



**RUDN**  
university



# **Student Handbook**

**2018**

[WWW.RUDN.RU](http://WWW.RUDN.RU)



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## **Rector'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. In 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 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 am setting you up to get maximum from these years. Experiment, practice, 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!*

Rector  
Academician of RAS  
Chairman of the Higher  
Certification Commission

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*

## FORM STYLE

### logo



OLD LOGO



**RUDN**  
university

NEW LOGO

Preserved continuity.

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

### character series

The Globe and Latin letter U, the 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.

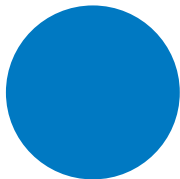
Together with the word «university», these terms form semantic space, united by the opening letter U.



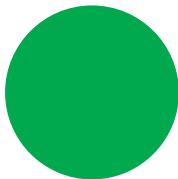
## GRAPHIC ENVIRONMENT OF THE LOGO

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 classes in the Russian language for foreign students began at the preparatory faculty.

○ **1961**  
FEBRUARY 22

It was given 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, Philology, Medicine, Agriculture, Physics and Mathematics, Science, Economics and Law) began their classes.

○ 1964

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

○ 1965

The first issue of **228** young specialists from **47** countries of the world. International Student Construction Brigades (ISCB) and KVN teams were being created.

○ 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 was renamed to RUDN.



### **RECTOR (1993-1998, 2005 TO PRESENT TIME)**

Vladimir Mikhaylovich Filippov, the graduate of UDN named after Patrice Lumumba, 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 RUDN named after Patrice Lumumba, 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 and educational institutions: 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

«50,000 graduate»  
José Atiensia Villagames  
(Faculty of Engineering, Ecuador).

○ 2008

On the basis of RUDN,  
the rector's office of the University  
of the Shanghai Cooperation  
Organization (USOS).

○ 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 the training  
of personnel for developing  
countries of the world.

○ 2012

The university is granted  
the right to independently develop  
and implement its own higher  
education educational 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 the «5 stars» rating 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 by up 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.

«100,000 graduate» Battaray Hari ([medical institute, medical practice, Nepal](#)).

## RUDN UNIVERSITY TODAY

⋮ **472 educational programs**

⋮ **More than 31,000 students**

*Representatives of 155 countries of the world*

*Multilevel system of higher education*

(bachelor's, master's, postgraduate  
(PhD-programs), residency)

**150** joint educational programs  
with the world's leading  
partner universities

*International accreditation -  
27 master and bachelor programs*

**73** 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 150 modern scientific  
and educational laboratories*

*More than 30 scientific  
and educational centers*

## RUDN HYMN

СЛОВА А.П. ВИХРЯНА

МУЗЫКА Г.Н. ТРОФИМОВОЙ

Я люблю РУДН, это ТРУДНое слово...  
Но ТРУДнее всего мне его позабыть!  
Целый мир обойду — не найду я другого,  
Чтобы память сумела его заменить.

Я люблю РУДН за напевность наречий,  
За мозаику лиц и его доброту.  
И за то, что дела ценит выше, чем речи,  
Всех народов Земли воплощая мечту.

### ПРИПЕВ:

Я люблю РУДН!  
I love you RUDN!  
Oui je t'aime RUDN!  
Yo te amo RUDN!

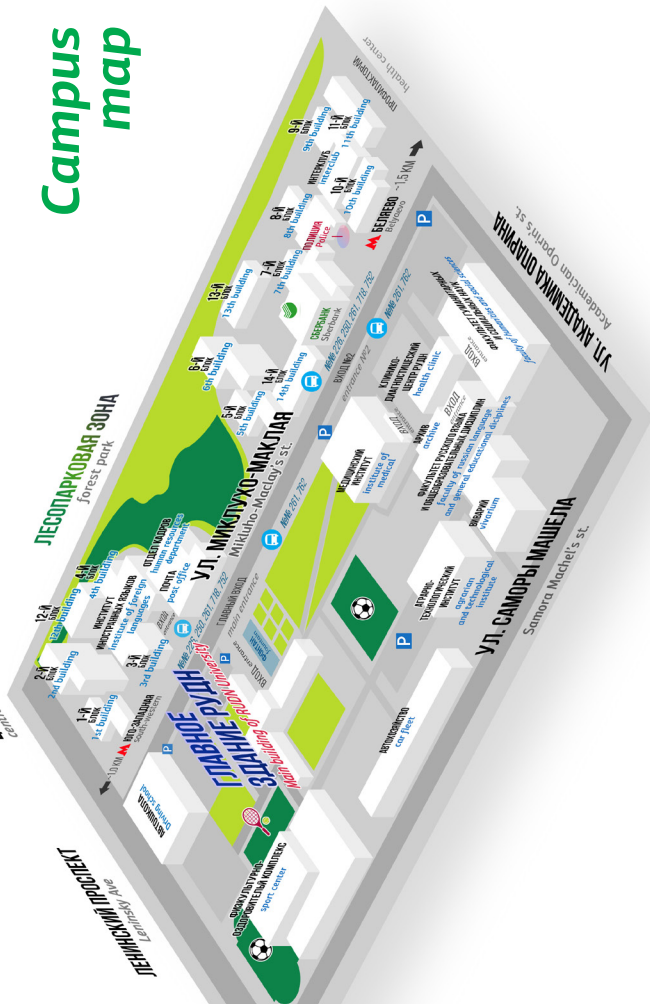
Я люблю РУДН за веселый характер,  
За студенческий смех в коридорах родных.  
РУДН делит всех на «сестер» и на «братьев»,  
Не деля никого на «своих» и «чужих».

Я люблю РУДН за любовь к переменам,  
За классический стиль и за смелость идей.  
Свято верю я в то, что он будет бессменным  
Властелином судьбы в жизни многих людей!

