

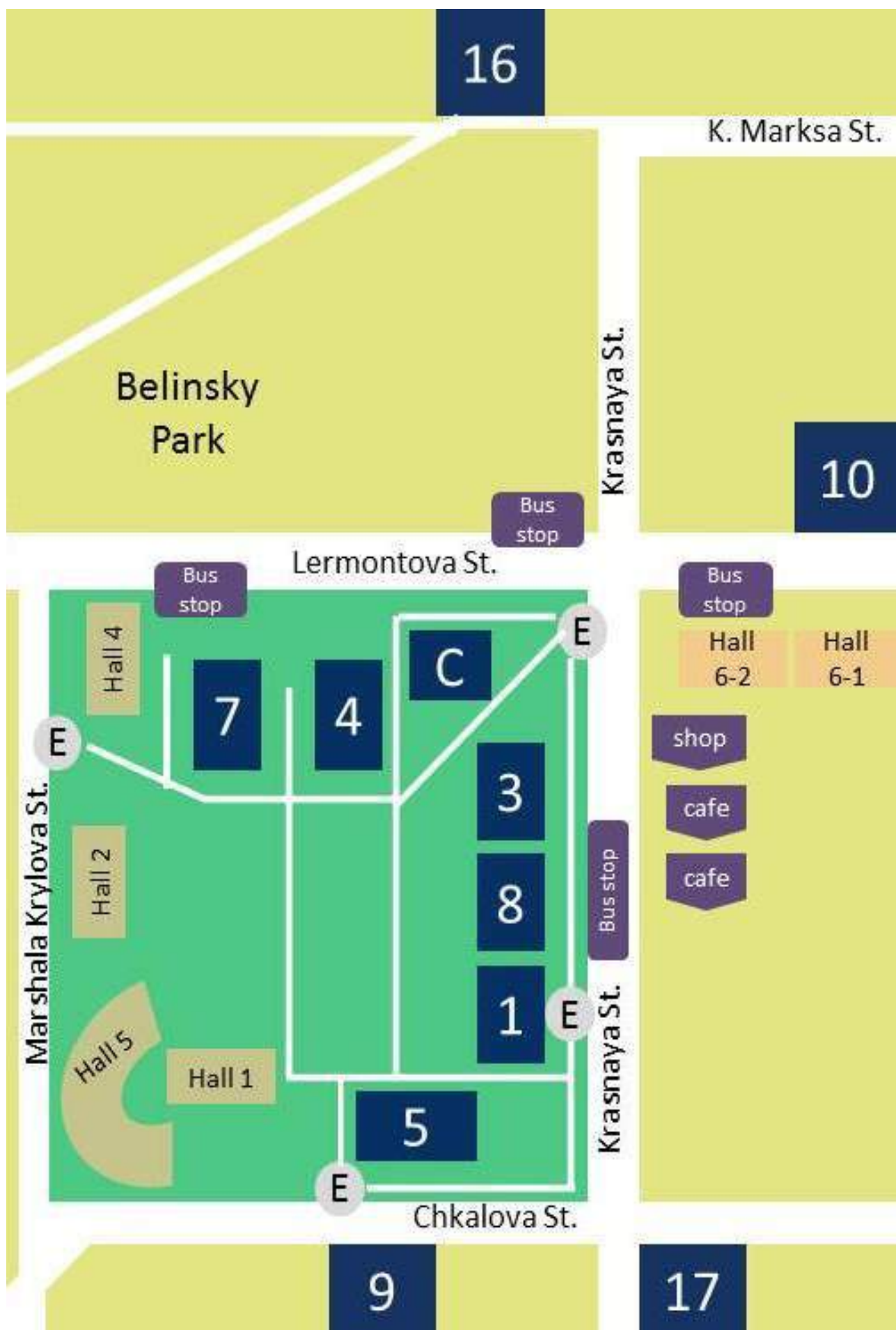


QUICK START GUIDE FOR INTERNATIONAL STUDENTS

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MAP DESCRIPTION

E Entrances

BUILDING 1	Rector's office, administrative offices, conference halls
BUILDING 3	Faculty of Industrial Technologies, Power Engineering and Transport
BUILDING 4	Faculty of Information Technologies and Electronics
BUILDING 5	Institute of Law
BUILDING 7	Faculty of Computer Engineering
BUILDING 8	Faculty of Computer Engineering; Faculty of Information Technologies and Electronics
BUILDING 9	Institute of Economics and Administration
BUILDING 10	Faculty of General Medicine
BUILDING 11	International Education Office, International Relations Office; Faculty of History, Languages and Literature
BUILDING 12	Faculty of Pedagogy, Psychology and Social Sciences
BUILDING 13	Faculty of Physics, Mathematics and Natural Sciences
BUILDING 14	Institute of Sport and Physical Training
BUILDING 15	Faculty of Physics, Mathematics and Natural Sciences
BUILDING 16	Multidisciplinary College
BUILDING 17	Faculty of Dentistry
BUILDING 18	Classrooms for Medical Institute and Preliminary Training students; residence hall no. 7

Hall 1, 2, 3, 4, 5, 6-1, 6-2 Residence halls no. 1, 2, 3, 4, 5, 6-1, 6-2

S Physical Training Centre, Winter Sports Centre

C Canteen

Dear guests,

We are glad to welcome you at Penza State University, the largest higher education institution in the Penza Region.

PSU is a place where everyone can receive high-quality education in engineering, humanities, natural sciences, pedagogy, medicine, economics, law and other study fields. Our university is acknowledged in national and international academic rankings.

This quick start guide to Penza State University is intended for international students and staff. It details the most frequently asked questions about studying and living at PSU.

We hope that the guide will help you adapt and settle into the international community at the university and in the city. Your personal comfort, safety and well-being are important to us no less than your performance and progress.



If you have any questions, we kindly ask you to contact the International Education Office (building 11, office 118) and International Relations Office (building 11, office 109) of the Institute for International Cooperation.

The Department of Student Affairs welcomes your proposals and suggestions on improving this guide to suit the most compelling needs at osakmr.ims@yandex.ru.

GENERAL INFORMATION

Russian higher education is becoming more and more prestigious for future professionals. At present, about 2.6 million international students are enrolled in 609 state universities. Why is it happening? There are several reasons for growing appeal for Russian education:

- ⇒ First-rate learning and teaching in a line with western universities and comprehensive quality assurance and evaluation system (student performance is monitored closely and objectively; low performing students have no chance to receive a university degree)
- ⇒ The majority of teaching staff have academic degrees – candidate of sciences (PhD equivalent) and doctor of sciences (advanced doctorate degree)
- ⇒ The absolute majority of Russian universities graduates pass verification exams in their home countries (if it is necessary when receiving education abroad)
- ⇒ The tuition fee is notably lower than in middle-rank European or American universities.
- ⇒ In recent years, some top Russian universities have entered the leagues of the best world universities according to the international ranking
- ⇒ Russia is implementing a 3-cycle higher education system with Bachelor, Master and PhD levels to open up opportunities for undergraduates, graduates and postgraduates, both in terms of finding a place for study and work

GEOGRAPHY

Russia spans huge territories, encompassing various climate and time zones, expanding into two continents – Europe and Asia. It is the largest country in the world, covering over 17 million square kilometers.



