



RUDN  
university



# STUDENT HANDBOOK

2020

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## **Rector's address**

*Dear first-year students,  
you are entering a new stage in your life. Student years are an interesting and eventful period in the life of any person: new knowledge, aspirations and experience, new acquaintances, friends and first love, creative and sporting achievements.*

*RUDN University means opportunities and prospects: foreign languages, practices and internships, meetings with employers, academic mobility programs, Weeks of world cultures, creative associations and large-scale events.*

*And whatever direction you choose, we create all possible conditions for the realization of ambitious desires. In 4 years of bachelor's studies it is not just knowledge that you will get but profession. Use all the possibilities of RUDN University – discover the whole world in one university!*

Rector



O.A. Yastrebov

## **President's address**

*From the very first days of your life in RUDN University you will find many interesting events that will affect your life and professional development.*

*I remember my first hours at university well. On August 30, I arrived at the Kazan railway station by an evening train from Volgograd. I got to the hostel at about 12 at night. It happened so that the linen-keeper was no longer there, there was nobody to give out bed linen (now, of course, it's so hard to imagine). I was placed in the room where two students from Africa lived. Seeing that I do not have any bedding, they took my bed and put it between their own, covered with two sheets, gave me a pillow. We went to bed together on three beds, covered with two sheets. In this way my first night passed at UDN, so I felt one of the main values of our university – internationality. This principle helped me a lot while learning*



# STUDENT HANDBOOK

*French – in fact, I lived in a language environment. We always shared the best and we always helped each other in studies and life, in science and sport, in career and creativity. As a result, life developed in such a way that many of us have made progress – for example, I became the Minister of Education of Russia, and my roommate became the Minister of Justice of the Republic of Cameroon.*

*Student years are the most vivid and fruitful time. I advise you up to get maximum from these years. Experiment, practise, rehearse! Open borders through academic mobility programs, start a career in meetings with employers, offer ideas at science festivals and make the world better with volunteer projects. I hope you quickly learn to enjoy the atmosphere of RUDN University – it is truly unique. Here your life will be full of bright events, full of brilliant opportunities, rich in good*



*people. RUDN University is a place that opens up to you the whole world. A world without horizons, a world of ideas, a world of possibilities!*

*President  
Academician of RAS  
Chairman of the Higher  
Certification Commission*

A handwritten signature in black ink, consisting of a large, stylized initial 'F' followed by a cursive name, with a horizontal line underneath.

*V.M. Filippov*

# ABOUT RUDN

## MISSION

- Uniting people of different cultures by knowledge RUDN University creates leaders to make the world better.

## SLOGAN

*Discover the World in One University!*

## POSITIONING

*Academic*

---

*Global*

---

*Entrepreneurial*

---

*Research*

## CORPORATE IDENTITY

### logo



OLD LOGO



**RUDN**  
university

NEW LOGO

Preserved continuity.

**Changes** – easiness of perception and scalability.

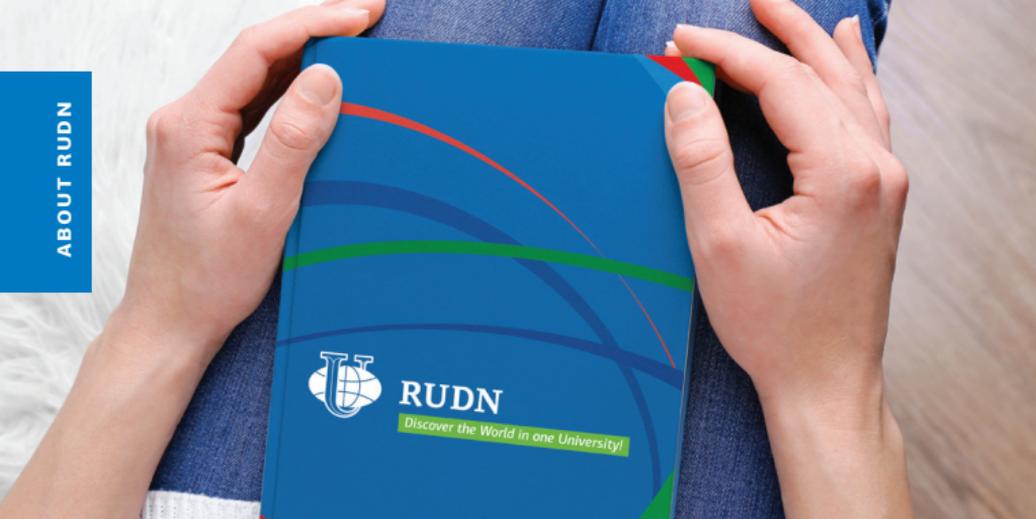
### symbols

The Globe and Latin letter U, vertical strokes of which encircle the image of the earth's surface.

#### **The Globe - the international status of the university:**

- universal;
- unique;
- uniting different cultures.

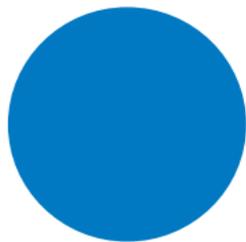
Together with the word "university", these terms form semantic space, united by the opening letter U.



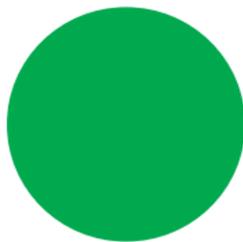
## GRAPHIC ENVIRONMENT OF THE LOGO

Vector meridian lines, the intersection of which sets the theme of international cooperation, different cultures, unification around common center

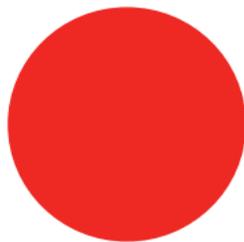
## BRAND COLORS



*internationality*



*leadership*



*development*

## HISTORY

○ **1960**  
FEBRUARY 5

By the decision of the Government of the USSR RUDN University was founded.



**FIRST RECTOR OF THE UNIVERSITY  
(1960 – 1970)**

Sergei Vasilyevich Rumyantsev, Honored Scientist of the RSFSR, Doctor of Technical Sciences, Professor.

○ **1960**

The preparatory faculty started Russian language classes for foreign students.

○ **1961**  
FEBRUARY 22

The name of Patrice Lumumba, one of the symbols of the struggle of the peoples of Africa for independence.

○ **1961**  
SEPTEMBER 1

Six main faculties (Engineering, History and Philology, Medicine, Agriculture, Science, Economics and Law) began their classes.

○ **1962**  
FEBRUARY 5

First issue of Druzhba university newspaper.

○ **1962**  
MARCH

Druzhba sport club created. First chair of the club – Chief coach of the USSR athletic team I.Mudrin

○ 1962

SEPTEMBER

First student games in 6 kinds of sport.

○ 1964

The university was admitted to the International Association of Universities (IAU).

○ 1965

The first graduation of **228** young specialists from **47** countries of the world. Creation of International Student Construction Brigades (ISCB) and KVN teams.

○ 1966

The construction of a new educational complex of the University in the South-West of Moscow was started.

○..



#### RECTOR (1970-1993)

Vladimir Frantsevich Stanis, Honored Scientist of the Russian Federation, Doctor of Economic Sciences, Professor, who proclaimed the "cult of knowledge" at the University.

○ 1975

The University was awarded the Order of Friendship of Peoples for its services in training specialists for Asia, Africa and Latin America.

○ 1992

FEBRUARY 5

By the decision of the Government of Russia, the University got a new name – Peoples' friendship university of Russia.



**RECTOR (1993-1998,  
2005-2020)  
SINCE MAY 2020 – PRESIDENT OF  
RUDN UNIVERSITY**

Vladimir Mikhaylovich Filippov, graduate of Patrice Lumumba University of peoples' friendship, Doctor of Physics and Mathematical Sciences, Professor, Academician, Member of the Presidium of the Russian Academy of Education.



**ACTING RECTOR (1998-2004),  
RECTOR (2004-2005)**

Dmitry Petrovich Bilibin, a graduate of Patrice Lumumba University of peoples' friendship, Honored Scientist of the Russian Federation, Doctor of Medical Sciences, Professor.

## 1990

### **NEW FACULTIES:**

Ecology, Economics, Law, Philology, Humanities and Social Sciences, advanced training of teachers of Russian as a foreign language, upgrading of medical workers. New Institutes: foreign languages, world economy and business, distance education, hotel business and tourism, gravitation and cosmology, there are systems of pre-university and additional professional education.

## 2000

The Department of Comparative Educational Policy was opened (UNESCO status).

○ 2006

Graduate #50,000 José Atiensia Villagames  
(Faculty of Engineering, Ecuador).

○ 2008

RUDN hosts the rectorate, of the University of the Shanghai Cooperation Organization (USCO).

○ 2009

RUDN becomes the head university coordinator of the CIS Networking University – a consortium of universities of the member states of the Commonwealth of Independent States.

○ 2010

The university was awarded the UNESCO Gold Medal for its contribution to training personnel for developing countries of the world.

○ 2012

The university is granted the right to independently develop and implement its own higher education programs.

○ 2015

OCTOBER

RUDN entered the League of BRICS Universities, which united the most prestigious universities of the BRICS countries.

● 2016

The first Russian university that was awarded "5 stars" in 5 categories: the quality of education, internationalization, infrastructure, innovation and social environment (QS Stars rating).

**2016**

RUDN is recognized as the most "green" university in Russia (UI Green Metric rating).

**2017**

RUDN University rose 100 points in QS World University Rankings.

RUDN students presented the gala concert "Discover the World in One University" at the UNESCO Headquarters in Paris.

Graduate #100,000 Battaray Hari (Medical Institute, Medical business, Nepal).

**2018**

RUDN University rose up by 104 points in QS World University Rankings.

**2019**

RUDN entered the Top-400 of the QS World University Rankings.

**2020**

RUDN is #326 in QS World University Rankings, in 5 years having gone 324 positions up.

**RECTOR (2020 TO PRESENT TIME)**

Oleg Alexandrovich Yastrebov, RUDN University graduate, Doctor of Law, Doctor of Economics, Professor, Deputy Chairman of the Expert Council of the Higher Attestation Commission on Law, Vice-President of the Association of Legal Education of the Russian Federation, member of the Higher Qualification Collegium of Judges of the Russian Federation.

**RUDN UNIVERSITY TODAY****429 educational programs****More than 33,000 students***Representatives of 158 countries of the world***Multilevel system of higher education***(bachelor's, master's, postgraduate**(PhD-programs), residency)***172** joint educational programs  
with the world's leading  
partner universities**International accreditation -****34 master and bachelor programs****79** programs  
in foreign languages**Additional (to the basic)****the diploma of an interpreter:***a choice of 12 foreign languages***A single European Supplement****to the Diploma of Higher Education****More than 180+ modern scientific  
and educational laboratories****More than 40+ scientific  
and educational centers**

## RUDN ANTHEM

LYRICS (RUSSIAN) BY A.VIKHRYAN

MUSIC BY G.TROFIKOVA

I love RUDN University  
I will never forget it!  
If I go around the world  
I won't find another word  
So dear to me.

I love RUDN University for melodic languages,  
For mosaic of faces and its goodness.  
I love it because it values deeds more than words,  
It makes the dreams of all the peoples of the world come true.

I love RUDN University!  
Oui je t'aime RUDN!  
Yo te amo RUDN!

# Campus map



1 PROFVOYUZNAVA ST.  
2 MIKLUKHO-MAKLAYA ST.  
3 LENINSKY PROSPECT

- 1 Driving school  
Автосchool
- 2 Main building of RUDN University  
Главное здание
- 3 Sport center  
СЦОК
- 4 Car fleet  
Автотранспорт

- 5 Agrarian and Technological Institute  
АИТ
- 6 Vivarium  
Биозооп
- 7 Archive  
Архив
- 8 Faculty of Russian language  
and General Educational Disciplines  
ФГОУ

- 9 Health clinic  
Клиника
- 10 Institute of Medicine  
Институт медицины
- 11 Faculty of Humanities and Social Sciences  
Факультет гуманитарных и социальных наук

- 12 Building 1  
1-ый этаж
- 13 Building 2  
2-ой этаж
- 14 Building 15  
15-ый этаж
- 15 Building 12  
12-ый этаж

- 16 Building 4, Institute of Foreign Languages  
4-ый этаж Института иностранных языков
- 17 Post office  
Почта
- 18 HR department  
Отдел кадров
- 19 Building 5  
5-й этаж

- 20 Building 6  
6-й этаж
- 21 Building 14  
14-й этаж
- 22 Building 13  
13-й этаж
- 23 Sherbank  
Сбербанк
- 24 Police  
Полиция

- 25 InterLab  
Интерлаб
- 26 Building 9  
9-й этаж
- 27 Building 10  
10-й этаж
- 28 Building 11  
11-й этаж
- 29 Building 9  
9-й этаж

You are here



## RUDN UNIVERSITY ONLINE



**VKONTAKTE** (in Russian)  
*RUDN University @RUDN\_university*



**FACEBOOK** (in Russian)  
*RUDN University @RUDN.University*

**FACEBOOK** (in English)  
*RUDN University @RUDNUniverse*



**INSTAGRAM** (in Russian / in English)  
*@rudn\_university*



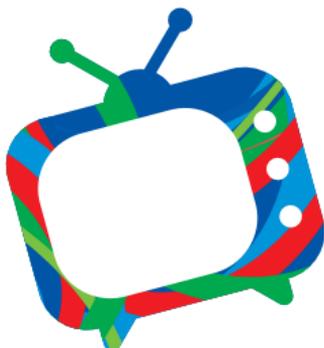
**TWITTER** (in English)  
*RUDN University  
@UniversityRudn*



**YOUTUBE** (in English)  
*@RUDN University Planet*

# #rudn\_university

Our official hashtag



## RUDN TV

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya str., office 119

**PHONE:** +7 (495) 787-38-03, ext. 15-95

**E-MAIL:** [sabaneeva-lk@rudn.ru](mailto:sabaneeva-lk@rudn.ru)

**DIRECTOR** – Leila Sabaneeva



## Newspaper "Druzhba"

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya str., office 119

**PHONE:** +7 (495) 434-31-33, ext. 25-14, 21-38

**E-MAIL:** [newspaper@rudn.ru](mailto:newspaper@rudn.ru)

**DIRECTOR** – Galina Trofimova

**RUDN MEDIA*****RUDN Television and Newspaper "Druzhba"***

RUDN Television is always in the center of university events. In order not to miss the latest news, information plots and exclusive interviews, subscribe to RUDN TV channel on [YouTube](#):



**RUDN University** (in Russian)

**RUDN University World** (in English)

To find out about the heroes of the university and their achievements in order to follow their example, read interesting interviews of teachers and students, plunge into significant events and remember «how it was» - newspaper «Druzhba» covers all these aspects. The newspaper comes out once a month and is distributed free of charge throughout RUDN University.

Besides it, RUDN TV and newspaper «Druzhba» are the base of practice for students, where you can truly plunge into the world of future profession and gain valuable skills.



