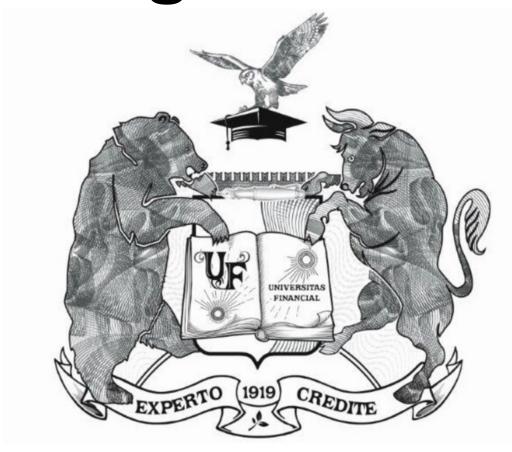


Guide for foreign students



Financial University under the Government of the Russian Federation

Congrats!

Name

Group: ____

Faculty: _____

Table of contents

All you have to know about the university

Student's checklist	1
Rector's speech	2
Information about Russia	3-4
Information about Moscow	5-6
Information about the university	7
First steps at the university	
Submission of documents for admission to th	ne university8
Migration rules	9
Dormitory check-in rules	10
Medical support	11
Campus and social card	12
University life	
Student's appearance and attendance rules	13
Rating system	14
University progress control	15-17
Dormitory rules	18-21
Academic calendar	22-24
Student Council	25
Projects of ISO	26
Library and information resources	27-28
Sport and healthy lifestyle	29
Meals at the university	30
Tuition and dormitory fees	31
Useful links	32-33
Contacts	34
Notes	35

Student's checklist

Register with the migration authorities: Leningradsky prospekt 51/1 (Ленинградский проспект, 51/1), office 0209
Share contacts with employees of the International Students Office Leningradsky prospekt 51/1 (Ленинградский проспект, 51/1), office 0523
Check in to a dormitory (Accommodation Service), Leningradsky prospekt 55 (Ленинградский проспект, 55), 1st floor
Find out how to pay for accommodation in a dormitory on website fa.ru
Find out information about the purchase of an additional medical insurance policy Leningradsky prospekt 55 (Ленинградский проспект, 55), at the reception on the 1st floor
Get a student card (Dean's office of your faculty)
Find out the payment procedure for tuition fees (Dean's office of your faculty)
Get a student's social and campus card (Multifunctional center «My Documents», Dean's office of your faculty)
Find out the schedule of classes (Dean's office of your faculty, Information and educational portal)
Find out about the availability of extracurricular activities, social and cultural projects (International Students Office, Dean's Office of your faculty, Extracurricular Activities Department Leningradsky prospect 55, (Ленинградский проспект, 55) office 342
Share contacts with the staff of the Dean's office of your faculty
Get the necessary textbooks at the library





Dear friends!

When you enter the Financial University, you become part of a unique community of creative and successful individuals united by a common past and present.

Since 1919 the Financial University has graduated over half a million highclass specialists in the fields of economics, finance, and management.

Six finance ministers and many other outstanding persons have graduated from our university.

Today our alumnus are leading the largest banks in the country.

They are all bonded by their respect for our alma mater and continue to learn from it throughout their lives.

Good luck, dear students of the Financial University!

Rector S. Prokofiev





Map of Russia

Area: 17.22 milion sq.km.
Population: 151.8 milion people
Currency: Ruble



Flag of Russia





Of Russia

The state system: Federal Republic

Head of State: President

Head of Government: Chairman of the Government of the Russian

Federation

Legislative body: Federal Assembly

Capital: Moscow

Number of subjects: 89

Territory



Russia is the largest country in the world by area.

The state is located in the eastern part of Europe and the northern part of Asia

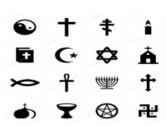
Population



Russia is a multinational state.

More than 190 folks live on its territory, each community has its own culture, religion and customs

Religion



There are more than 70 religions in the country.

