have got familiarized with:

- the license for educational activities;

- the University Charter;

- the educational programs;

- the admission rules, including the rules for filing an appeal based on the results of entrance examinations;

- the date of completion of the document on education and qualifications certifying education of the appropriate level

\_\_\_\_\_  
(signature)



I confirm the accuracy of the information I have provided, as well as:

- the absence of a diploma/certificate of postgraduate study or a candidate of sciences diploma;
- consent to the processing of my personal data provided for the purpose of admission to postgraduate study in accordance with Federal Law dated July 27, 2006 No. 152-ФЗ "On Personal Data";
- my awareness of the responsibility for the accuracy of the information provided in the application for admission and for the authenticity of the documents submitted for admission.

\_\_\_\_\_  
(signature)

« \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
(signature)

**Quantitative Assessments of Individual Achievements Taken into Account When Entering Postgraduate Studies**

No.	Name of the individual achievement	Document confirming individual achievement	Number of points	Note
1	2	3	4	5
1.	Monographs, textbooks, and study guides (individually)	Copies of the title page and publication details	3	for each publication
2.	Entire chapters, sections in monographs, textbooks, and study guides	Copies of the title page and publication details	2	for each publication
3.	Co-authorship in a section, chapter of monographs, textbooks, and study guides	Copies of the title page and publication details	1	for each publication
4	Scientific articles:			
	• in journals included in the Scopus and Web of Science citation databases	Copy of the title page and article	3	for each publication
	• in journals included in the Higher Attestation Commission (VAK) list	Copy of the title page and article	2	for each publication
	• in other publications	Copy of the title page and article	1	for each publication
5.	Participation in scientific conferences, seminars, symposia, competitions, events (international, all-Russian)	Copy of the certificate	2	
6.	Participation in scientific conferences, seminars, symposia, competitions, events (regional, territorial)	Copy of the certificate	1	
7.	Received grants	Copy of the certificate	3	for each grant
8.	Author's certificate or patent for an invention	Copy of the certificate or patent	3	for each certificate or patent
9.	Honors diploma (master's, specialist degree) in the profile of the chosen scientific specialty	Diploma	2	

10.	Personal scholarships	Copy of the supporting document	2	for each scholarship
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During the competitive process, the average grade of the specialist or master's diploma is additionally taken into account.

**Form of Application on Consent to Enrollment**

To  
Rector of FSBEI HE KubSMU  
of the Ministry of Health Care of Russia  
S.N. Alekseenko

APPLICATION  
on Consent to Enrollment under an Agreement on the Provision of Paid Educational Services

I, \_\_\_\_\_  
(last name, first name, patronymic)  
passport series \_\_\_\_\_ number \_\_\_\_\_ issued \_\_\_\_\_  
\_\_\_\_\_ « \_\_\_\_\_ » \_\_\_\_\_ 20 \_\_\_\_\_  
registered at the address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

give my consent to enrollment in the main educational program of higher education – the postgraduate training program for scientific and academic personnel in the specialty \_\_\_\_\_  
\_\_\_\_\_ including full-time education under an agreement on the provision of paid educational services at FSBEI HE KubSMU of the Ministry of Health Care of Russia and attach the original document certifying my education of the corresponding level.

\_\_\_\_\_ date

\_\_\_\_\_ signature

\_\_\_\_\_ full name