Russia was born in the eastern European part and later on spread in all directions. Its vast size means that within one country you can find fields and meadows, rivers and lakes, hills and mountains, desserts and forests. A train journey from westernmost to easternmost points will take more than a week.

At present, Russia holds a strong position in the political world and demonstrates sustainability in social and economic development.

It is impossible to describe the weather throughout the vast territory of Russia in general terms: the climate zones located here — from the arctic to the subtropical — have their own temperature and precipitation norms for each season.

Winter in the Penza Region is usually snowy and frosty. It begins in November, when the average daily temperature drops below 0°C. December, January and February are with strong winds and snow storms. The temperature may be up to -30°C.

Melting season starts by the end of March, although the average temperature still stands at around -8°C. April is stormy and warm and the average temperature is about 5°C. May is marked by apparent warming, blossoming and blooming.

Summer is usually not very hot. The weather is mild with daytime temperatures 20-25°C. Short-term heavy rainfalls are frequent.

September is warm and characterised by an abundance of sunny days. October weather is much colder with numerous rainfalls. The average temperature in this month is 5°C with night frosts.



To feel comfortable in any natural environment, you need to have basic items: waterproof boots and raincoats, gloves, umbrellas for spring and autumn; warm sweaters and warm underwear, strong winter boots and heavy anoraks or other suitable jackets, hats, scarves and mittens for winter

Only if you have right clothes, you can actually enjoy the beauty of Russian nature. You will have a great chance to explore winter activities (skiing, ice-skating and sledging), to make a picnic trip in spring, to go biking or roller-skating in summer or to take long walks under golden foliage in autumn.

If you want to be informed, check the weather forecast at **gismeteo.com** and **weather-forecast.com** or use your Android or Apple apps.

LIVING AND STUDYING IN RUSSIA

PEOPLE, LANGUAGES, CULTURE

Russia is a multinational country with considerable ethnic and cultural diversity. Our country has become a home for adherents of the main world religions (Christianity, Islam, Buddhism, Judaism) and other creeds, thus absorbing various features of different faiths.

According to the data, more than 200 ethnic groups live in Russia, about 80% of the population is Russians. People speak more than 100 languages and dialects, while the state and most widespread language is Russian – it is native to about 130 million Russian citizens.

Languages are unique, they are simple and complex in their own way. The Russian language is one of them. Unusual alphabet, rich vocabulary and complex grammar make Russian one of the most difficult languages in the world. However, we are sure that in a few months you will find that it no longer sounds strange, and you will surely love it.



When learning Russian, follow the simple rules, which are applicable to any language:

Focus

Your attention is equivalent to your short-term memory. More concentration during classes means more information to store.

Revise

Revision is at the heart of learning. The information kept in short-term memory has to be transferred to long-term memory, where it can be stored practically forever. The 'carriers' in this process are simple exercises on revision.

Use

Luckily you will have a lot of opportunities to practise a new language. Try to use it everywhere, talk to your teachers or neighbours in the residence hall. You will see that speaking Russian, even with clumsy mistakes, will help you feel better and find friends quicker.

Foreign citizens and stateless persons arriving in Russia to enter and study at Penza State University must strictly abide by the migration regulations of the Russian Federation. The legal status of a foreign citizen in Russia is mainly determined by the following laws and regulations:



⇒ Federal Law dated 15 August 1996 no. 114-FZ "On the Procedures to Enter and Exit the Russian Federation"

⇒ Federal Law dated 25 July 2002 no. 115-FZ "On the Legal Status of Foreign Citizens in the Russian Federation"

⇒ Federal Law dated 18 July 2006 no. 109-FZ "On Migration Registration of Foreign Citizens and

Stateless Persons in the Russian Federation"

⇒ Other legal acts of the Russian Federation and internal rules and regulations for international students at PSU

Foreign citizens are obliged to apply for migration registration at the place of temporary residence, i.e. to notify the Penza Region Migration Affairs Office of the Ministry of Internal Affairs of the Russian Federation about their arrival at the place of stay. Foreign citizens should apply for migration registration at the place of temporary residence in accordance with the procedures and conditions set out in the Federal Law dated 18 July 2006 no. 109-FZ "On Migration Registration of Foreign Citizens and Stateless Persons in the Russian Federation" or in the international treaty of the Russian Federation.

Migration registration of foreign citizens - PSU students living in the university halls of residence is carried out by the Department of Migration and Visa Support of the International Education Office. Migration registration of foreign students living in rented apartments is carried out by the receiving party, that is, the owner of the apartment in which the foreign student lives.



Foreign citizens must take good care of their identity documents, travel documents and citizenship certificates, as well as documents giving the right to enter, stay and leave Russia or confirming the legality of stay in Russia.

MIGRATION REGISTRATION



On arriving in Russia on a single-entry student visa, **students and trainees from visa countries** must immediately (on the day of arrival or the next day) bring the required documents to the Department of Migration and Visa Support to apply for migration registration and extension of a student visa:

- ⇒ Original of a passport
- ⇒ Notarised translation of a passport
- ⇒ 5 copies of a passport (all pages except for blank ones should be copied on the same A4 sheet from two sides with two-page openings of a passport)
- ⇒ Original of a migration card
- ⇒ 5 copies of a migration card
- ⇒ Copy of a contract for paid educational services (on arriving from another higher education institution) or a referral to study (on studying under the direction of the Ministry of Science and Higher Education of the Russian Federation)
- ⇒ Copy of a rental agreement or a certificate of ownership or an entry in the Unified State Register of Taxpayers (for students or trainees not living in PSU residence halls)
- ⇒ If a student lives outside the university halls of residence, then migration registration is carried out by the receiving party, that is, the owner of the apartment in which the student lives or the student themselves, having the necessary package of documents.
- ⇒ Receipt of state fee payment for multiple-entry visa
- ⇒ 10 photos (size – 3x4 cm)

After processing the above documents, the university fills in the arrival notification and submits the prepared documents to the Penza Region Migration Affairs Office of the Ministry of Internal Affairs of Russia for migration registration of a foreign citizen or stateless person in the Russian Federation at the place of residence within the legally established deadlines.

When the migration registration procedure is over, a foreign citizen or stateless person is given a tear-off card, which must be kept in a passport along with a migration card.

To **extend a single-entry student visa**, a foreign citizen or stateless person must present the required documents to the Department of Migration and Visa Support immediately upon arrival, along with the documents for initial migration registration.

To **extend a multiple-entry student visa**, a foreign citizen or stateless person must submit the required documents to the Department of Migration and Visa Support no later than 40 calendar days before the expiry of existing visa.

