

APPROVED
by Academic Council of ASU
on November 16, 2015
(Protocol #05)

RULES OF ADMISSION
to Federal State Budget Educational
Institution of Higher Professional Education
“Astrakhan State University”
to cover educational programs of higher education
bachelor, specialist, and master programs
for Academic Year 2016/17

I. General Clauses

1. These Rules of Admission to cover educational programs of higher education – bachelor, specialist, and master programs for Academic Year 2016/17 (hereinafter referred to as “Rules”) – regulate admission of citizens of the Russian Federation, foreign citizens, and individuals without a citizenship (altogether hereinafter referred to as “entrants”) to cover educational programs of higher education – bachelor programs, specialist programs, and master programs at the Federal State Budget Educational Institution of Higher Professional Education ‘Astrakhan State University’ (hereinafter referred to as “ASU”) and at its Branch in the town of Znamensk (hereinafter referred to as the “Branch”).
2. ASU declares admission to cover bachelor programs, specialist programs, and master programs (hereinafter referred to as “admission”, “educational programs”) as per its license to perform educational activities in the corresponding educational programs. License requisites: series AAA #002240 of November 10, 2011.
3. It is individuals with a general secondary education who can cover a bachelor or a specialist program. It is individuals with a higher education of any level who can cover a master program.

Coverage of an educational program is acceptable for a person who has obtained education of the corresponding level, which can be confirmed with:

if entering a bachelor or a specialist program – with a document of general secondary education or with a document of secondary professional education, or with a document of higher education indicating the qualification obtained;

if entering a master program – with a document of higher education indicating the qualification obtained.

An entrant shall present his or her document confirming obtainment of education of the corresponding level (hereinafter referred to as “the document of official standard”):

1) a document of education or of education and qualification of the standard determined by the federal executive authority that performs functions to develop the state policy and legal regulation in the field of education, or by the federal executive

authority that performs functions to develop the state policy and legal regulation in the field of healthcare, or by the federal executive authority that performs functions to develop the state policy and legal regulation in the field of culture;

2) a document of official standard that confirms the level of education or of education and qualification, provided it was obtained prior to January 01, 2014 (a document of primary professional education confirming obtainment of secondary (complete) general education and a document of primary professional education obtained on the base of a secondary (complete) general education shall be equal to a document of secondary professional education);

3) a document of education and qualification of the standard determined by the Federal State Budget Educational Establishment of Higher Professional Education “Lomonosov Moscow State University” (hereinafter referred to as “Lomonosov Moscow State University”) and by the Federal State Budget Educational Establishment of Higher Professional Education “Saint Petersburg State University” (hereinafter referred to as “Saint Petersburg State University”), or a document of the standard determined upon the decision of an administration collegial body of an educational institution, provided such a document has been issued to a person who has passed the state final accreditation successfully;

4) a document of education or of education or qualification issued by the private organization that performs educational activities in the Skolkovo Innovative Center;

5) a document (documents) of education or of education and qualification issued in a foreign country, provided education certified by that document is acknowledged in the Russian Federation as corresponding to the proper level of education (hereinafter referred to as a “foreign document of education”).

4. Admission to studies shall be executed to cover the program of the first year of studies.
5. Admission to cover educational programs is executed within the control figures of admitting citizens at the expense of budget fundings of the federal budget, or budgets of the federation subjects, or local budgets (hereinafter referred to as "control

figures", "budget fundings") and on paid terms at the expense of individuals and/or legal entities on the base of contracts of education to be signed during the admission period (hereinafter referred to as "contracts of education").

The control figures specially determine:

the quota for admission to cover bachelor and specialist programs at the expense of disabled children, individuals with the 1st and the 2nd degrees of disability, individuals disabled since their childhood, individuals disabled owing to a military trauma or to a disease obtained during their military service, who have no contra-indications to study at the corresponding educational institutions (to be confirmed by a conclusion decision of a federal institution of medical social expertise), children-orphans and children who remained without their parents' care (all together referred to as the "quota for entrants with special rights"). ASU shall determine this special quota as 12 % of the total value of the control figures for a particular year of admission, for each specialty and/or specialization specifically;

the quota of target admission to cover educational programs (hereinafter referred to as the "target quota").

6. Admissions to study at the expense of budget fundings shall be executed on a competitive basis, provided another order is stipulated by Federal Law #273-FZ. Admissions to study of paid terms (studies to be paid by individuals and/or by legal entities) shall be executed on terms that are determined by contracts of education to provide paid educational services.
7. These Rules of Admission to cover the main professional educational programs at ASU shall guarantee the rights for education and enrolment for those entrants who have the corresponding level of education, who are the most gifted and best-prepared to cover an educational program of the corresponding level and specialization.
8. Admission to cover educational programs shall be executed:
 - 1) to bachelor and specialist programs (except for admission of individuals who are eligible for enrolment without taking entrance examinations):

entrants having a secondary general education – on the base of results of the Unified State Examination (hereinafter referred to as "USE") taken in 2012-2016; such results shall be acknowledged as results of entrance examinations; and/or on the base of results of entrance examinations to be arranged by ASU itself in cases stipulated by these Rules.

entrants having a secondary professional education or a higher education (hereinafter referred to as “professional education”) – on the base of results of entrance examinations whose form and range shall be determined by ASU;

2) to master programs – on the base of results of entrance examinations whose range and delivery shall be determined by ASU.

9. ASU shall admit entrants to studies separately in each set of admission terms:

1) separately to study at ASU and at its Branch;

2) separately for the full-time, part-time, and distance forms of studies;

3) for bachelor, specialist, and master programs depending on their profile as per the regulations specified in Clause 11 of these Rules;

10. For each set of admission terms, separate lists of entrants shall be composed, and separate competitions in the following grounds for admission shall be arranged:

1) to positions within the control figures:

to positions within the special quota;

to positions within the target quota;

to positions within the control figures, subtracting the special quota and the target quota (hereinafter referred to as “main positions within the control figures”);

2) to positions on the base of contracts of education to provide paid educational services.

1 ASU shall organize the single competition for individuals applying for bachelor and specialist programs on the base of different levels of education in the same admission terms and in the same grounds for admission.

11. Admission to studies (see Points 1-3 of Clause 9 of these Rules) shall be executed as follows, depending on the profile of an educational program:

for each bachelor program within its specialty, for each specialist program within its specialization, and within each master program within its specialty.

Admission to studies may be executed differently for different bachelor, specialist, and master programs.

- 12.** To be admitted to studies, an entrant shall submit an application of admission, enclosing the necessary documents (hereinafter referred to as the “documents necessary for admission”).
- 13.** An individual to whom an entrant has granted the corresponding authorities (hereinafter referred to as an “authorized representative”) may perform actions on behalf of an entrant as per these Rules, provided such actions do not require an entrant’s personal presence (present documents necessary for admission to ASU, withdraw such documents, etc.). Such an authorized representative shall present a warrant issued by an entrant and made up as per the official legal standard; such a warrant must specify the corresponding authorities granted to the authorized representative.
- 14.** If an entrant or their authorized representative visit ASU and/or interact with officials of ASU personally, they shall present the original of their personality identification document.
- 15.** Organizational support of admission to studies, including studies at the Branch, shall be executed by the Admission Commission that is established by ASU. Rector of ASU is the Chairperson of the Admission Commission. The Chairperson of the Admission Commission appoints the Executive Secretary of the Admission Commission, who coordinates activities to be performed by the Admission Commission and who receives entrants, their parents, or their other legal or authorized representatives personally.

To arrange entrance examinations, ASU shall establish examination and appellation commissions as per the procedure that it shall determine itself.

Authorities and the procedure of activities to be performed by the Admission Commission shall be determined by its Statute, which shall be approved by the Rector. Authorities and the procedure of activities performed by examination and appellation

commissions shall be determined by the corresponding Statutes to be approved by the Chairperson of the Admission Commission.

- 16.** The following deadlines shall be determined for admission to full-time and part-time studies to positions within the control figures:

1) to bachelor and specialist programs:

- a) the day of beginning to receive documents necessary for admission – June 01, 2016;
 - b) the day of finishing to receive documents necessary for admission from entrants who are to be admitted on the base of results of their additional entrance examinations of creative and/or professional character (Design, Architecture, Journalism, Pedagogical Education (profile “Physical Training”) – not earlier than July 07, 2016;
 - c) the day of finishing to receive documents necessary for admission from entrants who are to be admitted on the base of other entrance examinations to be arranged by ASU itself – not earlier than July 10, 2016;
- 2) the day of finishing to hold entrance examinations arranged by ASU itself; the day of finishing to receive documents necessary for admission from entrants eligible for admission without taking such entrance examinations (hereinafter referred to as the “final day of receiving documents necessary for admission and holding entrance examinations”) – July 26, 2016.

2) to master programs:

- a) the day of beginning to receive documents necessary for admission – June 01, 2016;
- b) the day of finishing to receive documents necessary for admission – August 10, 2016;
- c) the day of finishing to hold entrance examinations arranged by ASU itself – August 15, 2016.

