

STATUTE

of the procedure of admission of foreign citizens to the state educational institution of higher professional education “Far Eastern State Transportation University” for access to higher professional and secondary professional education

1. General Provisions

1.1. This statute of the procedure for admission of foreign citizens to the state educational institution of higher professional education “Far Eastern State Transportation University” (FESTU, hereinafter the University) is drawn up on the basis of the following legislative acts:

- The Law of the Russian Federation “On Education” of July 10, 1992 № 3266-1 (as in force of the Federal Law of January 13, 1996 №12-ФЗ; with amendments and supplements of the Law of December 27, 2009 №365-ФЗ);
- “The Procedure for enrollment of citizens into educational institutions of higher professional education with state accreditation” (approved by the order of the Ministry of Education and Science of the Russian Federation (hereinafter – MES) № 442 of October 21 2009; registered by the Ministry of Justice of the RF December 10, 2009 №15495);
- The Order of the MES of the Russian Federation “On Amendments to the “Procedure for enrollment of citizens into educational institutions of higher professional education with state accreditation” of October 21, 2009 № 442 (approved by the order of the MES of the RF № 58 of January 18, 2010; registered by the Ministry of Justice of the RF on March 1 2010);

- “The Procedure for enrolment of foreign citizens into educational institutions of higher professional education with state accreditation” (approved by the order of the MES of the RF № 841 of December 29, 2009; registered by the Ministry of Justice of the RF on March 10, 2010 №16582);

- The Order of the MES of the RF “On Affirmation of the List of entrance examinations for educational institutions of higher professional education with state accreditation” (approved by the order of the MES of the RF № 505 of October 28, 2009; registered by the Ministry of Justice of the RF on December 2, 2009 №15357);

- The Order of the MES “On Amendments to the Order of the MES of the RF of November 28, 2008 №365 “On Approval of the List of entrance examinations for educational institutions of higher professional education with state accreditation” (approved by the order of the MES of the RF № 727 of December 14, 2009);

- The Procedure for enrolment into state and municipal educational institutions of secondary professional/vocational education (specialized secondary schools) of the Russian Federation approved by the MES of the RF on January 15, 2009 № 4 (as in force of the Orders of the MES of the RF of March 24, 2009 № 98 and of May 26, 2009 № 179)

- The Order of the MES of the RF “On Approval of the List of entrance examinations for educational institutions of secondary and higher professional education with state accreditation for specialities of secondary professional education in 2009” (approved by the order of the MES № 265 of September 22, 2008; registered by the Ministry of Justice of the RF on October 03, 2008 № 12397);

- The Standard Regulations for an educational institution of higher professional education, approved by the Resolution of the Government of the Russian Federation of February 14, 2008 №71;

- The Standard Regulations for an educational institution of secondary professional/vocational education (specialized secondary schools), approved by the Resolution of the Government of the Russian Federation of July 18, 2008 № 543;

- The Charter of the State educational institution of higher professional education “Far Eastern State Transportation University”, approved by the Federal Agency for Railway Transport on November 16, 2006 № 191;

- Other normative regulations for admission to institutions of higher professional education.

1.2. This Statute is a supplement to the Rules of admission to FESTU and covers all forms of training.

1.3. This Statute regulates the enrollment of foreign citizens and stateless citizens, including fellow countrymen from abroad (hereinafter – foreign citizens) who apply for admission to training in the educational programs of higher professional and secondary vocational education.

1.4. In order to organize the admission of foreign citizens for training in the programs of higher professional and secondary vocational education the University sets up an Admissions Board. The membership, credentials and the course of activities of the Admissions Board is defined by the Statute of the Admissions Board of the University (FESTU).

1.5. The University accepts admission to obtain higher professional and secondary vocational education at the expense of the relevant budget:

1.5.1. Enrolment of citizens of foreign countries is regulated within the quota set by the Government of the Russian Federation in accordance with the Resolution of the Government of the Russian Federation of August 25, 2008 № 638 “On Cooperation with Foreign Countries within the Sphere of Education”.

