



Federal State Budgetary Educational Institution of Higher Education
«SAMARA STATE MEDICAL UNIVERSITY»
of the Ministry of Health of the Russian Federation

Adopted by the decision of the Academic Council of
Samara State Medical University

Protocol No. 2
Date: 27 September, 2019

Approved
The rector of Samara State Medical University
Professor of RAS

Date: 30 September, 2019
A.V. Kolsanov



**THE ADMISSION RULES
TO TRAINING ON EDUCATIONAL PROGRAMS OF HIGHER EDUCATION-
PROGRAMS SCIENTIFIC AND PEDAGOGICAL PERSONNEL TRAINING IN
POSTGRADUATE STUDY
for the 2020/2021 academic year**

Supplement No. 1
to the order of the rector
of Samara state Medical University
No. 48-n (30th September, 2019)

I. General terms

1. Federal State Budgetary Educational Institution of Higher Education "Samara State Medical University" of the Ministry of Health of the Russian Federation (further - SamSMU) carries out scientific and scientific-pedagogical personnel training in postgraduate study. The rules of admission to higher education educational programs-programs of scientific and pedagogical personnel training in postgraduate studies at SamSMU (hereinafter - the Rules) are developed in accordance with the legislative and regulatory documents in the field of education of the Russian Federation: Federal Law of 29.12.2012 № 273-FL "On Education in the Russian Federation, by The Order of the Ministry of Education and Science of the Russian Federation of 12.09.2013 No. 1061 "About the Approval of the Lists of Specialties and Directions of the Higher Education Training», The Order of the Ministry of Education and Science of the Russian Federation of 30.03.2016 No. 331 "About the Modifications in The Order of the Reception on Training on Educational Programs of Higher Education-Programs Scientific and Pedagogical Personnel Training in Postgraduate Study", approved by the Ministry of Education of the Russian Federation of 26.03.2014 No. 233", The Order of the Ministry of Education and Science of the Russian Federation of 12.01.2017 No.13 "About the Approval of The Order of the Reception on Training on Educational Programs of Higher Education-Programs Scientific and Pedagogical Personnel Training in Postgraduate Study", The Order of the Ministry of Education and Science of the Russian Federation of 11.01.2018 No.23 About the Modifications in The Order of the Reception on Training on Educational Programs of Higher Education-Programs Scientific and Pedagogical Personnel Training in Postgraduate Study", approved by the Ministry of Education of the Russian Federation of 17.01.2017 No.13; by the Charter of Federal State Budgetary Educational Institution of Higher Education "Samara State Medical University" of the Ministry of Health of the Russian Federation

2. The present Rules of Admission to Higher Education Educational Programs-Programs of Scientific and Pedagogical Personnel Training in Postgraduate Studies at SamSMU (hereinafter - the Rules) regulate the reception of citizens of the Russian Federation (further - citizens, persons, entrants), foreign citizens and persons without citizenship for training in organizations engaged in educational activities on educational programs-programs of scientific and pedagogical personnel training in postgraduate studies (further - programs of scientific and pedagogical personnel training in postgraduate study), define the list of entrance tests for admission to training, as well as the features of the entrance tests for citizens with disabilities.

3. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation announces admission to the programs of scientific and pedagogical personnel training in postgraduate study in accordance with the license for the implementation of educational activities on the relevant educational programs (The License for the Implementation of Educational Activities No. 2335 of 12.08.2016).

4. To cope with the programs of scientific and pedagogical personnel training in postgraduate study are allowed persons with education not lower than higher (specialty or master's degree) (*Part 4, Article 69 of the Federal Law No. 273-FL*).

The applicant submits a document on education and qualification certifying education of the appropriate level (hereinafter - the document of the established sample):

- document on education and qualifications established by the Federal Executive Authority responsible for drafting state policy and legal regulation in the sphere of education, or the Federal Executive Authority responsible for drafting state policy and legal regulation in the field of healthcare, or the Federal Executive Authority responsible for drafting state policy and legal regulation in the sphere of culture, of the sample (*see Part 4, Article 6 of the Federal law No. 273-FL*);

- the document of the state sample about the level of education and about qualification received till the 1st of January, 2014;

- the document on education and qualification of the sample established by the Federal State Budgetary Educational Institution of Higher Professional Education "Lomonosov Moscow State University" (further – Lomonosov Moscow State University) and Federal State Budgetary Educational Institution of Higher Professional Education "Saint Petersburg State University" (further – Saint Petersburg State University) or the document on education and about qualification of the sample established by the decision of collegial body of management of the educational organization if the specified document is issued to the person who has successfully passed the state final certification (*see Part 5, Article 60 of the Federal Law No.273-FL, Part 5, Article 4 of the Federal Law of 10.11.2008 No.259-FL "About Lomonosov Moscow State University and Saint Petersburg State University" Legislative Acts of the Russian Federation, 2009, No. 465, Art. 5418; 2013, No, 19, Art. 2311; No. 27, Art. 3477; 2015, No. 10, Art. 1422*);

- document on education and qualification issued by a private organization engaged in educational activities on the territory of the innovation center "Skolkovo" or provided by Part 3, Article 21 of the Federal Law of 29.07.2017 No. 216-FL "About Innovative Research Centers and on Amendments to Certain Legislative Acts of the Russian Federation (*Legislative Acts of the Russian Federation, 2017, No. 31, Art. 4765*) by the organizations carrying out educational activity in the territory of the innovative scientific and technological center" (*Parts 2 and 9, Article 17, the Federal Law of 28.09.2010 No.244-FL "About the Innovative Center "Skolkovo" (Legislative Acts of the Russian Federation, 2010, No. 40, Art. 4970; No. 52, Art. 7000; 2011, No. 29, Art. 4291, Art. 4300; No. 49, Art. 7017; 2012, No. 26, Art. 3446; No. 29, Art. 3980; 2013, No. 27, Art. 3477; No. 52, Art. 7005; 2015, No. 1, Art. 52; No. 21, Art. 2987; No. 27, Art. 3951; 2016, No. 27, Art. 4183; 2017, No. 1, Art. 8); Part 10, Article 21, the Federal Law of 29.07.2017 No.216-FL "About Innovative Research Centers and on Amendments to Certain Legislative Acts of the Russian Federation (*Legislative Acts of the Russian Federation, 2017, No. 31, Art. 4765*);*

- document (s) of a foreign state on education and qualification, if the education specified therein is recognized in the Russian Federation at the level of the relevant higher education (not lower than the specialty or master's degree) (hereinafter – the document of a foreign state on education).