- 17.** The following deadlines shall be determined for admission to full-time and part-time studies to positions on paid terms after signing contracts of education:

1) to bachelor and specialist programs:

- a) the day of beginning to receive documents necessary for admission – June 01, 2016;
- b) the day of finishing to receive documents necessary for admission – August 15, 2016 (for entrants without USE results – as per the 2016 Schedule of USE).
- c) the day of finishing to hold entrance examinations – August 19, 2016;

2) to master programs:

- a) the day of beginning to receive documents necessary for admission– June 01, 2016;
- b) the day of finishing to receive documents necessary for admission – August 15, 2016;
- c) the day of finishing to hold entrance examinations – August 19, 2016.

- 18.** The following deadlines shall be determined to admit entrants to distance studies within the control figures:

1) to bachelor and specialist programs:

- a) the day of beginning to receive documents necessary for admission – April 04, 2016;
- b) the day of finishing to receive documents necessary for admission from entrants to be enrolled after passing entrance examinations that are arranged by ASU itself and from entrants to be enrolled without taking such entrance examinations – August 10, 2016 (for entrants without USE results – as per the 2016 Schedule of USE).
- c) the day of finishing to hold entrance examinations – August 16, 2016;

2) to master programs:

- a) the day of beginning to receive documents necessary for admission – June 01, 2016;
- b) the day of finishing to receive documents necessary for admission – August 10, 2016;
- c) the day of finishing to hold entrance examinations – August 15, 2016.

- 19.** The following deadlines shall be determined to admit entrants to distance studies to positions on paid terms after signing contracts of education:

1) to bachelor and specialist programs::

- a) the day of beginning to receive documents necessary for admission – April 04, 2016;
- b) the day of finishing to receive documents necessary for admission from entrants to be enrolled after taking additional entrance examinations of creative and/or professional character, after passing other entrance examinations, or without taking such entrance examinations – September 15, 2016 (for entrants without USE results – as per the 2016 Schedule of USE);
- c) the day of finishing to hold entrance examinations – September 26, 2016;

2) to master programs:

- a) the day of beginning to receive documents necessary for admission – June 01, 2016;
- b) the day of finishing to receive documents necessary for admission – September 15, 2016;
- c) the day of finishing to hold entrance examinations – September 26, 2016.

II. Determination of List & Programs of Entrance Examinations, Assessment Scales of Their Results, & Minimal Scores Confirming Successful Passing of Entrance Examinations

- 20.** ASU shall include the following items into its List of Entrance Examinations to Admit to Bachelor & Specialist Programs Based on General Secondary Education:
- 1) entrance examinations as per the Order of the Ministry of Education and Science of the Russian Federation of September 04, 2014 at #1204 “About Approval of List of Entrance Examinations to Admit to Studies of Educational Programs of Higher Education – Bachelor and Specialist Programs” (hereinafter referred to as “general educational entrance examinations”, “Order #1204”). The results of the USE shall be acknowledged as results of such general educational entrance examinations; otherwise, such entrance examinations shall be arranged by ASU itself as per these Rules;
 - 2) additional entrance examinations to be arranged in cases stipulated by Clause 23 of these Rules.

- 21.** The following particular categories of entrants having a secondary general education may take general educational entrance examinations to be arranged by ASU itself (hereinafter referred to as “general educational entrance examinations for particular categories of entrants”):
- 1) in any general educational disciplines:
 - a) entrants with special needs, disabled children, disabled adults;
 - b) foreign citizens;
 - c) entrants who passed the state final certification in educational programs of secondary general education successfully not as a Unified State Examination (or if they graduated from foreign educational institutions and did not take the USE within this period) within one year prior to the day of finishing to receive documents and hold entrance examinations inclusively;
 - 2) in particular general educational disciplines – entrants who passed the state final certification in educational programs of secondary general education successfully as a state final examination, provided they obtained their document of secondary general education within one year prior to the day of finishing to receive documents and hold entrance examinations inclusively and did not take the USE within this period.
- 22.** Individuals specified in Clause 21 of these Rules may take general educational entrance examinations for particular categories of entrants in all the disciplines in which they are entitled to do that, or they may take one or several entrance examinations together with their presentation of their USE results as results of other general educational entrance examinations.
- 23.** A higher educational institution may include the following additional entrance examinations of creative and/or professional character into the list of entrance examinations based on secondary general education:
- a) a professional examination – for specialties 25.05.05 Aircraft Exploitation & Air Traffic Arrangement, 31.05.01 Medicine, 31.05.02 Peditry, 31.05.03 Stomatology; 38.05.02 Customs; for specializations 07.03.04 Urban Development, 25.03.03 Air Navigation, 25.03.04 Exploitation of Airports & Aircraft Traffic

Supervision, 41.03.01 Regional Studies of Foreign Countries, 44.03.04 Professional Education (with specific profiles), 45.03.01 Philology;

an interview – for specialization 44.03.03 Special (Speech Pathology) Education;

a professional examination and/or an interview – for specializations 48.03.01 Theology, 49.03.01 Physical Training, 49.03.02 Physical Training for Individuals with Special Needs (Adaptive Physical Training), 49.03.03 Recreation & Recreational Tourism;

a professional examination or a creative examination – for specializations 44.03.01 Pedagogical Education, 44.03.05 Pedagogical Education (with two specialization profiles);

a professional examination and/or a creative examination – for specialties 54.05.01 Monumental Decorative Art, 55.05.04 Film Producing; for specializations 07.03.01 Architecture, 07.03.02 Reconstruction & Restoration of Architectural Heritage, 07.03.03 Design of Architectural Environment, 29.03.02 Technology & Projection of Textile Products, 29.03.04 Technology of Artistic Processing of Materials, 29.03.05 Construction of Products of Light Industry, 42.03.04 Television, 50.03.02 Beaux Arts, 50.03.03 History of Arts, 51.03.02 Folk Artistic Culture, 51.03.05 Stage Direction of Theatrical Performances & Holidays, 54.03.01 Design, 54.03.02 Decorative & Applied Arts & Folk Crafts, 54.03.03 Costume & Textile Art, 54.03.04 Restoration;

a creative examination, and/or a professional examination, and/or an interview – for specialties 51.05.01 Sound Direction of Cultural Mass Performances & Concert Programs, 52.05.01 Actors' Art, 52.05.02 Theater Stage Direction, 52.05.03 Set Design, 53.05.01 Art of Concert Performance, 53.05.02 Artistic Direction of Symphonic Orchestra & Academic Choir, 53.05.03 Musical Sound Direction, 53.05.04 Musical Theater Art, 53.05.05 Music Studies, 53.05.06 Composition, 53.05.07 Direction of Military Brass Band, 54.05.02 Painting, 54.05.03 Graphics, 54.05.04 Sculpture, 54.05.05 Painting & Beaux Arts, 55.05.01 Cinema & Television Direction, 55.05.02 Sound Direction of Audiovisual Arts,

55.05.03 Cameraperson's Art, 55.05.05 Cinema Studies (with different profiles), 42.03.02 Journalism, 52.03.03 Circus Art, 52.03.04 Performance Artistic Design Technology, 52.03.05 Theater Studies, 52.03.06 Dramaturgy, 53.03.01 Variety Musical Art, 53.03.02 Musical Instrumental Art, 53.03.03 Vocal Art, 53.03.04 Folk Singing Art, 53.03.05 Orchestra Direction, 53.03.06 Music Studies & Music Applied Art;

a creative examination and/or an interview – for specialties 52.05.04 Literary Art; for specializations 42.03.05 Media Communications, 52.03.01 Choreographic Art, 52.03.02 Choreographic Performance.

24. While ASU is admitting individuals who have already obtained a professional education and who are applying for bachelor and specialist programs, it shall:

a) determine the number of entrance examinations equal to the number of entrance examinations for those who have obtained a secondary general education;

b) include all the general educational and additional entrance examinations, which are on the list of entrance examinations for entrants with a secondary general education, into the list of entrance examinations;

c) determine the form, in which an entrance examination is either to be arranged by ASU itself, or to be taken as a USE, for each general educational entrance examination.

25. Entrants who have already obtained a professional education:

may use their USE results as results of general educational entrance examinations that ASU arranges itself;

may use their rights specified in Clause 21 of these Rules, provided it is the USE that is the form of a general educational entrance examination for applicants with a professional education.

Entrants who have obtained a professional education may apply for studies of bachelor and specialist programs on the base of secondary general education.

26. ASU shall be guided with the following principles to form programs of entrance examinations that it arranges itself:

programs of general educational entrance examinations and additional entrance examinations of profile-relevant character shall be formed on the base of the federal state educational standard of general secondary education. Programs of general educational entrance examinations shall be formed, considering with the necessity to comply with the level of complexity of such entrance examinations to the level of the complexity of USE in the corresponding general educational disciplines;

programs of entrance examinations to admit entrants to master programs shall be formed on the base of the federal state educational standards of higher education for bachelor programs.

- 27.** For each entrance examination, an assessment scale and minimal scores confirming one's successful passing of an entrance examination shall be determined (hereinafter referred to as the "minimal scores").

During admissions to cover a bachelor, a specialist, or a master program, the results of each entrance examination arranged by ASU itself shall be assessed with a 100-point scale.

It is the USE minimal score rate that shall be used by ASU as the minimal score rate for a general educational entrance examination to be arranged by ASU itself. The specified minimal score rate cannot be lower than that of the USE, which is necessary to be admitted to a bachelor or a specialist program and which is determined by the federal executive authority that performs control and supervision in the sphere of education.

