



**Moscow School of Management SKOLKOVO,
Non-Government Educational Institution of
Additional Professional Education
(Moscow School of Management SKOLKOVO)**

ORDER

No. _____ dated September 08, 2018

Moscow Region, Skolkovo village

On Approval of the New Version of Participants Admission Regulations for Training Under Additional Training Programmes at the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education

Within revision of local regulatory acts of the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education before the beginning of the new academic year and on the basis of the resolution of the Academic Council dated September 07, 2018, Minutes No. 10/18,

I HEREBY ORDER:

1. Since the date when this Order is signed, Order of the Dean of the Moscow School of Management SKOLKOVO No. 4-Ord-175A/16 dated July 15, 2016 and the Participants Admission Regulations for Training Under Additional Training Programmes at the Moscow School of Management SKOLKOVO, Non-Government Educational Institution, approved by it, shall be considered outdated and no longer in force.
2. Since the date when this Order is signed, the new version of Participants Admission Regulations for Training Under Additional Training Programmes at the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education (Appendix) shall be approved.
3. The Records Office shall notify concerning this Order to all the structural units, which admit participants for training under the educational programmes, against acknowledgement.
4. Control over the implementation of this Order shall be entrusted to the Head of Client Relations Department.

Dean

M. M. Atnashev

Appendix
APPROVED
by Order of the Moscow School
of Management SKOLKOVO
No. _____
Dated September 08, 2018

**Participants Admission Regulations
for Training Under Additional Training Programmes at
the Moscow School of Management SKOLKOVO, Non-
Government Educational Institution of Additional
Professional Education**

1. General Provisions

1.1. These Admission Regulations (hereinafter referred to as the Regulations) govern the admission of the citizens of the Russian Federation, foreign citizens, stateless persons, including the compatriots abroad (hereinafter the citizens) entering the Moscow School of Management SKOLKOVO, Non-Government Educational Institution of Additional Professional Education (hereinafter the Moscow School of Management SKOLKOVO) for additional training programmes (hereinafter referred to as the Programmes).

The admission is conducted for training:

- under professional development programmes that provide for the qualitative change of the list of professional competences within the available qualification;
- under vocational retraining programmes that provide for the enrichment of specialists' knowledge to conduct a new type of professional activity and for obtaining a new qualification;
- under professional retraining programmes to obtain Master of Business Administration (MBA) qualification (hereinafter referred to as the MBA Programmes).

1.2. These Regulations have been developed on the basis of Federal Law *On the Education in the Russian Federation* No. 273-ФЗ dated December 29, 2012, the Procedure for the Arrangement and Performance of Educational Activities under Additional Training Programmes approved by Order No. 499 of the Ministry of Education and Science of Russia dated July 01, 2013, and the Charter of the Moscow School of Management SKOLKOVO.

1.3. The Moscow School of Management SKOLKOVO admits citizens for training under the additional professional education programmes at the courses of supplementary professional education on the basis of Perpetual Licence Series 50ЛЮ1 No. 0008961, Registration No. 77081 dated April 26, 2017 to carry out educational activities.

1.4. The citizens shall be admitted to study at the Moscow School of Management SKOLKOVO under the programmes only at the places under the contracts providing for the payment for the study at the expense of legal entities and (or) individuals (hereinafter referred to as the Contract for Rendering Fee-Based Education Services).

1.5. The cost of the fee-based educational services as well as special payment terms and conditions for the participants shall be approved by the Orders of the Dean of the Moscow School of Management SKOLKOVO.

1.6. The citizens are admitted to study in the Moscow School of Management SKOLKOVO under the programmes in the intramural, intra- and extramural (modular) and extramural form of study, and under internship programmes.

- 1.7. Throughout the educational process, the structural units may combine various forms of study and employ distance learning technologies and online learning.
- 1.8. The admission terms and conditions guarantee the observance of the right to education and admittance of the citizens who are most gifted and prepared to master the educational programmes of the relevant level and direction.
- 1.9. The terms for mastering the educational programmes are set by the structural units of the Moscow School of Management SKOLKOVO, which carry out the educational activity (hereinafter referred to as the structural unit) independently.
- 1.10. The Moscow School of Management SKOLKOVO carries out transfer, processing and provision of personal details of the entrants received due to their admittance for study in accordance with the requirements of the RF legislation in the sphere of personal data, when the consent of these citizens for processing their personal data has been granted.