List of documents for extending multiple-entry student visa

- ⇒ Original of a passport
- ⇒ Copy of a passport (all pages except for blank ones should be copied on the same A4 sheet from two sides with two-page openings of a passport)
- ⇒ Original of a migration card
- ⇒ Copy of a migration card
- ⇒ Original of a tear-off card for migration registration of a foreign citizen
- ⇒ Copy of a tear-off card for migration registration of a foreign citizen
- ⇒ Copy of a contract for paid educational services .
- ⇒ Photo (3x4 cm) (photo should be taken without headwear, sunglasses and other face covering accessories)
- ⇒ Receipt of state fee payment for visa processing and copy of this receipt

We kindly ask foreign citizens to carefully check the specified data when paying the state fee. Full name of a person must coincide with the data indicated in PSU single-entry student visa. **It is prohibited to correct errors/typos.**



Students and trainees from visa-free countries must immediately (on the day of arrival or the next day) bring the required documents to the Department of Migration and Visa Support to apply for migration registration:

- ⇒ Original of a passport
- ⇒ Notarised translation of a passport
- ⇒ 3 copies of a passport (all pages except for blank ones should be copied on the same A4 sheet from two sides with two-page openings of a passport)
- ⇒ Original of a migration card (filled-in data in a migration card should be checked upon receipt at the border; it is advisable to verify the proper spelling of name and purpose of entry, as incorrectly completed data may impede migration registration)
- ⇒ 3 copies of a migration card
- ⇒ Copy of a contract for paid educational services or a referral to study (If a student is studying under the direction of the Ministry of Science and Higher Education of the Russian Federation)

If the student lives outside the university halls of residence, then migration registration is carried out by the receiving party, that is, the owner of the apartment in which the student lives or the student themselves, having necessary package of documents. When the migration registration procedure is over, the foreign citizen is given a tear-off card, which must be kept in the passport along with the migration card.

MIGRATION REGISTRATION

International students and trainees are obliged to apply for migration registration in the Department of Migration and Visa Support each time when they:

- ⇒ Cross the border, i.e. leave and enter the Russian Federation and receive new migration cards (Foreign citizens and stateless persons should keep in mind that **every time they cross the border, their previous registration becomes invalid**)
- ⇒ Stay in a hospital / hotel / hostel (In this case, the host party is the administration of the facility that within 24 hours initiates the procedure of migration registration. Foreign citizens and stateless persons have to take tear-off registration cards filled in by the administration of the host party)
- ⇒ Visit other Russian cities (moving throughout Russia and staying in another city for more than 7 days. If international students or trainees apply for migration registration in other Russian cities, they have to take tear-off registration cards from these cities)
- ⇒ Change the place of stay (moving from one residence hall to another, from a residence hall to a flat, from one flat to another)
- ⇒ Amend personal details (receiving a new passport)
- ⇒ Modify the migration status (obtaining a residence permit (regardless of its kind))



The Department of Migration and Visa Support should be informed of all of the above **within 1 working day**

International students and trainees are obliged to inform the International Education Office and Department of Migration and Visa Support, if they:

- ⇒ Plan to leave the Penza Region or leave the Russian Federation **no later than 3 days before the date of expected travel**
- ⇒ Change the migration status (upon receiving a residence permit in Russia (regardless of its kind) or Russian citizenship) **within 1 working day**
- ⇒ Lose or damage a passport, a migration card, a tear-off card at the place of stay **immediately**



International students and trainees are obliged to undergo migration registration in other Russian regions at the place, where they stay **for more than 7 days**

When studies at Penza State University are terminated or completed, international students and trainees are obliged to leave Russia within 3 days from the date when the Penza Region Migration Affairs Office of the Ministry of Internal Affairs of the Russian Federation decides to reduce the period of temporary stay in Russia.

DOCUMENT SUBMISSION DEADLINES

- ⇒ **To extend migration registration**, international students or trainees are obliged to submit the required documents to the Department of Migration and Visa Support **30 days before the expiry** of migration registration at the place of their stay (concerning those staying at PSU residence halls).
- ⇒ To extend a multiple-entry study visa, a foreign citizen must submit a package of documents to the Department of Migration and Visa Support 40 days before the expiry of the current visa.
- ⇒ **In case of the expiry of a passport**, foreign citizens must take measures for its timely renewal or replacement. After extending the validity of a current passport or obtaining a new



The validity period of the last multiple-entry visa is extended for a period **not earlier than 6 months** before the expiry of a passport of a foreign citizen

- ⇒ **In case of damage, loss or theft of a passport, a migration card, a tear-off card**, a foreign citizen must immediately (**within 1 working day**) notify the Department of Migration and Visa Support in order to consider further actions and take urgent and exhaustive measures to restore his/her documents
- ⇒ **Upon receiving a residence permit in Russia** (regardless of its kind) **or Russian citizenship**, a foreign citizen is obliged to inform the Department of Migration and Visa and submit relevant documents **within 1 working day**
- ⇒ **When changing the mode of study**, i.e. transferring from full-time study to part-time study, an international student loses the grounds to extend the period of temporary stay in Russia in the context of studying. The same refers to students who take an academic leave. A student is obliged to leave Russia, if he/she does not have other grounds for staying in Russia (e.g. residence permit)

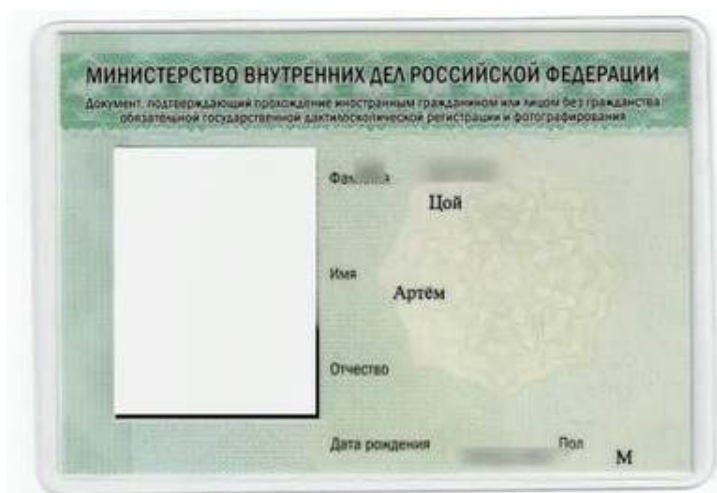


STATE FINGERPRINT REGISTRATION

Foreign citizens who arrived in the Russian Federation for a period exceeding 90 calendar days are subject to mandatory state fingerprint registration and photographing, and are also required to undergo a medical examination to determine the presence or absence of the use of narcotic drugs or psychotropic substances without a doctor's prescription or new potentially dangerous psychoactive substances, infectious diseases that pose a danger to others, and diseases caused by the human immunodeficiency virus (HIV infection) within 90 calendar days from the date of entry into the Russian Federation.

The fingerprinting and photographing procedure is carried out once and after it a corresponding document is issued. Medical examination is carried out once a year. If foreign citizens fail to fulfill their obligations to undergo mandatory state fingerprint registration, photography and (or) medical examination, the period of temporary stay in the Russian Federation of foreign citizens is reduced, which means that the student must leave the territory of the Russian Federation.

Document on completing the mandatory state fingerprinting of foreign citizens in the Russian Federation





All students arriving at Penza State University are obliged to apply for a voluntary health insurance policy



What is a voluntary health insurance policy?

A voluntary medical insurance policy is a document confirming that the person has appropriate health insurance.



What is a voluntary health insurance policy needed for?

A voluntary medical insurance policy establishes the right to receive free health care in Russia.



What health care is available upon a voluntary health insurance policy?

The list of free medical services includes primary health care (visits to medical doctors and specialised doctors, house calls), emergency medical care (first aid, emergency medical services), specialised and high-tech medical care.

