

## **APPROVED**

Acting Rector \_\_\_\_\_ A.P. Lunyov

November 16, 2015

### **RULES of Admission to Educational Programs of Higher Education (Research Pedagogical Staff Training Programs) at PhD Courses of Astrakhan State University in 2016**

#### **I. General Clauses**

1. These Rules of Admission to Educational Programs of Higher Education (Research Pedagogical Staff Training Programs) at PhD Courses (hereinafter referred to as the “Rules”) regulate admission of citizens of the Russian Federation, foreign citizens, and people without a citizenship (hereinafter referred to as “entrants”) to study at Astrakhan State University by covering educational programs of higher education – programs aimed to train research pedagogical staff at PhD courses (hereinafter referred to as the “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 health needs.

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

3. These Rules 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. Admission to PhD programs shall be performed to positions on budget-funded terms within control figures of admitting entrants at the expense of budget fundings of the federal budget (hereinafter referred to as the “control figures”, “budget fundings”), as well as to positions on paid terms after concluding a contract of education to be signed at the admission stage to cover educational costs at the expense of a legal entity and/or an individual (hereinafter referred to as the “contract of education”).

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

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

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

The terms of admission must guarantee that rights of those entrants who are the most capable of covering a PhD program for enrolment shall be observed.

7. The University shall execute submission, processing, and provision of entrants’ personal data obtained owing to admitting them to its PhD programs in accordance with the requirements determined by 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 execute admissions separately for each of the terms of studies: separately for full-time and distance forms of studies;

separately to positions within the control figures and to positions on 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 Entrants' Admission

10. Arrangement of entrants' admission to PhD programs shall be executed by the University Admission Commission (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 by its Statute approved by Rector of the University.

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

Authorities and the order of activities performed by those examination and appellation commissions shall be determined by their Statutes approved by Chairperson of the Admission Commission.

The commission to consider appeals related to violation of procedures of an entrance examination shall be established with Executive Secretary of the Admission Commission acting as its Chairperson. It shall include Chief of the Unit of PhD Courses and a representative of top management of the corresponding Institute or Department.

The commission to consider appeals related to results of an entrance examination shall be established with Executive Secretary of the Admission Commission acting as its Chairperson. It shall include Chief of the Unit of PhD Courses and one or two specialists in the field of that entrance examination (provided they are not members of the examination 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 activities to be performed by the Admission Commission, objective assessment of entrants' abilities, and accessibility to management of the Admission Commission shall be guaranteed.

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 state information systems, to federal, regional, and municipal authorities, as well as to other organizations.

## III. Arrangement of Providing Information for 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 its educational programs, with its other documents that regulate arrangement and performance of educational activities concerning PhD programs, with students' rights and duties. It is also obliged to provide information concerning the arranged entrance competition and its results, including information on the official web site of the University [www.asu.edu.ru](http://www.asu.edu.ru) in the Internet (hereinafter referred to as the "official web site").

16. The Admission Commission shall publish the following information on the official web site and on its information board before it commences to receive entrants' documents:

16.1. Not later than March 31, 2016:

the list of specializations of available PhD programs in accordance with the License to perform educational activities;

the Rules of Admission to PhD programs;

programs of entrance examinations;  
information indicating forms of entrance examinations;  
information indicating forms of entrance examinations for foreign citizens;  
peculiarities of entrance examinations for people with special health needs;  
information indicating available hostels and the number of hostel seats for entrants coming from areas other than the city of Astrakhan;

16.2. Not later than June 01, 2016:

control figures of admission for each PhD program, including control figures for each form of education in particular;

the number of positions (if available) for each specialization of PhD programs on paid terms after signing contracts of education;

a specimen of a contract of education on paid terms;

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

information indicating the time and the place of entrance examinations and preliminary consultations;

the deadlines for an entrant to present the original of their document of higher education (a master or a specialist diploma) during admission within control figures; the deadlines for an entrant to present their official consent to be enrolled during admission to study on 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 – 2016” on the official web site [www.asu.edu.ru](http://www.asu.edu.ru) to respond to queries related to entrants’ admission to PhD programs.

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

#### IV. Receipt of Entrants’ Documents

19. Temporal terms of receiving entrants’ documents to be admitted to PhD programs in 2016 are as follows: **June 01 – July 29, 2016.**

20. To be admitted to a PhD program, an entrant must submit their application of admission enclosing the necessary documents to it (hereinafter referred to as the “package of admission documents”).

