

## **TRANSLATION**

Educational Establishment  
"Vitebsk State Order of Peoples' Friendship Medical University"

**“APPROVED”**

Rector, Professor

signed                      A.T. Shchastny  
December                    26                    2018

*Seal: Educational Establishment  
“Vitebsk State Order of Peoples' Friendship  
Medical University”*

### **REGULATION № 36-13/139**

on admission process of foreign citizens and stateless persons for training at the Preparatory Department and for undergraduate (first) degree study on intramural and extramural academic programs

#### **Chapter 1. General provisions**

1.1. Regulations on admission procedure of foreign citizens and stateless persons for training at the Preparatory Department and on intramural and extramural academic programs of Educational Establishment “Vitebsk State Order of Peoples' Friendship Medical University” (hereinafter - Regulations) have been developed on the basis of international agreements of the Republic of Belarus, the Constitution of the Republic of Belarus, the Code about education of the Republic of Belarus № 243-3 dated January 13, 2011, the Law of the Republic of Belarus № 105-3 “On legal status of foreign citizens and stateless persons in the Republic of Belarus” dated January 4, 2010, the regulation of the Council of Ministers of the Republic of Belarus № 73 "On approval of rules of staying of foreign citizens and stateless persons in the Republic of Belarus” dated January 20, 2006, the resolution of the Council of Ministers of the Republic of Belarus № 981 "On approval of Provision on procedure to recognize education documents issued in foreign states and to determine their equivalence (compliance) to educational documents of the Republic of Belarus, recognition and identification of periods of training, rates of the higher education in institutions of foreign states” dated July 21, 2011, Decree of President of the Republic of Belarus №

80 "On admission procedure for persons to obtain undergraduate degree and secondary special education" dated February 7, 2006.

1.2. Foreign citizens and stateless persons can apply for higher education at Vitebsk State Medical University

- in accordance with international agreements of the Republic of Belarus (on budget resources, or on a fee-paying basis);
- based on results of final certification after completing the educational program at the preparatory department and acquiring the certificate on completing the preparatory department of a due form (on a fee-paying basis);
- on results of admission tests confirming the proficiency of the language in which the educational process is carried out in a volume sufficient for mastering the academic programs of higher education and profession-related subjects (on a fee-paying basis).

1.3. Foreign citizens and stateless persons permanently residing in the Republic of Belarus, citizens of Belarus, permanently residing in the territory of foreign states, citizens of Russian Federation, Republic of Kazakhstan, Kyrgyz Republic, Republic of Tajikistan have the right to apply for the undergraduate degree at VSMU:

- under conditions specified for citizens of the Republic of Belarus (on budget and fee-paying basis) – depending on results of centralized tests;
- under conditions specified for foreign citizens and stateless persons.

1.4. Training of foreign citizens and stateless persons are conducted under the issued special permit (license) for educational activities on specialties of the undergraduate study:

1-79 01 01 "General medicine";

1-79 01 07 "Dentistry";

1-79 01 08 "Pharmacy".

1.5. Russian or English medium is available at VSMU on the above specialties for foreign citizens and stateless persons.

## **Chapter 2. Documents acceptance procedure**

2.1. The Admission Committee responsible for admission process of foreign citizens and stateless persons will be established at Vitebsk State Medical University. The Committee structure is confirmed by the order of the rector of Vitebsk State Medical University annually.

2.2. The foreign applicant has to submit (personally, by email, through his/her representatives or trusted individuals) following documents in Russian or English languages or their official certified translation into Russian or English to the Admission Committee to be considered for entering the VSMU and /or acquiring invitation to come to the Republic of Belarus:

- an application with selected specialty and form of study (intramural or extramural) - for undergraduate degree, the preparatory department - for pre-university students training; full postal address; e-mail address or fax number;

- a transcript and officially certified translation into Russian language of passport pages with applicant's personal data: full name, passport number, its expiration date and the country of origin. (Note: a passport with expiration date no less than one year after applying documents will be considered);

- a transcript of educational documents and their official certified translation into Russian with indicated studied subjects and grades (points). High-school graduates need to submit a certificate on current education received and its official certified translation into Russian.

2.3. Documents received from foreign applicants shall undergo the primary expert review within 10 days for compliance with legislation of the Republic of Belarus, the present Regulation, local normative legal acts and VSMU administrative documents. The educational level and the quality of acquired knowledge (academic achievement) on profession-oriented subjects will be assessed according to Annex №1 to this Regulation.