The majority of believers in Russia profess orthodox Christianity





Main holidays

December 31-January 1 — New Year

January 7 — Christmas

February 23 — Defender of the Fatherland Day

March 8 — International Women's Day

April 12 — Cosmonautics Day

May 1 — Spring and Labor Day

May 9 — Victory Day

June 12 — Russia Day

November 4 — National Unity Day

December 12 — Constitution Day of the Russian Federation

Interesting facts about Russia



The area of Russia is twice larger than the USA and approximately equal to the surface area of Pluto



The Trans-Siberian Railway is the longest railway in the world (9298 km). It is located in 8 time zones, passes through 87 cities and towns and crosses 16 rivers



Russia is famous for coastlines along twelve different seas.



There are 7 absolutely identical high-rise buildings in Moscow.

In English, this ensemble is called the «Seven Sisters», and in Russian, simply «Stalin's Skyscrapers». The architectural style of the skyscrapers is called «Stalinist Gothic»



St. Petersburg is the northernmost city in the world with a population of more than a million people



Russia has borders with 16 countries: Azerbaijan, Belarus, Georgia, Kazakhstan, China, Latvia, Lithuania, Mongolia, Norway, Poland, North Korea, USA, Ukraine, Finland, Estonia and Japan





Information about Moscow



Transport

Moscow public transport system consist on: buses, trams, trolleybuses, minibuses and a metro

Transport cards

«United»

A travel ticket that is valid for all types of public transport.
The cost for 1 trip is 62 RUB, on three days — 540 RUB, 60 trips — 2750 RUB

«Troika»

A refillable electronic card for all types of public transport. The deposit for the card (refundable) is 80 RUB. The fare for the «Troika» is 50 RUB

Metro

Working hours: from 5:30 am to 1:00 am

Buses, trolleybuses, trams

Ground transportation usually works from 5:30 am to 1:00 am.

Buses, trolleybuses and trams have specific routes



Food

According to official data, the food busket (including bread, pasta, meat, fish, vegetables, fruits, milk, sugar) in Russia costs **4209 rubles per month** (~ **\$65**). The average bill for lunch in Moscow cafes and restaurants is **700-2000 rubles** (~**\$11-31**), a business lunch will cost **230-440 rubles** (~**\$3.5-7**). In fast food restaurants, prices are slightly lower

There are several cafeterias In the buildings of the Financial University. The cost of a set lunch does not exceed **250 rubles**. Additionally, there are canteens in some of the university dormitories





Information about Moscow



Behavior in the city

- Always have a copy of your passport, visa and original migration card with you
- 2. Add your country's embassy number to your mobile phone contact list
- 3. Beware of pickpockets in crowded places
- 4. While traveling, be vigilant and monitor your luggage, avoid carrying more than you can comfortably handle
- 5. Keep your valuables (money, wallet, credit cards, passport) in zippered pockets (on clothes or in a bag)
- 6. Do not react to verbal offences
- 7. The police have the right to stop anyone on the street or in the subway to check documents. In case of detention, we recommend contacting the staff of the International Students Office and the Embassy to get support

Leisure

There are many places of interest for tourists in Moscow: The Red Square, the Moscow Kremlin, the St. Basil's Cathedral, the Mausoleum, the GUM, the Alexander Garden, and much more.

In addition, Moscow is famous for its museums.

The largest historical museum of Russia is located on the Red Square.

For art lovers, the Tretyakov Gallery and the Museum of Modern Art will be attractive







Information about the University



Rector of the Financial University Stanislav Evgenievich Prokofier

Doctor of Economics, Professor.

Honored Economist of the Russian Federation.

Full State Councilor of the Russian Federation, 2nd class



The Financial University will celebrate 105 years on **March 1, 2024**



8 faculties, which include:

28 educational and scientific departments;

4 scientific institutes;

17 educational, scientific and research centers



18 bachelor's degree courses,19 master's degree courses



10 libraries in Moscow and27 libraries in regionalbranches



47 245 students, **2 999** teachers



2nd place in IAAR Eurasian University Ranking



14th place among the **100** best universities in Russia,

6th place on demand for graduates by employers according to the rating agency «RAEX-Analytics»





Required documents



Copies of educational documents showing the studied subjects and the grades (points) obtained on them



A copy of the medical report on the absence of contraindications for studying in the Russian Federation issued by the official body of the candidate's country of residence (Form No. 086/y)







A copy of the medical certificate on the absence of human immunodeficiency virus (HIV) and AIDS disease issued by the official body of the candidate's country of residence (certificate)



The entry study visa requires foreign citizens to present passport pages that are valid for a minimum of 18 months from the start date of their visit to the Russian Federation. Copies of these passport pages should be provided for border crossing purposes







Migration and visa note

On the migration card, the purpose of entry is only «study»! Upon arrival in the Russian Federation, it is necessary to register for migration within 2 working days from the date of arrival.

