**APPROVED**

**by Academic Council of ASU on October 26, 2020**

**(Protocol No 03)**

**Rector of ASU K. A. Markelov**

**RULES OF ADMISSION**

**to Federal State Budgetary Educational Institution of Higher Education “Astrakhan State University”**

to cover educational programs of higher education – bachelor, specialist, and master programs

for Academic Year 2021/22

1. **General Provisions**
2. These Rules of Admission to cover educational programs of higher education
* bachelor, specialist, and master programs (hereinafter referred to as the “Rules”)
* regulate admission of citizens of the Russian Federation, foreign citizens, and individuals without a citizenship (altogether hereinafter referred to as “entrants”) to cover educational programs of higher education – bachelor programs, specialist programs, and master programs at the Federal State Budgetary Educational Institution of Higher Education “Astrakhan State University” (hereinafter referred to as “ASU”) and at its Branch in the town of Znamensk (hereinafter referred to as the “Branch”).
1. ASU announces admission to cover bachelor programs, specialist programs, and master programs (hereinafter referred to as “admission”, “educational programs”) as per its license to perform educational activities related to the corresponding educational programs. License requisites: series 90Л01 #0008923 of January 21, 2016, reg. # 1893.
2. The procedure and the conditions of admission to Federal state institutions that perform educational activities and that are supervised by Federal state authorities specified in Part 1 of Article 81 of Federal Law No 273-ФЗ of December 29, 2012 (hereinafter referred to as “Federal Law No 273-ФЗ”) shall be determined by the those Federal state authorities[[1]](#footnote-1).
3. Individuals with an education of appropriate level, confirmed by:

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

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

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

 a document of education or of education and qualification of the standard determined by the federal executive authority that performs functions to develop the state policy and execute legal regulation in the field of general or higher education, or by the federal executive authority that performs functions to develop the state policy and execute legal regulation in the field of healthcare, or by the federal executive authority that performs functions to develop the state policy and execute legal regulation in the field of culture[[2]](#footnote-2);

 a document of official standard that confirms the level of education or of education and qualification, provided it was obtained prior to January 01, 2014[[3]](#footnote-3) (a document of primary professional education confirming obtainment of secondary (complete) general education and a document of primary professional education obtained on the base of a secondary (complete) general education shall be equal to a document of secondary professional education)[[4]](#footnote-4);

 a document of education and qualification of the standard determined by the Federal State Budgetary Educational Institution of Higher Professional Education “Lomonosov Moscow State University” and by the Federal State Budgetary Educational Institution of Higher Professional Education “Saint Petersburg State University”, or a document of education and qualification of the standard determined upon the decision of an administration collegial body of an educational institution, provided that document has been issued to a person who passed the state final accreditation successfully[[5]](#footnote-5);

 a document of education or education and qualification issued by a private organization that performs educational activities in the Skolkovo Innovative Center or organizations that perform educational activities in the territory of an innovative research and technology center determined by Part 3 of Article 21 of Federal Law No 216-ФЗ “On Innovative Research and Technology Centers and on Introduction of Amendments into Certain Legislative Acts of the Russian Federation” of July 29, 2017[[6]](#footnote-6);

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

1. Entrants shall be admitted to the first year of studies.
2. Admission is based on competitive selection:

 to bachelor and specialist programs (except for admission of individuals who are eligible for enrolment without taking entrance examinations) - on the base of their results of the Unified State Examination (hereinafter referred to as “USE”) that shall be acknowledged as results of entrance examinations; and/or on the base of results of entrance examinations to be arranged by ASU itself in cases stipulated by these Rules;

 to master programs – on the base of results of entrance examinations the list and procedure of which shall be determined by ASU.

 ASU prioritizes the entrance examinations in order to range the lists of entrants (hereinafter referred to as “order of priorities of the entrance examinations”).

 For each entrance examination the following scores are stipulated:

 maximal scores;

 minimal scores, confirming the entrant has successfully passed the examination (hereinafter referred to as “minimal scores”).

1. ASU shall hold the competition selection on the following terms of admission (hereinafter referred to as the “admission terms”):
2. separately to study at ASU and at its Branch;
3. separately for the full-time, part-time, and mixed modes of studies;
4. separately in compliance with the profile of educational programs - competition within speciality or major (hereinafter referred to as the “one-profile competition") in accordance with Article 8 of the Rules;
5. separately for:

a) within the admission quotas for studying at the expense of budgetary allocations from the federal budget (hereinafter referred to as "admission quotas");

b) under education contracts concluded at the admission to study at the expense of individuals and (or) legal entities (hereinafter referred to as contracts for paid educational services);

5) within the admission quotas separately:

a) for places within the quota of admission for target (employer-sponsored) training (hereinafter - the target quota);

b) places within the quota for admission to bachelor and specialist programs at the expense of budgetary allocations of persons who have a special right to admission within the quota (hereinafter - special quota), which is established by the higher education institution in the amount of at least 10% of the quota for each specialty or major. If the number of places remaining after the allocation of the target quota is insufficient for the allocation of the special quota, the missing places are allocated within the target quota with a separate competition for these places for persons who are simultaneously eligible for admission to study within the special quota and the target quota;

c) places within the admission quotas minus places within the special quota and target quota (hereinafter respectively - main places within the admission quotas, places within quotas). In case the number of main places within the admission quotas is zero, the enrolment to these places shall be carried out in case of unfilled places within the limits of quotas.

For each set of admission conditions specified in this article, ASU conducts a separate competition.

**8**. The one-profile competition referred to in paragraph 3 of Article 7 of the Rules shall be conducted in the following ways:

1) for a speciality or major as a whole;

2) for one or more educational programs within a speciality or major (hereinafter - one-disciplinary educational programs).

9. ASU may use a variety of methods to conduct one-profile competition under various admission conditions.

10. For all one-profile competitions specified in paragraph 3 of article 7 of the Rules, the same list of entrance tests is established, the minimum number of scores, the maximum number of scores, special rights provided by parts 4 and 12 of Article 71 of Federal Law No 273-ФЗ[[7]](#footnote-7), and special advantages, except as indicated in passage two of this Artcile.

 ASU or its founder may establish a different minimum number of scores for various admission conditions specified in paragraphs 1 and/or 4 of Article 7 of the Rules.

11. The following deadlines shall be determined for admission to full-time and part-time studies to places within the admission quotas:

1) to bachelor and specialist programs:

 terms of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 term of acceptance of documents from entrants based on results of additional entrance tests of a creative and (or) professional orientation ("Design", "Architecture", "Journalism", "Pedagogical Education", "Acting") and from entrants based on results of other entrance tests arranged by the organization independently - **July 20**;

 the deadline for acceptance of documents from applicants for training without entrance examinations conducted by ASU independently, including from applicants without entrance examinations (hereinafter - the deadline for acceptance of documents) - **July 25**;

 the termination date of entrance examinations conducted by ASU independently - **July 25**;

 the deadline for publication of competitive lists and admission to training (hereinafter - admission) - in accordance with article 89 of the Rules;

 2) to the master programs:

 a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) - not later than **June 01**;

b) the deadline for completion of acceptance of documents required for admission - **July 27**;

c) the deadline for completion of entrance tests conducted independently by ASU - **August 08**;

**12**. ASU establishes the following deadlines for admission to training within the admission quotas in full-time and part-time studies:

 1) to bachelor programs, specialist's degree programs:

 term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 deadline for acceptance of documents from applicants for training based on the results of additional entrance tests of a creative and (or) professional orientation ("Design") and from applicants for training based on the results of other entrance tests conducted by the organization independently - **August 13**;

 termination of entrance examinations conducted by ASU independently - **August 22**;

 2) to the master programs:

 a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 b) the deadline for completion of receipt of documents necessary for admission - **August 13**;

 c) the deadline for the completion of entrance tests conducted by ASU independently - **August 22**.

**13**. ASU establishes the following deadlines for admission to training in the framework of the admission quotas for part-time studies:

 1) to bachelor and specialist programs:

 term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 term of acceptance of documents from entrants based on results of additional entrance examinations of creative and (or) professional orientation ("Journalism", "Pedagogical education") and from applicants for training based on results of other entrance examinations conducted by the organization independently - **August 13**;

 termination of entrance examinations conducted by ASU independently - **August 22**.

 2) to the master programs:

 a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 b) deadline for completion of acceptance of documents necessary for admission - **August 28**;

 c) deadline for completion of entrance examinations conducted by ASU independently - **September 05**.