# STUDENT CODE OF HONOR

# 5+

- Do well academically;
- Participate in scientific research;
- Respect and develop university traditions;
- Respect teachers and employees;
- Live in friendship and exclude any discrimination on any grounds;
- Respect cultural and religious characteristics;
- Exclude rudeness and bad language;
- Commit no wrongful financial and economic acts with faculty and staff of the University, which are not stipulated by the legislation of the Russian Federation and normative documents of the University;
- Lead a healthy lifestyle;



*The code of honor of RUDN University student defines ethical rules that are mandatory for everyone, regardless of nationality, faculty and form of training*



- Quit smoking in educational and residential buildings of RUDN University;
- Avoid vandalism;
- Actively support and strengthen the system of student government;
- Develop student creative activity;
- Improve corporate culture;
- Being a representative of RUDN University, maintain dignity and prestige of your Alma Mater – promote its authority and international rating.



## UNIVERSITY MANAGEMENT

- The main law of life of the university is the Statute of RUDN University, the Rules of the Student Internal Code of Conduct are adopted in accordance with the Statute.
- An Observatory Council is the collegial governing body of the University.
- The collegial management body is the Conference of professors, staff and students of RUDN University that is held twice a year.
- In period between the conferences the decisions are made by the Academic Council. The members are elected by secret ballot at the above-mentioned Conference. The Academic Council includes representatives of all the main scientific, pedagogical, and administrative departments of the university. It is headed by the Rector of the University.
- Direct administration of the University is handled by the University Rector.
- Heads of faculties/ institutes / academies - academic councils are performed by deans/directors.
- The Departments and divisions (main educational-scientific structures of the University) are headed by Heads of Departments and Directors of divisions.

Since 2020, the post of President has been introduced at RUDN. President in coordination with the Rector exercises the following authorities:

- participates in the work of the Supervisory Board and other managerial bodies of the University;

- participates in elaborating University development programs;
- represents University in interaction with government bodies, local bodies of self-government, public and other organisations;
- participates in improving educational, research, organisational and managerial activity of the University;

## STUDIES AT RUDN UNIVERSITY

### WHO ARE TUTORS?

At each faculty there are several tutors on academic work, responsible for one or several areas of training. The work of the tutor accompanies the educational process «from A to Z»: he helps students choose elective\* courses, the themes of the educational and scientific research, carries out various consultations and helps in solving problems related to training.

Find a timetable for your tutor at your faculty/institute/academy.



### RATING SYSTEM

The score-rating system (SRS) is a system for assessing the quality of mastering the basic educational programs by university students, including a multi-point system of assessments and a methodology for compiling rating lists of students.

The system is guided by the principle of constant student learning, and not «from session to session.» It is based on a scale of «100 points» and is accumulative during the semester.

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\*Subject «by choice»

When summarizing, the points accumulated by the student are translated into a traditional score on a four-point scale (unsatisfactory/satisfactory/good/excellent) and in the ECTS assessment (A, B, C, D, E, FX, F).

«Unsatisfactory» marks, FX, F are not set in the student record book.

TABLE OF CORRESPONDENCE OF POINTS AND GRADES

POINTS OF SCORE-RATING SYSTEM (SRS)	TRADITIONAL GRADES OF RF	ECTS GRADE
95-100	5	A
86-94		B
69-85	4	C
61-68	3	D
51-60		E
31-50	2	FX
0-30		F
51-100	PASSED	PASSED

## STUDENT CONDUCT RULES IN EDUCATIONAL PROCESS

Rector's Decree No. 598 of June 22, 2012 «On the Approval of the Regulations on the Culture of Student Behavior in RUDN University in Educational Process (New Edition)».

Rector Decree № 218 of April, 7, 2016 «On the approval of the RUDN University Rules of Internal Regulations of students».



### IT IS FORBIDDEN TO:

- enter the classroom after the teacher starts the lesson;
- leave the classroom without the teacher's permission;
- interrupt the teacher;
- make noise and disturb others;
- bring someone into the university building without observing the rules and regulations;
- litter, spit;
- to be in outdoor clothing, including jackets (sports, light), coats, raincoats, etc. and headgear in the buildings (canteens, cafes and other places of food intake, auditoriums, office buildings) of the University, as well as carry the outdoor clothing to the premises intended for eating food;

- violate intellectual (copyright and related, inventive and patent) rights, including attribution (plagiarism), copying, forgery, fabrication of data and work results;
- organize and participate in gambling;
- damage the University's property, leave inscriptions on tables and chairs;
- avoid compulsory medical examination.

### **ATTENTION!**

*The violation of any of the rules entails a disciplinary penalty: a remark, a reprimand, up to expulsion from the University.*

### **CHECKING STUDENTS' WORKS FOR PLAGIARISM:**

All coursework and graduate works of students of RUDN University must be tested in the Antiplagiat.VUZ system.

*The verification system is made as convenient as possible for the student:*

1. Scientific adviser in his personal account creates a task for students (the task is a form for downloading from the student, automatic checking, and viewing and reviewing by the teacher) and sends them invitations to download the work by corporate e-mail.
2. Students receive invitations, follow the link in the letter and go to the work download page.

3. On the work download page, students upload the work file and click the "Submit for Review" button.
4. The teacher receives a notice of receipt of work and confirms the fact of receiving the file in his account.
5. The Antiplagiat.VUZ system automatically checks the work of the student and generates a report on the availability of borrowings, the full report is available to the teacher, and a short report to the student.
6. The teacher checks the result of the automatic check and notes the sources of legitimate borrowing.
7. The final assessment of originality is indicated in the accompanying documents required for the protection of the student's scientific work.
8. The teacher can check other types of independent work, which involve the use of various sources, on his own through Antiplagiat.VUZ or other verification systems.

In accordance with the "Regulations on the use of the Antiplagiat system for checking written educational works in the RUDN University" and the changes made to it (Rector's Order No. 747 of September 20, 1998), each student has at least 3 attempts to check his graduate work and 2 attempts – for course work.

The work is stored in the internal storage of the system, comparison is not conducted when the same work (and other works of this year) are downloaded repeatedly.

Subsequently, graduate works (but not course works) are transferred to the permanent storage system after protection and receipt of assessment, this process is carried out by the faculty, institute, academy (specially appointed employee, most often – responsible for graduation).

### *Rules for retake and repeat the course:*

In accordance with the “Regulations on the ongoing monitoring of progress and intermediate certification of students at RUDN”, all students of RUDN have the right to 3 attempts to complete an intermediate attestation for each discipline: the first attempt during the main session, as well as 2 additional (last attempt - with a commission). Intermediate attestation is a test that the student passes through the results of mastering the discipline at the end of the semester. In the usual sense, this is a session at the end of each semester or module (as opposed to the final state attestation, which students take at the end of the course and which includes the state exam and, for most areas of training and specialties, defense of the graduation qualification work or master's thesis.

- If the student did not score the required number of points for a positive assessment at the first trial, the retake is assigned “automatically”. The student comes to trials on dates specified in the retake schedule at the faculty/institute/academy.
- If you have not passed the attestation test the second time, you will be assigned for a third attempt (with a commission) to pass the exam. You can learn about the date of this attempt from the retake schedule or at the dean's office/directorate of your faculty, institute or academy.

- If a student missed one of the attempts to pass the test for a good reason (this must be confirmed by document), he will be assigned another date for passing the test. To do this, you must contact the dean's office / directorate of the educational unit.
- If you did not pass the test on the third attempt, this is the basis for the student's submission to expulsion. The final decision on the expulsion is made by the dean's commission.
- If a student has difficulty mastering a discipline or a part of it (section), he can repeat the course.

Repetition of the course is chargeable, and enrollment on it is voluntary on the part of the student. Please note that a repetition is not mandatory and compulsory.

The repetition of the course is an additional educational service, which provides for the repetition of the program of a particular discipline or its part (section), which allows the student to form the necessary competencies and prepare for an intermediate attestation.

To register for a course, you should contact the dean's office or the directorate of your faculty, institute or academy and write a statement in the prescribed form.

The repetition of the course is available to students who have no more than two academic debts. The application for the repetition of the course must be submitted to the dean's office before the last (third) attempt to pass attestation of the discipline.

## HOW TO GET AN INTERPRETER DIPLOMA SIMULTANEOUSLY WITH A BASIC DIPLOMA

RUDN University is an internationally oriented university, therefore every student should strive for mastering foreign languages.

For this purpose a unique program "Interpreter" has been accredited.

If desired, students can learn several foreign languages. There are not only Western languages to choose, but also Oriental languages.

The program is designed for 4 years and involves an intensive, in-depth study of a foreign language in the process of studying at a university in parallel with pursuing the first higher education. The educational process is organized in such a way that students can simultaneously master two educational programs: basic and linguistic, that is why special «language days» are allocated in the schedule when students only study foreign languages. Based on the results of the "Interpreter" program, student receives two diplomas on higher education (for the basic educational program and for the «Interpreter» program), as well as an international certificate confirming the proficiency in a foreign language (Cambridge ESOL, French institute in Russia, Goethe-Institute, Cervantes Institute).

*The "Interpreter" program is on a fee-paying basis.*

*the cost of the program*

# 84,000 rubles per year

*To sign a contract and start training you need:*

- 1 To receive a referral for the conclusion of a contract under the «Interpreter» program:
  - at the admissions office of your faculty/institute/academy;
  - or at the department of foreign languages of your faculty/institute/academy.
- 2 To enter into the contract in the Commercial Department\*:  
Main building, ground floor, offices No. 5, 7, 8  
Monday to Friday from 9 am to 7 pm,  
Saturday from 10 to 3 pm.
- 3 Pay due time for learning (payment terms are specified in the contract).
- 4 Undergo the training program and pass the final test successfully.

If the student is an adult, you need a referral and a passport.

If the student is an underage it is necessary :

- 1 To come with a referral and a legal representative (both with passports).
- 2 Or a legal representative should issue a notarized power of attorney to any adult person. You ought to come with a legal representative with passports, a referral and the power of attorney.

---

\*The contract for training is signed on the name of the student.

## HOW TO ENROLL FOR JOINT PROGRAMS WITH PARTNER UNIVERSITIES



Internship can be online and offline.

Depending on the university and country it can be:

- *paid*
- *partially paid*
- *on parity basis*

All RUDN students have the same conditions regardless of citizenship.

### *Steps to take:*

- 1 View existing programs at the dean's/directorate of your faculty/institute/academy.
- 2 Apply to the head of the faculty / institute / academy for consideration of your candidacy for participation in academic exchange programs with foreign universities partners.
- 3 Check with the academic part of the faculty / dean's office / directorate of the educational unit the possibility of netting of the academic disciplines traversed in the partner institution during the internship.
- 4 Coordinate the terms and conditions of the internship in a foreign partner university with the dean's office / directorate of the training unit.
- 5 Upon return, provide an academic certificate on the academic disciplines passed during the internship at a foreign partner institution to the dean's office / directorate of the academic unit.

## HOW TO GET AN ACADEMIC CERTIFICATE?

- 1 Apply to the dean's office/directorate and write an application addressed to the head of your faculty/institute/academy.
- 2 Get a ready-made certificate:  
Phone: **(495) 434-26-12** **223** office (main building)  
Monday — Thursday from **11 am** to **5.30 pm**,  
Friday from **11 am** to **5 pm**  
Lunch hours **1-2 pm**

**\* IF THE STUDENT HAS BEEN EXCLUDED, IT IS NECESSARY TO DO THE FOLLOWING:**

- 3 Check the arrears to the University on the Portal of the UIS (portal.pfur.ru), «Workaround of the student» module.
- 4 If there are no arrears to the University, student can receive documents on the previous education (certificate / diploma) al.pfur.ru

## RUDN SCIENTIFIC LIBRARY

### *How to get training literature at the beginning of the academic year?*

The readership service is organized by faculties/institutes/academies and if you have a document confirming your belonging to the RUDN University. You can get a set of books for a semester on the library's subscription (in the absence of debt).



WHEN?	WHAT YOU NEED TO DO?	WHERE TO DO?	WHAT TIME?
FROM <b>1</b> SEPTEMBER	Get books for the semester (if you have given back all previous books). See the timetable of getting books at the website <a href="http://lib.rudn.ru">http://lib.rudn.ru</a> and the information stands.	Circulation department	from 1 pm to 5.45 pm
until <b>25</b> January	Hand in all the books taken during the first semester.	Circulation department	from 1 pm to 5.45 pm
from <b>8</b> February	Get books for the semester (if you have given back all previous books). See timetable at <a href="http://lib.rudn.ru">http://lib.rudn.ru</a> and the information stands.	Circulation department	from 2 pm to 5.45 pm

until **10**  
July

Hand in all the books borrowed during the semester, year. Get a corresponding paper («spravka»).

Circulation  
department

from 2 pm to  
5.45 pm

**12** July -  
**31** August

*The circulation department is closed for preparation for the beginning of the academic year*

**WI-FI**

**DOMAIN: LIB**

**PASSWORD: netrudn!**

*Contacts:*

**PHONE:** 8 (495)787-38-03 ext. 24-91

**E-MAIL:** library@rudn.ru

*The last working day of the month is a sanitary day*

**! ATTENTION:**

- Educational literature is granted for one or two semesters depending on the course being read;
- Scientific and fiction - no more than 3 books for 10 days;
- Literature in a single copy, periodicals and reference books must be returned on the day of receipt;
- At the end of each semester, you must submit or re-register all the literature;
- Readers who did not give back the literature within the specified time limits are deprived of the right to use the library for a period of 1 to 6 months by the decision of the Study and Research Information Librarian Center (RL) administration;

- Students who are expelled from the University on an academic leave are required to hand in all the literature;
- The reader who lost or spoiled the \*book is obliged to compensate the library for the damage caused:
  - the replacement of a lost book with a similar book (it is possible to replace a book with a later year of publication or a reprinted and revised one);
  - the replacement of a book similar in subject matter;
  - the cost of lost or damaged literature can be reimbursed with the reader's consent on his written application in money equivalent according to the "Scheme for determining the amount of damage for lost literature from the Study and Research Information Librarian Center (RL) funds".
- \* **The book is considered to be spoiled if: pages are torn out, inscriptions and underscores are made with a pen or marker, damage to the text or barcodes has been caused.**

## ELECTRONIC LIBRARY SYSTEM – ELS OF RUDN UNIVERSITY

- Contains printed and electronic fund and includes: an electronic search catalog informing about the availability of publications;
- Provides access to: the full texts of electronic publications after authorization, an electronic form that allows to independently track information about issued books and the terms of their return.

## ACCESS TO ELS OF RUDN UNIVERSITY

<http://lib.rudn.ru>

**Login: Last name in Russian**

**Password: Full student ID**

ELS of RUDN University is integrated with ELS "Student consultant", and several publications from ELS "Lan". Authorization in ELS of RUDN University and a direct link to the book from search results are sufficient to work with complete texts from ELS data.

To work with the full-text materials of all electronic library systems from the Internet, you need to register from RUDN University and confirm your e-mail, following the link received.

### **ELS "UNIVERSITY LIBRARY ONLINE"**

Provides access to the most sought-after educational materials of leading publishers.

Access mode: <http://www.biblioclub.ru>

### **ELS OF PUBLISHING HOUSE "URAIT"**

Electronic library of educational publications on the main subject headings.