Leningradsky prospekt 51/1 (Ленинградский проспект, 51/1), office 0209

Documents: passport, migration card + copies of all passport pages and migration cards

To extend a visa, a foreign student must apply to the Migration and Visa Department (Leningradsky prospekt 51/1 (Ленинградский проспект, 51/1), office 0209) 45 days before the expiration of its validity!

Within 90 days from the date of entry into the Russian Federation,

it is necessary to pass:

- medical examination (valid for 1 year)
- photographing (the validity period is unlimited)
- fingerprinting (the validity period is unlimited)

Have not left Russia for a year - contact the Migration and Visa Department (Leningradsky prospekt 51/1 (Ленинградский проспект, 51/1), office 0209) 30 days before the expiration of the registration period.

If you checked into a hotel or were being treated in a hospital, <u>you</u>

<u>need to contact the Migration and Visa Department again the</u>

<u>next day after your return!</u>

Foreign citizens need an additional medical insurance policy <u>for</u> <u>the entire period of stay in the Russian Federation</u>

Financial University, Migration and Visa Department
Leningradsky prospekt 51/1 (Ленинградский проспект,
д. 51/1) office 0209
Tel: 8 (499) 553-12-16, 8 (499) 553-12-15
e-mail: ovu@fa.ru





Persons under **18** must undergo fingerprinting in the presence of parents, trustees, etc.

For violation of migration and visa legislation, a disciplinary penalty (reprimand) is announced to the student. After the 3rd reprimand, the student is expelled from the Financial University From January 1, 2023, foreign citizens and stateless individuals who are enrolled in full-time education programs at Russian state educational institutions of higher education will have the possibility to obtain a temporary residence permit for the purpose of education





First steps at the University



To check in to a dormitory, you need to collect a package of documents:



Original passport and copies of all pages



2 photos 3x4 cm



Medical certificate of health status or its copy (form 086/y with mandatory examination by a dermatologist)



Application for the provision of accommodation







Purchase of additional medical insurance policy



Signing contract to get acommodation in a student dormitory



The students are obliged to pay in advance for accommodation in the dormitory during the holidays if they want to keep their occupied place







Medical support

The additional medical insurance policy is one of the requirements of the university. The policy is needed for:



- migration registration
- processing or extension of a visa
- registration
- accommodation in a dormitory

For detailed information on acquiring additional medical insurance policy, please visit the International Students
Office located at:
Leningradsky prospekt 51/1
(Ленинградский проспект,

д. 51/1), office 0523

The cost of the policy: from 7,400 rubles / year Average time of policy registration: 10-15 minutes





Online registration



Every foreign student must have medical insurance for the entire period of staying in the Russian Federation, regardless of the form of study (full-time, part-time, quota-based, or non-quota) and the method of admission (competitive or paid basis)

1

Passport

If your passport is lost or is in the Visa Department for extention, you can bring a copy or the certificate that you were given for the period of absence of your passport. Passport translation is not needed



Student card

If you haven't received a student card yet, you may use any other document confirming your enrollment at the university (certificate, contract with the university, etc.)

Other documents (registration, migration card, etc.) are not required for registration of an additional medical insurance policy





Campus card



Issued to full-time and part-time students, students of the Preparatory Faculty



Serves as a pass to the buildings and dormitories of the Financial University



Campus cards for full - time students are given at the Dean's Office of the Faculty

Social card



Issued to full-time students



Serves as a pass to the buildings and dormitories of the Financial University



Used as a payment document (scholarship, salary, parking payment, dormitory payment, etc. banking transactions)

How to get a card?