2.4. Decision to invite applicants to Vitebsk State Medical University for admission tests or to refuse them will be taken by the Admission Committee after reviewing applicants' documents. The minutes on Committee's decision will be drawn and signed by the Chairman and Secretary of the Committee and brought to a foreign citizen or stateless person's notice.

2.5. Positive Committee's decision will be a reason for issuing an invitation to an applicant to apply for a study visa to arrive in the Republic of Belarus.

### **Chapter 3. Foreign applicants' enrollment procedure**

3.1. Following the day of arrival in the Republic of Belarus, a foreign applicant must submit following documents to the Committee:

- an identity document (national passport) with a visa to study in the Republic of Belarus .

- original educational certificates with subjects studied and grades (marks) received and their certified translation into the Russian language;

- a medical certificate to allow studying in climatic conditions of the Republic of Belarus, confirming the absence of infection diseases or adverse health conditions, its officially certified translation;

- an application in the form prescribed by the Ministry of Education (Appendix 2 hereto);

- notarized copy of a birth certificate and its certified translation;

- six 3x4 cm photos;

In case of availability following is provided:

- a certificate (document) on completion of pre-university training faculty, preparatory department, preparatory courses of universities;

- a temporary residence permit (registration) in the territory of the Republic of Belarus;

- a compulsory medical insurance valid in the territory of the Republic of Belarus.

3.2. Foreign applicants, whose admission to the preparatory department or first year study (having a certificate (document) on successful completion of pre-university training faculty, or the preparatory department, or preparatory courses of medical specialization) is approved by the Committee, have to undergo the enrollment procedure into VSMU: to sign the appropriate contract, make tuition fees, apply for temporary residence in the Republic of Belarus.

3.3. Foreign applicants, applying for the first-year study without a certificate of completing the pre-university training in medical institutions, have to visit the Department of International Relations to acquire the temporary residence (registration) in the territory of the Republic of Belarus and for subsequent admission tests in accordance with Chapter 4 of this Regulation.

#### **Chapter 4. Admission tests procedure**

4.1. Foreign citizens and stateless persons who have graduated from foreign schools or educational establishments of the Republic of Belarus, which provide general secondary education or dual education (with 10 years duration) have the right for admission based on admission test outcomes.

4.2. Admission tests are conducted to select applicants on competitive basis who apply to receive an undergraduate (first) degree on intramural mode of study

4.3. Foreign applicants, who apply for the 1<sup>st</sup> course of study in specialties "General medicine" and "Dentistry", have to pass entrance tests on language of instruction, on the first profession-oriented subject (biology) and second profession-oriented subject (chemistry); in specialty "Pharmacy" – to pass entrance tests on language of instruction, on the first profession-oriented subject (chemistry) and second profession-oriented subject (biology).

4.4. Special examining boards of at least 3 people are annually formed and approved by order of the rector to conduct admission tests, headed by a member of the VSMU Admission Committee. The most qualified employees from the academic teaching staff are included into the boards.

To conduct entrance tests in the form of computer testing, an organizational committee of at least 3 people is set up; 2 members of the Admission Committee for training of foreign citizens and stateless persons and one representative of the technical support group.

4.5. Questions and tasks for admission tests are prepared by the Committee in accordance with current programs and approved by the chairman of the VSMU Admission Committee.

4.6. Results of admission tests are recorded into the answer sheet in the prescribed form (Ordinance of the Ministry of Education of the Republic of Belarus № 87, dd. June 25, 2014), which is signed by boards members who conducted admission tests. Applicants, who fail to pass the entrance test on language of instruction or the first profession-oriented subject, are not allowed to the next admission examinations. The results of entrance examinations on profession-oriented subjects in the form of computer testing are stored in an electronic database on the server of university's distance education department.

4.7. An appeal is submitted by a foreign citizen in the name of the chairman of the Admission Committee on the very day of admission tests and will be considered in accordance with established procedure. The appeal is considered no later than the day after its filing in the presence of an applicant and examiners, who directly administered the entrance tests, and in the case of the computer testing the head of the relevant department is involved as well.

4.8. At the end of admission examinations, the Committee will estimate the passing score for applicants who successfully passed tests and for graduates of preparatory departments of medical institutions who enrolled out of competition. After admission tests the Committee will approve the list of applicants who are enrolled as 1<sup>st</sup> year students. The chairman and secretary of the Committee will draw up the protocol and sign it.

