

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. 6 dated «27» 06. 2024 «27» 06. 2024



S.N. Alekseenko

ADMISSION RULES

for Higher Education Programs – Residency Programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia for the 2024-2025 Academic Year

(new version with amendments accepted at meetings of the Academic Council,
discussion note No. 6 dated June 27, 2024)

1. GENERAL PROVISIONS

1.1. This rules for admission to training in higher education programs – residency programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia (hereinafter referred to as the University) has been developed on the basis of:

- Federal Law dated December 29, 2012 No. 273-ФЗ "On Education in the Russian Federation";
- 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";
- Order of the Ministry of Health Care of the Russian Federation dated May 2, 2023 No. 205Н "On Approval of the Nomenclature of Positions for Medical and Pharmaceutical Workers";
- Order of the Ministry of Education and Science of the Russian Federation dated September 12, 2013 No. 1061 "On approval of the Lists of Specialties and Areas of Training in Higher Education";
- Order of the Ministry of Education and Science of the Russian Federation dated November 19, 2013 No. 1258 "On approval of the Procedure for Organizing and Implementing Educational Activities on Educational Programs of Higher Education – Residency Programs";
- Order of the Ministry of Health Care of the Russian Federation dated May 2, 2023 No. 206Н "On Approval of the Qualification Requirements for Medical and Pharmaceutical Workers with Higher Education";
- Order of the Ministry of Health Care of the Russian Federation dated May 11, 2017 No. 212Н "On Approval of the Procedure for Admission to Training in Higher Education Programs – Residency Programs";
- Order of the Ministry of Health Care of the Russian Federation dated December 22, 2017 No. 1043Н "On Approval of the Terms and Stages of Accreditation of Specialists, as Well as Categories of Persons with Medical, Pharmaceutical or Other Education Subject to Accreditation of Specialists";
- Order of the Ministry of Health Care of the Russian Federation dated June 2, 2016 No. 334Н "On Approval of the Regulation on the Accreditation of Specialists";
- Federal Law dated August 3, 2018 No. 337-ФЗ "On Amendments to Certain Legislative Acts of the Russian Federation in Terms of Improving Employer-Sponsored Training";
- Federal Law dated February 17, 2023 No. 19-ФЗ "On the Peculiarities of Legal Regulation of Relations in the Spheres of Education and Science in Connection with the Admission of the Donetsk People's Republic, the Lugansk People's Republic, the Zaporizhzhia Oblast, and the Kherson Oblast to the Russian Federation and the Formation of New Subjects within the Russian Federation – the Donetsk People's Republic, the Lugansk People's Republic, the Zaporizhzhia Oblast, the Kherson Oblast and on Amendments to Certain Legislative Acts of the Russian Federation";
- Resolution of the Government of the Russian Federation dated August 17, 2019 No. 1067 "On the Unified Information System in the Sphere of Volunteer Development";
- Resolution of the Government of the Russian Federation dated March 12, 2022 No. 353 "On the Specifics of Licensing Activities in the Russian Federation in 2022";

- Resolution of the Government of the Russian Federation dated July 1, 2022 No. 1190 "On Amendments to Appendix No. 16 to the Resolution of the Government of the Russian Federation dated March 12, 2022 No. 353";

- Charter of the University.

1.2. The procedure defines the conditions for the admission of citizens of the Russian Federation, foreign citizens and stateless persons for training in residency programs (hereinafter referred to as the Procedure) at the expense of budgetary allocations from the federal budget of the Russian Federation, at the expense of individuals and (or) legal entities under agreements on the provision of paid educational services, determines the specifics of the admission of citizens of the Russian Federation for training in residency programs within the quota established by the Government of the Russian Federation.

1.3. The procedure for the admission of citizens of the Russian Federation, foreign citizens and stateless persons for training in higher education programs – residency programs determines measures aimed at preventing the spread of the new coronavirus infection (COVID-19) on the territory of the Russian Federation.

1.4. Admission of citizens of the Russian Federation with higher medical and (or) higher pharmaceutical education to training in residency programs at the expense of budgetary allocations of the federal budget of the Russian Federation is carried out on a competitive basis in accordance with the control figures for admission to training in residency specialties at the expense of budgetary allocations of the federal budget of the Russian Federation (hereinafter referred to as the control figures for admission), established by the Ministry of Health Care of the Russian Federation.

1.5. Admission to employer-sponsored training in residency programs at the expense of budgetary allocations of the federal budget of the Russian Federation for citizens of the Russian Federation with higher medical and (or) higher pharmaceutical education is carried out on a competitive basis within the quota for admission to employer-sponsored training in residency programs within the limits established by the Government of the Russian Federation.

Before submitting an application for admission to employer-sponsored training, a citizen must independently study the full list of offers published by customers on the Internet on the Unified Digital Platform in the Sphere of Employment and Labor Relations "Work in Russia", select the offer that best suits his/her wishes, and submit an application for concluding an agreement on employer-sponsored training in accordance with this offer. When submitting an application for admission to employer-sponsored training, an applicant can submit applications for concluding an agreement on employer-sponsored training within the quota in accordance with the offers published by customers of employer-sponsored training on the Internet on the Unified Digital Platform in the Sphere of Employment and Labor Relations "Work in Russia".

