



**RUDN**  
University



# **Student Handbook**

**2017**

[WWW.RUDN.RU](http://WWW.RUDN.RU)



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## **Rector's address**

*From the very first days of your life in RUDN University you will find many interesting events that will affect your life and professional development.*

*I remember my first hours at university well. In August 30, I arrived at the Kazan railway station by an evening train from Volgograd. I got to the hostel at about 12 at night. It happened so that the linen-keeper was no longer there, there was nobody to give out bed linen (now, of course, it's so hard to imagine). I was placed in the room where two students from Africa lived. Seeing that I do not have any bedding, they took my bed and put it between their own, covered with two sheets, gave me a pillow. We went to bed together on three beds, covered with two sheets. In this way my first night passed at UDN, so I felt one of the main values of our university - internationality. This principle helped me a lot while learning French - in fact, I lived in a language environment. We always shared the best and we always helped each other in studies and life, in science and sport, in career and creativity. As a result, life developed in such a way that many of us have made progress - for example, I became the Minister of Education of Russia, and my roommate became the Minister of Justice of the Republic of Cameroon.*

*Student years are the most vivid and fruitful time. I am setting you up to get maximum from these years. Experiment, practice,*

*rehearse! Open borders through academic mobility programs, start a career in meetings with employers, offer ideas at science festivals and make the world better with volunteer projects. I hope you quickly learn to enjoy the atmosphere of RUDN University - it is truly unique. Here your life will be full of bright events, full of brilliant opportunities, rich in good people. RUDN University is a place that opens up to you the whole world. A world without horizons, a world of ideas, a world of possibilities!*

Rector  
Academician of RAS  
Chairman of the Higher  
Certification Commission

V.M. Filippov



## ABOUT RUDN

### MISSION

- Uniting people of different cultures by knowledge RUDN University creates leaders to make the World better.

### SLOGAN

*Discover the World in one University!*

### POSITIONING

#### Academic

#### Global

#### Entrepreneurial

#### Research

### FORM STYLE

#### logo



OLD LOGO



NEW LOGO

Preserved continuity.

**Changes** – easiness of perception and scalability.

#### character series

The Globe and Latin letter U, the vertical strokes of which encircle the image of the earth's surface.

#### The Globe - the international status of the university:

- universal;
- unique;
- uniting different cultures.

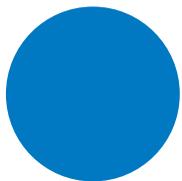
Together with the word «university», these terms form semantic space, united by the opening letter U.



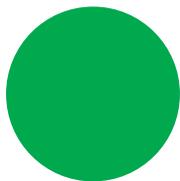
### GRAPHIC ENVIRONMENT OF THE LOGO

Vector meridian lines, the intersection of which sets the theme of international cooperation, different cultures, unification around common center

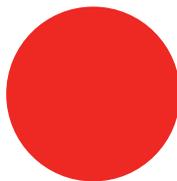
### BRAND COLORS



*internationality*



*leadership*



*development*

### HISTORY

1960  
FEBRUARY 5

By the decision of the Government of the USSR RUDN University was founded.



#### FIRST RECTOR OF THE UNIVERSITY (1960 – 1970)

Sergei Vasilyevich Rumyantsev, Honored Scientist of the RSFSR, Doctor of Technical Sciences, Professor.

1960

The classes in the Russian language for foreign students began at the preparatory faculty.

1961  
FEBRUARY 22

It was given the name of Patrice Lumumba, one of the symbols of the struggle of the peoples of Africa for independence.

1961  
SEPTEMBER 1

Six main faculties (Engineering, History, Philology, Medicine, Agriculture, Physics and Mathematics, Science, Economics and Law) began their classes.

○ 1964

The university was admitted to the International Association of Universities (IAU).

○ 1965

The first issue of **228** young specialists from **47** countries of the world. International Student Construction Brigades (ISCB) and KVN teams were being created.

○ 1966

The construction of a new educational complex of the University in the South-West of Moscow was started.



#### RECTOR (1970-1993)

Vladimir Frantsevich Stanis, Honored Scientist of the Russian Federation, Doctor of Economic Sciences, Professor, who proclaimed the «cult of knowledge» at the University.

○ 1975

The University was awarded the Order of Friendship of Peoples for its services in training specialists for Asia, Africa and Latin America.

○ 1992

FEBRUARY 5

By the decision of the Government of Russia, the University was renamed to RUDN.



#### RECTOR (1993-1998, 2005 TO PRESENT TIME)

Vladimir Mikhaylovich Filippov, the graduate of UDN named after Patrice Lumumba, Doctor of Physics and Mathematical Sciences, Professor, Academician, Member of the Presidium of the Russian Academy of Education.



#### ACTING RECTOR (1998-2004), RECTOR (2004-2005)

Dmitry Petrovich Bilibin, a graduate of RUDN named after Patrice Lumumba, Honored Scientist of the Russian Federation, Doctor of Medical Sciences, Professor.

○ 1990

#### NEW FACULTIES:

Ecology, Economics, Law, Philology, Humanities and Social Sciences, advanced training of teachers of Russian as a foreign language, upgrading of medical workers and educational institutions: foreign languages, world economy and business, distance education, hotel business and tourism, gravitation and cosmology, there are systems of pre-university and additional professional education.

○ 2000

The Department of Comparative Educational Policy was opened ([UNESCO status](#)).

○ 2006

«50,000 graduate» José Atiensia Villagames ([Faculty of Engineering, Ecuador](#)).

○ 2008

On the basis of RUDN, the rector's office of the University of the Shanghai Cooperation Organization (USOS).

○ 2009

RUDN becomes the head university coordinator of the CIS Networking University - a consortium of universities of the member states of the Commonwealth of Independent States.

○ 2010

The university was awarded the UNESCO Gold Medal for its contribution to the training of personnel for developing countries of the world.

○ 2012

The university is granted the right to independently develop and implement its own higher education educational programs.

○ 2015

OCTOBER

RUDN entered the League of BRICS Universities, which united the most prestigious universities of the BRICS countries.

● 2016

The first Russian university that was awarded the «5 stars» rating in 5 categories: the quality of education, internationalization, infrastructure, innovation and social environment ([QS Stars rating](#)).

● 2016

RUDN is recognized as the most «green» university in Russia ([UI Green Metric rating](#)).

● 2017

RUDN University entered the world ranking of Times Higher Education. RUDN students presented the gala concert «Discover the World in One University» at the UNESCO Headquarters in Paris. «100,000 graduate» Battaray Hari ([medical institute, medical practice, Nepal](#)).

## RUDN UNIVERSITY TODAY

• **467 educational programs**

• **More than 30,000 students**

*Representatives of 154 countries of the world*

*Multilevel system of higher education*

*(bachelor's, master's, postgraduate  
(PhD-programs), residency)*

**130** joint educational programs  
with the world's leading  
partner universities

*International accreditation -  
25 master and bachelor programs*

**49** programs  
in foreign languages

*Additional (to the basic)  
the diploma of an interpreter:  
a choice of 12 foreign languages*

*A single European Supplement  
to the Diploma of Higher Education*

*More than 150 modern scientific  
and educational laboratories*

*More than 30 scientific  
and educational centers*

## RUDN HYMN

СЛОВА А.П. ВИХРЯНА  
МУЗЫКА Г.Н. ТРОФИМОВОЙ

Я люблю РУДН, это тРУДНое слово...  
Но тРУДНее всего мне его позабыть!  
Целый мир обойду — не найду я другого,  
Чтобы память сумела его заменить.

Я люблю РУДН за напевность наречий,  
За мозаику лиц и его доброту.  
И за то, что дела ценит выше, чем речи,  
Всех народов Земли воплощая мечту.

### ПРИПЕВ:

Я люблю РУДН!  
I love you RUDN!  
Oui je t'aime RUDN!  
Yo te amo RUDN!

Я люблю РУДН за веселый характер,  
За студенческий смех в коридорах родных.  
РУДН делит всех на «сестер» и на «братьев»,  
Не деля никого на «своих» и «чужих».

Я люблю РУДН за любовь к переменам,  
За классический стиль и за смелость идей.  
Свято верю я в то, что он будет бессменным  
Властелином судьбы в жизни многих людей!

### ПРИПЕВ:

Я люблю РУДН!  
I love you RUDN!  
Oui je t'aime RUDN!  
Yo te amo RUDN!

**Я ЛЮБЛЮ РУДН**



## RUDN TV

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya str., office 119

**PHONE:** +7 (499) 936-85-83, ext. 25-83

**E-MAIL:** tv@rudn.ru

**DIRECTOR** – Olesya Vladimirovna Zakharov



## Newspaper «Druzhba»

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya, str., office 119

**PHONE:** +7 (495) 434-31-33, ext. 25-14, 21-38

**E-MAIL:** gazetadruzhba@rudn.university

**DIRECTOR** – Trofimova Galina Nikolaevna



## Information and analytical bulletin «Future Today»

«Future Today» is an information and analytical digest, which publishes news and achievements of the university on «5-100» project. It is issued once a month and distributed free of charge throughout RUDN University.

## RUDN UNIVERSITY IN SOCIAL NETWORKS



**VKONTAKTE** (in Russian)  
*Российский университет дружбы народов (РУДН) @RUDN\_university*



**FACEBOOK** (in Russian)  
*РУДН Российский университет дружбы народов @RUDN.University*

**FACEBOOK** (in English)  
*RUDN University @RUDNUniverse*



**INSTAGRAM** (in Russian / in English)  
*@rudn\_university*



**TWITTER** (in English)  
*RUDN University @UniversityRudn*



**YOUTUBE** (in English)  
*@RUDN University Planet*

# #rudn\_university

Our official hashtag

## STUDENT CODE OF HONOR

# 5+

- Study in good faith;
- Participate in scientific research;
- Respect and develop university traditions;
- Respect teachers and employees;
- Live in friendship and exclude any discrimination on any grounds;
- Respect cultural and religious characteristics;
- Exclude rudeness and bad language;
- Commit no wrongful financial and economic relations with a faculty and staff of the University, which are not stipulated by the legislation of the Russian Federation and normative documents of the University;
- Lead a healthy lifestyle;



*The code of honor of RUDN University student defines ethical rules that are mandatory for everyone, regardless of nationality, faculty and form of training*



- Quit smoking in educational and residential buildings of RUDN University;
- Avoid vandalism;
- Actively support and strengthen the system of student government;
- Develop student creative activity;
- Improve corporate culture;
- Being a representative of RUDN University, maintain the dignity and prestige of his native university — his Alma Mater — to promote its authority and international rating.



## UNIVERSITY MANAGEMENT

- The main law of life of the university is the Statute of RUDN University, the Rules of the Student Internal Code of Conduct are adopted in accordance with the Statute.
- An Observatory Council is the collegial governing body of the University.
- The supreme legislative body is the Conference of professors, staff and students of RUDN University that is held twice a year.
- In period between the conferences the decisions are made by the Academic Council. The members are elected by secret ballot at the above-mentioned Conference. The Academic Council includes representatives of all the main scientific, pedagogical, and administrative departments of the university. It is headed by the Rector of the University.
- Direct administration of the University is handled by the University Rector.
- Heads of faculties/institutes / academies - academic councils are performed by deans/directors.
- The Departments and divisions (main educational-scientific structures of the University) are headed by Heads of Departments and Directors of divisions.

## STUDIES AT RUDN UNIVERSITY

### WHO ARE TUTORS?

At each faculty there are several tutors on academic work, responsible for one or several areas of training. The work of the tutor accompanies the educational process «from A to Z»: he helps students choose elective\* courses, the themes of the educational and scientific research, carries out various consultations and helps in solving problems related to training.