### ПРИПЕВ:

Я люблю РУДН!  
I love you RUDN!  
Oui je t'aime RUDN!  
Yo te amo RUDN!  
**Я ЛЮБЛЮ РУДН**

# Campus map



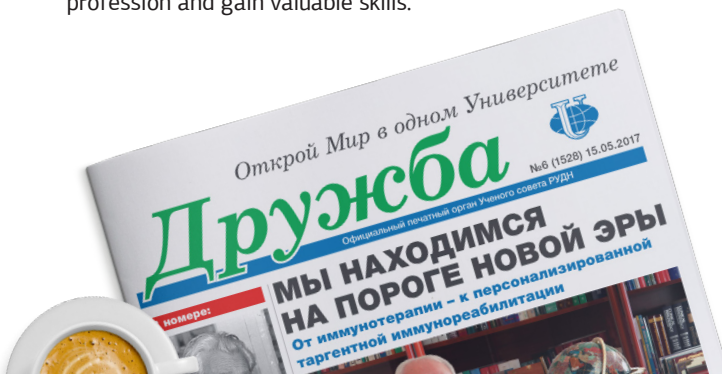
**RUDN MEDIA*****RUDN Television and Newspaper «Druzhba»***

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 of specialized specialties, where you can truly plunge into the world of future profession and gain valuable skills.





## RUDN TV

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya str., office 119  
**PHONE:** +7 (499) 936-85-83, ext. 25-83  
**E-MAIL:** tv@rudn.ru  
**DIRECTOR** – Olesya Vladimirovna Zakharova



## Newspaper «Druzhba»

**ADDRESS:** 117198, Moscow, 7,  
Miklukho-Maklaya, str., office 119  
**PHONE:** +7 (495) 434-31-33, ext. 25-14, 21-38  
**E-MAIL:** gazetadruzhba@rudn.university  
**DIRECTOR** – Trofimova Galina Nikolaevna

## Information and analytical bulletin «Future Today»

«Future Today» is an information and analytical digest, which publishes news and achievements of the university on «5-100» project. It is issued once a month and distributed free of charge throughout RUDN University.

## RUDN UNIVERSITY IN SOCIAL NETWORKS



**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

# STUDENT CODE OF HONOR

# 5+

- Study in good faith;
- 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 relations with a 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 the dignity and prestige of his native university — his Alma Mater — to 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 supreme legislative 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.

## 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 out 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;
- perform actions that create noise and disturb others;
- conduct 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;
- spoil 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.*

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

(FOR THE RUSSIAN FEDERATION)

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 - a total number of **12 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*

**68 000 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.

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

- 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.

## HOW TO GO ON PROBATION FOR JOINT PROGRAMS WITH PARTNER UNIVERSITIES



- 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.

Education is on a fee-paying basis, but there is a possibility to pay in part and even for free. It depends on the chosen region, the partner institution and the program. Payment for education, transfer, accommodation, as well as the range of prices are individual and prescribed in the contract. There is no difference in cost depending on your citizenship, because each applicant is considered as a student of RUDN University.

## HOW TO GET A CERTIFICATE OF STUDY PERIOD (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::

**KALININA NATALIA SERGEEVNA**

Phone: **(495) 434-26-12**

**229** office (main building)

Monday — Thursday from **11 am** to **5.30 pm**,

Friday from **11 am** to **5 pm**

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

- 1 Check the arrears to the University on the Portal of the UIS (portal.pfur.ru), «Workaround of the student» module.

- 2 If there are no arrears to the University, student should receive documents on the previous education (certificate / diploma) in the Student personnel department's (SPD) archive  
(Miklukho-Maklaya str., 10/1)  
Monday-Thursday from **2 pm to 5 pm**)

## STUDY AND RESEARCH INFORMATION LIBRARIAN CENTER (RESEARCH 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 student card. 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 2 pm to 17.45 pm
until <b>23</b> January	Hand in all the books taken during the first semester.	Circulation department	from 2 pm to 17.45 pm

until <b>7</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 17.45 pm
until <b>7</b> July	Hand in all the books borrowed during the semester, year. Get a corresponding paper («spravka»).	Circulation department	from 2 pm to 17.45 pm
<b>9 July - 31 August</b>	<i>The circulation department is closed for preparation for the beginning of the academic year</i>		

**WI-FI**    **DOMAIN: LIB**  
**PASSWORD: netrudn!**

### Contacts:

**PHONE:** (495) 434-55-66

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

*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 pass 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

- Reflects 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

**Login: Last name in Russian**  
**Password: Full student ID**

ELS of RUDN University is integrated with ELS "Student consultant", ELS "Troitsky bridge" 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 leading publishers.

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

### **ELS «YURAYT»**

Electronic library of educational publications on the main subject headings.

Access mode: <http://www.biblio-online.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 and individual editions are available to users:**

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

- 3 Particular publications in accordance with the list presented on the web-site <http://lib.rudn.ru>
- 4 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), located at [esystem.pfur.ru](http://esystem.pfur.ru) — This 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.

- 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 questions

to the teacher 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.

Access to TEIS is carried out on a student ID (login - student ID number, password — **111**, at the first entrance forced password change). Attaching students to the online course of discipline is initiated by the teacher. Support address **esystem@rudn.university**.

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

## **STIPENDS AND SCHOLARSHIPS**

A stipend is a monetary payment that is assigned 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».

## 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 "E", "FX", "F" grades;
- If they don't fail any academic assignment.

## FOR FOREIGN 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 success in studying 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 (WASH), 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, faculties of Engineering, Ecology and Science.

## STATE SOCIAL STIPEND

State social stipends are granted to full-time students from Russia and the Republic of Belarus after submission of a corresponding application form and a certificate obtained at the Social protection body upon the registration or a certificate of belonging to one of the groups from article 37 of the RUDN students stipend and material support Regulations. 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.

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);
- A. Sobchak Stipend (Law institute);
- E. Gaydar Scholarship (Faculty of Economics);
- «Garant» company Stipend (Faculty of Economics, Institute of Law);
- 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);
- Scholarship of eminent professors of the faculty of Science:

- V. Maslennikova (mathematics);
- V. Gryaznov (chemistry);
- Y. Terletskiy (physics);
- P. Bocharov (computer science)
- I. Blischenko Stipend (Department of International Law, Institute of Law);
- O. Zhidkov Stipend (Department of the Theory and history of state and law, Institute of Law);

#### 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)
- O. 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).

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 University Rector (Vice-Rector). The dean of the faculty (Director of the Institute) is responsible for the fund distribution. Students can apply for the material support and hand-in their applications in person. 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.*