1.6. Admission of citizens of the Russian Federation with higher medical and (or) higher pharmaceutical education to residency programs at the expense of individuals and (or) legal entities under contracts for the provision of paid educational services is carried out on a competitive basis within the number of places for admission to the paid form of education established by the Ministry of Health Care of the Russian Federation.

1.7. Admission of foreign citizens and stateless persons with higher medical and (or) higher pharmaceutical education to residency programs at the expense of budgetary allocations of the federal budget of the Russian Federation is carried out on a competitive basis in accordance with current legislation, international treaties of the Russian Federation within the framework of the quota for education of foreign citizens and stateless persons established by the Government of the Russian Federation.

1.8. Admission of foreign citizens and stateless persons, with the exception of foreign citizens and stateless persons who are compatriots living abroad, and foreign citizens entering training on the basis of international agreements, to study on residency programs at the expense of individuals and (or) legal entities under agreements on the provision of paid educational services is carried out on a competitive basis in addition to the number of places established by the Ministry of Health Care of the Russian Federation for the admission of citizens of the Russian Federation in the amount of 150 places.

Admission of foreign citizens and stateless persons to a paid form of residency training is carried out in accordance with the current migration legislation.

1.9. The list of specialties in the University's residency, for which admission is carried out, is determined by the current license for conducting educational activities for the relevant educational programs:

Codes of specialties	Name of specialties	Codes of specialties	Name of specialties	Codes of specialties	Name of specialties
31.08.01	Obstetrics and Gynecology	31.08.31	Geriatrics	31.08.63	Cardiovascular Surgery
31.08.02	Anesthesiology and Resuscitation Care	31.08.32	Skin and Venereal Diseases	31.08.64	Audiology and Ear, Nose and Throat Diseases
31.08.03	Toxicology	31.08.33	Diabetology	31.08.65	Thoracic Surgery
31.08.04	Transfusiology	31.08.34	Dietetics	31.08.66	Traumatology and Orthopedics
31.08.05	Clinical Laboratory Diagnostics	31.08.35	Infectious Diseases	31.08.67	Surgery
31.08.06	Laboratory Genetics	31.08.36	Cardiology	31.08.68	Urology
31.08.07	Pathological Anatomy	31.08.37	Clinical Pharmacology	31.08.69	Maxillofacial Surgery
31.08.08	X-ray Study	31.08.39	Physical Therapy and Sports Medicine	31.08.70	Endoscopy
31.08.09	Radiology	31.08.40	Manual Therapy	31.08.71	Health Care Organization and Public Health
31.08.10	Forensic Medical Examination	31.08.42	Neurology	31.08.72	General Dentistry
31.08.11	Ultrasound Diagnostics	31.08.43	Nephrology	31.08.73	Therapeutic Dentistry
31.08.12	Functional Diagnostics	31.08.44	Occupational Pathology	31.08.74	Dental Surgery
31.08.13	Pediatric Cardiology	31.08.45	Pulmonology	31.08.75	Orthopedic Dentistry
31.08.14	Pediatric Oncology	31.08.46	Rheumatology	31.08.76	Pediatric Dentistry
31.08.15	Pediatric Urology, Andrology	31.08.47	Reflexotherapy	31.08.77	Orthodontics
31.08.16	Pediatric Surgery	31.08.48	Emergency Medical Care	31.08.78	Physical and Rehabilitative Medicine
31.08.17	Pediatric Endocrinology	31.08.49	Therapy	32.08.01	Hygiene of Children and Adolescents
31.08.18	Neonatology	31.08.50	Physiotherapy	32.08.02	Nutrition Hygiene
31.08.19	Pediatrics	31.08.51	Phthisiology	32.08.03	Occupational Hygiene
31.08.20	Psychiatry	31.08.52	X-Ray Endovascular Diagnostics and Treatment	32.08.06	Communal Hygiene
31.08.21	Psychiatry, Narcology	31.08.53	Endocrinology	32.08.07	General Hygiene

31.08.22	Psychotherapy	31.08.54	General Medical Practice (Family Medicine)	32.08.12	Epidemiology
31.08.24	Forensic Psychiatric Examination	31.08.55	Coloproctology	32.08.14	Bacteriology
31.08.26	Allergology and Immunology	31.08.56	Neurosurgery	33.08.01	Pharmaceutical Technology
31.08.28	Gastroenterology	31.08.57	Oncology	33.08.02	Pharmacy Management and Economics
31.08.29	Hematology	31.08.58	Ear, Nose and Throat Diseases	33.08.03	Pharmaceutical Chemistry and Pharmacognosy
31.08.30	Genetics	31.08.59	Ophthalmology		

1.10. The acceptance of documents for training in residency programs begins on July 1 and ends on August 9, 2024 inclusive, and is carried out on weekdays from 10:00 to 16:00 with a technical break from 12:30 to 13:00.

No later than 18:00 local time on August 9, 2024, applicants submit an application for consent to enrollment.

1.11. Acceptance of documents from foreign citizens and stateless persons from countries with a visa regime is carried out taking into account the period for issuing an invitation to study at the migration service (30 days) before the established deadline for the end of the acceptance of documents.

1.12. When applying for training to places within the control figures – the applicant does not have a diploma of residency or a diploma of internship (if the applicant applies for admission to training in the same specialty that is indicated in the diploma of internship) or obtaining a specialty indicated by the applicant in the application for admission, training is possible through the additional professional program of professional retraining), taking into account the order of the Ministry of Health Care of the Russian Federation No. 206H.