The minimal score rates for an additional entrance examination and for an entrance examination to admit to a master program shall be determined by ASU itself.

- 28.** The list of entrance examinations and the minimal score rate cannot differ in case of admitting to ASU and to its Branch, in case of admitting to different forms of studies, as well as in case of admitting within the quota of admitting entrants with special rights, to positions within a target quota, within general competition control figures, and to positions on self-paid terms after signing a contract of education.

29. The minimal score rate cannot be changed during the admission process.

III. Special Rights for Admission to Bachelor & Specialist Programs

30. The following individuals shall be entitled for admission without taking entrance examinations:

- 1) winners and awardees of the Final Stage of the Russian Contest of Schoolchildren (hereinafter referred to as “winners and awardees of a Russian Contest”), members of teams of the Russian Federation that have participated in international contests in general educational disciplines and that were formed as per the order determined by the federal executive authority that performs functions to develop the state policy and legal regulation in the field of education (hereinafter referred to as “members of Russian teams”) – to specialties and/or specializations that correspond to the profile of a Russian Contest of Schoolchildren or to that of an international contest – within 4 (four) years following the year when that Russian Contest of Schoolchildren was held;
- 2) winners and awardees of Stage 4 of Ukrainian Contests for Schoolchildren, members of Ukrainian teams who participated in international contests in general educational disciplines – within 4 (four) years following the year when that Ukrainian Contest was held, provided such winners, awardees, and team members are related to:

individuals recognized as citizens of the Russian Federation as per Part 1 of Clause 4 of the Federal Constitutional Law of March 21, 2014 at #6-FKZ “About Reception of Republic of Crimea into Russian Federation & about Formation of New Subjects within Russian Federation – Republic of Crimea and City of Federal Importance of Sebastopol” (hereinafter referred to as “individuals recognized as Russian citizens”, “the Federal Constitutional Law”);

individuals who are citizens of the Russian Federation, and who were permanent residents of the Republic of Crimea or the City of Federal Importance of Sebastopol the day when the Republic of Crimea was received into the Russian Federation, and who studied as per the state standard and/or the educational plan of

general secondary education approved by the Cabinet of Ministers of Ukraine (hereinafter referred to as “permanent residents of Crimea”);

3) champions and awardees of Olympic Games, Paralympic Games, and Deaflympics, World Champions, Europe’s Champions, individuals who took the first place at a World Championship or at a European Championship in sports included into programs of Olympic Games, Paralympic Games, and Deaflympics (hereinafter referred to as “champions and awardees in sports”) – to specialties and/or specializations in the field of Physical Training and Sports.

31. The right for admission to studies within the special quota shall be granted to disabled children, to individuals with the 1st and the 2nd degrees of disability, to individuals disabled since their childhood, to individuals disabled owing to a military trauma or to a disease obtained during their military service, who have no contra-indications to cover an educational program at the corresponding educational institutions (this fact must be certified by a medical conclusion of a federal institution of medical social expertise), to children-orphan and to children who remained without their parents’ care, as well as to individuals related to the latter category.

32. The primary right for enrollment shall be granted to the following entrants:

- 1) to children-orphan and to children who remained without their parents’ care, as well as to individuals related to the latter category;
- 2) to disabled children, to individuals with the 1st and the 2nd group of disability, who have no contra-indications to cover an educational program at the corresponding educational institutions (this fact must be certified by a medical conclusion of a federal institution of medical social expertise);
- 3) entrants under 20 years old who have only one parent who has the 1st group of disability, provided the average per capita income of their families is lower than the minimal living wage rate, which is determined in the region of the Russian Federation where that entrant resides permanently;
- 4) citizens who were affected with radiation owing to the catastrophe at the Chernobyl Nuclear Power Station, who are eligible for the Law of the Russian Federation of

May 15, 1991 at #1244-1 “About Social Support of Citizens Affected with Ration Owing to Catastrophe at Chernobyl Nuclear Power Station”;

- 5) children of military personnel who perished during their military service or who died owing to a severe injury (a wound, a trauma, or a contusion), or owing to a disease obtained during their military service, including execution of counter-terroristic operations and/or other actions to struggle with terrorism;
- 6) children of dead (deceased) Heroes of the Soviet Union, Heroes of the Russian Federation, and Full Cavaliers of the Order of Glory;
- 7) children of personnel of police authorities, of penitentiary system institutions and bodies, of the federal fire prevention service, of authorities that control the turnover of narcotic substances and psychotropic stuff, and of customs authorities, who perished (died) owing to a severe injury or another health trauma obtained during their service, or owing to a disease obtained during such a service, as well as children who were their dependents;
- 8) children of public prosecution staff, who died (perished) owing to a severe injury or another health trauma obtained during their public prosecution service or after their dismissal owing to such a health trauma;
- 9) military personnel who is currently on their military service after signing a contract, whose continuous duration of their military service is at least three years, as well as citizens who have served an obligatory military service term and who are entering upon their commanders’ recommendations that are issued to such citizens as per the procedure determined by a federal executive authority under whose command they were on the military service;
- 10) citizens who have served at least three years as per a military contract in the Armed Forces of the Russian Federation, in other troops, in military formations, and in authorities at military positions and who were dismissed from their military services on the base of Points B-D of Clause 1, Point A of Clause 2, and Points A-C of Clause 3 of Article 51 of the Federal Law of March 28, 1998 at #53-FZ “About Military Duty & Military Service”;

- 9) individuals disabled at war, participants of combat operations, as well as veterans of combat operations related to the range of persons specified in Points 1-4 of Clause 1 of Article 3 of the Federal Law of January 12, 1995 at #5-FZ “About Veterans”;
 - 10) citizens who have directly participated in tests of nuclear weapons and military radioactive stuff in the atmosphere, in underground nuclear weapons tests, in military exercises applying such weapons and military radioactive stuff prior to the date of the actual termination of such tests and exercises; direct participants of liquidations of radioactive accidents at nuclear installations on board surface and underwater vessels and at other military facilities; direct participants of executing and supporting works to collect and bury radioactive substance, as well as direct participants of liquidation of consequences of such accidents (military personnel and volunteers of the Armed Forces of the Russian Federation, personnel of Internal Troops of the Russian Federation, personnel of Railroad Troops and other military formations, staff of the police authorities of the Russian Federation and of the Federal Fire Prevention Service);
 - 11) military personnel (including personnel of the Internal Troops of the Ministry of Internal Affairs of the Russian Federation), staff of police authorities and of the penitentiary system, staff of the Federal Fire Prevention Service, who fulfilled their tasks during the military conflict in the Republic of Chechnya and in adjacent areas related to the zone of that military conflict, as well as the same categories of military personnel who are currently fulfilling their tasks within the region of Northern Caucasus during counter-terroristic operations.
- 33.** The primary right for enrollment to higher educational institutions supervised by federal executive authorities shall also be granted to graduates of general educational institutions and professional educational institutions that are supervised by federal state bodies and that implement additional general educational programs aimed to train under-aged individuals for their further military or other official service.
- 34.** Winners and awardees of contests for schoolchildren that are arranged as per the procedure determined by the federal executive authority that performs functions to develop the state policy and legal regulation in the field of education (hereinafter

referred to as “schoolchildren’s contests”) shall be granted the following special rights in case of admission to bachelor and specialist programs to cover specialties and/or specializations that correspond to the profile of a schoolchildren’s contest:

- 1) admission without entrance examinations to cover a bachelor or a specialist program, whose specialty and/or specialization corresponds to the profile of a schoolchildren’s contest;
- 2) admission on equal terms with individuals who have gained the maximal scores of USE in the general educational discipline that corresponds to the profile of a schoolchildren’s contest, or with individuals who have passed additional entrance examinations of profile-relevant, creative, and/or professional character stipulated by Parts 7 and 8 of Clause 70 of Federal Law #273-FZ (hereinafter referred to as the “right for 100 points”)

Special rights stipulated in Points 1 and 2 of this Clause may be granted to one and the same entrants. In case a special right (specified in Point 2 of this Clause) has been granted to an entrant, the maximal score (100 points) for the corresponding entrance examination(s) shall be granted to that entrant.

- 35.** Individuals specified in Clauses 30 and 34 of these Rules shall be granted an advantage by equaling them to entrants who have gained the maximal USE scores (100 points) in a general educational discipline or who have gained the supreme result (100 points) at an entrance examination of profile-relevant, creative, and/or professional character stipulated by Parts 7 and 8 of Clause 70 of Federal Law #273-FZ, if a general educational discipline or an additional entrance examination correspond to the profile of that cot or to the status of a champion (awardee) in the field of sports.
- 36.** To grant winners and awardees of schoolchildren’s contests the special rights and advantages specified in Points 34 and 25 of these Rules, ASU shall determine for which levels of contests and/or for which list of contests each of such rights and advantages is to be granted; ASU shall also determine for each contest (for each level of contests), for which grades of secondary school studies the results of a

winner (awardee) must be obtained to gain a corresponding special right or advantage.

