

# **Procedures for Admission of Students to Doctoral Programmes at National Research University of Higher School of Economics**

## **1. General Provisions**

1.1. The procedures for admission of students to doctoral programmes at National Research University Higher School of Economics (hereinafter the “Procedures”, “doctoral studies”, and “HSE University”, respectively), including the Nizhny Novgorod regional campus (hereinafter “HSE University-Nizhny Novgorod”), the St. Petersburg regional campus (hereinafter “HSE University-St. Petersburg”), and the Perm regional campus (hereinafter “HSE University-Perm”), have been developed on the basis of Federal Law No. 273-FZ “On Education in the Russian Federation”, dated December 29, 2012, the Regulations on Training Research and Academic Staff at the Doctoral Level (Graduate Studies), approved by Resolution of the Government of the Russian Federation No. 2122, dated November 30, 2021, the Procedures for Admissions to Studies under Doctoral Programmes, approved by Russian Ministry of Science and Higher Education Directive No. 721, dated August 6, 2021 (hereinafter “Admission Procedures No. 721”).

1.2. The Doctoral Admissions Office (hereinafter the “Admissions Office”) shall organize admissions to doctoral studies at HSE University. Its members, their authorities and procedures for its operations shall be spelled out in the relevant regulations.

1.3. Holders of degrees not below a Specialist degree or Master’s degree level shall be admitted to doctoral programmes. Doctoral programmes shall be offered in a full-time/in-class mode.

1.4. Citizens of the Russian Federation, foreign citizens and stateless persons (hereinafter “applicants”) may be accepted for studies under doctoral programmes at HSE University on a competitive basis.

1.5. Admissions to doctoral studies shall include 2 (two) rounds, in accordance with the terms set out in the Procedures.

1.6. Admissions to doctoral studies shall be carried out for places within the framework of admission targets financed with subsidies from the federal budget for the execution of the state assignment by the University (hereinafter “government-funded places”), and as per educational agreements, signed upon admission to studies and financed by individuals and/or legal entities (hereinafter “agreements for the provision of paid educational services”).

1.7. Persons holding diplomas stating that they have previously completed doctoral studies (postgraduate military studies) or Candidate of Sciences degrees do not have the right to doctoral studies funded by subsidies from the federal budget for the execution of the state assignment.

1.8. Admissions to studies at the University’s Moscow campus and at its regional campuses shall be held separately. Furthermore, HSE University shall implement admissions to doctoral studies under each doctoral programme separately, with a respective competition for each group of academic specializations.

1.9. Admissions to targeted doctoral studies shall be carried out as per the procedures specified in Russian legislation on education. Upon submission of an application for admission to targeted studies, applicants must, in addition to the documents specified in p. 2.2 of the Procedures, provide a copy of their agreement for targeted studies, certified by the client of their targeted studies, or an uncertified copy of their agreement with the presentation of the original copy.

1.10 All issues relating to admission to doctoral studies and not regulated by these Procedures, shall be settled by the Admissions Office in line with the legislation of the Russian Federation.

## **2. Submission of Applications to Studies**

2.1. Documents to doctoral studies may be submitted during one of the 2 (two) rounds.

The second round of admissions to government-funded places shall be organized if, after enrollment based on the results of the first round, there remain unfilled government-funded places.

The timeframe for submitting documents shall be set every year in the Special Aspects of Admissions to Doctoral Studies at HSE University (hereinafter “Special Procedures for Admissions”) for the current year.

2.2. Applications for studies shall be addressed to the HSE University Rector and include the following documents:

1) document (documents) specifying the identity and citizenship of an applicant; for foreign citizens and stateless persons – an original and a copy of the document specifying one’s identity and citizenship, or a document specifying the identity of the foreign citizen;

2) an original or copy of a document of education and/or qualification, confirming his/her studies under a programme of higher education (Specialist/Master’s programme (an applicant may, upon submission of their application for admission, choose not to submit a document of education and/or qualification, confirming their degree level; in such instances, applicants shall state in their application for admission that they assume the obligation to provide said document no later than the deadline specified in the Special Procedures for Admissions in place for the current period).