Find out a timetable for your tutor at your faculty/institute/academy.



### RATING SYSTEM

The score-rating system (SRS) is a system for assessing the quality of mastering the basic educational programs by university students, including a multi-point system of assessments and a methodology for compiling rating lists of students.

The system is guided by the principle of constant student learning, and not «from session to session.» It is based on a scale of «100 points» and is accumulative during the semester.

\*Subject «by choice»

When summarizing, the points accumulated by the student are translated into a traditional score on a four-point scale (unsatisfactory/satisfactory/good/excellent) and in the ECTS assessment (A, B, C, D, E, FX, X).

«Unsatisfactory» marks, FX, F are not set in the student record book.

TABLE OF CORRESPONDENCE OF POINTS AND GRADES

POINTS OF SCORE-RATING SYSTEM (SRS)	TRADITIONAL GRADES OF RF	ECTS GRADE
95-100	5	A
86-94		B
69-85	4	C
61-68		D
51-60	3	E
31-50		FX
0-30	2	F
51-100		PASSED
		PASSED

## STUDENT CONDUCT RULES IN EDUCATIONAL PROCESS

Rector's Decree No. 598 of June 22, 2012 «On the Approval of the Regulations on the Culture of Student Behavior in RUDN University in Educational Process (New Edition)».

Rector Decree № 218 of April, 7, 2016 «On the approval of the RUDN University Rules of Internal Regulations of students».



### IT IS FORBIDDEN TO:

- enter the classroom after the teacher starts the lesson;
- leave the classroom without the teacher's permission;
- interrupt the teacher;
- perform actions that create noise and disturb others;
- conduct someone into the university building without observing the rules and regulations;
- litter, spit;
- to be in outdoor clothing, including jackets (sports, light), coats, raincoats, etc. and headgear in the buildings (canteens, cafes and other places of food intake, auditoriums, office buildings) of the University, as well as carry the outdoor clothing to the premises intended for eating food;

- violate intellectual (copyright and related, inventive and patent) rights, including attribution (plagiarism), copying, forgery, fabrication of data and work results;
- organize and participate in gambling;
- spoil the University's property, leave inscriptions on tables and chairs;
- avoid compulsory medical examination.

### ATTENTION!

*The violation of any of the rules entails a disciplinary penalty: a remark, a reprimand, up to expulsion from the University.*

## HOW TO GET AN INTERPRETER DIPLOMA SIMULTANEOUSLY WITH A BASIC DIPLOMA

(FOR THE RUSSIAN FEDERATION)

RUDN University is an internationally oriented university, therefore every student should strive for mastering foreign languages.

For this purpose a unique program «Interpreter» has been accredited. Students can simultaneously receive several diplomas: basic higher education diploma in the main specialty and a supplementary qualification «Interpreter». If desired, students can learn several foreign languages.

There are not only Western languages to choose, but also Oriental languages - a total number of **12 languages**.

The program is designed for 4 years and involves an intensive, in-depth study of a foreign language in the process of studying at a university in parallel with pursuing the first higher education. The educational process is organized in such a way that students can simultaneously master two educational programs: basic and linguistic, that is why special «language days» are allocated in the schedule when students only study foreign languages.

*The «Interpreter» program is on a fee-paying basis.*

*the cost of the program*

**65 000 rubles per year**  
(for students of the Medical Institute)

**68 000 rubles per year for other**  
faculties/institutes/academies.

*To sign a contract and start training you need:*

- 1 To receive a referral for the conclusion of a contract under the «Interpreter» program:
  - at the admissions office of your faculty/institute/academy;
  - or at the department of foreign languages of your faculty/institute/academy.
- 2 To enter into the contract in the Commercial Department\*:
  - Main building, ground floor, offices No. 5, 7, 8
  - Monday to Friday from 9 am to 7 pm,
  - Saturday from 10 to 3 pm.

\*The contract for training is signed on the name of the student.

- 3 Pay due time for learning (payment terms are specified in the contract).
- 4 Undergo the training program and pass the final test successfully.

If the student is an adult, you need a referral and a passport.

If the student is an underage it is necessary :

- 1 To come with a referral and a legal representative (both with passports).
- 2 Or a legal representative should issue a notarized power of attorney to any adult person. You ought to come with a legal representative with passports, a referral and the power of attorney.

## HOW TO GO ON PROBATION FOR JOINT PROGRAMS WITH PARTNER UNIVERSITIES



- 1 View existing programs at the dean's/directorate of your faculty/institute/academy.
- 2 Apply to the head of the faculty / institute / academy for consideration of your candidacy for participation in academic exchange programs with foreign universities partners.
- 3 Check with the academic part of the faculty / dean's office / directorate of the educational unit the possibility of netting of the academic disciplines traversed in the partner institution during the internship.
- 4 Coordinate the terms and conditions of the internship in a foreign partner university with the dean's office / directorate of the training unit.

- 5 Upon return, provide an academic certificate on the academic disciplines passed during the internship at a foreign partner institution to the dean's office / directorate of the academic unit.

Tuition is on a fee-paying basis, but there is a possibility to pay in part and even for free, in case the host country provides a [scholarship](#). It depends on the chosen region, the partner institution and the program. For example, you can go to China for free, and European countries do not provide a scholarship covering expenses. Payment for tuition, transfer, accommodation, as well as the range of prices are individual and prescribed in the contract. And there is no difference in cost depending on your citizenship, because each applicant is considered as a student of RUDN University.

## HOW TO GET AN ACADEMIC CERTIFICATE

- 1 Apply to the dean's office/directorate and write an application addressed to the head of your faculty/institute/academy.
- 2 Get a ready-made academic certificate::

**KALININA NATALIA SERGEEVNA**

Phone: **(495) 434-26-12**

**229** office (main building)

Monday — Thursday from **2 pm** to **5:30 pm**,

Friday from **2 pm** to **5 pm**

**\* IF THE STUDENT HAS BEEN EXCLUDED IN ADDITION TO POINTS 1 AND 2, IT IS NECESSARY:**

- 3 Get a workaround in the offices of the main building:

**DAKOVA KSENIA YURIEVNA,  
DAVYDOVA ANASTASIYA IGOREVNA**

**223** office

**SHALASHOVA MARINA VASILYEVNA**

**227** office

Phone: **(495) 434-26-12**

Monday — Thursday from **2 pm** to **5.30 pm**,

Friday from **2 pm** to **5 pm**

- 4** Pass the workaround to the archive of SPD.

**ARCHIVE:**

10, Miklukho-Maklaya str., building 1

Monday — Thursday from **2 pm** to **5 pm**

## STUDY AND RESEARCH INFORMATION LIBRARIAN CENTER (RESEARCH LIBRARY)

*How to get training literature at the beginning of the academic year?*



The readership service is organized by faculties / institutes / academies and if you have a student card. You can get a set of books for a semester on the library's subscription (in the absence of debt).

WHEN?	WHAT YOU NEED TO DO?	WHERE TO DO?	WHAT TIME?
<b>1-5</b> September	Get books for the semester (if you have given back all previous books). See the timetable of getting books at the website <a href="http://lib.rudn.ru">http://lib.rudn.ru</a> and the information stand of Study and Research Information Librarian Center (Research Library).	Circulation department	Working hours
<b>until 23</b> January	Hand in all the books taken during the first semester.	Circulation department	Working hours

**until 7**  
February

Get books for the semester (if you have given back all previous books). See timetable at <http://lib.rudn.ru> and RL information stands.

Circulation department

Working hours

**until 7**  
July

Hand in all the books borrowed during the semester, year. Get a corresponding paper («справка»).

Circulation department

Working hours

**9 July-**  
**31 August**

*The circulation department is closed for preparation for the beginning of the academic year*

**WI-FI**    **DOMAIN: LIB**  
**PASSWORD: NETRUDN!**

**Contacts:**

**PHONE:** (495) 434-55-66

**E-MAIL:** [library@rudn.university](mailto:library@rudn.university)

*The last working day of the month is a sanitary day*

**! ATTENTION:**

- Educational literature is granted for one or two semesters depending on the course being read;
- Scientific and fiction - no more than 3 books for 10 days;
- Literature in a single copy, periodicals and reference books must be returned on the day of receipt;
- At the end of each semester, you must submit or re-register all the literature;
- Readers who did not pass the literature within the specified time limits are deprived of the right to use the library for a period of 1 to 6 months by the decision of the Study and Research Information Librarian Center (RL) administration;

- Students who are expelled from the University on an academic leave are required to hand in all the literature;
  - The reader who lost or spoiled the \*book is obliged to compensate the library for the damage caused:
    - the replacement of a lost book with a similar book (it is possible to replace a book with a later year of publication or a reprinted and revised one);
    - the replacement of a book similar in subject matter;
    - the cost of lost or damaged literature can be reimbursed with the reader's consent on his written application in money equivalent according to the «Scheme for determining the amount of damage for lost literature from the Study and Research Information Librarian Center (RL) funds».
- \* **The book is considered to be spoiled if: pages are torn out, inscriptions and underscores are made with a pen or marker, damage to the text or barcodes has been caused.**

To access the full-text materials of all electronic library systems from anywhere in the Internet, you need to register from the RUDN University buildings and confirm your e-mail, following the link received.

#### ELS «UNIVERSITY LIBRARY ONLINE»

Provides access to the most sought-after educational materials leading publishers.

Access mode: <http://www.biblioclub.ru>

#### ELS «YURAYT»

Electronic library of educational publications on the main subject headings.

Access mode: <http://www.biblio-online.ru>

#### ELS PUBLISHING HOUSE «LAN»

Users of RUDN University have free access to full-text collections of classical books and magazines (on the basis of a cooperation agreement).

Access mode: <http://e.lanbook.com>

## TELECOMMUNICATION EDUCATIONAL AND INFORMATION SYSTEM (TEIS)

TEIS — Telecommunication Education and Information System (TEIS), located at [esystem.pfur.ru](http://esystem.pfur.ru) — This is an educational environment, a portal where each teacher can create an online training course on his discipline, selecting the necessary teaching materials for each topic/module, collections of links to useful resources on the network, creating interesting interactive assignments and tests.

- A guide to discipline is always at hand: all the necessary training materials, access to information databases (Single search window for databases, which is located in each course), verified and recommended by the teacher resources in the network.
- The opportunity to return to the materials already studied, repeat them at your own pace, ask questions to the teacher at the training forums located inside the course at any time.
- Students can become equal participants of the educational process (with the consent of the teacher) — supplement the course with their materials, check the work of fellow students. And in the absence of a course on the discipline under study in TEIS, to become pioneers -creators of this course under the guidance of a teacher.

Access to TEIS is carried out on a student ID (login - student ID number, password — **111**, at the first entrance forced password change). Attaching students to the online course of discipline is initiated by the teacher. Support address [esystem@rudn.university](mailto:esystem@rudn.university).

## STIPENDS AND SCHOLARSHIPS

Stipends, scholarships or any other types of material support are provided in accordance with the «Decree on stipend provision and other forms of material support to RUDN University students».

### FOR RF STUDENTS

State academic stipends are a monetary grant to students from the state.

From the beginning of the academic year and until the first intermediate certification, the state academic stipend is granted to all first-year students. Based on the results of the first interim evaluation, the State Academic Stipend is assigned to the students (RF, full-time, a student funded by federal budget) under the following conditions:

- If students pass the session exams with good and excellent grades; i.e. according to ECTS grades there shall be no "E", "FX", "F" grades;
- If they don't fail any academic assignment.

### FOR FOREIGN STUDENTS

The state academic stipend for students - citizens of foreign countries, who are enrolled in full time form of education at the expense of the federal budget, is appointed regardless of the success in studying from the date of enrollment to the University during the entire period of study.