21. A person whom an entrant has granted the corresponding authorities (hereinafter referred to as the “authorized person”) may submit documents to the University that are necessary for admission, withdraw such documents, and perform other actions that do not require an entrant’s personal presence, provided an authorized representative has presented a warrant prepared as per the official procedure (i.e. notarized), which indicates the authorities that an entrant grants to their 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 their 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 their authorized representative, an entrant or their authorized representative shall be given a receipt indicating that the University has received their 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 29, 2016**).

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

26. An entrant must indicate the following obligatory data in their application of admission:

- 1) their family name and their given name(s);
- 2) date of their birth;
- 3) their citizenship (or absence of a citizenship);
- 4) data related to their personality identification documents, including data indicating which legal authority and when issued that document;
- 5) data on their previous education, as well as on their document of education and/or the qualification that confirms it;
- 6) the PhD specialization that they are planning to cover, indicating the form of their studies and the terms of their studies (within the control figures or on paid terms by signing a contract of education);
- 7) whether they have any published papers, inventions, or reports related to their research activities;
- 8) information indicating whether it is necessary to provide them with special conditions during their entrance examinations owing to their special health needs;
- 9) information indicating whether they have any individual achievements (if there are any, information specifying them must be provided);
- 10) information indicating whether an entrant needs a hostel during their studies;
- 11) their mail address and/or their electronic address (at their choice);
- 12) information specifying how the University returns them their documents in case they do not pass entrance examinations or fail to deliver the original of their documents.

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

- a) an entrant's personality and citizenship identification document;
- b) the original or a copy of their master or specialist diploma;
- c) the list of their published research papers, inventions, and reports related to their research activities (See Appendix 1). Any entrant, who has no 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) (See Appendix 2);
- e) in case special conditions for entrance examinations must be provided – a document that confirms special health needs and requires provision of such conditions;
- f) for entrants with the 1<sup>st</sup> or the 2<sup>nd</sup> 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 to cover a PhD program;
- g) two photos of an entrant.

28. Entrants may present either originals, or copies of the documents specified in Points A – F of Clause 27 of these Rules at their own option. Copies of the specified documents do not have to be certified. If a personality or a citizenship identifying document, or a military ID has been presented in its original, such an original must be presented by its holder personally.

If an application of admission has been submitted to one organization, an entrant must present the original or a copy of their master or specialist diploma. If an entrant applies to several organizations simultaneously, they must present a copy of their master or specialist diploma to each of those organizations.

An entrant must present the original of their master or specialist diploma in case they apply 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 State Accreditation of the organization and its appendices, or that they are aware that there is no copy of such a Certificate. This awareness must be confirmed with an entrant's or their authorized representative's personal signature (if an entrant has properly authorized someone to represent their interests).

30. The signature of an entrant or their 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 receiving the results of their entrance examinations, of the deadline to present the original of their master or specialist diploma in case of being enrolled within the control figures, of the deadline to present their official consent to be enrolled to positions on paid terms after signing a contract of education;

3) that an entrant agrees to have their personal data processed;

4) that an entrant is aware that they are responsible for credibility of information that they have specified in their application of admission, as well as for authenticity of the documents that they have presented.

31. After the specified documents have been submitted, an entrant's personal file shall be formed. This personal file 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 that entrant's authorized representatives.

32. Should an entrant present/submit 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 return those documents to that entrant.

33. An entrant shall be entitled to withdraw their presented/submitted documents by submitting a withdrawal application that indicates by which of the means specified in Clause 22 of these Rules their documents should be returned to them (submission to the entrant personally, or to their 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 necessity to submit those documents personally to the entrant or to their authorized representative, the package of those documents shall be submitted to that very 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 necessity to submit the documents via a general mail operator, only the 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 paid terms after 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 specialization (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 state educational standards of higher education related to master or specialist programs.

39. Entrance examinations shall be taken in an oral form (as an interview for an entrant to respond to 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 sheets that shall be stored in that entrant’s personal file for at least one year (See Appendix 3).

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

41. The results of an entrance examination shall be finalized with a protocol that 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 file (See Appendix 4), after they have been approved by Chairperson of the Examination Commission.

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 retaken. The taken entrance examinations shall be valid within one calendar year.

44. Entrants who have not come to take an entrance examination for a valid reason (their disease or another circumstance that is confirmed with an official document) 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 (See Appendix 5). If an entrant has been removed from their examination site, they shall be returned the documents submitted that they submitted to the Admission Commission.

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

## VI. Peculiarities of Taking Entrance Examinations by Entrants with Special Health Needs

47. Entrants with special health needs shall take entrance examinations in accordance with the procedure 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”).

