

RULES
of Admission to Educational Programs of Higher Education –
Research & Pedagogical Staff Training Programs
at PhD Courses at Astrakhan State University
in 2014

I. General Clauses

1. These Rules of Admission to Educational Programs of Higher Education – Programs of Training of Research & Pedagogical Staff at PhD Courses (hereinafter referred to as the “Rules”) regulate admission of citizens of the Russian Federation (hereinafter referred to as “entrants”), of foreign citizens, and of people without a citizenship to study at Astrakhan State University by covering educational programs of higher education – programs aimed to train research and pedagogical staff at PhD courses (hereinafter referred to as “PhD programs”); they determine the list of entrance examinations during the admission process, as well as peculiarities of arranging entrance examinations for people with special needs.

2. The University declares admissions to cover PhD programs, provided it has a license to perform educational activities in the corresponding educational programs.

3. Rules of Admission to PhD programs are determined within the part, which is not regulated by the legislation of education, by the University itself. The Rules of Admission are approved with local regulations of the University.

4. Admissions to PhD programs shall be performed to positions within control figures of admitting entrants at the expense of budget funding of the federal budget (hereinafter referred to as “control figures”, “budget funding”), as well as to positions after concluding contracts of education that are signed at the admission stage to cover educational costs at the expense by a legal entity and/or an individual (hereinafter referred to as “contracts of education”).

A quota for target admissions shall be determined within the control figures (hereinafter referred to as a “target admission quota”).

5. It is only entrants with a complete higher education with a master or a specialist degree who can apply for an admission to PhD programs.

6. Admissions to PhD programs shall be executed by basing upon principles of equal terms of admission for all the entrants; it shall be executed on a competitive basis.

The terms of admissions must guarantee that rights of those entrants who are the most capable of covering PhD programs shall be observed.

7. The University shall execute submission, processing, and provision of entrants’ personal data obtained owing to admitting them to PhD programs, in accordance with requirements of the legislation of the Russian Federation in the field of personal data.

8. Admissions to PhD programs shall be executed on the base of results of entrance examinations that the University shall arrange itself.

9. The University shall executed admissions separately for each of the terms of studies:

Separately for full-time and distance forms of studies;

Separately to positions within control figures and to positions on self-paid terms as per signed contracts of education;

Separately to positions within control figures within the general competition and to positions within the target admission quota.

II. Arrangement of Admitting Entrants

10. Arrangement of admitting entrants to PhD programs shall be executed by the Admission Commission of the University (hereinafter referred to as the “Admission Commission”).

Rector of the University chairs the Admission Commission.

11. The structure, the authorities, and the order of activities performed by the Admission Commission shall be regulated with its Statute that is approved by Rector of the University.

12. To arrange entrance examinations, the University shall establish examination and appellate commissions as per the order that it determines.

Authorities and the order of activities performed by the examination and appellate commissions shall be determined with their statutes that are approved by the Chairperson of the Admission Commission.

13. During the period of admitting entrants to PhD programs, observance of entrants’ rights in the field of education stipulated by the legislation of the Russian Federation, openness of the Admission Commission and its activities, accessibility to the top management of the Admission Commission shall be provided.

14. The Admission Commission is obliged to control the validity of data provided by the entrants. To confirm the validity of such data, the Admission Commission shall be entitled to apply to the corresponding official information systems, federal, regional, and municipal authorities, as well as to other organizations.

III. Arrangement of Providing Information to Entrants

15. The University is obliged to provide an entrant with its Statute, with its license to perform educational activities, with its certificate of state accreditation, with educational programs, and with other documents that regulate arrangement and performance of educational activities concerning PhD programs, students’ rights and duties; it is also obliged to provide information concerning the arranged competition and its outcomes, including the official web site of the University www.aspu.ru in the Internet ICT network (hereinafter referred to as the “official web site”).

16. The Admission Commission shall display the following information on the official web site and on its information board prior to receiving documents:

16.1. Not later than March 31:

the list of specializations of available PhD programs in accordance with the license to performs educational activities;

the Rules of Admission to cover PhD programs;

programs of entrance examinations;

information concerning forms of taking entrance examinations;

information concerning forms of taking entrance examinations for foreign citizens;

peculiarities of taking entrance examinations for people with special needs;

information concerning available hostel space and the number of beds in hostels for entrants from regions other that the city of Astrakhan;

information concerning mail addresses to submit documents that are necessary for entering.

