

TRANSLATION

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

“APPROVED”

Rector, Professor

signed A.T. Shchastny

29 April, 2021

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

REGULATION № 11

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

Chapter 1.

General provisions

1.1. Regulations on procedure for admission of foreign citizens and stateless persons permanently residing in the territory of foreign states (hereinafter referred to as foreign citizens) in the educational establishment "Vitebsk State Order of Peoples’ Friendship Medical University" (hereinafter VSMU) to receive a higher education of the I stage (full-time and part-time forms) and training at the preparatory department (hereinafter - the Regulation) have been developed on the basis of the Rules for admission for obtaining a higher education of the first stage, approved by the Decree of the President of the Republic of Belarus No. 80 dated 7 February 2006, (hereinafter referred to as Admission Regulations), Decree of the President of the Republic of Belarus No. 232 dated 12 June 2018 "Educational grants", Decree of the President of the Republic of Belarus No. 166 dated 2 May 2019, Regulations on Admission Committee of the higher educational establishment, approved by the resolution No. 23 of the Ministry of Education of the Republic of Belarus dated 23 March 2006, Resolution No. 87 of the Ministry of Education of the Republic of Belarus dated 25 June 2014 "Instructions on procedure for interviewing applicants among foreign citizens and stateless

persons to make a decision on enrollment in educational establishments of the Republic of Belarus to obtain higher education of the first stage", Resolutions No. 72 of the Ministry of Education of the Republic of Belarus dated 30 June 2015 "On admission examinations for the first stage of higher education", other current regulatory legal acts of the Republic of Belarus, as well as international agreements of the Republic of Belarus in the field of education.

1.2. To obtain higher education, the persons with general secondary education, vocational and technical education (vocational education with the receipt of general secondary education or vocational education based on general secondary education) or secondary specialized education, confirmed by the relevant document (documents) on education are allowed to enter the university.

1.3. According to the procedure for admission to VSMU, foreign citizens (conditionally) are divided into 4 groups:

group number 1 - foreign citizens are admitted out of budget resources or on a paid basis in accordance with international treaties of the Republic of Belarus;

group number 2 - foreign citizens entering for training only on a paid basis based on results of the final certification when mastering the content of the educational program for training persons to be admitted to a higher education institution in the HEI (hereinafter - Final certification). The results of the final attestation recorded in the state-recognized certificate in the form established by the decree of the Ministry of Education of the Republic of Belarus dated July 27, 2011. No. 194, are the basis for competitive selection for admission for this group to the HEI.

For foreign citizens of group 2, applying for higher education in English medium, an interview is provided to evaluate their level of proficiency in the language in which the educational process is carried out, in an amount sufficient to master the content of the educational program of higher education (hereinafter - the Interview).

group number 3 - foreign citizens who do not belong to groups 1, 2, 4, who apply for training on a paid basis based on the results of entrance examinations.

group No. 4 - foreign citizens and stateless persons permanently residing outside the Republic of Belarus, who apply for places funded from the republican budget for higher education through grants for training.

1.4. Foreign citizens permanently residing in the Republic of Belarus, citizens of the Republic of Belarus permanently residing in the territory of foreign states, citizens of the Russian Federation, the Republic of Kazakhstan, the Kyrgyz Republic, the Republic of Tajikistan have the right to participate in the competition for higher education at VSMU

- on conditions provided for citizens of the Republic of Belarus (on a budgetary and paid basis) - based on the results of centralized testing;

- on conditions provided for foreign citizens.

1.5. The admission of foreign citizens is carried out in excess of the approved volumes of check figures for admission and target admission (except

groups 1 and 4), within the limits of the number of students provided for by a special permit (license) for educational activities, in the specialties of the first stage of higher education:

1-79 01 01 "General Medicine";

1-79 01 02 "Pediatrics";

1-79 01 07 "Dentistry";

1-79 01 08 "Pharmacy".

The number of places in specialties and forms of education is approved annually by the order of the rector of the university.

1.6. Education of foreign citizens at VSMU is carried out in Russian or in English.

Chapter 2

Documents submission procedure

2.1. To organize the admission of foreign citizens, an admission committee (hereinafter referred to as the Commission) is appointed, headed by the rector of the university. The Commission carries out its work in accordance with the regulatory legal acts of the Republic of Belarus, as well as this Regulation.

