



UdSU Fact Sheet for International Students

Academic Year 2016-2017

University full name Federal State-Funded Educational
Institution of Higher Professional Education
"Udmurt State University"
acronym **UdSU**

Home page address: <http://v4.udsu.ru/start/>

Webpage for International Students: http://v4.udsu.ru/english/for_applicants

Webpage for exchange students: http://v4.udsu.ru/english/obmenniki_v_udgu

University's responsible areas for student exchange:

International and Public Relations Office		
Head of International and Public Relations Office	Ms Maria Beznosova	Phone +7 3412 917 357 E-mail: mariv@uni.udm.ru
International Exchange Services		
Head of International Cooperation Department	Ms Larisa Evseeva	Phone: +7 3412 916 480 E-mail: inter@uni.udm.ru
Student Exchange Coordinator	Ms Nadezhda Khramtsovskaya	Phone: +7 3412 917 358 E-mail: interedu@udsu.ru
Other important contacts		
Head of International Education Center	Ms Tatiana Savchenko	Phone: +7 3412 917 335 E-mail: inec@udsu.ru
Assistant of International Education Center (Russian language courses)	Ms Marina Kruchinina	Phone: +7 3412 917 335 E-mail: inec@udsu.ru
Social Program Contact Person	Ms Ekaterina Gorbunova	Тел.: +7 3412 917 335 E-mail: interplan@udsu.ru
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Mailing Address:	Udmurt State University International and Public Relations Office (IPRO) 1, Universitetskaya ul. (office 240), 426034 Izhevsk Russia	

ACADEMIC CALENDAR

Autumn semester	<i>1 September 1 – 31 January</i>
Spring semester	<i>1 February 1 – 30 June</i>



UdSU Fact Sheet for International Students

Academic Year 2016-2017

PLEASE READ THE INFORMATION BELOW CAREFULLY!

APPLYING FOR ADMISSION

The application process at UdSU is started by registering online via IIAS portal (Integrated Information Analytical System of UdSU: http://io.udsu.ru/frg/portal_ias.present).

Before you begin, please READ the Online Application Procedure INSTRUCTIONS carefully: http://v4.udsu.ru/english/obmenniki_v_udgu (at the bottom of the page)!

Application package must include:

1. Completed Application form with your photo and signature
2. Official Academic Transcript (either in the original language and English translation or in English only)
3. Preliminary Learning Agreement signed by home university exchange programme coordinator
4. Russian Language Assessment (self-evaluation)
5. Copy the Travel Passport (a two-page opening with a photo)
Mind that the passport must be **valid for more than 18 months** from the expected date of receipt of an UdSU Invitation!

For more detailed information concerning the Application Package, please visit: <http://v4.udsu.ru/english/exchange>

Nomination Deadlines	Fall semester/Full year: 15 April Spring semester: 15 September Note! <u>Nomination must include:</u> 1) Full name of the nominee 2) Home Faculty(including the level of education: Bachelor, Master, etc) 3) Host Faculty 4) e-mail address
Online Application Portal is available only within the stated periods	Full academic year/ Fall semester: 1 April – 15 May Spring semester: 1 September - 15 October



UdSU Fact Sheet for International Students

Academic Year 2016-2017

Course catalogue on-line:	<ul style="list-style-type: none"> • The information for the next academic year is being updated at the moment. The valid information will be available in February 2016 <u>at the bottom of this page</u>: http://v4.udsu.ru/default/faculties (in Russian). • English description of some Russian-taught courses: http://v4.udsu.ru/english/course_descriptions_en • Please contact us at interedu@udsu.ru if you failed to find necessary courses. • Non-degree ENGLISH-TAUGHT programme (available only in the <u>Fall semester</u> of each year): “Russian and Regional Studies” (free for exchange students) <i>(NB! the webpage will be updated in February 2016. The list of the subjects offered in the Fall semester 2015 you can find here: http://udsu.ru/english/russian_studies)</i> 	
Registration at UdSU:	Fall semester/ Full year	Spring semester
	29-31 August 2016	30-31 January 2017
Classes Begin*	1 September 2016	1 February 2017
Classes End*	30 December	31 May
Examination Period*	10 January –31 January	1 June – 30 June

NB! An asterisk (*) means that the dates can be changed by a certain Faculty/Institute where required.