16.2. Not later than June 01:

control figures of admissions for each specialty of PhD programs, including for each form of education separately;

the number of positions (if available) for each specialty of PHD programs on self-paid terms after signing contracts of education;

a specimen of a contract for entrants on self-paid terms;

rules of submitting and examining appeals concerning the results of entrance examinations;

information concerning the time and the place of entrance examinations and consultations;

the deadline of receiving the original of entrants' documents of higher education during the admission within control figures; the deadline of receiving entrants' agreement to be admitted during the admission to study on self-paid terms.

17. The Admission Commission shall provide the functioning of special telephone hotlines +7-85-12-61-09-21; +7-85-12-61-08-22; +7-85-12-49-41-62, as well as the functioning of the section "Admission Campaign – 2014" of the www.aspu.ru official web site to respond to questions concerning entrants' admission to PhD programs.

18. Since the first day of receiving entrants' documents, information concerning the number of submitted applications shall be displayed on the official web site and on the information board of the Admission Commission.

IV. Receipt of Entrants' Documents

19. Temporal terms of receiving documents to be admitted to PhD programs in 2014 are as follows: **June 02 – July 31.**

20. To be admitted to a PHD program, entrants must submit their application of admission and enclose the necessary documents (hereinafter referred to as "the package of admission documents").

21. A person granted the corresponding authorities by an entrant (hereinafter referred to as an "authorizes person") may submit documents to the University that are necessary for admission, to withdraw such documents, and to perform other actions that do not require an entrants' personal presence, provided an authorized representative has presented a warrant prepared as per the official order (notarized) and specifying the authorities that an entrant grants to his/her authorized representative.

22. The package of admission documents must be presented (submitted) to the University by means of one of the following ways:

a) presented by an entrant or by an authorized representative to the University;

b) submitted to the University via a general mail service operator.

23. In case the package of admission documents has been presented by an entrant or by an authorized representative, the entrant or the authorized representative shall be given a receipt indicating that the University has received those documents.

24. In case the package of admission documents has been submitted via a general mail service operator, such documents shall be received provided they have arrived at the University not later than the above stated deadline of receiving documents (**July 31, 2014**).

25. The University shall display a list of entrants who have presented/submitted their documents on the official web site; the list shall indicate whether the documents have been received or rejected (in case of rejection, it shall indicate the reason for rejection).

26. An entrant must specify the following obligatory data in his/her application of admission:

- 1) family name, given names;
- 2) date of birth;
- 3) nationality;
- 4) data on his/her personality identification documents, including data indicating which authority and when issued that document;
- 5) data on the previous education, as well as on the document of education and/or the qualification that confirms it;
- 6) the specialty of PhD programs that he/she is planning to cover, indicating the forms of studies and the terms of studies (within the control figures, on self-paid terms by signing a contract of education).
- 7) whether he/she has any published papers, inventions, and reports of his/her research activities;
- 8) information indicating whether it is necessary to provide him/her with special conditions during entrance examinations owing to his/her special needs;
- 9) information indicating whether he/she has any individual achievements (if there are any, information concerning them must be provided);
- 10) information indicating whether an entrant needs a hostel during his/her studies;
- 11) his/her mail address and/or electronic address (if he/she desires to specify an e-mail address);
- 12) information specifying how the University could return him/her the presented/submitted documents in case he/she does not pass entrance examinations or fails to deliver originals of documents.

27. Application of admission to PhD programs must address the University Rector; the following documents must be enclosed:

- a) a personality and a citizenship identification document;
- b) the original or a copy of the diploma of higher education;
- c) the list of published research papers, inventions, and reports on research activities (Appendix 1). Entrants who do not have published research papers and inventions, must present an abstract corresponding to the specialty that they have selected;
- d) documents that confirm an entrant's individual achievements, whose results must be taken into consideration during admission, as per the Rules of Admission that the University has approved itself (such documents are submitted optionally) (Appendix 2);
- e) in case special conditions for entrance examinations must be provided – a document that confirms special health needs and requires the provision of such conditions;
- f) for entrants with the 1st or 2nd degree of disability, for entrants who have been disabled since their childhood or during their military service, or who got a disease during their military service – the resolution of a federal institution of medical social expertise that the entrant has no medical contra-indications for covering a PhD program;
- g) two photos of an entrant.