48. When entrance examinations are taken, the following requirements shall be observed:  
entrance examinations shall be taken in a separate room in a written or an oral form; the number of examinees shall not exceed six persons per room;

a larger number of entrants with special health needs shall be acceptable, as well as entrance examinations to be taken by entrants with special health needs together with entrants without special health needs, but only provided it does not cause any difficulties for entrants with special health needs;

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

it is possible that an assistant who helps an entrant with special health needs considering with their 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 indicating the procedure of taking entrance examinations in a form that is comprehensible for them;

considering with their individual peculiarities, examinees with special health needs may apply 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 shall be observed, depending on categories of entrants with special health needs:

a) for the blind:

assignments to be completed at an entrance examination, as well as an instruction indicating the procedure 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 indicating the procedure of taking an entrance examination, shall be provided 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 their admission applications that must indicate the necessity to provide the corresponding special conditions.

## VII. General Rules of Appeals Submission & Examination

51. After an entrant has been aware of the decision of an examination commission indicating their results of entrance examinations, they shall be entitled to submit an appeal to the

appellation commission; such an appeal may concern a violation of the procedure of an entrance examination and/or their disagreement with the obtained grades for an entrance examination (See Appendices 6 and 7).

52. Examination of an appeal shall not be a retaking of an entrance examination. An appeal examination shall consider only with the compliance with the official procedure of an entrance examination and/or the 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 must be submitted the day of official declaration of 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 when that appeal was submitted.

55. While an appeal is being examined, the entrant (or their authorized representative) shall be entitled to be present; they must have their personality identification document.

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

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

an interpreter from/into the language of gestures;

b) for the blind and for the visually-impaired:

an interpreter from/into the language of signs comprehensible for them;

c) for the blind-and-deaf:

an interpreter from/into the language of signs comprehensible for them;

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

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

58. The decision of the appellation commission shall be finalized by a protocol and delivered to the entrant (or to their authorized representative) and stored in that entrant's personal file. The fact that the entrant (or their authorized person) has been aware of the decision made by the appellation commission must be confirmed with their personal signature.

## VIII. Enrolment to Studies

59. Having processed the results of entrance examinations, the organization shall form and publish lists containing family names of entrants eligible for enrolment on its official web site and on its information board.

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

If the grades are equal, it is entrants with a higher grade obtained at the entrance examination in the special discipline who shall be enrolled.

If the obtained grades 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 enrolled.

61. Enrolment to positions within the control figures within the general competition shall be applicable towards entrants who have presented the original of their master or specialist diplomas, as well as enrolment to positions on paid terms after signing contracts of education shall be applicable towards those entrants who have agreed to be enrolled, not later than the end of the office day **August 16, 2016**. This date has been determined by the University as the



deadline to present the original of the master or specialist diploma or the agreement to be enrolled respectively.

62. Entrants, who have been included into the list of people recommended for enrolment and who have not presented the original of their master or specialist diplomas within the specified temporal terms (or who have withdrawn that original), shall not participate in the entrance competition; they shall be regarded as people who have rejected their enrolment.

63. The number of competition positions in competition lists within the 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 master or specialist diplomas, as well as by the number of positions that have remained vacant within the target admission quota.

64. The enrolment date is **August 18, 2016**.

65. The originals of the documents submitted by an entrant shall be returned to them, once they have withdrawn those documents (except for the case specified in Point A of Clause 34 of these Rules) or if they have not passed the entrance competition, as per the means to return the submitted documents specified in their withdrawal application or in their admission application, within 20 office days after the withdrawal or after the finalizing the entrance competition results respectively.

66. The order (orders) of enrolment 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 publication.

#### 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 in particular.

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

70. Target admission shall be executed within the determined quota on the base of a contract of target admission that the University has signed 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, which has signed the corresponding contract with a citizen and 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 assume 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 assume 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 admitted within the target admission quota shall not contain data related to target admissions and

concerning the national security.

74. Admission of entrants whose training shall be executed for the purposes of the national security within the target admission quota shall be finalized with a special order (orders) of admission, 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 fundings 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 by individuals and/or legal entities.

76. Enrolment of 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 (orders) of the organization.

77. If it is necessary to cover a training program at preliminary training departments and sections of federal state institutions of higher education in additional general education programs that prepare trainees to cover their further educational programs in the Russian language, enrolment of foreign citizens and individuals without a citizenship within the quota for foreigners’ education shall be executed upon their completion of such training programs.

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 on paid terms shall be executed as per these Rules.