1.5.2. Citizens of the Republic of Belarus, the Republic of Kazakhstan, the Kyrgyz Republic, and the Republic of Tajikistan are enrolled in accordance with the Agreement on Granting Equal Rights to Citizens of Member States of the Agreement on Deepening Integration in Economic and Humanitarian Spheres. Citizens of the Republic of Georgia are enrolled in accordance with the Agreement on Cooperation within the Sphere of Culture, Science and Education. Citizens of other states are enrolled in accordance with the international agreements of the Russian Federation;

1.5.3. Fellow countrymen living abroad are enrolled under the Certificate of participant of the Government Program on Rendering Assistance to Compatriots Living Abroad for Voluntary Resettlement in the Russian Federation;

1.5.4. Citizens considered part of the category “Compatriots living abroad” in accordance with the Federal Law of May 24, 1999 are enrolled in accordance with the Federal Law of May 24, 1999 №99-ФЗ “On the Public Policy of the Russian Federation in respect of compatriots living abroad”.

1.6. Enrolment of foreign citizens stated in the clauses 1.5.2 – 1.5.4 for obtaining education at the expense of a relevant budget is accomplished on the basis of free competition.

1.7. Enrolment of foreign citizens in the University on contracts with reimbursement of the costs of education by individuals and/or legal persons is accepted within the number specified by the license.

1.8. Enrolment of foreign citizens, except those stated in the clause 1.5.1 is arranged in accordance with the results of entrance examinations held by the University in its own right.

2. Acceptance of University Entrant Applications.

2.1. The Selection committees (within the structure of the Admissions Board) are formed to accept applications and documents and to organize entrance/entrance examinations.

2.2. A University entrant must apply for the university using the standard application form.

2.3. Application acceptance for the 1st year of higher professional education is carried out in the following period:

2.3.1. From foreign citizens, mentioned in paragraph 1.5.1. of the present Statute during the period prescribed by the Ministry of Education and Science of the Russian Federation;

2.3.2. For foreign citizens mentioned in clauses 1.5.2 – 1.5.4 within the following time-frames:

- for those applying for the 1st year of full-time tuition for Bachelor and professionally qualified specialist syllabus entering the university according to the points they received on the Unified State Exam – from June 19 till July 25;
- for those applying for the 1st year of full-time tuition for Bachelor's and professionally qualified specialist syllabus entering the university according to points received on the university self-administered exams – from June 19 till July 10;
- for those applying for postal tuition for Bachelor and professionally qualified specialist syllabus entering according to points received on the university self-administered exams – from February 15 till August 5;
- for those applying for postal tuition for Bachelor and professionally qualified specialist syllabus and those applying for state funded vacancies

according to points received on the Unified State Exam – from February 15 till August 16;

- for those applying for postal tuition for Bachelor and professionally qualified specialist syllabus or short course having agreement with an individual or legal person and applying to the university according to points received on the Unified State Exam – from February 15 till August 31;
- for those applying for Master syllabus – from June 19 till July August 16;
- for those entering the 2nd and following years of either full-time or postal tuition – during the calendar year.

2.4. Acceptance of applications for the 1st year of Basic higher education curriculum is carried out during the following period:

2.4.1. From foreign citizens mentioned in paragraph 1.5.1 of the present statute during the period established by the Ministry of Education and Science of the Russian Federation;

2.4.2. For foreign citizens mentioned in paragraphs 1.5.2 – 1.5.4 during the following time-frame:

- for those applying for full-time tuition from June 19 till July 25;
- for those applying for postal tuition – from February 15 till August 16.

2.5. The University entrant must show his\her passport. In addition to the application form the following documents must be attached:

- the original School Leaving Certificate (or attested copy) or original Certificate from a foreign state equivalent to the Russian Federation certificate (or an attested copy), in case of need the equivalence certificate must be attached;
- an attested copy of educational documentation and attachments translated into the Russian language (if the latter attachments were stipulated by the legislation of the country it was issued by)

- a copy of the passport or other document identifying the person of the university entrant according to article 10 of the Federal Law from July 25, 2002 № 115 – FL “On the legal status of foreign citizens in the Russian Federation” (Legislative Assembly, 2002 № 30, art. 3032)

- copies of documents confirming the group membership of a compatriot living abroad, in groups stipulated by the article 4 of the Federal law;

- copy of Russian Federation entrance visa;

- original or attested copy of Unified State Exam certificate (in case of several USE results the university entrant must state the points and enumerate the subjects);

- 6 photos 3×4 cm;

- an envelope with return address.