—
ABSOLUTELY ALL FOREIGN STUDENTS OF PSU
HAVE TO ACQUIRE
A MEDICAL INSURANCE POLICY!
—



Do international students and trainees need a voluntary health insurance policy?

A voluntary medical insurance policy is mandatory. Foreign citizens are obliged to have a health insurance policy according to the Federal Law dated 15 August 1996 no. 114-FZ "On the Procedure to Enter and Exit the Russian Federation".



Where is a voluntary health insurance policy issued?

In accordance with clause 6 of the Rules for providing health care to foreign citizens in the Russian Federation dated 6 March 2013 no. 186, foreign citizens should purchase a health insurance policy independently. To apply for a voluntary medical insurance policy, please contact PSU Clinical and Medical Centre (2B Marshala Krylova Str.).



At the beginning of each academic year (in September) all international students are obliged to renegotiate the contract with the insurance company and to renew their voluntary health insurance policy

ARRIVAL

By plane

The trip from Moscow to Penza can be made by plane from the international airports (Domodedovo, Sheremetyevo or Vnukovo).

If you arrive and depart from the same airport, you should go through the Customs Control and proceed to the check-in desks for national flights. If you have to change the airports, you may take a taxi or an express train.

FINDING THE UNIVERSITY

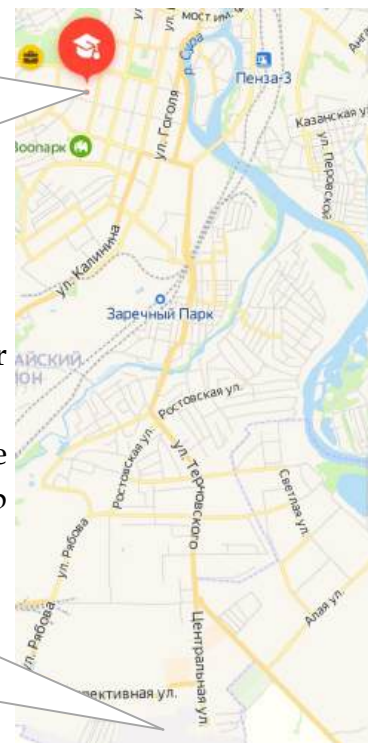
If you arrive by plane

Planes land at Penza airport (2 Centralnaya Str.). Penza State University is located at 40 Krasnaya Str. The journey will take about 30-40 minutes.

There are two ways to get to the university:

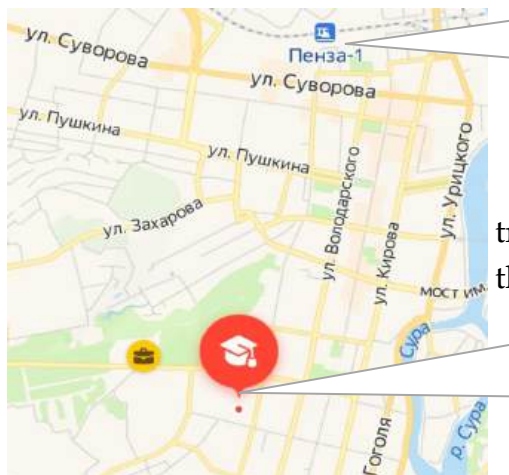
- ⇒ take a taxi (using Yandex taxi, Uber, Get Taxi apps or finding a taxi near the airport)
- ⇒ take public transport (from the bus stop 'Airport' to the bus stop 'Ulitsa Chkalova' by bus no. 66; from the bus stop 'Airport' to the bus stop 'Ulitsa Krasnaya' by minibus no. 30)

Public transport works from 6 a.m. to 11 p.m. Fares are paid in cash only.



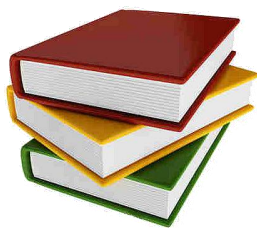
If you arrive by train

Trains arrive at Penza 1 railway station (1 Privokzalnaya Sq.). Penza State University is located at 40 Krasnaya Str. The journey will take about 20-30 minutes. There are two ways to get to the university:



- ⇒ take a taxi (using apps or finding a taxi near the railway station)
- ⇒ take public transport (from the bus stop 'Ulitsa Volodarskogo' to the bus stop 'Ulitsa Krasnaya' by mini-bus no. 29; from the bus stop 'Penza 1 Railway Station' to the bus stop 'Biblioteka imeni Lermontova' by minibus no. 10a)

STUDY



The academic year starts in September and lasts till July. The year is divided into two semesters, the duration of which varies between **17-21 weeks**, depending on the curricula. Senior students also have practical trainings at the workplaces. If a practical training is included into the curriculum (e.g. hospital practice), it is scheduled separately.

1st semester	1st September	Beginning of the academic year
	4th November	National Unity Day
	17th November	International Student Day
	December	Pass-fail exam period
	31st December	New Year's Eve
	1st - 8th January	New Year's Day, winter public holidays
	7th January	Orthodox Christmas Day
	January	Exam period
	25th January	Tatyana's Day (Student Day)
		2-week holidays
2nd semester	February	Beginning of the second semester
	23rd February	Russian Army's Day
	8th March	Women's Day
	1st May	Labour Day
	9th May	Victory Day
	12th June	Russia Day
	June	Pass-fail exam period
	June - July	Exam period
	July, August	Holidays

In addition to non-working holidays, there are working ones, which are not additional days off, but have solemn events.

Professional holidays recognize merits of specialists in various areas.

Memorable days are set to commemorate significant events and important dates in Russian and world history. Russia also have memorial days.

Russian Military Glory Days are celebrated in tribute to the glorious victories of the Russian troops, which played a decisive role in Russian history.

UNIVERSITY LIFE

CLASSES SCHEDULE

1.	8.00	9.35
2.	9.50	11.25
3.	11.40	13.15
4.	13.45	15.20
5.	15.35	17.10
6.	17.25	19.00



Note that all classes at the university are held according to the number of the week – **first** and **second**. Take it into account when exploring the schedule.

STUDENT OFFICIAL DOCUMENTS

Each student should have four university documents:

- ⇒ **Electronic pass** (MIR card). University campus is a secure territory, its entrances are equipped with checkpoints, so it is not accessible without a pass
- ⇒ **Student ID** (Studencheskii билет). This document is the official proof of your identity, and student status. In some cases it gives discounts (in cinemas, at skating rinks, etc.)
- ⇒ **Student record book** (Zachetnaia knizhka). This document confirms your academic performance. It contains information about all studied academic disciplines, produced term papers (projects) and completed practical trainings. It also includes official stamps that allow you to pass exams and continue your studies in the next year
- ⇒ **Library card** (Chitatelskii билет). This document is necessary for using library facilities while studying for classes and exams.



LEARNING AND GRADING SYSTEM

Learning and teaching at Penza State University are provided in two languages – Russian and English. However, all students should study the Russian language.



Students attend classes—lectures and practical classes (called 'seminars') and do their homework. During the academic semester, students knowledge is assessed according to a point-rating system. The received points characterise students performance during the semester, they are taken into account during pass-fail exam and exam periods.