Concerning contests of schoolchildren of the same profile (in case a list of contests is determined – within that list):

a special right or an advantage granted to winners or to winners and awardees of schoolchildren's contests of the 3rd level shall also be granted to winners and awardees of schoolchildren's contests of the 1st and the 2nd levels;

a special right or an advantage granted to winners or to winners and awardees of schoolchildren's contests of the 2nd level shall also be granted to winners and awardees of schoolchildren's contests of the 1st level.

A special right or an advantage granted to awardees of schoolchildren's contests shall also be granted to winners of those contests.

- 37.** To grant the special rights specified in Points 1 and 2 of Clause 30 and in Clause 34 of these Rules, as well as the advantage specified in Point 35 of these Rules, ASU shall determine the correspondence of the profile of contests to specialties and specializations itself; it shall also determine the correspondence of the profile of contests (or the status of a champion (awardee) in the field of sports) to general educational disciplines and additional entrance examinations.
- 38.** During admission to one particular educational program, the special rights specified by Clauses 30 and 34 of these Rules and the advantage specified by Clause 35 of these Rules cannot differ in case of admission to ASU and its Branch, to different forms of studies, as well as to positions within a special or a target quota, to the main positions within the control figures and to positions of paid terms after signing a contract of education.
- 39.** The special rights specified in Clause 34 of these Rules and the advantage specified in Clause 35 of these Rules shall be granted to winners and awardees of schoolchildren's contests (except for creative contests and contests in the field of sports and physical training), provided an entrant has presented their USE scores not lower than the scores determined by the higher educational institution:

to use the special right specified in Point 1 of Clause 35 of these Rules – in the general educational discipline corresponding to the profile of that contest. That general educational discipline shall be selected by ASU from the range of general educational disciplines corresponding to the profile of the contest and determined within the list of schoolchildren’s contests that is approved by the federal executive authority that performs functions to develop the state policy and performs the legal regulation in the field of education; in case that list has no disciplines in which the USE is held, ASU shall determine that discipline itself;

to use the special right specified in Point 2 of Clause 34 of these Rules or the advantage specified in Clause 35 of these Rules – on the general educational discipline that corresponds to the entrance examination.

ASU shall determine the above score rate as at least 75 points.

IV. Consideration of Entrants’ Individual Achievements during Admission Process

40. An entrant is entitled to submit information on their individual achievements, whose results are taken into consideration during their admission process. Consideration of individual achievements shall be performed by adding points for that entrant’s individual achievements.

Points added for individual achievements shall be included into the sum of entrance competition scores.

An entrant shall provide documents confirming their obtainment of results of individual achievements.

41. Admitting entrants to cover bachelor and specialist programs, ASU shall add points for the following individual achievements:

- 1) a cum laude diploma of secondary general education or a diploma of secondary general education that indicates its holder’s award with a golden or a silver medal;
- 2) a cum laude diploma of secondary professional education;
- 3) participation and/or results of participation in contests (which are not used to obtain special rights and/or advantages for admission to studies on specific terms of admission and on specific grounds of admission) and in other intellectual and/or

creative contests, physical training events, and sports events, which ASU arranges to identify and support individual with outstanding abilities.

42. During admission to cover a bachelor or a specialist program, an entrant may have not more than 10 points total added for their individual achievements.
43. The list of considered individual achievements and the procedure of their consideration shall be determined by ASU as per Clauses 40-42 of these Rules to be approved by ASU itself.

V. Informing of Admission to Study

44. ASU is obliged to familiarize an entrant and/or their parents (legal representatives) with its Statute, with its license to perform educational activities, with its certificate of state accreditation, with its educational programs, and with other documents that regulate this institution and its performance of educational activities, as well as with its students' rights and duties.

In case of admission on a competitive basis, an entrant shall also be provided with information concerning that competition and its results.

45. To provide information concerning admissions to study, ASU shall publish information on its official web site in the Internet ICT network (hereinafter referred to as the "official web site"); it shall also provide a free access in the building of ASU to obtain information displayed on the information board of the Admission Commission and/or in its electronic information system (hereinafter altogether referred to as the "information board").

ASU shall display the following information related to admissions to its bachelor, specialist, and master programs on its official web site and on its information board:

- 1) not later than October 01 of the preceding year, and to inform of admission to studies in the academic year 2016/2017 – not later than November 16, 2015:
 - a) Rules of Admission;
 - b) the number of available positions to admit entrants on different terms of studies:

within the control figures (specifying the special quota, without specifying the target quota);

on the base of signed contracts of paid educational services;

c) information indicating the temporal terms of admission, including the terms of commencing and ceasing to receive documents necessary for admission, holding entrance examinations, ceasing to receive applications of entrants' consent to be enrolled at each admission stage;

d) in different terms of admission:

the list of entrance examinations, specifying the degree of priority of entrance examinations to rank lists of entrants;

the minimal acceptable score rate;

information indicating forms of entrance examinations to be arranged by ASU itself;

information concerning special rights and advantages specified in Clauses 30, 34, and 35 of these Rules (except for special rights and advantages that are due to levels of schoolchildren's contests);

e) information related to special rights specified in Clauses 31-33 of these Rules;

f) information specifying the procedure of considering entrants' individual achievements;

g) information indicating opportunities to submit entrants' documents necessary for admission electronically;

h) information related to specific features of holding entrance examinations for individuals with special health needs;

i) rules of submitting and considering appeals of results of entrance examinations to be arranged by ASU itself;

j) information indicating necessity (or absence of necessity) for entrants to pass an obligatory preliminary medical examination;

k) programs of entrance examinations to be arranged by ASU itself;

l) a specimen of the contract of paid educational services;

m) information indicating offices that receive entrants' documents necessary for admission;

n) information indicating mail addresses to submit entrants' documents necessary for admission;

o) information indicating email addresses to submit entrants' documents necessary for admission electronically (if such an opportunity is permitted by Rules of Admission to be approved by a higher educational institution itself);

p) information indicating availability of hostel facilities;

2) not later than June 01, 016:

a) the number of available positions to admit to studies within the control figures on different terms of admission, specifying the special and the target quotas;

b) information indicating special rights and advantages specified in Clauses 34 and 35 of these Rules, which are due to levels of schoolchildren's contests – on different terms of admission;

c) information indicating the number of available seats in hostels for entrants who reside outside the city of Astrakhan;

d) the schedule of entrance examinations specifying the places where they shall be held.

46. The Admission Commission shall provide the functioning of special telephone lines and the section of the official web site to respond to requests related to the admission process.

47. Since the day of commencing to receive documents necessary for admission, information specifying the number of submitted applications shall be displayed on the official web site and on the information board, as well as name-by-name lists of individuals who have submitted their documents necessary for admission, particularly specifying:

1) entrants eligible for admission:

a) to positions within the control figures:

to positions within the special quota;

to positions within the target quota;

to the main positions within the control figures;

b) to positions on the base of contracts of paid educational services;

2) entrants eligible for admission without taking entrance examinations.

The lists of entrants who have submitted their documents shall indicate information related to each entrant individually (except for entrants eligible for admission without entrance examinations), whether that entrant is to be admitted on the base of their USE results and/or results of entrance examinations to be arranged by ASU itself.

Information specifying the number of submitted applications and lists of entrants who have submitted their documents shall be updated on a daily basis.

VI. Receipt of Documents Necessary for Admission

- 48.** Any entrant intending to cover a bachelor or a specialist program shall be entitled to submit an admission application to not more than five higher educational institutions simultaneously and participate in an entrance competition in not more than three specialties and/or specializations in each of those five institutions.
- 49.** Any entrant shall be entitled to submit an admission application for each of the specialties and specializations specified in Clause 48 of these Rules at each institution specified in Clause 48 of these Rules to be admitted to studies on different terms of admission and/or on different grounds of admission.
- 50.** If an entrant intends to submit an admission application to ASU on different terms of admission and/or on different grounds of admission, they may submit one single admission application or several admission applications as per the Rules of Admission to be approved by ASU itself.
- 51.** An entrant may use each of the following special rights in case of admission to cover a bachelor or a specialist program at the expense of budget fundings only to one higher educational institution only to one available educational program – at their own choice (regardless of the number of grounds entitling to have such a special right):

- the right to be admitted without entrance examinations specified in Clause 30 of these Rules;
- the right to be admitted within the special quota specified in Clause 31 of these Rules;
- the right to be admitted without entrance examinations specified in Point 1 of Clause 34 of these Rules.

52. Each of the special rights specified in Clause 51 of these Rules may be used by an entrant within one higher educational institution and within one educational program, in case that entrant applies for admission on different terms and/or on different grounds.

53. Simultaneously with their submission of an admission application by using each of the special rights specified in Clause 51 of these Rules, an entrant shall be entitled to submit an admission application to be admitted without using those special rights to the same higher educational institution to the same and/or to other educational programs, as well as to other higher educational institutions.

54. An entrant may use simultaneously their right for 100 points in case of admission to studies on different terms and/or on different grounds, as well as use several grounds for using their right for 100 points simultaneously, including within one particular contest.

For each of the grounds to use their right for 100 points, ASU shall determine one or several general educational entrance examinations or several additional entrance examinations, in which entrants may use this right.

Should several general educational entrance examinations be determined to use the right for 100 points, this right shall be provided to any entrant in one examination at their own choice.

Should several additional entrance examinations be determined to use the right for 100 points, this right shall be provided to entrants simultaneously in all those entrance examinations or in one or several examinations at an entrant's choice.