All translations in Russian language must be done in the name of the person mentioned in the entrance visa.

Foreign citizens, applying for admission within the quota established by the Resolution of the Government of the Russian Federation of August 25, 2008 № 638 “On cooperation with foreign states within the sphere of education” (Legislative Assembly of Russian Federation 2008, № 35 art. 4034) must submit a letter of referral from the Federal Agency for Education.

The University entrant must submit a medical certificate in due form 0 86 U, and show a medical policy.

2.6. In the case of a female student having changed her name for her husband’s she must prove it by submitting the marriage certificate, especially in the case where the name has not been changed in the educational certificate.

2.7. Applications and other documents may be sent by mail.

Acceptance of documents sent by mail finishes in periods mentioned in clauses 2.3 and 2.4 of the present Statute.

Documents must be sent by registered letter with a return receipt and list of the contents, attested by the postal office. The notification and attested list of the contents are the grounds on which the documents are accepted.

The following documents must be presented in case of posting:

- application for competitive examinations, specialty must be stated;
- attested copy of School Leaving Certificate or attested copy of foreign state's certificate equivalent to the Russian Federation certificate; in case of necessity an equivalence certificate must be presented;
- attested copy of the foreign country certificate translated into the Russian language (if the latter is stipulated by the legislation of the foreign state which issued the certificate)
- attested copy of the university entrant's certificate of identity attesting identify of the person on the territory of the Russian Federation under Article 10 of the Federal Law from July 25, 2002 № 115-ФЗ "On the legal status of foreign citizens in the Russian Federation" (Legislative Assembly, 2002 № 30 Article 3032);
- attested copies of documents confirming membership of a compatriot group for those living abroad, according to groups stipulated by the article 4 of the Federal law;
- a copy of the Russian Federation entrance visa;
- an attested copy of Unified State Examination results;
- 6 photos 3×4 cm;
- an envelope with return address;

- a copy of medical certificate (0-86 U).

Admission documents may be recalled under application in written form and receipt handed to the owner or authorized representative by attested warrant.

3. Admissions Examinations

3.1. Admissions examinations for foreign citizens to obtain higher professional education except the citizens mentioned in the clause 1.5.1

3.1.1. The Chairperson of the University Admissions Board approves the membership of examination and appellate committees for organization and implementation of the entrance examinations for studies in the Masters' Programs.

The University sets up attestation and appellate committees for admission to the second and subsequent courses of study.

3.1.2. All kinds of admission examinations are held in the Russian language.

3.1.3. Entrance examinations in the form of the Unified State Examination and according to the materials of the Unified State Examination USE are held within the time frame established by the Ministry of Education and Science of the Russian Federation.

Entrance examinations conducted by the University in its own right are held as follows/within the following time-frames:

- July 12 – July 24: for the first-year of full-time tuition;
- July 12 – July 24: the first stream of entrance examinations for postal tuition for Bachelor Programs or professionally qualified specialist syllabus; August 6 – August 16: the second stream of entrance examinations for postal tuition for Bachelor Programs or professionally qualified specialist syllabus;
- Till September 1: for postal tuition in reduced programs, as the groups are formed;
- Till August 18: admission to the Master Programs as far as the groups are formed.

3.1.4. Entrance examinations are assessed in accordance with the 100-score system.

The University Admission Board sets up the minimal admission scores for each speciality based on the results of the entrance examinations held by the University.

3.1.5. Applicants who have missed an admission examination for no reason shall not be allowed to participate in the subsequent admission examination.