NB! Until you have bought the tickets back home, please check the academic calendar with the host faculty. The dates may vary significantly.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

VISA

A visa must be obtained before arrival in Russia. International students should study the requirements of the Russian Embassy/Russian Consulate at the web-site of the Russian Embassy/Russian Consulate in their country and start compiling the documents for a STUDY VISA application as soon as possible.

Mind that even though the mobility period is 5-10 months, a student will be issued first a single entry visa for 90 days. Upon expiry of the single entry visa students will have to apply for a multiple visa here in Izhevsk. It will cost **1 600 RUR**.

All international students should REMEMBER that the purpose of their visit to the Russian Federation stated in their VISA should exactly correspond to their intentions. If international students arrive for studies it is exactly what they are expected to do during their stay in the Russian Federation and what should be written in their visa. They must apply for a **STUDY VISA**! Please check it carefully to eliminate any unexpected problems.

To apply for a visa international students also need an ***Invitation Letter (a Letter of Acceptance)*** issued by the Host University. The Invitation letter is provided upon completion of the application procedure.

NEW! Since 2015 UdSU sends Invitations to international students by e-mail. It means that students can print it out and process their visa with this document not needing the hard copy of it as it was required in previous years.

Remember that the Federal Migration Service of the RF sends the Invitation by telex to the Consulate/Embassy in the city that was indicated by the student in the Application form as a “place of receiving Russian visa”.

Information on the procedure of the receipt of a visa and Rules of Stay at UdSU for Foreign Citizens you can find here: http://v4.udsu.ru/english/foreign_rules

Once a student obtains a VISA, he/she must send an electronic copy of it to UdSU to interedu@udsu.ru, so that we can finalize the enrolment procedure.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

INSURANCE

A medical insurance for 90 days is to be purchased in home country when applying for a visa. Upon expiry of 90 days international students are required to obtain medical insurances for the remaining exchange period in Russia at their own expenses.

The estimated cost of insurance when purchased in Russia is between 2 000 and 4 000 RUR depending on the type of insurance.

MEDICAL EXAMINATION

(HIV CERTIFICATE and CHEST X-RAY RESULTS)

We encourage all incoming students to take a chest X-ray examination and HIV testing close to their departure to Izhevsk. They will have to bring the HIV certificate and the chest X-ray results to UdSU. These results are required for accommodation in the UdSU dormitory.

In case an international student does not have the listed above medical certificates, he/she is to undergo the required medical examinations at his/her own expenses (approx. 500 RUR) upon arrival in Izhevsk. In the event of a refusal to follow the UdSU regulations, the UdSU Dormitory Service has a right to deny accommodation to the international student.

ARRIVAL

To get to Izhevsk international students will have to travel via Moscow. We recommend booking an electronic airline/train ticket to Moscow in advance.

From Moscow to Izhevsk one can get either by plane or by train. If international students choose to travel from Moscow to Izhevsk by plane, it is important to know that all the flights are only from the Domodedovo airport in Moscow. We recommend booking flights on-line in advance at <http://booking.izhavia.su/en/>. You can find the timetable at <http://izhavia.su/schedule>.

If international students prefer to travel from Moscow to Izhevsk by train, there is a possibility for train passengers to book tickets on-line and pay by credit card. Having paid, the student gets an electronic ticket, which has to be changed to an actual copy at a special terminal at the railway station that issues originals instead of the electronic copies. For details here is the link: <http://pass.rzd.ru/main-pass/public/en>. Please, mind the departure and arrival time between the flight and train.

REMEMBER!

In accordance with the legislation of the Russian Federation international visitors are required to undergo **migration registration** at the destination place. Thus, upon arrival all international students are to come to the International Relations office (Campus Bld. 1 - **office 238**, Universitetskaya str., 426034 Izhevsk, Russia) to register. Please bring your passport, a migration card and 2 passport-size photos with you.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

HOUSING

The International and Public Relations Office arranges housing at the student's dormitory. International students are accommodated in double rooms equipped with beds, a desk, chairs, lamps, a bookshelf, a wardrobe, blankets, bed sheets and pillows. There is a community kitchen, toilet, shower-room and laundry.

Photos of the facilities are here: <http://v4.udsu.ru/english/accomodation>

Currently the price for accommodation in the student's dormitory is **2100 RUR** per month.