1.13. The documents required for admission are submitted to the University by the applicant using distant technologies in electronic digital format at <http://abitur-ord.ksma.ru/>.

1.14. Interaction with the applicant when accepting documents, testing, considering appeals and enrolling is carried out using distant technologies. When interacting with the applicant via e-mail, the e-mail address specified in the application for admission is used.

2 ORGANIZING ADMISSION TO RESIDENCY PROGRAMS

2.1. Applications for the competitive selection are accepted by the Admissions Committee appointed by the Rector of the University with a term of office for one year. The Admissions Committee shall post the following information on the official website of the University before accepting documents no later than April 1, 2024:

- the procedure for admission to higher education programs – residency programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia for the 2024-2025 academic year approved by the University;
- information on the start and end dates for accepting documents required for admission, the timing of the entrance examination;
- admission conditions;
- the number of places for admission within the control figures (without allocating an admission quota for employer-sponsored training);
- the program of the entrance examination;
- information on the possibility of submitting documents required for admission in electronic form;
- rules for filing and reviewing appeals based on the results of the entrance examination;
- sample agreement for the provision of paid educational services;

- information on the locations for accepting documents required for admission;
- information on the mailing addresses for sending documents required for admission;
- information on the availability of dormitories.

No later than June 1, the following information is posted:

- the number of places for admission to training under various conditions (within the control figures – with the allocation of an admission quota for employer-sponsored training);
- information on the enrollment deadlines (on the deadlines for posting lists of applicants on the official website, the end of accepting the original document of the established form or consent to enrollment, the issuance of an order (orders) on enrollment);
- information on the number of places in dormitories for out-of-town applicants, the procedure for providing places in dormitories;
- the schedule of the entrance examination indicating the locations of the examination.

2.2. An applicant has the right to submit an application for admission to no more than three organizations at the same time.

2.3. An applicant has the right to participate in the competition in no more than 2 specialties.

The choice of the field of study (specialty), the priority of enrollment according to the conditions of admission are determined only by the applicant him-/herself. In the application, the choice is recorded by the personal signature of the applicant when submitting documents. In case of simultaneous admission to the University according to different conditions of admission, the applicant submits one application. In this case, the applicant takes the entrance test once or submits an application for taking into account the test results indicating one of the results as an accredited specialist.

2.4. When submitting an application for training, applicants bear personal responsibility and confirm by personal signature the accuracy of the information and the authenticity of the documents.

2.5. An application for admission to training with attached documents, other applications (including an appeal) are submitted by applicants to the organization in electronic form in accordance with the requirements of the University's electronic information system. Documents attached to the application, in the form of paper documents converted into electronic form by scanning or photographing with machine-readable recognition of their details:

2.5.1. a document on education and qualifications certifying education of the appropriate level (hereinafter referred to as a document of the established form):

- a document on education and qualifications of the form established by the federal executive body exercising functions on developing state policy and legal regulation of education, or the federal executive body exercising functions on developing state policy and legal regulation of healthcare;
- a state-issued document on the level of education and qualifications received before January 1, 2014;

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

- a document on foreign state education is submitted with a certificate of recognition of foreign education, with the exception of the following cases in which submission of the said certificate is not required:

- upon submission of a document on foreign state education that complies with Part 3 of Article 107 of Federal Law No. 273-Φ3;

- upon admission to an educational institution of higher education, which has the right to independently recognize foreign education and (or) foreign qualifications that do not meet the conditions stipulated by Part 3 of Article 107 of Federal Law No. 273-Φ3.

2.5.2. a document certifying his/her identity and citizenship;

2.5.3. a certificate of accreditation of a specialist, an extract from the final discussion note of the meeting of the accreditation commission on the recognition of the applicant as an accredited specialist (for persons who have completed mastering higher medical and (or) higher pharmaceutical education

programs in accordance with federal state educational standards of higher education);

2.5.4. application for taking into account as the results of the entrance examination the result of testing passed in the year preceding the year of admission or the results of testing conducted within the framework of the specialist accreditation procedure provided for in Subparagraph 2 of Clause 4 of the Regulation on the accreditation of specialists, passed in the year preceding the year of admission or in the year of admission (at the applicant's request) (Appendix No. 2);

2.5.5. specialist certificate (if any);

2.5.6. documents confirming the individual achievements of the applicant stipulated by the Procedure (if any);

2.5.7. military ID (if any);

2.5.8. individual personal account insurance number (SNILS);

2.5.9. when submitting an application, disabled persons present documents confirming their health status;

2.5.10. when submitting an application, a citizen of the Russian Federation applying for employer-sponsored training submits a scanned image of an application for employer-sponsored training within the quota in accordance with the offers published by customers of employer-sponsored training on the Internet on the Unified Digital Platform in the Sphere of Employment and Labor Relations "Work in Russia".

at the same time, the applicant sends an application(s) in writing on paper to the organization where he/she is applying for training, no later than the day of completion of the acceptance of documents from applicants for training at the host organization;

2.5.11. a citizen of the Russian Federation, a foreign citizen, a stateless person applying for a fee-based form of training sends a scanned image of the concluded agreement on the provision of paid educational services.

The terms of the agreement on the provision of paid educational services at the stage of conclusion cannot be changed unilaterally at the initiative of the applicant or the customer of educational services.

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

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

In case of failure to conclude an agreement when intending 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 as residents are subject to expulsion.