**14**. ASU establishes the following terms for admission for fee-paying studies on a full-time basis:

 1) to bachelor and specialist programs:

 term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 term of acceptance of documents from entrants based on results of additional entrance tests of a creative and (or) professional orientation ("Design", "Architecture", "Journalism", "Pedagogical education") from applicants for training based on results of other entrance tests spent by the organization independently - **August 28**

 term of the end of the entrance examinations arranged by ASU independently - **August 30**;

 2) to the master's degree programs:

 a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 b) the deadline for completion of acceptance of documents necessary for admission - **August 25**;

 c) deadline for completion of entrance tests conducted by ASU independently - **August 30**;

**15**. ASU establishes the following deadlines for admission for fee-paying studies on a part-time basis:

 1) to bachelor and specialist degree programs:

 term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 term of acceptance of documents from entrants based on results of additional entrance tests of a creative and (or) professional orientation ("Architecture") and from entrants based on results of other entrance tests arranged by the organization independently - **September 10**;

 term of end of the entrance examinations arranged by ASU independently - **September 19**;

 2) to master's degree programs:

a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

b) termination of acceptance of documents necessary for receipt - **September 10**;

c) termination of entrance examinations independently conducted at ASU - **September 19**.

**16**. ASU establishes the following deadlines for admission to study for fee-paying studies in mixed mode:

 1) to bachelor's and specialist's programs:

 term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) – from **June 01**;

 deadline for acceptance of documents from applicants for training based on the results of additional entrance tests of a creative and (or) professional orientation ("Journalism", "Pedagogical education") and from applicants for training based on the results of other entrance tests conducted by the organization independently - **October 20**;

 term of the end of the entrance examinations arranged by ASU independently - **October 27**;

 2) to the master's degree programs:

a) term of submission of applications for enrollment and the related documents (hereinafter - acceptance of documents) - **June 01**;

b) deadline for completion of admission of documents necessary for admission - **October 20**;

c) the deadline for completion of entrance tests conducted independently by ASU - **October 27;**

**17**. ASU may conduct additional admission for vacant places (hereinafter - additional admission) in the terms established by it.

**18**. Admission to training (including additional admission) for full-time and part-time forms of training is completed no later than December 31.

**II. Establishment of the List and Forms of Entrance Examinations for Bachelor and Specialist Programs**

1. ASU shall include the following items into the List of Entrance Examinations for bachelor and specialist programs based on general secondary education:

1) entrance examinations in general subjects for which the Unified State Exam (USE) (hereinafter referred to as “general educational entrance tests”, “subjects”) are conducted, in accordance with the Order No. 666 of the Ministry of Science and Higher Education of the Russian Federation dated August 30, 2019 "On Approval of the List of Entrance Examinations for Admission to Educational Programs of Higher Education – Bachelor and Specialist Programs"[[8]](#footnote-8) (hereinafter – “the list of examinations established by the Ministry of Education and Science of Russia”) (**Annex No. 1 to the Rules of Admission**):

one entrance test in accordance with Section 1 of the list of examinations established by the Ministry of Education and Science of Russia;

one entrance test in one subject in accordance with paragraph 1 of Section 2 of the list of examinations established by the Ministry of Education and Science of Russia;

one entrance test in accordance with paragraph 2 of Section 2 of the list of examinations established by the Ministry of Education and Science of Russia.

ASU establishes one or several subjects (hereinafter - optional subjects) for each entrance test conducted in accordance with paragraph 2 of Section 2 of the list of examinations established by the Ministry of Education and Science of Russia. If the entrance test sets the optional subjects, entrant s choose one subject.

Within the framework of one competition, one subject can only correspond to one general education entrance test.

The results of the USE, evaluated on a 100-point grading scale, are used as the results of general entrance tests;

2) an additional profile entrance test in one subject from among the subjects for which ASU has established general entrance tests (including optional subjects);

3) for admission within the admission quotas ASU can conduct an additional creative and (or) vocational entrance test in accordance with the list of additional entrance tests of a creative and (or) vocational orientation for admission to study under bachelor and specialist programs, approved by the Order No. 1076 of the Ministry of Education and Science of the Russian Federation of September 19, 2013[[9]](#footnote-9), in specialties and majors included in the list of specialties and (or) majors, in which, when admitted to studies at the expense of budget allocations from the federal budget, budgets of constituent entities of the Russian Federation and local budgets for bachelor and specialist programs, additional entrance tests of a creative and (or) vocational orientation. Additional creative and (or) vocational entrance tests are approved by Order No. 21 of the Ministry of Education and Science of the Russian Federation dated January 17, 2014[[10]](#footnote-10), as amended by Orders No. 862[[11]](#footnote-11) & No. 1142[[12]](#footnote-12) of the Ministry of Education and Science of the Russian Federation of July 30, 2014 and October 13, 2015, respectively, and by Order No. 644 of the Ministry of Science and Higher Education of the Russian Federation of August 21, 2019[[13]](#footnote-13);

4) for admission for fee-paying places ASU conducts an additional creative and (or) vocational entrance tests in accordance with the list of additional creative and (or) vocational entrance tests for admission to bachelor and specialist programs approved by Order No. 1076[[14]](#footnote-14) of the Ministry of Education and Science of the Russian Federation dated September 19, 2013.

**20.** Persons entering to studies on the basis of secondary vocational or higher education may:

- take entrance examinations on the basis of vocational education, conducted by ASU independently, regardless of whether they had taken the USE or not;

- use the results of the USE for the corresponding general education entrance examinations along with taking entrance tests on the basis of vocational education, conducted by ASU independently;

- apply for studies based on the results of entrance examinations established in accordance with Article 19 of the Rules.

21. Entrants specified in this article may take general educational entrance tests conducted by ASU independently:

1) regardless of whether the entrant had taken the USE or not:

a) disabled people (including disabled children);

b) foreign citizens[[15]](#footnote-15);

2) in those subjects in which the entrant did not take the USE in the current calendar year:

a) if the entrant received a document on secondary general education and passed the state final certification for the educational program of secondary general education in the form of a state final exam in one or more subjects in the current or previous calendar year;

b) if the entrant received a document on secondary general education in a foreign organization.

Entrants specified in this article may use the USE results (if any), along with taking general educational entrance examinations conducted by ASU independently.

**22.** If the entrant has several valid USE results in the subject, or the USE result (results) and the result of the corresponding entrance test conducted by ASU independently (general education entrance test or entrance test on the basis of vocational education), the highest of the available results is counted as the result of the entrance test.

**23.** The maximum number of grades for each entrance test for bachelor and specialist programs is 100.

The minimum number of grades for the general education entrance test, conducted by ASU independently, corresponds to the minimum number of USE scores set by the Founder (**Annex No. 2 to the Rules of Admission**).

1. **The Number of Higher Education Institutions, Specialties and (or) Majors to Be Applied for in Parallel in Bachelor and Specialist Programs**

**24.** The maximum number of institutions of higher education where an entrant has the right to simultaneously apply for bachelor and specialist programs is five.

**25.** The maximum number of specialties and (or) majors in which an entrant is entitled to simultaneously participate in the competition for bachelor and specialist programs at ASU is five.

An entrant can simultaneously participate in the competition for bachelor and specialist programs at ASU in one or several specialties and (or) majors, the number of which does not exceed the maximum number of specialties and (or) majors established by ASU for parallel participation in the competition. The specified maximum quantity cannot exceed the maximum quantity established by Paragraph 1 of the Present Article.

26. An entrant may simultaneously enter studies under various admission conditions in each of the organizations specified in Article 24 of the Rules for each of the specialties and majors specified in Article 25 of the Rules.

**IV. Special Rights when Applying for Bachelor and Specialist Degree Programs**

27. Winners and prize-winners (awardees) of the final stage of the All-Russian Schoolchildren Olympiad (hereinafter - the All-Russian Olympiad), members of the national teams of the Russian Federation that have participated in international Olympiads in general education subjects and those formed in accordance with the procedure established by the federal executive body responsible for the development and implementation of state policy and legal regulation in general education (hereinafter - members of the national teams, participated in the international competitions), champions and prize-winners of Olympic Games, Paralympic Games and Deaflympics, world champions, the champions of Europe, persons who have won first place on championship of the world, the European Championship on sports included in programs of Olympic Games, Paralympic Games and Deaflympics (further - persons having sports achievements) are granted the right to reception without entrance tests according to part 4 of article 71 of Federal law No. 273-ФЗ[[16]](#footnote-16). The right to admission to specialties and (or) majors of physical training and sports without entrance examinations is provided to persons having sports achievements.