To cope with the postgraduate program in the field of the training 31.06.01 – Clinical Medicine are allowed persons with a certificate of a medical specialist.

5. The admission to programs of scientific and pedagogical personnel training in postgraduate study is carried out on the principles of equal admission conditions for all applicants and is carried out on a competitive basis. The admission to training is carried out in the first year of studies.

FSBEI HE SamSMU of the Ministry of Health of the Russian Federation guarantees the observance of the right to enrollment of the most capable and prepared persons to cope with programs of scientific and pedagogical personnel training in postgraduate study.

6. The admission to the training is carried out within the control figures of admission of citizens to training at the expense of budget allocations of the federal budget, budgets of subjects of the Russian Federation, local budgets (further, respectively – control figures, budget appropriation) and under the agreements on education concluded at admission to training at the expense of individuals and (or) legal entities (further - contracts for the provision of paid educational services).

7. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation provides transfer, processing and provision of received personal data in connection with the admission of citizens for programs of scientific and pedagogical personnel training in postgraduate study in accordance with the requirements of the legislation of the Russian Federation in the field of personal data.

8. The admission for programs of scientific and pedagogical personnel training in postgraduate study is carried out according to the results of entrance tests conducted in SamSMU.

9. The admission for the places of contracts for the provision of paid educational services is carried out under conditions specified by local regulations of FSBEI HE SamSMU of the Ministry of Health of the Russian Federation in accordance with the legislation of the Russian Federation.

10. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation is conducting the admission separately for each set of admission conditions:

- separately for intramural and extramural forms of training;
- separately for postgraduate programs depending on their orientation (speciality): for each postgraduate program within the field of training;
- separately within the control figures and under contracts for the provision of paid educational services;
- separately for places within the target quota and places within the control figures minus the target quota (hereinafter-the main places within the control figures).

11. The admission for the training is carried out on the application for the

admission, which is served by the applicants with the necessary documents (further respectively – the statement, documents; – the documents, necessary for the admission). The applicant may give authority for the implementation of actions in respect of which the rules established that they are performed by the applicant, and that don't require the personal presence of the applicant (including to submit to SamSMU documents required for the admission, to withdraw these documents) to the authorized representative. The authorized representative carries out the specified actions at presentation of the power of attorney issued by the applicant and executed in accordance with the procedure established by the legislation of the Russian Federation for the implementation of the relevant actions. The applicant (the authorized representative) presents the original identity document at the visit of FSBEI HE SamSMU of the Ministry of Health of the Russian Federation and (or) the face-to-face interaction with the officials of the organization.

12. The organization of the admission of citizens on programs of scientific and pedagogical personnel training in postgraduate study is carried out by the admission committee of the organization (further - the admission committee). The chairman of the admission committee is the rector of FSBEI HE SamSMU of the Ministry of Health of the Russian Federation.

The composition, powers and procedure of the admission committee are regulated by the regulations on it, approved by the rector of FSBEI HE SamSMU of the Ministry of Health of the Russian Federation.

13. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation creates in the order determined by it the examination and appeal commissions for the entrance tests conducting.

The powers and procedure of the admission committee are determined by the regulations on it, approved by the organization.

The powers and procedure of the examination and appeal commissions are determined by the provisions on them, approved by the chairman of the admission committee.

14. The observance of the rights of citizens to education established by the legislation of the Russian Federation is guaranteed in applying for training under the programs of scientific and pedagogical personnel training in postgraduate study.

15. The admission committee is obliged to monitor the data reliability submitted by the applicants. For the purpose of submitted by the applicant the data reliability the admission committee has the rights to address in the corresponding state information systems, the state (municipal) bodies and other organizations.

II. Organization of information for the applicants

16. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation introduces the applicants with its Charter, The License for the Implementation of Educational Activities, The Certificate of State Accreditation, educational programs

and other documents regulating the organization and implementation of educational activities for the programs of scientific and pedagogical personnel training in postgraduate study, the rights and obligations of the students, as well as provides the information about the competition and the results of its conduct, including on the official website of the organization in the information and telecommunications network " Internet" (the official website - www.samsmu.ru) and on the information stand of the admission committee (Chapayevskaya str.89, the 5th floor, the room 513) (*Part 2, Article 55 of the Federal Law No.273-FL*).

17. The admission committee on the official website and on its information stand (Chapayevskaya str.89, the room 513) before the start of receiving documents, places the following information:

17.1. Not later than the 1st of October of the year preceding the admission:

- The List of the Fields of Training for which FSBEI HE SamSMU of the Ministry of Health of the Russian Federation announces the admission for programs of scientific and pedagogical personnel training in postgraduate study in accordance with The License for the Implementation of Educational Activities;
- The Admission Rules, approved by FSBEI HE SamSMU of the Ministry of Health of the Russian Federation;
- the information about the start and end dates of the acceptance of the documents required for the admission, the timing of the entrance tests;
- The Admission Conditions, specified in Paragraph 8 of the Rules;
- the number of places for the admission to training under the different conditions of admission (within the control figures-without the allocation of the target quota);
- the list of the entrance examinations and its priority in ranking the lists of the applicants;
- the grading scale and minimum number of points confirming successful completion of the entrance test (for each entrance test);
- the information on the forms of the entrance examinations;
- the programs of the entrance examinations;
- the information about the language (s) in which the entrance test is taken (for each entrance test);
- the information of the accounting methods for the individual achievements of the applicants;
- the information on the possibility of submitting the documents required for the admission in electronic form;
- the information about the features of the entrance tests for the applicants with disabilities;
- the information about the possibility of remote delivery of the entrance tests (if the organization provides the entrance tests remotely);
- the rules of submission and consideration of the appeals based on the results of the entrance examinations;

- the sample of the contract for the provision of paid educational services;
- the information about the places for acceptance of the documents required for the admission;
- the information of the corresponding addresses for sending the documents required for the admission, of the electronic addresses for sending the documents required for the admission in electronic form (if such an opportunity is provided by the admission rules approved by the organization);
- the information about the availability of the dormitory (ies);

17.2. Not later than the 1st of June:

- the number of the places for the admission to training within the control figures for the different admission conditions specified in Paragraph 10 of the Rules, with the allocation of the target quota;
- the information about the enrolment period (about the terms of the placement of the lists of applicants on the official site and on the information stand, the completion of admission of the original document of the established sample or the consent to enrollment according to the Point 68 of the Rules (further-completion of acceptance of the document of the established sample), editions of the order (orders) about matriculation);
- the information on the number of places in dormitories for non-resident applicants;

17.3. Not later than in 14 calendar days before the start of the entrance tests – the schedule of entrance tests indicating the places of their conduct.