Documents on education and qualification, thus confirming the particular degree level of an applicant, include:

a document on education and/or qualification set by the respective federal executive body engaged in the development of state policy and relevant regulation on education, or the federal executive body engaged in the development of state policy and legal regulation on health care, or federal body engaged in the development of state policy and regulation in the sphere of culture, sample form; document in the state-approved template confirming one’s level of education and/or qualification received prior to January 1, 2014;

a document about one’s education and/or qualification, in the template set by Lomonosov Moscow State University and St. Petersburg State University, or a document on education and/or qualification, in a template set as per the decision of collegiate administrative body of an academic institution, if said document has been issued to a person who has successfully passed final state certification;

a document on education and qualifications, issued by a private organization, engaged in the provision of educational services at the Skolkovo Innovation Centre;

a document (documents) from a foreign state on an applicant’s education and qualifications, if said education is recognized in the Russian Federation at the respective level of higher education (no lower than a Specialist degree or Master’s degree level) (hereinafter “foreign education document”).

Upon submission of an application for admission, an original or a copy of the document on foreign education, which, in accordance with the requirements of relevant Russian legislation, should be subject to a recognition procedure, may be provided, bypassing the recognition procedure, however, with a subsequent provision of a certificate of

recognition/recognition process completed as per procedure in place at HSE University no later than the deadline for the submission of original education documents.

3) for persons who have received their education overseas – a translation into Russian, completed as per established procedures, of the individual's document of foreign education and supplements thereto (if the latter is specified in the legislation of the state where said document was previously issued); last name, first name and middle name/patronymic (if applicable) of the applicant, specified in translated documents, which have been provided by them, shall coincide with the last name, first name and middle name/patronymic (if applicable), specified in their entry visa;

4) two photographs of the applicant (3x4);

5) request (if applicable) to take part in entrance examinations in English;

6) if it is necessary to create special conditions for entrance examinations – documents confirming health issues or a disability, thus requiring the provision of said special conditions;

7) for those qualifying for 1<sup>st</sup> and 2<sup>nd</sup> group disability, persons who have been disabled since childhood, persons disabled owing to war wounds or illnesses experienced while serving in the armed forces – official statement issued by a federal medical and social expert institution, thus confirming the absence of any medical conditions disqualifying such persons from pursuing studies in respective educational institutions;

8) applicants bear the right to submit documents with the results of their individual accomplishments (hard copies or e-copies).

A list of individual achievements to be considered for admissions to study, a list of documents confirming an applicant has received the results of their individual achievements, and the procedures for assessing individual achievements for each competition specified in the Special Procedures for Admissions for the current year;

9) documents confirming that an applicant is an Olympiad diploma holder for the “I am a Professional” student olympiad in the Master's/Specialist degree studies category, held by the Russian Union of Industrialists and Entrepreneurs jointly with institutions of higher education in the Russian Federation (hereinafter “Olympiads”);

10) request (if relevant) to take part in entrance examinations remotely;

11) International language proficiency certificate (if relevant).

Foreign citizens also shall provide copies of documents, confirming that they bear the status of compatriots living abroad, as this is defined in Art. 17 of Federal Law No. 99-FZ “On the State Policy in the Russian Federation in Relation to Compatriots Living Abroad”, dated May 24, 1999, and/or a certificate of a participant in the programme for the assistance of voluntary relocation to the Russian Federation of fellow citizens, residing overseas (if applicable).

Foreign citizens, who are admitted to studies on the basis of international agreements, shall provide documentation, confirming their inclusion among persons specified in respective international agreements.

Documents received in a foreign state shall be subject to legalization as per Russian legislation, or bear an apostille (with the execution of instances when, as per Russian legislation and/or international agreements, legalization and apostilles are not required).

Upon submission of an education document issued by a foreign state, which must have attached its translation, legalization copy or bear an apostille, the applicant may submit their education document/degree certificate without attaching its translation, legalization copy, or an apostille thereto when filing their application for admission to studies, however, they must present this required documentation later, by the deadline specified in the Special Procedures for Admissions for the current year for presenting the original of this educational document.

At the same time, the applicant shall confirm that they assume an obligation to do so in their application for admission to studies.

Application forms for admission to studies shall be posted on the HSE University website (portal).

Applicants shall provide documents necessary for their admission in person or through a duly authorized representative/party duly authorized to do so by the applicant with the former providing a power of attorney issued by an applicant themselves, drawn up as per set procedures and specifying powers vested in the representative.

In order to identify a person if no ID is available, the person subject to identification may submit a temporary ID to the Admissions Office during the document submission process.