## GENERAL COUNSEL DEPARTMENT

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

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

**GENERAL COUNSEL**

Kazakova Ekaterina Nikolaevna

206

207

208

offices

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

Matveeva Iuliia Gennadiyevna

**COUNSEL**

Shmeleva Natalia Dmitriyevna

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

Tsivilskaia Tatiana Andreevna

### COUNSEL

Ivanovskaia Kseniia Aleksandrovna

**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 GENERAL COUNSEL

### ANSWER

### GROUND

#### WHAT ARE THE GROUND

- |  |  |
|--|--|
| 1 own will of a student or the parents (or lawful guardians);  | 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 disposition ‘On RUDN student expulsion and readmission’ accepted by the |
| 2 transfer to another higher education institution;  |  |
| 3 expulsion from the University due to violation of rules of academic and internal discipline, rules of residence and internal regulations in hostels, etc.; |  |

**QUESTION TO  
THE GENERAL  
COUNSEL**

**ANSWER**

**GROUND**

- |   |  |
|---|--|
| <p><b>4</b> expulsion from the University due to academic failures;</p> <p><b>5</b> expulsion from the University in case of being found guilty of a misdemeanor;</p> <p><b>6</b> expulsion from the University in case of liquidation of the RUDN;</p> <p><b>7</b> non-compliance with the contract provisions; 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 disposition 'On RUDN student expulsion and readmission' accepted by the Rector's decree #160 of 23.03.2015 (revised and expanded); RUDN Statute disposition 'On academic performance control and mid-term examination', accepted by the Rector's decree #258 of 25.03.2013 (revised and expanded) 107 AFTER CLASS ACTIVITIES .</p> <p><b>8</b> 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;</p> <p><b>9</b> in other cases, beyond the control of the student and the University.</p> | <p>RUDN Statute disposition 'On academic performance control and mid-term examination', accepted by the Rector's decree No.169 of 12.03.2018</p> |
|---|--|

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

<p>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/</p>	<p>Art. 62 of the Federal Law # 273- FZ of 29.12.12 "On higher education institution of</p>
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**QUESTION TO  
THE GENERAL  
COUNSEL**

**ANSWER**

**FOUNDATIONS**

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.

professional training in RF"; RUDN Statute disposition 'On RUDN student expulsion and readmission' accepted by the Rector's decree #160 of 23.03.2015 (revised and expanded)

**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.

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 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
- I group disabled, with the family income below the standard cost of living

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 GENERAL  
COUNSEL**

**ANSWER**

**GROUNDS**

- women who gave birth to a child during the training period;

\*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

- 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.

Penalties from Students;

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

# LIFE IN RUDN

## HOSTELS



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

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

**Working hours:** from 12AM to 7:PM

**Address:** hostel № 14, Miklukho-Maklaya str., 15, building 1, room 5

If you are enrolled with the hostel:

- 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.

- with the direction received in the DCSR it is necessary to apply to tutor in the selected hostel. You must bring passport, 3 photos, a conclusion about the possibility of living in a hostel from the Clinical Diagnostic Center of the Medical Institute of RUDN University (RUDN CDC of MI)

- The tutor will offer a choice of several places in different rooms (if any).
- When settling in, the tutor will offer you to familiarize with the Rules of residence and internal regulations, the Fire safety rules in the RUDN dormitories. The accounting specialist will make out the documents for residence on the basis of the documents provided by you (direction, conclusion of the RUDN CDC of MI) and will provide you with: contract, warrant, bill for payment.
- after the payment of the bill and the receipt of funds in the RUDN, the duty commandant will make the settlement

If you are enrolled without a 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 (daily from 2PM to 4PM) 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 a quarter.

## 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 volume of furniture;
- TV, fridge;
- increased level of 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.
3. Provide the invoice and payment order to the accounting of your hostel.

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

BLOCK	NAME	OFFICE	PHONE	WORKING HOURS
1	Maksimkin Daniil Aleksandrovich Zhurtov Astemir Yurievich	102	(495) 434 50 00 EXT. 1399	5-9 PM
2	Sementsov Igor Evgenyevich	205	(495) 434-50-22 EXT. 1396	4-9 PM
3	Tarasov Yuri Aleksandrovich Simbara Marina Vladimirovna	152	EXT. 2083	4-9 PM
4	Davidenko Vladimir Alekseevich	203	(495) 433-04-11 EXT. 1397	4-9 PM
5	Tsvetkov Aleksandr Sergeevich Tsvetkova Elena Nikolayevna	159	(495) 434-14-88 EXT. 1392	5-9 PM
6	Haydar Ali	152	(495) 433-05-11 EXT. 1376	4-9 PM
7	Dmitriev Vadim Vladimirovich	106	(495) 433-06-10 EXT. 1396	4-9 PM
8	Kirilov Sergey Viktorovich Maschenko Dmitry Ivanovich	404A	(495) 434-52-33 EXT. 1826	4-8 PM
9	Menshikov Anatoly Nikolaevich Kuleshov Igor Ivanovich	203A	(495) 434-53-23 EXT. 1394	4-9 PM
10	Shvetsov Alexander Olegovich	505	(495) 434-53-12 EXT. 2137	4-9 PM

BLOCK	NAME	OFFICE	PHONE	WORKING HOURS
<b>11</b>	Frolov Anton Grigorievich Simbara Marina Vladimirovna	<b>1A</b>	(495)434-51-66	4-9 PM
<b>12</b>	Zhuravleva Tatyana Petrovna Vernigora Yury Alexandrovich	<b>5</b>	EXT. 1581 EXT. 1042	4-9 PM
<b>13</b>	Skorykov Vasily Terentyevich	<b>1</b>	EXT. 2180	4-9 PM

## **2** *How to get the laundry?*

Bed linen is given in the laundry room, the keys to the room are received from the financially responsible person (commandant) of the hostel in which he lives. Linen is changed every week.

### **LIST OF HOSTELS HEADS OF RUDN UNIVERSITY**

**Hostel №1** – 3, Miklukho-Maklaya str., tel. 434-50-00. Employee responsible: Kiseleva Natalia Fedorovna (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 (office 101 working hours : 9.00 am - 6 pm)

**Hostel №3** – 9, Miklukho-Maklaya str., tel. 434-00-10. Employee responsible: Amaryan Larisa Nikolaevna (office 154: 9.00 am - 6.00 pm)

**Hostel №5** – 13, Miklukho-Maklaya, tel. 433-04-11. Employee responsible: Tsvetkov Alexander Sergeevich (office 151 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 commandant's office, to leave an application in the relevant register describing the problem. Within a day a specialist comes.

## 5 Rules of residence and internal regulations

(extracts)

The Rector Decree № 419 of May 5, 2016 «On the new edition of the rules of accommodation and internal regulations in the hostels of RUDN University».