The state academic stipend can be established in differentiated sizes to the following categories of students:

- 1 «A» students for 4 - 12 semesters.
- 2 Winners of S.V. Rumyantsev and V.F. Stanis Contest.
- 3 Students enrolled from September 1 of the new academic year (full-time, funded by federal budget):
  - winners and prize-winners of the final stage of the All-Russia Olympiad of Schoolchildren (WASH), enrolled without examinations for any direction of training (specialty);
  - winners and prize-winners of the Olympiad of schoolchildren from the list of the Ministry of Education and Science of the Russian Federation:
    - those of 1st level, enrolled without exams;
    - those of 2nd level, enrolled without exams;
    - those of 3rd level, enrolled without exams;
  - those who took Unified State Examination:
    - with a total number of over 360 points eligible for any educational programs where creative or professional tests are required;
    - with a total number of over 270 points eligible for any educational programs (excluding creative programs);
    - with a total number of over 240 points eligible for educational programs of Agrarian and technological institute, faculties of Engineering, Ecology and Science;
- 4 Prefects of study groups.
- 5 Winners or prize holders of various contests, holders of other kinds of grants and stipends due to their academic performance, including Individual stipends, RF Government and RF President stipends.

## STATE SOCIAL STIPEND

State social stipends are granted to full-time students from Russia and the Republic of Belarus after submission of a corresponding application form and a certificate obtained at the Social protection body upon the registration or a certificate of belonging to one of the groups from article 37 of the RUDN students stipend and material support Regulations. The certificate is valid during one year of the date of issue or the date stated on the certificate.

The state social stipend is for the following student groups

- orphans, children without parental support;
- disabled children (I and II group, disabled since childhood);
- those who suffered from Chernobyl NPP accident or other radiological accidents, Semipalatinsk polygon area;
- invalids or disabled as a result of military actions, Russian militaries and veterans of war;
- anyone who has the right to a social stipend;
- those who joined the Armed Forces of the RF under a contract of over 3 years, Internal Troops of the RF Ministry for Internal Affairs, technical-engineering and road-building military formations and military rescue

units of the Russian Federation for Civil Defense, RF Foreign Intelligence Service, RF Federal Security Service, State Supervisory Body, RF Federal agency for mobilization training of government bodies in any role to substitute soldiers, seamen, sergeant, sergeant majors or anyone who was dismissed under Item 1 (paragraph B and D), Item 2 (paragraph A) and Item 3 (paragraph A and C) of Article 51 of the Federal Decree # 53-FZ from March 28, 1998 on “Military Duty and Military Service”.

The amount of the state social stipend is determined by the University Academic Council decree and shall not be below the standards set by the Government of RF.

For an application for a social scholarship — see the section «Department of Social Development».

## INDIVIDUAL STIPENDS

If the students show outstanding academic performance, actively participate in the scientific and research work and after class work at the University, they are eligible for:

- Stipend of the President of the Russian Federation;
- Stipend of the Government of the Russian Federation;
- Stipend of the RF President for students engaged in advanced research and developments in priority areas for modernization of the Russian economy;

- Stipend of the RF Government for students engaged in advanced research and developments in priority areas for modernization of the Russian economy;
- Stipend of the Moscow Government;
- Stipend of S.V. Rumyantsev (the first RUDN Rector);
- Stipend of V.F. Stanis (the second RUDN Rector);
- Stipend of V. Potanin charity foundation;
- A.A. Voznesensky Stipend (Philological faculty)
- D. Likhachev Stipend (Faculty of Humanities and social sciences);
- A. Solzhenitsin Stipend (FHSS);
- A. Sobchak Stipend (Law institute);
- E. Gaydar Scholarship (Faculty of Economics);
- «Garant» company Stipend (Faculty of Economics, Institute of Law);
- Stipend of the Association of Law institutions of higher education (Institute of Law);
- S. Gupta Stipend (Engineering faculty, Agrarian and Technological Institute, Ecological faculty, faculty of Science);
- Scholarship of eminent professors of the faculty of Science:

- V. Maslennikova (mathematics);
- V. Gryaznov (chemistry);
- Y. Terletskiy (physics);
- I. Blischenko Stipend (Department of International Law, Institute of Law);
- O. Zhidkov Stipend (Department of the Theory and history of state and law, Institute of Law);

#### • Academician .T.T. Berezov Stipend (Medical Institute).

The amount of the RF President Stipend and Stipends of the Russian Government are established in accordance with the standards set by the Government of RF.

The size of Individual stipend is established by the founders of the Stipends.

### **MATERIAL SUPPORT**

Special funds are allocated in the scholarship fund to help financially-disadvantaged full-time students who study at the expense of state federal budget. The decision upon one-time provision of material support is taken by the University Rector (Vice-Rector). The dean of the faculty (Director of the Institute) is responsible for the fund distribution. Students can apply for the material support and hand-in their applications in person. Opinion of the student's group and faculty trade union organization is also taken into consideration.

\*To apply for material support, contact the deputy dean / director for educational work of your faculty / institute / academy.

## GENERAL COUNSEL DEPARTMENT

**ADDRESS:** 11a Miklukho-Maklaya str.

**E-MAIL:** gc@rudn.university

### GENERAL COUNSEL

Kazakova Ekaterina Nikolaevna



## HEAD OF THE SECTOR FOR REGULATORY FRAMEWORK OF THE UNIVERSITY ACTIVITIES

Smirnova Inna Dmitrievna

### COUNSEL

Matveeva Luliia Gennadievna

## HEAD OF THE SECTOR FOR LEGAL SUPPORT OF EDUCATION AND EMPLOYMENT

Tsivilskaia Tatiana Andreevna

### COUNSEL

Ivanovskaia Kseniia Aleksandrovna

**PHONE:** +7 (495) 433-14-10; +7 (495) 787-38-03, BH. 18-10, 18-09, 23-39, 23-40, 26-59

**WORKING HOURS:** Monday – Friday, 10.00 a.m. - 6.00 p.m.,

**RECEPTION HOURS:** Monday, Wednesday, Friday  
10.00 a.m. – 4.00 p.m.

**Lunch break:** 12.00-1.00 p.m.

QUESTION TO THE GENERAL COUNSEL	ANSWER	GROUNDS
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### WHAT ARE THE GROUNDS FOR EXPULSION FROM THE UNIVERSITY?

- 1 own will of a student or the parents (or lawful guardians);
- 2 transfer to another higher education institution;
- 3 expulsion from the University due to violation of rules of academic and internal discipline, rules of residence and internal regulations in hostels, etc.;

Part 7, art. 54, art. 61 of the Federal Law # 273- FZ of 29.12.12.“On higher education institution of professional training in RF”, RUDN Statute disposition ‘On RUDN student expulsion and readmission’ accepted by the

**QUESTION TO THE GENERAL COUNSEL**

**ANSWER**

**FOUNDATIONS**

**4** expulsion from the University due to academic failures;

**5** expulsion from the University in case of being found guilty of a misdemeanor;

**6** expulsion from the University in case of liquidation of the RUDN;

**7** non-compliance with the contract provisions; Part 7, art. 54, art. 61 of the Federal Law # 273- FZ of 29.12.12. "On higher education institution of professional training in RF", RUDN Statute disposition 'On RUDN student expulsion and readmission' accepted by the Rector's decree #160 of 23.03.2015 (revised and expanded); RUDN Statute disposition 'On academic performance control and mid-term examination', accepted by the Rector's decree #258 of 25.03.2013 (revised and expanded) 107 AFTER CLASS ACTIVITIES .

**8** in the case of the entry into force of a court judgment by which a student was sentenced to imprisonment or other punishment, which excludes the possibility of continuing education;

**9** in other cases, beyond the control of the student and the University.

Rector's decree #160 of 23.03.2015 (revised and expanded); RUDN Statute disposition 'On academic performance control and mid-term examination', accepted by the Rector's decree #258 of 25.03.2013 (revised and expanded)

Art. 62 of the Federal Law # 273- FZ of 29.12.12 "On higher education institution of

**QUESTION TO THE GENERAL COUNSEL**

**ANSWER**

**FOUNDATIONS**

his/her exclusion (with the same form of education budget or contractual) if there are vacant places. If a student was expelled due to academic failure, they have the right to resume studies within 5 years on the contractual basis.

professional training in RF"; RUDN Statute disposition 'On RUDN student expulsion and readmission' accepted by the Rector's decree #160 of 23.03.2015 (revised and expanded)

**DOES A STUDENT HAVE THE RIGHT TO WORK?**

The student has the right to work and study at the same time and enjoy the privileges envisaged by the Russian legislation on labor and education. Foreign students have the right to work only if they have a work permit. Exclusions: - work in free time; -work (rendering services) in RUDN during vacations.

Paragraph 27, art. 34 of the Federal Law # 273- FZ of 29.12.12 "On higher education institution of professional training in RF". Paragraph 4 and 4.5, art. 13, 13.4 of the Federal Law of 25.07.2002 "On legal status of foreign citizens".

**IN WHAT CASES CAN STUDENTS TAKE AN ACADEMIC LEAVE?**

Academic leave is granted on the basis of the application of the student submitted to the dean's office of the faculty (director of the institute), in connection with the impossibility of mastering the educational program for a period of time not exceeding two years:

Paragraph 12, Art. 34 of the Federal Law # 273- FZ of 29.12.12 'On higher education institution of professional training in RF'; RUDN Statute 'On terms of granting academic leaves' to RUDN students'

**1** for medical reasons (decreased ability to work due to violations of body functions caused by long or frequent illnesses and the need for long-term treatment).

**DOES A STUDENT HAVE THE RIGHT TO RESUME STUDIES AT UNIVERSITY?**

Within 5 years after being expelled on the basis of valid excuses or at his will, the student has the right to resume studies on the same terms and conditions, which existed prior to

**QUESTION TO  
THE GENERAL  
COUNSEL**

**ANSWER**

**FOUNDATIONS**

It is necessary to receive the conclusion of RUDN Clinical Diagnostic Center;

**2** in connection with the conscription to the army on the basis of the agenda of the military commissariat, containing the time and place of dispatch to the place of military service;

**3** in other exceptional cases:

- natural disasters;
- extremely complex family circumstances (the need to care for a sick family member, etc.).

Students also have the academic right for maternity leave and parental leave.

adopted by Rector's Decree #838 of 7.10.2013

**DOES A STUDENT  
HAVE THE RIGHT  
TO CHANGE FROM  
TUITION-BASED  
TO TUITION-FREE  
EDUCATION?**

Contract-based students who have no academic debts, discipline penalties, outstanding payments against the University have the right to change from tuition based to tuition-free education upon one of the following conditions:

**a** having passed 2 previous sessions with 'good' and 'excellent' grades;

**b** if they belong to the following groups:

- orphan or those left without their parents' guidance;
- students younger than 20 years old who have one parent
- I group disabled, with the family income below the standard cost of living

p.14 part 1 of Article 34 of Federal Law No. 273-FZ of December 29, 2012 «On Education in the Russian Federation»; Order of the Ministry of Education and Science of Russia of 06.06.2013 No. 443 (rev. and exp. 07.04.2017)

«On approval of the Procedure and cases of changing from tuition based to tuition-free education of students studying according to educational programs

**QUESTION TO  
THE GENERAL  
COUNSEL**

**ANSWER**

**FOUNDATIONS**

- women who gave birth to a child during the training period;
- c** loss of one or both parents (legal guidance) during their study

of secondary vocational and higher education».

Regulation on the work of the Commission for the Social Support of Students and Employees of RUDN University adopted by the Rector Decree 01.16.2017 № 23 (revised and expanded).