Access mode: <https://urait.ru>

### **ELS PUBLISHING HOUSE "LAN"**

Users of RUDN University have free access to full-text collections of classical books and magazines (on the basis of a cooperation agreement).

Access mode: <http://e.lanbook.com>

**The following sections are available to RUDN users:**

- 1** "Veterinary and Agriculture" collection
- 2** "Medicine" collection

- 3 Classical works on history, philosophy, sociology, literary criticism, economics, law, psychology, pedagogy and other sciences, as well as access to fiction, including foreign literature in the original language. Collections are constantly replenished.

You can find detailed information about the work and services of Study and research information librarian center (Research library) on the web-site: <http://lib.rudn.ru>

## TELECOMMUNICATION EDUCATIONAL AND INFORMATION SYSTEM (TEIS)

TEIS – Telecommunication Education and Information System (TEIS) – is an educational environment, a portal where each teacher can create an online training course on his discipline, selecting the necessary teaching materials for each topic/module, collections of links to useful resources on the network, creating interesting interactive assignments and tests. Its link online is **esystem.rudn.ru**.

- A guide to discipline is always at hand: all the necessary training materials, access to information databases (Single search window for databases, which is located in each course), verified and recommended by the teacher resources in the network. The opportunity to return to the materials already studied, repeat them at your own pace, ask the teacher questions at the training forums located inside the course at any time.
- Students can become equal participants of the educational process (with the consent of the teacher) – supplement the course with their materials, check the work of fellow students. And in the absence of a course on the discipline under study in TEIS, to become pioneers-creators of this course under the guidance of a teacher.

### *Getting access to TEIS by students:*

With the use of credentials from the RUDN corporate e-mail.

**Please note:** Before the first login to the TEIS, you must first log into your corporate e-mail account.

In case you have difficulties in using TEIS, you can write to [esystem@rudn.ru](mailto:esystem@rudn.ru) with a detailed description of the problem or use the “Write to technical support” link on the TEIS main page in the Useful Information section.

**Students do not have the right to give their passwords to third parties.**

## STIPENDS AND SCHOLARSHIPS

A stipend is a monetary payment that is given to students in order to stimulate and (or) to support them in mastering the educational programs.

Stipends, scholarships or any other types of material support are provided in accordance with the "Decree on stipend provision and other forms of material support to RUDN University students".

Stipends are given before 26 of each month.

### FOR RF STUDENTS

State academic stipends are a monetary grant to students from the state.

From the beginning of the academic year and until the first intermediate certification, the state academic stipend is granted to all first-year students. Based on the results of the first interim evaluation, the State Academic Stipend is assigned to the students (RF, full-time, a student funded by federal budget) under the following conditions:

- If students pass the session exams with good and excellent grades; i.e. according to ECTS grades there shall be no "D", "E", "FX", "F" grades;
- If they don't fail any academic assignment.

### FOR INTERNATIONAL STUDENTS

The state academic stipend for students - citizens of foreign countries, who are enrolled in full time form of education at

the expense of the federal budget, is appointed regardless of the academic performance from the date of enrollment to the University during the entire period of study.

**The state academic stipend can be established in differentiated sizes to the following categories of students:**

- 1 «A» students for 4 - 12 semesters.
- 2 Winners of S.V. Rumyantsev and V.F. Stanis Contest.
- 3 Students enrolled from September 1 of the new academic year (full-time, funded by federal budget):
  - winners and prize-winners of the final stage of the All-Russia Olympiad of Schoolchildren, enrolled without examinations for any direction of training (specialty);
  - winners and prize-winners of the Olympiad of schoolchildren from the list of the Ministry of Education and Science of the Russian Federation:
    - those of 1st level, enrolled without exams;
    - those of 2nd level, enrolled without exams;
    - those of 3rd level, enrolled without exams;
  - those who took Unified State Examination:
    - with a total number of over 360 points eligible for any educational programs where creative or professional tests are required;
    - with a total number of over 270 points eligible for any educational programs (excluding creative programs);
    - with a total number of over 240 points eligible for educational programs of Agrarian and technological institute, Academy of Engineering, Ecology and Science faculties.

## STATE SOCIAL STIPEND

State social stipends are granted to full-time students after submission of a corresponding application form and a certificate obtained at the Social protection body. The certificate is valid during one year of the date of issue or the date stated on the certificate.

The state social stipend is for the following student groups.

- orphans, children without parental support;
- disabled children (I and II group, disabled since childhood);
- those who suffered from Chernobyl NPP accident or other radiological accidents, Semipalatinsk polygon area;
- invalids or disabled as a result of military actions, Russian militaries and veterans of war;
- anyone who has the right to a social stipend;
- those who joined the Armed Forces of the RF under a contract of over 3 years, Internal Troops of the RF Ministry for Internal Affairs, technical-engineering and road-building military formations and military rescue units of the Russian Federation for Civil Defense, RF Foreign Intelligence Service, RF Federal Security Service, State Supervisory Body, RF Federal agency for mobilization training of government bodies in any role to substitute soldiers, seamen, sergeant, sergeant

majors or anyone who was dismissed under Item 1 (paragraph B and D), Item 2 (paragraph A) and Item 3 (paragraph A and C) of Article 51 of the Federal Decree # 53-FZ from March 28, 1998 on “Military Duty and Military Service”.

The amount of the state social stipend is determined by the University Academic Council decree and shall not be below the standards set by the Government of RF (not less than 3,000 rubles).

For an application for a social scholarship – see the section "Department of Social Development".

## **INDIVIDUAL STIPENDS**

If the students show outstanding academic performance, actively participate in the scientific and research work and after class work at the University, they are eligible for:

- Stipend of the President of the Russian Federation;
- Stipend of the Government of the Russian Federation;
- Stipend of the RF President for students engaged in advanced research and developments in priority areas for modernization of the Russian economy;

- Stipend of the RF Government for students engaged in advanced research and developments in priority areas for modernization of the Russian economy;
- Stipend of the Moscow Government;
- Stipend of S.V. Rumyantsev (the first RUDN Rector);
- Stipend of V.F. Stanis (the second RUDN Rector);
- Stipend of V. Potanin charity foundation;
- A.A. Voznesensky Stipend (Philological faculty)
- D. Likhachev Stipend (Faculty of Humanities and social sciences);
- A. Solzhenitsin Stipend (FHSS, Philological faculty);
- A. Sobchak Stipend (Law institute);
- E. Gaydar Stipend (Faculty of Economics);
- Personal Stipend of the "Legal Support" Foundation (Faculty of Economics, Law Institute);
- Stipend of the Association of Law institutions of higher education (Institute of Law);
- S. Gupta Stipend (Engineering faculty, Agrarian and Technological Institute, Ecological faculty, faculty of Science);
- Stipends of eminent professors of the faculty of Science:
  - V. Maslennikova (mathematics);
  - V. Gryaznov (chemistry);

- Y. Terletskiy (physics);
- P. Bocharov (computer science)

#### Nominal stipends of outstanding professors of the Law Institute:

- I. Blischenko (Department of International Law)
- O. Zhidkov (Department of Theory and History of State and Law)
- V. Ivanova (Department of Constitutional Law and Constitutional Proceedings)
- V. Puchinsky (Department of Civil Law. Process and Private International Law)
- N. Kufakova (Department of Administrative and Financial Law)
- B. Volkov; A. Ignatova (Department of Criminal Law, Criminal Procedure and Criminology)
- Academician .T.T. Berezov Stipend (Medical Institute).
- Stipend of Professor V.A. Frolov (Medical Institute)
- Stipend of Academician V.S. Moiseev (Medical Institute)
- Stipend of Professor I.D. Kirpatovsky (Medical Institute)

The amount of the RF President Stipend and Stipends of the Russian Government are established in accordance with the standards set by the Government of RF.

The size of Individual stipend is established by the founders of the Stipends.

## MATERIAL SUPPORT

Special funds are allocated in the scholarship fund to help financially-disadvantaged full-time students who study at the expense of state federal budget. The decision upon one-time provision of material support is taken by the Stipend Commission of the faculty/ institute/ academy on the basis of the student's personal application. Opinion of the student's group and faculty trade union organization is also taken into consideration.

\*To apply for material support, contact the deputy dean / director for educational work of your faculty / institute / academy.

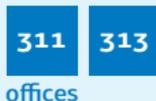
## LEGAL COUNSEL DEPARTMENT

**ADDRESS:** 11a Miklukho-Maklaya str.

**E-MAIL:** gc@rudn.university

**LEGAL COUNSEL**

Yulia Matveeva



**HEAD OF THE SECTOR FOR REGULATORY FRAMEWORK  
OF THE UNIVERSITY ACTIVITIES**

Matveeva Yulia Gennadiевна

## HEAD OF THE SECTOR FOR LEGAL SUPPORT OF EDUCATION AND EMPLOYMENT

Parkhovskaya Tatyana Andreevna

### COUNSEL

Plechakov Denis Vyacheslavovich

**PHONE:** +7 (495) 433-14-10; +7 (495) 787-38-03,  
BH. 18-10, 18-09, 23-39, 23-40, 26-59

**WORKING HOURS:** Monday – Friday, 10.00 a.m. - 6.00 p.m.,

**RECEPTION HOURS:** Monday, Wednesday, Friday  
10.00 a.m. – 4.00 p.m.

**Lunch break:** 12.00-1.00 p.m.

### QUESTION TO THE LEGAL COUNSEL

### ANSWER

### GROUNDS

#### WHAT ARE THE GROUNDS FOR EXPULSION FROM THE UNIVERSITY?

- |  |  |
|--|--|
| <p><b>1</b> own will of a student or the parents (or lawful guardians);</p>  | <p>Part 7, art. 54, art. 61 of the Federal Law # 273- FZ of 29.12.12. "On higher education institution of professional training in RF", RUDN Statute article 'On RUDN student expulsion and readmission' accepted by</p> |
| <p><b>2</b> transfer to another higher education institution;</p>  |  |
| <p><b>3</b> expulsion from the University due to violation of rules of academic and internal discipline, rules of residence and internal regulations in hostels, etc.;</p> |  |

**QUESTION  
TO THE LEGAL  
COUNSEL**

**ANSWER**

**GROUNDS**

**4** expulsion from the University due to academic failures;

**5** expulsion from the University in case of being found guilty of a misdemeanor;

**6** expulsion from the University in case of liquidation of the RUDN;

**7** failure to pay for tuition as stipulated in the contract;

**8** in the case of the entry into force of a court judgment by which a student was sentenced to imprisonment or other punishment, which excludes the possibility of continuing education;

**9** in other cases, beyond the control of the student and the University.

the RUDN Statute article 'On academic performance control and mid-term examination', accepted by the Rector's decree No.112 of 02.03.2020

**DOES A STUDENT  
HAVE THE RIGHT  
TO RESUME  
STUDIES AT  
UNIVERSITY?**

Within 5 years after being expelled on the basis of valid excuses or at his will, the student has the right to resume studies on the same terms and conditions, which existed prior to his/her exclusion (with the same form of education budget or contractual) if there are vacant places, but not before the end of the academic year (semester) in which he was expelled. If a student was expelled due to academic failure, they have the right to resume studies within 5 years on the contractual basis.

Art. 62 of the Federal Law # 273-FZ of 29.12.12 "On higher education institution of professional training in RF"; RUDN Statute article 'On RUDN student expulsion and readmission' accepted by the Rector's decree #160 of 23.03.2015 (revised and expanded)

**QUESTION  
TO THE LEGAL  
COUNSEL**

**ANSWER**

**GROUNDS**

**DOES A STUDENT  
HAVE THE RIGHT  
TO WORK?**

The student has the right to work and study at the same time and enjoy the privileges envisaged by the Russian legislation on labor and education. Foreign students have the right to work only if they have a work permit. Exclusions: - work in free time; -work (rendering services) in RUDN during vacations. Missing classes because of work and failure to master the individual study plan is unacceptable. Study legally has priority over work.

Paragraph 27, art. 34 of the Federal Law # 273- FZ of 29.12.12 "On higher education institution of professional training in RF". Paragraph 4 and 4.5, art. 13, 13.4 of the Federal Law of 25.07.2002 "On legal status of foreign citizens".

**IN WHAT  
CASES CAN  
STUDENTS TAKE  
AN ACADEMIC  
LEAVE?**

Academic leave is granted on the basis of the application of the student submitted to the dean's office of the faculty (director of the institute/academy), in connection with the impossibility of mastering the educational program for a period of time not exceeding two years:

- 1 for medical reasons (decreased ability to work due to violations of body functions caused by long or frequent illnesses and the need for long-term treatment).

Paragraph 12, Art. 34 of the Federal Law # 273- FZ of 29.12.12 'On higher education institution of professional training in RF'; RUDN Statute 'On terms of granting academic leaves to RUDN students'

It is necessary to receive the conclusion of RUDN Clinical Diagnostic Center;

adopted by Rector's Decree #838 of 7.10.2013

**2** in connection with the conscription to the army on the basis of the agenda of the military commissariat, containing the time and place of dispatch to the place of military service;

**3** in other exceptional cases:  
- natural disasters;  
- extremely complex family circumstances (the need to care for a sick family member, etc.).

In case of a child's birth student can write an application for maternity leave and parental leave.

**DOES A STUDENT  
HAVE THE RIGHT  
TO CHANGE FROM  
TUITION-BASED  
TO TUITION FREE  
EDUCATION?**

Contract-based students who have no academic debts, discipline penalties, outstanding payments against the University have the right to change from tuition based to tuition-free education provided there are vacant budget places upon one of the following conditions:

- a** having passed 2 previous sessions with 'good' and 'excellent' grades;
- b** if they belong to the following groups:
  - orphan or those left without their parents' guidance;
  - students younger than 20 years old who have one parent. 1 group disabled, with the family income below the standard cost of living;
  - women who gave birth to a child during the training period;

p.14 part 1 of Article 34 of Federal Law No. 273-FZ of December 29, 2012 «On Education in the Russian Federation»; Order of the Ministry of Education and Science of Russia of 06.06.2013 No. 443 (rev. and exp. 07.04.2017)

"On approval of the Procedure and cases of changing from tuition based to tuition-free education of students studying according to educational programs

**QUESTION  
TO THE LEGAL  
COUNSEL**

**ANSWER**

**GROUNDS**

\*except for foreign citizens, unless otherwise is stipulated by an international agreement of the Russian Federation.

- loss of one or both parents (legal guidance) during their study

of secondary vocational and higher education".

Regulation on the work of the Commission for the Social Support of Students and Employees of RUDN University adopted by the Rector Decree 25.10.2017 № 852 (revised and expanded).

**WHAT CAN  
ONE GET A  
DISCIPLINARY  
PENALTY FOR?**

All students are required to:

- conscientiously master the educational program, carry out an individual curriculum, attend training sessions, carry out independent preparation for classes, perform assignments given by pedagogical workers in the framework of the educational program;
- comply with the requirements of the University Statute, internal regulations of students, rules of residence in hostels and other local regulations of the University on organization and implementation of educational activities;
- respect the honor and dignity of other students and employees of the University, do not create obstacles to the education of other students;

Art. 43 of Federal Law No. 273-FZ of December 29, 2012 "On Education in the Russian Federation";

The Order of the Ministry of Education and Science of the Russian Federation of 15.03. 2013, No. 185 (amended 21.04. 2016) «On Approving the Procedure for Applying to Disciplinary Penalties for Students and Removing Disciplinary Penalties from Students;

- perform other duties established by the legislation of the Russian Federation, the contract on education (if any), as well as local regulations of the University.