The accommodation fee is charged upon arrival.

NB! *The accommodation fee is subject to changes.*

TUTOR/BUDDY

All international students coming to study at UdSU are assigned a personal student tutor. These voluntary Russian students are trained to assist international students with practical matters and to introduce them to a student life in Izhevsk.

The tutor will meet the international student upon his/her arrival and take him/her to the Dormitory. The tutoring system is coordinated by the International and Public Relations Office.

The information an international student enters in the Application form will be sent to his/her tutor. Also, contact information of the personal tutor will be sent to the student by e-mail upon receipt of the application documents.

ORIENTATION COURSE

The university offers an orientation course at the beginning of the academic year to help international students understand Russia and adjust to the university and the local community. The orientation staff will discuss legal, health and safety issues; cultural adjustment; visas and regulations; enrollment and advising; language learning and other matters of personal concern. It lasts 3-5 days and international students have an opportunity to get to know each other, the staff of the International Office and their host faculty/institute. Incoming students also finalize their individual study schedules during this week.

All international students are strongly recommended to participate in the Orientation Course, which is held during the last week of **August (autumn term)** and the first week of **February (spring term)**.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

STUDYING at UdSU

Every international student is enrolled to a certain Institute depending on his/her field of study. International students attend courses in groups with Russian students. To study more about Institutes, please follow the link: <http://v4.udsu.ru/english/faculty>

Upon arrival international students make changes to the Preliminary Learning Agreement that they sent to us when applied for studies at UDSU. The host institute will assist them in composing their final Learning Agreement (choosing the right course to let them have most enjoyable and useful studies and at the same time to satisfy their university demands and requirements concerning academic load, professional field and credits recommendations). The host institute will help international students in all other academic issues during their mobility period. Their contact person will be the **vice-director for international relations of the host institute**.

If an international student has difficulties in mastering some subject the vice-director for international relations will arrange help. He/she always cooperates with the institute staff involved in the international student's educational process.

The vice-director for international relations coordinates international student's academic load, efficiency and attendance.

**INTERNATIONAL STUDENTS MUST ATTEND ALL ACADEMIC DISCIPLINES
(SEMINARS, LECTURES, ETC.) AVOIDING PASSING CLASSES WITHOUT A VALID EXCUSE.**

NEW!

Since September 2015 all international students leaving Izhevsk for other city or even country for tourist purposes within the academic year at UdSU will undergo a repeated **migration registration** at the destination place FOR THEIR OWN EXPENSES. UdSU collects the fixed charge for the procedure which equals to **550 RUR**. The same amount will be charged upon a student if he/she moves from the UdSU dormitory to a private room.

RUSSIAN LANGUAGE COURSES

As the language of instruction at UdSU is Russian, you are required to have at least the intermediate level of the Russian language competence which equals to the **level B1-B2 in accordance with the CEFR** (Common European Framework of Reference for Languages).

All exchange students are offered the course of RUSSIAN AS A FOREIGN LANGUAGE. Students take the course in groups with other international students. Upon successful completion of this course international students are awarded ECTS credits that are included into their Transcripts of Records.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

To be enrolled to the group of Russian of a certain level (from A0 to C2 level) every international student must do the **on-line Admission test of Russian** (for more details please visit: http://v4.udsu.ru/english/language_programmes).

As a benefit for students from partner universities, UdSU applies the tuition fee waiver for the course of Russian. The maximum workload depends on the level of the Russian language competence:

Russian language competence in accordance with the Admission test result	Maximum workload provided on a free-of-charge basis for a semester
Level A0-B1	10 ECTS
Level B2-C1	4 ECTS

Each international student is provided with a tuition fee waiver **only once** during his/her period of study (usually, for a semester) at UdSU. In the event that a student is enrolled to a certain institute at UdSU for the whole academic year, he/she can go into further study at the Russian as foreign language courses at his/her own expenses.

NON-DEGREE English-taught PROGRAMME “RUSSIAN AND REGIONAL STUDIES”

Since 2013/14 academic year international students are offered to apply for a non-degree programme “Russian and Regional Studies”. The language of instruction is English!