Applicants who have missed an admission examination for valid reasons and submitted confirmation documents shall participate in the entrance examinations in accordance with an individual schedule within the time-frame stipulated in the clause 2.3

3.1.6. Repeated participation in the admission examination for the mentioned forms of education is not allowed.

3.1.7. An applicant has a right to apply to an appellate committee with a written appeal if he/she does not agree with the scores of his/her admission examination. Handling and considering the appeal is accomplished in accordance with the Statute “On the procedure for accepting and considering the appeals on the results of entrance examinations” approved by the Rector of FESTU.

3.1.8. FESTU holds the following entrance examinations for full-time and postal tuition:

3.1.8.1. Professionally qualified specialist syllabus

№	Specialities	Entrance examinations
1	Automatics, Telemechanics and Communication on Railway Transport	Russian Language Mathematics** Physics
2	Personal and Social Safety within the Technosphere	
3	Waggonage / Railcars	
4	Water Supply and Runoff	
5	Information Systems and Technologies	
6	Complex information security of automation systems	
7	Locomotives	
8	Bridges and Transportation Tunnels vehicular traffic tunnel	
9	Welding Engineering, Equipment and Technology	
10	Transportation Arrangement and Support Activities for Transportation (Rail and Air Transportation)	
11	Lift-and-carry, construction and road machines and equipment	
12	Fire safety	
13	Applied Mathematics and Information Science	
14	Industrial and Civil Engineering	
15	Relay protection and automation of electrical power system	
16	CAD (computer-aided design) systems	
17	Mobile communication facilities	
18	Railroad construction, track and track facilities	
19	Quality management	
20	Physics and techniques of optical communication/connection	
21	Property expertise and administration	

22	Electrically operated rail transport	
23	Electric drive and automation of production units and technological complexes	
24	Power supply	
25	Railroad power supply	
26	Power systems and networks	
27	Psychology	Russian language Biology** Mathematics
28	Jurisprudence	Russian language Social Studies** History
29	Social work	Russian language History**
30	Sociocultural service and tourism	Social Studies
31	Business accounting, analysis and audit	Russian language Mathematics** Social Studies
32	Marketing	
33	Organization management	
34	Applied information science (economics)	
35	Finance and Credit	
36	Economics and management of enterprise (railroad transportation), (constriction)	
37	Commerce (trading business)	Russian language Social Studies** Mathematics
38	World economy	Russian language Mathematics**

	Foreign Language
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3.1.8.2. Bachelor Programs

№	Sphere/Area of training	Entrance examinations
1	Automation and Control/Operation	Russian language Mathematics** Physics
2	Informatics and computer science	
3	Information Systems	
4	Land transportation systems	
5	Applied Mathematics and Information Science	
6	Applied Information Science	
7	Construction	
8	Telecommunication	
9	Machinery and equipment	
10	Vehicle operation	
11	Power industry	
12	Electrical engineering, electromechanics and electrotechnics	
13	Psychology	Russian Language Biology** Mathematics
14	Jurisprudence	Russian Language Social Studies** History
15	Social work	Russian Language History** Social Studies
16	Commerce	Russian language Mathematics**
17	Management	

18	Economics	Social Studies
19	Management (International Department)	Russian Language Mathematics** Foreign language
20	Tourism	Russian Language Geography** Social Studies

3.1.8.3. Masters' Programs

№	Sphere/Area of Training	Entrance examinations
1	Automation and Control/Operation	examination corresponding the area of training
2	Informatics and computer science	examination corresponding the area of training
3	Information Science	examination corresponding the area of training
4	Commerce	examination corresponding the area of training
5	Management	examination corresponding the area of training
6	Land Transportation Systems Наземные транспортные системы	examination corresponding the area of training
7	Applied Mathematics and Information Science	examination corresponding the area of training
8	Social work	examination corresponding the area of training
9	Construction	examination corresponding the area of training

10	Telecommunication	examination corresponding the area of training
11	Economics	examination corresponding the area of training
12	Эксплуатация транспортных средств Vehicle operation	examination corresponding the area of training
13	Electrical engineering, electromechanics and electrotechnics	examination corresponding the area of training
14	Power industry	examination corresponding the area of training
15	Jurisprudence	examination corresponding the area of training

**** Note: the highlighted subject of the core subject**

3.1.9. Entrance examinations for Bachelor's and professionally qualified specialist syllabus are held as follows: Physics and Mathematics – in writing, Russian Language, Biology, Social Studies и History - testing, Foreign Language – oral and written examination (clause 3.1.8 of the present Statute).