For non-fulfillment or violation of the University Statutes, internal regulations of the students of the University, rules of residence and internal regulations in the hostels of the University, the Code of Honor of the RUDN University student, orders of the rector, orders of the Vice-Rectors of the university in terms of activities and other local normative acts of the University, students may be subjected to disciplinary measures – remark, reprimand, expulsion.

Regulations on the procedure for applying to students and removing disciplinary measures from students adopted by the Rector Decree 10.01.2017 № 6.



## HOSTELS

### 1 *How to get into the hostel?*

The staff of Department of complex services for residents (DCSR) is responsible for the accommodation.

### **Documents you need:**

1. Passport
2. 4 photos 3x4
3. Covid-19 negative test certificate (valid 3 days maximum)
4. Student ID or certificate from the International department with the number of Student ID (for international students)
5. Medical certificate from RUDN Medical Center allowing accommodation in the hostel.

### *Campus administration*

**HEAD:** Gennady Ermolaev

**ADDRESS:** 15/1, Miklukho-Maklaya, office. 4

**PHONE:** +7 (495) 787-38-03 ext. 14-07

## Accommodation department

**HEAD:** Danil Oleinikov

**ADDRESS:** 15/1, Miklukho-Maklaya, 15, office 2

**PHONE:** +7 (495) 787-38-03 ext. 15-99

**RECEPTION TIME:** 2.30 - 6.00 pm (Monday to Thursday)  
in August-September 1.00 - 6.00 pm (daily)

### *If you are enrolled:*

• sign up for the Electronic queue for admission to the DCSR through the Portal of the Unified Information System (UIS) portal.pfur.ru. At the appointed time, you will be accepted and given directions to a specific hostel building.

### *Attention!*

*Students studying under the contract need to have an additional direction from the Commercial department.*

- Apply to Campus Directorate (15/1, Miklukho-Maklaya, Room 2) with the necessary documents;
- Choose a room, a tutor will help you;
- Sign a contract and get a bill;
- Pay for accommodation (not later than 10th every month);
- Go to the superintendent of the hostel and familiarize with the Rules;
- Not later than 3 days after signing the contract go to the Passport department to get registered in Moscow.

### *If you are enrolled and not given accommodation in the hostel:*

You can send an application to the Chairman of the Commission for the provision of places for temporary residence in the hostel of the RUDN University (vice-rector for work with students). Applications are accepted at: Miklukho-Maklaya

str., 6, room 201 (2-5 pm Mon-Thu, 2-4 pm Fri) or electronically via the UIS portal. It is desirable to attach documents to the application that can be regarded as giving the right to priority consideration of the issue of allocation of a place in the hostel. The Commission's meetings are held as the places are vacated in dormitories, but not less than once every 3 months.

## 2 *How to pay for accommodation*

The amount of payment for the use of living facilities in the hostels of RUDN University is established by the University Rectorate and is announced by the Rector Decree.

The price for a place in the hostel includes:

- Rental and utilities costs – in five-story buildings;
- The cost of rent, utilities and additional services\* – in high-rise buildings.

\*According to the Rector's Decree 04.05.2018 № 485/R, the complex of additional services includes:

- additional furniture;
- TV, fridge;
- increased comfort;
- the possibility of connecting additional household appliances in agreement with the University.

### *To pay for accommodation:*

1. Print the invoice from the Portal of the Unified Information System (UIS) portal.pfur.ru (to log in, use your Office365 corporate accounts). In the absence of credentials, the invoice can be printed by the accounting specialist (tutor), as well as during settlement.
2. Pay the bill in any bank or through the bank mobile application.

## LIST OF ACCOUNTING SPECIALISTS (TUTORS) IN RUDN UNIVERSITY HOSTELS

BLOCK	NAME	OFFICE	PHONE	WORKING HOURS
1	Zhurtov Astemir Yurievich	102	(495) 434 50 00 EXT. 1399	4-9 PM
2	Oleinikov Danil Ilyich	205	(495) 434-50-22 EXT. 1396	4-9 PM
3	Hipkhenov Aleksei Alekseevich	152	EXT. 2083	4-9 PM
4	Davidenko Vladimir Alekseevich	203	(495) 433-04-11 EXT. 1397	4-9 PM
5	Tsvetkov Aleksandr Sergeevich	159	(495) 434-14-88 EXT. 1392	4-9 PM
6	Haydar Ali	152	(495) 433-05-11 EXT. 1376	4-9 PM
7	Kirilov Sergey Viktorovich	152	(495) 433-05-11 EXT. 1376	4-9 PM
8	Dmitriev Vadim Vladimirovich	106	(495) 433-06-10 EXT. 1396	4-9 PM
9	Kirillov Sergey Viktorovich	404A	(495) 434-52-33 EXT. 1826	4-9 PM
10	Spiridonov Sergey Vladimirovich	203A	(495) 434-53-23 EXT. 1394	4-9 PM
11	Shvetsov Alexander Olegovich	505	(495) 434-53-12 EXT. 2137	4-9 PM

BLOCK	NAME	OFFICE	PHONE	WORKING HOURS
12	Simbara Marina Vladimirovna	1A	(495)434-51-66 EXT. 1042	4-9 PM
13	Vernigora Yuri Alexandrovich	5	EXT. 1581, 1042	4-9 PM
14	Sementsov Igor Evgenievich	1	EXT. 2180	4-9 PM

## 2 *How to get the bedsheets?*

Bedsheets is given in the laundry room, the keys to the room are received from the superintendent of the hostel in which he lives. Bedsheets are changed every week.

### LIST OF HOSTELS HEADS OF RUDN UNIVERSITY

**Hostel №1** – 3, Miklukho-Maklaya str., tel. 434-50-00. Employee responsible: Mirfaizieva Maria Alekseevna (office 151, working hours: 9.00 am - 6.00 pm)

**Hostel №2** – 3, Miklukho-Maklaya str, tel. 434-50-22. Employee responsible : Mirfaizieva Maria Alekseevna (office101 working hours : 9.00 am - 6 pm)

**Hostel №3** – 9, Miklukho-Maklaya str., tel. 434-00-10. Employee responsible: Amaryan Larisa Nikolaevna (office154: 9.00 am - 6.00 pm)

**Hostel №5** – 13, Miklukho-Maklaya, tel. 433-04-11. Employee responsible: Tsvetkov Alexander Sergeevich (office151 working hours : 9.00 am - 6.00 pm)

**Hostel №6** – 15, Miklukho-Maklaya, tel. 434-14-88. Employee responsible: Bakov Ruslan Yurievich (office 154 9.00 am - 6.00 pm)

**Hostel № 7** – 17, Miklukho-Maklaya str., tel. 433-05-11. Employee

responsible: Letunovskaya Irina Sergeevna (office 150 working hours: 9.00 am - 6.00 pm)

**Hostel №8** – 19, Miklukho-Maklaya, tel. 433-06-10. Employee responsible : Dmitriev Vadim Vladimirovich ( office 202 working hours: 9.00 am - 6 pm)

**Hostel №9** – 21/1, Miklukho-Maklaya, , tel. 434-53-22. Employee responsible : Kuleshov Igor Ivanovich ( office 403 working hours : 9.00 am - 6.00 pm)

**Hostel №10** – 21/2, Miklukho-Maklaya, , tel. 434-53-23. Employee responsible: Koika Svetlana Andreevna (office 305 working hours: 9.00 am - 6.00pm)

**Hostel № 11** – 21/3 Miklukho-Maklaya str., tel. 434-53-12. Employee responsible: Dyblenko Lyudmila Vitalevna ( office 503 working time: 9.00 - 6.00 pm)

**Hostel №12** – 7/1, Miklukho-Maklaya, , tel. 434-51-66. Employee responsible: Kanovsky Mikhail Viktorovich (office 2 working time: (9.00 - 6.00 pm)

**Hostel №13** – 17/1 Miklukho-Maklaya, str. , tel 787- 38-03 ext.1042 Employee responsible: Zhuravleva Tatyana Petrovna (office 4 working time: 9.00-6.00pm)

**Hostel № 14** – 15/1, Miklukho-Maklaya, str., tel. 787- 38-03 ext.2564 Employee responsible : Dmitrienko Vera Ravilievna (office 3 working time: 9.00-6.00pm)

### **3** *Where are the laundry and ironing rooms*

Washing machines and ironing rooms are in each hostel. Centralized laundry is building № 2 (5, Miklukho-Maklaya str.) first floor, entrance from the yard. 50% discount for students.

### **4** *How to call a carpenter/electrician/plumber*

It is necessary to apply to the superintendent's office, to leave an application in the relevant register describing the problem. Within 24 hours a specialist comes.

## 5 Rules of residence and internal regulations

(extracts)

Rector 's Decree № 419 of May 5, 2016 "On the new edition of the rules of accommodation and internal regulations in the hostels of RUDN University".



### IT IS STRICTLY FORBIDDEN TO:

- give your keys to others;
- provide a dwelling (place in it) to unauthorized people;
- damage the equipment and inventory of the hostel;
- damage room and common areas in dirty condition;
- use unauthorized household appliances;
- be late with payment;
- allow the top light, music, TV to be on after 11 pm without the consent of their neighbors;
- smoke in buildings and on the hostel territory;
- store any weapons;
- keep animals;
- give your entry pass to others or use someone else's pass.

### ATTENTION!

*For violation of the Rules of accommodation and internal regulations of RUDN University, the terms of the contract for hiring a dwelling in hostels of RUDN University, fire safety rules a student may be evicted from the hostel.*

*An obligatory condition for residence in the RUDN Hostel is the passage of mandatory medical examinations for students.*

## MEDICAL SERVICE

Clinical Diagnostic Center of the RUDN University (hereinafter referred to as RUDN CDC) provides medical care to students and employees of the RUDN University. It is situated on the territory of the University.

RUDN CDC is a multi-disciplinary health care facility that provides qualified medical care in outpatient settings. RUDN CDC is equipped with modern equipment and is staffed by experienced medical personnel, including leading professors of the Medical Institute of the RUDN University.

### Clinical Diagnostic Center

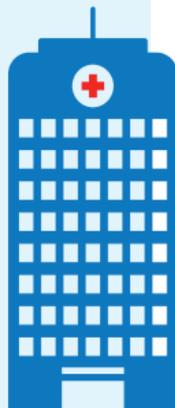
**DIRECTOR:** Katkova Inessa Stepanovna

**ADDRESS:** 117198, Moscow, 10,  
Miklukho-Maklaya str.

**OFFICIAL WEBSITE:** [clinic.rudn.ru](http://clinic.rudn.ru)

**REGISTRATION:** 8 (495) 434-24-91

**EMERGENCY MEDICAL CARE OFFICE:** 8 (495) 434-24-48



**SCHEDULE  
OF WORK:**

Monday-Friday:  
08 am - 08 pm

Saturday: 09 am - 06 pm

**Medical care at RUDN CDC is provided to students in the following order:**

- 1 Citizens of the Russian Federation: in case of attachment for medical service to RUDN CDC.

To attach to the medical service in the RUDN CDC you must provide the following documents to room 513:

- The policy of compulsory health insurance (hereinafter CHI);
- passport;
- Insurance number of the individual account (INIA, or SNILS);
- application for attachment (you may find application form on the web-site [clinic.rudn.ru](http://clinic.rudn.ru), "Patient" section).

You may also get all the services without attachment to the clinic, but on a paid basis.

For foreign citizens:

- within the framework of the agreement concluded with RUDN CDC;
- in the absence of an agreement - in accordance with the approved Price List.

### *What to do in case of a disease:*

- 1 Independently make an appointment with the to a doctor in one of the following ways:
  - through the clinic.rudn.ru web-site or rudn.ru, section Resources;
  - with the use of infomats, located in the lobby of RUDN CDC;
  - in the registry of the RUDN CDC personally;
  - by calling 8 (495) 434-24-91;
- 2 If emergency treatment is necessary (acute pain, trauma, high fever, etc.) – go to room 112 in the RUDN CDC (emergency room).
- 3 In case emergency medical care is required and the student cannot come to RUDN CDC of MI:
  - citizens of the Russian Federation – call the emergency medical service number 103 or 112.
  - foreign citizens – dial the insurance company indicated on the VHI policy, or, in the absence of the policy, dial 103 or 112.

In case of questions arise regarding the procedure for providing medical assistance in the RUDN CDC, students can apply to the registry or call 8 (495) 434-24-91.

## *What is medical examination and why it should be undergone?*

The human organism, falling into unfamiliar climatic, geographic, and cultural conditions, is exposed to the greatest stress, which can lead to the onset of the disease or to exacerbation of previously existing chronic diseases. In order to identify hidden diseases (of which the patient may not know) or prevent exacerbation of chronic diseases **EVERY STUDENT OF RUDN UNIVERSITY** must undergo prophylactic medical examination:

The rules, volume, terms and other requirements for medical examination are approved by the Rector's decree.

### **ATTENTION!**

*For violation of the Rector's decree to undergo a medical examination, a student can receive a disciplinary penalty up to the expulsion.*

A foreign citizen entering the RUDN University signs a contract for medical care.

### *The cost of medical care*

**17 500 rubles**  
**in the 2020/2021 academic year**

### *The price includes:*

- 1 Qualified medical care during the year;
- 2 Mandatory medical examinations;
- 3 VHI policy, mandatory on the territory of the Russian Federation.

The contract for medical care at RUDN CDC is for the entire period of study. You may find details of the program of medical services in the RUDN CDC on the official web-site <http://www.rudn.ru/>, " Clinical Diagnostic Center of the RUDN University " section and on [Clinic.rudn.ru](http://Clinic.rudn.ru).

### **To sign a contract for medical care:**

- Students of the budget form of education should refer to RUDN CDC of MI, room 504;
- Students of the contract form of education should refer to the Commercial Department (Main building of RUDN University).

As part of protecting the health of students in the University, the compulsory rule for both foreign and Russian students is the availability of the **following documents:**

- Conclusion on the possibility of living in a RUDN Hostel for health reasons;
- Conclusion on the possibility of studying on the territory of the Russian Federation;
- Conclusion about the health status indicating the health group;

- Admission / non-admission to classes in a certain sports group;
- Admission / non-admission to work practice.

The student is not allowed to live in a hostel and / or to study without these documents.

The documents are provided on the basis of the results of mandatory preliminary and periodic medical examinations.