2.6. Admission to training in residency programs is carried out on the basis of applications for admission to training in residency programs (hereinafter referred to as the application) sent by applicants to the University Admissions Committee (Appendix No. 1) with the mandatory attachment of the documents listed in the application form.

In the application for admission, the applicant indicates the following information:

last name, first name, patronymic (if any);

date of birth;

information on citizenship (or stateless person status);

details of the identity document (including when and by whom it was issued);

information on the insurance number of the individual personal account (SNILS);

information on the document of the established form;

information about the specialist accreditation certificate, an extract from the final discussion note of the accreditation committee meeting on recognizing the applicant as having passed the specialist accreditation (for individuals who have completed higher medical and (or) higher pharmaceutical education programs in accordance with federal state educational standards for higher education);

information about the specialist certificate (if any);

admission conditions under which the applicant intends to enroll in training, indicating the priority of enrollment under various conditions;

information about the presence or absence of individual achievements of the applicant, documents confirming the individual achievements of the applicant (if any – indicating information about them);

information about the presence or absence of the applicant's need for a place to live in a dormitory during the period of study;

postal address and (or) e-mail address.

2.7. The following facts are recorded in the application for admission:

familiarization of the applicant (including via public information systems):

with a copy of the license to carry out educational activities (with an appendix), with a copy of the certificate of state accreditation (with an appendix) or with information on the absence of the specified certificate;

with the date(s) of completion of acceptance of the document of the established form, with the admission rules approved by the organization, including the rules for filing an appeal based on the results of the entrance examination;

consent of the applicant to the processing of his/her personal data;

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

upon admission to training at places within the control figures – the absence of a diploma of completion of residency or a diploma of completion of internship (if the applicant submits an application for admission in the same specialty that is indicated in the diploma of completion of internship, or obtaining the specialty indicated by the applicant in the application for admission is possible through training in an additional professional program of professional retraining);

confirmation of simultaneous submission of applications for admission to no more than 3 organizations including the organization to which this application is submitted.

2.8. The choice of the enrollment priority according to the admission conditions is certified by the applicant's personal signature.

Based on the results of reviewing the applicant's documents and checking the accuracy of the information contained therein including by contacting the relevant state information systems, state (municipal) bodies and organizations, the Admissions Committee makes a decision on admitting the applicant to the entrance examinations or refusing admission to the entrance examinations (Appendix No. 6).

The Admissions Committee's decision is brought to the applicant's attention no later than two working days from the date of its adoption by posting the lists of applicants admitted to the entrance examinations and the lists of applicants not admitted to the entrance examinations (indicating the reason for refusal) on the official website of the University.

2.9. If the applicant submits an application that does not contain all the information stipulated by the Procedure, as well as if an incomplete set of documents is submitted and (or) the submitted documents do not comply with the requirements established by the Procedure, if the applicant violates the requirements established by Clauses 2.6, 2.7 of the Procedure, the Admissions Committee refuses the applicant, indicating the reason for the refusal. Submitted documents will not be returned.

2.10. The grounds for refusing admission to the entrance examinations to an applicant are:

the incomplete set of documents;

incomplete information specified in the documents;

inaccurate information specified in the documents;

discrepancy between the specialty of higher education in the specialist degree programs and the specialty of higher education in the residency program for which the applicant is applying, taking into account the qualification requirements for medical workers approved by the Ministry of Health Care of the Russian Federation;

violation of the requirements stipulated by paragraphs 2.2, 2.3 of the Procedure.

2.11. A personal file, which contains all submitted documents and materials accompanying the entrance examination procedure, is prepared for each applicant.

2.12. An applicant has the right to withdraw documents submitted for admission to training at any

stage of admission by filing a refusal form. Persons who withdraw documents are eliminated from the competition.

2.13. From the date of the start of accepting documents, the Admissions Committee posts and updates information on the number of applications submitted and the lists of persons who submitted documents required for admission to places within the quota for admission to employer-sponsored training, to the main places within the control figures, to places under contracts for the provision of paid educational services on a daily basis. In this case, information on the acceptance or refusal to accept documents (indicating the reasons for the refusal) is indicated.

The list of applicants to places within the employer-sponsored quota includes information on the customers of employer-sponsored training.

The final list of candidates for residency admitted to the entrance examinations is posted on the University website after the end of the acceptance of documents.

3. ENTRANCE EXAMINATIONS

3.1. For the organization and conduct of entrance examinations, the Rector of the University approves the composition of examination and appeal committees with active groups for each specialty.

The powers and procedure for the activities of examination and appeal committees are determined by the regulations on them, approved by the chairman of the Admissions Committee.

Citizens of the Russian Federation who have concluded agreements on employer-sponsored training with the bodies or organizations specified in Clause 1.4 and have passed the competition for places within the allocated quota for admission for employer-sponsored training are enrolled in employer-sponsored training programs.

Employer-sponsored places remaining vacant after passing the entrance examinations and enrollment are provided to applicants participating in the general competition for the relevant specialties.

3.2. The dates for conducting entrance examinations in the form of testing are approved by the order of the Rector of the University after the end of the document acceptance period. All entrance examinations conducted for admission to residency programs are completed no later than August 20, 2024. Testing is organized by the Admissions Committee of the University for competitive selection for higher education programs – residency programs that accept applicants.

At the applicant's request, the results of testing taken in the year preceding the year of admission are taken into account as test results.