**WHAT CAN  
ONE GET A  
DISCIPLINARY  
PENALTY FOR?**

All students are required to:

- conscientiously master the educational program, carry out an individual curriculum, attend training sessions, carry out independent preparation for classes, perform assignments given by pedagogical workers in the framework of the educational program;
- comply with the requirements of the University Statute, internal regulations of students, rules of residence in hostels and other local regulations of the University on organization and implementation of educational activities;
- respect the honor and dignity of other students and employees of the University, do not create obstacles to the education of other students;

Art. 43 of Federal Law No. 273-FZ of December 29, 2012 «On Education in the Russian Federation»;

The Order of the Ministry of Education and Science of the Russian Federation of 15.03. 2013, No. 185 (amended 21.04. 2016) «On Approving the Procedure for Applying to Disciplinary Penalties for Students and Removing Disciplinary

- perform other duties established by the legislation of the Russian Federation, the contract on education (if any), as well as local regulations of the University.

For non-fulfillment or violation of the University Statutes, internal regulations of the students of the University, rules of residence and internal regulations in the hostels of the University, the Code of Honor of the RUDN University student, orders of the rector, orders of the Vice-Rectors of the university in terms of activities and other local normative acts of the University, students may be subjected to disciplinary measures - remark, reprimand, expulsion.

Penalties from Students;

Regulations on the procedure for applying to students and removing disciplinary measures from students adopted by the Rector Decree 10.01.2017 № 6.

## LIFE IN RUDN



### HOSTELS

#### 1 How to pay for accommodation

The amount of payment for the use of living facilities in the hostels of RUDN University is established by the University Rectorate and is announced by the Rector Decree.

The price for a place in the hostel includes:

- Rental and utilities costs — in five-story buildings;
- The cost of rent, utilities and additional services\* — in high-rise buildings.

\*According to the Rector's Decree No. 272 / p of April 29, 2015, the complex of additional services includes:

- additional volume of furniture;
- TV, fridge;
- increased level of comfort;
- the possibility of connecting additional household appliances in agreement with the University.

#### To pay for accommodation:

1. Get a referral for payment from a tutor in your hostel or print out an account from the Portal of the unified information system of RUDN University [portal.pfur.ru](http://portal.pfur.ru) (to log in, use your Office365 corporate mail accounts);
2. Pay the account in any bank or by the mobile application of the bank;
3. Submit the payment order to the accountant's office.

## LIST OF ACCOUNTING SPECIALISTS (TUTORS) IN RUDN UNIVERSITY HOSTELS

BLOCK	NAME	OFFICE	PHONE	WORKING HOURS	BLOCK	NAME	OFFICE	PHONE	WORKING HOURS
1	Zhurtov Astemir Yurievich	102	(495) 434 50 00 EXT. 1399	5-9 PM	10	Kuleshov Igor Ivanovich	203	(495) 434-52-11 EXT. 1394	5-9 PM
2	Oleinikov Danil Ilyich	205	(495) 434-50-22 EXT. 1396	4-9 PM	11	Shvetsov Alexander Olegovich	505	(495) 434-53-12 EXT. 2137	5-9 PM
3	Tarasov Yuri Aleksandrovich	152	EXT. 2083	2-5 PM	12	Frolov Anton Grigorievich	1	(495) 434-51-66	4-9 PM
3	Simbara Marina Vladimirovna	152	EXT. 2083	2-5 PM	12	Simbara Marina Vladimirovna	1	(495) 434-51-66	6-9 PM
5	Davidenko Vladimir Alekseevich	203	(495) 433-04-11 EXT. 1397	2.30-7 PM	13	Zhuravleva Tatyana Petrovna	5	EXT. 1581 EXT. 1042	5-9 PM
6	Tsvetkov Alexander Sergeevich	159	(495) 434-14-88 EXT. 1392	5-9 PM	13	Vernigora Yury Alexandrovich	5	EXT. 1581 EXT. 1042	6-9 PM
7	Haydar Ali	152	(495) 433-05-11 EXT. 1376	4-9 PM	14	Skorykov Vasily Terentyevich	1	EXT. 2180	5-9 PM
8	Dmitriev Vadim Vladimirovich	102	(495) 433-06-10 EXT. 1396	4-9 PM					
9	Kirilov Sergey Viktorovich	404	(495) 434-52-33 EXT. 1826	4-8 PM					
9	Maschenko Dmitry Ivanovich	404	(495) 434-52-33 EXT. 1826	4-8 PM					
10	Menshikov Anatoly Nikolaevich	203	(495) 434-53-23 EXT. 1394	5-9 PM					

### 2 How to get the laundry?

Bed linen is given in the laundry room, the keys to the room are received from the financially responsible person (commandant) of the hostel in which he lives. Linen is changed every week.

#### LIST OF HOSTELS HEADS OF RUDN UNIVERSITY

Hostel №1 – 3, Miklukho-Maklaya str., tel. 434-50-00. Employee responsible: Kiseleva Natalia Fedorovna (office 151, working hours: 9.00 am - 6.00 pm)

**Hostel №2** – 3, Miklukho-Maklaya str, tel. 434-50-22. Employee responsible : Mukhametshina Nina Alexandrovna ( office101 working hours : 9.00 am - 6 pm)

**Hostel №3** – 9, Miklukho-Maklaya str., tel. 434-00-10. Employee responsible: Amaryan Larisa Nikolaevna (office154: 9.00 am - 6.00 pm)

**Hostel №5** – 13, Miklukho-Maklaya, tel. 433-04-11. Employee responsible: Tsvetkov Alexander Sergeevich (office151 working hours : 9.00 am - 6.00 pm)

**Hostel №6** – 15, Miklukho-Maklaya, tel. 434-14-88. Employee responsible: Bakov Ruslan Yurievich (office 154 9.00 am - 6.00 pm)

**Hostel №7** – 17, Miklukho-Maklaya str., tel. 433-05-11. Employee responsible: Letunovskaya Irina Sergeevna (office 150 working hours: 9.00 am - 6.00 pm)

**Hostel №8** – 19, Miklukho-Maklaya, tel. 433-06-10. Employee responsible : Dmitriev Vadim Vladimirovich ( office202 working hours: 9.00 am - 6 pm)

**Hostel №9** – 21/1, Miklukho-Maklaya, , tel. 434-53-22. Employee responsible : Kuleshov Igor Ivanovich ( office 403 working hours : 9.00 am - 6.00 pm)

**Hostel №10** – 21/2, Miklukho-Maklaya, , tel. 434-53-23. Employee responsible: Koika Svetlana Andreevna (office 305 working hours: 9.00 am - 6.00pm)

**Hostel №11** – 21/3 Miklukho-Maklaya str., tel. 434-53-12. Employee responsible: Dyblenko Lyudmila Vitalevna ( office 503 working time: 9.00 - 6.00 pm)

**Hostel №12** – 7/1, Miklukho-Maklaya, , tel. 434-51-66. Employee responsible: Kanovsky Mikhail Viktorovich (office 2 working time: 9.00 - 6.00 pm)

**Hostel №13** – 17/1 Miklukho-Maklaya, str., tel 787- 38-03 ext.1042 Employee responsible: Zhuravleva Tatyana Petrovna (office 4 working time: 9.00-6.00pm)

**Hostel №14** – 15/1, Miklukho-Maklaya, str., tel. 787- 38-03 ext.2564 Employee responsible : Dmitrienko Vera Ravilievna (office 3 working time: 9.00-6.00pm)

### 3 *Where are the laundry and ironing rooms*

Washing machines and ironing rooms are in each hostel. Centralized laundry is building № 2 (5, Miklukho-Maklaya str.) first floor, entrance from the yard. 50% discount for students.

### 4 *How to call a carpenter/electrician/plumber*

It is necessary to apply to the commandant's office, to leave an application in the relevant register describing the problem. Within a day a specialist comes.

## 5 *Rules of residence and internal regulations*

(extracts)

The Rector Decree № 419 of May 5, 2016 «On the new edition of the rules of accommodation and internal regulations in the hostels of RUDN University».



### **STRICTLY FORBIDDEN TO:**

- give your keys to others;
- provide a dwelling (place in it) to unauthorized people;
- spoil the equipment and inventory of the hostel;
- contain a room and common areas in dirty condition;
- use unauthorized household appliances;
- be late with payment;
- allow the top light, music, TV to be on after 11 pm without the consent of their neighbors;
- smoke in buildings and on the hostel territory;
- store any weapons;
- keep animals;
- give your entry pass to others or use someone else's pass.

### **ATTENTION!**

*For violation of the Rules of accommodation and internal regulations of RUDN University, the terms of the contract for hiring a dwelling in hostels of RUDN University, fire safety rules a student may be evicted from the hostel.*

## MEDICAL SERVICE

On the territory of the University there is *Clinical Diagnostic Center* of the Medical Institute of RUDN University (RUDN CDC of MI).

### Clinical Diagnostic Center

**DIRECTOR:** Katkova Inessa Stepanovna

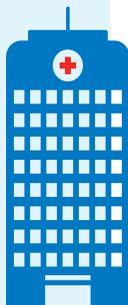
**ADDRESS:** 117198, Moscow, 10,  
Miklukho-Maklaya str.

**OFFICIAL WEBSITE:** [clinic.rudn.ru](http://clinic.rudn.ru)

**REGISTRATION:** 8 (495) 434-24-91

**EMERGENCY MEDICAL CARE OFFICE:** 8 (495) 434-24-48

**SCHEDULE OF WORK:** Monday-Friday:  
08 am - 08 pm  
Saturday: 09 am - 06 pm  
Sunday: 10 am - 04 pm  
(the Center of Liver Study)



### What to do if you get ill

If you get ill, you need to apply to the registry of the RUDN CDC of MI, get a coupon for an appointment with the doctor on duty that will examine you and prescribe an examination and treatment.

If you have a fever and / or state of health that does not allow you to queue while waiting for a doctor, contact room 112 (this is emergency medical care room).

### What is medical examination and why it should be undergone?

The human organism, falling into unfamiliar climatic, geographic, and cultural conditions, is exposed to the greatest stress, which can lead to the onset of the disease or to exacerbation of previously existing chronic diseases. In order to identify hidden diseases (of which the patient may not know) or prevent exacerbation of chronic diseases **EVERY STUDENT OF RUDN UNIVERSITY** must undergo prophylactic medical examination:

- 1 On the appointed day (the schedule is approved by the Rector Decree) — you will be notified about the date at the Faculty/Institute/Academy).
- 2 If for some reason, on the appointed day, the prophylactic medical examination you were not able to undergo a medical examination, contact the RUDN CDM of MI registry independently.

**ATTENTION!**

*For violation of the Rector's decree to undergo a medical examination, a student can receive a disciplinary penalty up to the expulsion.*

**How to apply for a health insurance policy**

All foreign citizens who are on the territory of the Russian Federation must have a policy of voluntary medical insurance.

**Students who are on fee-paying basis should apply to:**

- 1 Commercial department (office 8) to sign a contract for medical care and receive an invoice for payment.
- 2 Bank (any) — to pay the bill under the contract for medical care.
- 3 RUDN CDC of MI (registry or office118) to issue an outpatient and clinic card.
- 4 RUDN CDC of MI (office 504) to issue a policy of voluntary medical insurance (if there is a receipt for payment, a medical card and a passport).

**Students that are funded by federal budget should apply to:**

- 1 RUDN CDC of MI (office 504) to issue a contract for medical care and receive an invoice for payment.

- 2 Bank (any) to pay the invoice under the contract for medical care.
- 3 RUDN CDC of MI (registry or office118) to issue an outpatient and clinic card.
- 4 RUDN CDC of MI (office 504) to issue a policy of voluntary medical insurance (if there is a receipt for payment, a medical card and a passport).