28. Winners and prize-winners of the Olympiads of the schoolchildren spent in an order established by the federal enforcement authority which is carrying out functions on development of the state policy and standard-legal regulation in the field of higher education, in coordination with the federal enforcement authority which is carrying out functions on development and realization of the state policy and standard-legal regulation in the field of general education (further - the Olympiads of the schoolchildren) are granted the special rights according to part 12 of article 71 of Federal law No. 273-ФЗ[[17]](#footnote-17):

1) the right to be admitted without entrance examinations (hereinafter - the right to admission without entrance examinations by results of Olympiads of schoolchildren);

2) the right to be equated to the persons who have received the maximum number of scores in USE on the general educational subject corresponding to the profile of Olympiad for schoolchildren, or to the persons which have successfully passed additional entrance tests of the profile, creative and (or) the professional orientation stipulated in parts 7 and 8 of article 70 of Federal law No. 273- ФЗ[[18]](#footnote-18) (hereinafter - the right to 100 scores). When granted the right to be equated to the persons who have successfully passed additional entrance examinations, the entrants are assigned with the highest result of entrance examinations (100 points).

Special rights specified in paragraphs 1 and 2 of this Article may be provided to the same entrants.

**29.** At admission to training within the admission quotas the entrant uses each of the following special rights to be enrolled only in one organization of higher education and only in one educational program chosen by the entrant (irrespective of the number of bases providing the corresponding special right):

the right to be enrolled without entrance examinations in accordance with part 4 of article 71 of the Federal law No. 273-ФЗ;

the right to be admitted without entrance examinations by results of Olympiads of schoolchildren.

Each of the specified special rights can be used by the entrant at simultaneous admission for training on various conditions of admission within one organization of higher education and one educational program.

**30. P**ersons having the right to be enrolled without entrance examinations according to a part 4 of article 71 of Federal law No. 273-ФЗ and (or) the right to be enrolled without entrance examinations by the results of Olympiads of schoolchildren, during terms of the specified rights established by parts 4 and 12 of article 71 of Federal law No. 273-ФЗ[[19]](#footnote-19) are granted the advantage by means of equating them to persons who have 100 scores on general educational entrance examinations (100 scores in USE or 100 scores for passing an entrance test conducted by the organization of higher education independently) or 100 scores for an additional entrance test (tests) if the general educational entrance test or an additional entrance test corresponds to the profile of the Olympiad or the field of physical education and sports (hereinafter - the special advantage).

31. For admitting persons having the right to be enrolled without entrance examinations according to part 4 of article 71 of Federal law No. 273-Ф3, ASU:

 establishes the correspondence of educational programs to profiles of the All-Russian Olympiad, international competitions on general educational subjects (hereinafter - the international competitions) (one or more profiles), the field of physical culture and sports to provide the right to be enrolled without entrance examinations, or decides on absence of the educational programs (specialties, training areas, consolidated groups) corresponding to profiles of the All-Russian Olympiad, international competitions, the physical culture and sports;

 sets one or more general education entrance examinations and (or) additional entrance examinations corresponding to profiles of the All-Russian Olympiad, international competitions (on one or several profiles), areas of physical culture and sports, for granting of special advantage, or decides on absence of the entrance examinations corresponding to profiles of the All-Russian Olympiads, the international competitions, areas of physical culture and sports.

32. For admission of persons having special rights based on the results of schoolchildren's Olympiads, ASU establishes a list of schoolchildren's Olympiads, based on the results of which special rights are provided, from among the Olympiads included in the lists of schoolchildren's Olympiads approved by the federal executive authority performing the functions of development of state policy and legal regulation in the sphere of higher education, in coordination with the federal executive authority performing the functions of development and implementation of state policy[[20]](#footnote-20) (hereinafter referred to as the list of schoolchildren's Olympiads established by the organization).

33. For each schoolchildren's Olympiad included in the list of schoolchildren's Olympiads established by ASU, the university:

1) establishes the correspondence of educational programs to the profiles of the Olympiad (for one or more profiles) to provide the right for admission without entrance tests;

2) establishes one or more general education entrance examinations and (or) additional entrance examinations corresponding to the profiles of the Olympiad (one or more profiles) for granting the right to 100 scores and (or) a special advantage;

3) to provide each special right establishes:

a) granting a special right to winners and prize-winners of the Olympiad;

b) the results of the winner (prize-winner) of the schoolchildren's Olympiad must be obtained in the 11th grade;

c) one or more subjects for which entrants need the results of the USE or general admission tests conducted by ASU independently to confirm the special right (with the exception of creative Olympiads, Olympiads in the field of physical culture and sports);

d) the number of points of the USE or general educational entrance test conducted by ASU independently, which confirms the special right. The specified number of scores is established for the subjects determined by ASU in accordance with subparagraph "c" of paragraph 3 of this article, and is 75 scores. The entrant must have a specified number of scores in USE or general education entrance test conducted by ASU independently, in one subject (chosen by the entrant) of the subjects established by ASU in accordance with subparagraph "c" of paragraph 3 of this Article to grant a special right.

34. Within one competition on one basis giving the right to 100 scores (special advantage), the entrant receives 100 scores:

in one general admission test (at the choice of the entrant in case of establishing ASU several entrance tests corresponding to this Olympiad (this profile of the Olympiad);

in one or more additional entrance examinations in the order established by ASU.

The entrant may simultaneously use more than one basis for the right to 100 scores (special advantage), including in one competition.

When participating in several competitions an entrant may use the same basis for obtaining the same or different rights to 100 scores (special privileges).

35. Entrants are granted special rights in accordance with parts 5, 9 and 10 of Article 71, part 14 of Article 108 of Federal Law № 273- Ф3[[21]](#footnote-21) .

**V. Consideration of Entrants’ Individual Achievements during Admission to Bachelor and Specialist Programs**

**36**. An entrant shall be added scores for the following individual achievements by the decision of ASU:

1) a golden decoration of the National Sports Complex “Ready for Labor and Defense” (hereinafter- the TRP) and a certificate attached hereto and received by an entrant in accordance with the Procedure of awarding individuals who have reached the norms of the tests. The all-Russian sports complex “Ready for labor and defense” (TRP), the appropriate decoration of the National Sports Complex “Ready for Labor and Defense”( the TRP), the approved order of the Ministry of sport of the Russian Federation from January 14, 2016 No 16[[22]](#footnote-22), if an entrant is awarded with the specified golden medal for the implementation of the TRP norms, established for the age group of the population of the Russian Federation to which the entrant belongs (belonged) to the current year and (or) in the previous year;

2) sports achievements when entering the faculty of Physical Training and Sports: the title of candidate master of sports or the title of master of sports;

3) documents on education or on education and qualification with honors obtained in educational organizations of the Russian Federation (a certificate of complete general secondary education with honors, a certificate of complete general secondary education that indicates its holder’s award with a golden or a silver medal, a diploma of secondary vocational education with honors, a diploma of elementary vocational education with honors, a diploma of elementary vocational education that indicates its holder’s award with a golden or a silver medal);

4) volunteering activities, if maximum four years have passed from the date of ceasing of the specified activity period to the deadline of the documents acceptance and deadline of the entrance examinations;

5) results of participation in All-Russian Olympiad of Schoolchildren in its regional stage;

6) the status of a winner (prizewinner) of the national and (or) international championship of professional skills among the disabled and individuals with disabilities “Abilympics”[[23]](#footnote-23).

**37.** An entrant shall provide documents confirming he/she obtains of results of individual achievements.

**38.** ASU shall add scores for individual achievements (Annex 3 to the Rules of Admission):

5 scores for individual achievement specified in paragraph 1 of Article 36 of these Rules;

 scores for other individual achievements indicated in Article 36 of these Rules.

 An entrant may have not more than 10 scores total added for his individual achievements.

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

**39.** The list of considered individual achievements, if the entrants are equal under ranking criteria, specified in paragraph 1-4 of Article 81 and paragraph 1-4 of Article 82 of these Rules (hereinafter - individual achievements considered if the entrants are equal under ranking criteria), shall be determined by ASU itself. May the specified achievements of entrants be equal, the list of their achievements may be supplemented during the admission.