18. The admission committee provides the operation of special telephone lines (+7 (846) 333-30-86) and the section of the official website to respond to requests (e-mail: aspirantura_samgmu@mail.ru), related to the admission of citizens to study under the programs of scientific and pedagogical personnel training in postgraduate study.

19. Starting from the date of the acceptance of the documents for the admission to training, on the official website and on the information stand of the admission committee the information of the number of the applications for the admission and the lists of the persons who submitted the documents required for the admission to the places within the target quota, the main places within the control figures, places under the contracts for the provision of paid educational services are placed. Thus the data of the acceptance or about the refusal in the acceptance of the documents (with the indication of the reasons of the refusal) are specified.

III. The acceptance of the documents required for the admission from the applicants

20. The terms of the acceptance of the document for the programs of scientific and pedagogical personnel training in postgraduate study in FSBEI HE SamSMU of the Ministry of Health of the Russian Federation for the 2020-2021 academic year -

from the 29th of June to the 17th of July, 2020.

21. The applicant has the right to simultaneously enter the organization under the different conditions of the admission specified in Paragraph 10 of the Rules. In simultaneous admission to the organization on various conditions of the admission the applicant submit one application or multiple applications for the admission in accordance with the admission rules approved by FSBEI HE SamSMU of the Ministry of Health of the Russian Federation. For the admission to training the applicants submit an application for the admission with the necessary documents (hereinafter together – the documents required for the admission; the documents submitted for the admission; the submitted documents).

The acceptance of the documents required for the admission is carried out in the buildings of the organization, as well as, if necessary, in the buildings in which its branches are located. The acceptance of the specified documents can also be carried out by authorized officials of the organization in buildings of other organizations and (or) in mobile points of the reception of the documents.

22. The person who received the appropriate permission of the applicant (hereinafter – the authorized representative) can realize the representation of the documents required for the admission to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation, the review of these documents, other actions not require the personal coming of the applicant at presentation of the power of attorney issued by the applicant and issued in accordance with the established procedure, indicating the powers granted to the authorized representative.

23. The documents required for the admission are submitted (sent) to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation in one of the following ways:

- a) are represented by the applicant or the authorized representative to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation;
- b) are sent to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation through the postal operators of public communication.

24. In case if the documents required for the admission are submitted to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation, the receipt of the admitted documents is given to the applicant or the authorized representative.

25. In case of sending the documents required for the admission through the postal operators of public communication these documents are accepted if they are enrolled to FSBEI HE SamSMU of the Ministry of Health of the Russian Federation not later than the deadline of the documents specified in the admission rules approved by the organization itself.

26. FSBEI HE SamSMU of the Ministry of Health of the Russian Federation places on the official website the list of persons who submitted the necessary for admission documents, indicating information about the admission or refusal to accept documents (in case of refusal - indicating the reasons for refusal).

27. In the application for the admission to training the applicant indicates the following mandatory information:

- 1) name, surname, middle name (in the presense);
- 2) date of birth;
- 3) information about citizenship (lack of citizenship);
- 4) the details of the identity document (including when and by whom the document was issued);
- 5) the information on the document of the established sample which is represented by the applicant according to the Subparagraph 2 of the Point 23 of the Rules;
- 6) the admission conditions specified in the Paragraph 10 of the Rules under which the applicant intends to enroll in training, indicating the priority of enrollment for the different admission conditions;
- 7) the language in which the applicant intends to take the entrance test – for each entrance test (if the organization has established the ability to take the entrance test in different languages);
- 8) the information on the need to create the special conditions for the applicant during the entrance tests in connection with his disability (indicating the list of the entrance tests and special conditions);
- 9) the information about the intention to pass the entrance tests remotely (with the indication of the list of entrance tests and the place of their delivery);
- 10) the data of the applicant's individual achievements presence or absence, which results are considered at admission on training according to the admission rules approved by the organization (in the presence of individual achievements-with the indication of the data of it);
- 11) the information about the applicant's needs presence or absence to provide a place to stay in the dormitory during the training;
- 12) the postal address and (or) e-mail address (at the request of the applicant);
- 13) the way of return of the documents submitted by the applicant for admission to training (in case of non-matriculation for training and in other cases established by the Rules).

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

- 1) the introduction to the applicant (including via information systems of general use):
 - with a copy of The License for the Implementation of Educational Activities (with a supplement);
 - with a copy of The Certificate of State Accreditation (with a supplement) or with the information about the absence of the specified certificate;
 - with the date (s) of completion of the acceptance of the document of the established sample;
 - with the rules of the admission approved by the organization, including the rules of appeal on the results of the entrance tests;
- 2) consent of the applicant to the processing of his personal data;
- 3) acquaintance of the applicant with the information about the need to indicate the reliable information in the application for the admission and submission

of original documents;

4) the absence of the diploma of postgraduate studies (adjunct) or the diploma of Candidate of Sciences - when the applicant entering the training field within the control figures;

5) the obligation to submit the document of the established sample no later than the completion day of the document of the established sample admission (if the applicant didn't submit the specified document when applying for admission).

29. The application for the admission and the facts specified in it in accordance with the Paragraph 28 of the Rules shall be certified by the signature of the applicant (the authorized representative).