The duration of the programme is 1 semester (**ONLY fall semester of 2016-2017**). The applicants can choose either to study all the courses of the programme or some of them. Bilateral exchange students can integrate the courses of the programme into their study programme at the host faculty. They can just add the chosen courses to the list of subjects in their Learning Agreement.

The tuition fee waiver policy is applied for bilateral partner universities (for student exchange nominees).

The webpage of the programme: http://v4.udsu.ru/english/russian_studies



UdSU Fact Sheet for International Students

Academic Year 2016-2017

TRANSCRIPT ISSUANCE

Semester 1: after exam period

Semester 2: after exam period

Full Year: after the second exam period

UdSU issues Transcripts of Records according to the European Credit Transfer and Accumulation System (ECTS) which includes a list of the courses taken and grades earned by the international student throughout his/her stay at UdSU. The transcript also describes the duration of course units, institutional grading system and ECTS grading scale.

A normal course load at Udmurt State University equals to 30 ECTS credits per semester (60 ECTS credits per year). The minimum requirement set for international students is 20 ECTS credits per semester (40 ECTS credits per year). 1 ECTS credit equals to 36 contact hours.

To get Transcript of Records international students should submit the following documents **to Ms. Nadezhda Khramtsovskaya, Exchange Student Coordinator** of the International and Public Relations Office, – Campus Bld. 1, office 240:

- EXAMINATION RECORD SHEET from the host institute

REMEMBER!

Exchange students must take most of the courses at the host institute and in accordance with his/her major. That should make more than 50 % of the total ECTS load. Students can only complement the Learning Agreement with the Russian language courses.

The International and Public Relations Office issues Transcript to an exchange student only if he /she is in good standing with the mentioned below services (has no debts or any other open commitments):

- Host Institute
- International Relations Office
- UdSU Dormitory
- UdSU Library

The original of the Transcript (issued in English) is either given to the student (in case he/she has not yet left for home) or sent to the Home University by a snail mail.



UdSU Fact Sheet for International Students

Academic Year 2016-2017

ESTIMATED EXPENSES (valid for 20/01/2016)

Estimated Costs of Housing (per month)	
<i>On-Campus Housing:</i>	free (for some exchange students in accordance with bilateral agreements) currently 2100 RUR per month (Price is subject to changes)
<i>Off-Campus Housing:</i>	over 15 000 RUR (at student's expense)
Food (per month):	approx. 5000 RUR
Local Transportation:	currently 20 RUR per trip
Academic (books etc):	free
Personal (entertainment etc):	sport activities at university campus: approx. 600 RUR and over
<u>Medical examination:</u> HIV Test Chest X-Ray examination	approx. 350 RUR approx. 200 RUR
Multiple visa	1 600 RUR
Insurance when purchased in Russia	approx. between 2 000 and 4 000 RUR depending on the type of insurance

UNIVERSITY FACTS

Location:	UdSU is located in the center of Izhevsk city. The university campus consists of 7 buildings with classrooms, laboratories, cafeterias and sport facilities. Students' Dormitories are located at a walking distance from all the campus buildings.
City Population:	about 700 000 people
Student Population:	about 20 000 (full and part time)



UdSU Fact Sheet for International Students

Academic Year 2016-2017

Benefits offered for the incoming international students

Bilateral exchange students:

- Tuition fee waiver (*for all bilateral exchange students*)
- Free accommodation (*for some students in accordance with partnership agreements*)
- Scholarship (*for some students in accordance with partnership agreements*)
- Free Russian language courses (see details above)
- Free attendance of sport facilities, leisure clubs - <http://uvvr.udsu.ru/clubs>

Commercial students (free movers):

- Low tuition fees for Russian language courses
- Opportunity to learn subjects that are not studied at Home University
- Study culture of the multiethnic region

Useful links:

- ✓ Orientation Handbook for International Students:
- ✓ Travel to Izhevsk http://v4.udsu.ru/english/kak_dobratsya_fo_izhevsk
- ✓ General Information on Udmurt Republic <http://russiatrek.org/udmurt-republic>
- ✓ Official Udmurtia <http://www.udmurt.ru/en/Official/>
- ✓ Udmurt Republic at Wikipedia <http://en.wikipedia.org/wiki/Udmurtia>
- ✓ Udmurt State University home page address <http://v4.udsu.ru/default/index>
- ✓ Education in Russia for Foreigners <http://en.russia.edu.ru/>