55. The advantage specified in Clause 35 of these Rules shall be used as per the same procedure as the right for 100 points.

- 56.** Entrants' documents necessary for admission shall be received in the Main Building of ASU located: 20a Tatischev Str., Astrakhan 414056 Russia; as well as in the building of its Branch located: 16 Ostrovskogo Str., Znamensk, Astrakhan Region 416540 Russia.
- 57.** Entrants' documents necessary for admission must be presented (submitted) to ASU by:
- 1) presenting by an entrant personally or by their authorized representative, including:
 - to the Branch of ASU where it is located;
 - to an authorized official of ASU who receives documents in premises of another organization or in a mobile facility where entrants' documents are received;
 - 2) submitting to ASU via general mail operators;
 - 3) submitting to ASU electronically.
- 58.** In case the documents necessary for admission have been presented to ASU by an entrant personally or by their authorized representative, that entrant or that authorized representative shall be given a receipt confirming that their documents have been received.
- 59.** In case of submitting documents necessary for admission via general mail operators or electronically, such documents shall be received provided they have arrived at ASU not later than the deadline of presenting the documents specified by these Rules approved by ASU itself.
- 60.** ASU shall publish the list of individuals who have submitted their documents necessary for admission on its official web site, specifying whether those documents have been accepted or rejected (in case of rejection, the reason for rejection shall also be specified).
- 61.** An admission application must specify the following data:
- 1) family name and given name(s);
 - 2) date of birth;
 - 3) data indicating citizenship (or absence of citizenship);
 - 4) requisites of their personality identification document (including which legal authority issued that document and when that legal authority issued it);

- 5) information indicating that an entrant has been recognized as a Russian citizen or a permanent resident of Crimea (for entrants who have such a status);
- 6) data indicating their education and their corresponding document of official standard that complies with the requirements specified by Clause 53 of these Rules;
- 7) admission terms and grounds;
- 8) in case of entering to cover to a bachelor or to a specialist program – data indicating whether an entrant has special rights (in case they have such special rights – specifying information concerning their documents that prove such rights);
- 9) in case of entering to cover to a bachelor or to a specialist program – data indicating whether an entrant has taken a USE and its results (in case there are several USE results, which have not expired, an entrant must specify which of those USE results and in which general educational disciplines must be used at the entrance competition stage);
- 10) in case of entering to cover to a bachelor or to a specialist program – data indicating whether an entrant intends to participate in an entrance competition based on results of general educational entrance examinations to be arranged by ASU itself (specifying the grounds for participation in such an entrance competition on the base of such entrance examinations and the list of entrance examinations);
- 11) data indicating whether an entrant intends to take entrance examinations to be arranged by ASU itself in a language of a republic within the Russian Federation, or in a foreign language (specifying the list of entrance examinations);
- 12) data indicating whether it is necessary to provide special conditions for an entrant during their entrance examinations owing to their special health needs (specifying the list of entrance examinations and the necessary special conditions);
- 13) data indicating whether an entrant intends to take entrance examinations by applying distance technologies and the place to take them;
- 14) data indicating whether an entrant has results of their individual achievements (if there are any, an entrant must specify those achievements);
- 15) data indicating whether an entrant needs a hostel during their studies;
- 16) entrant's mail address and/or email address (at their own option);

17) information indicating how ASU should return the submitted documents in case an entrant has not been admitted to studies (in case an entrant has presented originals of their documents).

62. An entrant's personal signature must testify the following facts in their admission application:

1) the entrant has been familiarized (including via general information networks) with the following documents:

a copy of the license to perform educational activities (with its appendix);

a copy of the certificate of state accreditation (with its appendix) or with information indicating absence of such a certificate;

information specifying special rights and advantages granted to entrants during their admissions to cover bachelor and specialist programs;

deadlines for entrants to present their written consent for enrolment;

these Rules, including its clauses related to submitting an appeal concerning the results of entrance examinations that ASU shall arrange itself;

2) the entrant's consent to have their personal data processed;

3) the entrant has been familiarized with information indicating that it is necessary to provide true data in their application and to present authentic documents;

4) in case of being admitted to studies to positions within the control figures:

in case of admission to cover a bachelor or a specialist program – that the entrant has neither bachelor, nor specialist, nor master diploma;

in case of admission to cover a master program – that the entrant has neither specialist, nor master diploma, except for entrants with a higher professional education confirmed with the qualification "certified specialist";

5) in case of admission to cover a bachelor or a specialist program:

confirmation that they have submitted their admission applications to not more than five higher educational institutions simultaneously, including the institution to which this admission application is being submitted;

in case of submitting several admission applications to a higher educational institution – confirmation that they have submitted their admission applications to

not more than three specialties and/or specializations within that institution simultaneously;

- 6) in case of admission to cover a bachelor or a specialist program to positions within the control figures on the ground of special rights specified in Clauses 30 and 31 and in Point 1 of Clause 35 of these Rules:

confirmation that they have submitted their admission application on the base of a corresponding special right only to this higher educational institution;

in case of submitting several admission applications to ASU – confirmation that they have submitted their admission application on the ground of a corresponding special right only to this educational program.

- 63.** In case of submitting documents necessary for admission as per Point 1 of Clause 57 of these Rules, the application and the facts specified in it as per Clause 62 of these Rules must be certified with the personal signature of an entrant or with their authorized representative's signature.

- 64.** 68. Submitting their admission application, an entrant must present:

- 1) a document (documents) that identifies their personality and citizenship;
- 2) if an entrant is a person recognized as a Russian citizen or a permanent resident of Crimea – a document (documents) confirming that they are such individuals as per the terms of determining such individuals specified by the Federal Constitutional Law of March 21, 2014 at #6-FKZ “About Reception of Republic of Crimea into Russian Federation & about Formation of New Subjects within Russian Federation – Republic of Crimea and City of Federal Importance of Sebastopol” and/or Federal Law #84-FZ;
- 3) a document of official standard that complies with the requirements specified in Clause 3 of these Rules (an entrant may present either a document of secondary general education, or a document of secondary professional (primary professional) or higher education).

If an entrant presents a document of education issued in a foreign country, they must present a Russian certificate of recognizing their foreign education, except for the following cases:

they have presented a document of education issued in a foreign country, and that education complies with Part 3 of Clause 107 of Federal Law #273-FZ;

they are applying for admission to a higher educational institution that is entitled to recognize foreign education and/or foreign qualification, which does comply with terms specified by Part 3 of Clause 107 of Federal Law #273-FZ, itself as per a self-determined procedure;

they have presented a document of education whose specimen has been approved by the Cabinet of Ministers of Ukraine, provided that entrant has been recognized as a Russian citizen or a permanent resident of Crimea;

- 4) for entrants specified in Point A of Clause 21 of these Rules, in case they intend to participate in an entrance competition on the base of their general educational entrance examinations for particular categories of entrants – a document confirming their special health needs;
- 5) in case of necessity to provide special conditions at entrance examinations – a document confirming special health needs that require providing such conditions;
- 6) for entrants disabled since their childhood, for individuals with the 1st and the 2nd degrees of disability, for disabled children, and for individuals disabled during their military service because of a trauma or a disease – a conclusion decision of a federal institution of medical sanitary expertise confirming absence of contra-indications to study at the corresponding institutions;
- 7) to use a special right or an advantage as a winner or an awardee of a Russian contest – their diploma of winner or awardee of the final stage of the Russian Contest of Schoolchildren;
- 8) to use a special right or an advantage by winners and awardees of Stage 4 of the Ukrainian Contest for Schoolchildren – their diploma of winner or awardee of Stage 4 of the Ukrainian Contest for Schoolchildren;
- 9) to use a special right or an advantage as a members of united teams of the Russian Federation – their document confirming that an entrant was included into a united team;

- 10) to use a special right or an advantage as a members of united teams of Ukraine among individuals specified in Point 2 of Clause 30 of these Rules – their document confirming that an entrant was included into a united team;
- 11) to use a special right as a champion or an awardee in the field of sports – their document confirming their status of a champion or an awardee;
- 12) to use a special right within the special quota – their document confirming that an entrant is related to the range of such individuals, including children-orphans and children who remained without their parents' care, provided they are under 23 years old;
- 13) to use a primary right for enrolment specified in Clause 32 of these Rules – their document confirming that an entrant is related to the range of the specified individuals, including children-orphans and children who remained without their parents' care, provided they are under 23 years old;
- 14) to use a primary right for enrolment specified in Clause 33 of these Rules – their document of official standard issued by a general educational institution or by a professional educational institution that is supervised by a federal authority and that realizes additional educational programs aimed to prepare under-aged individuals for a military or another state service;
- 15) to use a special right or an advantage as a winner or an awardee of a schoolchildren's contest – their diploma of winner or awardee of such a contest;
- 16) their documents confirming their individual achievements, whose results are taken into account during the admission process as per these Rules (presented at an entrant's option);
- 17) other documents (presented at an entrant's option);
- 18) two photos of an entrant – for entrants to be admitted on the base of taking entrance examinations that are arranged by ASU itself.

65. Entrants may present originals or copies of the documents necessary for admission. Copies of those documents do not have to be certified.