At the end of each semester, students usually pass a series of exams. There are two types of exams: pass-fail and graded exams. First students take a set of pass-fail exams, usually in 5-6 disciplines. Only after the student has all 'passed' marks can he/she proceed to the next set of exams. The 5-grade scale is used for exams, but in practice four grades are used: **2** – 'unsatisfactory', **3** – 'satisfactory', **4** – 'good', **5** – 'excellent'.

Failure at the exam is a serious matter. The student is usually given a chance to re-sit the exam, but the period during which the student can do so is limited. If students pass their exams successfully, they are allowed to continue their studies in the next semester / year.



After you have taken all pass-fail exams and stamped an allowance in the dean's office, only then you can pass graded exams. Otherwise you will not be allowed to sit the exams

STUDENT-TEACHER RELATIONSHIPS

There is great respect towards teaching profession in Russia. Teachers are considered models of moral standards, intelligence and understanding.

Traditionally student-teacher relationships are formalised, but still very friendly. Teachers are always addressed by their first name and patronymic. The use of titles before the name is not common. The usual address of teachers to students is by their first names. Using surnames is considered old-fashioned or too formal.

It is common among schoolchildren and university students to congratulate their teachers twice a year: on the 1st of September ('Day of Knowledge', beginning of a new academic year) and on the 5th of October ('Teachers' Day', professional holiday). Greeting cards, flowers or just sincere words of gratitude are typical on those days.

LIBRARIES

Penza State University boasts an extensive library collection with 1,440,000 items. There are several specialised libraries, reading halls, e-reading halls, digital library systems. Photocopying and printing machines are available in the libraries.

To use library facilities, students must be registered readers of the library. The registration requires student ID, 3x4 cm photo, library card charge payment.

University computer network has access to the digital libraries of renowned scientific publishers – Springer, Wiley, etc. The website of PSU Library can be found at lib.pnzgu.ru.



E-Reading Hall (building 9, office 110, Monday to Friday 9 a.m. – 5 p.m., Saturday 9 a.m. – 1.30 p.m.)

Medical Library and Medical Resource Books Reading Room (building 10, offices 102 and 103, Monday to Friday 9 a.m. – 5 p.m., Saturday 9 a.m. – 2 p.m.)

Science and Education Library for Polytechnic Institute (building 3, office 102, Monday to Friday 9 a.m. – 7 p.m., Saturday 9 a.m. – 1.30 p.m.)

Technical Resource Books Reading Room (building 7, floor 1, Monday to Friday 9 a.m. – 7 p.m., Saturday 9 a.m. – 5 p.m.)

Science and Education Library for Institute of Law and Institute Economics and Administration (building 9, office 104, Monday to Friday 9 a.m. – 6.30 p.m., Saturday 9 a.m. – 1.30 p.m.)

Pedagogical Institute Main Library (building 11, floor 1, Monday to Friday 10 a.m. – 6 p.m., Saturday 10 a.m. – 3 p.m.)

Pedagogical Institute Main Reading Room (building 11, floor 1, Monday to Friday 8.30 a.m. – 6 p.m., Saturday 8.30 a.m. – 3 p.m.)

Fiction, Social and Humanities Library (building 9, office 105, Monday to Friday 9 a.m. – 4 p.m., Saturday 9 a.m. – 1.30 p.m.)

Foreign Languages Library (building 9, office 107, Monday to Friday 9 a.m. – 6 p.m., Saturday 9 a.m. – 1.30 p.m.)

Information and Bibliography Library Department (building 7, floor 1, Monday to Friday 8 a.m. – 4 p.m., Saturday 9 a.m. – 1.30 p.m.)

ACCOMMODATION



Penza State University has developed social infrastructure. It offers comfortable on-campus accommodation in one of the 7 residence halls located within easy reach of the academic buildings.

Shared bedrooms with all basic necessities (comfortable furniture, bed linen, towels) are intended for 2-3 individuals. All the rooms meet health and safety criteria. There

is video surveillance and security service in the residence halls.

All necessary living conditions have been created for students living in the residence halls: kitchens, sanitary and shower rooms, canteens, household appliances rental offices, rest rooms, leisure centres, gyms, sports grounds.

Grocery and household stores (including 24-hour shops), cafes, fast food chains, hairdressers, repair shops and other places can be found not far from the residence halls. There is an easy access to the transport links, so that students can reach any part of the city by bus or mini-bus.



HEALTH SERVICES



Penza State University operates the Clinical Medical Centre, where each student and staff member can get various medical services. It is located at 2B Marshala Krylova Str.

Students can undergo laboratory tests, ultrasonography, ECG, photofluorography and X-ray examination. Such doctors as therapists, E.N.T. specialists, gynecologists,

surgeons, neuropsychiatrists, cardiologists, thyroid specialists, psychotherapists, skin specialists, infectious disease specialists, dentists, traumatologists and others provide outpatient reception hours in the centre. Highly qualified doctors are also university teachers, some of them speak English.

All services are free upon providing a voluntary medical insurance policy.

UNIVERSITY REGULATIONS

Students are obliged to:

⇒ **Attend classes regularly and timely**

Skipping classes can cause severe consequences – underachievement, failure at the exams, expulsion.

If you have to miss a class due to a serious reason – talk to a teacher. If you feel unwell – go to the Clinical Medical Centre, get medical treatment and have a medical certificate. Without a medical certificate your absence is considered truancy.

⇒ **Complete all assignments given by teachers**

⇒ **Be polite, sociable and friendly** with peer students, teaching and administrative staff of the university

It is strictly banned to:

⇒ **Smoke** at all places (academic buildings, residence halls, etc.) on campus

⇒ **Drink alcohol** and **do drugs** at all places, including residence halls

⇒ **Behave anti-socially** and use swear words in any language

⇒ **Use mobile phones or PCs during classes**, unless otherwise told



While staying in Russia, you have to observe all **laws and regulations of the Russian Federation**. The breach of any of them is an administrative or criminal offence

EXTRACURRICULAR ACTIVITIES

Social life of international students at Penza State University is one of the most important components in the process of admitting, training and guiding young foreign citizens arriving in Penza from around the world. There are several fields of social life comprising various sports, creative and scientific activities that are available to international students at PSU.



Talents of singers, dancers, artists, poets, athletes will be appreciated. Numerous events are held annually: 'Fresher' and 'Student Spring' talent contests, 'Miss World. Folk Queen' beauty contest, 'Goodwill Games', 'POLIS' educational camp, 'Cross-Cultural Communication in the Modern World' international conference, etc. Sports clubs work for students every year. For detailed information, please contact the Department of Student Affairs of the International Education Office.



To successfully adapt international students, Penza State University develops and promotes student self-government and permanent representation in the students committees , as well as operates the Association of International Students of the Penza Region



The Association of International Students of the Penza Region is the youth student organisation that brings together international students in Penza. Its activities are implemented with the support of the International Education Office in close coordination with the Department of Student Affairs. The association is dedicated to unite foreign citizens studying in the higher educational institutions of the Penza Region.

LEISURE AND RECREATION

The Penza Region is known for its historical monuments and natural attractions. People living here can visit old estates, cave monasteries and holy springs, stroll around picturesque parks and attend large-scale cultural events.

The pearl of local history is Tarkhany, Lermontov Museum-Reserve, where the great Russian poet and writer Mikhail Lermontov spent his childhood and adolescence.