### STRICTLY FORBIDDEN TO:

- give your keys to others;
- provide a dwelling (place in it) to unauthorized people;
- spoil the equipment and inventory of the hostel;
- contain a 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 Medical Institute of the RUDN University (hereinafter referred to as RUDN CDC of MI) provides medical care to students and employees of the RUDN University. It is situated on the territory of the University.

RUDN CDC of MI is a multi-disciplinary health care facility that provides qualified medical care in outpatient settings. RUDN CDC of MI 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

Sunday: 10 am - 04 pm  
(the Center of Liver Study)

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

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

To attach to the medical service in the RUDN CDC of MI 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).

For foreign citizens:

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

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

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

In case of questions arise regarding the procedure for providing medical assistance in the RUDN CDC of MI, 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:

On the appointed day (the schedule is approved by the Rector Decree) — you will be notified about the date at the Faculty/Institute/Academy).

If for some reason, on the appointed day, the prophylactic medical examination you were not able to undergo a medical examination, contact the RUDN CDM of MI registry independently.

## **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 2018/2019 academic year**

### *The price includes:*

- 1 Highly 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 of MI is for the entire period of study. You may find details of the program of medical services in the RUDN CDC of MI on the official web-site <http://www.rudn.ru/>, " Clinical Diagnostic Center of the Medical Institute 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, room 8 (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 WHO STUDY AT THE SECOND AND SUBSEQUENT COURSES 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

*Classes in general physical training (football, badminton, basketball, volleyball, chess, rugby and group physical therapy) are cost- free.*

***Besides these classes there are paid membership cards:***

Appendices to the Rector Decree № 790 from «25» December 2015.

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

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAYMENT	DURATION	NUMBER OF CLASSES
«Super Sport» - for the whole semester						
<b>SUPER-SPORT</b> (two teachers - two sections to choose)	CARDIOFITNESS, ATHLET / HYMN, ARMRESTLING, BADMINTON, TABLE TENNIS, TENNIS, BASKETBALL, VOLLEYBALL, BOXING, FIGURE SKILLS, FIGHTING, AEROBIC, TSGUN, 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, TSGUN, SPORTS DANCES	6000 rub.	4 months	by current number	1 hour	30
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS	5000 rub.	4 months		1 hour	30

MEMBERSHIP CARD	KIND OF SPORT	PRICE	PERIOD OF VALIDITY	PAY- MENT	DURATION	NUMBER OF CLASSES
	ARMRESTLING, BADMINTON, TABLE / TENNIS, BASKETBALL, FIGURE / SKATING, DARTS	5000 rub.	4 months	by current number	1 hour	30
	FOOTBALL, VOLLEYBALL, POWERLIFTING	5000 rub.	4 months		1 hour	unlimited
"Student – 3" for 3 months						
	AEROBICS, CHEERLEADING, TENNIS, TSIGUN, SPORTS DANCES	4500 rub.	3 months	by current number	1 hours	25
	CARDIOFITNESS, BOXING, KICKBOXING, THAI BOXING, FIGHTING, KARATE, CARDIOZONE, ATHLETIC / GYMNASTICS		3 months		1 hours	25
	ARMRESTLING, 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	PAY-MENT	DURATION	NUMBER OF CLASSES
"Student – 2 "for 2 months						
STUDENT - 2	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, CARDI-OZONE, ATHLET-IC / 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

You can join the section from **8:00** am to **20:00** 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 the development of 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!*

- The women's volleyball team fought at Euro Valencia 2016 with the best teams from 27 leading universities in the world. The result of the struggle was the first in the Russian history the student's Cup of Champions «Euro Valencia».
- The RUDN University team in volleyball took 1st place at the international sport festival Euro Madrid-2016, having won over a team from Serbia. The national team of RUDN University in swimming became a prize-winner in the super-exchange 4 for 4. A student



of the Economics Faculty Godun Nika returned to RUDN University with 6 gold medals!

- The women's volleyball team and the RUDN University tennis team returned from the EuroMilan-2017 competitions as gold medal winners.

In 2018, the RUDN University volleyball and tennis teams also participated in the international sports festival "Euro Milano 2018", where Anastasia Tsyganova and Denis Borisov, students of the Engineering Academy and the Institute for International Economic Relations, became winners, taking first places in tennis.

RUDN University swimming team took 1st place at the "EuroStambul 2018" festival, where 29 teams from different countries of the World participated in various sports.

It is easy to achieve athletic heights, if you make efforts and follow your dream.

## CREATION

The RUDN University Interclub (International Cultural Center of RUDN University) provides extra-curricular educational work aimed at organizing amateur artistic creativity of RUDN students.



### *Creative teams of Interclub:*

- International Dance Ensemble «Rhythms of Friendship» (office 308-309):
  - Preparatory group of the ensemble;
  - Children's ensemble group.
- The studio of musical plastic «Isadora» (office 308-309).
- International vocal studio «Rainbow» (office 302).
- Studio of folk - vocal «KRAPIVA» (office 303).
- Studio of variety vocal «Transfiguration» (office 312).

- Studio of Caucasian dance (Disco).
- Studio of modern dance «Adele» (disco hall).
- Theater of Oriental Dance «Amaren» (office 305).
- Club of intellectual games (office 214).
- Youth Theater of Interclub (Concert Hall).

The studio is run by professionals who have been working at RUDN University for many years. Classes for students of RUDN University are free!

The schedule of the studios is formed and approved in September of the new academic year, it can be found in social networks or in office 204 of RUDN University Interclub.

*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**

Rezeda Razifovna Fattahova

**FILM DIRECTOR OF INTERCLUB**

Aleksei Borisovich Golev

**THE CHIEF OF THE CULT-MASS SECTOR**

Natalya Petrovna Manko

*Contacts:*

**ADDRESS:** 117198, Moscow, 21 A, Miklukho-Maklaya, St.

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

**E-MAIL:** interclub@yandex.ru

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

*To join the studio it is necessary to*

- 1 read the schedule.
- 2 come to the studio, get acquainted with the teacher.

*Besides it, Interclub conducts a concert-presentation of creative teams at the University Open Day.*

*\*A pass is needed.*

## HOW TO EARN MONEY IN SUMMER



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

«Juventa» is a structural subdivision of RUDN University. The children of the University staff are at leisure from 6 to 16 years old. The camp is located 18 km from the Medvedkovo metro, on a picturesque area, near the Klyazmen reservoir and is provided with everything you need: heated buildings, a restaurant where 5 meals a day are arranged, facilities for creative pursuits and educational games, sports grounds, outdoor pool, etc.