CATEGORY OF TRAINEES	PERIOD OF MEDICAL EXAMINATIONS
FOREIGN CITIZENS WHO CAME TO STUDY TO THE RUDN UNIVERSITY FOR THE FIRST TIME	NOT LATER THAN 30 DAYS FROM THE DATE OF ARRIVAL AT THE UNIVERSITY
NONRESIDENT CITIZENS OF THE RUSSIAN FEDERATION WHO ARE ENROLLED IN THE FIRST YEAR OF STUDY AND ARE ACCOMMODATED IN THE HOSTEL	NOT LATER THAN 14 DAYS FROM THE DATE OF THEIR ARRIVAL IN THE UNIVERSITY
FOREIGN CITIZENS AND NONRESIDENT CITIZENS OF THE RUSSIAN FEDERATION OF THE SECOND AND SUBSEQUENT YEARS AND LIVE IN THE HOSTEL	FROM JULY 1 TO AUGUST 31, EACH YEAR BEFORE THE BEGINNING OF THE TRAINING SESSIONS, IN ACCORDANCE WITH THE APPROVED SCHEDULE
OTHER CATEGORIES OF STUDENTS	IN ACCORDANCE WITH THE APPROVED SCHEDULE

## SPORT

The sports and recreation complex of RUDN University offers more than 20 sports sections:



- arm wrestling;
- athletic gymnastics;
- badminton;
- basketball;
- boxing;
- volleyball;
- darts;
- capoeira;
- karate;
- athletics;
- skiing;
- mini football;
- table tennis;
- rugby;
- speleology;
- tennis;
- chess;
- powerlifting;
- fitness;
- modern dances;
- cardiozone;
- rowing;
- yoga;
- cheerleading;
- greco-Roman wrestling;
- judo;
- callanetics;
- kickboxing;
- sambo;
- sport dancing;
- pole walking;
- stretching;
- streetball;
- soccer;
- floorball;
- chikung.

## Membership cards for students of RUDN University to sports sections of RUDN Physical recreation complex

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAY-MENT	DURATION	NUMBER OF CLASSES
«Super Sport» - for the whole semester						
<b>SUPER-SPORT</b> (two teachers - two sections to choose)	CARDIOFITNESS, ATHLET / HYMN, ARM WRESTLING, BADMINTON, TABLE TENNIS, TENNIS, BASKETBALL, VOLLEYBALL, BOXING, FIGURE SKILLS, FIGHTING, AEROBIC, TSIGUN, DARTS, SPORTS DANCES, FOOTBALL, POWERLIFTING AND OTHERS.	8000 rub.	semester		1 hour	unlimited
“Student – 4” for 4 months						
<b>STUDENT - 4</b>	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES	6000 rub.	4 months		1 hour	30
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS	5000 rub.	4 months	current date	1 hour	30

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAYMENT	DURATION	NUMBER OF CLASSES
	ARM WRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURESKATING, DARTS	5000 rub.	4 months	current date	1 hour	30
	FOOTBALL, VOLLEYBALL, POWERLIFTING	5000 rub.	4 months		1 hour	unlimited

"Student – 3" for 3 months

	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES		3 months	current date	1 hours	25
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS	4500 rub.	3 months		1 hours	25
	ARM WRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	4500 rub.	3 months		1 hours	25
	FOOTBALL, VOLLEYBALL, POWERLIFTING	4500 rub.	3 months		1 hours	unlimited

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAYMENT	DURATION	NUMBER OF CLASSES
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“Student – 2 “for 2 months

<b>STUDENT - 2</b>	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES	3500 rub.	2 months	by current number	1 hour	16
	CARDIOFITNESS, BOXING, KICK-BOXING, THAI BOXING, FIGHTING, KA-RATE, CARDIOZONE, ATHLETIC / GYMNASTICS	3000 rub.	2 months		1 hour	16
	ARMRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	3000 rub.	2 months		1 hour	16
	FOOTBALL, VOLLEYBALL, POWERLIFTING	3000 rub.	2 months		1 hour	unlimited

**DIRECTOR:** Lebedeva Tatyana Romanovna  
(room 127, phone 434-00-45)

**ADDRESS:** 117198, Moscow, Miklukho-Maklaya str, 4, tel. 434-71-82

**OPENING HOURS:** 7 AM-11PM

- A stadium with stands for 3,000 seats (a football field with a natural grass lawn; 2 volleyball courts, a basketball court, 2 holes for long jumps; 4 treadmills of 400 m each with artificial turf, an outdoor gymnastics town);
- Football and baseball stadium with stands for 300 seats;
- 2 indoor mini-football fields with artificial turf of the latest generation in Megasphere FC;
- 2 game sports halls (the area of each is 680 square meters);
- Indoor track and field running track 200 m;
- 6 outdoor and 3 indoor tennis courts, 6 indoor tennis courts at Megasphere Sports Complex;
- 4 halls for athletic gymnastics (2 women, 2 men);
- 2 fitness rooms;
- Hall of martial arts;
- Ski base for 350 pairs of skis;
- 2 basketball and one volleyball court on the territory of the Druzhba sports complex;
- Football hockey box;
- Badminton court;
- Chess Club;
- Open gymnastic town;
- One cardio zone (10 treadmills, 4 elliptical trainers and 10 exercise bikes)

On sports grounds and arenas of the Sports and Recreation Complex (SRC) training courses are held in the area of physical culture, training of the University teams, teams of the national clubs.

You can join the section from **8:00** am to **8:00** pm every day at the cash department of sports and recreation complex.

\*A student ID and an entry pass are required.

Classes in sports sections of the RUDN Physical and recreation complex are equated to taking an elective (optional) module "Physical Culture and Sport" in full volume.

The distribution of RUDN students to sports sections is carried out taking into account their interest and desires. For students assigned to a special medical group of health, sections are organized with due regard for the deviation of health and the level of physical readiness.

Classes in the sections are held according to the timetable approved by the sports and recreation complex director. The timetable includes: instructors by sport, days, time and places where the sports sections are held.

## YOU CAN PARTICIPATE TOO!

Every year the University hosts the Spartakiad (mass competitions) in mini-football, swimming, table tennis, armwrestling, badminton, skiing, basketball, volleyball and track and field.

### *Our pride! It can be you!*

XXXII Moscow Student Games

RUDN women's volleyball team – 1st place

XXXII Moscow Student Games

RUDN rugby team - 2nd place

XXXII Moscow Student Games

RUDN Greco-Roman wresling team – 3rd place

Sochi Student Games

RUDN women's volleyball team – 1st place





## All-Russia Student Rowing competitions

RUDN rowing team – 2nd place

## "World InterUniversities Championships" – Pula 2019

RUDN women's volleyball team – 1st place

## AMATEUR ARTS

The RUDN University Interclub (International cultural center of RUDN University) is an open cultural platform for creative self-realization, leisure and communication of students.

### *Creative studios of RUDN University Interclub:*

- "Friendship Rhythms" international Dance Ensemble
  - preparatory group of the ensemble
  - children's group of the ensemble
- "Isadora" studio of musical plastics
- "Rainbow" international vocal studio
- "KRAPIVA" Studio of folk vocal
- Vocal School of Interclub
- Classical vocals studio
- Caucasian dance studio
- "Adel" modern dance studio
- "Amaren" Oriental Dance Theater
- What? Where? When? intellectual games club



# INTERCLUB SCHEDULE

STUDIO	HEAD	ROOM	MONDAY	TUESDAY
"FRIENDSHIP RHYTHMS" INTERNATIONAL DANCE ENSEMBLE	RYASANOVA Valentina	308 309	Extra classes 12.00-19.00	
"ISADORA" STUDIO OF MUSICAL PLASTICS	RYASANOVA Valentina	308 309		18.00 - 22.00 Female group
"RAINBOW" INTERNATIONAL VOCAL STUDIO	SMIRNOVA Irina	302	16.00-22.00	16.00-22.00
VOCAL SCHOOL OF INTERCLUB	SHORINA Alina	312	9.00-19.00	9.00-19.00
"KRAPIVA" STUDIO OF FOLK VOCAL	KARELINA Ekaterina	303	18.30 - 22.00 preparatory group	main group
"CANTO" ACADEMIC VOCAL STUDIO	SHATSKAYA Elina	301	16.00-22.00	
"AMAREN" ORIENTAL DANCE THEATER	OGANYAN Marina	305	17.30-19.00 preparatory group 19.00-21.00 Main group	
"ADEL" MODERN DANCE STUDIO	AZYMOVA Adel	Disco room 311	19.00-22.00 room 311	19.00-22.00 Disco room
CAUCASIAN DANCE STUDIO	TSOPANOV Alan	Disco room	18.00-19.30 preparatory group 20.00-22.00 main group	
YOUTH THEATER OF INTERCLUB	KABLUKOVA Irina	214		18.30-22.00
WHAT? WHERE? WHEN? INTELLECTUAL GAMES CLUB	CHERNOV Alexander	211		

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
17.30 - 20.00 Children group	17.00-18.30 preparatory group 18.30-22.00 Main group	17.30 - 20.00 Children group	Extra classes 12.00-19.00	Extra classes 12.00-19.00
19.00-22.00 students			Extra classes 12.00-19.00	Extra classes 12.00-19.00
16.00-22.00	16.00-22.00	16.00-21.00	Individual training 14.00-21.00	Individual training 14.00-21.00
9.00-19.00	9.00-19.00			
preparatory group		18.30 - 22.00 preparatory group	Individual training	Individual training
16.00-20.00	Individual training			
17.30-19.00 preparatory group 19.00-21.00 Main group	Individual training	Individual training	14.00-17.00 Main group	
	19.00-22.00 Disco room		15.00-18.00 Disco room	
18.00-19.30 preparatory group 20.00-22.00 main group		main group		
	18.30-22.00	Individual training		
		17.00-22.00		

Various celebrations, festivals, reviews, contests, meetings with famous people, master classes, fairs, theatrical performances, music salons, poetry evenings, theme nights, and quests are held at the RUDN University Interclub site.

### *How to become a member of our creative family?*

- 1 Choose a studio
- 2 Come according to the schedule to the office specified in the schedule
- 3 Choose the class time with the teacher
- 4 Any questions? – Come to Interclub 204 room!

## **SIGNIFICANT EVENTS OF OUR CREATIVE LIFE**

- Anniversary concerts with the participation of creative studios and national clubs of the Interclub on the stage of the State Kremlin Palace.
- RUDN University concert “Discover the whole world in one University” on the main stage of the UNESCO headquarters (Paris) with the participation of students from Europe, Asia, Africa, the Middle East and Latin America.
- GRAND PRIX in the VII Championship of Folklore "Euro Folk – Living Water 2018" in Bulgaria.
- Special prize of the festival of the International Student Music Festival-Competition “I Sing My Fatherland!” – Diploma “For a special contribution to the popularization of the Russian patriotic song among foreign performers”.
- Festive concert program prepared by Interclub creative studios and teams of national clubs for representatives of leading universities in the world and experts

in the field of higher education improvement at the QS WORLDWIDE international forum at RUDN.

- GRAND PRIX in the Spring 45-year patriotic youth competition, as the best educational institution for the largest number of winners.
- Victory at the X International Festival of Youth Creativity and Pedagogical Innovations in St. Petersburg.
- III place and the award of a special prize from the international jury in the VIII International Dance Festival "Take a step forward!" In the Republic of Belarus.
- Peace Festival – International Festival "Planet Southwest" on Fountain Square RUDN.

*Interclub in social networks:*



<https://vk.com/interclubrudn>



<https://www.facebook.com/interclubPFUR>



[https://www.instagram.com/interclub\\_rudn](https://www.instagram.com/interclub_rudn)

*Information about the administration:*

Directorate of "Interclub" office **204** of the Interclub

**DIRECTOR OF INTERCLUB:** Alexander Utkin

**DEPUTY DIRECTOR:** Mary Njipuaku

**STAGE DIRECTOR:** Aleksei Borisovich Golev

**HEAD OF THE CULTURAL SECTOR:**

Natalya Petrovna Manko

**ADDRESS:** 117198, Moscow, Miklukho-Maklaya, 21a

**PHONE:** +7 (495) 433-04-01, ext.18-94

**E-MAIL:** culturalcentre@rudn.ru

**OPENING HOURS:** from 10.00 am to 11.00 pm

## SUMMER JOBS



### *Children's health camp «Juventa»*

Children's health camp «Juventa» is a structural subdivision of RUDN University. For children from 7 to 17 years old. The camp is located in the Pushkin district of the Moscow region (18 kilometers from the Medvedkovo metro station). The camp territory is characterized by an abundance of trees and an atmosphere of comfort. In the camp canteen meals are given 5 times a day. There are places for sports and recreation. Rooms for creative activities and educational games are well equipped.

«Juventa» is not just a camp, it is a children's republic from 8 cities, with its government, the labor exchange and the Academy of Sciences, where every child can be realized in creativity, sports and other activities. An experienced pedagogical team, consisting of only the best students and teachers of the RUDN University provides comprehensive support to children.

#### **Vacancies:**

- counselor
- cleaner
- waiter
- kitchen worker
- head of the club

Those who wish to work in the camp should contact room 218 (IFL building) to Maria Alexandrovna Gumenyuk, the head of the Children's health camp Juventa.

All candidates must undergo free training for teachers of the teaching staff.

According to the results of the training and passing the exam (theory and practice), everyone receives a certificate of the established pattern about training under the program "School of counselor skill". Training takes place from February to March, in the evening on weekdays.

After training, the administration decides on giving you a one-shift job (21 days) or the entire season (3 shifts).

## *International Student Construction Brigade (ISCB) of RUDN University*

In 1964, the first students of the University went to master virgin lands in one of the regions of Kazakhstan. In subsequent years, construction teams of the University worked in Karelia, Siberia, on the construction of the Baikal-Amur Mainline. In different years the representatives from 123 countries worked in the ISCB of UDN named after Patrice Lumumba.

Today, by the efforts of the ISCB in summer training and residential buildings are being prepared for the new academic year. The number of team is more than 300 people, and the average salary is 30 thousand rubles.

It's quite easy to get into the International Student Construction Brigade. For summer employment documents are received from April, 20 to June, 5. For filing documents, you need to come to office 325 of the Humanities and Social Sciences building with the following photocopies of documents or send them at [students.brigades@rudn.ru](mailto:students.brigades@rudn.ru):

- Passport;
- Student ID;
- The current certificate of education in RUDN University;
- Visa (for foreign citizens);
- Temporary registration (for nonresident citizens);
- 2 photos 3 \* 4.
- Insurance Number of Individual Ledger Account (SNILS-will be issued by the university, if you don't have);
- Migration card (for foreign citizens);
- The policy of voluntary medical insurance (for foreign citizens);

Besides it you will be asked to fill out a questionnaire with information about yourself in the office.

Working hours of office **325** from April **20** to June **5**:

Monday-Friday **9 am – 6 pm**

To increase the chances and pass the competition, which only in 2020 was 5 people in place, it is necessary to master additional professional education programs "Young Fighter Beginner's Course" and, for experienced fighters with leadership skills – "School of Commanders", which already train future brigade leaders, commanders and commissars.

The school and the course usually take place from the end of March to the beginning of June. Documents for training in them can be submitted from March 15 to April 15 in office 25 , 10/2 Miklukho-Maklaya.

Also, in addition to the summer work semester, RUDN University operates a year-round construction team that provides ongoing repairs of buildings and structures. Usually it employs experienced fighters. You may find out about the number of vacancies and submit documents to the all-the-year-round construction team in office 25.