2. Acceptance of the Documents from Entrants to the Moscow School of Management SKOLKOVO

- 2.1. The documents from the entrants to study under the additional professional education programmes, namely under the professional retraining programmes to obtain Master of Business Administration qualification and under the programmes of the SME Programmes Department, are accepted by the Moscow School of Management SKOLKOVO Client Relations Department. The acceptance of the documents for other additional professional education programmes shall be coordinated by the head of the structural unit which carries out the admittance.
- 2.2. The Client Relations Department and the heads of the structural units conducting the educational process shall verify the reliability of the details provided by the entrants. The responsible persons may address the relevant state information systems as well as public (municipal) authorities and organisations to confirm the reliability of the indicated details.
- 2.3. The Client Relations Department and the heads of the structural units conducting the educational process shall acquaint the entrants with the Charter of the Moscow School of Management SKOLKOVO, the Admission Regulations, the Regulation on Disciplinary Actions, the Internal Rules of Conduct for Participants, the Regulation on the Procedure for Transfer, Dismissal and Re-enrolment of Participants at the Moscow School of Management SKOLKOVO, and the Programme Academic Policy.
- 2.4. Upon admission to the Moscow School of Management SKOLKOVO the observance of the citizens' rights in the educational sphere provided by the legislation of the Russian Federation,

publicity and sociability of work of the Moscow School of Management SKOLKOVO, objectivity in the appraisal of the entrants' capabilities at all the stages of admission shall be secured.

2.5. The entrants shall submit their documents within the terms set by the structural units. The terms are published at <http://school.skolkovo.ru/ru/>.

2.6. If an examination fee is provided to consider the documents, the entrant shall pay it. The size of the fees shall be defined by the structural units independently.

3. Arrangement of Students' Admission to the Moscow School of Management SKOLKOVO

3.1. The following citizens may be admitted to study at the programmes: having vocational secondary education (Vocational Secondary Education Diploma) and (or) higher education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma); the citizens obtaining vocational secondary education and (or) higher education.

3.2. The following citizens are admitted to study under MBA programmes: having higher education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma) and at least 3 years of practical experience at a managing position or similar experience.

3.3. The citizens without the higher education may participate in the educational programmes under the consulting agreement; such citizens may not be admitted as participants.

3.4. The following documents shall be provided in electronic (or hard) form upon admission to study:

- under the vocational retraining programmes to obtain the Master of Business Administration qualification:

- application form (shall be filled in at <http://school.skolkovo.ru/ru/>);
- copies of the identification and citizenship documents. If the citizen has no passport to certify his/her identity as of submitting the documents, the entrant shall provide a certificate issued a law enforcement authority that explains the absence of passport and certifies his/her identity; foreigners shall provide a copy of their visa and permits (if necessary);
- a copy of the nationally recognised document of higher vocational education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma);
- original or copy of the surname, name or patronymic change certification (if necessary);
- photograph sized 3 x 4 (if necessary, in electronic form);
- an essay;

- certificate from an educational organisation (for the participants entering the parallel education under the programmes);

- under the vocational retraining programmes:

- application for admission to the Moscow School of Management SKOLKOVO (Appendix 1 to these Regulations);
- application form (shall be filled in at <http://school.skolkovo.ru/ru/>);
- copies of the identification and citizenship documents. If the citizen has no passport to certify his/her identity as of submitting the documents, the entrant shall provide a certificate issued by a law enforcement authority that explains the absence of passport and certifies his/her identity; foreigners shall provide a copy of their visa and permits (if necessary);
- a copy of the nationally recognised document of higher education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma) or of secondary vocational education (Secondary Vocational Education Diploma);
- original or copy of the surname, name or patronymic change certification (if necessary);
- photograph sized 3 x 4 (if necessary, in electronic form);
- certificate from an educational organisation (for the participants entering the parallel education under the programmes);

- under professional development programmes:

- application for admission to the Moscow School of Management SKOLKOVO (Appendix 1 to these Regulations);
- copies of the identification and citizenship documents. If the citizen has no passport to certify his/her identity as of submitting the documents, the entrant shall provide a certificate issued by a law enforcement authority that explains the absence of passport and certifies his/her identity; foreigners shall provide a copy of their visa and permits (if necessary);
- a copy of the nationally recognised document of higher education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma) or of secondary vocational education (Secondary Vocational Education Diploma);
- original or copy of the surname, name or patronymic change certification (if necessary);

- under additional professional education programmes (corporate education):

- application for admission to the Moscow School of Management SKOLKOVO (Appendix 1 to these Regulations);

- a copy of the nationally recognised document of higher education (Bachelor's Diploma, Specialist's Diploma, Master's Diploma) or of secondary vocational education (Secondary Vocational Education Diploma);
- original or copy of the surname, name or patronymic change certification (if necessary);
- additional documents, as agreed with the organisation sending the employees for training.

3.5. The entrants who knowingly provided forged documents shall be liable as provided for by the legislation of the Russian Federation.

3.6. The admission to the Moscow School of Management SKOLKOVO to study under the programmes shall be conducted on the basis of the provided documents, an interview, or based on the results of the entrance exams.

3.7. The structural unit shall make personal records for each entrant and keep all the provided documents and entrance exams materials.

4. Entrance Exams upon Admission to Study Under the Programmes

4.1. The entrance examinations upon admission for study under the programmes shall be conducted in accordance with the schedule of entrance examinations as soon as groups are formed among the citizens having provided the documents or on an individual basis.