28. Entrants may present either originals, or copies of the documents specified in Points a – e of Clause 27 of these Rules at their own option. Copies of the specified documents do not have to be witnessed. Should a personality or a citizenship identifying

document, or a military ID presented in its originals, such originals must be presented personally by their holders.

Should an application of admission be submitted to one organization, an entrant must present the original or a copy of his/her diploma of higher education. Should an entrant apply to several organizations simultaneously, he/she must present a copy of his/her diploma of higher education to each of those organizations.

An entrant must present the original of their diploma of higher education in case he/she applies within a target admission quota.

29. An application of admission must also indicate that the entrant is aware of the contents (including via general information systems) of copies of the license to perform educational activities, of the certificate of the state accreditation of the organization and its appendices, or that he/she is aware that there is no copy of such a certificate. This awareness must be confirmed with an entrant's or an authorized representative's personal signature (if an entrant authorized someone to represent his/r interests in the proper way).

30. The signature of an entrant (of an authorized representative) must also confirm:

1) the fact that a higher education of this level shall be obtained for the first time;
 2) the fact that an entrant is aware (including via general information systems) of rules how to submit an appeal after learning the results of entrance examinations, of deadlines for providing the originals of diplomas of higher education in case of being admitted within the control figures or on self-paid terms after signing a contract of education;

3) that an entrant agrees to have his/her personal data processed;

4) that an entrant is aware that he/she is responsible for credibility of information that he/she has specified in his/her admission application, as well as for authenticity of the documents that he/she has presented.

31. After the specified documents have been submitted, a personal folder of an entrant is formed. This personal folder shall store the specified documents, as well as materials concerning the taken entrance examinations (including appellation-related documents) and originals and/or copies of warrants presented by authorized representatives.

32. Should an entrant present an application that contains not all the data stipulated by these Rules, as well as should an entrant present/submit an incomplete package of documents and/or should such documents fail to comply with the stipulated requirements, the University shall be entitled to return those documents to that entrant.

33. An entrant shall be entitled to withdraw the presented/submitted documents by submitting a withdrawal application that indicates by which of the means specified in Clause 22 of these Rule his/her documents should be returned to him/her (submission to the entrant personally, or to his/her authorized representative, or via a general mail operator).

34. The submitted documents shall be returned by one of the following means:

a) if a withdrawal application indicates a necessity to submit those documents personally to the entrant or to his/her authorized representative, the package of those documents shall be submitted to that person. That person shall be entitled to obtain those documents:

before the end of the current office day – in case a withdrawal application has been submitted not later than two hours before the end of that office day;

within the first two hours of the next office day – in case the withdrawal application has been submitted less than two hours before the end of the current office day.

b) if a withdrawal application indicates the necessity to submit the documents via general mail operators, only originals of those documents shall be returned via a general mail operator.

V. Entrance Examinations

35. Entrants applying within the control figures, as well as on self-paid terms requiring signing a contract of education, shall have to take the same entrance examinations.

36. Entrance examinations shall be taken in Russian.

37. Entrants must take the following entrance examinations:

the special discipline that corresponds to the specialty (profile) of a PhD program (hereinafter referred to as the “special discipline”);

Philosophy;

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

38. Programs of entrance examinations for PhD programs shall be formed on the base of federal official educational standards of higher education related to master programs.

39. Entrance examinations shall be taken in an oral form (as an interview to ask questions whose list shall be made available for any entrant by publishing it on the official web site). To prepare an examination response, an entrant shall use examination cards that shall be stored in that entrant’s personal folder for at least one year (Appendix 3).

40. The level of knowledge of an entrant shall be assessed by the examination commission by applying the five-grade scale. Each entrance examination shall be assessed separately.

41. The results of an entrance examination shall be finalized in a protocol that also lists questions that examiners have asked their examinees. An individual protocol shall be made for each entrant.