- 1. With the original passport and its notarized translation, the student will receive the Insurance Number of the Individual Personal Account (СНИЛС) in the Multifunctional Center (МФЦ). The deadline for registration of СНИЛС is 3 working days
- 2. After receiving the CHИЛС in your personal account on mos.ru leave a request for registration of a social card. The production period of the social card is 1 month
- 3. After receiving the status of readiness in your personal account on mos.ru pick up a social card at the Multifunctional Center (МФЦ)



Students of the Preparatory Faculty should apply to the address: Leningradsky prospekt 51/1 (Ленинградский проспект, дом 51/1), office 0112, with a passport for registration of the campus card





Student's appearance



Regardless of the cultural and religious traditions student's appearance in the Financial University should comply with the norms of business style. The clothes also must exclude provocative details



Attending classes



The academic year at the Financial University begins on **September 1** and ends according to the working curriculum of a student's program



The duration of the lesson is 1 hour and 30 minutes. The break between classes is at least 10 minutes



Students are required to attend classes according to the curriculum or individual plan



Students are required to notify the Dean's office in advance about the need to be absent from classes, including exams and tests



Students always must provide the Dean's office with supporting documents that verify the legitimacy of their absence from classes, exams, and tests.





Point-rating system

The Financial University has a **point-rating system**



the maximum possible number of points for the ongoing progress control the maximum possible number of points for the test and exam the maximum possible total number of points for the test and exam in the subject



the maximum

the maximum possible number of points for the first ongoing progress control the maximum possible number of points for the second ongoing progress control **86-100** - excellent **70-85** - good

50-69 - satisfactory

less than 50 - unsatisfactory

5

50-100 - accredited



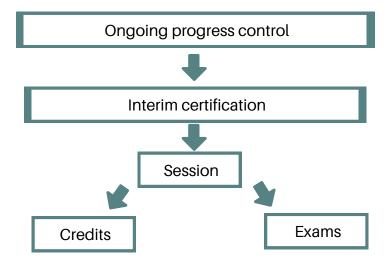
less than 50 - not accredited

- Rating your place in the general list of students of the faculty
- The higher the rating, the more benefits students receive
- The teachers announce the scoring criteria to the students on the first lesson of each discipline
- Students can earn points by completing tasks during seminars, doing homework, and attending classes
- The rating is formed based on the results of the interim assessment for the semester and the session





University life



Ongoing progress control



The main aim of ongoing progress control is to evaluate the level of knowledge acquisition in subjects throughout the semester

The first ongoing progress control takes place



from November 1st to 10th and at the end of the semester
The second ongoing progress control takes place

from April 1st to 10th and at the end of the semester



Ongoing progress control is conducted **twice per semester, including progress control throughout the academic year**



The minimum score required to pass the ongoing progress control is **7 points**, while the maximum score is **20 points**



A student who receives a score from 0 to 6 points is considered to be unqualified. Unqualification in three or more subjects result in a reprimand, and three reprimands lead to expulsion



The results of ongoing progress control affect the final grade for the test or exam. The higher the scores in the ongoing progress control, the greater the chances of achieving a positive result



The results of ongoing progress control evaluation cannot be used as a reason not to allow a student taking intermediate assessments such as tests and exams





Interim certification



Interim certification is intended to evaluate midterm and final learning results in particular subjects



Interim certification is carried out in the form of a test, an exam, a course work defense and a practice report



If a student is unable to attend the Interim certification due to a valid reason, the dean of the faculty establishes personal deadlines for the finalisation of the interim certification

Credits



The teacher sets the form of the credit (written / oral)



Credits are taken at the last seminar session



It is possible to receive an indulgence if the total number of points for the interim certification is at least 35 points



The results of the credit are recorded in the grade sheets as either «accredited» or «not accredited» along with the corresponding score



Students who missed the credit for a valid reason have the right to take the credit before the end of the semester



For this purpose, the teacher announces an additional schedule of his presence in the department





Exams



Exams are conducted:

in writing form for full-time and part-time students in oral form for part-time students in oral form in language disciplines



A student who is late for the exam may be allowed to participate, but the end time of the exam remains unchanged



The duration of the written exam is 1 hour and 30 minutes



Before the beginning of the exam, students are free to choose their examination ticket. It is not allowed for the examiner to distribute the examination ticket directly to the students



Students who didn't come to the exam are required to inform the Dean's office about the reasons of their absence. If you can't provide supporting documents of your absence you fail the exam

Academic debt



Unsatisfactory results in the interim certification for one or more subjects are considered as academic debt



It is allowed to retake each subject not more than twice



Failing the test or exam on the third attempt (with the participation of a committee) leads to expulsion from the University