## Contacts:

### **DIRECTOR OF THE CENTER FOR YOUTH EMPLOYMENT PROMOTION PROGRAMS**

Sergeev Vladimir Vladimirovich

**PHONE:** 8 (499) 936-85-49

room 24, building of the natural-humanitarian faculty

**E-MAIL:** sergeev\_vv@rudn.university

### **DIRECTOR OF THE CENTER FOR YOUTH CONSTRUCTION SQUADS "MERIDIAN OF FRIENDSHIP"**

Kondakov Mikhail Kirillovich

**PHONE:** 8 (499) 940-46-01

Room 25, building of the natural-humanitarian faculty

**E-MAIL:** kondakov\_mk@rudn.university



## **STUDENT SELF-GOVERNMENT**

***more than 350 student organizations***

***more than 6,000 students take part in the  
activities of RUDN student organizations,  
42% of them are foreign students***

***1,500 students in elective positions***

**CAMPUS COUNCIL**

**WOMEN'S COMMITTEE**

**MORE THAN 90  
STUDENT  
PROFESSIONAL  
ASSOCIATIONS**

**12  
STUDENT  
COMMITTEES**

**5  
REGIONAL  
ORGANIZATIONS AND  
ASSOCIATIONS OF  
FOREIGN STUDENTS**

## **RUDN STUDENT COUNCIL**

**15  
HOSTEL  
COUNCILS**

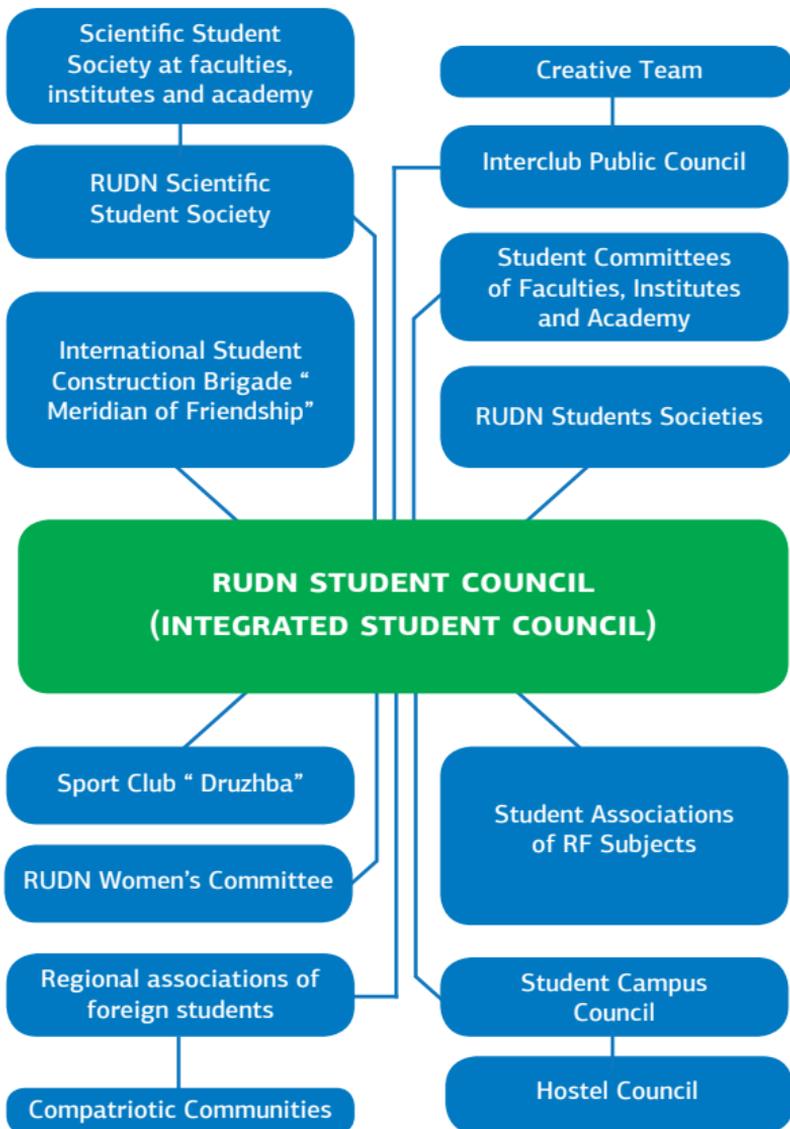
**INTERCLUB  
COUNCIL**

**112  
COMPATRIOTIC  
COMMUNITIES**

**13  
ASSOCIATIONS OF  
STUDENTS FROM  
REGIONS OF RUSSIAN  
FEDERATIONS**

**SC "DRUZHBA"**

## Scheme of Interaction of RUDN University student organizations and associations



*Interaction with RUDN University administration*

## **Annually more than 10 meetings of the Rector with different categories of RUDN students**

*Representatives of the RUDN University Student Council*

*take part in solving issues concerning study and student life;*

*are members of the commissions of the RUDN Academic Council and working groups.*

*Existing measures to support the leaders and activists of RUDN University student organizations*

- Coordination of student public organizations
- Development of student self-government, in accordance with RUDN University Statute
- Assistance in improving teaching and upbringing process
- School of volunteers to work with students of Faculty of Russian language
- and general education disciplines
- Socio-legal support of RUDN students
- Organization of student leisure time
- Representation of interests of RUDN University students
- Information and methodical work
- Grants from the Federal Agency for Youth Affairs (Rosmolodezh)
- A competition for the best student organization
- Best educational group of RUDN University faculties' (institutes, academy) contest
- Elders' Monitors of educational groups of faculties (institutes, academy) contest



### *Implementation of programs and projects:*

- Student School of Core Team
- Public certification procedure
- Participation in the parade of the Moscow students

### *Implementation of grants from the Federal Agency for Youth Affairs (Rosmolodezh)*

- Participation in projects for students of the Government of Moscow
- School of volunteers
- NochOLDren New Year
- "Voice of RUDN University" Show
- "Dances" Show
- "I'm an editor" School
- School of mentors

**From 2012 to 2017**, RUDN University was the winner of the Competitive Selection of the Ministry of Education and Science of the Russian Federation. RUDN student associations received financial support and implemented 45 projects of various types.

**In 2018** RUDN became the winner of the grant competition of the Federal Agency for Youth Affairs (Rosmolodezh) and implemented 7 student projects in the field of science, creativity, volunteering and entrepreneurship.

**In 2018** – Winner of the All-Russian competition for the best student organization;  
Winner of the contest "Ranking of Moscow Student Councils".

**In 2019**, chairman of Student Council Kirill Bogatyrev took the 3rd place in the All-Russia Contest of best leaders of student self-government.

## Communities and associations of RUDN University

### Activities:

- representation and protection of the interests of foreign students, participation in solving their problems;
- curator work with new students from their countries;
- presentation of cultural and national traditions of their countries;
- development of cooperation with other student and public organizations in RUDN.

### Projects:

- days and weeks of culture
- thematic festivals, contests, conferences, competitions, meetings, etc
- Participation in international festivals «Planet Southwest», «We were made friends in Moscow», "The wreath of folk traditions" etc.
- sports and mass events.

## RUDN campus council coordinates the activities of hostel councils

### Activities:

- protection of interests of students living in hostels
- organization and holding of cultural and sports events
- maintenance of favorable tolerant atmosphere in hostels
- information support

## To join self-government bodies it is necessary:

- **the student committee** — to apply to the deputy dean (director of the institute, academy) for educational work, or to the chairman of the student committee;
- **the hostel council** — contact the tutor for working with students (senior teacher);
- **RUDN student council** — since this is an elected body, it is necessary to apply to the chairman of the RUDN Student Council, or to the deputy chairman for allocation to the commission in the areas of work of the RUDN Student Council.

## *Tutors for educational work*

All faculties, institutes and academy have deputy dean/ director for educational work and tutors for extracurricular work. They are responsible for organizing and conducting extracurricular work with the students, organizing the work to familiarize students with regulatory documents concerning students. They organize cultural, excursion leisure of students and also coordinate elders of the student groups.

*You can address tutors in extracurricular work on the following issues:*

- Getting scholarships and material assistance;
- Help in solving various problems and conflict situations;
- Accommodation in campus of RUDN;
- Organization of cultural events (concerts, competitions, evenings, festivals, exhibitions, tours, etc.).

*Department for work with students (conducts extracurricular work with students, organizes socio-cultural adaptation of new students, coordinates the activity of student associations of RUDN)*

### **HEAD OF THE DEPARTMENT**

Alexander Vitalievich Ermakov

Reception - main building of RUDN University,

room **343**

**PHONE:** 8 (495) 433-73-82, int. 10-13.

**WORKING HOURS:** **10-17.30**

**E-MAIL:** dsa@rudn.university

## *Regional Sectors of Management*

(work with regional and compatriotic communities (associations) of foreign students and student associations from the regions of the Russian Federation)

### *Sector for work with organizations and students from Asia*

Main building of RUDN University,

room **335**

**PHONE:** 8 (495) 787-38-03, int. 11-89

**Head** - Vazhov Aleksey Alekseevich

### *Sector for work with organizations and students from Africa*

Main building of RUDN University,

room **335**

**PHONE:** 8 (495) 787-38-03, int. 11-90

**Head** - Khipkhenov Aleksey Alekseevich

### *Sector for work with organizations and students from the Middle Eastern countries*

Main building of RUDN University,

room **334**

**PHONE:** 8 (495) 787-38-03, int. 11-87

**Head** - Sokolov Vyacheslav Anatolyevich

### ***Sector for work with organizations and students from Latin America***

Main building of RUDN University,

room **337**

**PHONE:** 8 (495) 787-38-03, int. 21- 42

**Head** - Torsukov Anatoly Vladimirovich

### ***Sector for work with organizations and students from Europe, CIS and Russia***

Main building of RUDN University

room **339**

**PHONE:** 8 (495) 787-38-03, int. 11-74

**Head** - Shakun Ekaterina Nikolaevna

***You can contact the staff of the regional management sectors:***

- To obtain information about national associations, communities etc (how to create a community and what is necessary to do this);
- On the organization of cultural and sports events;
- For the solution of various arising problems and conflict situations;
- On issues of obtaining material assistance.

## *Traditional events*

- "Knowledge Day", solemn ceremonies of RUDN University students initiation
- Solemn ceremony of signing the Declaration of the Students' Community of the RUDN University by the leaders of student organizations (November)
- International Day of Tolerance (November 16)
- International Student Day (November 17)
- Student holiday "Tatyana's Day" (January 25)
- University Birthday (February)
- Student festival "Planet Southwest" (May), Victory Day
- Student festival "Moscow made us friends" (November)
- Student festival "The Wreath of Folk Traditions" (December)
- Week of culture of students from Asian countries (December)
- Festival of students from Latin America and the Caribbean (April)
- Week of culture of students from the Middle Eastern countries (March)
- Week of culture of students from African countries (April)
- Meeting of excellent students of RUDN University (October) - encouragement of students who have excellent marks during 10, 8, 6 and 4 semesters

- RUDN KVN contest – students should contact KVN staff at the KVN headquarters (Interclub building of RUDN University, 21/4 A, Miklukho-Maklaya str., 205, phone 8 (495) 787 38 03\* 11-88, ext 11-88). Head - Diana Andreevna Aleksandrova.

### *RUDN University Women's Committee*

This is not just a public student organization, but a friendly team of students and students from all over the world. The Women's Committee is joined by those who are close to and understand the ideas of tolerance and humanism, who are interested in the culture and traditions of different peoples, who want to show their organizational and creative abilities.

**ADDRESS:** 21A, Miklukho - Maklaya, st., office 210.

We are waiting for you every **Monday and Thursday** in RUDN Women's Committee **from 7:00 pm** (till late)

**PHONE:** 8 (903) 133-46-20

**E-MAIL:** shaabo-i@rudn.ru

**CHAIR:** Issa Shaabo (Lebanon)

**CURATOR:** Elena Nesterenko

#### *Activity:*

- project «Students of RUDN University – for orphans»
- festivals for the University's children
- women's Club
- «Delicious festival» project
- cooperation with public and state organizations
- participation in thematic conferences and seminars
- clubs for children and students living in dormitories

## RUDN UNIVERSITY VOLUNTEER CENTER

The first volunteer center was organized in RUDN in 2008. It was called "Wind of changes" and brought together students who went to orphanages to socialize and motivate kids.

In 2017, the center was renamed to become "Volunteers of the world", today there more than 2,500 members who participate in various events like QS Worldwide forum, XXIII conference of the 5-100 project, All-Russia Olympiads in different subjects, etc.

Social volunteers visit orphanages and rehabilitation centers, organizing different activities and rendering any assistance needed.

In the frame of ecological volunteering students carry out various ecological events like cleaning parks and forests and "The Day of the Earth".

Sport volunteers participate in major sport championships and similar events like World Football Championship 2018, XXIX Winter student university games in Krasnoyarsk 2019 as interpreters and members of organizing committees.

The Center constantly organizes events to improve volunteers' competences like schools of social volunteering to teach to work with disabled people and make social projects.

**CONTACT SPECIALISTS** in room 25 10/2,

**ADDRESS:** Miklukho-Maklaya st;

**PHONE:** 8 (495) 787-38-03, ext. 2125

**E-MAIL:** [yputh.programs@rudn.ru](mailto:yputh.programs@rudn.ru)

**HEAD:** – Ryaplova Evgenia Valerievna

## RUDN TRADE UNION COMMITTEE

RUDN primary trade union is the largest public organization of the University, which has existed since RUDN foundation, which includes both employees and students. The main objective of the activities of RUDN Trade Union Committee is the development of social partnership at the University. An important line of activity of RUDN Trade Union is the representation and protection of the rights and interests of the University students.

The governing bodies of RUDN primary trade union are: the meeting (conference), RUDN primary trade union committee, the presidium of RUDN primary trade union committee, the chairman of RUDN primary trade union committee.

### THE CHAIRMAN OF RUDN TRADE UNION

Aleksandr Aleksandrovich Belousov, Professor, Doctor of Historical Sciences, Honored Worker of Higher Professional Education of the Russian Federation.

### FIRST DEPUTY CHAIRMAN OF RUDN TRADE UNION

Olga Alekseevna Kuznetsova, PhD (Legal sciences), associate professor

### DEPUTY CHAORMAN OR WORK WITH STUDENTS AND STRATEGIC COMMUNICATIONS

Vladimir Vladimirovich Chetiy

### HEAD OF THE STUDENT SECTOR

Anatoly Yurievich Khilchevskiy

**PHONE:** +7 (495) 434-30-12

**ВЕБ-САЙТ:** [www.profkomrudn.ru](http://www.profkomrudn.ru)

### **To join the trade union**

- Contact office 10 (Main building, Scientific Library)
- Write a personal application
- Provide 2 photos in size 3x4.