30. Applying for the admission, the applicant submits:

1) the document (the documents) proving the identity, citizenship;

2) the document of the established sample (applicants may not give the document of the established sample when submits the application; thus the applicant specifies in the application for acceptance the obligation to submit the specified document no later than the completion day of the document of the established sample admission;

3) if it is necessary to create the special conditions for the entrance examinations - the document confirming the disability (the required document is accepted by the organization if its term doesn't expire before the application for the admission date, if the document doesn't specify the validity period, the document is valid for one year from the date of its issuance);

4) the documents confirming individual achievements of the applicant, the results of which are taken into account when applying for training in accordance with the admission rules approved by the organization (submitted at the discretion of the applicant);

5) other documents (submitted at the discretion of the applicant);

6) 2 photos of the applicant.

31. The document of the foreign state on education shall be submitted with the certificate of recognition of the foreign education, except in the following cases, in which the presentation of this certificate is not required:

at the submission of the document of the foreign state about education which corresponds to Part 3, Article 107 of the Federal Law No. 273-FL;

at the submission of the document on education that meets the requirements of Article 6 of the Federal Law of 05.04.2014 No. 84-FL "About the Peculiarities of Legal Regulation of Relations in the Sphere of Education in Connection with the Adoption of the Russian Federation the Republic of Crimea and the Formation within the Russian Federation New Subjects – the Republic of Crimea and the Federal City of Sevastopol and about Amendments to the Federal Law" About Education in the Russian Federation" (further – the Federal Law No.84-FL) (*Legislative Acts of the Russian Federation, 2014, No. 19, Art. 2289; 2015, No. 1, Art. 42; No. 44, Art. 6048; 2016, No. 27, Art. 27, Art. 4240, Art. 4241*); thus the applicant represents the document (documents) confirming that the applicant belongs to number of the

persons specified in Article 6 of the Federal Law No. 84-FL (*see Parts 1 and 3 of Article 6 of the Federal Law No. 84-FL*).

32. The applicants may submit originals or copies of the documents submitted for the admission. Certification of copies of these documents is not required.

When applying for training in places within the target quota, with the application for admission the applicant shall submit the original document of the established sample simultaneously.

33. The application for the admission is submitted in Russian, the documents accomplished in a foreign language – with the translation in Russian, certified in the order established by the legislation of the Russian Federation. The documents received in a foreign country shall be submitted legalized in accordance with the procedure established by the legislation of the Russian Federation or with apostille affixing (except for cases when, in accordance with the legislation of the Russian Federation and (or) an international Treaty, legalization and apostille affixing are not required).

34. SamSMU returns the documents, if the applicant has submitted the documents required for admission, in violation of the Rules (with the exception of the cases when this violation doesn't apply to all conditions of the enrollment specified in the application for admission).

35. SamSMU has the right to verify the accuracy of the information specified in the application for the admission and the authenticity of the submitted documents. The organization has the right to address in the corresponding state information systems, the state (municipal) bodies and the organizations in case of carrying out the specified check.

36. The applicant has the right at any stage of the admission for training to withdraw the documents submitted for the admission for training by submitting the application for withdrawal of the documents in one of the ways specified in the Paragraph 23 of the Rules. Persons who revoke the documents are eliminated from the competition. SamSMU returns documents to the specified persons.

V. The entrance tests

37. The same entrance tests are established for the applicants for the places within the control figures of the admission as well as under the contracts for the provision of paid educational services for a certain field of training.

38. The entrance tests for the postgraduate studies in 2020 are held from **the 18th to 27th August, 2020**.

39. The applicants pass the following entrance tests:

- a special discipline corresponding to the orientation (field) of the

program of training of scientific and pedagogical personnel training in postgraduate study (further - a special discipline);

- philosophy;
- foreign language.

40. The programs of entrance tests for admission to the programs of training of scientific and pedagogical personnel training in postgraduate study are formed on the basis of federal state educational standards of higher education in the specialty or master's programs.

41. The entrance tests are conducted in the form of interviews on issues, the list of which is brought to the attention of the applicants by publishing on the official website.

42. SamSMU doesn't conduct the entrance tests using remote technologies.

43. The level of knowledge of the applicant is assessed by the examination commission on a five-point system. Each entrance test is evaluated separately. During the entrance tests the participants and persons involved in it conduct are prohibited to carry and use communication tools.

44. The results of the entrance test are issued by the protocol, which fixes the questions of the examiners to the applicant. A separate protocol is made for every applicant.

The protocols of the admission tests after approval are stored in the personal file of the applicant.

45. The decision of the examination committee is posted on the official website and on the information stand of the admission committee not later than three days from the date of the entrance test.

46. The retaking of the entrance tests is not allowed. Passed entrance tests are valid for a calendar year.

47. The persons who didn't appear for the entrance test for a good reason (illness or other documented circumstances) are allowed to it in other groups or individually during the entrance tests.

48. At non-observance of the order of carrying out entrance tests members of the examination commission carrying out the entrance test have the right to remove the applicant from the place of carrying out the entrance test with drawing up the act of removal. In case of removal of the applicant from the entrance test the organization returns to the applicant the accepted documents.

49. Persons who have received at any entrance test less than the minimum number of points, have not passed the entrance test without a valid reason (including

removed from the place of the entrance test), re-admitted to the entrance test and have not passed the entrance test are eliminated from the competition. SamSMU returns documents to the specified persons.

In case of the submitted documents return through the postal operators of general use, the documents are returned only in part of the original documents.

The minimum number of points confirming the successful completion of the entrance test on the admission for postgraduate study

(disciplines are listed in the order of priority, the number of scored points is taken into account in ranking the list of the applicants)

	The entrance tests	Minimum score
1.	Scientific specialty	4
2.	Foreign language	3
3.	Philosophy	3

The criteria for the evaluation of the entrance tests on the admission for postgraduate study

According to the results of the entrance tests in philosophy and scientific specialty

1. **"Excellent"** mark or **"5"** is exposed by the results of the interview for core and supplementary questions, if it was demonstrated fluency in the material, no significant mistakes were made, coverage of the issues was conducted at a high professional level and at the same time high erudition, creative thinking, ability to solve non-trivial problems and solve practical situations in the specialty and related disciplines, including on the basis of an interdisciplinary approach, were demonstrated.

2. **"Good"** mark or **"4"** is given based on the results of the interview on the main and additional questions, if there are no significant comments to the answer, the discussion was held in full and at a high professional level, however there were some minor difficulties in answering additional and clarifying questions.