2.3. Applicants bear the right to select several entry competitions when submitting their documents.

When taking part in several entry competitions at the same time, applicants shall submit separate applications to take part in each of them.

Applicants shall indicate in their application the priority areas for enrollment, when taking part in several entry competitions.

2.4. By providing their personal signature in the application for admission to studies, the applicant thereby confirms the following:

- they have read (e.g., through common-use information systems) copies of the University's licenses for the provision of educational services, certificates of state accreditation and annexes thereto, or information on the absence of such accreditation;
- they are aware of the deadline (deadlines) for submitting degree certificates put in the formal (state-approved) template;
- they are going to pursue studies at the doctoral level for the first time;
- they have read (e.g., through common-use information systems) the rules for filing appeals against the results of their entrance examinations;
- they have read the Procedures, including the rules for filing appeals against the results of entrance examinations;
- they have read the current version of the Special Procedures for Admissions;
- they have read the procedures for the provision of places in HSE University dormitories;
- they provide their consent for processing of their personal data;
- the obligation to submit a document (degree certificate) in the specific template/format by the deadline for submitting documents (if an applicant has not provided the document when submitting their application for admission);
- the applicant is aware that they bear liability that the information specified in their application for admission to studies is true and accurate, as well as for the authenticity of the documentation submitted for admission.

2.5. Applicants to doctoral studies bear the right to send their application for admission to studies and those documents specified in p. 2 of these Procedures through general postal services (hereinafter the "via post") with a notification on delivery and a list of enclosed documents at the address of the Admissions Office. A notification on delivery and a list of enclosed documents shall serve as the confirmation that the applicant's documents have been received.

For applicants to doctoral studies at the University's Moscow campus, Admissions Office's address: 20 Myasnitckaya ulitsa, Moscow, 101000, HSE University; Office of Doctoral

Studies. The Admissions Office should be informed about posting documents via e-mail ([admissionphd@hse.ru](mailto:admissionphd@hse.ru)).

For applicants to doctoral studies at HSE University-Nizhny Novgorod, Admissions Office's address: office 410, 25/12 Bolshaya Pechyorskaya Ulitsa, Nizhny Novgorod, HSE University-Nizhny Novgorod, 603155, Doctoral Studies Office. The Admissions Office at HSE University-Nizhny Novgorod should be informed about posting documents via e-mail ([aspiranturann@hse.ru](mailto:aspiranturann@hse.ru)).

For applicants to doctoral studies at HSE University-St. Petersburg, Admissions Office's address: 16 Soyuz Pechatnikov Ulitsa, St. Petersburg, HSE University-St. Petersburg, 190008, Doctoral Studies Office. The Admissions Office at HSE University- St. Petersburg should be informed about posting documents via e-mail ([aspirantura-spb@hse.ru](mailto:aspirantura-spb@hse.ru)).

For applicants to doctoral studies at HSE University-Perm, Admissions Office's address: room 107, 38 Studencheskaya Ulitsa, Perm, HSE University-Perm, 614070, Admissions Office. The Admissions Office at HSE University-Perm should be informed about posting documents via e-mail ([aspirantura-perm@hse.ru](mailto:aspirantura-perm@hse.ru)).

Documents sent via post shall be accepted by HSE University if they are received no later than the deadline for submitting applications, as established by these Procedures.

2.6. Applicants bear the right to submit applications, as well as other necessary documents, electronically through the corporate website (HSE University portal).

2.7. Submission of applications shall be organized by the Office for Admissions to Doctoral Studies.

2.8. If an applicant submits an incomplete packet of document or if documents are identified as fraudulent and/or failing to meet the criteria set out by these Procedures, the University shall return them to the applicant using the means specified by the latter in their application.

2.9. HSE University retains the right to check the accuracy of the information/data provided in the application for admission to studies and the authenticity of those documents submitted. When checking such documents, the University retains the right to make enquiries with respective state information systems, state (municipal) institutions and organizations, foreign academic institutions, which have issued educational documents.

2.10. If documents necessary for admissions to studies are submitted in person by applicants, they shall receive a signed paper confirmed the receipt of documents.

2.11. Applicants bear the right, at any stage of the admission process, to recall the documents they have submitted, by presenting a request for their recall. Persons who have recalled their submitted documents shall be removed from the competition process, while the University returns the documents to such persons.