**VI. Arrangement of Entrance Examinations and Consideration of Master Program Entrants’ Individual Achievements during Admission**

**40**. Admission to master programs is based on the results of entrance examinations arranged by ASU itself (Annex #4 to the Rules of Admission).

ASU sets a maximum score of 100 points and a minimum score of 70 points for each entrance examination.(Annex#5 to the Rules of Admission).

**41.** The list of individual achievements taken into account when enrolling to master programs and the procedure for their accounting are arranged by ASU itself **(Annex#6 to the Rules of Admission)**.

**42.** An entrant submits documents confirming the receipt of the results of individual achievements. Only one document confirming the existence of an individual achievement is taken into account for adding points.

Points added for individual achievements are included into the sum of competition scores.

**VII. Informing of Admission to Studies**

**43.** ASU introduces an entrant and (or) his parents (legal representatives) with the documents and information specified in Part 2 of Article 55 of Federal Law #273-F324[[24]](#footnote-24).

**44.** To provide information concerning admissions to study, ASU shall publish information on its official web site – [www.asu.edu.ru](file:///D%3A%5CUserData%5CDownloads%5Cwww.asu.edu.ru) in the Internet ICT network (hereinafter referred to as the “official web site”) The official website contains the following information:

1) no later than November 1 of the year preceding the year of admission:

a) Rules of admission to ASU for educational programs of higher education– bachelor, specialist, and master programs for the 2020/2021 academic year, including:

the maximum number of specialties and (or) the majors for simultaneous participation in an entrance competition (bachelor and specialty programs);

admission terms;

information concerning special rights and advantages granted (for bachelor and specialist programs ) ;

The list of considered individual achievements of entrants during admission and the procedure of their consideration

Information related to holding entrance examinations requiring entrant’s personal presence (or) using distance technologies;

specific features of holding entrance examinations for individuals disabled and individuals with special health needs;

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

how many times an entrant can submit an application indicating his consent for enrollment when applying to positions within the admission quotas for bachelor and specialist programs in full-time mode of study;

b) the number of available positions to admit to studies within the admission quotas on different terms of admission(without specifying a special quota and target quota);

c) the list of entrance examinations specifying the following information for each entrance examination:

Name of entrance examination

The maximum scores; the minimum acceptable scores;

priority of the entrance examination arranged in accordance with Article 6 of these Rules;

For entrance examinations to be arranged by organization itself - forms of entrance examinations, the languages in which entrance examination to be held; programs of entrance examinations

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

e) information indicating offices that receive entrants’ documents necessary for admission;

f) information concerning the possibility of submitting documents required for admission using the super service “Online university admission” through the federal state information system “The Unified Public Services Portal of state and municipal services (functions)” (hereinafter-the UPSP);

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

h)information indicating the number of available seats in hostels;

2) no later than June 1: a) the number of available positions to admit to studies within the admission quotas on different terms of admission, specifying the special and the target quotas;

b)information indicating the number of available seats in hostels for entrants who reside in other cities;

c) the schedule of entrance examinations;

3) no later than 5 months before the commencing of enrollment to positions on the base of contracts of paid educational services – the number of specified positions.

ASU ensures the availability of this information for users of the official website in the period from the date of its publication to the day of ceasing of admission inclusive.

In addition to the official website, ASU publishes information concerning the admission on the information board.

**45.** ASU shall provide operation of special telephone lines (information number of the Admission Commission 8(8512)-24-64-37) and the section of the official web site “Feedback” to respond to requests related to the admission process.

**46.** Since the day of commencing to receive documents necessary for admission prior to enrollment, information specifying the number of submitted applications, as well as name-by-name lists of individuals who have submitted their documents necessary for admission (hereinafter – entrants who have submitted their documents), for each contest, shall be published on the official web site and on the information board and shall be updated on a daily basis.

**VIII. Documents admission**

**47.** For entering to study the entrant submits an application for admission with the necessary documents attached (hereinafter together - the documents necessary for admission). ASU admits the documents necessary for admission from the entrant only in case the entrant submits a statement of consent to the processing of the personal data.

The entrant who has submitted an application for admission (hereinafter referred to as the application for admission) can amend it and (or) submit a second (next) application for admission upon other conditions of admission in accordance with the procedure established by the ASU itself.

**48.** The application for admission submitted by the entrant must provide for the certification of the entrant's personal signature of the following facts:

1) the entrant is familiar with information about the necessity to indicate reliable information in the application and submit original documents;

2) the entrant is familiar with the Rules of admission to the ASU to cover educational programs of higher education bachelor, specialist, and master programs for the 2020/2021 academic year approved by the university, as well as with the documents and information specified in Part 2 of Article 55 of Federal Law No 273-ФЗ[[25]](#footnote-25);

3) if entering to positions within the admission quotas :

4) if entering bachelor or specialist programs - the entrant does not have a

bachelor, specialist or master degree;

if entering master programs - the entrant does not have a specialist or a master degree, the entrants who have a higher professional education, confirmed by the assignment of the qualification "certified specialist" is the exception;

4) if entering bachelor and specialist programs:

confirmation of the fact that the entrant submitted the application for admission to fewer than 5 organizations of higher education simultaneously, including the organization to which the application is submitted;

if submitting several applications for admission to an organization of higher education - confirmation of the fact that the entrant simultaneously filled in the applications for admission to this organization in specialties and (or) fields of training, the number of which does not exceed the number of specialties and (or) fields of training for simultaneous participation in the competition established by the organization of higher education;

5) if entering bachelor and specialist programs to positions within the admission quotas on the basis of the right to be admitted without taking entrance examinations according to Part 4 of Article 71 of Federal Law No. 273-ФЗ[[26]](#footnote-26) or the right to be admitted without taking entrance examinations based on the results of schoolchildren contests:

confirmation of the fact that the entrant submitted the application for admission on the basis of the special rights only to this organization of higher education;

if submitting several applications for admission to a given organization of higher education - confirmation of the fact that the entrant submitted the application for admission on the basis of the special rights only to this educational program.

**49.** If applying for admission, the entrant submits:

1) a personality identification document (documents), a document identifying citizenship (including a passport of a citizen of the Russian Federation that certifies the identity of a citizen of the Russian Federation beyond the territory of the Russian Federation);

2) the established standard document which is specified in Point 4 of the Rules (including a document on education issued by a foreign state with a certificate of recognition of foreign education, exception for the cases in which recognition of the foreign education is not required in accordance with the legislation of the Russian Federation and (or) an international treaty).

The entrant can submit either one or more established standard documents.

The entrant can submit unique information about the established standard document instead of the established standard document itself in electronic form through the Common Government Services Portal (CGSP) (if used);

3) Personal Insurance Policy Number (SNILS) (if given);

4) a document confirming disability - for entrants who are specified in Subparagraph "a" of paragraph 1 of Point 21 of the Rules, if taking general educational entrance tests conducted by the ASU itself (to bachelor and specialist programs);

5) if special conditions specified in Point 70 of the Rules are required, a document confirming that the entrant is a disabled person or a person with special needs;

6) a document confirming the entrant to be a person who are granted the special right – for the right to be admitted without taking entrance examinations in accordance with Part 4 of Article 71 of Federal Law No. 273-ФЗ, special rights based on the results of schoolchildren contests (for bachelor and specialist programs);

7) a document (documents) confirming the fact that the entrant is a person who are granted the special rights - for the special rights established by Parts 5 and 9 of Article 71 of Federal Law No. 273- ФЗ [[27]](#footnote-27)(for bachelor and specialist programs);

8) a document on education or on education and qualifications issued by a general education organization or a professional educational organization ruled by the federal state body that implements additional general education programs aimed at preparing minor students for military or other civil service - for the special rights established by part 10 of Article 71 of Federal Law No. 273- ФЗ[[28]](#footnote-28);

9) documents confirming the individual achievements of the entrant, the results of which are considered during admission process (submitted at the discretion of the entrant);

10) other documents (submitted at the discretion of the entrant);

11) two entrant’s photos - for those who enter to study based on the results of entrance examinations conducted by the ASU itself (photo size 3 \* 4).

**50.** The established standard document (unique information about the established standard document) is submitted (or sent) by the entrant (including through the CGSP, if used) when submitting the documents necessary for admission, or at a later date before the day of ceasing to admit the statement of consent to be enrolled.

**51.** The documents specified in paragraphs 4 and 5 of Article 49 of the Rules are admitted by the ASU if they are valid on the day of submission, the document specified in paragraph 7 of Article 49 of the Rules - if it is valid on the day of ceasing to admit the documents.