Simultaneously with submitting their admission application, an entrant must submit their consent to be enrolled enclosing the original of the document of official

standard (as per Clause 112 of these Rules), in case they are applying for studies within the control figures:

- 1) on the base of the special right specified in Clause 30 of these Rules;
- 2) on the base of the special right specified in Point 1 of Clause 35 of these Rules;
- 3) within the special quota;
- 4) within the target quota.

66. In case an entrant is to be admitted as per two or more points of Clause 65 of these Rules, they must submit their consent for enrolment enclosing the original of their document of official standard to one institution:

their admission applications to other institutions shall indicate to which institution their consent for enrolment has been (shall be) submitted.

67. The document specified in Point 4 or 5 of Clause 64 of these Rules shall be accepted by the institution, provided it expires not earlier than the deadline of receiving admission applications; the document specified in Point 6, or 12, or 13 of Clause 64 of these Rules – provided it expires not earlier than the deadline to submit an admission application and to hold entrance examinations.

When an entrant submits their documents necessary for admission, they may present their documents specified in Point 6, or 12, or 13 of Clause 64 of these Rules, which expires earlier than the deadline of receiving admission applications and holding entrance examinations, but not earlier than the day their admission application was submitted. At that, the corresponding rights shall be granted to an entrant provided they have presented a document that expires not earlier than the deadline of receiving documents and holding entrance examinations inclusive.

If a document specified in Point 4, or 5, or 6, or 12, or 13 of Clause 64 of these Rules does not indicate its expiration date, its expiration period shall be regarded as equal to one year, beginning since the date when that document was obtained.

The document specified in Point 7, or 8, or 9, or 10, or 15 of Clause 64 of these Rules, shall be accepted considering with the term specified in Clause 30 or 35 of these Rules respectively.

- 68.** An admission application must be presented in the Russian language. Documents written in a foreign language must have a translation into the Russian language; their translation must be certified as per the legal procedure. Documents obtained in a foreign country must be legalized as per the procedure determined by the legislation of the Russian Federation, or they must be verified with an apostil (except for cases when no legalization or apostil is required as per the legislation of the Russian Federation and/or an international agreement). Documents issued as per the legislation of Ukraine and presented by individuals recognized as citizens of the Russian Federation or permanent residents of Crimea, do not require legalization, verification with an apostil, or translation into the Russian language certified as per the legal procedure.
- 69.** An entrant may present their admission application in a language of a republic within the Russian Federation or in a foreign language, provided the higher educational institution has permitted such an opportunity.

In case an entrant has presented their admission application containing not all the data stipulated by these Rules, as well as in case they have presented an incomplete package of documents and/or such documents do not comply with the requirements stipulated by these Rules, ASU shall return those documents to that entrant:

if that entrant or their authorized representative submitted their documents to ASU personally – the same day those documents were presented;

if those documents were submitted via an general mail operator or electronically – within three office days upon their receipt by ASU.

- 70.** In case an entrant intends to cover the following specialties and specializations: “Agricultural Engineering”, “Veterinary”, “Pedagogical Education”, “Psychological Pedagogical Education”, “Special (Speech Pathology) Education”, “Applied Geology”, “Power Industry & Electrical Engineering”, which are included into List of Specialties & Specializations Requiring Obligatory Medical Examination as per the procedure determined for signing a labor contract or a service contract in the corresponding specialty or specialization (approved by the

Decree of the Government of the Russian Federation at #697 of August 14, 2013), an entrant must present the original or a copy of their medical certificate as per the procedure determined for signing a labor contract or a service contract in the corresponding position, profession, or specialty.

- 71.** ASU shall check authenticity of information indicated in an entrant's admission application, as well as authenticity of the submitted documents. To perform such a check, ASU shall be entitled to contact the corresponding state information systems, to state and municipal bodies and organizations.
- 72.** Once an entrant's documents have been submitted to ASU, a personal folder of that entrant shall be formed. It shall store those documents, as well as materials concerning the taken entrance examinations, including documents related to that entrant's appellation, as well as originals and/or copies of warrants presented by that entrant's authorized representative.
- 73.** An entrant shall be entitled to withdraw the presented documents at any stage of their admission process by submitting a withdrawal application by any of the means stipulated in Clause 57 of these Rules; they must indicate a means to return those documents (their return either personally to that entrant, or to their authorized representative, or via a general mail operator).
- 74.** If an entrant or their authorized representative has submitted their withdrawal application prior to completion of procedures of enrolment to positions within the control figures or on paid terms based on contracts of paid educational services, their documents necessary for admission shall be returned to them:
 - within two hours upon submission of their withdrawal application – in case their withdrawal application has been submitted not later than two hours prior to the end of the current office day;
 - within the first two hours of the next office day – in case their withdrawal application has been submitted less than two hours prior to the end of the current office day.
- 75.** In case of withdrawal of documents (except for the case specified by Clause 74 of these Rules) or non-admission to studies, the originals of the documents submitted

by an entrant who was to be admitted within the control figures or on paid terms based on a contract of paid educational services shall be returned within 20 office days upon the withdrawal of those documents or upon completion of procedures of enrolment to positions within the control figures or on paid terms based on a contract of paid educational services; the return shall be executed as per the means of return indicated in that entrant's withdrawal application or admission application.

VII. Entrance Examinations Arranged by Institution Itself

- 76.** In accordance with these Rules, ASU shall arrange general educational entrance examinations in cases stipulated by these Rules, additional entrance examinations, and entrance examinations to admit entrants to master programs itself. No results of final examinations taken at preliminary education departments, units, courses, or schools, or other institutions and their units shall be taken into account, since they are not entrance examinations arranged as per these Rules.
- 77.** Entrance examinations shall be held in a written or in an oral form, or by combining these two forms, or in other forms to be determined by ASU.
- 78.** Entrance examinations shall be held in the Russian language.

One entrance examination shall be held simultaneously for all the entrants or within different terms for different groups of entrants (also depending on the pace of forming such groups of entrants who have submitted their documents necessary for admission). For each group of entrants, one entrance examination shall be arranged within one and the same day. If an entrant desires to take more than entrance examination within one and the same day, they may be provided with such an opportunity.

- 79.** One general educational entrance examination shall be determined in each general educational discipline within one entrance competition.

Entrance examinations held in different languages shall be arranged separately.

Should ASU arrange itself entrance examinations whose name and language, in which those examinations are held, are the same:

- 1) the general educational entrance examination shall be held as a single one for all the entrance contests;
 - 2) additional entrance examinations, entrance examinations to admit to master programs shall be held as a single entrance examination within several entrance contests.
- 80.** An entrant shall take each entrance examination of those specified in Clause 79 of these Rules only once.
- 81.** Entrants who have not taken an entrance examination for a valid reason (a disease or other circumstances confirmed with documents) shall be permitted to take the missed entrance examination in another group or on a reserve day.
- 82.** During entrance examinations, examinees and individuals involved in arrangement of those entrance examinations are prohibited to use connection devices and to have them at hand. A participant of an entrance examination may have at hand and use reference materials and electronic computing devices that are permitted by the Rules of admission to be applied during an entrance examination.
- 83.** If an entrant has violated the Rules of admission during an entrance examination arranged by the institution itself, authorized officials of ASU shall be entitled to remove that entrant from the entrance examination site, composing a removal act.
- 84.** The results of an entrance examination shall be published on the official web site and on the information board:
- a) in case of an oral entrance examination – the day when it has been held;
 - b) in case of an entrance examination arranged in another form:
 - for additional entrance examinations, for entrance examinations to admit entrants to a master program, and for other entrance examinations – not later than the third office day after it has been held.
- 85.** Upon the declaration of the results of a written entrance examination, an entrant or their authorized representative shall be entitled to see their examination work the day when the results of that entrance examination were declared or during the next office day.

VIII. Peculiarities of Holding Entrance Examinations

by Entrants with Special Health Needs & Disabled Individuals

- 86.** ASU shall provide arrangement of entrance examinations for entrants with special health needs and/or for disabled individuals (hereinafter referred to as “entrants with special health needs”), considering with peculiarities of their physical and psychic development, with their individual capabilities, and with the overall situation related to their health (hereinafter referred to as “individual peculiarities”).
- 87.** ASU shall provide material and technical conditions that provide a free access by entrants with special health needs to examination rooms, to toilet rooms, and to other premises, as well as their stay within those premises.
- 88.** Entrance examinations for entrants with special health needs shall be held in a separate room.

The number of entrants with special health needs per room must not exceed:
in case of taking a written entrance examination – 12 individuals per room;
in case of taking an oral entrance examination – 6 individuals per room.

It is acceptable that a larger number of entrants with special health needs is present in an examination room, as well as that entrants with special health needs take entrance examinations together with other entrants, provided that does not create any difficulties for entrants during their entrance examinations.

It is acceptable that an assistant (a staff member of ASU or another person involved in helping entrants with special health needs), who provides entrants with special health needs with the necessary technical assistance, considering with their individual peculiarities (to be seated, to move, to read and prepare an examination response, to talk with examiners) is present in an examination room.

- 89.** The duration of an entrance examination for entrants with special health needs shall be increased upon a decision of the Admission Commission, but not more than by 1.5 hours.
- 90.** Entrants with special health needs shall be given an instruction concerning the procedure of taking an entrance examination in a form that is comprehensible for them.