Protocols of entrance examinations shall be stored in an entrant’s personal folder (Appendix 4), after they have been approved by the Chairperson of the Examination Board.

42. The decision made by an examination commission shall be published on the official web site and on the information board not later than three days after the entrance examination has been held.

43. No entrance examination may be taken again. The taken entrance examinations are valid within one calendar year.

44. Entrants who have not come to take an entrance examination for a valid reason (an illness or other circumstances that are confirmed with documents) shall take that examination in another group of entrants or individually during the period of entrance examinations.

45. If an examinee violates the rules of taking an entrance examination, members of the examination commission shall be entitled to remove that examinee from the examination site; they shall compose an act of removal (Appendix 5). If an entrant has been removed from an examination site, he/she shall be given back the submitted documents.

46. Entrants who have withdrawn their documents after the documents receiving period has been over or who have not passed an entrance examination successfully (at least three grades of five must be obtained at each entrance examination), shall not be permitted to take part in the entrance competition.

VI. Peculiarities of Holding Entrance Examinations for Entrance with Special Needs

47. Entrants with special needs shall take entrance examinations in accordance with the order stipulated by the organization itself, considering with peculiarities of their physical and psychic development, as well as with their individual capabilities and the state of their health (hereinafter referred to as “individual peculiarities”) of such entrants.

48. When entrance examinations are taken, the following requirements shall be provided:

entrance examinations shall be taken in a separate room in a written or an oral form; the number of examinees in one room shall not exceed six persons;

a larger number of entrants with special needs shall be acceptable, as well as entrance examinations of entrants with special needs together with entrants without special needs, but only provided that does not create any difficulties for entrants with special needs;

the duration of entrance examinations may be increased upon the decision made by the University provided an entrant submitted the corresponding written application before that entrance examination begins, but not more than for 1.5 hours;

it is possible that an assistant who helps an entrant with special needs considering with his/her individual peculiarities (to take a seat, to move, to read and prepare a response, to talk with an examiner) is present;

an entrant may be given an instruction concerning the order of taking entrance examinations in a form that is comprehensible for him/her;

considering with their individual peculiarities, examinees with special needs may use technical tools and devices that are necessary for them;

technical conditions must provide examinees’ free access to examination rooms, to toilets and to other premises, as well as their stay inside such premises (availability of ramps, handrails, broadened doorways, elevators; if there are no elevators, the examination room must be located on the ground floor; special armchairs and other devices must be available).

49. In addition, the following requirements must be observed, depending on categories of entrants with special needs:

a) for the blind:

assignments to be completed at an entrance examination, as well as an instruction concerning the order of taking an entrance examination, shall be read by an assistant;

written assignments shall be dictated to an assistant;

b) for the visually impaired:

individual even lighting at least 300 luxes shall be provided;

a magnifying tool shall be provided to complete an assignment, if necessary;

examination assignments, as well as an instruction concerning the order of taking an entrance examination, shall be written in a magnified print; examinees’ own magnifying devices may also be used;

c) for the deaf and for the hearing-impaired, audio amplifying devices shall be provided for all such examinees together;

d) for people with severe speech malfunctions, for the deaf, and for the hearing impaired, all the entrance examinations may be taken in a written form, if they express such a desire;

e) for people with locomotorium malfunctions (severe malfunctions of motional functions of upper extremities or absence of upper extremities):

written assignments shall be dictated to an assistant;

all the entrance examinations may be taken in an oral form, if they express such a desire.

50. The conditions specified in Clauses 48 and 49 of these Rules shall be provided to entrants on the ground of an admission application that must indicate the necessity to provide the corresponding special conditions.

VII. General Rules of Submitting & Examining of Appeals

51. After an entrant has been aware of the decision of an examination commission concerning his/her results of entrance examinations, he/she shall be entitled to submit an appeal to the appellation commission; such an appeal may concern a violation of the order of holding an entrance examination and/or his/her disagreement with the obtained scores for an entrance examination (Appendices 6 and 7).

52. Examination of an appeal shall not be a repeating of an entrance examination. An appeal examination shall consider only with the compliance with the official order of holding an entrance examination and/or correct assessment of an examinee's entrance examination response.