**WORKING HOURS:** Monday - Friday 3-5.30 pm.

## **FIRE SAFETY**

- All buildings of the University are equipped with primary fire extinguishing means: fire extinguishers (carbon dioxide, powder, air-emulsion), fire hydrants, fire cabinets with fire equipment;
- Evacuation plans are situated in each building;
- The administration of each building is equipped with respiratory protection;
- All buildings of the University are equipped with automatic fire alarm, the majority of sensors are smoke ones, their triggering can occur from smoke (cooking), aerosols and steam (from a kettle or a shower).
- The notification system is used in 6 world languages;
- Emergency exits are equipped with easily opened electro-magnetic locks;
- The buildings taller than 9 floors are equipped with a smoke exhaust system;
- Twice a year (in spring and in autumn) the University conducts training in the rapid and safe evacuation of people from the building in order to strengthen the psyche and develop basic skills.

In case of fire, call 101 or 112.



# ASSISTANCE WITH DOCUMENTS

## PASSPORT DEPARTMENT

### FOR RF STUDENTS

Citizens of the Russian Federation who arrived at the University for a period of more than 90 days and enrolled in the hostel, must register documents at the place of stay (in the hostel) by providing the following documents to the Passport department of the RUDN University:

- 1 Identity document - passport;
- 2 A copy of passport (pages 2, 3, 5);
- 3 The original and the copy of the contract of renting the hostel;
- 4 Application for registration at the place of stay, certified by the head of DCSR;
- 5 Certificate:
  - for bachelors and masters: from the Student Records Management Department (SRMD)
  - for post-graduate students, interns, doctoral students and trainees: from the Office of Postgraduate Professional Education (OPPE)
- 6 1 photo, size 3x4.



- Registration of citizens at the place of stay is carried out for the period specified in the contract of renting the hostel.
- Registration of citizens at the place of residence is carried out without removing them from the registration records at the place of residence.

You can get acquainted with the package of documents, download forms and samples of their filling, receive information on procedures for extending the period of stay and removing from registration on the site **PVS.RUDN.RU** in the section «registration», as well as on the stands and brochures of the passport department.

Admission of students is carried out by electronic queue through the Portal of the UIS ([portal.pfur.ru](http://portal.pfur.ru)). All students receive credentials for the electronic queue from the responsible persons at the faculties or through the Portal of the UIS ([portal.pfur.ru](http://portal.pfur.ru)) after the release of admission orders.

## FOR FOREIGN CITIZENS

**ALL FOREIGN CITIZENS ARE OBLIGED TO REGISTER WITHIN 2 WORKING DAYS FROM THE DATE OF ARRIVAL IN THE TERRITORY OF THE RUSSIAN FEDERATION.**

In order to do this, it is necessary to apply to the Department for Recruiting and Supporting Foreign Students of the RUDN University at: Miklukho-Maklaya str., 10, building 2, and *provide the following documents*:

*Foreign citizens from countries with visa regime:*

1. passport;
2. migration card
3. photos, size 3x4, matte paper.

*Foreign citizens from countries with a visa-free stay (CIS):*

1. passport and its copy;
2. copy of the passport page with a note on crossing the border (for citizens with a visa-free regime of stay);
3. migration card and its copy;
4. detachable part of the notification form on the arrival of the foreign citizen to the place of stay – registration in Moscow;
5. 2 photos, size 3x4, matte paper;

Citizens of the CIS who have entered into an agreement for renting residential premises and living in the RUDN dormitory are subject to primary registration for migration.

## *Extension of stay in the territory of the Russian Federation and in Moscow.*

### *Countries with a visa regime stay*

In order to receive a new multi-entry visa to extend the period of stay on the territory of the Russian Federation foreign citizens are required to apply to the Passport department of the RUDN University 45 days before the expiry of the existing visa and **submit the following set of documents:**

1. passport:
  - the validity cannot be less than 18 months;
  - at least two blank pages intended for visas;
2. 2 copies of passport with a validity period;
3. 2 copies of a single or multiple entry visa;
4. copy of the migration card;
5. visa application form completed in electronic form;
6. original and a copy of the detachable part of the notification form on the arrival of the foreign citizen to the place of stay with the Main Directorate for Migration Affairs' stamp on the registration for migration registration;
7. a copy of the enrollment degree or an extract from the degree;
8. copy of the contract for education or of the direction of the Ministry of Education and Science of Russia;
9. invoice for payment of the state fee for multiple visa;
10. 2 photos, size 3x4, matte paper.

After getting a multiple visa within 20 working days foreign citizens have to bring the following document to the passport department:

1. copy of the passport
2. copy of the new visa
3. copy of the migration card
4. copy of the hostel accommodation contract
5. filled in electronic blank of arrival notification

You can submit documents at RUDN EIS Portal in the section "Electronic services applications"

### *Countries with a visa-free stay (CIS)*

To extend the stay in the Russian Federation and in Moscow, foreign citizens from countries with a visa-free stay (CIS) are required **to submit the following documents** to RUDN passport department 20 working days before the expiration of their stay:

1. copy of the passport;
2. the original and a copy of the migration card;
3. copy of the order or an extract from the order;
4. copy of the contract for training (contract) or the direction of the MES;
5. copy of the contract of renting residential premises in the dormitory of RUDN;
6. original and a copy of the detachable part of the form of notification of the arrival of a foreign citizen at the

place of stay with a stamp of the Interior Ministry of Russia on migration registration;

7. An electronic form for notification of arrival at the place of stay.

In the case of a temporary departure from Moscow to another city of Russia for a period of more than 7 days, being at a private address, ALL foreign citizens are required to register for migration in this city.

If a foreign citizen stays in a hotel even for one day, he is subject to migration registration.

Upon returning to Moscow, it is necessary to get back on migration registration within two working days **by submitting the following documents:**

1. passport copy;
2. copy of a multiple entry visa (for citizens with a visa regime of stay);
3. copy of the migration card;
4. notification of the arrival of the foreign citizen filled in the electronic form;
5. copy of the detachable part of the notice form from another city of Russia;
6. copy of renting residential premises in the dormitory of RUDN.

Each time after returning to the Russian Federation for filing for migration, the foreign citizen must **submit the following documents** to the passport department of RUDN within two working days:

1. passport copy;
2. copy of the passport page with a mark on crossing the border (for citizens with a visa-free stay);
3. copy of a multiple entry visa (for citizens with a visa regime of stay);
4. migration card and its copy;
5. copy of the contract of renting residential premises in the dormitory of RUDN;
6. An electronic form of notification of the arrival of a foreign citizen at the place of stay.

Foreign citizens who live at a private address or in another residential premises are also subject to registration by the owner of the premises (go to the passport department for necessary papers).

It is legally forbidden to register citizens who are not residents of hostels.

It is legally forbidden to live in hostels without migration registration.

Foreign citizens expelled from university have to leave the Russian Federation within the period of visa validity but not later than 30 days after the expulsion order and come back on a new invitation.

Foreign citizens who have taken an academic leave have to leave the RF and come back to study on a new invitation unless they cannot leave for medical reasons, which should be stated in the order.

For more information check [PVS.RUDN.RU](http://PVS.RUDN.RU), section "Migration registration" and "Information services" and [portal.pfur.ru](http://portal.pfur.ru).

*Working hours:*

#### WORKING HOURS OF PASSPORT DEPARTMENT

(daily, except saturday and sunday)

<b>MONDAY</b>	9 am – 6 pm
<b>TUESDAY</b>	9 am – 6 pm
<b>WEDNESDAY</b>	9 am – 6 pm
<b>THURSDAY</b>	9 am – 6 pm
<b>FRIDAY</b>	9 am – 4.45 pm

#### RECEPTION HOURS

<b>MONDAY</b>	10 am - 5:45 pm
<b>TUESDAY</b>	No reception
<b>WEDNESDAY</b>	10 am - 5.45 pm
<b>THURSDAY</b>	10 am - 5:45 pm
<b>FRIDAY</b>	No reception

## STUDENT PERSONNEL DEPARTMENT

**ADDRESS:**

Miklukho-Maklaya str, 6 room **220**

**HEAD OF DEPARTMENT:**

Kulikovskaya Nina Apollinaryevna

**PHONE:** 8 (495) 434-26-12

*How do I get a certificate of education at the place of demand: for registration, pension fund, tax service?*

## FOR ALL STUDENTS

Contact office **223** (main building)

**PHONE:**

8 (495) 434-26-12

**WORKING HOURS:**

Monday-Thursday from 2pm to 5.30pm  
Friday from 2 pm to 5pm  
Lunch break 1pm-2pm

## HOW TO GET CERTIFICATE IN ENGLISH

Contact office **223** (main building)

**PHONE:**

8 (495) 434-26-12

**WORKING HOURS:**

Monday-Thursday from 1 1am to 5:30 pm  
Friday 11 am - 5 pm  
Lunch break 1 pm - 2 pm

*Where to get student ID card*

### FOR RUSSIAN STUDENTS

1st year students get ID cards at faculties

### FOR FOREIGN STUDENTS:

Foreign students of the Faculty of the Russian language and 1st year students in Room

**223**

## What to do if I lost my student ID card

for processing an application for issuing a duplicate student ID card/  
record book

### FOR RUSSIAN STUDENTS

Contact room

223

main building  
of RUDN University

#### WORKING HOURS:

Monday-Thursday from 11AM to 5:30PM  
Friday from 11AM to 5:00PM  
Lunch break from 1PM to 2PM

### FOR FOREIGN STUDENTS:

Contact room

223

main building  
of RUDN University

#### WORKING HOURS:

Monday-Thursday from 11AM to 5:30PM  
Lunch break from 1PM to 2PM  
Friday from 11AM to 5PM

## COMMERCIAL DEPARTMENT

#### ADDRESS:

Main building, ground floor,  
offices

5

7

8

#### WORKING HOURS:

Monday to Friday from 09.00 am to 7.00 pm,  
Saturday from 10.00 am to 3.00 pm

### How and when to pay the tuition fees

1. You must pay the tuition fees within the terms specified in your contract.
2. Payment is made on the basis of a referral for payment tuition fees:
  - for students – received through the portal of the Unified Information System of RUDN at [portal.pfur.ru](http://portal.pfur.ru);
  - for entrants – displayed in the Commercial Department of the RUDN University at the conclusion of a contract for tuition.
3. Methods of payment:
  - Through the cashier of any bank;
  - Through bank terminals and cash machines of any banks;
  - Through on-line offices of any banks;
  - Through the site [portal.pfur.ru](http://portal.pfur.ru) in on-line mode.

### *How to apply for supplementary education*

1. Select a training unit and an additional education program.
2. Submit an application for admission to the training program for the selected program.
3. Read the contract sent to you by corporate mail.
4. Pay an invoice sent to corporate mail.

#### **You can conclude the contract:**

- in the educational department implementing the selected program;
- in the Commercial Department of the RUDN University, if there is a direction from the educational department (the main building, rooms 5, 7, 8, opening hours: Monday to Friday from 9AM till 7PM, Saturday from 10AM till 3PM).

**You can pay the invoice through the portal of the Unified Information System of the RUDN University – [portal.pfur.ru](http://portal.pfur.ru).**

### *Transfer/Readmission within the University*

1. Agree on the issue of transfer/readmission with the dean's office (directorate)
2. Write a request for transfer/readmission
3. Sign the application at the dean's office
4. Sign the application in Students Personnel Department (office No. 220 of the RUDN Main Building)
5. Sign the application in the passport office and the relevant department of the department for the reception and accompaniment of foreign students (for foreign students)
6. Sign the application on absence of indebtedness at Department of complex services for residents (DCSR)
7. Sign a contract for tuition in Commercial Department and receive a referral for payment
8. Make payment for tuition
9. Provide a copy of the application and payment order to the dean's office (directorate)



*What kinds of discounts for education are provided to students in RUDN University?*

### **1 Incentives during the period of study:**

- students having excellent academic performance during the previous 4 semesters in a row;
- students who actively participate in the life of the RUDN-University during the previous academic year and who have an "excellent" score during the last two semesters;
- students who are winners and prize-winners of international, All-Russian Olympiads, contests and other events during the last 2 years;
- students who have taken prize-winning places in Russian and international sports competitions within the last two years as part of the RUDN teams.

### **2 Social:**

- students in the situation of a significant deterioration in their financial situation compared with previous periods of education, which occurred as a result of extraordinary circumstances, not dependent on the will of the student;
- studying simultaneously at two or more higher education programs.

The condition for obtaining a discount is the student's absence of disciplinary penalties, academic debts and arrears in payment for tuition.

Applications for a discount are made before the beginning of the semester.

The maximum possible discount is 20%.

You can find detailed information on the types of discounts and the conditions of their provision in the regulatory documents of the section "Education", RUDN website.

### What do you need to do to get a discount?

- Read the Regulations on the provision of discounts and other forms of support for RUDN students (published on the official website of the University [www.rudn.ru](http://www.rudn.ru), "Paid Education" section).
- Print the application form for the discount ([www.rudn.ru](http://www.rudn.ru), "Paid education" section) and fill it.
- Apply to the Commercial Department (room 11, main building of RUDN University, working hours from 9AM till 7PM) for consideration at the meeting of the Commission for Social Support of Students and Employees of the RUDN University.
- After reviewing the application, an e-mail with the decision of the Commission is sent to the student by the corporate e-mail. In case of a positive decision, an additional agreement to the education contract on changing the cost of education is concluded with the student.

## RUDN UNIVERSITY CAMPUS CARD

*Students of RUDN University receive Campus card with an individual design and the RUDN logo*

### BENEFITS:

- 1 Possibility of receiving a stipend to a bank card;
- 2 Use of the card as a pass to the RUDN University territory;
- 3 Ability to use the Sberbank card as a "Troika" card;
- 4 Free maintenance of the card for the period of study at RUDN;
- 5 Bonus calculation SPASIBO when paying in shops, which can be used to receive discounts when paying for goods and services from the partners of the "Thank you from Sberbank" option for Russian Railways bonus (by Gazprombank);
- 6 Contactless payment technology;
- 7 Convenient online banking and "Sberbank Online" mobile application
- 8 A wide network of ATMs, including partner banks.
- 9 Identification of students in the library upon receipt of books.

### *How to register a Campus card:*

- centrally: upon admission, on the basis of the order of enrollment for education decree;

- individually: by appealing to the tutor at the faculty.

In case of difficulties with the issue of the card, contact the Accountancy at reception hours: building 4, Miklukho-Maklaya str, 9, left wing, 2nd floor.

### *How to get a Campus card:*

- centrally: at the University;
  - individually:
- 1 at PJSC Sberbank branch number 1041: Miklukho-Maklaya str, 17, Moscow;
  - 2 at the additional office of Gazprombank No. 099/1038 - Michurinsky Ave., 7, Moscow.

Safety rules!

- 1 Do not give the card to another person;
- 2 Store the PIN code separately from the card;
- 3 Do not enter the PIN when working on the Internet.