When submitting documents, an entrant may submit the document specified in paragraph 7 of Article 49 of the Rules, which is not valid on the day of ceasing to admit the documents, but is valid on the day of submission of the application for admission. In this case, the special rights are granted to the entrant if the entrant submitted a document which is valid on the day of ceasing to admit the documents.

**52.** The documents specified in paragraph 6 of Article 49 of the Rules are admitted by the ASU by considering the terms for granting special rights established by Parts 4 and 12 of Article 71 of Federal Law No. 273 -ФЗ[[29]](#footnote-29).

**53.** When submitting the documents necessary for admission, entrants may submit originals or copies (electronic images) of documents, including through the CGSP (if used), without submitting the originals. Certification of the specified copies (electronic images) is not required.

**54.** Application for admission must be submitted in Russian.

**55.** Documents in a foreign language must be translated into Russian, unless otherwise provided by an international treaty of the Russian Federation.

Documents received in a foreign state must be legalized, unless otherwise provided by an international treaty of the Russian Federation or the legislation of the Russian Federation[[30]](#footnote-30).

**56.** The documents necessary for admission are submitted (sent) to the ASU in one of the following ways:

1) the entrant itself presents the documents to the Admission Committee;

2) the documents are sent to the organization through public postal communication operators;

3) the documents are sent to the ASU in electronic form through the Computer Information System of the university (Personal Account of the entrant), as well as through the CGSP (if used).

ASU admits entrants at the admission places in person: 414056, Astrakhan, Tatishcheva Street, 20 "a", as well as in the ASU branch building in the city of Znamensk at the address: 416540, Znamensk, Ostrovsky Street, 16.

If the documents necessary for admission are submitted to the ASU by the entrant itself, the entrant is issued a receipt for admitting the documents.

**57.** ASU verifies the validity of the information specified in the application for admission and the authenticity of the submitted documents, including by contacting the relevant state information systems, state (municipal) bodies and organizations.

**58.** The entrant has the right at any stage of admission process to submit an application for the revocation of the submitted documents or the revocation of the original of established standard documents (submitted through the CGSP (if used) unique information about the established standard documents) (hereinafter referred to as - revocation of documents, revocation of the original).

When the revocation of the documents taking place, the entrant is excluded from the lists of persons to submit documents, the lists of entrants and is not enrolled (excluded from the number of persons to be enrolled).

When the revocation of the original taking place, the entrant is not excluded from the lists of persons who submitted documents, lists of entrants, as well as from the number of enrolled. The previously submitted enrollment consent (if given) is valid.

**59.** Prior to the expiration of the admission period within the admission quotas for the special conditions of admission specified in paragraphs 1-3 of Article 7 of the Rules, the submitted documents or the original of established standard document are issued to the entrant when personally submitting an application to the university about the revocation of documents or about the revocation of the original:

within two hours after submitting the application - in case of submitting the application at least 2 hours before the end of the working day;

within the first two hours of the next working day - if the application is submitted less than 2 hours before the end of the working day.

**60.** After the expiration of the time period specified in Point 59 of the Rules, the submitted documents in terms of their originals (if given) or the original of established standard document are returned to the entrant within the time period established by the ASU. If the specified originals are impossible to return, they remain in storage at the university.

**IX. Entrance Examinations Arranged by the Institution Itself**

**61**. ASU shall arrange additional entrance examinations itself as follows:

 - entrance examinations on the basis of vocational education;

 - general entrance examinations for persons stipulated in Article 21 of these Rules;

 - entrance examinations for admission to masters programs.

The results of an entrance examination arranged by ASU itself are valid for admission to the next academic year.

An entrant shall take each entrance examination of those specified in the present Article of these Rules only once.

62. Entrance examinations shall be held in the Russian language.

For admission to masters programs with a foreign language (s) of education, ASU establishes that the entrance examination (s) shall be conducted in Russian and in foreign languages.

If the entrance examination is conducted in more than one language, the entrant chooses one of the languages.

63. For the admission to training on bachelor and specialist programs in a foreign language, ASU arranges an entrance examination in several foreign languages among the foreign languages in which the USE is being conducted. The entrant chooses one of the languages.

64. ASU arranged an entrance examination in person and with the use of remote technologies (subject to identification of entrants when they are taking the entrance examination) for foreign citizens, entrants with special health needs and other cases established by ASU.

65. One entrance examination shall be held simultaneously for all the entrants or within different temporal terms for different groups of entrants (also depending on the pace of forming such groups of entrants who have submitted their documents necessary for admission).

For each group of entrants, one entrance examination shall be arranged within the same day. If an entrant desires to take more than one entrance examination within the same day, he/she may be permitted to do so.

66. Entrants who have not taken an entrance examination for a valid reason (a disease or other circumstances confirmed with documents) shall be permitted to take the missed entrance examination in another group or on a reserve day.

67. If an entrant has violated the Rules of Admission during an entrance examination, authorized officials of ASU file a report on the violation and failure to pass the entrance examination without a valid reason, and if the entrance examination is arranged in person, they also remove the entrant from the entrance examination site.

68. The results of an entrance examination shall be published on the official web site not later than the third office day after it was held. In addition to the official website, ASU publishes these results in the entrant's personal account.

 Upon declaration of the results of a written entrance examination, an entrant shall be entitled to see the results of examination and evaluation of his work the day when the results of that entrance examination were declared or during the next office day.

**69.** According to the results of entrance examination arranged by ASU itself, an entrant has the right to submit to the University an appeal of the violation, according to entrant, the established order of the entrance examination and (or) the disagreement with the obtained estimation results of the entrance examination.

The Rules for filing and considering appeals are established by the ASU.

**X. Peculiarities of Holding Entrance Examinations by Entrants with Special Health Needs and Disabled Individuals**

**70.** ASU shall provide arrangement of entrance examinations for entrants with special health needs and/or for disabled individuals (hereinafter referred to as “entrants with special health needs”), considering with peculiarities of their physical and psychic development, with their individual capabilities, and with the overall situation related to their health (hereinafter referred to as “special conditions”, “individual peculiarities”).

**71.** During the in-person entrance examinations, ASU shall provide a free access to entrants with special health needs to the examination rooms, to the toilet rooms, and to other premises, as well as their stay inside those premises.

**72.** In-person entrance examinations for entrants with special health needs shall be held in a separate room.

 The number of entrants with special health needs per room must not exceed:

- in case of taking a written entrance examination – 12 individuals per room;

- in case of taking an oral entrance examination – 6 individuals per room.

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

**73.** It is acceptable that an assistant (a staff member of ASU or another person involved in helping entrants with special health needs), who provides entrants with special health needs with the necessary technical assistance, considering with their individual peculiarities is present in the room during the entrance examination.

**74**. The duration of an entrance examination for entrants with special health needs shall be increased upon a decision of the Admission Commission, but not more than by 1.5 hours.

**75.** Entrants with special health needs shall be given an instruction concerning the procedure of taking an entrance examination in a form that is comprehensible for them.

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

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

1) for the blind:

written assignments shall be read aloud by an assistant;

2) for the vision impaired:

individual even lighting at least 300 lx shall be provided (in case of in-person examination);

- if necessary, an entrant shall be provided with a magnifying tool to prepare an examination assignment (in case of in-person examination); entrants may also use their own magnifying tools;

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

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

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

sound-amplifying devices of shared use shall be provided; if necessary, they shall be provided with individual sound-amplifying devices;

ASU shall provide for sign-language interpreters;

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

5) for individuals with severe speech disorders, for the deaf, and for the hearing- impaired, entrance examinations that are typically held in an oral form shall be held in a written form.

6) for entrants with locomotorium disorders, with malfunctioning upper extremities or without upper extremities:

7) written assignments shall be dictated to an assistant;

8) entrance examinations that are typically held in a written form shall be held in an oral form.

**78.** The conditions specified in Articles 71–77 of these Rules shall be provided for entrants on the ground of their admission applications that indicate the necessity to provide them with the corresponding special conditions in arrangement of entrance examinations in connection with special health needs or disabled individuals and proof of a disability or physical conditions requiring the arrangement of specified conditions.