3. **"Satisfactorily"** mark or **"3"** is given if the answers to the main and additional questions were short and incomplete, without proper depth of coverage of the problems, but without gross errors, while the answer is obvious difficulties in addressing related disciplines or in the manifestation of creative thinking.

4. **"Non-satisfactorily"** mark or **"2"** is given if the correct answer to the main asked questions wasn't heard or gross errors were made.

According to the results of the entrance tests in a foreign language

Reading and understanding foreign language texts

The main indicator of the reading success mastering is the degree of extraction of the information from the read text. In life we read texts with different tasks to extract information. In this regard there are types of reading with such speech tasks as understanding the main content and the main facts contained in the text, a complete understanding of the information available in the text and, finally, finding in the text or a number of texts the information we need or given. Since the practical purpose of learning a foreign language is to master communication in the target language, the learner needs to master all kinds of reading, differing in the degree of extraction of information from text: the reading core content readable (usually in the technique called introductory reading), reading with full understanding of the content, including details (learning reading) and reading with the extraction of the desired or of interest to the reader information (viewing). It is obvious that the each of these types of reading skills test is necessary to conduct separately.

Reading with an understanding of the main read content (introductory reading)

"**Excellent**" mark or "**5**" is exposed to the applicant if he understood the main content of the original text, he can highlight the main idea, determine the main facts, is able to guess the meaning of unfamiliar words from the context, either by word-forming elements, or by similarity with his native language.

The speed of reading a foreign language text can be somewhat slow compared to that with which the student reads in his native language. Note that the speed of reading in the native language of students is different.

"**Good**" mark or "**4**" is exposed to the applicant if he understood the main content of the original text, he can highlight the main idea, determine the separate facts. However, he doesn't have a sufficiently developed language guess, and he finds it difficult to understand some unfamiliar words, he is forced to turn to the dictionary more often, and the pace of reading is slower.

"**Satisfactorily**" mark or "**3**" is exposed to the applicant, which understood the main read content not quite accurately, keeps managing point to in the text only a small number of facts, language guess is quite not developed.

"**Non-satisfactorily**" mark or "**2**" is exposed to the applicant in case if he didn't understand the text or understood the text content incorrectly, doesn't orient in the text when searching for the certain facts, doesn't know how to semanticize an unfamiliar vocabulary.

Reading with the full understanding of the content (learning reading)

"**Excellent**" mark or "**5**" is exposed to the applicant if he fully understood the simple original text (journalistic; medical scientific or popular science; the annotation on the medicine or excerpt from medical records). He used all the known techniques aimed at understanding the read (semantic guess, analysis).

"**Good**" mark or "**4**" is exposed to the applicant if he fully understood the text, but repeatedly turned to the dictionary.

"**Satisfactorily**" mark or "**3**" is exposed to the applicant if he doesn't fully understand the text, doesn't know the techniques of its semantic processing.

"**Non-satisfactorily**" mark or "**2**" is exposed to the applicant if he didn't understand the text. He hardly can find unknown words for him at the dictionary.

Reading with finding of the interesting or necessary information (viewing reading)

"**Excellent**" mark or "**5**" is exposed to the applicant if he can quickly enough view a simple original text or a few small texts and select the correct requested information.

"**Good**" mark or "**4**" is exposed to the applicant if at fast enough viewing of the text, but thus he finds only approximately 2/3 of the requested information.

"**Satisfactorily**" mark or "**3**" is exposed to the applicant if the applicant finds in the text (texts) about 1/3 of the requested information.

"**Non-satisfactorily**" mark or "**2**" is exposed if the applicant is almost not oriented in the text.

Speech understanding

The main speech task in understanding the sounding texts by ear is to extract the basic or given to the student information.

"**Excellent**" mark or "**5**" is exposed to the applicant if he understood the basic facts, was able to select a separate, meaningful information (for example, from the dialogue of the doctor with the patient), guessed the meaning of some unfamiliar words in the context, was able to use the information to solve the problem.

"**Good**" mark or "**4**" is exposed to the applicant, who didn't understand all the basic facts. He used only 2/3 of the information in solving a communicative problem.

"**Satisfactorily**" mark or "**3**" indicates that the applicant understood only 50 % of the text. Some facts were wrong. He failed to fully solve the communicative task set for him.

"**Non-satisfactorily**" mark or "**2**" is exposed if the applicant understood less than 50 % of the text and identified from it less than half of the basic facts. He could not solve his speech problem.

Speaking

Speaking in the field of professional communication appears in two forms of communication: in the form of coherent statements such as a report or in the form of participation in a conversation with colleagues, teachers.

The important indicators of the monological speech are the relevance of the topic, completeness of the presentation, variety of language means and understanding of the partner, the correct response to the partner's remarks, the variety of own replicas during the conversation. Only when these conditions of the speech activity are met it is possible to talk about real communication. Therefore, all these points should be taken into account, first of all, in evaluating the speech of postgraduate

students.

Speaking mistakes are different. Some of them disrupt communication, because lead to misunderstanding. Others, though they show violations of the norm, don't violate the understanding. The latter can be regarded as the slips of the tongue. In this regard, the main criteria for assessing the skills of speaking should be considered: compliance with the topic, sufficient volume of the statements, a variety of language tools, etc., and mistakes should be considered as an additional criteria.

Monologue speech

"Excellent" mark or **"5"** is exposed to the applicant if he generally coped with the tasks of speech. His statement was coherent and logical. The range of used language tools was quite wide. The language tools were used correctly, there were virtually no mistakes disrupting communication, or they were insignificant. The volume of the statement corresponded to what is set by the program at this stage of the training. There was ease of speech and fairly correct pronunciation. The speech of the applicant was emotionally colored, it took place not only the transfer of the individual facts (the individual information), but also the elements of its assessment, expression of own opinion.

"Good" mark or **"4"** is exposed to the applicant, if he generally coped with the tasks of speech. His statement was coherent and logical. The range of used language tools was quite wide. The language tools were used correctly. However, there were made some mistakes that violate the communication. The pace of speech was somewhat slower. The pronunciation suffered from the strong influence of the native language was noted. The speech wasn't emotional enough. There were the elements of the assessment, but to a greater extent the statement contained information and reflected concrete facts.

"Satisfactorily" mark or **"3"** is exposed to the applicant, if he managed to solve the speech problem, but the range of language means was limited, the volume of the used language tools didn't reach the norm. The applicant made language mistakes. Somewhere the sequence of the statements was broken.