«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, and an experienced pedagogical team created by them from students and teachers of RUDN University.

#### **Vacancies:**

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

The wishing to apply need to come **in February** to office 223 (4 block) to the head of the «Juventa» health camp Kyshkayte Alisa Wilhelmovna.

All candidates must pass 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 328 of the Humanities and Social Sciences building with the following photocopies of documents:

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

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

Working hours of office **328** from April **20** to June **5**:

Monday-Friday **9 pm – 6 am**

To increase the chances and pass the competition, which only in 2017 was 3 people in place, it is necessary to pass additional professional education programs «Young Fighter 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 of the EGF building.

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 of the EGF building.

## 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

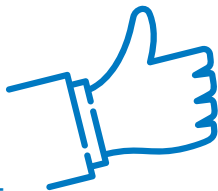
### **DIRECTOR OF THE CENTER FOR YOUTH CONSTRUCTION SQUADS "MERIDIAN OF FRIENDSHIP"**

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 200 student organizations*

*more than 6000 students take part in the  
activities of PFUR student organizations,  
42% of them are foreign students*

*1500 students in elective positions*

**CAMPUS COUNCIL**

**WOMEN'S COMMITTEE**

**MORE THAN 90  
STUDENT  
PROFESSIONAL  
ASSOCIATIONS**

**13  
STUDENT  
COMMITTEES**

**4  
REGIONAL  
ORGANIZATIONS AND  
ASSOCIATIONS OF  
FOREIGN STUDENTS**

## **RUDN STUDENT COUNCIL**

**13  
HOSTEL  
COUNCILS**

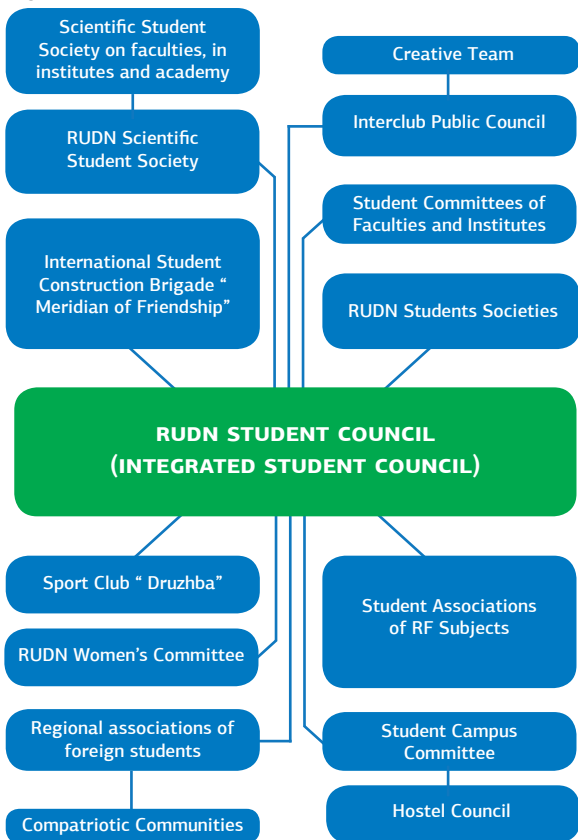
**INTERCLUB  
COUNCIL**

**106  
COMPATRIOTIC  
COMMUNITIES**

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

**SC "DRUZHBA"**

## *Scheme of Interaction 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 all issues of study, 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
- Socio-legal support of RUDN students
- Organization of student leisure time
- Representation of interests of RUDN University students
- Information and methodical work
- Implementation of programs and projects
- A competition for the best student organization
- Best educational group of RUDN University faculties' (institutes, academy) contest
- Elders' of educational groups of faculties (institutes, academy) contest



## *Implementation of programs and projects:*

- Program for the development of student associations of RUDN University
- Student School of Core Team
- Public certification procedure
- Secondary school
- Festival «Let's build friendship together»
- Participation in the National Preparatory Committee of the XIX World Festival of Youth and Students
- Participation in the parade of the Moscow students

**Since 2012** RUDN University has been the winner of the competitive selection of the Ministry of Education and Science of the Russian Federation.

**From 2012 to 2016** 36 student projects involving foreign students and aimed at developing intercultural dialogue were implemented.

**In 2017** 9 projects in 5 areas were implemented.

## *Communities and associations of RUDN University*

### *Activities:*

- protection of interests of foreign students and participation in solving their problems
- presentation of cultural and national traditions of their countries
- maintaining regular contacts with the administration of the University regarding the admission, residence of students from foreign countries in RUDN University
- development of cooperation with the Association of Foreign Students of Russia and other public organizations

*Projects:*

- days and weeks of culture
- thematic festivals, meetings, conferences
- Participation in international festivals «Planet Southwest», «We were made friends of Moscow», 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 educational work. They are responsible for organizing and conducting educational work with the students of all the courses, organizing the work to familiarize students with the RUDN University Charter, the Rules of Internal Regulations of RUDN students, the Code of Honor of RUDN student, the Regulation "On the Culture of Students", Rules of fire safety, other normative documents concerning students. They organize socio-cultural adaptation, civil and legal education of students, cultural, excursion and sports leisure of students, conduct social work with students, organize work on the formation of student self-government bodies at the faculties, institutes, academy. They also coordinate elders of the student groups.

*Department for work with students  
(planning, organization and conduct of extracurricular educational work)*

### **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:** **from 9 pm – 6 am**

**E-MAIL:** [urs@rudn.university](mailto:urs@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) 434-64-51, int. 11- 89

**Head** - Dvoryakov Andrei Mikhailovich.

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

Main building of RUDN University,

room **335**

**PHONE:** 8 (495) 434-64-51, int. 11- 89

**Head** - Akbergenov Abylkerim Dauletovich

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

Main building of RUDN University,

room **334**

**PHONE:** 8 (495) 434-64-51, 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) 434-64-51, int. 21- 42

**Head** - Jorge Rodriguez-Alarcón

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

Main building of RUDN University

room **339**

**PHONE:** 8 (495) 434-64-51, int. 11-74

**Head** - Shakun Ekaterina Nikolaevna

### *Traditional events*

- "Knowledge Day", solemn ceremonies of dedicating freshmen to students of RUDN University
- 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 holiday "Planet Southwest" (May), Victory Day

- Student festival "We befriended in Moscow" (November)
- Student thematic 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 (February)
- 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, 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:** 21, Miklukho - Maklaya, st., office 210.