**XI. Forming of ranked lists of entrants and enrollment**

1. According to the results of applications admission and entrance examinations (if they are carried out) ASU forms a separate ranked list of entrants for each competition (hereinafter referred to as the competitive list). The competitive lists are published on the official website, on the Unified Public Services Portal (UPSP) (if used) and updated daily until the day after the day of completion of receiving enrollment consents (included) at least 5 times a day from 9 a.m. to 6 p.m. local time.
2. The competitive list includes:

competitive list of entrants to cover educational programs without entrance examination (bachelor and specialist programs);

competitive list of entrants to cover educational programs according to the results of the USE and (or) entrance examination conducted by ASU itself (hereinafter referred to as the "results of entrance examinations") who have scored at least the minimum number of scores.

According to the results of entrance examination, enrollment to specialist and bachelor programs is carried out to the places remaining after enrollment without entrance examinations within the framework of the corresponding competitive list.

1. The competitive list of entrants for bachelor and specialist programs without entrance examinations is ranked on the following grounds:
2. according to the status of persons entitled to admission without entrance examination, in the following order:

a) members of national teams participated in international Olympiads;

b) winners of the final stage of All-Russian Olympiad;

c) awardees of the final stage of All-Russian Olympiad;

d) champions and awardees of the Olympic Games, Paralympic Games and Deaflympic Games, world champions, European champions, people who took first place at the world championship, European championship in sports included in the programs of the Olympic Games, Paralympic Games and Deaflympic Games;

e) winners of Academic Olympiads for Schoolchildren;

f) awardees of Academic Olympiads for Schoolchildren;

2) for the persons specified in each of Subparagraphs a–e of paragraph 1 of the present Article, the list is ranked according to the descending order of scores credited for individual achievements;

3) in case of equality by criteria specified in paragraphs 1 and 2 of the present Article the list is ranked according to the existence of the priority right stated in part 9 of article 71 of the Federal law No 273-Ф3[[31]](#footnote-31) (higher position in the competitive list is given to entrants with a priority right);

4) in case of equality by criteria specified in paragraphs 1-3 of the present Article, the list is ranked according to the existence of the priority right stated in part 9 of article 71 of the Federal law No 273-Ф3[[32]](#footnote-32) (higher position in the competitive list is given to entrants with a priority right);

5) in case of equality by criteria specified in paragraphs 1-3 of the present Article, the list is ranked according to the individual achievements taken into account under the equality of entrants in terms of other ranking criteria.

1. Under to the results of the entrance examinations, the competitive list of entrants for bachelor and specialist programs is ranked on the following grounds:

1) according to the descending order of scores, calculated as the sum of points for each entrance examination and for individual achievements;

2) if the amount of scores is equal, the list is ranked according to the descending order of scores credited on the results of entrance examinations and (or) according to the descending order of scores credited on the results of particular entrance examinations, in accordance with the priority of entrance tests established by ASU **Annex to Admission Rules No. 7)**;

3) in case of equality by criteria specified in paragraphs 1 and 2 of the present Article the list is ranked according to the existence of the priority right stated in part 9 of article 71 of the Federal law No 273-Ф3[[33]](#footnote-33) (higher position in the competitive list is given to entrants with a priority right);

4) in case of equality by criteria specified in paragraphs 1-3 of the present Article, the list is ranked according to the existence of the priority right stated in part 10 of article 71 of the Federal law No 273-Ф3[[34]](#footnote-34) (higher position in the competitive list is given to entrants with a priority right);

5) in case of equality by criteria specified in paragraphs 1-4 of the present Article, the list is ranked according to the individual achievements taken into account under the equality of entrants in terms of other ranking criteria.

1. The competitive list for master programs is ranked on the following grounds:
2. according to the descending order of scores, calculated as the sum of points for each entrance examination and for individual achievements;
3. if the amount of scores is equal, the list is ranked according to the descending order of scores credited on the results of entrance examination
4. in case of equality by criteria specified in paragraphs 1 and 2 of the present Article, the list is ranked according to the individual achievements taken into account under the equality of entrants in terms of other ranking criteria.
5. The competitive list contains the following information:
6. number of compulsory pension insurance certificate (if any), a unique code assigned to the entrant (in the absence of the specified certificate);
7. for each entrant without entrance examination (bachelor and specialist programs):

basis of admission without entrance examination;

number of scores for individual achievements;

availability of priority transfer rights;

3) for each entrant according to the results of entrance examinations:

overall scores (for entrance examination and individual achievements);

overall scores for entrance examination;

number of scores for each entrant examination;

number of scores for individual achievements;

the existence of the priority rights of enrollment (for bachelor and specialist programs);

34 Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No. 40, art. 5488.

4) the availability of enrollment consent.

The surname, first name and patronymic (if any) of entrants are not indicated in the competitive list.

1. Enrollment is executed according to the competitive list until the specified number of places is filled.

Enrollment is executed in one or several stages. ASU sets the date of completion of receiving enrolment consents.

1. ASU can enroll the entrants who have submitted enrollment consents within the period from the date of the enrollment application till the final day of receiving enrolment consents, provided that they:

when applying for educational programs within the admission quotas- submitted the original of their document of official standard or unique information about the document of official standard through the UPSP;

when applying for educational programs on paid terms - submitted the document of official standard (the original of their document or its testified copy or its copy together with the original document) or unique information about the document of official standard through the UPSP.

An entrant applying for educational programs within the admission quotas and presented unique information about the document of official standard through the UPSP may submit the original of the document of official standard to another organization.

The enrollment consent states the conditions for admission by a specific competition, according to the results of which the entrant wants to be enrolled.

An entrant can submit a enrollment consent to a specific organization under various admission conditions.

ASU accepts enrollment consents and documents of official standards daily till 6 p.m. local time until the day of completion of receiving enrolment consents inclusively.

1. When applying for educational programs within the admission quotas the enrollment is executed upon the availability of the original of the document of official standard at ASU (the availability of unrevoked unique information about the document of official standards on the UPSP if used) as of the day of issuing the order of admission.
2. Enrollment is carried out by the order(s) of the organization on enrollment.
3. When applying for studying within the admission quotas for bachelor and specialist programs in full-time education:

1) on the 27th of July, the publication of examination lists is effected.

2) enrollment is carried out in 2 stages:

on July 28-30, the priority enrollment stage is held, where the enrollment of persons entering without entrance tests, applying for places within quotas, is carried out;

on August 3-5, the main stage of enrollment is held, where the enrollment of individuals is based on the results of entrance tests is carried out within the admission quotas remaining after enrollment without entrance tests (hereinafter-the main competitive places);

3) at each stage of enrollment, the date of completion of acceptance of enrollment consent from persons subject to enrollment at this stage is set:

at the stage of priority enrollment – July 28;

at the main stage of enrollment - August 3;

4) publication of enrollment order(s) is made:

at the stage of priority enrollment – July 30;

at the main stage of enrollment - August 5;

5) after the completion of the priority stage enrollments, individuals enrolled to study within the special quotas are excluded from the competition lists in the main competition place for the admission conditions specified in paragraphs 1-3 of Article 7 of the Rules for which they are enrolled for training within special quotas;

6) places that became vacant due to the fact that individuals enrolled to study at the priority enrollment stage are excluded from the list of enrolled are added to the main competitive places;

7) an entrant can submit the enrollment consent no more than 3 times;

8) if the submission of the enrollment consent within the admission quotas for bachelor and specialist programs in full-time education is carried out in the presence of a previously submitted consent to be enrolled in ASU within the admission quotas for bachelor and specialist programs in full-time education, the entrant before submitting the enrollment consent submits an application for refusal of enrollment in accordance with the previously submitted the enrollment consent. The application for refusal of enrollment is a basis for the exclusion of the entrant from the list of the enrolled persons.

 **90.** For the admission within the admission quotas for bachelor and specialist programs in part-time and mixed modes of studying, for the admission to study within the admission quota of master programs, for the admission to fee-paying places ASU sets the deadlines for publication of competitive lists, terms and stages of admission:

**90.1** When applying for bachelor and specialist programs, mixed studies the terms are the following:

a) to places within the admission quotas :

August 22 - publication of competitive lists of entrants on the official site.

August 25 - completion of the enrollment consent and acceptance of the original of the document of the official standard.

August 27 - issuance of the enrollment order of individuals who successfully passed the entrance examinations and submitted enrollment consent.

b) to fee-paying places:

September 20 - completion of acceptance of enrollment consent.

No later than September 21 - issuance of order(s) on enrollment of individuals, who successfully completed the entrance examinations and submitted an enrollment consent.