Near the village of Ramzai, Mokshan District, residents and guests of the Penza Region may find the most unusual sight – Legend Open-Air Sculpture Park.

The Penza Region attracts its guests with museums and galleries. The must-see places include Myasnikov Museum of One Painting, Meyerhold Museum-Theatre, Savitsky Art Gallery, Local History Museum, Klyuchevsky Museum, Folk Art Museum.



Moskovskaya Street is one of the best places for a leisurely stroll in the city centre. This pedestrian street is the oldest in Penza. There are a lot of shops, cafes and squares along it, where you can relax, chat with friends and enjoy beauty of the city.

There are many monuments and sculptures in the region, namely, the Victory Monument, the First Settler, the Rostok Monument.

The Sputnik Embankment is one of the most beautiful and modern places for outdoor activities of residents and guests in Penza. It comprises a beach area, a health path, a park zone and a fountain square.



ADAPTATION

Starting their studies, all international students face with the double amount of challenges compared with local students. A lot of things they are dealing with are absolutely different from what they have been used to. It takes time to adjust to the new environment. Adaption is a normal process, each individual experiences it a little differently. Attitude to new culture can vary from utter enthusiasm to deep repulsion. It is also normal. Remember you are not alone in dealing with problems.

Culture

Each person represents millennia-old culture through the prism of his/her life experience. When coming in contact, two different cultures are sure to clash. Two factors should not be ignored: first, there are some moral values that people of different cultures share, second, you do not have to change your personality or beliefs, you just have to accept as it is.

Living conditions

It is undoubtedly difficult to live not in your own flat or house, surrounded by familiar faces. Life in a residence hall has a lot of drawbacks, but there are some significant benefits: international students get acquainted with representatives of different nations and make friends.

Weather

Accustoming to new climate also takes time. Be careful especially in the first months of your stay. Your body is under stress, so it might result in acute cases of chronic diseases. Your health might deteriorate, making the body susceptible to infections.

Food

New cuisine may be totally different. Be careful and try not to experiment with new food during first weeks. Buy food of trustworthy producers.

Study

First, switching from school to university system is a challenge. Second, learning in a new language environment makes studies a greater challenge. Even if you feel the load too heavy, do not despair. If you do not try, you will never succeed.

SYMPTOMS OF CULTURE SHOCK

- ⇒ Sadness, emotional discomfort, anxiety
- ⇒ Acute homesickness
- ⇒ Physical distress, sleep disturbances
- ⇒ Fatigue
- ⇒ Lack of concentration, memory impairment
- ⇒ Helplessness and vulnerability
- ⇒ Perception of the environment as hostile and menacing
- ⇒ Anger and hostility towards the host culture



COPING STRATEGIES

If you face challenges and need psychological help, use the following tips:

- ⇒ Seek counseling of the university psychological support service (building 11, office 519) or university anonymous hotline 8 (8412) 28-18-58
- ⇒ Talk to your peers. Find someone, with whom you feel comfortable to serve you as a 'culture coach'
- ⇒ Establish a network of friends from different countries
- ⇒ Communicate with teachers and staff of the International Education Office. Ask them for ideas, suggestions and assistance both in academic and social issues
- ⇒ Talk to your family more frequently. Write emails, make phone or video calls
- ⇒ Watch films, listen to music or read books in your native language
- ⇒ Learn more about local culture, history, customs, etiquette. Settle down in the new environment
- ⇒ Participate in the university social, cultural, sport and other events
- ⇒ Take care of yourself. Balance study and recreation, eat healthy food, exercise, sleep well, do something you enjoy.

Keep smiling and the world will smile to you!

Results

Following the above tips., you will stop feeling any alienation towards the host culture. People will not seem strangers. You will experience belonging and being a part of the whole. This is unity in diversity.

In practice, you will find it easier to study, deal with teachers and peer students. Your rewards will be excellent marks, good relations and fulfilled life. You will see that you are a worthy member, making your own contribution.

REMEMBER

- ⇒ It is normal to experience culture shock
- ⇒ There are no good and bad cultures, there are different ones
- ⇒ Memorise your most effective strategies of coping with culture shock. These problems are recurrent, you should be able to deal with them efficiently
- ⇒ Share your experiences and help other newcomers who face same problems



Transport system in Penza is simple. The most common form of public transport is a minibus. With all forms of public transport you do not buy tickets before the journey. As you get on, you pay either the driver (mini-buses) or the bus conductor (buses and trolley-buses).



The network of public transport is very extensive. You can get to virtually any place you want to. The only word of caution is: avoid travelling during rush hours in the morning and in the evening. Otherwise, you will waste a lot of time in traffic jams.



Another way to get around the city is by taxi. You can order a car and find out the trip cost via mobile apps. Taxi cars usually have special signs or company logos.

MOBILE AND INTERNET CONNECTION

GSM frequency for Russia is GSM 900/ GSM 1800. Several providers operate in the Penza Region. The coverage area and the prices they charge are practically on the same level, so the choice is actually a matter of preference. The largest providers on the market are Megafon, Beeline and MTS.



МЕГАФОН



Билайн™



Mobile phones have 11 digit numbers:

+7	X X X	X X X - X X - X X
Code for Russia	Phone provider	Personal number

To make international calls from Russia:

- ⇒ landline phones: 8-10 – country code – city code – phone number
- ⇒ mobile phones: + – country code – city code – phone number

To make international calls to Russia:

- ⇒ international access code (unique for every country) – 7 (Russia code) – city code (8412 – Penza code) – phone number

Students have high-speed internet / Wi-Fi connection in the residence halls. There is also Wi-Fi in some city malls and cafes.

PRACTICAL MATTERS

MONEY

The currency in Russia is the Russian **ruble** (RU), alternative spelling **ruble**. One rouble equals 100 copecks. The most common banknotes in circulation are 5000 roubles, 2000 roubles, 1000 roubles, 500 roubles, 200 roubles, 100 roubles, 50 roubles; coins – 10 roubles, 5 roubles, 2 roubles, 1 rouble, 50 copecks, 10 copecks, 5 copecks.



Note that the table gives only the most common banknotes and coins, not shown are 10-ruble banknote, 25-ruble coin, 2-ruble coin and smaller copeck coins.

For daily shopping and transport expenses you will need cash. Larger sums are paid by debit or credit cards. It is not advisable to carry large amounts of cash.

In Russia only the national currency, the rouble, is an accepted form of payment. You can change dollars and euros in banks.



Before you leave home it is a good idea to consult with your bank for the best solution for your financial issues. All Visa and MasterCard are accepted in banks, ATMs and shops, but you pay the commission for using the ATM and banking services.

For money transfer you may either use bank services or major providers for money transfer like Western Union.

The largest banks in Russia with regional branches in Penza are SBERBANK (www.sberbank.ru/en) and VTB 24 (www.vtb.com)



Penza is considered a quiet city in terms of crime rate. Criminal offences are committed, but the danger level is low. According to Russian laws, ethnic and racial crimes are considered severe offences and subject to tough punishments. This acts as a deterrent for potential offenders. It is worthwhile to think carefully about behaviour. There is no need to be over-anxious about danger, but to follow simple precautions.