**The cost of medical care**

**17 500 rubles**  
in the 2017/2018 academic year

**Services included in the price:**

A policy of voluntary medical insurance includes: medical assistance provided by ambulance stations; medical care in outpatient and inpatient medical institutions in case of sudden health disorders and accidents in the necessary amount to eliminate the threat to the life of the patient and / or to relieve acute pain; hospitalization in the state of acute pain, sudden health disorder and accidents with the purpose of diagnosing and eliminating the disease until complete recovery and self-movement of the patient; transportation by medical transport or other means of transport, including medical escort (medical team, doctor, nurse), from the place of illness (incident) to a medical institution; posthumous repatriation (transportation) of remains; as well as a number of services provided by the annual maintenance program:

## Primary (first aid) medical care

Registration of a patient, registration of an outpatient card, provision of emergency care at CDC MI PFUR, as well as in health centers at CDC MI of RUDN (accidents, injuries, poisoning, as well as other conditions and diseases, including subcutaneous, intramuscular and intravenous injections as prescribed by the doctor).

Reception and consultation by a doctor-therapist and medical specialists

Provision of routine skilled medical care in the treatment of acute and exacerbation of chronic diseases by physician-therapists and specialist doctors, namely:

- reception by a doctor-therapist or general practitioner;
- reception by a surgeon, cardiologist, endocrinologist, infectious disease specialist, physiotherapist, urologist, otolaryngologist, ophthalmologist, neurologist, dermatovenereologist, obstetrician gynecologist, allergist.

## Laboratory and diagnostic tests

The laboratory-diagnostic tests are conducted to obtain information on admission to the educational institution, when entering the hostel, as well as for annual preventive medical examinations.

A general clinical blood test, a general clinical urine test, a blood test for glucose, a blood test for syphilis, HIV, hepatitis B and C, malaria; study of feces for eggs of helminths and enterobiasis; the study of gynecological and urological smears, vaccination against infectious diseases.

Instrumental Research Methods:

- *Functional diagnostics (electrocardiography, 24-hour ECG monitoring, blood pressure monitoring, Holter monitoring, echocardiography);*
- *ultrasound studies (examination of the organs of the abdominal cavity, pelvic organs, mammary glands, thyroid gland and lymph nodes);*
- *X-ray diagnosis (chest X-ray, all types of radiography, except CT). MRI is not included in the program;*
- *examination of the function of external respiration;*
- *endoscopic examinations: esophagogastroduodenoscopy.*

## Ambulatory care

Primary, repeated, consultative receptions of medical specialists at a time convenient for the patient:

- therapist
- surgeon
- gynecologist

- urologist
- otolaryngologist
- endocrinologist
- allergist
- infectious disease
- dermatologist
- ophthalmologist
- a cardiologist
- physiotherapist
- neurologist
- treatment room services
- medical massage (up to 10 sessions per year)

### Preparation of medical documentation

Maintenance of an outpatient admission card, registration of prescriptions for the purchase of medications (except privileged categories); the issuance of sick lists and medical certificates for medical reasons.

#### ***Comprehensive medical examination (1 time per academic year as part of the annual service program) which includes:***

- examination by an infectious disease doctor
- conducting a fluorographic examination to identify lung diseases, especially tuberculosis;
- conducting a clinical blood test, including, according to indications, for malaria;
- blood test for HIV-carrier, syphilis, hepatitis B, hepatitis C;
- general clinical analysis of urine;
- conducting studies of feces for eggs of helminths;
- carrying out preventive medical vaccinations according to the

National Vaccination Schedule, vaccination against infectious diseases (when leaving for endemic areas to practice);

- examination by a doctor-therapist;
- examination by medical specialists (according to indications);
- according to the indications — ECG, ultrasound research, esophagogastroduodenoscopy.

### Dental care in outpatient settings (without dentistry)

1. All kinds of local anesthesia with an anesthetic of domestic production (Lidocaine 2%).
2. X-ray diagnostics (only sighting pictures).
3. Treatment of all forms of caries with the setting of seals from materials of chemical curing and glass ionomer cements of domestic production.
4. Treatment of all forms of pulpitis, including root canal filling with hardening pastes.
5. Treatment of chronic forms of periodontitis in the stage of exacerbation, including: root canal rapping, root canal filling with hardening pastes, and temporary filling of root canals with medical pastes on medical indications.  
Sealing after the treatment of complicated caries with the fractured crown part of the tooth by less than 1/2 in the IROPZ, using chemical curing materials and glass ionomer cements of domestic production.
6. Removal of supra- and subgingival dental deposits, pigmented by manual plaque followed by hygienic polishing of teeth in acute forms, as well as exacerbation of chronic forms of periodontal tissue diseases (gingivitis, periodontitis).
7. Dental extraction of varying degrees of difficulty for medical reasons (acute pain, acute inflammatory diseases of the jaws)
8. Treatment of injuries caused by an accident.

## The program of dental care does not include:

1. All types of local anesthesia (including application anesthesia) with the use of imported anesthetics (Ultrakain, Ubistesin, Septonest, etc.).
2. Panoramic pictures (orthopantomogram).
3. Use of light curing composite materials and glass-ionomer cements of imported production in the treatment of caries and its complications.
4. Replacement of seals according to aesthetic indications.
5. Retreatment (unsealing, revision) of root canals on orthopedic indications.
6. Sealing of root canals using gutta percha pins.
7. Restoration of the crown part of the tooth under the condition of destruction by more than ½ in the IRPZ using pins (fiberglass, titanium).
8. Fluorolar tooth covering, remineralizing therapy, sealing fissures of the tooth sealant.
9. Treatment of chronic forms of periodontal diseases (gingivitis, periodontitis, periodontitis).
10. Treatment of diseases of the oral mucosa.
11. Removal of supra- and subgingival dental deposits, pigmented by ultrasound, followed by hygienic polishing of teeth with chronic periodontal disease, according to cosmetic indications.
12. Lightening (Air-flow) and teeth whitening.
13. Extraction of teeth (root of teeth) of varying degrees of complexity within the framework of planned surgical sanitation (beyond the stage of exacerbation) and preparation for prosthetics.
14. Removal of dystopic, impacted and supercomplete teeth outside the stage of exacerbation.
15. Orthodontic treatment.
16. Implanting; preparation for the implantation (therapeutic, surgical sanitation).
17. Treatment of oncological diseases and plastic surgery.

## Medical care at home (in the hostel)

In emergency cases, when the patient is in serious condition, when the patient's arrival at a medical institution is not possible, as well as for patients who need bed rest;

Provision of medical assistance for medical reasons by the local physician as a therapist (for acute diseases and exacerbation of chronic diseases), includes:

- examination, diagnosis;
- examination, diagnosis;
- prescribing medications;
- issuance of documents proving temporary incapacity for work;
- referral to inpatient care in hospitals in Moscow (if necessary, emergency medical care).

Medical services are not provided in the following cases:

- *Diseases that are not included in the health care program;*
- *when the patient is diagnosed with a disease:*
  - *systemic diseases of connective tissue (scleroderma, systemic lupus erythematosus, rheumatism, etc.);*
  - *malignant neoplasms;*
  - *chromosomal diseases, genetically determined diseases, congenital malformations*
  - *blood diseases;*

- *HIV infection, AIDS and other viral infections;*
- *chronic hepatitis, liver cirrhosis, hepatitis B, C, D, E;*
- *mental disorders;*
- *conductive and sensorineural hearing loss;*
- *occupational diseases caused by the influence of production factors (chemical intoxication, vibration, ultrasound, hyperthermia, laser radiation, etc.), industrial injuries;*
- *tuberculosis, sarcoidosis, cystic fibrosis;*
- *chronic renal and hepatic insufficiency;*
- *hereditary diseases;*
- *acute and chronic radiation sickness;*
- *especially dangerous infectious diseases;*
- *severe course of chronic obstructive pulmonary disease;*
- *epilepsy, cerebral palsy;*
- *sexually transmitted diseases (syphilis, gonorrhea, chlamydial infections, trichomoniasis, anogenital herpetic infections and their generalized forms);*
- *Immunodeficiency (primary and secondary);*
- *sexual disorders;*
- *preparation and conduct of medical abortions;*
- *management of pregnancy;*
- *violation of fat metabolism, alcoholism, drug addiction, substance abuse and their complications, as well as diseases and injuries that have arisen or are received in the state or due to alcoholic, narcotic or toxic intoxication;*
- *plastic and cosmetic procedures, conducted with aesthetic and cosmetic purpose.*

A foreign student has the right to conclude an agreement with any insurance company for medical care. In this case a foreign citizen is personally responsible for passing mandatory preliminary and periodic medical examinations, as well as for providing all the necessary medical documents for admission to studies and residence in the hostel.

When acquiring certificates from outside organizations, a foreign citizen will independently be responsible for their health and the health of the people around them in the event of unqualified medical assistance or issuing certificates without conducting all necessary medical examinations and laboratory-diagnostic studies. By purchasing such a document, a foreign citizen deprives himself of the opportunity to receive qualified medical care and can damage not only his health, but also the health of others.

## SPORT

The sports and recreation complex of RUDN University offers more than 20 sports sections:



- arm wrestling;
- athletic gymnastics;
- badminton;
- basketball;
- boxing;
- volleyball;
- darts;
- capoeira;
- karate;
- athletics;
- skiing;
- mini football;
- table tennis;
- rugby;
- speleology;
- tennis;
- chess;
- powerlifting;
- fitness;
- modern dances;
- cardiozone;
- rowing.

*Classes in general physical training (football, badminton, basketball, volleyball, chess, rugby and group physical therapy) are cost- free.*

**Besides these classes there are paid membership cards:**

Appendices to the Rector Decree № 790 from «25» December 2015.

*Membership cards for students of RUDN University to sports sections of RUDN Physical recreation complex*

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAY-MENT	DURATION	NUMBER OF CLASSES
«Super Sport» - for the whole semester						
<b>SUPER-SPORT</b> (two teachers - two sections to choose)	CARDIOFITNESS, ATHLET / HYMN, ARMRESTLING, BADMINTON, TABLE TENNIS, TENNIS, BASKETBALL, VOLLEYBALL, BOXING, FIGURE SKILLS, FIGHTING, AEROBIC, TSGUN, DARTS, SPORTS DANCES, FOOTBALL, POWERLIFTING AND OTHERS.	8000 rub.	semester		1 hour	unlimited
"Student – 4" for 4 months						
<b>STUDENT - 4</b>	AEROBICS, CHEERLEADING, TENNIS, TSGUN, SPORTS DANCES	6000 rub.	4 months	by current number	1 hour	30
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS	5000 rub.	4 months		1 hour	30

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAY-MENT	DURATION	NUMBER OF CLASSES	MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAY-MENT	DURATION	NUMBER OF CLASSES
	ARMRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	5000 rub.	4 months	by current number	1 hour	30	"Student – 2 "for 2 months						
	FOOTBALL, VOLLEYBALL, POWERLIFTING	5000 rub.	4 months		1 hour	unlimited	STUDENT - 2	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES	3500 rub.	2 months	by current number	1 hour	16
"Student – 3" for 3 months								CARDIOFITNESS, BOXING, KICK-BOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS	3000 rub.	2 months			1 hour
	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES	4500 rub.	3 months	by current number	1 hours	25		ARMRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	3000 rub.	2 months		1 hour	16
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS		3 months		1 hours	25		FOOTBALL, VOLLEYBALL, POWERLIFTING	3000 rub.	2 months		1 hour	unlimited
	ARMRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	3 months	1 hours		25								
	FOOTBALL, VOLLEYBALL, POWERLIFTING	3 months	1 hours		unlimited								

You can join the section from **7:00 am** to **20:00 pm** every day at the cash department of sports and recreation complex.  
\*A student ID and an entry pass are required.

