

ADMISSION REGULATIONS

**to the Federal State Budgetary Educational Institution
of Higher Professional Education
«North-Caucasian State Humanitarian-Technological
Academy»
at the Preparatory department for foreign nationals
of Prevocational training center
and graduates provision of employment
on 2015-2016 year**

Admission regulations of audience at Preparatory Department for foreign nationals of Prevocational training center and graduates provision of employment in the 2015-2016 academic year

1. General rules

1.1. These Rules regulate the procedure of admission at the Federal state budgetary educational institution of higher professional education «North-Caucasian state humanitarian-technological Academy» at the Preparatory Department for foreign nationals (the «Preparatory Department») of the Prevocational training center and graduates provision of employment and developed on the basis of:

- Federal law dated 29.12.2012 № 273-FL «On education in the Russian Federation».

- Letters of the Ministry of education of the Russian Federation dated 21.02.2000 No. 14-55-132 in/15 «On Recommendations on the organization of work of the preparatory departments of educational institutions of higher professional education (higher education institutions)».

- Charter of NorCauSHTA and other local normative acts of NorCauSHTA.

1.2. These admission regulations regulate the admission of foreign nationals, persons without citizenship, including the compatriots living abroad at the Preparatory Department for additional training educational program «Preparing for University» on agreements on rendering paid educational services concluded when applying for training at the expense of natural and (or) corporation persons, as well as determine the characteristics of the entrance test.

2. The organization of admission citizens at the Preparatory Department for foreign nationals

2.1. The organization of admission audience at the Preparatory Department is carried out by the Admission Committee of the Preparatory Department («Admissions»).

Chairman of the Admission Committee is the rector of the Academy.

2.2. The staff, authority and activities of the Admission Committee are regulated by the Rule on Admission Committee of the Preparatory Department and approved by the rector's order of the Academy.

2.3. For admission to the Preparatory Department the interview is conducted. To organize and conduct the interview the Chairman of the Admission Committee approves the staff of examining board. Authority and procedure of activities of examining board determined by the Rule on examining board of the Preparatory Department and approved by the rector's order of the Academy.

2.4. Admission of students at the Preparatory Department provided the observance of their rights established by the legislation of the Russian Federation on education, publicity and openness of the Admission Committee work.

2.5. In order to confirm the authenticity of the documents submitted by applicants, The Admission Committee may apply to the relevant state (municipal) bodies and organizations.

3. Organization of inform for entrants

With the purpose of reviewing by entrant the Charter of the Academy, the Rule of PTCandPE, the license for the right of conducting educational activity, the certificate on the state accreditation of the Academy, with the Admission Regulations to the Preparatory Department for foreign nationals peculiarities of conducting and other documents regulating the organization of educational process and the work of the Preparatory Department for foreign nationals, PTCandPE posts these documents on its official website and the information stand of PTCandPE.

4. Admission documents from entrants

4.1. Admission of foreign nationals at the Preparatory Department is carried out within the whole calendar year.

4.2. The submission deadline is no later than 2 months prior to the intended learning.

4.3. Groups of students are formed from a number of persons, replied PTCandPE the following documents:

- the application addressed to the rector;
- autobiography and personal form of the established sample;
- a copy of the document of education, equivalent to the diploma of the State sample of the Russian Federation required for admission to the appropriate level of higher professional education;
- notarized translation of a document of education and its enclosure in Russian language;
- the passport; (the validity of the passport at the time of filing will be not less than 2 years)
- notarized Russian translation of the passport;
- certificate of health and its translation into Russian language, including the results of tests for AIDS, tuberculosis, hepatitis, from Asia - malaria, signed by a doctor;
- medical insurance valid on the territory of the Russian Federation;
- 10 photos 3×4 (mat background);
- entry visa.

4.4. Foreign nationals upon arrival to school present the original documents.

4.5. Foreign nationals entering the country on a student visa, must appear in the Legal Department of the Academy on the day of arrival and for 1.5 months before the expiry of the visa. Foreign nationals entering on visa-free regime must also be in the Legal Department of the Academy on the day of arrival for registration.

4.6. When a positive decision of acceptance an invitation is executed.

4.7. By enrollment at the Preparatory Department the listener provides the original documents and their translations into Russian language, certified by the Embassy of the Russian Federation in the country of residence.

4.8. Personal file is acquired on each entrant, which stores all documents submitted.

4.9. Arriving at personal view documents is issued by the receipt of admission documents.

5. Entrance test

- 5.1. Entrance examinations are held in the form of an interview.
- 5.2. The interview is conducted by the formation of the examination groups.
- 5.3. Persons who have not appeared for an interview for a valid reason, allowed them more time before admission to Preparatory Department.

6. Admission to the Preparatory Department and training

- 6.1. The beginning of training at the Preparatory Department depends on the process of groups formation.
- 6.2. The cost of training depends on the training schedule, the number of subjects and hours, groups filling.
- 6.3. Audience are offered a choice of forms of learning at different levels, duration, intensity, and professional orientation:
 - annual (2 semesters, from October to June) and one and a half per annual (over 2 semesters) preparatory courses;
 - courses in-depth study of the Russian language;
 - express courses.
- 6.4. The courses are designed in accordance with the direction of training of the audience.
- 6.5. According to the results of the study the final exams are conducted.
- 6.6. The results of the final exams are not forms of introductory tests to the Academy.
- 6.7. Academy provides housing (on contractual basis) the listeners of Preparatory Department.
- 6.8. At the end of the training period the students fully completed the education program and successfully passed the final examinations, receive a Certificate of completion of the Preparatory Department of NorCauSHTA.

7. The final rules

- 7.1. Changes and additions to these rules are made by the decision of the Academic Council of the Academy and approved by the rector's order.
- 7.2. These rules cease to be in force in connection with the termination of the Preparatory Department of PTCandPE.
- 7.3. Everything that is not regulated by these rules will be governed by the legislation of the Russian Federation.