3.3. The entrance examination are conducted in the form of testing (hereinafter referred to as testing) using test tasks that are automatically composed by randomly selecting 60 test tasks from the Unified Assessment Database formed by the Ministry of Health Care of the Russian Federation. 60 minutes are allocated for solving the test tasks. The test result is generated automatically indicating the percentage of correct answers from the total number of test tasks. The test result in points (1 point equals 1 percent) is reflected in the reports of the examination committee meeting signed on the day of completion of testing. The minimum number of points confirming successful completion of the test is 70 points (hereinafter referred to as the minimum number of points).

A separate record is kept for each applicant, which is signed by the chairman and members of the examination committee who participated in the entrance examination, approved by the Rector of the University and stored in the applicant's personal file (Appendix No. 7).

Entrance examinations are carried out in person in compliance with all measures to prevent the spread of the new coronavirus infection COVID-19, if this does not contradict the acts of the heads of the highest executive bodies of state power of the Krasnodar Krai. During the entrance examination, the applicant, taking into account his/her individual health characteristics, can use the technical assistance of an assistant from the University Admissions Committee.

In the event of a worsening epidemiological situation in the Krasnodar Krai, entrance examinations to the University will be conducted using distant technologies (DT) in videoconference mode.

The applicant independently provides the video conference mode and conditions using the installed Telegram application. To enter the video testing mode, the applicant receives a link to connect

to the Telegram video conference with the connection time to his/her e-mail address in advance. To ensure the organization of entrance examinations, the applicant must also have a stable connection. Necessary conditions for conducting entrance examinations in video mode:

- a stable Internet connection with the ability to provide full audio and video communication;
- the video conference mode must ensure remote viewing of the applicant by members of the examination committee;
- a video camera, microphones and audio speakers must ensure that members of the examination committee can clearly and distinctly see and hear the applicant;
- identification of the examinee's identity is carried out through visual control of the applicant's identity matching the student's identity documents (passport of the examinee);
- remote review by members of the examination committee of the preparation process and the applicant's response.

The language of all types of entrance examinations is Russian.

The following requirements apply to the room where the applicant is located during the entrance examinations: the room must have walls, a closed door, and be away from radio interference; no strangers must be in the room during the examination; additional computers and other monitors must be turned off; there must be no wall drawings or posters in the room; the work surface of the table on which the applicant's PC is installed must be free of all objects, including pocket computers or other computer devices, watches, notebooks, books, notepads, self-adhesive sheets, notes or paper with printed text. The web camera must not be located opposite the light source. A blank sheet of paper, a pen, and a simple calculator are allowed on the desk.

List of the main violations during the entrance examination, for which the applicant is suspended from the test with an unsatisfactory grade:

- the presence of another person in the frame;
- substitution of the person taking the entrance examination;
- absence of the person taking the entrance examination;
- looking away from the screen (for more than 5 seconds), which is confirmed by video recording;
- changing the active window on the computer;
- talking during the entrance examination;
- using prohibited websites or software,
- using additional technical means (mobile phone, headphones, etc.);
- using books or notes.

If the applicant fails to respond to communication within more than 15 minutes from the start of the entrance examination, he/she is considered absent, except for cases recognized by the Admissions Committee as valid.

The test results are announced on the official website no later than the day following the day of the test.

After the announcement of the test results, the applicant (trusted person) has the right to familiarize him-/herself with his/her work (the applicant's work) on the day of the announcement of the test results or during the next working day.

In case of disagreement with the test results, the applicant has the right to file an appeal to the University Appeals Committee in the manner specified in the Regulations on the Appeals Committee.

At the applicant's request, the University sends him/her the results of the check of his/her work performed during the testing process (questions (tasks) to which the applicant gave incorrect answers, correct answers to the specified questions (tasks)) via the University's electronic information system or via e-mail.

The applicant has the right to be present remotely during the appeal hearing. The decision of the appeal committee is sent to the applicant for review via the organization's electronic information system or via e-mail.

Applicants who have failed the testing for a valid reason (illness or other circumstances confirmed by documents), applicants who have started testing but have not completed it for a valid reason reflected in the act of the admissions committee, have the right to take the test again within the timeframe established by the University.

Applicants who received less than the minimum number of points during the testing, who have failed the entrance test without a valid reason (including those removed from the place of the entrance test) are eliminated from the competition.

3.4. In case of missing entrance examinations for a valid reason, the applicant is obliged to notify the chairman of the Admissions Committee about the impossibility of taking the examination in the application form before the exam and provide (send) a document confirming the validity of the reason. In this case, the applicant is admitted to the next testing, but not later than the established deadline for passing the entrance examinations.

3.5. If the applicant violates the admission rules during testing, the authorized officials of the University draw up a violation report (Appendix No. 5). When testing is conducted using remote technologies, a copy of the said report is sent to the applicant in the electronic form.

4. RECORDING OF INDIVIDUAL ACHIEVEMENTS OF APPLICANTS DURING ADMISSION

4.1. Applicants have the right to submit documents confirming their individual achievements. Points awarded for individual achievements are included in the total number of competition points.