IF THE "CAMPUS CARD" IS LOST, YOU NEED TO:

### *Block the card:*

#### *Sberbank campus card:*

- call 8 800 555 55 50 or 900 and leave an application for re-issue with the operator or contact any subdivision of Sberbank

#### *Gasprombank campus card:*

- call 8 800 100 00 89 or 8 800 100 07 01 and leave an

application for re-issue with the operator or contact any subdivision of Gazprombank

### GET TEMPORARY PASS:

- write an application addressed to the Assistant Rector for Security at the Pass Office of main building of RUDN University
- pay for a temporary pass at the souvenir and gift shop of the main building of RUDN University
- get a temporary pass in the pass office of main building of RUDN University

### RECEIVE THE RE-ISSUED "RUDN-UNIVERSITY CAMPUS CARD"

- 1 Sberbank office 1041, Moscow, Miklukho-Maklaya str., 17
- 2 Additional office of GPB AO No. 099/1038 (Gazprombank) – Michurinsky ave, 7, Moscow.

After receiving the re-issued "Campus card", contact the responsible staff of the RUDN University at room 20, building of the natural-humanitarian faculty to activate the services of the University.

If you already have a MIR bank card of Sberbank or Gazprombank this card can serve exclusively to receive all cash payments from the University, **for this:**

- it is necessary to contact the office of Sberbank or Gazprombank and request the details of the personal account

- with the requisites and passport apply to the RUDN Accountancy to receive all cash payments from the University;

If you were late to issue a bank card before the stipend is paid you need to apply to the cashier on the days of the payment of scholarships!

You can get Information about the specific days of payment of scholarships by the cashier by tutor for extracurricular work.

### **ATTENTION!**

**After a payroll of a stipend you have only 3 days to receive money from the cashier.**

**1 day** from 2 pm to 5 pm

**2 and 3 days** from 9.00 am to 5.00 pm

**Lunch time** from 1.00pm to 2.00 pm

Issuing/attachment of a bank card is **MANDATORY** for all students!

## DEPARTMENT OF SOCIAL DEVELOPMENT

Support for persons of preferential categories

**HEAD OF DEPARTMENT:**

Zavadskiy Aleksander Ivanovich

**ADDRESS:**

9, Miklukho-Maklaya str. (building 4, office 222)

**PHONE:** +7 (495) 433-14-11

**WORKING HOURS**

Monday-Friday: 9.00 am - 6.00 pm

Lunch break: 1.00 pm - 2.00 pm

## Social Stipend

### 1 Rules for obtaining

Students present legal documents to the Legal Counsel of the University and further to the Social Development Department, which prepares the first decree for giving a social stipend for one semester. Further assignment of social stipends is carried out by the faculty scholarship commission regardless of the student's academic performance.

### 2 Social stipend for people exposed to radiation due to the Chernobyl disaster and other radiation accidents, due to nuclear tests at the Semipalatinsk test site

For the initial registration of the social stipend it is necessary to apply to **the Department of Social Development of RUDN University**

office **218**

**PHONE:** +7 (495) 433-14-11 (ext. 1332)

**SPECIALIST IN SOCIAL WORK**

Martynova Elena Viktorovna

### Required documents:

- an application addressed to the head of the DSD (Appendix No. 1);
- a copy of the certificate or certificate certified by a legal counsel.

- 3 A social stipend for orphans and children left without parental care, as well as people who lost both parents or a single parent during the tuition period.

For registration of the social stipend it is necessary to apply to **the Department of Social Development of RUDN University**

office **216**

**PHONE:** +7 (495) 433-14-11 (ext. 1402)

**SPECIALIST IN SOCIAL WORK**

Olga Bakleneva

#### *Required documents:*

- an application addressed to the head of the DSD (Appendix No. 1);
- birth certificate;
- documents on guardianship, a court decision or a body of social care.
- student ID;
- certificate of parents' death;
- two photos (3x4);

- 4 Social stipend for disabled children, disabled people of I and II groups, people with disabilities since childhood.

For registration of the social stipend it is necessary to apply to **the Social Development Department,**

office **216**

**PHONE:** +7 (495) 433-14-11 (ext. 1402)

**SPECIALIST IN SOCIAL WORK**

Mitina Lilia Sergeevna

*Required documents:*

- an application addressed to the head of the SDD is made during the visit;
- certificate of disability certified by a legal adviser;
- student ID;
- IRP (individual rehabilitation program).

- 5 Issuing certificate of compulsory pension insurance (SNILS) for students

Apply to the Department of Social Development of the RUDN University

Room **216**

**PHONE:** +7 (495) 433-14-11 (int. 14-02)

**SPECIALIST IN SOCIAL WORK**

Bakleneva Olga Nikolaevna.

**Required documents:**

- passport
- certified translation of the passport for foreign students

## 6 Social stipend for low-income students

Social stipend to low-income students is monthly cash payments to students, whose average income per family member is below the subsistence level.

In order to receive a social stipend, you need to obtain a certificate from the social protection body at your place of residence. The validity of this certificate is one calendar year, therefore, it is necessary to provide it annually for the re-appointment of the social stipend. After the social security funds calculate the income of the student's family and issue a certificate confirming the right to receive a social stipend, the student provides it to the dean's office of its faculty (institute). Based on this certificate, he writes an application for a social stipend.

### *Required documents in the Department of Social Protection of Population:*

- passport;
- a certificate from the accounting department on the student's income level;
- a certificate of income level of all family members;
- certificate of family composition;
- certificate from the dean's office, that you are a student of an educational institution;
- certificate of receipt or non-receipt of an academic stipend.

## PASS ENTRY SYSTEM

In RUDN University the system of electronic permits works for passing to all educational and residential buildings.

**You can get a pass at your faculty.**

(for the Russian Federation)

**You can get a pass in the department corresponding to your citizenship**

(for foreigners)

## IF YOU LOST YOUR PASS

- 1 Apply to office **20** in the building of the Faculties of Natural Sciences and Humanities and get a referral for payment.
- 2 Pay a referral in the souvenir shop (main building).
- 3 Return with a paid receipt to office 20 in the building of the Faculties of Natural Sciences and Humanities.

**A NEW PASS IS MADE AT ONCE!**

## CORPORATE MAIL AND PORTAL OF THE UNIFIED INFORMATION SYSTEM (RUDN UIS)

For each RUDN student, Office365 service account is automatically set up , with the possibility of using the corporate mail of RUDN (which provides access to various programs and services based on the Microsoft Office platform, as well as to the corporate e-mail of RUDN University). By corporate mail, all the necessary information is sent: home tasks, education materials, news reports, notifications. It is necessary to check the corporate mailbox regularly (Rector's Order of April 7, 2016 No.218). The e-mail address and the ability to work in Office365 web applications are retained by the student after graduation from the University.

Also, for the convenience of students, the portal of the Unified Information System of the RUDN University is accessible through following links: **<http://portal.pfur.ru>**

**RUDN UIS** is the official information resource of RUDN University which allows to receive information and services in electronic form, pay to RUDN and much more.

For authorization on the **RUDN UIS** Portal you must use data from an **Office365** corporate service user account.

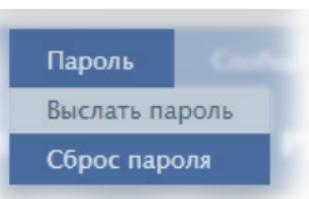
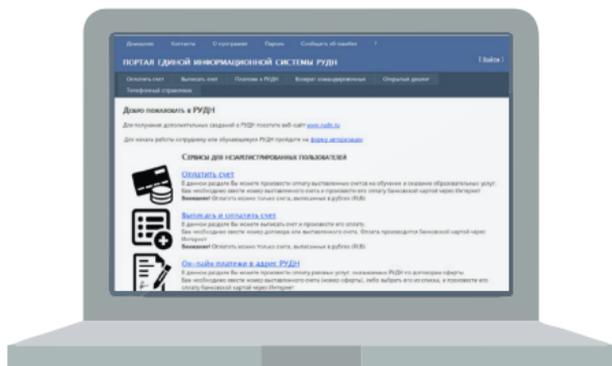
Main domain zone is rudn.ru, which corresponds to the University's corporate policy.

All letters will be sent on behalf of **number\_st\_card@rudn.ru**.

Logging in to the **Office365** service and to the UIS Portal must be done on behalf of **number\_st\_card@pfur.ru**.

## OBTAINING AN ACCOUNT OF OFFICE365 AND RUDN UIS

1. From tutors on educational work of the faculty.
2. At the Portal of a unified information system (RUDN UIS):



Go to the [portal.pfur.ru](http://portal.pfur.ru) website.

Select "**Password**" in the top menu.

In the drop-down list, select "**Send password**".

Fill out the form below.

Please observe the requirements for filling out the form. The serial number and passport number are entered without spaces, the date the document is issued in the format **DD.MM.YYYY**.

Click the button "**Send credentials**". At the e-mail address specified by you, a service message with the data of the service account of Office365 and the portal of the RUDN UIS will come.

If the operation ends in an error and you see a message on the *"The data entered by you does not match those registered in the system. The operation is canceled"*, means that in the information databases of RUDN University there is no information about your passport data. Perhaps your document information was registered incorrectly in RUDN. Use the "**Report an error**" function or write an e-mail to [support@rudn.university](mailto:support@rudn.university) letter asking you to solve this problem.

Do not forget to indicate in the letter your full name and surname and the number of the student ID.

For feedback, leave the email you are using. Once again, check the spelling of the e-mail address and click the "**Send**" button.

Technical support specialists will contact you by e-mail during the day.

You can get advice on using the **Office365** corporate service by email at [support@rudn.ru](mailto:support@rudn.ru).

## UNIFIED INFORMATION SYSTEM PORTAL (RUDN UIS)

RUDN UIS portal is the official information resource of the RUDN University, which allows you to receive information and services online, make payments to the RUDN University and much more.

### Functions and services.

#### *Personal data*

Student's personal data, passport and visa data, contact information.

#### *Study and accommodation contracts*

Your contracts for studies and accommodation. Terms of the contract, obligations and payment procedure, invoices. In the section you can independently issue an invoice and pay by credit card online.

#### *Electronic queue to the hostel*

Make an appointment with the Office of Comprehensive Services for Residents for a specific date and time to discuss accommodation, moving to another room/building, departure from a hostel, payment of a residence contract, household issues.

### *Electronic queue to the Passport Department*

Make an appointment with the Passport Department for a specific date and time to discuss migration registration and visa processing.

### *Electronic queue to personnel Training Department*

Make an appointment with the Department of Personnel Training and Certification of Scientific and Pedagogical Personnel of the Highest Qualification to discuss admission, training, paperwork.

### *Student exit checklist*

Check signatures in your exit checklist.

### *Open discussion*

Take part in the discussion of draft documents of strategic importance for the entire University. When making decisions and approving local regulations of the University, opinions and proposals of all categories of students and employees of RUDN University will be taken into account.

### *Applications (electronic services)*

Get an electronic copy of a document, a certified copy, a certificate, etc. You don't need to go to RUDN University departments.

*Today the following services are available for students:*

### *Commercial Department*

- Original certificate of completion.
- A certified copy of the agreement from a copy of the RUDN University (paid service).

### *Paid Education Department*

- Reply to the application for a refund.

### *Passport Department*

- Reception of documents required for foreign citizens' migration registration.

### *Department of accounting and financial control*

- Copy of the payment order.

### *Administrative Department*

- Issuance of copies of local regulatory legal acts (Charter, license, accreditation, orders for core activities).

### *Department of Comprehensive Services for Residents*

- Application for accommodation in RUDN University hostel.

### *Social Development Department*

- Registration of certificates of compulsory pension insurance.

### *Student Record Office*

- Certificate for submission to the pension fund;
- Certificate from the place of study without study duration;
- Certificate from the place of study with a period of study.

### *Center for active programs to promote youth employment*

- Registration in the volunteer center;
- Applying for work at "Friendship Meridian" construction team;
- Getting help in the implementation of business projects;
- Training volunteers to work with people with disabilities;
- Registration for "Beginner's training" supplementary education program.

### *Sociological surveys*

Current polls conducted at RUDN University on the basis of the orders of the Rector.

### *Registration for interdisciplinary courses*

After your appointment, an employee will contact you and, based on the results of the interview, will include you in the study group.

### *Antiplagiat system at RUDN University*

Links to Internet resources, documents, orders of the Rector, regulations on using borrowings search systems.

### *Student Portfolio*

Achievements of students in the field of science, education and social life. Can be added by students themselves and responsible staff.

### *Documents for review*

Newsletters, reports, development programs and other documents for the University staff.

### *Phonebook*

Electronic version of the official telephone directory of RUDN University with contacts of employees or departments.

## *Sections of the UIS portal that do not require authorization*

### *Pay invoice*

If you have an invoice issued in the Commercial Department, or its number, the invoice can be paid online with a payment card without a personal visit to the bank. There is no need for authorization on the UIS Portal. Payments are made on the Gazprombank payment page. After a successful transaction, a notification about a successful payment and a fiscal receipt will be sent to the specified e-mail address or to the corporate mail address.

### *Issue and pay invoice*

If you know the number of the study or accommodation agreement, or any invoice number that was issued under this agreement, you can independently issue an invoice without a visit to the Commercial Department. There is no need for authorization on the UIS Portal. The printed invoice will be sent to the corporate email address.

### *Payments to RUDN University*

A number of services provided in RUDN can be paid for under the accession agreement without filling out the contract form itself. All accession agreements are approved

in the prescribed manner by the order of the Rector. The most common type is payments for participation in conferences and other events. To pay, you must enter the offer number or select the required service from the list. For each offer, an agreement is presented in the form of a file.

The Unified Information System Portal is constantly changing expanding the list of electronic services, students are regularly informed.

You can get help on using a particular service on the RUDN UIS Portal by e-mail [support@rudn.ru](mailto:support@rudn.ru) or through the feedback form.

## STUDENT SOCIAL CARD

A student social card (SSC) can be obtained by students who are enrolled in the full-time form of education under the educational programs of the bachelor's degree, specialty, magistracy and internship.

### WHAT DOES THE SOCIAL CARD DO?

**1.** Preferential travel on land transport, underground, MCR, the railway transport of suburban traffic (from September 1 to June 15):

- For students in Moscow and the Moscow region;
- For postgraduates and (medical) residents on the territory of Moscow only.

**2.** Ability to use the bank application (including payment of the stipend);

**3.** Discounts when purchasing goods and services (you may find online guide to discounts on mos.ru);

**4.** Possibility of enrolling to a doctor via information kiosk in a health center

**5.** Ability to record an electronic digital signature

## HOW TO GET A SOCIAL CARD?

1. Select the section "Education"/"Higher"/"Student social card for a student, postgraduate, resident" on the [MOS.RU portal in the e-services catalog](#).
2. Check your details in the student registry. If there is no data in the registry, then contact the employee: [Oksana Borodina: e-mail: borodina-op@rudn.ru](mailto:borodina-op@rudn.ru)
3. Fill in an electronic application.
4. The card will be ready within 30 calendar days from the date of application.

*Foreign citizens* apply for a social card at any convenient center of public services. The card will be ready within 30 calendar days from the date of application, subject to the availability of data in the student register.

You can check your data in the register of students and the readiness of the social card on the [MOS.RU portal – https://www.mos.ru/socialnaya-karta/](https://www.mos.ru/socialnaya-karta/).

For questions about the absence or correction of data in the register of students, contact:

[Borodina Oksana Petrovna: e-mail: borodina-op@rudn.ru](mailto:borodina-op@rudn.ru)













**RUDN**  
university



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