53. An appeal may be submitted by any of the means specified in Clause 22 of these Rules.

54. An appeal may be submitted the day of declaring the results of that entrance examination or within the next office day.

Any appeal shall be examined not later than the next office day following the day of submitting that appeal.

55. While an appeal is being examined, the entrant (his/her authorized representative) shall be entitled to be present; they must have a document that identifies their personality.

During an appeal examination, the following requirements, depending on categories of entrants with special needs, shall be provided:

a) for the deaf and for the hearing-impaired:

an interpreter into the language of gestures;

b) for the blind and for the visually impaired:

an interpreter into the language of signs comprehensible for them;

c) for the blind-and-deaf:

an interpreter into the language of signs comprehensible for them;

56. After an appeal has been examined, the appeal commission shall issue its decision concerning a changed or a not changed grade for that entrance examination (Appendices 8 and 9).

57. If there are disagreements among members of the appeal commission, they vote, and the decision shall be determined with a majority of votes.

58. The decision of the appeal commission shall be finalized in a protocol and delivered to the appellant (his/her authorized representative) and stores in his/her personal folder. The fact that the appellant (his/her authorized person) is aware of the made decision must be confirmed with his/her personal signature.

VIII. Admissions to Studies

59. Having processed the results of entrance examinations, the organization shall form and publish family names of entrants to be admitted on its official web site and on its information board.

60. It is entrants with a higher score at entrance examinations who shall be admitted to PhD programs.

If the scores are equal, it is an entrant with a higher score for the examination in the special discipline who shall be admitted.

If the gained scores are equal in all the entrance examinations, it is entrants with individual achievements (to be taken into consideration by the Admission Commission as per these Rules) who shall be admitted.

61. Admission to positions within control figures within the general competition shall concern entrants who have presented the original of their diplomas of higher education; admission to positions on self-paid terms after signing contracts of education shall concern those entrants who have agreed to be admitted not later than the end of the office day **August 18, 2014**. This date has been determined by the University as the deadline to present the diploma original or the agreement to be admitted respectively.

62. Entrants included into the list of people recommended for admission and who have not presented their diplomas of higher education within the specified terms or who have withdrawn it, shall not participate in the entrance competition and shall be regarded as people who have rejected their admissions.

63. The number of competition positions in competition lists within control figures within the general competition shall be increased by the number of positions equal to the number of entrants who have not presented their diplomas of higher education, as well as by the number of positions that have remained vacant within the target admission quota.

64. The admission date is **August 21, 2014**.

65. The originals of the documents submitted by an entrant shall be returned to him/her, if he/she has withdrawn those documents (except for the case specified in Point A of Clause 34 of these Rules) or if he/she has not passed through the competition, as per the means to return to submitted documents specified in the withdrawal application or in the admission application, within 20 days after the withdrawal or after the finalizing the competition results respectively.

66. The order (orders) of admission shall be published on the official web site and on the information board of the admission commission; they must be accessible for users within six months since the day of their publishing.

IX. Peculiarities of Target Admissions Arrangement

67. Organizations are entitled to arrange a target admission within the control figures that they have determined.

68. The target admission quota for PhD programs is determined by the Ministry of

Education & Science of the Russian Federation annually.

The target admission quota shall be determined by the founder of the organization:

- a) concerning the organization in general;
- b) with details or without details for each form of studies;
- c) for each PhD program.

69. In case the founder has determined the target admission quota without details for each form of studies, the University shall determine the target admission quota independently.

70. Target admission shall be executed within the determined quota on the base of a contract of target admissions that the University has signed with a citizen, with a federal authority, with a regional authority, with a state (municipal) institution, with an enterprise, with a state corporation or with a legal entity, whose authorized capital has a share of the Russian Federation, of a region of the Russian Federation, or of a Russian municipality.

71. The essential conditions of a contract of target admission are as follows:

a) the organization shall take the obligation to arrange a target admission of a citizen who has signed a target admission contract;

b) an authority or an organization specified in Clause 70 of these Rules shall take the obligation to arrange practical training for the citizen who has signed a target admission contract.

72. The list of entrants to be admitted within the target admission quota shall contain information concerning citizens and organizations (specified in Clause 70 of these Rules) who have signed a target admission contract.