3.1.10. Admission examination for reduced training programs are held in the form of interview on the core subjects (Clause 3.1.8 of the present Statute).

3.1.11. Applicants with higher professional education are admitted for postal tuition to obtain second higher education with reimbursement of the cost of education (non-budget) in accordance with the results of interview on core subjects.

3.1.12. Entrance examinations for Master's programs are held in the form of examination on the subject corresponding to the area of training.

3.1.13. Admission to second and subsequent courses, including transfer from another educational institution) is accomplished on the basis of assessment procedure approved by the Rector of the University.

3.2. Entrance examinations for foreign citizens mentioned in clauses 1.5.2 – 1.5.4 to obtain secondary professional/vocational education.

3.2.1. Entrance examinations held by the University in its own right do not begin until the acceptance of the documents and shall be held as the groups of applicants are formed. The University Admission Board establishes the schedule of the admissions examinations and notifies applicants no later than June 20.

3.2.2. All kinds of entrance examinations are held in the Russian language.

3.2.3. Results of entrance examinations are assessed in accordance with a 100-score system.

3.2.4. FESTU holds entrance examinations to obtain secondary professional/vocational education in the following subjects:

Speciality	Basic education	Admission examination
Medicine	Comprehensive school education	Russian Language Biology
Obstetrics Nursing	Comprehensive school education and secondary education	
Power supply (railroad transport)	Secondary comprehensive education	Russian Language Mathematics
Operation of communication facilities		
Automation and telemechanics (railroad transport)		
Rolling Stock Operation and Maintenance (Locomotives, Railcars)	Secondary comprehensive education	
Structure/Organization and Operation (Railroad transport)		
Construction and use of buildings and structures		

Railroad construction, track and track facilities		
Power supply (railroad transport)	Comprehensive secondary education	1. Russian Language 2. Mathematics и/или Physics**
Operation of communication facilities		
Automation and telemechanics (railroad transport)		

****Note: if applicants are admitted in accordance with their USE scores, they are allowed to submit either Mathematics or Physics scores.**

3.2.5. Entrance examinations are held as follows: Russian Language and Biology – **testing**, Mathematics – **examination in writing**.

Entrance examinations are assessed in accordance with the 100-score system.

The University Admission Board sets up the minimal admission scores for each speciality based on the results of the entrance examinations held by the University.

3.2.6. Applicants who have missed an admission examination for no reason shall not be allowed to participate in the subsequent admission examination and shall not be enrolled in FESTU.

Applicants who have missed an admission examination for valid reasons and submitted confirmation documents shall be allowed to participate in the entrance examinations in parallel streams/groups or individually on the order of the Chairperson (deputy Chairperson) of the Admission Board (Secondary Professional Education) within the established time-frame of entrance examinations.

3.2.7. Repeated participation in the admission examination for the mentioned forms of education is not allowed.

3.2.8. An applicant has a right to apply to the appellate committee with a written appeal if he/she does not agree with the scores of the admission examination. Handling and considering the appeal is accomplished in accordance with the Statute “On the procedure of accepting and considering the appeals on the results/scores of entrance examinations” approved by the Rector of FESTU.

3.2.9. Applicants are allowed to submit their admission scores for full-time tuition when applying for admission to postal tuition.

4. Competition and Enrollment

4.1. The University enrollment for foreign citizens mentioned in 1.5.2-1.5.4 who are seeking the higher professional education

4.1.1. For every educational program the enrollment is based on competition and takes place after the entrance examinations

4.1.2. Applicants who have passed the entrance examinations successfully and those who have handed in their originals of state education certificates are admitted to the competition

4.1.3. Enrollment for the general competition vacancies as well as for contract vacancies (not state funded) is held in accordance with the lists of those recommended for enrollment. The lists are compiled respectively in decreasing order of the examination scores.