Classes in sports sections of the RUDN Physical and recreation complex are equated to the development of an elective (optional) module «Physical Culture and Sport» in full volume.

The distribution of RUDN students to sports sections is carried out taking into account their interest and desires.

For students assigned to a special medical group of health, sections are organized with due regard for the deviation of health and the level of physical readiness.

Classes in the sections are held according to the timetable approved by the sports and recreation complex director. The timetable includes: instructors by sport, days, time and places where the sports sections are held.

## YOU CAN PARTICIPATE TOO!

Every year the University hosts the Spartakiad (mass competitions) in mini-football, swimming, table tennis, armwrestling, badminton, skiing, basketball, volleyball and track and field.

### *Our pride! It can be you!*

- The women's volleyball team fought at Euro Valencia 2016 with the best teams from 27 leading universities in the world. The result of the struggle was the first in the Russian history the student's Cup of Champions «Euro Valencia».



- The RUDN University team in volleyball took 1st place at the international sport festival Euro Madrid-2016, having won over a team from Serbia. The national team of RUDN University in swimming became a prize-winner in the super-exchange 4 for 4. A student of the Economics Faculty Gadun Nika returned to RUDN University with 6 gold medals!
- The women's volleyball team and the RUDN University tennis team returned from the EuroMilan-2017 competitions as gold medal winners.



## CREATION

The RUDN University Interclub (International Cultural Center of RUDN University) provides extra-curricular educational work aimed at organizing amateur artistic creativity of RUDN students.



### *Creative teams of Interclub:*

- International Dance Ensemble «Rhythms of Friendship» (office 308-309):
  - Preparatory group of the ensemble;
  - Children's ensemble group.
- The studio of musical plastic «Isadora» (office 308-309).
- International vocal studio «Rainbow» (office 302).
- Studio of folk - vocal «KRAPIVA» (office 303).
- Studio of variety vocal «Transfiguration» (office 312).

- Studio of Caucasian dance (Disco).
- Studio of modern dance «Adele» (disco hall).
- Theater of Oriental Dance «Amaren» (office 305).
- Club of intellectual games (office 214).
- Youth Theater of Interclub (Concert Hall).
- Theater team of foreign students (Concert Hall).

The studio is run by professionals who have been working at RUDN University for many years. Classes for students of RUDN University are free!

The schedule of the studios is formed and approved in September of the new academic year, it can be found in social networks or in office 204 of RUDN University Interclub.

#### Interclub in social networks:



<https://vk.com/interclubrudn>



<https://www.facebook.com/interclubPFUR>



[https://www.instagram.com/interclub\\_rudn](https://www.instagram.com/interclub_rudn)

#### Information about the administration:

Directorate of Interclub office **204** of the Interclub

**DIRECTOR OF INTERCLUB**

Alexander Utkin

#### DEPUTY DIRECTOR

Rezeda Razifovna Fattahova

#### FILM DIRECTOR OF INTERCLUB

Maxim Sergeevich Novikov

#### THE CHIEF OF THE CULT-MASS SECTOR

Natalya Petrovna Manko

#### Contacts:

**ADDRESS:** 117198, Moscow, 21 A, Miklukho-Maklaya, St.

**PHONE:** +7 (495) 433-04-01, ext.18-94

**E-MAIL:** interclub@yandex.ru

**WORKING HOURS:** from 10.00 am to 11.00 pm

#### To join the studio it is necessary to

- 1 read the schedule.
- 2 come to the studio, get acquainted with the teacher.

*Besides it, Interclub conducts a concert-presentation of creative teams at the University Open Day.*

\*A pass is needed.

## HOW TO EARN MONEY IN SUMMER

### Children's health camp «Juventa»



«Juventa» is a structural subdivision of RUDN University. The children of the University staff are at leisure from 6 to 16 years old. The camp is located 18 km from the Medvedkovo metro, on a picturesque area, near the Klyazmen reservoir and is provided with everything you need: heated buildings, a restaurant where 5 meals a day are arranged, facilities for creative pursuits and educational games, sports grounds, outdoor pool, etc.

«Juventa» is not just a camp, it is a children's republic from 8 cities, with its government, the labor exchange and the Academy of Sciences, where every child can be realized in creativity, sports and other activities, and an experienced pedagogical team created by them from students and teachers of RUDN University.

#### Vacancies:

- counselor
- kitchen worker
- the cleaner of premises
- head of the club
- the waiter

The wishing to apply need to come in **February** to office 223 (4 block) to the head of the «Juventa» health camp Kyshkayte Alisa Wilhelmovna.

All candidates must pass **free training** for teachers of the teaching staff (the schedule does not overlap with the study time). After training, the administration decides on giving you a one-shift job (21 days) or the entire season (3 shifts).

### International Student Construction Brigade (ISCB) of RUDN University

In 1964, the first students of the University went to master virgin lands in one of the regions of Kazakhstan. In subsequent years, construction teams of the University worked in Karelia, Siberia, on the construction of the Baikal-Amur Mainline. In different years the representatives from 123 countries worked in the ISCB of UDN named after Patrice Lumumba.

Today, by the efforts of the ISCB in summer training and residential buildings are being prepared for the new academic year. The number of team is more than 300 people, and the average salary is 29.2 thousand rubles.

It's quite easy to get into the International Student Construction Brigade. For summer employment documents are received from April, 20 to June, 5. For filing documents, you need to come to office 328 of the Humanities and Social Sciences building with the following photocopies of documents:

- Passport;
- Student ID;
- Number of personal account from the bank;
- Visa (for foreign citizens);
- Temporary registration (for nonresident citizens);
- The current certificate of education in RUDN University;
- Insurance Number of Individual Ledger Account (SNILS-will be issued by the university, if you don't have);
- Migration card (for foreign citizens);
- The policy of voluntary medical insurance (for foreign citizens);
- 2 photos 3 \* 4.

Besides it you will be asked to fill out a questionnaire with information about yourself in the office.

Working hours of office **328** from April **20** to June **5**:

Monday-Friday **9 pm – 6 am**

To increase the chances and pass the competition, which only in 2017 was 3 people in place, it is necessary to pass additional professional education programs «Young Fighter Course» and, for experienced fighters with leadership skills - «School of Commanders», which already train future brigade leaders, commanders and commissars.

The school and the course usually take place from the end of March to the beginning of June. Documents for training in them can be submitted from March 15 to April 15 in office 25 of the EGF building.

Also, in addition to the summer work semester, RUDN University operates a year-round construction team that provides ongoing repairs of buildings and structures. Usually it employs experienced fighters. You may find out about the number of vacancies and submit documents to the all-the-year-round construction team in office 25 of the EGF building.

#### Contacts:

##### **DIRECTOR OF CMSO «MERIDIAN OF FRIENDSHIP»**

Sergeev Vladimir Vladimirovich

**PHONE:** 8 (499) 936-85-49

**E-MAIL:** sergeev\_vv@pfur.ru

##### **PERSONNEL SPECIALIST**

Kondakov Mikhail Kirillovich

**PHONE:** 8 (499) 940-46-01

**E-MAIL:** kondakov\_mk@pfur.ru

##### **SPECIALIST FOR PRODUCTION ISSUES**

Nhaga Banuma Orlando

**E-MAIL:** nkhaga\_banuma\_o@pfur.ru

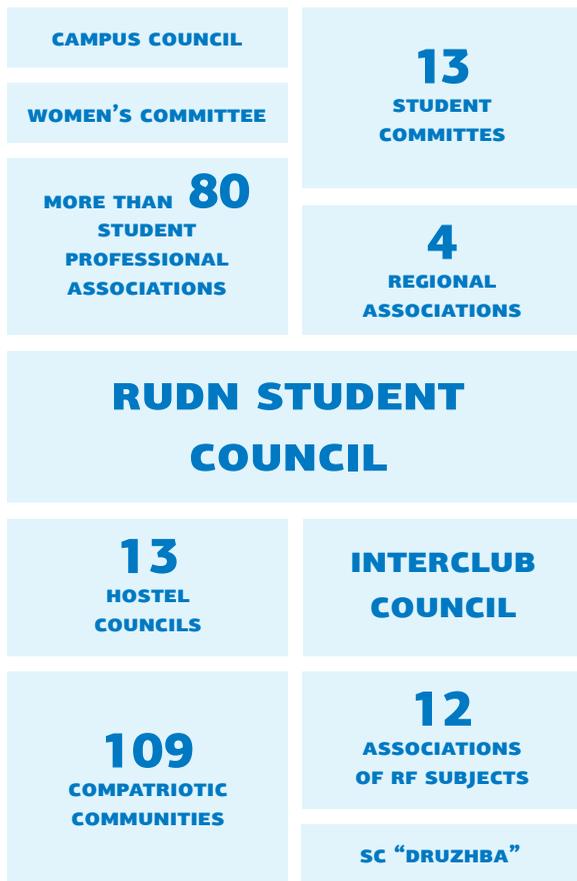


#### **STUDENT SELF-GOVERNMENT**

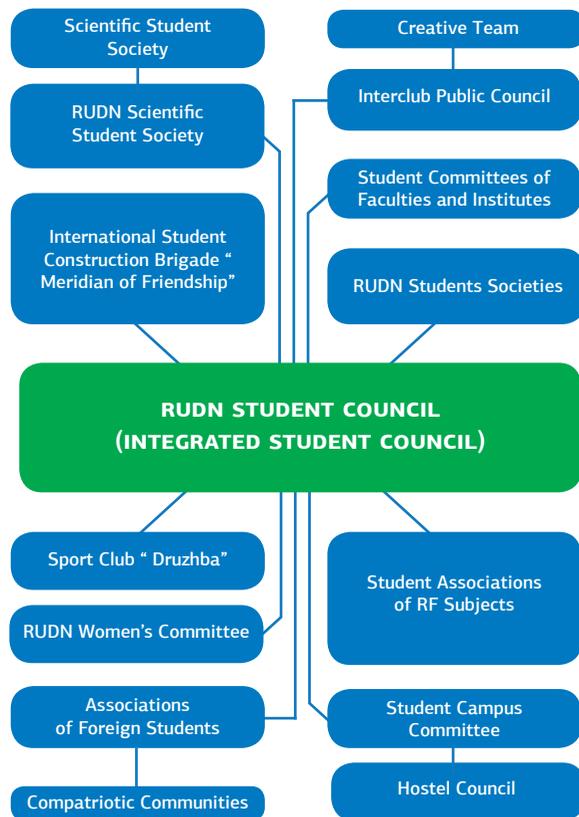
**more than 200 student organizations**

**more than 6000 students take part in the activities of PFUR student organizations, 40% of them are foreign students**

**1500 students in elective positions**



### Scheme of Interaction RUDN University student organizations and associations



Interaction with RUDN University administration

## Annually more than 10 meetings of the Rector with different categories of RUDN students

Representatives of the RUDN University Student Council

take part in solving all issues of study, student life;

are members of the commissions of the RUDN Academic Council and working groups.

Existing measures to support the leaders and activists of RUDN University student organizations

- Coordination of student public organizations
- Assistance in improving teaching and upbringing process
- Information and methodical work
- Development of student self-government, in accordance with RUDN University Statute
- Socio-legal support of RUDN students
- Implementation of programs and projects
- Organization of student leisure time
- A competition for the best student organization
- Representation of interests of RUDN University students



Implementation of programs and projects:

- Program for the development of student associations of RUDN University
- Student School of Core Team
- Public certification procedure
- Secondary school
- Festival «Let's build friendship together»
- Participation in the National Preparatory Committee of the XIX World Festival of Youth and Students
- Participation in the parade of the Moscow students

**Since 2012** RUDN University has been the winner of the competitive selection of the Ministry of Education and Science of the Russian Federation.

