

ADMISSION PROCEDURE

for the main professional educational programme of higher education of the master's degree training programme 38.04.02 “Management”, direction (profile) “Management of the mineral resource complex facilities” in 2022

1. GENERAL INFORMATION

1.1. The admission procedure for the main professional educational programme of higher education of the master's training programme 38.04.02 “Management”, direction (profile) “Management of the mineral resource complex facilities” (hereinafter referred to as the educational programme) at the federal state budgetary educational institution of higher education "Saint Petersburg Mining University" (hereinafter referred to as the University) was compiled on the basis of the approved Rules for Admission to the Mining University in 2022, approved by the order of the Rector dated October 29, 2021 No. 2101, guided by the following regulatory documents:

- Federal Law dated December 29, 2012 No. 273-FZ “On Education in the Russian Federation”;

- Order of the Ministry of Science and Higher Education of the Russian Federation dated August 21, 2020 No. 1076 “On Approval of the Admission Procedure for Educational Programmes of Higher Education – Bachelor’s Programmes, Specialist’s Programmes, Master’s Programmes” (hereinafter referred to as the “Admission Procedure”).

1.2. In accordance with this Admission Procedure, applicants with an education of the appropriate level, confirmed by a **document on higher education and qualification, are allowed for the educational programme.**

1.3. **Admission** to the University for the educational programme **is carried out under education agreements** concluded upon admission to **study at the expense of individuals** (hereinafter referred to as the agreement on the provision of paid educational services). **The number of places for admission** in 2022 for the educational programme is **15**.

1.4. **Applicants submit the following documents**, drawn up in Russian or accompanied by a translation into Russian certified by a notary:

- **for citizens of the Russian Federation:**

- application for admission to the University;
- document proving the identity and citizenship of the applicant (original or copy);

- document certifying the education of the appropriate level (hereinafter - the document of education of the established form), according to the Admission Procedure (original or copy);

- document certifying the level of English proficiency (certificate of international systems TOEFL, IELTS, etc.) ((original or copy) - if available);

- two photographs of the applicant;

- other documents (submitted at the discretion of the applicant).

- **for foreign citizens:**

- application for admission to the University;
- original and copy of a legalized in the established order (if necessary) document of a foreign state on education and appendices to it (if the latter is provided by the legislation of the state in which such a certificate of education is issued);
 - translation into Russian of a document of a foreign state on education with an appendix that includes information about the disciplines studied and the grades obtained; the translation must be certified by a notary or the embassy (consulate) of the Russian Federation located in the country of issue of the document of education (**important:** all translations of documents into Russian must be issued for the name and surname indicated in Russian in the entry visa (if any) of the international passport);
 - certificate of equivalence of foreign documents on education (if necessary);
 - translation into Russian of a copy of a document proving the identity of a foreign citizen in the Russian Federation in accordance with Article 10 of Federal Law dated July 25, 2002 No. 115-FZ “On the Legal Status of Foreign Citizens in the Russian Federation”; the translation must be certified by a notary or the embassy (consulate) of the Russian Federation located in the country of issue of the identity document;
 - document certifying the level of English proficiency (certificate of international systems TOEFL, IELTS, etc.) ((original or copy) - if available);
 - two photographs of the applicant;
 - original visa and migration card, if a foreign citizen arrived in the Russian Federation on an entry visa;
 - HIV test results.

The University accepts from the applicant the documents required for admission upon submission of a statement of consent to the processing of his personal data, which contains, among other things, consent to the processing of personal data permitted by the applicant for distribution (disclosure to an indefinite circle of persons), given in accordance with article 10.1 of the Federal Law dated July 27, 2006 No. 152-FZ "On Personal Data".

1.5. The application for admission and the documents required for admission are accepted from applicants in the following ways:

- 1) submitted to the University personally by applicants;
- 2) sent to the University through public postal operators;
- 3) sent in electronic form through the electronic information system of the University;
- 4) sent in electronic form through the super service " Online admission to the university".

2. TIME LIMITS FOR APPLICATIONS

Acceptance of applications for study of the educational programme are accepted **from June 20 to August 11, 2022** (18.00 Moscow time). Acceptance of applications from applicants under agreement on the provision of paid educational services in the period from July 26 to August 11, 2022 is possible only if there are results of entrance examinations necessary for participation in the competition.

3. ENROLLMENT

3.1. Enrollment of applicants is carried out in the following terms:

August 11, 2022 – placement on the official website of the University of competitive lists of applicants who have successfully passed the entrance examinations; completion (at 18.00 Moscow time) of accepting applications for consent to enrollment and originals of the document on education of the established form (copies of documents on education of the established form, certified in the prescribed manner) from applicants included in the competitive lists and concluded agreement on the provision of paid educational services;

August 13, 2022 – issuance of an order on the enrollment of applicants who have submitted an application for consent to enrollment and the original document of education of the established form (a copy of the document of education of the established form, certified in the prescribed manner) and have entered into an agreement on the provision of paid educational services on time.

3.2. The deadlines for acceptance of documents and enrollment may be extended based on the decision of the University. Payment for education services under agreement on the provision of paid educational services is carried out within the time limits established by the University.

3.3. Information about applicants enrolled for education is published on the official website of the University.

4. ENTRANCE EXAMINATIONS

4.1. The following **entrance examinations** are established for admission to the University for the educational programme:

- **entrance examination in the profile** of the chosen master's degree training programme 38.04.02 “Management” of the direction (profile) “Management of the mineral resource complex facilities” (hereinafter referred to as the profile entrance examination) (conducted in the form of an interview);

- **entrance examination in the English language** (in case of the absence of a document certifying the minimum acceptable level of English proficiency) (conducted in the form of an interview);

- **grade point average as in the appendix to the document on education** of the established form for the entire period of study.

4.2. The profile entrance examination and the entrance examination in the English language are conducted in several groups as they are formed from the applicants who have submitted an application for admission and the documents required for admission.

The competitive score of an applicant for the educational programme is determined as the sum of the scores of the result of the profile entrance examination, the entrance examination in the English language and the grade point average as in the appendix to the document on education of the established form for the entire period of study.

The minimum number of scores for successfully passing the entrance examinations and the maximum number of points for the entrance examination:

Name of the entrance examination	Minimum number of points	Maximum number of points	Priority of entrance examinations
Profile entrance examination	45	100	1
Entrance examination in the English language	45	100	2
Mean grade from the document on education	90	100	3

4.3. Applicants who did not pass the entrance examinations at the scheduled time without a good reason or received an unsatisfactory grade are not allowed to further examinations. Documents confirming the absence of an applicant at the entrance examination for a good reason are valid only until the reserve day of the entrance examinations. Taking entrance examinations for the second time is not allowed.

4.4. Entrance examinations are held within the time limits established by the schedule of entrance examinations.

CRITERIA FOR SELECTION OF CANDIDATES FOR ADMISSION AND ENROLLMENT

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- **Level of English proficiency** - at least **B2** level in accordance with the common European CEFR system (a system for determining the various language levels compiled by the Council of Europe) or at least **Band 6** in accordance with the criteria of the IELTS assessment system;

- **Average score - 4.0 and above** (with equivalent conversion to the Russian five-point grading system of knowledge assessment);

- **Higher education:**

- **Bachelor's and Master's training programmes:**

- “Oil and gas business”

- “Technological machines and equipment”

- “Chemical technology”

- “Economics”

- “Management”

- **Specialist's training programme:**

- “Applied Geology”

- “Technology of geological exploration”

- “Mining engineering”

- “Oil and gas equipment and technologies”