73. The list of entrants who have submitted their applications and the list of entrants to be submitted within the target admission quota shall not contain data related to target admissions and concerning the state security.

74. Admissions of entrants whose training shall be executed for the sake of the state security within the target admission quota shall be finalized with a special order of admissions, which shall not be published on the official web site and on the information board.

X. Peculiarities of Admitting Foreign Citizens & Individuals without Citizenship

75. Foreign citizens and individuals without a citizenship shall be entitled to get a higher education at the expense of budget funding as per international agreements of the Russian Federation, as per federal laws, or as per the quota determined by the Government of the Russian Federation to provide education for foreign citizens and for individuals without a citizenship (hereinafter referred to as the “quota for foreigners’ education”), as well as in accordance with contracts of education to be signed with individuals and legal entities.

76. Admissions to foreign citizens and individuals without a citizenship within the quota for foreigners’ education shall be executed on the base of letters of referral issued by the Ministry of Education & Science of the Russian Federation; it shall be finalized with a special order of the organization.

77. If it is necessary to train at preliminary training departments and sections of federal state organizations of higher education in additional general education programs that train to cover further educational programs in Russian, admission of foreign citizens

and individuals without a citizenship within the quota for foreigners' education shall be executed upon the completion of such training.

78. Foreign citizens and individuals without a citizenship, who are country people residing abroad, shall be entitled to get a higher education on equal terms with citizens of the Russian Federation, provided they comply with requirements stipulated by Clause 17 of the Federal Law #99-FZ "About State Policy of Russian Federation towards Country People Residing Abroad" of May 24, 1999 (hereinafter referred to as "Federal Law #99-FZ").

79. Country people who reside abroad and who participate in the State Program to Assist Country People's Voluntary Resettlement in Russian Federation approved by President of the Russian Federation on June 22, 2006 at #637 (hereinafter referred to as the "State Program"), as well as members of their families, shall be entitled to get a higher education in PhD programs as per the State Program.

80. Admission of foreign citizens to the University on the base of contracts of education shall be executed as per these Rules.

81. Receipt of documents shall be executed within the following terms:

in case of foreign citizens to be admitted within the quota for foreigners' education – within the terms determined by the Ministry of Education & Science of the Russian Federation;

in case of foreign citizens to be admitted on the base of signed contracts of education on self-paid terms – **from June 02 to July 31, 2014.**

82. When a foreign citizen submits his/her application of admission to the University, he/she must present the following documents:

a copy if his/her passport or another document that has been determined by a federal law or that has been acknowledged as per an international agreement of the Russian Federation as a document that indentifies the personality of a foreign citizen in accordance with Clause 10 of Federal Law #115-FZ of July 25, 2002 "About Legal Status of Foreign Citizens in Russian Federation";

the original of a document of education and/or qualifications (hereinafter referred to as the "foreign education/qualification document") (or its notarized copy) in case education witnessed by that document is acknowledged in the Russian Federation at a level not lower than a higher education (a master degree) as per Points 1-3 of Clause 107 of the Federal Law, as well as in case stipulated by the legislation of the Russian Federation, the original of a certificate of acknowledgement of a foreign education/qualification document at a level not lower than a higher education (a master degree) (or its notarized copy).

a notarized translation of a foreign education/qualification document and its appendix (if an appendix is stipulated by the legislation of the country where that document has been issued) into the Russian language;

copies of notarized documents or other proofs that confirm their being related to country people residing abroad, as per Clause 17 of Federal Law #99-FZ "About State Policy of Russian Federation towards Country People Residing Abroad" of May 24, 1999;

a certificate of a participant of the State Program to Assist Country People's Voluntary Resettlement in Russian Federation approved by President of the Russian Federation on June 22, 2006 at #637;

the family name and given name(s) of an entrant specified in the translations of the submitted documents must correspond to the family name and given name(s) of an entrant specified in the entrance visa;

4 photos of an entrant.

83. Admissions of foreign citizens to the University to cover PhD Programs shall be executed on the base of results of entrance examinations (except for admissions of foreign citizens to cover PhD programs within the quota for foreigners' education).