2.2. For admission to VSMU and/or receiving an invitation, a foreign applicant submits to the Commission personally, by e-mail or through officially authorized representatives of the university, the following documents executed in Russian or English, or their officially certified translation into Russian or English:

- an application indicating the specialty, language and form of education (full-time, part-time) or for training at the preparatory department; full postal address; email addresses, phone numbers;
- a copy of the passport pages indicating the full name of the applicant, citizenship, passport number and validity period (a passport with validity date expiring no earlier than one year after documents submission is accepted for consideration);
- a copy of educational documents indicating the subjects studied and the grades (points) obtained on them. For students of the last year of study, a certificate of current education is accepted;
- a medical certificate on the health state and a certificate proving the absence of HIV infection, issued by the official health authority of the country from which the candidate for training comes.

2.3. The received documents undergo an initial examination for compliance with the requirements of the legislation of the Republic of Belarus, this Regulation, the requirements of the licensing authorities of the host country, local regulatory legal acts and organizational and administrative documents of VSMU. The Commission takes into account the quality of the acquired knowledge in the language of instruction and profession-related subjects.

2.4. Based on the results of documents examination, the Commission, by

a majority of votes, makes a decision on admitting an applicant to study at VSMU, on inviting him for entrance examinations or refusing admission. The decisions of the Commission are drawn up in a protocol, signed by the chairman (deputy chairman) and the secretary of the Commission and brought to the attention of foreign citizens.

CHAPTER 3

Organization (registration) of admission of foreign applicants

3.1. On the next working day after entering the territory of the Republic of Belarus, a foreign applicant submits the following documents to the Commission:

- an application addressed to the rector in the form established by the Ministry of Education;
- originals of education documents, legalized in accordance with the established procedure, and their notarized translations into Russian;
- the original of the medical report on the state of health and the certificate of the absence of HIV infection, issued by the official health authority of the country from which the candidate came for training, their officially certified translations;
- a copy of the birth certificate and its translation, officially certified;
- six 3x4 cm photographs;
- a compulsory medical insurance valid on the territory of the Republic of Belarus.

If available, following is additionally provided:

- a certificate (certificate) of graduation from the faculty of pre-university training, preparatory department, preparatory courses of universities;
- permission for temporary residence (registration) on the territory of the Republic of Belarus

3.2. Foreign citizens recommended by the Commission for enrollment in the 1st year and the preparatory department have to undergo a medical checkup, pay tuition fees, sign an agreement on the training of a specialist with higher education or study at the preparatory department, followed by the issuance of a corresponding order, obtaining a permit for temporary stay / residence in the Republic of Belarus.

3.3. Foreign citizens who are not listed in clause 3.2 are sent for registration of a temporary stay in the Republic of Belarus and the subsequent passage of entrance examinations.

Chapter 4

Organization and conduct of entrance examinations

4.1. Entrance tests are carried out for competitive selection of applicants for higher education of the first stage.

4.2. To organize and conduct entrance examinations, an examination subject commission is created by order of the rector, headed by one of Commission's

members. All decisions of the examination subject committee are made by a majority vote and are documented in the minutes.

4.3. Entrance tests are held in 2 stages:

- computer online testing in profession-related subjects "biology", "chemistry";

- an interview that evaluates the level of language proficiency in which the educational process is carried out, in an amount sufficient to master the content of the educational program of higher education (the basis is the resolution No. 87 of the Ministry of Education of the Republic of Belarus dated June 25, 2014 "Instruction on procedure for interviewing applicants among foreign citizens and stateless persons to make a decision on enrollment in educational institutions of the Republic of Belarus for obtaining higher education of the first stage").

4.4. For foreign applicants entering the 1st year in the specialties "General Medicine" and "Dentistry", the first profession-related subject is "biology", the second profession-related subject is "chemistry"; in the specialty "Pharmacy" the first profession-related is "chemistry", the second profession-related is "biology".

4.5. An applicant who receives an unsatisfactory mark in one of the core subjects is not allowed to the next stage. Grades equated as unsatisfactory are determined annually by a decree of the Ministry of Education of the Republic of Belarus.

4.6. Assignments and questions for conducting computer testing in profession-related subjects and interviews are drawn up on the basis of educational standards of general secondary education in accordance with the current programs and are approved by the chairman of the Commission.

4.7. The results of the Interview for knowledge of the language of instruction is reflected in the response form in the prescribed form (Resolution No. 87 of the Ministry of Education of the Republic of Belarus dated June 25, 2014). The results of computer testing are entered into the examination sheet and stored in an electronic database on the server of the distance learning department of the university.