The rights of students in the dormitory







Responsibilities of students in the dormitory









Rules of entrance to dormitory

Access to the dormitory is possible with a personal campus card. It is important that transferring your campus card to someone else can result in serious consequences, including expulsion from the university



Visiting guests

Admission of guests (your close relatives or students of Financial University) to the dormitory is carried out by your written request. Visiting guests must have their passport. Guests can stay in the dormitory from 9:00 to 22:00



Taking in/taking out of oversized items

The delivery of bulky items (electrical devices, furniture, etc.) must be registered by the administrator. The removal of bulky items from the dormitory is allowed if there is a material an apprroved pass

It is prohibited:



To add extra locks



Storing large items to the room's door confining space in the room



the dormitory



To keep pets in Writing advertisements on the walls of the room, as well as in common areas and other public spaces





In the campus area of the Financial University it is prohibited:



Smoking tobacco (including electronic cigarettes and other special devices), as well as inhaling nicotine-containing vapes, including using special devices and devices



Using of drugs and narcotic substances



Drinking alcohol beverages, including low-alcohol, being in a state of alcoholic, narcotic and toxic intoxication



Playing cards and other gambling games



Using swearing expressions



Taking outsiders to the student dormitory and sharing living space with them, including people living in dormitory



Unauthorized relocation of residents and the transfer of furniture from one room to another is not allowed



For violation of fire safety rules, a student can be **ousted from the dormitory and expelled from the Financial University**





Events in 2023-2024 academic year



September

September 1
The beginning of classes

Students involvement in creative teams

Student Council Meeting

City Day

Freshman Quest

Organizational meeting on adaptation issues

Rector's Hour

Freshman Cross-Country Meeting with country leaders

Dormitory inspection

«The Russian way»

 ${\it «FinCult»}$

October

Sightseeing bus tour across Moscow

Science Festival

Meeting with country leaders

«FinCult»



Training session in «Forest Lake»

Student Council Meeting





Student Council «The Meeting W

«The Russian Way» Student Creativity Festival

Ongoing progress control

Annual International Forum

FinCult

Meeting with country leaders

Excursion to the Museum of Finance

«Active School» - an off-campus event for first-year students







December

«The Russian Way»

Excursion

ISO Football Cup Meeting with country leaders

«Secret Santa»

«FinCult»

Interim certification



January

New Year's Weekend

Winter session

«The Russian Way»

Excursion

Meeting with country leaders

«FinCult»

Visiting the skating rink

Tatiana's Day and the Day of the Russian Student

Holidays





The beginning of a new semester

Student Council Meeting «The Russian Way» Meeting with country leaders

 ${\it «FinCult»}$

Excursion





Academic calendar

March

«The Russian Way»

Meeting with country leaders

«FinCult»

Excursion



International Scientific Student Congress

April



International Scientific Student Congress

Ongoing progress control

Meeting with country leaders

Training session in «Forest Lake»

«FinCult»

Excursion

May

Student Council Meeting

Excursion

Meeting with participants of the International Student Club

Dormitory inspection



June



Summer session

Final exams

Graduation





Student council

Objectives:

- Foster civic culture and encourage active citizenship among students
- Develop students' management skills
- Prepare students for active engagement in societal affairs
- Assist students in acquiring knowledge and practical skills

Tasks:

- Collaborate with students
- Making proposals to enhance the quality of the educational process
- Organize events for university students



Anyone can join the Student Council



Authority:

- Participate in the development and discussion of the University's regulatory documents
- Discussing student's scholarship
- Make event suggestions
- Review applications received by the Student Council

Responsibilities:

- Enhance academic discipline and maintain order
- Assist in organizing the educational process
- Support socially significant initiatives by students
- Assist in creating and maintaining necessary social, living, and study/recreational conditions for students





International Students Club

A comprehensive system of interaction between foreign and Russian students with the support of «country leaders» - active representatives of foreign countries



«FinCult»



A project acquainting foreign students with Russian literature, music and art. Additionally during the academic year there are held interactive tasks, excursions to theaters, conservatories and museums

«The Russian way»

A course of lectures about Russian history. After listening to all lectures and completing a number of tasks, students get a certificate that gives 10 points for admission to bachelor's, master's and postgraduate studies



«Bridges of Friendship»