2.12. Upon return of documents, submitted via post, in accordance with p. 2.5 of these Procedures, only the originals of the documents may be returned.

### **3. Entrance Examinations**

3.1. The Admissions Office shall review documents submitted by applicants. A decision on participation in entrance examinations shall be brought to the attention of applicants by the Admissions Office within 3 (three) working days from the day when the Admissions Office meets, by posting this information on the University's corporate website (portal).

If plagiarism is identified in submitted written works, or in published academic works, provided by applicants, the Admissions Office shall decide not to permit such applicants to take further part in entrance examinations and/or competition process.

3.2. Applicants shall take the following entrance examinations;

- as per their specialty;
- foreign language (English, for applicants to studies under programmes taught by doctoral schools in Philology, History and Philosophy – English, French, German, Italian and Spanish);

3.3. Entrance examinations for given specializations are graded on a 100-point scale. Scores under 29 points (inclusive) on entrance examinations shall be considered unsatisfactory.

The minimum level of points (unsatisfactory score) for specific elements of an entrance examination in a given specialty shall be specified in the entrance examination's programme for respective competitions.

Entrance examinations on a foreign language shall be assessed on a 50-point grading scale. Scores between 1 and 14 points (inclusive) on a foreign language examination shall be considered unsatisfactory.

Applicants who are medal holders and/or winners of Olympiads in an area with a focus aligned with that of corresponding doctoral programmes shall have a portion of their entrance examination in a given specialty, i.e., the interview, assessed at the maximum number of points foreseen for this part, in line with the examinations programme.

Applicants may exercise said rights 1 (one) time and for 1 (one) competition within 2 (two) calendar years from the moment when they are bestowed with the status of an Olympiad "diploma holder" (medal holder or winner).

The correlation of Olympiad competition fields to doctoral programmes shall be established by the HSE University Academic Council.

3.4. Entrance examinations for doctoral studies shall be held in 2 (two) rounds.

Entrance examinations for candidates to government-funded studies shall be held within the framework of the second round if, following admissions during the first round, government-funded places are still available.

Applicants may take part in entrance examinations only as part of 1 (one) round. The applicant's repeat participation in entrance examinations in a second round under the same competition is not allowed.

3.5. Information on the timeframe and place for holding entrance examinations shall be posted by the Admissions Office on the HSE University website (portal) no later than 14 calendar days before the start of entrance examinations.

3.6. Entrance examinations are held by examination boards appointed by the HSE University Vice Rector charged with coordinating the operations of the Office of Doctoral Studies (hereinafter "coordinating Vice Rector") with the involvement of no less than two-third of its membership.

The examination board should include holders of the academic title of professor or a Doctor of Sciences degree in the relevant field (academic specialization), for which the entrance examination is being held. If no one is available with expertise in the given field and a relevant Doctor of Sciences degree, the examination board shall then include persons with Candidate of Sciences or PhD degrees, with the academic title of Assistant/Associate Professor, or with respect to a foreign language – staff members who, despite not being in possession of such a degree or academic title, nevertheless are sufficiently fluent in the given language.

3.7. With the approval of the academic director of the doctoral school and the Admissions Office, entrance examinations may be held remotely.

Entrance examinations held with the application of the remote technologies and proctoring services shall be carried out via real-time videoconferencing and on an individual basis.

The following equipment shall be installed at the place where remote entrance examinations: personal computer, Internet, web camera, internal or external speakers and microphone, and software determined by HSE University as necessary for carrying out such examinations.

Applicants must make sure that their equipment is available and functioning, and confirm this by sending respective e-confirmation to HSE University prior to the start of the entrance examination process.

Prior to the start of the entrance examination held via teleconferencing technologies (e.g., web-camera), the applicant (examinee)'s document confirming their identity must be checked, thereby verifying their identity. Preparation and presentation of answers on the part of the examinees shall be done at the same workplace where the identification process has been completed. Examinees shall then carry out assignments while not logging out of the internet session and not turning off their camera or microphone.

If it is impossible to maintain uninterrupted video connection, the results of the entrance examination shall be invalidated. If a technical glitch happens during the remote examination process, taking place not through the applicant's fault, a reserve day shall be allocated for the examinee to take the entrance examination.

A video recording of the entrance examination shall be included in the personal file of each applicant.