4.9. In case of equal scores, the decision regarding admission procedure is made on competitive basis in the listed order:

- applicants having a higher average grade of the education certificate issued by the Republic of Belarus's education institution providing educational programs of general secondary, vocational, secondary special and higher education;
- applicants having higher total grades on two profession-oriented academic subjects (chemistry and biology) after admission tests;
- applicants with the higher grade on language of instruction after admission tests;
- applicants having the recommendation issued by a diplomatic mission of an appropriate foreign state accredited in the Republic of Belarus or accredited in the Republic of Belarus on concurrent basis.

4.10. Foreign citizens who failed to gain admission at VSMU must leave the territory of the Republic of Belarus within the period of validity of the entry visa. The person or organization who applied for an invitation to be issued shall bear responsibility for the departure of a foreign citizen in a timely manner.

4.11. Applicants who are not enrolled in the first-year course under results of admission tests may apply for the VSMU preparatory department on a space available basis.

## **Chapter 5. Documentation of admission for studies**

5.1. Admission of foreign citizens and stateless persons is made under sequential execution of following documents: signing a contract for training a specialist, paying tuition fees, issuing an order for admission, application for temporary residence in the Republic of Belarus.

5.2. The Agreement for training a specialist on a fee-paying basis is made between a foreign applicant or his/her legal representative upon Committee's decision, providing all required documents specified by this Regulation and legislation of the Republic of Belarus, after obtaining medical commission certificate.

5.3. The Agreement on training of a specialist on a fee-paying basis contains the learning environment specified by the legislation, Parties' rights and obligations, responsibilities for paying expenses to expel a foreign citizen or stateless person from the Republic of Belarus.

5.4. The tuition fee for foreign citizens is set by the order of the Rector for each academic year and is specified in the Agreement on training of a specialist on a fee-paying basis or in a supplemental agreement hereto.

5.5. The order for enrolling a foreign citizen is made after the applicant has agreed with and signed personally the Rules of stay of foreign citizens and stateless persons in the Republic of Belarus and made at least 50% payment fees for the first year of studies.

5.6. To acquire the medical commission certificate, confirming the absence of medical contraindications to allow education process in the Republic of Belarus, foreign applicants shall have to undergo a mandatory medical check-up according to price list in territorial health organizations, specified by VSMU in coordination with the Department of Health of the Vitebsk Regional Executive Committee.

5.7. Within 5 working days from the date of entry into the Republic of Belarus, a foreign citizen or stateless person shall conclude a Residential Lease Agreement and register in the internal affairs bodies of the Republic of Belarus. The order of enrollment, obligatory medical insurance policy, the paid state fee, established by the legislation of the Republic of Belarus, are the basis for acquiring temporary residence (registration).

## **Chapter 6. Application deadline and admission tests**

6.1. The Ministry of Education of the Republic of Belarus determines the application deadline and entrance examinations when applying on results of centralized testing, or under international Agreements.

6.2. Following application deadline and entrance tests is set for foreign citizens and stateless persons applying to study at VSMU (other those specified in paragraph 6.1):

6.2.1. 1<sup>st</sup> admission (winter) stage – the academic year begins on 1 February – documents submission till 25 January:

- admission tests for applying for an undergraduate degree – till 15 February;

6.2.2. 2<sup>nd</sup> admission (summer) stage - the academic year begins on 1 September – documents are submitted:

a) if applied on final results after completing the preparatory department – before July 15 of a current year;

b) if applied based on results of entrance tests – till August 25 of a current year;

c) if applied to the preparatory department – before September 15 of a current year;

- period of admission tests on intramural and extramural academic programs - till September 15 of a current year;

6.3. VSMU reserves the right to extend the application period for training at university or at the preparatory department and for admission tests within the time limits set by the Ministry of Education of the Republic of Belarus.

## **AGREED**

Vice-rector for International  
Affairs and Work with Foreign Citizens

signed M. M. Savchuk

26 December 2018

Dean of Faculty of Overseas Students  
Training

signed O.M. Vasiliev

26 December 2018

Head of International Department

signed O.V. Matyushchenko

26 December 2018

Head of Legal Sector

signed D.S. Puzanov

26 December 2018

*Translation from Russian into English has been made by V.V. Alexandrov, inspector of Department of International Affairs of VSMU.*