 **90.2** When applying for bachelor and specialist programs, part-time studies the terms are the following:

a) to places within the admission quotas:

August 22 - publication of competitive lists of entrant s on the official site.

August 25 - completion of the acceptance of enrollment consent and acceptance of the original of the document of the official standard.

August 27 - issuance of the enrollment order of individuals who successfully passed the entrance examinations and submitted an enrollment consent.

b) to fee-paying places:

October 28 - completion of acceptance of enrollment consent .

No later than October 29 - issuance of order(s) on enrollment of individuals, who successfully completed the entrance examinations and submitted an application for consent to enrollment.

 **90.3** When applying for master degree programs, full-time studies the terms are the following:

a) to places within the admission quotas :

August 8 - publication of a competitive list of entrants on the official site.

August 11- completion of acceptance of enrollment consent and acceptance of the original of the document of the official standard.

August 13 - issuance of the enrollment order of individuals who successfully passed the entrance examinations and submitted enrollment consent.

b) to fee-paying places:

August 30 - completion of acceptance of enrollment consent.

No later than October 31- issuance of order(s) on enrollment of individuals, who successfully completed the entrance examinations and submitted an application for consent to enrollment.

**90.4** When applying for specialist programs, part-time studies the terms are the following:

a) to places within the admission quotas :

August 22 - publication of a competitive list of entrants on the official site.

August 25 - completion of acceptance of enrollment consent and acceptance of the original of the document of the official standard.

August 27 - issuance of the enrollment order of individuals who successfully passed the entrance examinations and submitted an enrollment consent.

b) to fee-paying places:

September 20 - completion of acceptance of enrollment consent.

No later than September 21- issuance of order(s) on enrollment of individuals, who successfully completed the entrance examinations and submitted an enrollment consent.

**90.5** When applying for master programs, part-time mode of studies the terms are the following:

a) to places within the admission quotas :

September 5 - publication of a competitive list of entrants on the official site.

September 8 - completion of acceptance of enrollment consent and acceptance of the original of the document of the official standard.

September 10 - issuance of the enrollment order of individuals who successfully passed the entrance examination and submitted an enrollment consent.

b) to fee-paying places:

October 28 - completion of acceptance of enrollment consent and acceptance of the original of the document of the official standard.

No later than October 29- issuance of order(s) on enrollment of individuals, who successfully completed the entrance examinations and submitted an enrollment consent.

**91.** When applying for bachelor and specialist programs, unfilled places of the special quota allocated within the target quota in accordance with subparagraph "b" of paragraph 5 of Article 7 of the Rules are used as places of the special quota or target quota.

**92.** Unfilled places within quotas are used for enrollment of individuals applying for the main places within the admission quotas without entrance tests and according to the results of entrance tests.

**93.** If there are unfilled places after the completion of enrollment, ASU may, on the basis of the competition lists, conduct additional enrollment for these places.

 **94.** When enrolling to fee-paying places, the set number of places may be exceeded by the decision of ASU. When making this decision, the university enrolls all entrants who have scored at least the minimum number of points.

 **95.** ASU informs the entrants about the results of enrollment.

 **XII. Specifics of admission to employer-sponsored education**

1. ASU sets a target quota in accordance with quota on the employer-sponsored education, set by the Government of the Russian Federation, bodies of state power of subjects of the Russian Federation, of local government bodies[[35]](#footnote-35), or the number of places for employer-sponsored education, established by the founder.
2. Admission to employer-sponsored education is carried out in case of a employer-sponsored education agreement concluded between the entrant and the body or organization specified in part 1 of article 71.1 of Federal law No. 273-ФЗ[[36]](#footnote-36) (hereinafter - referred to as the customer of employer-sponsored education), in accordance with the regulations on employer-sponsored education and the standard form of the employer-sponsored education agreement established by the Government of the Russian Federation[[37]](#footnote-37).
3. When applying for admission to employer-sponsored education, in addition to the documents specified in Article 49 of these Rules, the customer submits a employer-sponsored education agreement (the original agreement, or a copy of the agreement of employer-sponsored education certified by the customer of employer-sponsored education, or an uncertified copy of that agreement together with the original agreement).

Admission to employer-sponsored education in the national security interests is carried out if the organization has information on the concluded employer-sponsored education agreement, received from the corresponding federal body that acts as the customer of employer-sponsored education, and without submitting the employer-sponsored education agreement to the customers.

1. If the Federal state body acting as the founder of the organization has detailed the quota for admission to employer-sponsored education with the establishment of the number of places in specialties, areas of education with the indication of the employer-sponsored education customers[[38]](#footnote-38) (hereinafter-the detailed target quota), ASU conducts a separate competition for each detailed target quota.

An entrant can participate in competitions for several detailed target quotas. Participation in the competition for each detailed target quota is carried out in accordance with the employer-sponsored education agreement with the customer (one of the customers) of the employer-sponsored education, for which a quota has been allocated, or in accordance with the information available within the organization specified in the second paragraph of Article 98 of these Rules and received from the Federal public authority (one of the bodies), for which a quota is allocated. In the entrants’ consent application, the entrant indicates in accordance with the results of which competition he wants to be enrolled to.

1. The list of persons who have submitted documents and the list of entrants to places within the target quota do not contain information related to admission to employer-sponsored education in the national security interests.
2. Admission to places within the target quota of persons whose education is carried out in the national security interests is issued by a separate order (orders), which is not a subject to post on the official website.

**XIII. Specifics of admitting Foreign Citizens and Individuals without Citizenship**

1. Foreign citizens and individuals without a citizenship shall be entitled to obtain a higher education at the expense of budget funding as per international agreements of the Russian Federation, federal laws or a quota for education determined by the Government of the Russian Federation for foreign citizens and for individuals without a citizenship (hereinafter- referred to as the quota for foreign citizens’ education), as well as at the expense of individuals and legal entities on the base of contracts of paid educational services.[[39]](#footnote-39).
2. Admission within the quota for foreign citizens is carried out in accordance with the letters of referral issued by the federal executive authority that performs functions to develop the state policy and execute legal regulation in higher education. Enrolment to studies within the quota for foreign citizens’ education shall be executed by a special order (orders) of the organization.
3. Foreign citizens to be admitted on the base of international agreements shall submit, besides the documents specified in Article 49 of these Rules, the documents that confirm their relation to the range of individuals that those international agreements specify.
4. Foreign citizens and individuals without a citizenship, who are expatriate country people (hereinafter – expatriates), in addition to the documents specified in Article 49 of these Rules, submit originals or copies of documents stipulated by Article 17 of Federal Law No 99-ФЗ “About State Policy of Russian Federation towards Country People Residing Abroad”[[40]](#footnote-40) of May 24, 1999.

Expatriates may not use special rights for admission to bachelor and specialist programs that are provided as per Federal Law No273-ФЗ, unless otherwise stipulated by an international agreement of the Russian Federation[[41]](#footnote-41).

1. To admit entrants to cover a bachelor, specialist program on the base of contracts of paid educational services, ASU independently determines a list of entrance examinations for foreign citizens and individuals without a citizenship (hereinafter – entrance examinations established for foreign citizens) **Annex to the Admission Rules No. 8)**.

If the number of entrance examinations established for foreign citizens differs from the number of entrance examinations specified in Articles 19-21 of these Rules, ASU independently allocates the number of places for admission based on the results of entrance examination established for foreign citizens, and arranges a separate competition to those places.

Foreign citizens and individuals without citizenship could be enrolled at their choice on the basis of the results of the entrance examinations established for foreign citizens, or on the basis of entrance examinations specified in Articles 19-21 of these Rules. In the entrants’ consent application, the entrant indicates the competition that shall be taken into account for enrollment.