Here are some basic rules to avoid getting into trouble:

- ⇒ Do not walk alone late at night. If you visited a friend or went to the cinema, better call a taxi
- ⇒ Do not carry large amounts of money
- ⇒ Do not carry your cash, mobile phones, passports and other valuables in your pockets
- ⇒ Do not attract unnecessary attention by showing your money
- ⇒ Keep an eye on your handbag and wallet
- ⇒ Do not leave your bags, laptops, mobile phones unattended
- ⇒ Ladies should be accompanied by gentlemen in the evening time. Physical assault is unlikely, but you may be abused verbally



In all situations, whatever happens, stay calm and use your common sense. The number of ethnically prejudiced people is rather small, but if you happen to meet such people, try not to provoke them.

A lot of petty offences in Russia are committed by drunk individuals. If you are confronted by a drunken person, it is safer to avoid open conflict. Luckily, they are typically using aggressive words, but not causing any real harm. Anyway, remember the golden rule: better safe than sorry.

Here are the emergency phone numbers that everyone should know. Save them in your mobile phones.

EMERGENCY PHONE NUMBERS:

101 – Fire Emergency Service

102 – Police

103 – Ambulance

104 – Gas Emergency Service

112 – All Emergency Services

TERRORISM

The Federal Law FZ-35 dated 6 March 2006 “On Counteracting Terrorism” gives the following definition: “Terrorism is an ideology of violence and a practice of influencing the decision-making of state and regional authorities or international organisations, associated with intimidation of population and (or) other forms of illegal actions”.

Features of terrorism

- ⇒ Violence aimed at civil population and intimidation
- ⇒ Not spontaneous, but planned violence
- ⇒ Use of force or threat of its use following political goals, infliction of considerable damage to property
- ⇒ Influence on crucial state and regional decision-making by means of violence

What do you have to do if you have found an explosive?

- ⇒ Call police immediately
- ⇒ Do not approach the device and do not let others do it
- ⇒ Stop using mobile phones, radio and audio players
- ⇒ Wait for the special task forces

EXTREMISM

Extremism is an activity that inflicts damage to a person based on national, religious, political and social grounds and aims at changing political system, violating state integrity, separating one people, nation or ethnic group.

How can you identify a person already influenced by extremist ideology?

Recruiters instruct recruits on the necessity of maintaining conspiracy, however there is a number of signs that should alert friends and relatives:

- ⇒ Conversion of a religion for no apparent reason or radicalisation of views and beliefs, recognition of traditional religion non-genuine
- ⇒ Attempts to conceal views and beliefs from people around
- ⇒ Behavioural changes (A convert (neophyte) becomes secretive and unsociable, stints in communicating with family)
- ⇒ Demonstration of contemptuous attitude towards other religions or faiths
- ⇒ Desire to enter territories controlled by terrorist organisations
- ⇒ Visits not to common religious sites, but to other places concealed from friends and relatives
- ⇒ Increased activity in the Internet where extremists post their outreach materials

How to save yourself, your friends and relatives from recruitments by extremist groups?

- ⇒ Be attentive with your friends and relatives, keep in touch with them, inquire about their life
- ⇒ Be careful when communicating with strangers in social media. Do not add strangers to your friend list
- ⇒ Do not confuse person's belonging to one or another religion with skillful manipulation based on moral values speculation and sophistic interpretation of a religion and faith
- ⇒ Strengthen your system of values and moral principles. Try to critically analyse obtained information and assess it from different perspectives
- ⇒ Remember that Russia is a multinational country. Be tolerant to representatives of other cultures and religions

Origin of extremist manifestations among the youth

- ⇒ Aggravation of social tension in the youth environment (determined by a set of social problems, including low education quality, depressed labour market, social inequality, low law enforcement status, etc.)
- ⇒ Criminalisation of some social spheres (expressed in broad involvement of the youth in criminal business, etc.)
- ⇒ Growth of nationalism and separatism (defined by the activity of youth nationalistic groups and movements)
- ⇒ Turnover of illegal means for extremist actions (some youth extremist organisations prepare and store explosives, train using firearms and cold steel, etc.)
- ⇒ Exploitation of psychological factors for destructive purposes (aggression is often used by extremist organisations to commit extremist actions)
- ⇒ Use of the Internet for illegal purposes (radical organisations have access to general public to promote their activities, post detailed information about their goals, time and location of meetings, planned actions)



ONLINE EXTREMISM

Online extremism is one of the most widespread forms of extremism in modern Russia.

The extremist materials on the Internet are:

- ⇒ Videos, songs, rhymes, literature, stories or other publications extolling supremacy of one race or nation over another, substantiating national or racial superiority, justifying commitment of military or other crimes intended to eliminate ethnic, racial, national or religious group partially or completely
- ⇒ References to literature sources included in the Federal List of Extremist Materials published on the official site of the Ministry of Justice of the Russian Federation
- ⇒ Images of fascist symbols, extracts from fascist literature sources;
- ⇒ Calls for mass riots, civil disobedience acts, including calls for meetings specifying place and time of the said actions
- ⇒ Calls for insults by age, race, religion, ethnicity
- ⇒ Methods of assembling hand-made explosives, combustible mixtures

If you accidentally find a extremist website on the Internet, you need to:

- ⇒ Fix the website URL or take a screenshot with date and time of detection
- ⇒ Anonymously notify the Extremism Counteraction Centre of the Ministry of Internal Affairs of the Russian Federation

PHONE FRAUD

The most common phone fraud schemes are: lottery scams, virus attacks, requests for help, bank fraud calls, website password requests.

- ⇒ No one has the right to demand codes and other details of your bank cards
- ⇒ The registration of a lottery prize never takes place only by phone or the Internet
- ⇒ In case of an SMS message or a call from an unknown number with the request to help your friend or relative, do not transfer any money – contact your friend or relative directly
- ⇒ There is a check for a refund in case of an erroneous transfer. Do not return money – the operator will return it if necessary



Water bodies are dangerous at any time of the year. The most common dangers are strong currents (including underwater), deep pools, underwater cold springs.

IT IS STRICTLY PROHIBITED TO:

- ⇒ Swim and dive in unfamiliar places, at unequipped sites or sites, where swimming is prohibited
- ⇒ Swim in strong winds, in extreme heat or under clear sun
- ⇒ Swim while intoxicated
- ⇒ Swim beyond the buoys or far from the shore
- ⇒ Swim up to motor ships, boats and other water vehicles, as they can draw under the bottom, hit or cover with a wave
- ⇒ Lose sight of each other

Morning or evening swimming is the best, when the sun is shining, but there is no danger of overheating. The water temperature must be at least 17-19°C. It is not recommended to stay in the water for more than 20 minutes or suddenly jump into the water after staying in the sun for a long time.