4.2. The results of individual achievements are taken into account by awarding points for individual achievements based on the following criteria:

- | | |
|--|------------|
| a) scholarship holders of the President of the Russian Federation, the Government of the Russian Federation (in case of assignment of a scholarship during the period of obtaining higher medical or higher pharmaceutical education); | 20 points |
| b) a document on education and qualifications certifying education of the corresponding level with honors, received in an educational organization of the Russian Federation; | 55 points |
| c) the presence of at least one article in a specialized scientific journal included in the core database of the Russian Science Citation Index and (or) in international databases of scientific citation, the author or co-author of which is the applicant; | 20 points |
| d) total duration of service in positions of medical and (or) pharmaceutical workers (period of military service related to the implementation of medical activities) confirmed in the established manner (if labor activity (military service) was carried out during the period from enrollment in training under higher medical or higher pharmaceutical education programs): | |
| - more than 9 months in the positions of medical and (or) pharmaceutical workers with secondary vocational education (at least 0.5 rate at the main place of work or when working part-time); | 15 points |
| - more than 9 months to one and a half years in the positions of medical and (or) pharmaceutical workers with higher education (1.0 rate at the main place of work); | 100 points |
| - more than one and a half years in the positions of medical and (or) pharmaceutical workers with higher education (1.0 rate at the main place of work); | 150 points |
| d) in addition to the points awarded for the total duration of service in the positions of medical and (or) pharmaceutical workers with higher education, work in the specified positions for at least 9 months in medical and (or) pharmaceutical organizations located in rural areas or workers' settlements; | 25 points |
| e) diploma winners of the All-Russian Student Olympiad "I am a Professional"; | 20 points |
| g) participation in volunteer activities in the field of health care including registration in the unified information system in the field of volunteerism | 20 points |

development;

h) participation in volunteer activities in the field of health care related to the implementation of measures for the prevention, diagnosis and treatment of a new coronavirus infection, with the duration of the specified activity being at least 150 hours; 20 points

i) work experience in the positions of medical workers with higher education or secondary vocational education, in the positions of junior medical personnel and (or) practical training on the educational program of medical education (specialist program, bachelor's program, master's program), if the specified activities and (or) practical training included measures for the diagnosis and treatment of a new coronavirus infection and their total duration is at least 30 calendar days; 30 points

k) recommendation of the Academic Council of KubSMU. 20 points

If the applicant has individual achievements under Subclauses "h" and "i" of this Paragraph, points are awarded only for subparagraph "i".

Taking into account the criteria of individual achievements for each of the subclauses of this Paragraph is carried out once with a one-time accrual of the corresponding number of points.

5. ADMISSION TO THE RESIDENCY PROGRAMS

5.1. By August 23, 2024, a separate list of applicants for each competition is formed. The list of applicants doesn't include persons who scored less than the minimum number of points based on the testing results.

The list of applicants is ranked on the following grounds: in descending order of the total number of competition points; if the total number of competition points is equal, in descending order of the total number of competition points awarded based on the testing results, and if the total number of competition points awarded based on the testing results is equal, the average grade on the diploma of higher education in the specialist program is taken into account. The total number of competition points is calculated as the total number of points for testing and individual achievements.

The lists of applicants include the following information on each applicant: total number of competition points; number of points for testing; number of points for individual achievements; availability of an application for consent to enrollment.

5.2. To be enrolled in training, the applicant submits an application for consent to enrollment (Appendix No. 3).

5.3. If it is necessary to revoke a previously submitted application for consent to enrollment, the applicant submits an application for refusal of enrollment (Appendix No. 4). An application for refusal of enrollment is grounds for excluding the applicant from the list of those enrolled in training.

5.4. In the application for consent to enrollment in places within the admission control figures, the applicant:

indicates the obligation to submit the original document on higher education of the established form to the organization during the first year of training;

confirms that he/she has not submitted to other organizations and not withdrawn applications for consent to enrollment in residency programs in places within the admission control figures.

5.5 An application for consent to enrollment is submitted to the Admissions Committee no earlier than the submission of the application for admission and no later than the deadline for accepting the application for consent to enrollment.

On the day of the end of acceptance of the application for consent to enrollment, the Admissions Committee ends the acceptance of the said applications no earlier than 18:00 local time.

5.6. Applicants who have submitted an application for consent to enrollment are subject to enrollment. If the fact of two or more unrevoked applications for consent to enrollment to places within the admission control figures is revealed, the Admissions Committee refuses to enroll the applicant to places within the admission control figures.

5.7. Enrollment is carried out in accordance with the ranked list of applicants until the established number of places is occupied.

Vacant (vacated before the end of enrollment) places within the employer-sponsored quota are added to the main places within the control figures under the same admission conditions.

Based on the results of the competitive selection, an order of the Rector of the University on enrollment in residency is issued, which is published on the University website.

Enrollment in training is completed before the start of the academic year established by the Regulation on the procedure for organizing and implementing educational activities for higher education programs – residency programs of the FSBEI HE KubSMU of the Ministry of Health Care of Russia, approved by the Academic Council on June 18-23, 2020, discussion note No. 6.

5.8. Persons entering residency for employer-sponsored training participate in a separate competitive selection.

Persons enrolled in training for places within the employer-sponsored quota are required to conclude a employer-sponsored training agreement with the customer of employer-sponsored training who posted the corresponding offer by September 1, 2024. In case of failure to conclude the specified agreement, such a person is subject to expulsion.

5.9. Persons enrolled in a fee-based form of education are required to make a payment within five working days from the date of the enrollment order in the manner prescribed by the agreement with the provision of a document confirming the payment.

If the payment obligation is not fulfilled within the established period, the student is expelled from the number of residents.