The results of entrance examinations shall be announced in line with the timetable for entrance examinations.

3.8. Applicants may take entrance examinations in English.

3.9. All entrance examinations for applicants shall be held for programmes approved as per established procedure at HSE University.

3.10. Programmes of entrance examinations shall be drawn up on the basis of federal state educational standards for Specialist degree or Master's degree programmes.

3.11. The key features for holding entrance examinations on a foreign language for persons, who have submitted international language certificates, shall be set in accordance with internal bylaws.

3.12. With respect to applicants who are native speakers of English, or who have successfully completed (will be shortly graduating from) a Master's degree programme, taught entirely in English, as per the decision of the Admissions Office, the entrance examination in English shall be automatically deemed passed, with the applicant receiving 50 points on the examination.

With respect to applicants to programmes implemented by the Doctoral Schools of Philology, History and Philosophy, whose native language is English or who have successfully completed (are shortly graduating from) a Master's degree programme taught entirely in English, or in French, German, or Spanish, and as per the decision of the Admissions Office, the entrance examination in their given foreign language shall be automatically deemed passed with the applicant receiving 50 points for said entrance examination.

3.13. Applicants (or their authorized representatives) have the right to file a written appeal to the appeals committee about any irregularities, in the opinion of the applicant, in established procedures for entrance examinations and/or their non-agreement with the received examination grade.

Appeals shall be submitted on the day when the results of an entrance examination are announced, or during the following working day. Appeals on procedural irregularities for entrance examinations may also be filed on the day when an entrance examination is held.

An appeal shall be reviewed by the appeal committee no later than the subsequent working day after the day when the appeal is lodged. Decisions put forth by the appeals committee shall be sent to applicants, or their duly authorized representatives.

If an entrance examination is held remotely, HSE University shall ensure the remote review of filed appeals.

3.14. Retakes of entrance examinations are not permitted.

3.15. Persons who fail to appear at entrance examinations without a valid reason (e.g., illness or other exceptional circumstances supported by documentary evidence), or have received a grade below the minimum grade on the examination, shall not be allowed to take part in further entrance examinations and will not be admitted for doctoral studies.

3.16. In case of illness or other exceptional circumstances, as confirmed by relevant documents, applicants shall be obliged, prior to the commencement of their entrance examination, to inform the Admissions Office about their absence from the examination with subsequent provision of relevant documentary evidence; otherwise, certificates confirming illness or other confirmations shall not be accepted by the Admissions Office and the entrance examination shall be not held on a reserve day. Instances of illness shall be confirmed with a certificate issued by a state or municipal medical institution. All contentious instances shall be considered by the Admissions Office on a case by case basis.

3.17. Entrance examinations for persons who did not appear at an examination for a valid reason (illness or other circumstances proven in documentation), shall be held within the timeframe set by the Admissions Office.

3.18. If an applicant has been removed from a competition during the first round, owing to illness or other exceptional circumstances, confirmed with documentation, he/she may take part in the competition in its second round, as long as entrance examinations have been arranged for said second round.

3.19. During entrance examinations, applicants shall not be permitted to have communication devices on their person. They may be in possession of information materials and/or calculating technologies (e.g., calculator), if so permitted for use during the examination process and so specified in the programmes of respective entrance examinations.

If an applicant fails to properly follow the procedures for entrance examinations, members of the examination board shall bear the right to remove said applicant from the examination, with the immediate drafting of a report on his/her removal. If the applicant is dismissed from the examination process, HSE University shall return the submitted documents to said applicant.

3.20. The results of entrance examinations shall be announced on the corporate website (portal) of HSE University no later than 3 (three) working days from the day when an entrance examination is held.

After announcing the results of a written entrance examination, applicants (or their authorized representatives) shall have the right to look at their work (or the work of the applicant) on the day when the results of the written examination are announced, or on the following working day.

#### **4. Competition for Doctoral Studies**

4.1. Admissions to doctoral schools shall be carried on a competitive basis. When holding such competition, the rights for enrollment shall be guaranteed for the most capable



and prepared for pursuing studies at the doctoral level. Competitions for doctoral studies shall be implemented separately for different terms of admissions, respectively for HSE University (Moscow), HSE University-St. Petersburg, and HSE University-Nizhny Novgorod.