84. Admissions are foreign citizens to cover a PHD program within the quota for foreigners' education shall be executed within the terms specified by the Ministry of Education & Science of the Russian Federation; admissions of foreign citizens to cover a PhD programs on self-paid terms as per a signed contract of education shall be executed on **August 21, 2014**.

Список опубликованных научных работ, изобретений и отчетов по научно-исследовательской деятельности по избранному направлению

(Ф.И.О. полностью)

№ п/п	Наименование работы, её вид	Форма работы	Выходные данные	Объем в печатных листах	Соавторы, соисполнители
1	2	3	4	5	6
1					
2					
3					
4					
...					

Соискатель

_____ / _____ /
Подпись Ф.И.О.

ПРИМЕЧАНИЯ:

1. В графе 2 приводится полное наименование работы с уточнением в скобках вида публикации: монография, статья, тезисы, отчеты по НИР, прошедшие депонирование, учебник, учебное пособие, руководство, учебно-методическая разработка и другие. При необходимости указывается, на каком языке опубликована работа.

2. В графе 3 указывается соответствующая форма объективного существования работы: печатная, рукописная, аудиовизуальная, компьютерная и др. Дипломы и авторские свидетельства, патенты, лицензии, информационные карты, алгоритмы, проекты не характеризуются (делается прочерк).

3. В графе 4 конкретизируются место и время публикации (издательство, номер или серия периодического издания, год); дается характеристика сборников (межвузовский, тематический, внутривузовский и пр.), место и год их издания; указывается тематика, категория, место и год проведения научных и методических конференций, симпозиумов, семинаров и съездов, в материалах которых содержатся тезисы доклада (выступления, сообщения): международные, всероссийские, региональные, отраслевые_____, межотраслевые, краевые, областные, межвузовские, вузовские (научно-педагогического состава, молодых специалистов, студентов и т. д.); место депонирования рукописей (организация), номер государственной регистрации, год депонирования, издание, где аннотирована депонированная работа; номер диплома на открытие, авторского свидетельства на изобретение, свидетельства на промышленный образец, дата их выдачи; номер патента и дата выдачи, номер регистрации и дата оформления лицензий, информационных карт, алгоритмов, проектов. Все данные приводятся в соответствии с правилами библиографического описания литературы.

4. В графе 5 указывается количество печатных листов (п. л.) или страниц (с.) публикаций (дробью: в числителе - общий объем, а знаменателе - объем, принадлежащий соискателю).

5. В графе 6 перечисляются фамилии и инициалы соавторов в порядке их участия в работе.

Перечень документов, свидетельствующих об индивидуальных достижениях поступающих на обучение по программам подготовки научно-педагогических кадров в аспирантуре в 2014 году

(Поступающие на обучение вправе представить документы, свидетельствующие об индивидуальных достижениях, результаты которых учитываются при приеме на обучение в соответствии с правилами приема, утвержденными организацией самостоятельно. Порядок учета индивидуальных достижений поступающих устанавливается правилами приема, утвержденными организацией самостоятельно).

Поступающие вправе представить свои индивидуальные достижения (удостоверение о сдаче кандидатских экзаменов; титульный лист издания и первая страница опубликованных научных работ по избранному научному направлению; документы, подтверждающие участие в грантовых программах и хоздоговорных работах по избранному научному направлению; документы, подтверждающие наличие интеллектуальной собственности по избранному научному направлению), которые учитываются при приеме на обучение по программам подготовки научно-педагогических кадров в аспирантуре.

Индивидуальные достижения учитываются Приемной комиссией при равном количестве набранных баллов по всем вступительным испытаниям.

Приемной комиссией учитываются документы, свидетельствующие об индивидуальных достижениях, достигнутых в течение последних 5 лет.