A project which is aimed at exchange cultural traditions and strengthening international ties. In 2022-2023 academic year, Vietnam Day and Azerbaijan Day were held, representatives of embassies of foreign states, as well as foreign students from other universities attended the meetings

Training session in **«Forest Lake»**





 «Conflict Management»















University life



10 libraries in Moscow

- 4th Veshnyakovsky Passage,4
- Verkhnyaya Maslovka street, 15/1
- Kibalchicha street, 1
- Kronshtadtsky Boulevard, 37b
- Kuskovskaya street, 45
- Leningradsky prospekt, 49
- Leningradsky prospekt, 51/1
- Maly Zlatoustinsky lane, 7, p.1
- Oleko Dundicha street, 23
- Shcherbakovskaya street, 38



A large number of electronic resources in Russian and foreign languages with the possibility of remote access

14 subscriptions, 3
reading rooms for
scientific work, 4 media
libraries, 10 combined
reading rooms and media
libraries for 600 seats







How and where can I get books?



Every semester students receive sets of educational literature from the university **libraries**



The rest of the books can be taken home unless they are provided in a single copy

Is there a fiction collection in the library?



The library has a rich fund of fiction, which is constantly replenishing

You can get the books at the libraries Leningradsky prospekt 49, office 100 and Leningradsky prospekt 51/1, office 0116

(Ленинградский проспект, 49, комн. 100 и Ленинградский проспект, 51, корп. 1, комн. 0116)

Fiction is given out in the amount of 1 to 3 books for up to 15 days

How can I get remote access to full-text materials?

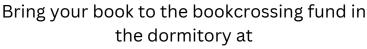


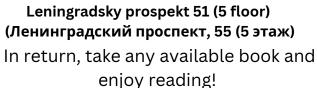


To get remote access, you need to go to the library on any territory of the University, having a campus card with you

The user receives an individual login / password only if there is no liabilities to the library

International bookcrossing of the Financial University







Take care of the books you have taken





You can leave a review about the book you have read on the bookmark You can write on the book to get it back





University life

Sports and recreation complex of the University

The sports and recreation complex consists of three educational and sports bases



Leningradsky prospekt 55 (Ленинградский проспект, д.55)



Kasatkina street 17 (ул. Касаткина, д. 17)



Verkhnyaya Maslovka street 15 (ул. Верхняя Масловка, д. 15)



Swimming enthusiasts can make use of the 25-meter swimming pool

Gyms



Table Tennis Hall



Gyms equipped with various types of exercise equipment



There are classes in volleyball, basketball, mini-football, swimming, tennis, table tennis, boxing, wellness gymnastics



Martial arts hall with professional ring and training equipment



Sports life of the University







There are several cafeterias and buffets In the buildings of the Financial University



In the cafeterias of the University, you can choose each dish individually to choose from or order a set lunch

A set lunch consists of salad, soup, main course, drink and bread. The menu of a set lunch is formed every day



The cost of a set lunch does not exceed 250 rubles

The dining room menu consists of several types of dishes that differ in the way of cooking: fried, boiled, stewed or baked





Tuition fee can be paid in the following ways:





Payment using a receipt in a bank



Online payment



Payment for accommodation in the dormitory can be made in the following way:



Payment using a receipt in a bank



Online payment



University site



The payment receipt must be shown to the administrator and saved in case any issues arise





Normative documents of the University



Charter of the Financial University



Regulations on ongoing progress controll and interim certification





The Constitution of the Russian Federation



Federal Law No. 109 «On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation»



Internal rules of the student day



Federal Law No. 115 «On the Legal Status of Foreign Citizens of the Russian Federation»



Internal regulations for the students



Federal Law No. 114 «On the Procedure for Leaving the Russian Federation and Entering the Russian Federation»







Moscow Metro



Currency exchange rate



Moscow transportation system



Official site of Moscow city



Free events in Moscow



Occasions in Moscow



Big city



The Bolshoi theatre



Moscow zoo





Emergency numbers





103



Fire Department

University Numbers

+7 (499)943-9855 University Inquiery office

+7 (499)553-1218 International Students Office

+7 (499)553-1216 Migration and Visa Department

Support division for the activities of international +7 (495)249-5319 students and teachers

+7 (499)553-1382 Group of campus cards

+7 (499)943-9592 **Accommodation Service**