91. Entrants with special health needs may use technical devices, which are necessary for them owing to their individual peculiarities, during their entrance examinations.

92. During an entrance examination, ASU shall comply with the following additional requirements, depending on individual peculiarities of entrants with special health needs:

1) for the blind:

assignments at an entrance examination shall be performed by means of the Braille tactile writing system, or as an electronic document by means of a computer with specialized software for the blind, or they shall be read by an assistant;

written assignments shall be performed by means of the Braille tactile writing system, or as an electronic document by means of a computer with specialized software for the blind, or they shall be read by an assistant;

if necessary, an entrant shall be provided with a kit of writing materials and with paper to write with the Braille tactile writing system to do their examination assignments, or with a computer with specialized software for the blind;

2) for the vision impaired:

individual even lighting at least 300 luxes shall be provided;

if necessary, an entrant shall be provided with a magnifying tool to prepare an examination assignment; entrants may also use their own magnifying tools;

examination tasks and instructions concerning the entrance examination procedure shall be typed in a magnified print;

3) for the deaf and for the hearing-impaired, sound-amplifying devices of collective application shall be provided; if necessary, they shall be provided with sound-amplifying devices of individual application;

4) for the blind-and-deaf, services of an interpreter from/into an appropriate gesture and tactile language shall be provided (besides the requirements related to meet the needs of the blind and of the deaf respectively);

5) for individuals with severe speech malfunctions, for the deaf, and for the hearing-impaired, entrance examinations that are typically held in an oral form shall be held in a written form (additional entrance examinations of creative and/or professional

character, entrance examinations for master programs – upon the appropriate decision to be made by ASU itself);

6) for entrants with malfunctioning upper limbs or without upper limbs:

written tasks shall be performed by means of a computer with specialized software or dictated to an assistant;

entrance examinations that are typically held in a written form shall be held in an oral form (additional entrance examinations of creative and/or professional character, entrance examinations for master programs – upon the appropriate decision to be made by ASU itself).

93. The conditions specified in Clauses 93-98 of these Rules shall be provided for entrants on the ground of their admission applications that indicates the necessity to provide them with the corresponding special conditions.

94. ASU may arrange entrance examinations for entrants with special health needs by applying distance technologies.

IX. General Rules of Submitting & Examining Appeals

95. Upon the declaration of an entrance examination to be arranged by ASU itself, an entrant (or their authorized representative) shall be entitled to submit an appeal concerning a violation (which has taken place, in their opinion) of the procedure of that entrance examination and/or their disagreement with the obtained score for that entrance examination to the appellation commission.

96. An appeal shall be submitted by one of the means specified in Clause 57 of these Rules.

97. While a submitted appeal is being examined, compliance with the procedure of an entrance examination and/or adequacy of assessing the scores gained at an entrance examination shall be considered.

98. An appeal shall be submitted the day when the results of an entrance examination are declared or within the next office day. An appeal related to a procedural violation at an entrance examination may also be submitted the day when that entrance examination was held.

- 99.** An appeal shall be examined not later than the next office day after it has been submitted.
- 100.** An entrant (or their authorized representative) shall be entitled to be present at the examination of their appeal. In case an entrant is under-aged (under 18 years old), one of their parents or legal representatives shall be entitled to be present (except for the under-aged acknowledged as having a full legal capacity before they have reached the age of 18 years old).
- 101.** Upon their examination of an appeal, the appellation commission shall make a decision whether to change the obtained score for an entrance examination or to leave that score unchanged. The decision of an appellation commission shall be formalized in a special protocol; the entrant or their authorized representative shall be informed of that decision. The fact of informing the entrant (or their authorized representative) of a decision of the appellation commission shall be testified with the entrant's personal signature (or with their authorized representative's signature).

X. Formation of Lists of Entrants & Enrolment to Studies

- 102.** Grounding on the results of receiving documents and/or entrance examinations, ASU shall form lists of entrants in each particular entrance competition on different terms of admission.

Within the control figures, the following particular lists of entrants shall be formed:

to position within the special quota;

to positions within the target quota;

to the main positions within the control figures (hereinafter referred to as "the main positions").

- 103.** A list of entrants in each particular entrance competition shall include a list of entrants who do not have to take entrance examinations and a list of entrants who may be enrolled on the base of their USE and/or entrance examinations results (hereinafter referred to as "the results of entrance examinations").

Enrolment based on result of entrance examinations shall be performed to positions that have remained after enrolment of entrants who do not have to take entrance examinations and within the corresponding list of entrants.

104. Lists of entrants without entrance examinations shall be ranked as follows:

1) depending on the status of entrants eligible for enrolment without entrance examinations as per the following order:

a) members of united teams of the Russian Federation and members of united teams of Ukraine specified in Point 2 of Clause 30 of these Rules;

b) winners of the Russian Contest of Schoolchildren and winners of Stage 4 of Ukrainian Contests for Schoolchildren specified in Point 2 of Clause 30 of these Rules;

c) awardees of the Russian Contest of Schoolchildren and winners of Stage 4 of Ukrainian Contests for Schoolchildren specified in Point 2 of Clause 30 of these Rules;

d) champions and awardees in the field of sports;

e) winners of schoolchildren's contests;

f) awardees of schoolchildren's contests.

2) for entrants specified in each of the Points A – F of Point 1 of this Clause – in the decreasing order of scores added for their individual achievements;

3) should the criteria specified in Point 1 and 2 of this Clause be equal, a higher position within the list shall be granted to entrants with a primary right for enrolment.

105. A list of entrants who may be enrolled on the base of their entrance examination results shall be ranked as follows:

1) in a decreasing order of the sum of gained competition scores;

2) should the sum of competition scores be equal – in a decreasing order of the sum of competition scores gained at entrance examinations and/or in a decreasing order of scores gained at particular entrance examinations, as per the degree of priority of entrance examinations determined by ASU;

3) should the criteria specified in Point 1 and 2 of this Clause be equal, a higher position on the list shall be granted to entrants with a primary right for enrolment.

The sum of competition scores shall be calculated as a sum of scores for each entrance examination, as well as for individual achievements.

- 106.** Lists of entrants shall indicate the following information:
- 1) concerning each entrant without entrance examinations: grounds for their enrolment without entrance examinations; the number of scores added for individual achievements; whether they have a primary right for enrolment;
 - 2) concerning each entrant on the base of taken entrance examinations:
 - sum of entrance competition scores;
 - number of scores for each entrance examination;
 - number of scores for their individual achievements;
 - whether they have a primary right for admission;
 - whether they have submitted their written consent for enrolment as per Clause 116 of these Rules.
- 107.** Lists of entrants shall be published on the official web site <http://asu.edu.ru> and on the information board; they shall be updated on a daily basis (not later than the beginning of an office day) prior to publishing enrolment orders.
- 108.** At each stage of enrolment, ASU shall determine the deadline to receive entrants' applications indicating their consent to be enrolled (if they are to be enrolled to positions within the control figures to cover a bachelor or a specialist program on full-time or part-time terms of studies – as per Clause 112 of these Rules).
- 109.** To be enrolled, an entrant shall submit their application indicating their consent for their enrolment, to which they shall enclose the original of their document of official standard (provided they claim for a position within the control figures) and the original of their document of official standard or its copy to be testified by the Admission Commission as per the legal procedure upon presenting the original (provided they claim for positions of paid term upon signing a contract of paid educational services). Appendices to the original of their document of official standard shall not be required, provided those appendices were presented to ASU earlier (when their admission application or their previous application indicating their consent to be enrolled was submitted).

An application indicating an entrant's consent to be enrolled shall specify the terms and the grounds of admission, as per which that entrant desires to be enrolled.

This application is testified with the applicant's personal signature; it shall be submitted to ASU not later than the deadline to receive entrant's consents for enrolment. Should this application be submitted the last day of receiving such applications, it must be submitted not later than 06.00 p.m. of the local time.

110. Entrants who have submitted their written consent for enrolment shall be eligible for enrolment. Their enrolment shall be performed as per the ranked list until all the determined enrolment positions have been occupied.

111. Enrolment of entrants to cover a bachelor of a specialist program in the full-time and part-time form of studies to positions within the control figures shall be executed within the following terms:

- 1) **not later than July 27, 2016** – lists of entrants shall be published on the official web site and on the information board;
- 2) the stage of top-priority enrolment – enrolment of entrants without entrance examinations, enrolment to positions within the special and the target quota, to positions within the target quota (hereinafter referred to as “positions within the quotas”):

July 28, 2016:

the deadline to receive applications indicating consent for enrolment from entrants to be enrolled without entrance examinations or to positions within the quotas, provided such entrants have applied for admission to two or more higher educational institutions as per Clause 65 of these Rules simultaneously;

July 29, 2016 – the official order (orders) to enroll entrants who have submitted their consent for enrolment, among entrants to be enrolled without entrance examinations or to positions within the quotas;

- 3) enrolment based on results of entrance examinations to the main positions that have remained after enrolling without entrance examinations (hereinafter referred to as “the main competition positions”):

a) the first stage of enrolment to the main competition positions – enrolment to 80 % of those positions (if 80 % is a fraction value, it shall be rounded up):

August 01, 2016:

the deadline to receive consents for enrolment from entrants included into lists of entrants to the main competition positions, who desire to be enrolled to the main competition positions at the first enrolment stage;

within each list of entrants, individuals who have submitted their consents for enrolment shall be highlighted until 80 % of the main competition positions (including rounding up) have been occupied;

August 03, 2016 – the order (orders) to enroll entrants who have submitted their consent for enrolment until 80 % of the main competition positions have been occupied;

b) the second stage of enrolment to the main competition positions – enrolment to 100 % of those positions:

August 06, 2016:

the deadline to receive consents for enrolment from entrants included into lists of entrants to the main competition positions;

within each list of entrants, individuals who have submitted their consents for enrolment shall be highlighted until 100 % of the main competition positions have been occupied;

August 08, 2016 – the order (orders) to enroll entrants who have submitted their consent for enrolment until 100 % of the main competition positions have been occupied.