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

(we stay up late).

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

*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
- mugs for children and students living in dormitories

## RUDN UNIVERSITY VOLUNTEER CENTER

In 2008, the Volunteer squad "Wind of Changes" was created at the University. Every year in the spring and autumn, squad volunteers organized cleanups in a nearby forest. During Earth Day, which is held annually, volunteers pay attention of students and youth to socially significant environmental problems, and also distribute seeds of flowers and plants.

An important activity of "Wind of Changes" is visiting orphanages. Every year more than 10 trips to orphanages in Moscow and the Moscow region are organized. There, volunteers conduct entertainment and sports events, social work with orphans and also carry out works on site improvement of orphanages.

There are also educational programs for additional education of volunteers in their areas of activity. The Center implements the additional education program "Training of Volunteers for Work with disabled persons". Students who have successfully completed training can provide qualified assistance in the rehabilitation and habilitation of persons with disabilities.

In November 2017, RUDN University volunteer center was established on the basis of a volunteer squad. The Volunteer center is involved into organizing events, ensuring the participation of students in the work of conferences and forums held both at the University and in Russia. The first volunteer headquarters of the XXIX World Winter Universiade 2019 in Krasnoyarsk operates in Moscow on the basis of the RUDN University volunteer center.

Among the major events where the volunteers of the center were involved, it is possible to single out: the XX conference of the 5-100 Project, the International stage of "Future depends on you" (the XII open All-Russian football competitions among the teams of orphanages and boarding schools), a conference "Present and Future of the Financial Policy of the Ministry of Education and Science of the Russian Federation: Challenges and Prospects", First Professors Forum "Problems of Modern Science

and Higher Education: New Challenges", All-Russian Geographic Dictation.

To join the Volunteer center, contact [Martynenko Alexandra Sergeevna](#), the specialist of the Volunteer center (building of the natural-humanitarian faculty room **328**)

**E-MAIL:** martynenko\_asr@rudn.university

or rooms **24** **25**  
(building of the natural-humanitarian faculty)

## RUDN TRADE UNION COMMITTEE

RUDN 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 body of the trade union organization is the Trade Union Committee, elected at the Trade Union Conference of the University.

### THE CHAIRMAN OF RUDN TRADE UNION

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

### DEPUTY CHAIRMAN OF RUDN TRADE UNION

Anatoly Alexandrovich Lomov, Associate Professor, Honorary Worker of Higher Professional Education of the Russian Federation.

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

**БЕБ-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 from 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 locks;
- The buildings of high storeys 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 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 (the application must be filled in electronically on the web-site [pvs.rudn.ru](http://pvs.rudn.ru) and printed afterwards);
- 5 Certificate:
  - for students and masters: from the Student Records Management Department (SRMD), confirming the fact of studying, certified by the head of the department (main building of RUDN University, office 223)



- for post-graduate students, interns, doctoral students and trainees:
- Certificate and extract from the order from the Office of Postgraduate Professional Education (OPPE), certified by the head of the department;

**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](https://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](https://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](https://portal.pfur.ru)) after the release of admission orders.

## FOR FOREIGN CITIZENS

**ALL FOREIGN CITIZENS ARE OBLIGED TO REGISTER FOR THE PERIOD OF VALIDITY OF THE ENTRY VISA WITHIN 2 WORKING DAYS FROM THE DATE OF ARRIVAL TO THE TERRITORY OF THE RUSSIAN FEDERATION.**

For it you need to apply to the passport department of the University and provide the necessary package of documents for registration in the primary migration account.

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](#):

1. [passport and its copy](#);
2. [notarized translation of the passport for citizens with a visa-free regime of stay \(in the absence of page in Russian\)](#);
3. [a copy of the passport page with a note on crossing the border \(for citizens with a visa-free regime of stay\)](#);
4. [a copy of a single entry visa \(for citizens with a visa regime of stay\)](#);
5. [migration card and its copy \(with a note about crossing the border\)](#);
6. [notification form about the arrival of the foreign citizen to the place of stay](#);  
[filled in electronically on the web-site pvs.rudn.ru](#)
7. [2 photos, size 3x4, matte paper](#).

Foreign citizens from countries with a visa regime need to provide the following documents to the Passport department 45 days before the expiry of visa:

1. passport:
  - the validity cannot be less than 18 months,
  - at least two blank pages intended for visas;
2. two copies of passport with a validity period;
3. the original and 2 copies of a single or multiple entry visa;
4. the original and a 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 order or an extract from the order;
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.

Extension of the period of stay is carried out only for foreign citizens residing in the hostel.

Foreign citizens who do not live in the hostel should be registered for the migration account at the place of actual residence.

If a foreign citizen has 2 or more citizenships, one of which is Russian citizenship, in Russia this citizen is considered only as a citizen of Russia and is subject to registration as a Russian citizen.

You can get acquainted with the package of documents, download the forms and samples of their filling and find information about the migration accounting procedures at the [PVS.RUDN.RU](https://pvs.rudn.ru) website, «Migration Accounting» section, as well as on the stands and brochures of the Passport department of RUDN University.

Admission of students is carried out by electronic recording through the portal of the UIS of RUDN portal. [pfur.ru](https://pfur.ru), according to the schedule.

The passport department of the University is located at: 10, Miklukho-Maklay St., Building 2 (building of the Faculties of Natural Sciences and Humanities, ground floor, offices from 11 am -7 pm).

*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

**WORKING HOURS**

<b>MONDAY</b>	2 pm - 5:45 pm
<b>TUESDAY</b>	2 pm - 5:45 pm
<b>WEDNESDAY</b>	No reception day
<b>THURSDAY</b>	2 pm - 5:45 pm
<b>FRIDAY</b>	2.30 pm - 4.30 pm only the issue of ready-made documents

**LUNCH TIME** 1 pm - 2 pm**TECHNICAL BREAKS**
 2.30 pm - 2.45 pm  
 Friday  
 5.45 pm - 6 pm  
 4.30 pm - 4.45 pm

## MILITARY REGISTRATION DEPARTMENT (for RF)

- Produces the placement of full-time conscripts and military liable for the RUDN University, with the issuance of an appropriate certificate to the dean's office of the faculty/institute.
- Prepares the students, who are subject to conscription, a certificate in the form of Appendix No. 2 to grant a deferment from drafting for military service.
- Informs, in a two-week period, in military commissariats at the place of residence or place of temporary residence information about citizens expelled from the RUDN University.
- Organizes work on the handing over to educational citizens of agendas of military commissariats.
- Organizes work on the issue of military tickets to female graduate students of the medical institute of RUDN University of the current year.