4.1.4. The deadlines for enrollment procedures for those who have applied for the Bachelor Program and the Specialist Program are the following:

- August 4 is the deadline for handing in the original of the state educational certificate
- August 5 is the date for issuing the official enrollment list of applicants who have passed the entrance examinations successfully as well as applicants with legal rights beyond the competition, both groups having handed in their original education certificates. The enrollment is valid from September 1.

Applicants who have not handed in their original state education certificates or have withdrawn them before these dates are considered to be out of the competition or have refused to participate in the competition

4.1.5. With vacancies still available, further enrollment goes on from the overall applicant list in the following scheme until all vacancies are completed:

- On August 5 there is an official announcement of those who have passed their entrance examinations successfully verified by the head of The Admissions Board in the decreasing order

of examination scores received. This information can be seen on the university website and the Board information stand

- On August 9 acceptance of original education certificates is finished
- On August 10 the official enrollment list of applicants who have passed the entrance examinations successfully is issued

4.1.6. Enrollment for those who have applied for the Bachelor Program and the Specialist Program on a part-time basis takes place on completion of the entrance examinations. It is finished 10 days before the first day of studies.

4.1.7. The enrollment for Masters Programs takes place on completion of the entrance examinations and is finished 10 days before the first day of studies.

4.1.8. Applicants who have scores lower than the competitive list for state funded vacancies can apply for contract-based vacancies (not state funded vacancies).

4.1.9. Those who apply for first year studies in the Bachelor Program and the Specialist Program must provide the following documents before the deadlines:

- *for state funded vacancies*: the original state education certificates and necessary number of photos;

- *for contract vacancies (not state provided)*: the original state education certificates (for full basis students); and an authorized copy of the original State Education Certificates and a document to certify their student's status at the other higher educational institution (for auditing students).

4.2. The University enrollment for foreign citizens mentioned in 1.5.2-1.5.4 seeking secondary professional education

4.2.1. The enrollment is based on competition in the field after completion of the entrance examination.

4.1.2. The enrollment of foreign citizens for the general competition vacancies and for contract vacancies (not state funded) is held separately.

4.2.3. Only applicants who have passed the entrance examinations successfully and those who have handed in their original state education certificates are admitted to the competition.

4.2.4. After the entrance examinations in accordance with the competition terms, the list of those under the consideration of the Admissions Board is compiled in decreasing order of examination scores.

4.2.5. When applying for state funded vacancies in accordance with the competition terms, 7 calendar days after the official announcement appearance is the deadline period for providing the original educational certificates and the Unified State Examinations or State Final Attestation certificates. The official announcement appears on the web site or the Admissions Board information stand and contains the score list of those under the consideration of the Admissions Board.

Applicants who have sent their documents via mail must produce their ID originals when handing in the original educational certificates and the Unified State Examinations or State Final Attestation certificates.

4.2.6. Applicants not included in the competition pass list for state funded vacancies can apply for contract-based vacancies (not state funded vacancies).

4.2.7. Applicants must provide the following documents before the deadlines:

- *for state funded vacancies*: the original state education certificates and the Unified State Examinations or ГИА certificates

- *for contract (not state provided) vacancies*: the original state education certificates and a copy of the Unified State Examinations or State Final Attestation certificates (for full time students);

an authorized copy of the original state education certificates, the Unified State Examinations or State Final Attestation certificates and a document stating their student status at the other higher educational institution (for auditing students)

4.2.8. The enrollment for secondary professional education finishes 10 days before the beginning of studies

4.3. The non-admitted applicants can have their documents returned on production of the list of handed-in documents for 3 days after the enrollment results have been officially announced. The applicants can do this personally or through their representatives with an authorized permission form and the list of handed-in documents. If the documents are not collected within 3 days, they shall be mailed to the noted address thereafter.

Concluding part

This Statute can be changed by the Admissions Board of the University. The Statute was adopted at the meeting of the Admissions Board of March 31, 2010 (protocol № 4).