If someone is drowning:

- ⇒ Immediately and loudly call for help "Person is drowning!"
- ⇒ Call for emergency help (rescuers, ambulance, etc.)
- ⇒ Do not rescue the person by entering the water if you have not been trained
- ⇒ Throw a flotation device or a long rope with a knot at the end or extend a long pole
- ⇒ Begin resuscitation if there is no breathing or pulse only if you know first aid rules

If you are drowning:

- ⇒ Do not panic, take off extra clothes and shoes
- ⇒ Shout and call for help
- ⇒ Turn on your back, spread your arms wide, relax, take a few deep breaths
- ⇒ If your leg is cramped, pinch the calf muscle several times or straighten your big toe
- ⇒ Try to swim to the shore

If you are suffocated in the water:

- ⇒ Do not panic, try to turn your back to the wave
- ⇒ Press your arms bent at the elbows to the lower part of the chest and make several sharp exhales
- ⇒ Clear the nose of water and make a few swallowing movements
- ⇒ Having regained your breath, lie down on your stomach and move to the shore
- ⇒ If necessary, call for help



Only following the water safety rules can prevent a disaster

ICE SAFETY RULES

In winter, ice is a source of serious danger to life. If you want to go fishing or walk on the ice crust, you should remember the rules to prevent an extreme situation and even save your life.

IT IS STRICTLY PROHIBITED TO:

- ⇒ Go out on the ice alone
- ⇒ Crowd or gather together in a small area of the ice crust
- ⇒ Move on the ice crust at night or in poor visibility conditions (snowing or raining)
- ⇒ Go out on the ice while intoxicated
- ⇒ Go out on the ice less than 10 centimeter thick
- ⇒ Jump, make sudden movements, kick the ice to check its thickness
- ⇒ Move on the ice carrying heavy bags or backpacks or with your hands in your pockets

If the ice cracks under feet, you need to walk in sliding steps, without lifting feet from the surface, but placing them at shoulder length to distribute the load over a large area



You may go out on the ice, when it is at least 10 centimeter thick

If you fall through the ice:

- ⇒ Spread your arms wide along the edges of the ice not to be soused over head
- ⇒ If possible, move to the edge, where the current will not carry you under the ice
- ⇒ Without breaking the edge, without making sudden movements, get out onto the ice, crawling on your chest and alternately pulling your legs out to the surface, spreading them wide
- ⇒ Get out by rolling and crawling to the shore

To rescue a person who has fallen under the ice:

- ⇒ Immediately shout that you are going to help
- ⇒ Crawl to the ice hole with your arms open
- ⇒ Put skis, plywood or board under you to increase the bearing area
- ⇒ Do not crawl to the very edge of the ice hole, otherwise you will find yourself in the water
- ⇒ Use a belt, scarf, board, skis, sledges and throw these objects 3-4 m in front of the person
- ⇒ Act decisively and quickly
- ⇒ Provide the person with available means, pull him/her out onto the ice and crawl away from the danger zone

Heat stroke is a severe malfunction of the body associated with overheating.

Sun stroke is a painful condition, malfunction of the brain due to prolonged exposure to sunlight.

CAUSES:

- ⇒ High ambient temperature
- ⇒ Excessively stuffy weather and warm clothes
- ⇒ Intense and exhausting physical activity
- ⇒ Extreme and direct action of the sun on the head (sun stroke)

SYMPTOMS:

- ⇒ Dizziness
- ⇒ Headache
- ⇒ Heart palpitations
- ⇒ Nausea
- ⇒ Cold sweat
- ⇒ Red skin
- ⇒ Exhaustion

In critical cases, a person in strong heat or under the sun can lose consciousness, the body temperature can rise to 41°C.

First aid

- ⇒ Place the person in a colder place in order to cool the body faster. The ideal option is a bath with the water temperature 18-20°C or usual wetting of the person skin with water (also at room temperature) and gentle fanning (the air must be warm)
- ⇒ If possible, put the ice on the person head and wipe his/her armpits and groin with alcohol. When cooled, the person may demonstrate sharp mental motor excitement
- ⇒ If heat or sun stroke happened outdoors, the person must be immediately placed in the shade, freed from clothing as much as possible and laid so that the legs are higher than the head
- ⇒ If the person is conscious, it is useful to drink water in small sips, the water should be at the room temperature
- ⇒ If the person is unconscious, he/she must be taken to a hospital for further examination and treatment.

Prevention:

- ⇒ Acclimatise to high temperatures: properly build your daily routine and drinking regime
- ⇒ Prevent dehydration by avoiding increased physical activity and vigorous exercise
- ⇒ Drink as many fluids as possible, especially pure water
- ⇒ Going out on a hot day, give preference to clothes made of light natural fabrics and remember about a headdress
- ⇒ In addition to getting enough fluids on hot days, eat as many fruits and vegetables as possible

TICK BITE PREVENTION

Walking in the city park or going out into the forest can be adverse. This is due to the activity of ticks, one of the most diverse and ancient groups of arthropods on Earth.

Ticks live in deciduous or mixed forests, ravines, river valleys, meadows, but recently more and more cases have been noted within the city: dachas, gardens and parks.

Clothing for the forest

Before going out into the forest, take care of clothing that will protect you from danger. You will require a hat, a closed jacket with tight-fitting cuffs on the sleeves, trousers with elastic bands at the bottom or tucked into boots.

Tick repellents

Parasite protection products should be applied to clothing before going out into the forest. They can be in different forms: aerosols, creams.

Self-examination

After visiting potential habitats of ticks, you should carefully examine the skin and hair to prevent a parasite bite.

What should be done, if the tick bit you?

- ⇒ If during the examination you find a parasite, you need to immediately come to a hospital, where a specialist will remove the tick and prescribe preventive treatment
- ⇒ Keep in mind that the likelihood of contracting infections transmitted by ticks depends on the amount of infection penetrated through the tick bite (the time, during which the tick was embedded), the sooner you remove the parasite, the better
- ⇒ Even if the tick bite was short-term, the risk of contracting tick-borne infections is not excluded, therefore, after removing the tick, it must be sent for testing for tick-borne infections
- ⇒ You need to understand that the presence of an infection in the tick does not mean that you will get sick. The analysis of the tick is needed for peace of mind in case of a negative result and vigilance in case of a positive one



On 5 August 2020, the Federal Law dated 6 February 2020 no. 16-FZ “On Amendments to the Federal Law dated 25 July 2002 no. 115-FZ “On the Legal Status of Foreign Citizens in the Russian Federation”” came into force in terms of simplifying the procedure for employment of foreign citizens and stateless persons studying in Russian professional and higher education institutions.



Foreign citizens can legally work **in their free time without having to obtain a work permit or patent**, if they **study full-time** in the professional and higher education institutions that have state accreditation

This allows international students studying in Russia to acquire professional skills within the chosen study field. In addition, practical experience will facilitate finding a job after graduating from an educational institution.

The simplified procedure also affected employers. From 5 August 2020, in order to engage international students, it is not necessary to additionally obtain a permit to attract foreign workers.

When an international student completes or terminates his/her studies, the contract with him/her must be cancelled.



Thus:

- ⇒ Proof of proficiency in the Russian language and knowledge of the Russian history is not required
- ⇒ An international student can be involved in any kind of activity without any sanctions
- ⇒ The term of an employment contract will be limited only by the period of study of a student in an educational institution
- ⇒ In accordance with paragraph 3, paragraph 5, paragraph 8 of article 18 of the Federal Law “On the Legal Status of Foreign Citizens in the Russian Federation”, an employer hiring an international student or concluding a commercial contract with him/her is obliged to submit the documents necessary for the registration of a foreign citizen at the place of stay to the Ministry of Internal Affairs

NOTES

MY TEACHERS

[illegible]