5.10. The duration of training is at least 2 years.

5.11. If additional admission control figures are allocated by the Ministry of Health Care of the Russian Federation, an additional recruitment for residency is conducted.

5.12. By order of the Rector of the University, an additional competition is announced for the allocated places in residency, the deadlines for submitting applications and conducting an additional entrance examination are established. The order is posted on the University website and on the stand of the Dean's Office of the Faculty of Advanced Training and Professional Retraining of Specialists.

5.13. The procedure and conditions for accepting documents, conducting entrance examinations and enrollment provided for by these Rules apply to additional recruitment.

Appendix No. 1

to the Admission Rules for Higher Education Programs – Residency Programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia for the 2024-2025 Academic Year

<i>from</i>		To Rector of FSBEI HE KubSMU of the Ministry of Health Care of Russia S.N. Alekseenko	
Surname		Citizenship	
Name		Identity document	
Patronymic			
Date of birth		series	number
Place of birth		Issued:	
Residing at the registration address:			
Phone: home:		mobile:	
E-mail:			
APPLICATION			

I request that you allow me participating in the competitive selection for residency in the selected areas of training at the FSBEI HE KubSMU of the Ministry of Health Care of Russia indicating the priority of enrollment under various conditions (*indicate in numbers 1, 2, 3, 4, 5, 6*):

Specialty	Priority	Applicant's Signature
Specialty 1		
within the admission control figures (free competition)	<input type="checkbox"/>	
under the conditions of employer-sponsored admission	<input type="checkbox"/>	
under an education agreement (paid form)	<input type="checkbox"/>	
Specialty 2		
within the admission control figures (free competition)	<input type="checkbox"/>	
under the conditions of employer-sponsored admission	<input type="checkbox"/>	
under an education agreement (paid form)	<input type="checkbox"/>	

Information about the specialist accreditation certificate or an extract from the final discussion note of the accreditation commission meeting on passing accreditation: available ___ yes / no ___
date of issue _____

Education: Information about document of the established form

(indicate the name of the educational institution)

(year of graduation, details and document number, date of issue)

Average score during training in the specialist program:

Specialist certificate in the specialty:
(internship, residency)

Series, number

I am receiving education in residency training programs

for the first time not for the first time

(applicant's signature)

Need for dormitory: yes
 no

I am enclosing the following documents:

- | | |
|--|--------|
| 1. A copy of an identity document (passport) | yes/no |
| 2. The original and a copy of a document of the established form on higher medical or pharmaceutical education and an appendix to it (diploma, insert) | yes/no |
| 3. A certificate of accreditation of a specialist or an extract from the final discussion note of the meeting of the accreditation commission on the recognition of the applicant as having passed the accreditation of a specialist (for persons who have completed mastering higher medical and (or) higher pharmaceutical education programs in accordance with the Federal State Educational Standard of Higher Education) | yes/no |
| 4. A copy of a military ID (if available) | yes/no |
| 5. Insurance number of an individual personal account (SNILS) | yes/no |
| 6. Documents certifying individual achievements | yes/no |
| 7. Under the terms of employer-sponsored admission – application for employer-sponsored training | yes/no |
| 8. Documents confirming disability | yes/no |

Information on individual achievements:

Scholarship holder of the President of the Russian Federation, the Government of the Russian Federation (in case of appointment of a scholarship during the period of obtaining higher medical or higher pharmaceutical education): _____

Diploma with honors: _____

Availability of at least one article in a specialized scientific journal included in the core database of the Russian Science Citation Index and (or) in international databases of scientific citation, the author or co-author of which is the applicant _____

Total duration of service in the positions of medical and (or) pharmaceutical workers (period of military service related to the implementation of medical activities) confirmed in the established manner, (if labor activity (military service) was carried out during the period from enrollment in training on higher medical or higher pharmaceutical education programs):

- more than 9 months in the positions of medical and (or) pharmaceutical workers with secondary vocational education (at least 0.5 rate at the main place of work or when working part-time); _____

- more than 9 months to one and a half years in the positions of medical and (or) pharmaceutical workers with higher education (1.0 rate at the main place of work); _____

- more than one and a half years in the positions of medical and (or) pharmaceutical workers with higher education (1.0 rate at the main place of work); _____

In addition to the points awarded for the total duration of service in the positions of _____

medical and (or) pharmaceutical workers with higher education, work in the specified positions for at least 9 months in medical organizations and (or) pharmaceutical organizations located in rural settlements or workers' settlements _____

Diploma winners of the All-Russian Student Olympiad "I am a Professional" _____

- participation in volunteer activities in the field of health care including registration in the unified information system of volunteer development _____

- participation in volunteer activities in the field of health care related to the implementation of measures for the prevention, diagnosis and treatment of a new coronavirus infection, with a duration of at least 150 hours _____

- implementation of labor activities in the positions of medical workers with higher education or secondary vocational education, in the positions of junior medical personnel and (or) practical training on the educational program of medical education (specialist program, bachelor's program, master's program), if the specified activities and (or) practical training included measures to diagnose and treat a new coronavirus infection and their total duration is at least 30 calendar days _____