4.2. Competitions shall be finalized with the comparing of final competition grades accumulated by each applicant during their taking of entrance examinations. Points accumulated for individual achievements shall be included in the entrance examination grade for a given specialty.

4.3. The Admissions Office shall recommend applicants for enrollment under each competition in line with a ranking list of such persons until the set number of admissions places are filled for each competition.

4.4. If applicants receive the same amount of competition points for all entrance examinations, the priority of entrance examination in specialty shall be established upon the creation of a ranking list of applicants.

If there is a tie in the total amount of competition points and total points received for entrance examinations in a certain specialization, an additional list of selection criteria shall be applied (i.e. priority ranking of entrance examinations) for specific competitions.

4.5. Decisions on admissions to doctoral studies or decisions against admissions shall be posted on the University's corporate website (portal) within 5 (five) days after the decision is made by the Admissions Office.

4.6. Admissions to government-funded places under a general competition shall be open to applicants who have submitted originals of their documents on education and/or qualification of a respective degree level within the set timeframe specified in the Special Features for Admissions for the current year.

Applicants who have submitted an original of their document of education or qualification certificate, confirming their education at the respective level, or a copy thereof with presentation of its original to be verified by the Admissions Office, shall be subject to admission with the timeframe set out in the Special Procedures for Admissions for the current year.

4.7. Enrollment to doctoral studies shall be enacted as per a directive issued by the Rector after the completion of entrance examinations. A directive (directives) on enrollment shall be posted on the HSE University website (portal).

4.8. Doctoral studies shall commence on an annual basis on November 1.

4.9. If an enrollee to a doctoral school based on the results of the first round recalls their consent for admission in the period from the start of application submission for the second round and prior to the start of studies, as long as the second round for the specific competition has not been announced, their place will be offered to the next applicant on the ranked list of applicants.

## **5. Admissions to the Advanced Doctoral Studies Programme**

5.1. Those persons, who have been admitted to doctoral studies under competitions, shall be organized into study groups under the Advanced Doctoral Studies programme in all respective areas as specified in the Special Procedures for Admissions for the current year.

5.2. Studies at the doctoral level under the Advanced Doctoral Studies programme shall be held in a full-time, in-class format.

5.3. Persons applying for doctoral studies under the Advanced Doctoral Studies programme, in addition to the documents listed in p. 2.2 of the Procedures shall submit the following:

1) applications for admission to the advanced doctoral studies programme approved by the academic supervisor of the respective doctoral school;

2) 2 (two) recommendation letters: from the academic supervisor of an applicant's Master's or Specialist thesis work; from the head of a research project, where an applicant to the Advanced Doctoral Studies programme has been previously involved with an assessment of the research potential of the applicant, as well as a description of their involvement in research projects. At least 1 (one) of these recommendation letters should be issued from an academic institution, where an applicant received (or is receiving) their previous education. He/she may also submit more than 2 (two) recommendation letters. Such letters should be signed by a recommending party, as well as provide their specific contact information (i.e., phone contact and/or e-mail).

Applicants to programmes offered by the Doctoral Schools of Mathematics and Philosophy may submit recommendations from other researchers. In turn, applicants to programmes taught by the Doctoral School of Mathematics, should have their recommendation letters sent by their recommending party either by e-mail or in hard copy, addressed to the Director of the Doctoral School of Mathematics.

Applicants to programmes implemented by the Doctoral School of Sociology, at least 1 (one) recommendation letter should be provided in English.

3) a CV – short autobiography, with information about the education of the applicant, his/her work experience, and foreign language skills;

4) a motivational letter in Russian and/or English (up to 1,000 words), where the applicant to the Advanced Doctoral Studies programme provides their reasons for choosing HSE University and the programme in particular;

Applicants to programmes implemented by the Doctoral School of Philosophy, in their motivational letter, should justify their choice of a potential academic supervisor, who is an HSE University staff member, and attach a project proposal for their future dissertation work to the motivational letter.

Applicants to programmes implemented by the Doctoral School of Sociology shall present a motivational letter only written in English.

5) An international Academic IELTS certificate with a score no lower than 6 (six) points, a TOEFL IBT (InternetBased) certificate of no lower than 80 points or a TOEFL PBT (PaperBased) of no less than 500 points. This certificate should be submitted within the timeframe set by the Special Procedures for Admissions for the current year.