4.2. The entrance examinations shall be carried out in Russian and (or) English.

4.3. The schedule of entrance examinations (date, time, location, date of results' announcement) shall be compiled separately by each structural unit.

4.4. The entrance examinations shall be conducted in writing and (or) orally as an interview, testing or as a combination of such. The list and form of the entrance examinations upon the admission for study under the programmes shall be established by the structural units independently and shall be approved by the order of the Dean of the Moscow School of Management SKOLKOVO.

4.5. The results of the entrance exams shall be executed in writing by the relevant structural units.

5. Admission to the Moscow School of Management SKOLKOVO to Study Under the Programmes

5.1. The Contract for Rendering Fee-Based Education Services is entered into with each entrant and (or) the organisation having sent him/her to study upon successful passing of the entrance exams, interview and/or upon analysis of the provided documents.

5.2. The citizens shall be admitted as the participants upon provision of the signed Contract for Rendering Fee-Based Education Services and the relevant bank document confirming the payment for the education as provided for by the Contract.

6. Admission of Foreigners or Citizens of the Russian Federation Having Received the Education at Foreign States to Study Under the Programmes at the Moscow School of Management SKOLKOVO

6.1. The foreigners or the citizens of the Russian Federation having received the education at foreign states shall be admitted to study under the additional professional education programmes under the contracts providing for the payment for the study at the expense of legal entities and (or) individuals.

6.2. The following foreigners or citizens of the Russian Federation having received the education at foreign states shall be admitted to study under the programmes: having a nationally recognised Bachelor's Diploma, Specialist's Diploma, Master's Diploma, or a document of a foreign state certifying the educational level and (or) the qualification that is recognised at the level of the Bachelor's Diploma, Specialist's Diploma, or Master's Diploma in the Russian Federation.

6.3. When submitting the documents for the admission to a programme, foreigners or citizens of the Russian Federation having received the education at foreign states shall also provide the following besides the documents specified in Clause 3.4. of the Regulations:

- a copy of a duly legalised, nationally approved document, or a copy of a foreign state document certifying the entrant's educational level and (or) the qualification that is recognised in the Russian Federation at the level of a nationally approved document; and a copy of the certificate on the recognition of this document on the territory of the Russian Federation, if provided by the legislation of the Russian Federation.

6.4. On the basis of Article 107 of Federal Law *On the Education in the Russian Federation* No. 273-ФЗ dated December 29, 2012, the foreign educational documents subject to the international agreements of the Russian Federation and (or) issued by the foreign educational organisations that are listed in Order of the Government of the Russian Federation No. 2777-p dated December 30, 2015 shall be recognised at the territory of the Russian Federation with no additional procedures.

The expertise by the Main State Centre for Education Evaluation, Federal Government Budgetary Institution for the establishment of the equivalence (conformance) of a document of a foreign state on the level of education and (or) the qualification to Russian educational documents in a state-approved format and on the recognition of this document on the territory of the Russian Federation shall be conducted only as to the documents that do not conform to the above terms and conditions.

Appendix 1

**to Participants Admission Regulations
for Training Under Additional Training Programmes
at the Moscow School of Management SKOLKOVO,
Non-Government Educational Institution of Additional Professional Education**

To the Dean of the Moscow School of Management
SKOLKOVO

from _____

APPLICATION

Please admit me to the Moscow School of Management SKOLKOVO to study under the _____ Professional Development Programme/Professional Retraining Programme from _____ until _____.

I provide the following personal details:

Full Name

Date of birth _____

Passport

Education

Place of Employment, Position

I studied the Charter of the Moscow School of Management SKOLKOVO, the Admission Regulations, the Regulation on Disciplinary Actions, the Internal Rules of Conduct for Participants, the Regulation on the Procedure for Transfer, Dismissal and Re-enrolment of Participants at Moscow School of Management SKOLKOVO, and the Programme Academic Policy, and shall strictly abide thereby.

Personal Data Processing Consent

In order to comply with the requirements of Federal Law *On Personal Data* No. 152-Φ3 dated July 27, 2006, I, _____,

give my consent to the Moscow School of Management SKOLKOVO (location: Novaya ul. 100, Skolkovo village, Odintsovsky District, Moscow Region, 143025, INN: 5032180980, KPP: 503201001) to collect, systematise, accumulate, store, improve (update or adjust), use, disseminate (and transfer), anonymise, block, or destruct the following personal data: surname; name; patronymic; date of birth; registration address; series and number of the identification document or the document replacing it; number and series of academic credentials document; results of tests conducted by the Moscow School of Management SKOLKOVO independently to carry out its educational activity without limitation as to period of validity.

This consent may be withdrawn by me in writing in case of illegal use of the details provided by me.

Signature of the entrant

I herewith confirm that the details provided are true and reliable.

Signature of the entrant