There were virtually no elements of the evaluation and expression of personal opinion. The speech wasn't emotionally charged. The pace of speech was slow.

"Non-satisfactorily" mark or **"2"** is exposed if the applicant only partially coped with the solution of the communicative problem. The statement was small in the volume (didn't meet the requirements of the program). The narrowness of the vocabular was observed. There were no elements of his own assessment. The applicant made a large number of mistakes, both linguistic and phonetic. Many of the mistakes violated the communication, with the result that there was a lack of understanding between speech partners.

Dialogical speech

The most important criteria as well as in the evaluating coherent statements in evaluating this type of speaking is the speech quality and the ability to cope with the speech task, i.e. to understand the partner and respond correctly to his remarks, the ability to maintain a conversation on a certain topic. The range of using language tools in this case is providing to the applicant.

"Excellent" mark or **"5"** is exposed to the applicant if he managed to solve the speech problem, correctly using the language tools. In the course of the dialogue he skillfully used replicas, mistakes, disrupting communication, were absent in his speech.

"Good" mark or **"4"** is exposed to the applicant, if he managed to solve the speech problem, but the remarks made during the dialogue were somewhat confusing. There were the pauses associated with the search for means of the desired value expression. There were virtually no communication-disrupting mistakes.

"Satisfactorily" mark or **"3"** is exposed to the applicant, if he hasn't solved the speech problem completely. Some of his partner's remarks made difficulties to him. There were pauses, interfering with the speech communication.

"Non-satisfactorily" mark or **"2"** is exposed if the applicant hasn't coped with the solution of the speech problem. He found it difficult to respond to his partner's prompting remarks. Communication didn't take place.

The assessment of writing

"Excellent" mark or **"5"** is exposed to the applicant if the communicative problem was solved, the basic rules of the text design were observed, a very small number of spelling, lexical and grammatical mistakes was observed. Logical and consistent presentation of the material with the division of the text into paragraphs was performed.

The correct use of the different means of transmitting logical communication between the individual parts of the text was made. The applicant showed the knowledge of a large stock of vocabulary and successfully used it taking into account the norms of a foreign language.

Almost no mistakes were made. The correct word order was observed. A small number of the mistakes, don't violating the understanding of the text, at the use of more complex constructions is allowed. Almost no spelling mistakes were made. The division of the text into sentences was observed. Existing inaccuracies don't interfere with the understanding of the text.

"Good" mark or **"4"** is exposed to the applicant, if the communicative problem was solved, but lexical and grammatical mistakes, including those that go beyond the basic level, hinder understanding. Thoughts were stated in the main logically. Some shortcomings are permissible in dividing the text into paragraphs and in using tools of transmitting logical communication between separate parts of the text or in the format of a letter. The applicant used a sufficient amount of vocabulary, allowing some inaccuracies in the use of words or a limited stock of words, but effectively and correctly, taking into account the norms of a foreign language. There are a number of grammatical errors, don't interfering with the understanding of the text at the work of the applicant. Several spelling mistakes, don't complicating the understanding of the text, are allowed.

"Satisfactorily" mark or **"3"** is exposed to the applicant, if the communicative problem was solved, but language mistakes, including the use of language that make up the basic level, hinder the understanding of the text. Thoughts aren't always expressed logically. The division of the text into paragraphs isn't consistent enough or not at all.

There were made the mistakes in use of the tools of transmission of logical communication between the separate parts of the text. There were made many mistakes in the format of the letter. The applicant used a limited vocabulary, not always observing the norms of a foreign language. In the work either grammatical mistakes of the elementary level are common, or the mistakes are few, but so serious that it make it difficult to understand the text. There are many mistakes, spelling and punctuation, some of it can lead to misunderstanding of the text.

"Non-satisfactorily" mark or "2" is exposed if the communicative problem wasn't solved. There is no logic in the construction of the statements. No tools of the transmitting logical communication between the parts of the text are used. The format of the letter is not observed. The applicant couldn't properly use his vocabulary to express his thoughts or didn't have the necessary vocabulary. The grammatical rules weren't observe. The spelling and punctuation rules weren't observe.

V. The features of the entrance tests for the applicants with disabilities

50. SamSMU provides carrying out the entrance tests for the applicants with disabilities taking into account the features of their psychophysical development, their individual opportunities and a state of health (further - individual features).

51. In SamSMU the material and technical conditions providing the possibility of unimpeded access of the applicants with disabilities to auditoriums, toilets and other rooms, and also their stay in the specified rooms are created (including the availability of ramps, lifts, handrails, expanded doorways, elevators; in the absence of elevators the audience has to settle down on the first floor of the building).

The entrance tests for the applicants with disabilities are held in a separate classroom.

The amount of the applicants in one classroom should not exceed:

in passing of the entrance test in writing – 12 people;

in passing of the entrance test in the oral form – 6 people.

The greater amount of the applicants with disabilities to be present in the audience during the entrance test is allowed, as well as conducting the entrance tests for the applicants with disabilities in the same audience together with other applicants, if this doesn't create difficulties for the applicants in passing the entrance tests.

The presence in the audience during the entrance tests of an assistant from the employees of the organization and invited persons arriving necessary technical help taking into account the individual features of the applicants with disabilities (to occupy a workplace. to move, read and issue the task, communicate with the employees of the organization conducting the entrance tests) is allowed.

The duration of the entrance tests for the applicants with disabilities is increased by the decision of the organization, but not more than 1,5 hours.

The applicants with disabilities are provided in an accessible for them form the information on the procedure of the entrance tests.

The applicants with disabilities can use the technical tools necessary for them in connection with their individual features in the process of passing the entrance tests.