Экзаменационный лист

Дисциплина _____

Дата экзамена _____

Ф.И.О. экзаменуемого _____

Личное дело _____

Начало экзамена _____ Окончание экзамена _____

Экзаменаторы _____

Вопросы _____

Подпись председателя комиссии _____ Подпись экзаменуемого _____

Основное содержание ответа

Подпись экзаменуемого _____

Количество баллов _____ / _____
цифрами прописью

Подписи экзаменаторов _____ / _____
подпись фамилия, имя, отчество
_____ / _____
подпись фамилия, имя, отчество

_____ / _____
подпись фамилия, имя, отчество

МИНОБРНАУКИ РОССИИ

Федеральное государственное бюджетное образовательное
учреждение высшего профессионального образования
«Астраханский государственный университет»
(Астраханский государственный университет)

УТВЕРЖДАЮ
Председатель экзаменационной
комиссии _____ (Ф.И.О.)
подпись

ПРОТОКОЛ № _____

приема вступительного испытания по направлению подготовки
_____ от «__» _____ 2014 г.

Состав комиссии: председатель (с указанием ученой степени, ученого звания, должности): _____

Члены комиссии (с указанием ученой степени, ученого звания, должности):

Утверждён приказом ректора Астраханского государственного университета
№ _____ от _____ 2014 года

СЛУШАЛИ:

Приём вступительного
испытания _____
наименование профиля подготовки
от _____
Ф.И.О. поступающего

На экзамене были заданы следующие вопросы:

Реферат: _____

ПОСТАНОВИЛИ:

Считать, что _____
Ф.И.О. поступающего
сдал (а) экзамен с оценкой _____
(оценивается по пятибалльной системе)

Члены экзаменационной комиссии

(с указанием ученой степени и ученого звания) _____

ФГБОУ ВПО «Астраханский государственный университет»
Приемная комиссия

АКТ
удаления абитуриента из аудитории
во время проведения вступительного испытания

Дата _____

Направление подготовки _____

Предмет _____

Аудитория _____

Экзаменаторы _____

Настоящий акт составлен в том, что абитуриент _____

личное дело № _____

билет № _____ был удален со вступительного

испытания по _____ в __. __ ч., так как

Подписи экзаменаторов: _____ / _____ /

_____ / _____ /

_____ / _____ /

С актом ознакомлен: _____ / _____ /

подпись абитуриента

Председателю
апелляционной комиссии Астраханского
государственного университета
абитуриента _____

(фамилии, имя, отчество (полностью))

личное дело № _____

АПЕЛЛЯЦИОННОЕ ЗАЯВЛЕНИЕ

о нарушении процедуры проведения вступительного испытания

Прошу рассмотреть апелляцию о нарушении установленного порядка
проведения вступительного испытания по _____

ауд. _____, дата экзамена _____.

Содержание претензии: _____

подпись абитуриента

дата

ПРОТОКОЛ

решения предметной апелляционной комиссии о нарушении процедуры
проведения вступительного испытания

от _____ 20 ____ года № _____

Апелляционная комиссия, рассмотрев обстоятельства, изложенные в
апелляционном заявлении абитуриента _____

(фамилии, имя, отчество (полностью))

(личное дело № _____), считает, что изложенные факты _____

(были выявлены, не выявлены)

Влияние указанных фактов на результаты вступительного испытания _____

(значимо, незначимо)

Апелляционная комиссия приняла решение _____
(удовлетворить апелляцию с аннулированием

результата вступительного испытания и разрешить передачу вступительного испытания, отклонить апелляцию)

Председатель предметной апелляционной
комиссии

_____ (_____)
подпись фамилия, инициалы

Члены предметной
апелляционной комиссии:

_____ (_____)
подпись фамилия, инициалы

_____ (_____)
подпись фамилия, инициалы

_____ (_____)
подпись фамилия, инициалы

С решением комиссии ознакомлен(-а)

(_____)
подпись абитуриента

дата

ПРОТОКОЛ

решения предметной апелляционной комиссии по дисциплине

от 20 года №

Предметная апелляционная комиссия, рассмотрев апелляционное заявление абитуриента

(фамилии, имя, отчество (полностью))

(личное дело №), приняла решение

(единогласно, большинством

голосов)

(оставить оценку без изменений, изменить оценку до ... баллов)

Председатель предметной
апелляционной комиссии

подпись (фамилия, инициалы)

Члены предметной
апелляционной комиссии:

(фамилия, инициалы)

подпись (фамилия, инициалы)

подпись (фамилия, инициалы)

С решением комиссии ознакомлен(-а)

()

подпись абитуриента

дата