4.8. The entrance examinations can be organized remotely using information and communication technologies to ensure the identity of the applicant.

Chapter 5.

Summing up of entrance examinations results, making a decision on admission to VSMU

5.1. Based on the results of the entrance tests, the examination subject committee draws up an examination sheet and a protocol, in which it gives an opinion on recommendation (non-recommendation) for enrolling a foreign citizen in the chosen specialty.

5.2. Based on recommendation, the Commission makes a decision on the admission of foreign applicants to 1st year of studies. The decision is drawn up

in minutes and signed by the chairman and secretary of the Commission.

5.3. With an equal number of points, the decision on admission is made on a competitive basis in the order of listing:

- persons with the highest score in two profession-related subjects and the language of instruction;
- persons with a higher score in the first profession-related subject of the specialty;
- persons with a higher score in the second profession-related subject of the specialty;
- persons with a higher score in the language of instruction;
- persons with a higher average score on results of entrance examinations, calculated with any precision required for differentiation.

5.4. In case of any controversial issues, an appeal is filed by a foreign citizen to the name of the chairman of the admission commission of foreign citizens and stateless persons on the day of the interview. The appeal is considered no later than the next day after its submission in the presence of the applicant and the examiners who directly conducted these entrance tests.

5.4. Foreign citizens who are not enrolled in VSMU are required to leave the territory of the Republic of Belarus during the validity period of the entry visa. The person or organization that has filed an application to issue an invitation is responsible for the departure of a foreign citizen within the established timeframe.

5.5. Persons who are not recommended for admission based on the results of the interview for the 1st year can be admitted at the preparatory department of VSMU within the limits of the available places.

CHAPTER 6

Organization of documentary registration of enrollment for training

6.1. To be enrolled into the university, foreign citizens have to undergo the following procedure: to pass a medical examination, to sign an agreement on training, to familiarize with the Rules of Stay of Foreign Citizens in the Republic of Belarus against signature, to pay tuition fees. After this procedure is completed, an order to enroll a foreign citizen at the university is issued and a permit for his temporary residence in the Republic of Belarus is made.

6.2. In order to obtain the conclusion of the medical consulting commission, foreign applicants undergo a mandatory medical examination, confirming the absence of medical contraindications to training in the Republic of Belarus, in territorial health organizations determined by VSMU in agreement with the Health Department of the Vitebsk Regional Executive Committee.

6.3. An agreement on the training of a specialist with higher education on a paid basis is concluded with a foreign applicant or his legal representative on the basis of a decision of the Commission signed by the chairman (deputy chairman).

6.4. The contract for the training of a specialist with a higher education on a

paid basis reflects the conditions of training, the rights and obligations of the parties established by law, and provides for the responsibility to pay costs if a foreign citizen needs to be expelled from the Republic of Belarus.

6.5. The amount of payment for training is established by order of the rector for each academic year and is reflected in the contract for the training of a specialist with higher education on a paid basis or in an additional agreement.

6.6. It is mandatory for foreign citizens to conclude a contract for the lease of residential premises and undergo the registration procedure with the internal affairs bodies of the Republic of Belarus within 5 working days from the date of entry into the Republic of Belarus. The basis for registration of temporary residence (registration) is the presence of an order for admission to training, a policy of compulsory medical insurance, payment of a state fee established by the legislation of the Republic of Belarus.

Chapter 7

Deadlines for accepting documents and conducting entrance tests

7.1. Upon admission based on the results of centralized testing or in accordance with international agreements, the deadlines for submitting documents and conducting admission tests are determined by the Ministry of Education of the Republic of Belarus.

7.2. For foreign citizens and stateless persons applying to study at VSMU (except for those specified in clause 7.1), the following admission campaign terms are established:

7.2.1. 1st stage (winter admission) - the beginning of an academic year from 1 February. Documents submission - until January 25.

7.2.2. 2nd stage (summer admission) - the beginning of an academic year from 1 September. Documents submission is within the time limits established by the regulatory legal acts of the Ministry of Education of the Republic of Belarus.

7.3. Depending on fulfillment of enrollment plan, VSMU reserves the right to adjust the deadlines for submitting applications for training and conducting entrance examinations within the time limits established 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

Dean of Overseas Students Training Faculty
signed V.V. Pabiarzhyn

Acting Head of Juridical Office /Head of Personnel Department
signed S.F. Geut