52. The following additional requirements, depending on the individual features of the applicants with disabilities, in conducting the entrance tests are provided:

1) for the blind:

assignments for the entrance tests are made out in raised-dot Braille or in the form of an electronic document accessible via a computer with specialized software for the blind, or read out by an assistant;

written tasks are performed on paper in raised-point Braille or on a computer with specialized software for the blind or dictated to an assistant;

the applicants are provided, if necessary, with a set of writing materials and paper for writing in relief-dot Braille, a computer with specialized software for the blind;

2) for visually impaired:

individual uniform illumination of at least 300 Lux is provided;

a magnifying device is provided if necessary to the applicant for carrying out the task, the use of the personal magnifying devices is allowed;

tasks for the entrance tests, and also the instruction on an order of carrying out the entrance tests are made out in the increased font;

3) for the deaf and hard of hearing:

the presence of the sound-amplifying equipment of collective use is provided, if necessary the arriving sound-amplifying equipment of individual use is provided;

sign language interpreter services are provided;

4) **for deaf-blind** tactile interpreter services are provided (in addition to the requirements for the blind and deaf respectively);

5) the conducted orally entrance tests by the decision of the organization for the persons with severe speech disorders, deaf, hard of hearing are conducted in writing;

6) **for persons with the disorders of the musculoskeletal system**, disorders of motor functions of the upper extremities or the lack of the upper extremities:

written tasks are performed on a computer with specialized software or dictated to an assistant;

the conducted orally entrance tests by the decision of the organization are conducted orally.

The conditions specified in the Paragraphs 50-52 of the Rules are provided to the applicants on the basis of the application for the acceptance containing the data on the need of creation of the corresponding special conditions.

53. SamSMU doesn't conduct the entrance tests for the applicants with disabilities using remote technologies.

VI. General rules of filing and consideration of the appeals

54. According to the examination committee decisions on the entrance tests results the applicant (the authorized representative) may submit to the appeals committee the appeal of the violation of the established order of carrying out the entrance tests and (or) about disagreement with the received assessment of the entrance tests results according to the opinion of the applicant.

55. During consideration of the appeal compliance with the established order of carrying out the entrance tests and (or) correctness of assessment of the entrance tests results is checked.

56. The appeal is filed in one of the ways specified in the Paragraph 23 of the Rules.

57. The appeal is filed on the day of the entrance test results announcement or within the next working day.

Appeals shall be considered no later than the next working day after the day of filing the appeal.

58. The applicant (the authorized representative), who must have a document proving his identity, has the right to be present in considering of the appeal.

59. After consideration of the appeal the appeals committee decision on change of the entrance test results assessment or leaving of the specified assessment without change is taken out.

60. In case of disagreement, the appeals committee shall vote and the decision shall be taken by a majority of votes. In case of equality of votes, the vote of the chairman or the chairman at the appeals committee meeting shall be decisive.

61. The decision of the appeals committee issued by the protocol shall be brought to the attention of the applicant (the authorized representative) and stored in the personal file of the applicant. The fact of acquaintance of the applicant (the authorized representative) with the decision of the appeals committee is certified by the signature of the applicant (the authorized representative).

VII. The consideration of the applicant's individual achievements in applying for the training

62. The applicants for the training have the right to provide the information about their individual achievements, the results of which are taken into account in applying for the training (*Part 7, Article 69 of the Federal Law No. 273-FL*). The accounting of the results of the individual achievements is carried out by calculating points for the individual achievements and (or) as an advantage when the criteria for ranking the lists of the applicants are equal.

The points awarded for the individual achievements are included in the amount of the competition points.

The applicant submits the documents confirming the receipt of the individual achievements.

63. The list of the considered individual achievements and the order of its consideration are established by the organization and are specified in the admission rules approved by SamSMU.

The list of the individual achievements of the applicants, considered in the admission for the training

	Individual achievements	Amount of points
1.	The article on the topic of the enrolling postgraduate studies scientific specialty, published in the journal included in the list of HAC	in the number of 1 or 2 articles – 1 point ; in the number of more than 2 articles – 2 points.
2.	The article on the topic of the enrolling postgraduate studies scientific specialty, published in the journal included in the international citation databases (Scopus, Web of Science, etc.)	2 (for each)
3.	The presence of a patent (patents) for an invention, utility model, computer programs on the enrolling postgraduate studies scientific specialty	2
4.	The article (articles) on the topic of the enrolling postgraduate studies scientific specialty, published in the journal non-included in the list of HAC or the international citation databases	0,5
5.	The diploma (diplomas) of the winner of international, all-Russian and regional competitions of the scientific works	0,5
6.	The diploma (diplomas) of the winner of all-Russian Olympiad	1
7.	The diploma (diplomas) of the winner of international Olympiad	2
8.	The average score of the diploma (higher education) is 4,5 and above	2
9.	Diploma with honors (higher education)	3

In ranking the list of the applicants, the amount of points received for the entrance tests is added to the amount of points for the individual achievements. In matriculation to the places within the admission quotas, the admissions committee of SamSMU gives the preference to those applicants whose total number of points will prevail.

If the applicants score an equal number of points (for the exams and individual achievements), those who will have a higher number of points for the exams in accordance with their priority (specialty, foreign language, philosophy) is the subject to the matriculation.

In case, if the applicants score an equal number for the exams and individual achievements and points for the exams are equal (in accordance with the priority), the rating of individual achievements takes into account the total number of patents, diplomas (national and international Olympiad, competitions of scientific works).

VIII. The lists of the applicants formation and matriculation for the training

64. According to the results of the entrance tests SamSMU forms and places on the official website and on the information stand of the admission committee name lists of the applicants. The list of the applicants doesn't include persons who scored less than the minimum number of points on the results of one or more entrance tests.

The lists of the applicants are posted on the official website and on the

information stand and are updated daily (no later than the beginning of the working day) before the issuance of the relevant orders on matriculation.

65. The list of the applicants is ranked on the following grounds:

- in descending order of the amount of competitive points;
- at equality of the sum of competitive points - on decrease of the sum of competitive points accrued by the entrance tests results, and (or) on the decrease of the quantity of the points accrued by the results of separate entrance tests according to the priority of entrance tests established by the organization.

The sum of competitive points is calculated as the sum of points for each entrance test, as well as for the individual achievements.

66. The following data on each applicant is specified in the lists of the applicants:

- the sum of competitive points;
- the number of points for each entrance test;
- the number of points for the individual achievements;
- the availability of the original document of the established sample (the application for the consent to matriculation) (submitted in accordance with Paragraph 68 of the Rules).

67. The lists of the applicants are posted on the official website and on the information stand and are updated daily (no later than the beginning of the working day) before the issuance of the relevant orders on matriculation.