**From 2012 to 2016** 36 student projects involving foreign students and aimed at developing intercultural dialogue were implemented.

**In 2017** 9 projects in 5 areas were implemented.

**Communities and associations of RUDN University**

**Activities:**

- protection of interests of foreign students and participation in solving their problems
- presentation of cultural and national traditions of their countries
- maintaining regular contacts with the administration of the University regarding the admission, residence of students from foreign countries in RUDN University
- development of cooperation with the Association of Foreign Students of Russia and other public organizations

**Projects:**

- days and weeks of culture
- thematic festivals, meetings, conferences
- Participation in international festivals «Planet Southwest», «We were made friends of Moscow», etc.
- sports and mass events

### **RUDN campus council coordinates the activities of hostel councils**

**Activities:**

- protection of interests of students living in hostels
- organization and holding of cultural and sports events
- maintenance of favorable tolerant atmosphere in hostels
- information support

### **To join self-government bodies it is necessary:**

- **the student committee** — to apply to the deputy dean for educational work, or to the chairman of the student committee;
- **the hostel council** — contact the tutor for working with students (senior teacher);
- **RUDN student council** — since this is an elected body, it is necessary to apply to the chairman of the RUDN Student Council, or to the deputy chairman for allocation to the commission in the areas of work of the RUDN Student Council.

**RUDN University Women's Committee**

This is not just a public student organization, but a friendly team of students and students from all over the world. The Women's Committee is joined by those who are close to and understand the ideas of tolerance and humanism, who are interested in the culture and traditions of different peoples, who want to show their organizational and creative abilities.

**ADDRESS:** 21, Miklukho - Maklaya, st., office 210.

We are waiting for you every **Monday and Thursday** in RUDN Women's Committee **from 7:00 pm** (we stay up late).

**PHONE:** 8 (903) 133-46-20

**Activity:**

- project «Students of RUDN University — for orphans»
- festivals for the University's children
- women's Club
- «Delicious festival» project
- cooperation with public and state organizations
- participation in thematic conferences and seminars
- mugs for children and students living in dormitories

## RUDN TRADE UNION COMMITTEE

RUDN trade union is the largest public organization of the University, which has existed since RUDN foundation, which includes both employees and students. The main objective of the activities of RUDN Trade Union Committee is the development of social partnership at the University. An important line of activity of RUDN Trade Union is the representation and protection of the rights and interests of the University students.

The governing body of the trade union organization is the Trade Union Committee, elected at the Trade Union Conference of the University.

### THE CHAIRMAN OF RUDN TRADE UNION

Aleksandr Aleksandrovich Belousov, Professor, Doctor of Historical Sciences, Honored Worker of Higher Professional Education of the Russian Federation.

### DEPUTY CHAIRMAN OF RUDN TRADE UNION

Anatoly Alexandrovich Lomov, Associate Professor, Honorary Worker of Higher Professional Education of the Russian Federation.

**PHONE:** +7 (495) 434-30-12

**БЕБ-САЙТ:** [www.profkomrudn.ru](http://www.profkomrudn.ru)

### *To join the trade union*

- Contact office 10 (Main building, Scientific Library)
- Write a personal application
- Provide 2 photos in size 3x4.

**WORKING HOURS:** Monday - Friday  
from 3-5.30 pm.



# ASSISTANCE WITH DOCUMENTS

## PASSPORT DEPARTMENT

### FOR RF STUDENTS

- All Russian citizens who have arrived for temporary residence in residential premises that are not their place of residence for a period of more than 90 days must register their place of temporary residence.
- Citizens of the Russian Federation enrolled in the University for full-time department are required to apply to the passport office of the University within 14 days from the date of issuance of the order on enrollment for temporary registration at the place of stay.
- Registration is made only for those students who have been granted a place in the hostel of the campus of the University.
- Registration of citizens at the place of temporary stay is processed for the period specified in the contract/



warrant for the right to use the living facilities in the campus.

- Registration of citizens at the place of temporary stay is carried out without their removal from the registration at the place of residence.

#### *Package of documents for registration:*

1. Identity document;
2. A copy of the passport (3-5 pages);
3. The original and a copy of the contract for hiring a specialized housing stock in the hostel, which provide the basis for temporary residence;
4. Application of the established form on registration at the place of temporary stay (the form can be obtained at the RUDN passport department);
5. Certificate from the Student Records Management Department (SRMD), confirming the fact of studying, certified by the head of the department (the main building of RUDN University, office 223) - for students and masters;
6. Extract from the order from the Office of Postgraduate Professional Education (OPPE), certified by the head of the department — for post-graduate students, interns, doctoral students and trainees;
7. 1 photo, size 3x4.

You can get acquainted with the package of documents, download the forms, get acquainted with the procedures for renewal of registration and removal from the register on the site [PVS.RUDN.RU](http://PVS.RUDN.RU) in the section «registration», as well as on the stands and brochures of the passport department.

Admission of students is carried out by electronic recording through the portal of the RUDN UIS portal.pfur.ru

## FOR FOREIGN CITIZENS

**ALL FOREIGN CITIZENS ARE OBLIGED TO REGISTER FOR THE PERIOD OF VALIDITY OF THE ENTRY VISA WITHIN 2 CALENDAR DAYS FROM THE MOMENT OF ENTRY INTO THE RUSSIAN FEDERATION.**

For it you need to apply to the passport department of the University and provide the necessary package of documents for registration in the primary migration account.

*Package of documents for primary registration:*

1. passport;
2. a copy of the passport;
3. notarized translation of the passport (in the absence of a page in Russian);
4. migration card with a mark on the border crossing;  
a copy of the migration card;
5. a copy of the passport page with a stamp on the border crossing;
6. 2 photos, size 3x4;
7. filled arrival notification form.

**30 days before the end of the migration registration period** a foreign citizen must appear in the passport department of RUDN University and provide necessary package of documents to extend the period of stay and issue a multiple visa.

*Package of documents:*

1. passport and its copy;
2. migration card and its copy;
3. the original and a copy of the tear-off part of the notification form with the FMS stamp on the registration for migration registration;
4. filled arrival notification form;
5. a copy of the order for admission to the University or an extract from the order;
6. a copy of the contract, a contract for a commercial form of training or a copy of the direction from the Federal Education Agency (FAO) or the direction of the Department of International Cooperation for students funded by budget;
7. a copy of the visa.

The extension of migration registration is made **only to those students who have been granted a place in the hostel of the campus of the University.**

The validity of the national passport should not be less than 18 months.

In the national passport, you must have at least two blank pages for pasting visas.

Foreign citizens with a **visa-free regime** of stay must enter the migration account for the validity of the migration card within 2 calendar days from the moment of entry into the Russian Federation.

For it you need to apply to the passport department of the University and provide the necessary package of documents for registration in the primary migration account.

Foreign citizens who do not live in the campus of the University are subject to registration for the migration account at the place of actual residence.

#### Completion of documents:

All documents are completed in Russian.

When completing the documents, corrections and abbreviations cannot be abbreviated.

If a foreign citizen has 2 or more citizenships, one of which is Russian citizenship, in Russia this citizen is considered only as a citizen of Russia and is subject to registration as a Russian citizen.

<sup>1</sup>You can get acquainted with the package of documents, download the forms and read the migration accounting procedures at the [PVS.RUDN.RU](http://PVS.RUDN.RU) website in the section «Migration Accounting», as well as on the stands and brochures of the passport department.

Admission of students is carried out by electronic recording through the portal of the UIS of RUDN portal. pfur.ru, according to the schedule.

The passport department of the University is located at: 10, Miklukho-Maklay St., Building 2 (building of the Faculties of Natural Sciences and Humanities, ground floor, offices from 11am -7 pm).

#### Working hours:

##### WORKING HOURS OF PASSPORT DEPARTMENT

(daily, except saturday and sunday)

<b>MONDAY</b>	9 am – 6 pm
<b>TUESDAY</b>	9 am – 6 pm
<b>WEDNESDAY</b>	9 am – 6 pm
<b>THURSDAY</b>	9 am – 6 pm
<b>FRIDAY</b>	9 am – 4.45 pm

##### WORKING HOURS

<b>MONDAY</b>	2 pm - 6 pm
<b>TUESDAY</b>	2 pm - 6 pm
<b>WEDNESDAY</b>	No reception day
<b>THURSDAY</b>	2 pm - 6 pm
<b>FRIDAY</b>	2.30 pm - 4.30 pm only the issue of ready-made documents

**LUNCH TIME** 1 pm - 2 pm

**TECHNICAL BREAKS** 2.30 pm - 2.45 pm

## MILITARY REGISTRATION DEPARTMENT (for RF)

- Produces the placement of full-time conscripts and military liable for the RUDN University, with the issuance of an appropriate certificate to the dean's office of the faculty/institute.
- Prepares the students, who are subject to conscription, a certificate in the form of Appendix No. 2 to grant a deferment from drafting for military service.
- Informs, in a two-week period, in military commissariats at the place of residence or place of temporary residence information about citizens expelled from the RUDN University.
- Organizes work on the handing over to educational citizens of agendas of military commissariats.
- Organizes work on the issue of military tickets to female graduate students of the medical institute of RUDN University of the current year.

## REGISTRATION OF A MILITARY ID

Female student graduates of the medical institute of the current year, regardless of the place of permanent residence.

It is necessary to undergo medical examination at the Gagarin military commissariat in Moscow and after receiving the diploma personally apply to the military commissariat for the military ID. The order of actions was established by the RUDN Rector Decree. Details should be specified in the dean's office of the faculty / institute or at the military registration de-partment of the University.

According to the Law of the Russian Federation «On Military Duty and Military Service», all male citizens aged 17 to 27 years are obliged to be on military records and not in reserve (conscripts), as well as citizens who are in reserve (all people liable for military service) are subject to compulsory military registration.

**Initial registration for military registration** is carried out by military commissariats from January 1 to March 30 in the year they reach the age of 17 years. The placement of women for military registration is carried out in case they acquire a military specialty. In RUDN University graduates of the medical institute belong to this category.

**Citizens are required to be registered** in the military commissariat at the place of permanent registration or place of temporary residence (more than 3 months), and in the institution where they are studying internally.

QUESTION	WHOM	WHAT TO DO AND IN WHAT TIME
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<b>MILITARY REGISTRATION AT THE UNIVERSITY</b>	<ul style="list-style-type: none"> <li>• All full-time male students from 17 years of age.</li> <li>• All full-time female students with military ID.</li> </ul>	<p>Arrive at the military registration department before November 1 of the year of enrolling in the University. At the same time nonresident citizens (not Moscow and the Moscow region) need to pre-register a temporary registration in the Moscow region and register for conscription at the conscription office at the place of registration.</p>
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<b>REGISTRATION OF DEFERMENT FROM CONSCRIPTION TO MILITARY SERVICE</b>	<p>All full-time students-male citizens 18 years of age, having an ID of the citizen, subject to appeal.</p>	<p>Annually after the transfer to the next course before October 1 it is necessary to go to the military registration department for a certificate in form of Appendix 2.</p>
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**Exempt from military service** and living outside the Russian Federation are not subject to military registration.

Students who have a permanent registration in Moscow and the Moscow region, remain on the register in their military commissariat offices. They need to apply to the military registration department of RUDN University for registering at the University and take advantage of their right to defer if necessary.

For out-of-town students it is necessary first to apply for temporary registration in Moscow or the Moscow region and register for military registration at the place of temporary residence. Nonresident citizens residing in the RUDN hostel register at the University's Passport Department. For placement in the military register at the place of temporary registration, non-resident students submit to the military registration department:

- Passport of a citizen of the Russian Federation and its copy;
- certificate of provisional registration and its copy;
- ID of the citizen -subject to a military service or a military ID.