Applicants to programmes implemented by the Doctoral Schools of Philology, History and Philosophy with the approval of the academic director of a respective doctoral school, may provide a DELF B2 or DALF C1 international certificate in French with a score of no less than 85 points, or an international certificate in German of no lower than “gut/sehr gut”, instead of an international IELTS/TOEFL certificate.

As per the decision of the Admissions Office, persons whose native language is English, or who have completed a Master's programme taught entirely in English, shall be released from the obligation to provide an international language certificate for admission to the Advanced Doctoral Studies programme.

Applicants to programmes implemented by the Doctoral Schools of Philology, History and Philosophy, whose native language is English, or who have passed a full course of studies under a Master's programme taught entirely in English, German or French, with the approval of the academic director of the Doctoral School of Philology or, respectively, the academic director of the Doctoral School of History or the academic director of the Doctoral School of

Philosophy, shall be released from the obligation to provide an international language certificate for admissions to the Advanced Doctoral Studies programme.

5.4. Persons applying for studies under the Advanced Doctoral Studies programme shall be interviewed by the programme's committee. The membership of the committee shall be approved by the coordinating Vice Rector. Persons who have earned passing grades based on the results of the entrance examinations for doctoral studies shall be allowed to progress to take part in interviews.

5.5. The committee for the Advanced Doctoral Studies programme shall select the best prepared candidates from among those who took part in the competition for doctoral studies and participated in interviews with the Advanced Doctoral Studies programme committee.

The selection criteria are as follows: research potential, expressed in high-quality publications on a proposed dissertation topic; successful participation in research projects (Russian and foreign); presentations at academic conferences (Russian and international); high level of motivation for research work; sufficient abilities in English for academic work, as well as knowledge of a language necessary for writing a dissertation on a selected topic.

## **6. Key Features of Entrance Examinations for Disabled Persons**

6.1. Persons with disabilities shall take entrance examinations with due consideration of their psychophysical development, individual abilities and health conditions (hereinafter "individual features").

6.2. When holding in-class entrance examinations for applicants with disabilities, the following criteria shall be followed:

- entrance examinations shall be held in a separate classroom, where the number of applicants with disabilities in the same room should not exceed 6 (six) persons when taking an entrance examination in a written and/or verbal format;
- a large number of applicants with disabilities may be permitted to be present in a classroom during the examination processes, as well as entrance examinations for persons with disabilities may be held in the same room with persons without disabilities, if this does not create any hindrances for participants in said examinations;
- the duration of an entrance examination, as per the written request of applicants filed prior to the start of the examination process, may be extended as per the decision of the University, but for no more than 90 minutes;
- the presence of an assistant, who shall provide applicants with necessary technical assistance, with due consideration of their individual features (getting access to a workplace, with movement, reading and drafting of a assignment, communication with examiners);
- applicants shall be provided with instructions on the examination process in a format accessible for them;
- with due consideration of their individual features, during the examination process, applicants may use technical means that are necessary for them.

6.3. During the in-class entrance examination, the following requirements shall be met depending on the category of the applicant with a disability/health condition:

- a) for blind persons:
  - assignments to be completed at the entrance examination, as well as instructions for its implementation, shall be read out by an assistant;
  - answers to written assignments shall be dictated to an assistant;
- b) for visually impaired persons:
  - provision of individual even illumination of no less than 300 lux;

- assignments to be completed, as well as entrance examination instructions, shall be drawn up in a larger font;
- applicants may be provided with magnifying means to finish their assignments (if necessary); they may also use their own magnifying implements if necessary;
- c) deaf and hard of hearing persons may be provided with collective use hearing devices; if necessary, applicants may be provided with individual hearing aids;
- d) hard of hearing persons may be provided with tactile interpreter services (in addition to those conditions in place for visually impaired or deaf persons);
- e) for persons with severe speech, hearing impairments, all entrance examinations may be held in writing at the request of such applicants;
- e) for persons with hindered motor functions (severe malfunction of motor functions in upper extremities or absence of upper extremities):
  - answers to written assignments can be dictated to the assistant;
  - at the request of respective applicants, all entrance examinations may be carried out verbally.

6.4. The conditions specified in p. 6.3 of the Procedures shall be provided to applicants on the basis on an application for admission to studies, where information about the need to ensure respective special conditions for holding examinations is outlined owing to a participant's disability, along with a document confirming this, and thus necessitating such special conditions.