### QUESTION

### WHOM

### WHAT TO DO AND IN WHAT TIME

#### MILITARY REGISTRATION AT THE UNIVERSITY

- All full-time male students from 17 years of age.
- All full-time female students with military ID.

Arrive at the military registration department before November 1 of the year of enrolling in the University. At the same time nonresident citizens (not Moscow and the Moscow region) need to pre-register a temporary registration in the Moscow region and register for conscription at the conscription office at the place of registration.

#### REGISTRATION OF DEFERMENT FROM CONSCRIPTION TO MILITARY SERVICE

All full-time students-male citizens 18 years of age, having an ID of the citizen, subject to appeal.

Annually after the transfer to the next course before October 1 it is necessary to go to the military registration department for a certificate in form of Appendix 2.

## REGISTRATION OF A MILITARY ID

Female student graduates of the medical institute of the current year, regardless of the place of permanent residence.

It is necessary to undergo medical examination at the Gagarin military commissariat in Moscow and after receiving the diploma personally apply to the military commissariat for the military ID. The order of actions was established by the RUDN Rector Decree. Details should be specified in the dean's office of the faculty / institute or at the military registration department of the University.

According to the Law of the Russian Federation «On Military Duty and Military Service», all male citizens aged 17 to 27 years are obliged to be on military records and not in reserve (conscripts), as well as citizens who are in reserve (all people liable for military service) are subject to compulsory military registration.

**Initial registration for military registration** is carried out by military commissariats from January 1 to March 30 in the year they reach the age of 17 years. The placement of women for military registration is carried out in case they acquire a military specialty. In RUDN University graduates of the medical institute belong to this category.

**Citizens are required to be registered** in the military commissariat at the place of permanent registration or place of temporary residence (more than 3 months), and in the institution where they are studying internally.

**Exempt from military service** and living outside the Russian Federation are not subject to military registration.

Students who have a permanent registration in Moscow and the Moscow region, remain on the register in their military commissariat offices. They need to apply to the military registration department of RUDN University for registering at the University and take advantage of their right to defer if necessary.

For out-of-town students it is necessary first to apply for temporary registration in Moscow or the Moscow region and register for military registration at the place of temporary residence. Nonresident citizens residing in the RUDN hostel register at the University's Passport Department. For placement in the military register at the place of temporary registration, non-resident students submit to the military registration department:

- Passport of a citizen of the Russian Federation and its copy;
- certificate of provisional registration and its copy;
- ID of the citizen -subject to a military service or a military ID.

Each student, after registering at the place of residence (stay) and registering a personal card on the military account, receives a certificate of registration at the military registration department

at [RUDN University](#) for submission to the dean's office of the faculty/institute/academy. **Student IDs are not prolonged without this certificate!**

**Interns and post-graduate students (regular enrollment)** receive deferment on the studying period and further up to one year at the time of the qualifying work defence. This postponement is provided on the basis of the certificate in the form of Appendix 2.

**THE ADDRESS THE RUN MILITARY REGISTRATION DEPARTMENT:**

117198, Moscow, 10,  
Miklukho-Maklay str.,  
building 1 (archive building), 3rd floor,

office **305**

**PHONE:** +7 (495) 433-15-00

**THE HEAD OF THE DEPARTMENT**

Chestnykh Valery Ivanovich

**CHIEF SPECIALIST IN MILITARY REGISTRATION**

Zhukov Vadim Anatolievich

**SPECIALISTS IN MILITARY REGISTRATION**

Kireeva Natalia Yuryevna, Trunov Vladimir Mikhailovich

**WORKING DAYS AND TIME:**

Monday-Thursday from 9.15 to 17.45.

Lunch time 01.00 pm to 02.00 pm



## STUDENT PERSONNEL DEPARTMENT

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

### FOR THE RUSSIAN FEDERATION

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 time 1pm-2pm

### FOR FOREIGNERS

Contact office **227** (main building)

#### PHONE:

8 (495) 434-26-12

#### WORKING HOURS:

Monday-Friday from 2pm to 4.45pm

*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

main building  
of RUDN University

**223**

#### 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

main building  
of RUDN University

**227**

#### WORKING HOURS:

Monday-Friday from 11AM to 4:30PM  
Lunch break from 1PM to 2PM

## 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 to 15.00

### *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.**  
**- at the Commercial Department of RUDN University.**

### *Transfer/Readmission within the University it is necessary*

1. To agree on the issue of transfer / readmission with the dean's office (directorate)
2. To write a request for transfer / readmission
3. To sign the application at the dean's office
4. To sign the application in Students Personnel Department (office No. 220 of the RUDN Main Building)
5. To 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. To sign a contract for tuition in Commercial Department and receive a referral for payment
7. To make payment for tuition
8. To 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 PFUR 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%.

### **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

### *Student of RUDN University receives Campus card*

#### CAPABILITIES

- 1 Possibility of receiving a stipend
- 2 Use of the card as a pass to the RUDN University territory
- 3 Ability to use the card as a "Troika" card
- 4 Individual design of the card with the RUDN University logo
- 5 Free card maintenance during the period of studying at the RUDN University
- 6 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" program
- 7 Contactless payment technology
- 8 Convenient online banking and "Sberbank Online" mobile application
- 9 A wide network of ATMs
- 10 Identification of students in the library while receiving books

## SIMPLE SAFETY RULES!

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

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

- 1 LOCK THE 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
- 2 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
- 3 RECEIVE THE RE-ISSUED "RUDN-UNIVERSITY CAMPUS CARD"
  - you need to receive the card at the Sberbank office 1041, Moscow, Miklukho-Maklaya str., 17

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 did not receive Campus card:**

- apply for registration of the card office 163 (building 4). You must have a passport with you.

**If you already have a MIR bank card of Sberbank:**

- it is necessary to contact the office of Sberbank and request the details of the personal account
- with the requisites and passport apply to room 163 (building 4) to attach your card, which will automatically receive all cash payments from the University
- contact the responsible employees of the RUDN University at room 20, building of the natural-humanitarian faculty to activate the services of the University

**If you were late to issue a bank card before the stipend is paid:**

- you need to apply to the cashier (accountancy, 2 floor, building 4) during the days of the stipend payment.