1. Submitting the documents, a foreign citizen or an individual without citizenship shall submit, in accordance with para1 of Article 49 of these Rules, an original or a copy of a personal identity document, citizenship, or a document that identifies the personality of a foreign citizen or an individual without a citizenship in the Russian Federation as per Article 10 of the Federal Law No115-ФЗ “About Legal Status of Foreign Citizens in Russian Federation”[[42]](#footnote-42) of June 25, 2002
2. Admission of foreign citizens and individuals without a citizenship to cover educational programs that contain data classified as a national secret shall be executed only within the quota for foreign citizens’ education and in accordance with the requirements stipulated by the legislation of the Russian Federation that regulates national secrets.
1. Para 1 of Part 10 of Article 81 of Federal Law No 273-ФЗ “On Education in the Russian Federation” of December 29, 2012 (Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; No 27, art.4238) [↑](#footnote-ref-1)
2. Part 4 of Article 60 of Federal Law No 273-ФЗ “On Education in the Russian Federation” of December 29, 2012 (Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; No 22, art.3379) [↑](#footnote-ref-2)
3. Para 2 of the Order of the Ministry of Education and Science of the Russian Federation of October 1, 2013 No 1100 “On Approval of Standards and Descriptions of Documents of Higher Education and Qualification and Annexes to Them” (registered by the Ministry of Justice of the Russian Federation on November 29, 2013 г., registration number No 30505) with amendments by orders of the Ministry of Education and Science of the Russian Federation of May12, 2014 No 481 (registered by the Ministry of Justice of the Russian Federation on May 29, 2014 , registration number No 32477) and of May 16, 2014 No 547 (registered by the Ministry of Justice of the Russian Federation on May 23, 2014, registration number No 32409). [↑](#footnote-ref-3)
4. Para 2 of Part 1 of Article 108 of Federal Law No 273-ФЗ “On Education in the Russian Federation” of December 29, 2012 (Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2020; No 24, art.3739) [↑](#footnote-ref-4)
5. Part 5 of Article 60 of Federal Law No 273-ФЗ “On Education in the Russian Federation” of December 29, 2012 (Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2020; No 22, art.3379), Part 5 of Article 4 of Federal Law of November 10, 2009 No 259-ФЗ “On Lomonosov Moscow State University and Saint Petersburg State University” (Corpus of Legislative Acts of the Russian Federation, 2009, No 46, art. 5418; No 10, art.1422) [↑](#footnote-ref-5)
6. Parts 2 and 9 of Article 17 Federal Law No 244-ФЗ “On Skolkovo Innovative Center” of September 28, 2010 (Corpus of Legislative Acts of the Russian Federation, 2010, No 40, art. 4970; 2019; No 31, art.4457); Part 10 of Article 21 of Federal Law No 216-ФЗ “On Innovative Research and Technology Centers and on Introduction of Amendments into Certain Legislative Acts of the Russian Federation” of July 29, 2017 (Corpus of Legislative Acts of the Russian Federation, 2017, No 3, art. 4765) [↑](#footnote-ref-6)
7. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; No 40, art. 5488 [↑](#footnote-ref-7)
8. Registered by the Ministry of Justice of the Russian Federation on September 23, 2019, Registration No. 56013. [↑](#footnote-ref-8)
9. Registered by the Ministry of Justice of the Russian Federation on October 2, 2013, Registration No. 30083. [↑](#footnote-ref-9)
10. Registered by the Ministry of Justice of the Russian Federation on February 21, 2014, Registration No. 31399. [↑](#footnote-ref-10)
11. Registered by the Ministry of Justice of the Russian Federation on August 12, 2014, Registration number 33556. [↑](#footnote-ref-11)
12. Registered by the Ministry of Justice of the Russian Federation on October 23, 2015, Registration No. 39445. [↑](#footnote-ref-12)
13. Registered by the Ministry of Justice of the Russian Federation on September 19, 2019, Registration number 55959. [↑](#footnote-ref-13)
14. Registered by the Ministry of Justice of the Russian Federation on October 2, 2013, Registration No. 30083. [↑](#footnote-ref-14)
15. Part 5 of Article 70 of the Federal Law of December 29, 2012 No. 27Э-ФЗ "On Education in the Russian Federation" (Collected Legislation of the Russian Federation, 2012, No. 53, Art. 7598; 2018, No. 32, Art. 5130). [↑](#footnote-ref-15)
16. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No 40, art. 5488 [↑](#footnote-ref-16)
17. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No 40, art. 5488 [↑](#footnote-ref-17)
18. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2018, No 32, art. 5130 [↑](#footnote-ref-18)
19. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No 40, art. 5488 [↑](#footnote-ref-19)
20. Part 3 of Article 77 of Federal Law No 273-ФЗ “On Education in the Russian Federation” of December 29, 2012 (Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No 22, art.4134) [↑](#footnote-ref-20)
21. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2020, No 24, art. 3739 [↑](#footnote-ref-21)
22. 22 Registered by the Ministry of Justice of the Russian Federation on February 26, 2016, registration No. 41216 [↑](#footnote-ref-22)
23. 23 Assembly of the RF legislation, 2015, No. 47, art. 6602; 2020, No. 22, art. 3526. [↑](#footnote-ref-23)
24. 24 Assembly of the RF legislation, 2012, No. 53, art. 7598; 2019, No. 30, art. 4134. [↑](#footnote-ref-24)
25. Assembly of Legislation of the Russian Federation, 2012, No. 53, article 7598; 2019, No. 30, article 4134.

 [↑](#footnote-ref-25)
26. Part 15 of Article 108 of the Federal Law of December 29, 2012 No. 273-ФЗ "On Education in the Russian Federation" (Assembly of Legislation of the Russian Federation, 2012, No. 53, article 7598; 2020, No. 24, article 3739).

 [↑](#footnote-ref-26)
27. Assembly of Legislation of the Russian Federation, 2012, No. 53, article 7598; 2019, No. 40, article 5488. [↑](#footnote-ref-27)
28. Assembly of Legislation of the Russian Federation, 2012, No. 53, article 7598; 2019, No. 40, article 5488. [↑](#footnote-ref-28)
29. Assembly of Legislation of the Russian Federation, 2012, No. 53, article 7598; 2019, No. 40, article 5488. [↑](#footnote-ref-29)
30. Part 2 of Article 6 of the Federal Law of May 5, 2014 No. 84-ФЗ "On the specifics of the legal regulation of relations in the field of education in connection with the adoption of the Republic of Crimea in the Russian Federation and the formation of new subjects within the Russian Federation - the Republic of Crimea and the federal city of Sevastopol and on amendments to the Federal Law "On Education of the Russian Federation" (Assembly of Legislation of the Russian Federation, 2014, No. 19, article. 2289; 2019, No. 30, article 4134). [↑](#footnote-ref-30)
31. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No. 40, art. 5488. [↑](#footnote-ref-31)
32. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No. 40, art. 5488. [↑](#footnote-ref-32)
33. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No. 40, art. 5488. [↑](#footnote-ref-33)
34. Corpus of Legislative Acts of the Russian Federation, 2012, No 53, art. 7598; 2019, No. 40, art. 5488. [↑](#footnote-ref-34)
35. Part 3 of article 71.1 of Federal law No. 273-ФЗ of December 29, 2012 "on education in the Russian Federation "(Collection of legislation of the Russian Federation, 2012, No. 53, article 7598; 2020, No. 24, article 3738). [↑](#footnote-ref-35)
36. Corpus of Legislative Acts of the Russian Federation, 2012, No. 53, article 7598; 2020, No. 24, article 3738. [↑](#footnote-ref-36)
37. Part 3 of article 71.1 of Federal law No. 273-ФЗ of December 29, 2012 "on education in the Russian Federation "(Corpus of Legislative Acts of the Russian Federation, 2012, No. 53, article 7598; 2020, No. 24, article 3738). [↑](#footnote-ref-37)
38. Paragraph 7 (1) of these Rules for establishing the quota for admission to target education in educational programs of higher education at the expense of budget allocations of the Federal budget approved by decree of the Government of the Russian Federation No. 302 of March 21, 2019 (Corpus of Legislative Acts of the Russian Federation, 2019, No. 13, article 1415; 2020, No. 10, article 1341). [↑](#footnote-ref-38)
39. Part 3 of article 71.1 of Federal law No. 273-ФЗ of December 29, 2012 "on education in the Russian Federation "(Corpus of Legislative Acts of the Russian Federation, 2012, No. 53, article 7598; 2020, No. 24, article 3738). [↑](#footnote-ref-39)
40. Corpus of Legislative Acts of the Russian Federation, 1999, No. 22, article 2670; 2013, No. 30, article 4036. [↑](#footnote-ref-40)
41. Paragraph 6.1 of article 17 of Federal law No. 99-ФЗ of May 24, 1999 "On the state policy of the Russian Federation in relation to compatriots abroad" (Corpus of Legislative Acts of the Russian Federation, 1999, No. 22, article 2670; 2013, No. 30, article 4036). [↑](#footnote-ref-41)
42. Corpus of Legislative Acts of the Russian Federation, 2002, No. 30, article 3032. [↑](#footnote-ref-42)