- 112.** Entrants enrolled within the special quota shall be expelled from lists of entrants claiming for the main competition positions on the same terms of admission.
- 113.** Unoccupied positions within the quotas may be applied to enroll entrants who claim for enrolment without entrance examinations. Upon enrolment of entrants without entrance examinations and within the quotas, unoccupied positions within the quotas shall be added to the main competition positions on the same terms of admission.

- 114.** If an entrant applies to positions within the control figures to cover bachelor and specialist programs on full-time and part-time terms of studies, they may submit their application indicating their consent for enrolment to ASU twice, specifying different terms of admission and/or grounds for admission.

If an entrant has submitted their application indicating their consent for enrolment and if later they submit another application indicating their consent for enrolment to ASU or withdraw their documents from ASU, they shall simultaneously submit their application indicating their refusal from enrolment as per the previously submitted application indicating their consent for enrolment or their application of expelling from the position to which they have been enrolled to ASU at a previous stage of enrolment.

- 115.** The positions, which have become vacant as a result of expelling people enrolled to studies, shall be added to the main competition positions on the same terms of studies.

- 116.** ASU shall determine itself temporal terms of enrolment to positions within the control figures to cover bachelor and specialist programs on distance terms of studies, to studies on paid terms on the base of contracts of paid educational services, as well as temporal terms of enrolment to master programs; the enrolment procedures shall be performed as per these Rules.

Enrolment to positions on paid terms on the base of contracts of paid educational services shall be performed after enrolment to positions within the control figures or disregarding the temporal terms of enrolment to positions within the control figures.

- 117.** Enrolment of entrants to cover bachelor, specialist, and master programs on full-time and part-time terms of studies to positions on paid terms on the base of contracts of paid educational services shall be performed within the following temporal terms:

August 19, 2016 – the deadline to receive entrants' consents for enrolment.

- 118.** Enrolment of entrants to cover bachelor, specialist, and master programs on distance terms of studies shall be performed within the following temporal terms:

a) to positions within the control figures:

August 16, 2016 – deadline to receive the original of the document of official standard and applications indicating entrants' consents for enrolment;

August 18, 2016 – publication of the official order to enroll entrants who have passed entrance examinations successfully and who have submitted their consents for enrolment (until 100 % of the main competition positions have been occupied) on the official web site and on the information board of the Admission Commission.

b) to positions on paid terms on the base of contracts of paid educational services:

September 30, 2016 – deadline to receive applications indicating entrants' consents for enrolment.

- 119.** Enrolment to studies shall be completed not later than 10 days prior to the commencement of the academic year.

Enrolment orders shall be published on the official web site and on the information board the same day when they have been issued; they shall be accessible for visitors of the official web site throughout six months upon their publication.

X. Execution of Target Admission

- 120.** ASU is entitled to execute target admission within the determined control figures.

The target quota to cover bachelor, specialist, and master programs in each specialty and specialization shall be determined by the Ministry of Education and Science of the Russian Federation on an annual basis.

Within each specialty or specialization, the Ministry shall determine this quota as follows:

- 1) for ASU in general or for ASU and its Branch separately;
 - 2) with or without differentiating forms of studies (full-time, part-time, distance);
 - 3) with or without differentiating bachelor programs within specializations, specialist programs within specialties, master programs within specializations.
- 121.** In case the Ministry has determined a target quota without differentiating any of the criteria specified in Clause 124 of these Rules, ASU shall differentiate that target quota for Points 1 and 2, as well as for Point 3 (if necessary) of Clause 124 of these

Rules itself (depending on the means of admission execution, as per Clause 11 of these Rules).

- 122.** Target admission shall be executed within the determined quota on the base of a target admission contract to be signed between ASU and a federal authority, a regional authority, a local self-government institution, a state (municipal) institution, a unitary enterprise, a state corporation, a state company, or an economic organization, whose authorized capital has a share of the Russian Federation, or a share of a region of the Russian Federation, or a share of a Russian municipality, which has directed a citizen to study (hereinafter referred to as “target admission customers”).

The Ministry may detail the target quota for particular target admission customers. Should the founder of the institution determine the target quota without such a particularization, this quota may be detailed for particular target admission customers by ASU itself.

- 123.** The list of entrants to positions within the target quota shall indicate data on bodies and institutions that have signed a target admission contract related to those entrants.

- 124.** The essential conditions of a target admission contract are as follows:

ASU shall assume its obligation to arrange a target admission of a citizen who has signed such a contract;

the body or the institution specified in Clause 122 of these Rules shall arrange academic and production practical training for the citizen who has signed a target admission contract.

- 125.** The list of entrants who have submitted their admission applications and the list of entrants to be admitted within the target quota shall not indicate data, which are related to target admission concerning national security.

- 126.** Enrolment of entrants, whose studies concern national security, to positions within the target quota shall be executed by a special order (orders), which shall not be published on the official web site and on the information board.

XII. Specific Features of Admitting Foreign Citizens & Individuals without Citizenship

- 127.** Foreign citizens and individuals without a citizenship shall be entitled to obtain a higher education at the expense of budget fundings as per international agreements of the Russian Federation, federal laws, or a quota for education determined by the Government of the Russian Federation for foreign citizens and for individuals without a citizenship (hereinafter referred to as “the quota for foreign citizens’ education”), as well as at the expense of individuals and legal entities on the base of contracts of paid educational services.
- 128.** Admission of foreign citizens and individuals without a citizenship, including expatriate countrypeople, within the quota for foreign citizens shall be executed on the ground of letters of referral issued by the federal executive authority that performs functions to develop the state policy and legal regulation in the field of education; it shall be finalized in a special order (orders) of the institution. Such individuals shall take additional entrance examinations of creative and/or professional character, in case ASU arranges such entrance examinations. Enrolment of foreign citizens and individuals without a citizenship within the quota for foreign citizens shall be executed by a special order (orders) of ASU.
- 129.** Foreign citizens and individuals without a citizenship, who are expatriate countrypeople, shall be entitled to obtain a higher education on equal terms with citizens of the Russian Federation, provided they comply with the requirements stipulated by Article 17 of the Federal Law of May 24, 1999 at #99-FZ “About State Policy of Russian Federation towards Country People Residing Abroad” (hereinafter referred to as “Federal Law 99-FZ”).
- 130.** Expatriate countrypeople who are not citizens of the Russian Federation may not use special rights for admission to bachelor and specialist programs that are provided as per Federal Law #273-FZ, provided another legal regulation is stipulated by an international agreement of the Russian Federation.
- 131.** To admit foreign citizens and individuals without a citizenship to cover a bachelor or a specialist program on the base of secondary general education upon signing

contracts of paid educational services, ASU shall determine two entrance examinations, as well as the number of competition positions available; it shall arrange a separate entrance competition to those positions.

- 132.** Submitting documents necessary for admission to studies, a foreign citizen or an individual without a citizenship shall indicate the requisites of their document that identifies their personality, or the requisites of their document that identifies the personality of a foreign citizen or an individual without a citizenship in the Russian Federation as per Article 10 of the Federal Law of June 25, 2002 at #115-FZ “About Legal Status of Foreign Citizens in Russian Federation” (hereinafter referred to as a “document identifying a foreign citizen’s personality”) in their admission application. A foreign citizen or an individual without a citizenship shall present the original or a copy of their personality identification document, or the original or a copy of their personality and nationality identification document as per Point A of Clause 64 of these Rules.
- 133.** Applying for admission to studies as per Article 17 of Federal Law #99-FZ, an expatriate countryperson shall submit (besides the documents specified in Clause 64 of these Rules) the originals or copies of the documents determined by Article 17 of Federal Law #99-FZ.
- 134.** Admission of foreign citizens and individuals without a citizenship to cover educational programs that contain data included into a national secret shall be executed only within the quota for foreign citizens and in accordance with the requirements stipulated by the legislation of the Russian Federation that regulates national secrets.

XIII. Additional Admission to Cover Bachelor, Specialist, & Master Programs in Full-Time & Part-Time Forms of Studies to Positions within Control Figures

- 135.** In exceptional cases, if some positions within the control figures have remained vacant upon enrolment, ASU (upon its founder’s permission) may execute an additional admission to studies (hereinafter referred to as an “additional admission”) as per these Rules within the temporal terms to be determined by ASU itself.

Additional admission must be completed not later than the beginning of the academic year.

- 136.** Information related to an additional admission shall be published on the official web site and on the information board not later than August 15, 2016.