Each student, after registering at the place of residence (stay) and registering a personal card on the military account, receives a certificate of registration [at the military registration department](#)

at RUDN University for submission to the dean's office of the faculty/institute/academy. **Student IDs are not prolonged without this certificate!**

**Interns and post-graduate students (regular enrollment)** receive deferment on the studying period and further up to one year at the time of the qualifying work defence. This postponement is provided on the basis of the certificate in the form of Appendix 2.

#### THE ADDRESS THE RUN MILITARY REGISTRATION DEPARTMENT:

117198, Moscow, 10,  
Miklukho-Maklay str., office 305  
building 1 (archive building), 3rd floor,

**PHONE:** +7 (495) 433-15-00

#### THE HEAD OF THE DEPARTMENT

Alexander Vladimirovich Sherstyuk

#### SPECIALIST IN MILITARY REGISTRATION

Natalia Yurievna Kireeva

#### WORKING DAYS AND TIME:

Monday-Thursday from 9.15 to 17.45.

Lunch time 01.00 pm to 02.00 pm



## STUDENT PERSONNEL DEPARTMENT

*How do I get a certificate of education?*

### FOR THE RUSSIAN FEDERATION

Contact office **223** (main building)

**PHONE:**

8 (495) 434-26-12

**WORKING HOURS:**

Monday-Thursday from 2pm to 5.30pm  
Friday from 2 pm to 5pm

### FOR FOREIGNERS

Contact office **227** (main building)

**PHONE:**

8 (495) 434-26-12

**WORKING HOURS:**

Monday-Thursday from 2pm to 5.30pm  
Friday from 2 pm to 5pm

*What to do if I lost my student ID card*

To apply to offices **223** **229** **222** (main building)

for processing an application for issuing a duplicate student ID card/  
record book

**PHONE:**

8 (495) 434-26-12

**WORKING HOURS:**

Monday-Thursday from 11-00 am to 5.30 pm  
Friday from 11 am to 5 pm

## COMMERCIAL DEPARTMENT

**ADDRESS:**

Main building, ground floor,

offices **5** **6** **8**

**WORKING HOURS:**

Monday to Friday from 09.00 am to 7.00 pm,  
Saturday from 10.00 to 15.00

*How and when to pay the tuition fees*

1. You must pay the tuition fees within the terms specified in your contract.
2. If you do not pay the tuition on time the university will charge penalties.
3. Payment is made on the basis of a referral for payment tuition fees:
  - for students - received through the portal of the Unified Information System of RUDN at [portal.pfur.ru](http://portal.pfur.ru);
  - for entrants - displayed in the Commercial Department of the RUDN University at the conclusion of a contract for tuition.
4. Methods of payment:
  - Through the cashier of any bank;
  - Through bank terminals and cash machines of any banks;
  - Through on-line offices of any banks;
  - Through the site [portal.pfur.ru](http://portal.pfur.ru) in on-line mode.

### How to apply for supplementary education

1. Select a training unit and an additional education program.
2. Submit an application for admission to the training program for the selected program.
3. Get a referral for a contract.
4. Enter into the contract:
  - in the educational department (for applicants for additional education programs at Faculty of Professional Development of Medical Workers, Institute of Retraining, Interdepartmental Center of Additional Vocational Training «Perspective», Institute of Foreign Languages, Medical and Biology School «Medik», Center of Pre-university Education «Unicum», Supplementary Education Center of HSSF).
  - at the Commercial Department of RUDN University.

### Transfer/Readmission within the University it is necessary

1. To agree on the issue of transfer / readmission with the dean's office (directorate)
2. To write a request for transfer / readmission
3. To sign the application at the dean's office
4. To sign the application in Students Personnel Department (office No. 220 of the RUDN Main Building)
5. To sign the application in the passport office and the relevant department of the department for the reception and accompaniment of foreign students (for foreign students)
6. To sign a contract for tuition in Commercial Department and receive a referral for payment
7. To make payment for tuition
8. To provide a copy of the application and payment order to the dean's office (directorate)



## DEPARTMENT OF ACCOUNTANCY AND FINANCIAL CONTROL

All issues related to the accrual and receipt of cash payments - office **163** (building 4)

For the scholarship to be received to the bank card:

- Apply for registration of the card office 163 (building 4). You must have a passport with you.
- If you already have a bank card issued in Moscow, you need to contact the bank where you have a card and ask for details of the personal account. With this paper and passport go to office 163 (building 4) to attach your card, which will automatically receive a scholarship.

If you were late to issue a bank card before the scholarship is paid from the 25th of the current month you need to apply to the cashier (accountancy, 2 floor, building 4).

### ATTENTION!

**After a payroll of a scholarship you have only 3 days to receive money at the cash department.**

**1 day** from 2 pm to 5 pm

**2 and 3 days** from 9.00 am to 5.00 pm

**Lunch time** from 1.00pm to 2.00 pm

Registration / attachment of a bank card is **MANDATORY** for all students, so immediately after enrolling in the University you should apply to the office 163 (building 4) and hand over the details of the personal account (if the card is issued in Moscow) or draw up a card with the help of accounting staff.

**WORKING HOURS OF OFFICE** **163** (building 4)

Monday, Wednesday, Friday 2 pm - 5 pm

Tuesday 10 pm - 1 pm

## DEPARTMENT OF SOCIAL DEVELOPMENT

*Support for people in preferential categories*

### HEAD OF DEPARTMENT:

Kolyadina Tatyana Evgenevna

### ADDRESS:

9, Miklukho-Maklay str. (building 4, office 222)

**PHONE:** +7 (495) 433-14-11

### WORKING HOURS

Monday-Friday: 9.00 am - 6.00 pm

Lunch break: 1.00 pm - 2.00 pm

## Social Stipend

### 1 Rules for obtaining

Students present legal documents to the General Counsel of the University and further to the Social Development Department, which prepares the first decree for the appointment of a social stipend for one semester. The further assignment of social stipends is carried out by the faculty scholarship commission regardless of the student's academic performance.

### 2 Social scholarship for people exposed to radiation due to the Chernobyl disaster and other radiation accidents, due to nuclear tests at the Semipalatinsk test site

For the initial registration of the social stipend it is necessary to apply to **the Department of Social Development of RUDN University**

office **220**

**PHONE:** +7 (495) 433-14-11 (ext. 1402)

### SPECIALIST IN SOCIAL WORK

Sukachev Evgeniy Anatolevich

### Required documents:

- an application addressed to the head of the DSD (Appendix No. 1);
- a copy of the certificate or certificate certified by a legal adviser.

- 3 A social stipend for orphans and children left without parental care, as well as people who lost both parents or a single parent during the tuition period.

For registration of the social stipend it is necessary to apply to **the Department of Social Development of RUDN University**

office **216**

PHONE: +7 (495) 433-14-11 (ext. 1402)

**SPECIALIST IN SOCIAL WORK**

Olga Bakleneva

#### Required documents:

- an application addressed to the head of the DSD (Appendix No. 1);
- birth certificate;
- certificate of parents' death;
- two photos (3x4);
- documents on guardianship, a court decision or a body of social care.

- 4 Social stipend for disabled children, disabled people of I and II groups, people with disabilities since childhood.

For registration of the social stipend it is necessary to apply to **the Social Development Department,**

office **216**

PHONE: +7 (495) 433-14-11 (ext. 1402)

**SPECIALIST IN SOCIAL WORK**

Yerokhina Marina Andreevna

#### Required documents:

- an application addressed to the head of the SDD (Appendix No. 1);
- certificate of disability certified by a legal adviser;
- IRP (individual rehabilitation program).
- student ID;

- 5 Social stipend for low-income students

Social stipend to low-income students is monthly cash payments to students, whose average income per family member is below the subsistence level.

In order to receive a social stipend, you need to obtain a certificate from the social protection body at your place of residence. The validity of this certificate is one calendar year, therefore, it is necessary to provide it annually for the re-appointment of the social stipend. After the social security funds calculate the income of the student's family and issue a certificate confirming the right to receive a social stipend, the student provides it to the dean's office of its faculty (institute). Based on this certificate, he writes an application for a social stipend.

### Required documents in the Department of Social Protection of Population:

- passport;
- a certificate from the accounting department on the student's income level;
- a certificate of income level of all family members;
- certificate of family composition;
- certificate from the dean's office, that you are a student of an educational institution;
- certificate of receipt or non-receipt of an academic stipend.

### PASS ENTRY SYSTEM

In RUDN University the system of electronic permits works for passing to all educational and residential buildings.

#### *You can get a pass at your faculty.*

(for the Russian Federation)

#### *You can get a pass in the department corresponding to your citizenship*

(for foreigners)

### IF YOU LOST YOUR PASS

- 1 Apply to office **20** in the building of the Faculties of Natural Sciences and Humanities and get a referral for payment.
- 2 Pay a referral in the souvenir shop (main building).
- 3 Return with a paid receipt to office **20** in the building of the Faculties of Natural Sciences and Humanities.

**A NEW PASS IS MADE AT ONCE!**

### CORPORATE MAIL AND PORTAL OF THE UNIFIED INFORMATION SYSTEM (RUDN UIS)

For each RUDN student, Office365 service account is automatically set up , with the possibility of using the corporate mail of RUDN (the transition is available from rudn.ru, you can also download Outlook to your mobile device and use the mail anywhere). By corporate mail, all the necessary information is sent, so it is necessary to check it (Rector's Decree No. 218 of April 7, 2016). Apart from that the e-mail address is retained for the student after graduation from the University.

Furthermore, for the convenience of students, the portal for the [Unified Information System of RUDN \(RUDN UIS\) portal.pfur.ru](http://portal.pfur.ru) was created. UIS provides the following:

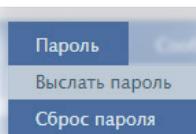
1. student's personal office with the opportunity to view contracts for training, accommodation and additional services;
2. the possibility of an independent billing of accounts and their on-line payment;
3. service payment by the account number for paid services of RUDN (without authorization);
4. payment for consulting services on the basis of an offer contract;
5. electronic traversal of the trainee;
6. electronic queue in the hostel (Department of complex services for residents);
7. electronic queue to the Passport Department.

## HOW TO GET ACCOUNT DATA FOR OFFICE365 AND RUDN UIS?

To obtain data of the service account for the Office365 service and the Portal of the Unified Information System (RUDN UIS PFUR), go to [portal.pfur.ru](http://portal.pfur.ru).



Select «Password» in the top menu. In the drop-down list, select «Send password».



### Fill out the form below

- Please observe the requirements for filling out the form.
- The serial number and passport number are entered without spaces, the date the document is issued in the format DD.MM.YYYY.
- Specify the e-mail address that you use.
- Click the button «Send credentials». At the e-mail address specified by you, a service message with the data of the service account of Office365 and the portal of the RUDN UIS will come.

The operation is performed only once to obtain the account information for the first time.

**If the operation ends in an error** and you see a message on the «The data entered by you does not match those registered in the system. The operation is canceled», means that in the information databases of RUDN University there is no information about your passport data. Perhaps, if you changed your passport during training, information about the new document was not registered. Therefore, if after entering the new passport data in the filling form the result is negative, try to enter the data of the old passport. In case all actions are ineffective, use the function of the portal «Report an error» or write an e-mail to [support@rudn.university](mailto:support@rudn.university) letter asking you to solve this problem.

**Do not forget to indicate in the letter your full name and surname and the number of the student ID.**

For feedback, leave the email you are using. Once again, check the spelling of the e-mail address and click the «Send» button.

Specialists of technical support will contact you by e-mail, indicated by you, during the day.

**FOR NOTES**

**FOR NOTES**

## FOR NOTES





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