81. Receipt of documents shall be executed within the following temporal terms:  
concerning 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;  
concerning foreign citizens to be admitted on the base of signed contracts of education on paid terms – **from June 01 to July 29, 2016.**

82. When a foreign citizen submits their application of admission (in the Russian language) to the University, they must submit the following documents:

a copy of their 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 identifies 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 their document of education and/or qualifications (hereinafter referred to as the “foreign education/qualification document”) (or its notarized copy) – in case education certified by that document is acknowledged in the Russian Federation at a level not lower than a

higher education (a specialist or a master degree) as per Points 1-3 of Clause 107 of the Federal Law or in case stipulated by the legislation of the Russian Federation, the original of a certificate of acknowledgement of their foreign education/qualification document at a level not lower than a higher education (a specialist or a master degree) (or its notarized copy);

a notarized translation of their foreign education/qualification document and its appendix (if an appendix is stipulated by the legislation of the country where that document was 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 Russian translations of their submitted documents must correspond to the family name and given name(s) of an entrant indicated in their Russian entrance visa;

4 photos of an entrant.

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

84. Enrolment of 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; admission of foreign citizens to cover a PhD program on paid terms as per a signed contract of education shall be executed on **August 18, 2016**.

Executive Secretary of Admission Commission

L.V. Tovarnichenko

Chief of Unit of PhD Courses

T.V. Dakhina

Appendix 1 (Official Document to Be Completed Only in Russian)

**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 2016 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 хозяйственных 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.

Appendix 3 (Official Document to Be Completed Only in Russian)

**Лист собеседования**

Ф.И.О. экзаменуемого \_\_\_\_\_

Дата экзамена \_\_\_\_\_

Код и наименование направления подготовки \_\_\_\_\_

Направленность (профиль) \_\_\_\_\_

Дисциплина \_\_\_\_\_

Личное дело \_\_\_\_\_

Начало экзамена \_\_\_\_\_ Окончание экзамена \_\_\_\_\_

Экзаменаторы \_\_\_\_\_

Вопросы \_\_\_\_\_

Подпись председателя комиссии \_\_\_\_\_ Подпись экзаменуемого \_\_\_\_\_

Основное содержание ответа

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Appendix 4 (Official Document to Be Completed Only in Russian)  
**МИНОБРНАУКИ РОССИИ**

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

УТВЕРЖДАЮ  
Председатель приемной комиссии  
\_\_\_\_\_ А.П. Лунев  
подпись

**ПРОТОКОЛ № \_\_\_\_\_**

приема вступительного испытания по направлению подготовки  
\_\_\_\_\_ от «\_\_\_» \_\_\_\_\_ 2016 г.

(код и наименование направления подготовки)

направленность (профиль) \_\_\_\_\_

**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 \_\_\_\_\_ 2016 года

Приём вступительного  
испытания \_\_\_\_\_

(наименование дисциплины)

от \_\_\_\_\_

(Ф.И.О. поступающего)

На экзамене были заданы следующие вопросы:

Реферат:

**Оценка уровня знаний поступающего**

Считать, что \_\_\_\_\_

Ф.И.О. поступающего

сдал (а) экзамен с оценкой \_\_\_\_\_

(оценивается по пятибалльной системе)

**Председатель экзаменационной комиссии** \_\_\_\_\_

(с указанием ученой степени и ученого звания)

**Члены экзаменационной комиссии**

(с указанием ученой степени и ученого звания) \_\_\_\_\_



Appendix 5 (Official Document to Be Completed Only in Russian)

ФГБОУ ВО  
«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 абитуриент

Appendix 6 (Official Document to Be Completed Only in Russian)

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: \_\_\_\_\_

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\_\_\_\_\_ подпись абитуриента

\_\_\_\_\_ дата

Appendix 7 (Official Document to Be Completed Only in Russian)

Председателю  
апелляционной комиссии Астраханского  
государственного университета  
абитуриента \_\_\_\_\_

(фамилии, имя, отчество (полностью))

\_\_\_\_\_

личное дело № \_\_\_\_\_

**АПЕЛЛЯЦИОННОЕ ЗАЯВЛЕНИЕ**

по результатам вступительного испытания, проводимого вузом  
самостоятельно

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*подпись абитуриента*

\_\_\_\_\_

*дата*

Appendix 8 (Official Document to Be Completed Only in Russian)

**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 пересдачу 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 фамилия, инициалы

\_\_\_\_\_  
дата

Appendix 9 (Official Document to Be Completed Only in Russian)

**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

\_\_\_\_\_/\_\_\_\_\_  
Подпись фамилия, инициалы

\_\_\_\_\_/\_\_\_\_\_  
Подпись фамилия, инициалы

\_\_\_\_\_/\_\_\_\_\_  
Подпись фамилия, инициалы

С решением комиссии ознакомлен (-а)

\_\_\_\_\_/\_\_\_\_\_  
Подпись абитуриента фамилия, инициалы

\_\_\_\_\_  
дата