68. The day of documents acceptance completion for admission to postgraduate study for intramural and extramural forms of education, for the places within the control figures and extra-budgetary places in SamSMU in 2020 is **the 17th of July, 2020**.

Not later than the day of the completion of documents of the established sample acceptance the applicants represent:

for matriculation in places within the control figures - the original of the document of the established sample (the original of the diploma of higher education);

for matriculation in places under contracts for the provision of paid educational services - the original of the document of the established sample or a statement of consent for matriculation with a certified copy of the document or a copy of the document with the presentation of its original for the certification of a copy of the admission committee.

On the day of completion of the reception of these documents, they are submitted to the admissions committee of SamSMU no later than 18:00, the local time.

69. The applicants submitted the original of the document of the established sample (the application for the consent to matriculation) in accordance to the Paragraph 69 of the Rules are the subject of the matriculation. The matriculation is

conducted in accordance with the ranked list until the specified number of places is filled.

70. The unfilled (vacated before the completion of matriculation) places within the target quota are added to the main places within the control figures for the same conditions of admission.

71. The matriculation in places under the contracts for the provision of paid educational services is carried out after matriculation in places within the control figures or regardless of the timing of matriculation in places within the control figures.

72. The matriculation is completed before the start of the school year. The organization returns the documents to the persons didn't matriculate for the training.

73. The orders of matriculation for the training are placed on the day of its publication on the official website and on the information stand of SamSMU and can be available to users of the official website within 6 months from the date of its publication.

IX. Features of the organization of targeted admission

74. SamSMU has the right to carry out targeted reception within the control figures established by it.

The quota of targeted admission to programs of scientific and pedagogical personnel training in postgraduate study is established annually by the Ministry of Health of the Russian Federation.

The quota of targeted admission is established by the Ministry of Health of the Russian Federation:

- a) for the organization as a whole;
- b) with or without detalization on the forms of training;
- c) with detalization or without detalization on postgraduate programs within the field of study.

75. In case of establishment of quota of targeted admission without detalization on the forms of training by the founder of the organization SamSMU independently carries out detalization of the targeted quota admission.

Target reception is carried out within the established quotas on the basis of the contract on the targeted admission concluded with SamSMU signed a contract on targeted training with a citizen of the federal state authority, state authority of the Russian Federation, local government, state (municipal) agency unitary enterprise, public corporation, state company or business entity, whose authorized capital includes a share of the Russian Federation, subject of the Russian Federation or municipal formation.

76. The essential terms of the contract for targeted admission are:

- a) SamSMU obligations on the targeted organization admission of the citizen,

who signed the contract on targeted training;

b) obligations of the authority or the organization specified in the Paragraph 73 of the Rules, on the organization of industrial practice of the citizen who concluded the agreement on targeted training.

77. The data about the applicants, applying on the places within the quota of targeted admission are specified in the list of the applicants.

X. Features of the conducting admission of foreign citizens and stateless persons

78. Foreign citizens and stateless persons have the right to higher education at the expense of budget allocations in accordance with international contracts of the Russian Federation, federal laws or established by the Government of the Russian Federation quota for education of foreign citizens and stateless persons (further - the quota for education of foreign citizens), as well as at the expense of individuals and legal entities in accordance with contracts for the provision of paid educational services.

79. Matriculation of foreign citizens and stateless persons within the quota for education of foreign citizens is carried out in the directions issued by the Ministry of Higher Education and Science of the Russian Federation and is issued by a separate order of SamSMU.

80. In the need to study at the preparatory departments, preparatory faculties of federal state higher education organizations on additional general education programs that provide preparation for the development of educational programs in Russian, the matriculation of foreign citizens and stateless persons within the quota for the education of foreign citizens is carried out after the completion of this training.

81. Foreign citizens and stateless persons who are compatriots living abroad have the right to higher education on an equal basis with citizens of the Russian Federation provided that they comply with the requirements provided for in Article 17 of the Federal Law of 24.05.1999 No.99-FL "About State Policy of the Russian Federation in Respect of Compatriots abroad"(further - Federal Law No. 99-FL).

82. Compatriots living abroad who are participants of The State Program on Rendering Assistance to Voluntary Resettlement to the Russian Federation of Compatriots Living Abroad, approved by presidential decree of the Russian Federation of 22.06.2006 No.637 (further – the State Program) and members of their families shall have the right to receive higher education for programs of scientific and pedagogical personnel training in postgraduate study in accordance with the State Program.

83. The admission of foreign citizens to SamSMU for training on the basis of contracts for the provision of paid educational services is carried out in accordance with The Admission Rules.

84. In submitting the documents required for the admission, a foreign citizen or a stateless person specifies in the application the details of the identity document or identity document of a foreign citizen in the Russian Federation or the person without citizenship in the Russian Federation in accordance with Article 10 of the Federal Law of 25.07.2002 No.115-FL "About the Legal Status of Foreign Citizens in the Russian Federation" (further - the identity document of a foreign citizen) and presents in accordance with the Subparagraph 1 of the paragraph 23 of The Rules the original or copy of the identity document, citizenship, or identity document of a foreign citizen.

85. A foreign citizen or a stateless person, who is a compatriot living abroad, shall, in addition to the documents specified in Paragraph 23 of the Rules, submit originals or copies of the documents provided for in Paragraph 6 , Article 17 of the Federal Law No. 99-FL.

Foreign citizens, who is applying for the training on the basis of international contracts, in addition to the documents specified in Paragraph 23 of the Rules, submit the documents confirming their classification as persons specified in the relevant international contracts.

86. The admission of foreign citizens to SamSMU for programs of scientific and pedagogical personnel training in postgraduate study is carried out on the basis of the results of entrance tests (except for the admission of foreign citizens to study under the quota for education).

87. The matriculation of foreign citizens applying within the quota for education, is spent to the terms defined by The Ministry of Higher Education and Science of the Russian Federation; for the training on the basis of contracts for the provision of paid educational services is no later than 10 days before the start of the school year.

Prepared:

Head of Postgraduate Department

« 30 » 09 2019



N.Yu. Kuvshinova

Agreed:

Vice-Rector for Scientific Work

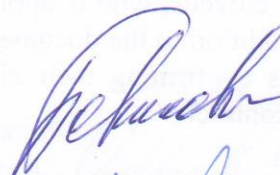
« 30 » 09 2019



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