- recommendation of the Academic Council of KubSMU _____

I got familiarized with the license for educational activities (with the appendix)	applicant's signature
I got familiarized with the certificate of state accreditation (with the appendix)	applicant's signature
I got familiarized with the Internal Regulations for students of the FSBEI HE KubSMU of the Ministry of Health Care of Russia	applicant's signature
I got familiarized with the Rules for Admission to KubSMU, incl. the rules for filing appeals	applicant's signature
I got familiarized with the date of submission of the original education document or consent to enrollment	applicant's signature
I confirm that in 2024 I submit documents to no more than 3 universities	applicant's signature
I confirm the accuracy of the information in the application about myself	applicant's signature
Upon admission to places within the control figures – I confirm the absence of a diploma of residency or a diploma of internship (if the applicant applies for admission to study in the same specialty that is indicated in the diploma of internship, obtaining the specialty indicated by the applicant in the application for admission is possible through an additional professional training program)	Applicant's signature
I undertake to submit the original diploma during the first year of study	Applicant's signature
(Personally fill out the consent to enrollment upon the presence of the original or a certified copy of the document of the established form)	Applicant's signature
I agree to enrollment according to the priority of admission I have determined	Applicant's signature
I agree to the processing of my personal data	Applicant's signature
Signature of the person in charge of the Admissions Committee _____	
Applicant's signature _____ Date _____ 20__	

Appendix No. 2
to the Admission Rules for Higher
Education Programs – Residency Programs
at FSBEI HE KubSMU of the Ministry of
Health Care of Russia for the 2024-2025
Academic Year

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

_____ (last name, first name, patronymic)

Application for Taking into Account Testing Results

Please take into account and accept as entrance results:

- results of testing taken in the year preceding the year of admission, _____
(indicate the year of testing)

_____ ;
(indicate the university, specialty in which the entrance examination (testing) was conducted)

- results of testing conducted within the framework of the specialist accreditation provided for in
the Paragraph 2, Clause 4 of the Regulation on the Accreditation of Specialists passed in the year
preceding the year of admission, or in the year of admission _____
(indicate the year of testing)

_____ ;
(indicate the university, specialty in which the entrance examination (testing) was conducted)

Signature _____

« _____ » _____ 20 _____

Appendix No. 3

to the Admission Rules for Higher Education Programs – Residency Programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia for the 2024-2025 Academic Year

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

_____ (full name of the applicant)

STATEMENT

I, _____,
give consent to enrollment in the residency program according to the selected priorities in specialties

_____ (name of specialty)

and undertake to submit to FSBEI HE KubSMU of the Ministry of Health Care of Russia the original document of the established form during the first year of study.

I confirm that I have not submitted an application for consent to enrollment in places within the admissions control figures of other organizations or withdrawn previously submitted applications for consent to enrollment in places within the admissions control figures of other organizations.

_____ (date)

_____ (time of application)

_____ (signature)

Appendix No. 4
to the Admission Rules for Higher
Education Programs – Residency Programs
at FSBEI HE KubSMU of the Ministry of
Health Care of Russia for the 2024-2025
Academic Year

To the Executive Secretary
of the Admissions Committee
of FSBEI HE KubSMU
of the Ministry of Health Care of Russia
N.S. Sergeev

STATEMENT

I, _____
(last name, first name, patronymic written in full)

refuse to participate in the competition for training in residency programs in the specialty _____
_____.

I have no complaints about the work of the Admissions Committee of FSBEI HE KubSMU of the
Ministry of Health Care of Russia.

" " _____ 20 _____

(signature)

Appendix No. 5
to the Admission Rules for Higher
Education Programs – Residency Programs
at FSBEI HE KubSMU of the Ministry of
Health Care of Russia for the 2024-2025
Academic Year

ACT
ON VIOLATION DURING THE TESTING PROCEDURE

« _____ » _____ 20____

Citizen _____
(Surname, first name, patronymic)

has been removed due to non-compliance with the procedure for conducting entrance examinations (testing).

Chairman: _____
Commission members:

Secretary _____
full name

_____ signature

Appendix No. 6
to the Admission Rules for Higher
Education Programs – Residency Programs
at FSBEI HE KubSMU of the Ministry of
Health Care of Russia for the 2024-2025
Academic Year

REFUSAL
of Admission to Entrance Examinations for Residency

Based on the results of reviewing the documents and checking the accuracy of the information contained therein, the Admissions Committee decided to refuse admission to the entrance examinations for applicant _____

(Surname, name, patronymic)

The grounds for refusing admission to the entrance examinations to an applicant are (*underline as appropriate*):

the incomplete set of documents;

incomplete information specified in the documents;

inaccurate information specified in the documents;

discrepancy between the higher education specialty in the specialist (master's) programs and the higher education specialty in the residency program for which the applicant is applying taking into account the qualification requirements for medical and pharmaceutical workers approved by the Ministry of Health Care of the Russian Federation.

Chairman of the Admissions Committee _____

Members of the Admissions Committee _____

Date " ____ " _____ 20__

Approval Sheet**"Admission Rules for Higher Education Programs – Residency Programs at FSBEI HE KubSMU of the Ministry of Health Care of Russia for the 2024-2025 Academic Year"**

The admission procedure has been approved by: Vice-Rector for Postgraduate Training	A.A. Sukhinin
Vice-Rector for Economics and Finance	O.F. Lyashenko
Dean of the Faculty of Advanced Training and Professional Retraining of Specialists	A.P. Bogdan
Head of the Academic Management Department	E.I. Bystrova
Head of the Legal Department	Yu.A. Chuyka
Head of the International Department	M.R. Acheldyev
Head of Residency	E.M. Polovnaya