**ATTENTION!**

**After a payroll of a scholarship you have only 3 days to receive money at the cash department.**

**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

You will receive information from the tutor about the specific days of the stipend payment at the cashier.

Registration / attachment of a bank card is **MANDATORY** for all students, so immediately after enrolling in the University you should apply to the office 163 (building 4) and hand over the details of the personal account (of the bank card MIR of Sberbank) or draw up a card with the help of accounting staff.

**WORKING HOURS OF OFFICE 163** (building 4)

Monday, Wednesday, Friday 2 pm - 5 pm

Tuesday 10 pm - 1 pm

## DEPARTMENT OF SOCIAL DEVELOPMENT

The activities of the Department of Social Development are aimed at supporting students from the category of preferential categories, the initial registration of social stipends, counseling on inclusive education and conditions of education for disabled persons.

**HEAD OF DEPARTMENT:**

Sukachev Evgeniy Anatolevich

**ADDRESS:**

9, Miklukho-Maklay 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 General Counsel of the University and further to the Social Development Department, which prepares the first decree for the appointment of a social stipend for one semester. The further assignment of social stipends is carried out by the faculty scholarship commission regardless of the student's academic performance.

### 2 Social scholarship 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. 1401)

**SPECIALIST IN SOCIAL WORK**

Mitryaykina Ksenia Nikolaevna

### 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 adviser.

- 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 Registration of the certificate of compulsory pension insurance (SNILS) for students

For registration it is necessary to 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](http://portal.pfur.ru) is accessible through following links: **<http://portal.pfur.ru>** or **<https://portal.pfur.ru:4443/>**

*Sections and services of the UIS of the RUDN University portal:*

### **1 Personal Information**

This section presents the student's personal data, passport and visa data, contact information

### **2 Contracts for education and accommodation**

The section contains the current contracts for education and accommodation:

- Contract data
- Obligations under the contract with a mark about payment or existence of debts.
- A list of bills with a note about payment or existence of debt.
- List of payments under the contract.

## Statement of account

Under existing obligations, you can independently issue an invoice without visiting the Commercial department. The printed form of the invoice will be sent to the corporate e-mail address.

On-line payment (Internet acquiring)

Any unpaid invoice can be paid online using a payment card without a personal visit to the bank. Payments are made on the payment page of Gazprombank. After a successful transaction, a notification of a successful payment and a fiscal receipt will be sent to the specified e-mail address or to the corporate postal address.

### 3 Electronic queue in the hostel

In this section, you can make an appointment at the Department of complex services for residents at a certain date and time. Issues under consideration: settlement, resettlement, departure from the hostel, payment of the accommodation contract, household matters

### 4 Electronic queue to the Passport department

In this section you can make an appointment with the Passport Department for a specific date and time. The issues under consideration: migration registration, visa processing and so on.

### 5 Electronic queue in DTAPS

In this section you can enroll in the Department of training and attestation of postgraduate students

The issues under consideration: admission, training, processing of documents etc.

### 6 The student's workaround

In the section you can see the results for signing your workaround

### 7 Open dialogue

In this section, you can submit an application, appeal, give suggestions for optimizing the work of the RUDN University or its departments

## 8 Open discussion

In this section, you can take part in the discussion of draft documents of strategic importance for the whole University. When making decisions and approving local normative acts of the University, opinions and suggestions of all categories of students and staff of the RUDN University will be taken into account.

## 9 Applications for electronic services

In this section, you can apply for the service - obtaining a copy of the document in electronic form, certified copy, reference, etc. This service eliminates the need for a personal visit to the RUDN University departments.

Today the following services are available for students:

### Commercial department

- Original act of work performed
- A certified copy of the contract from the RUDN copy (paid service)
- Response to a request for a refund

### Department of accountancy and financial control

- Copy of payment order

### Student records management department

- Certificate for granting to the pension fund
- Certificate from the place of study without terms of education
- Certificate from the place of study with a period of education

## 10 Use of the “Antiplagiat” system in the RUDN University

This section presents a set of links to Internet resources, documents, Rector's orders, regulations, samples of documents.

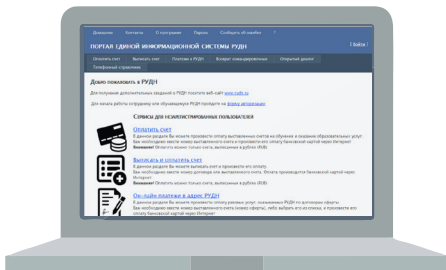
## 11 Telephone Directory

Electronic version of the official telephone directory of the RUDN University. You can find the contacts of the employee or department.

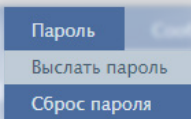
Due to the constant change in the functions of the UIS Portal, the expansion of the list of electronic services, mass information is provided to the University students on a regular basis.

## HOW TO GET ACCOUNT DATA FOR OFFICE365 AND RUDN UIS?

To obtain data of the service account for the Office365 service and the Portal of the Unified Information System (RUDN UIS PFUR), go to [portal.pfur.ru](http://portal.pfur.ru).



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.
- Specify the e-mail address that you use.
- 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.

The operation is performed only once to obtain the account information for the first time.

**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, if you changed your passport during training, information about the new document was not registered. Therefore, if after entering the new passport data in the filling form the result is negative, try to enter the data of the old passport. In case all actions are ineffective, use the function of the portal «[Report an error](#)» or write an e-mail to 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.

Specialists of technical support will contact you by e-mail, indicated by you, during the day.

## STUDENT SOCIAL CARD

A student's 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?

- Preferential travel on land transport, underground, MCR, the railway transport of suburban traffic (from September 1 to June 15);
- Ability to use the bank application (including payment of the stipend);
- Discounts when purchasing goods and services (you may find online guide to discounts on mos.ru);
- Possibility of enrolling to a doctor via information kiosk in a health center
- Ability to record an electronic digital signature

## FOR NOTES

## FOR NOTES

## FOR NOTES

## FOR NOTES





**RUDN**  
university

**RUDN. Search**

Find

**117198, MOSCOW, 6,  
MIKLUKHO-MAKLAY STR.  
WWW.RUDN.RU**