

**приоритет2030<sup>^</sup>**

ЛИДЕРАМИ СТАНОВЯТСЯ



**KubSMU**  
1920



**Kuban State Medical University**

# **HANDBOOK**





## Dear students!

Welcome to Kuban State Medical University (KubSMU), one of the oldest universities in the region. Over the years of its existence, KubSMU has gone a long way, transforming from the medical faculty of the first Kuban University into a reputable educational institution, one of the top ten medical universities in the country.

To date, we have managed to provide the university with the most modern equipment for both students and young specialist doctors, which ensures high-quality and effective training of students.

Kuban State Medical University represents 100 years of loyalty to traditions, 100 years of successful training of medical professionals, 100 years of development and innovation.



**Sergey Nikolaevich Alekseenko,  
Rector of KubSMU**

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## Dear friend!

We really want your studies at our university to be as effective as possible, and your stay in Russia to be comfortable, so we have prepared information about the most important aspects of studying and living in Russia. We hope these materials will be useful to you and will help you to adapt faster and better in Russia and at our university.

**Good luck!**



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# ABOUT RUSSIA

The Russian Federation (Russia) is a country located in Eurasia, in the eastern part of Europe and the northern part of Asia. Russia has state borders with 16 countries and is one of the largest countries in the world. It occupies the first place in the world in terms of the size of the territory and the length of land and sea borders.

The capital of Russia is Moscow. You may also have heard about the city of St. Petersburg, it is called the "Northern Capital of Russia" or the "Cultural Capital of Russia." The official language throughout our country is Russian, but a number of Russian regions also have their own state and official languages. The currency is the Russian ruble. Russia is headed by the President, who is elected by universal suffrage for 6 years.

It is impossible not to mention the rich cultural heritage of Russia. There are many representatives of Russia among the famous figures of each field of art and culture. Literature is famous for such Russian poets and writers as A.S. Pushkin, M.Y. Lermontov, F.M. Dostoevsky and others. Among the world-famous Russian composers, one can single out P.I. Tchaikovsky, S. V. Rachmaninov, M.P. Mussorgsky, etc. You have probably heard of such Russian artists as I.I. Shishkin, I.E. Repin, I.K. Aivazovsky. In addition, the Russian ballet school, theater and cinema have gained worldwide fame.



# ABOUT KRASNODAR



Krasnodar is the most important economic and cultural center of the southern part of Russia. Krasnodar is a modern city with more than 1.5 million inhabitants. Approximately 85% of the population are Russians, and Armenians, Ukrainians, Georgians, Greeks, and Tatars also live here, totaling about 140 different nationalities.

The city of Krasnodar is located in a temperate climate zone that creates favorable living conditions. Here you can witness all 4 seasons: spring (March, April, May), summer (June, July, August), autumn (September, October, November) and winter (December, January, February). The average annual temperature in January is +6 C.° However, sometimes the temperature drops to -15-18 degrees in winter, so be sure to bring a warm jacket, boots, hat and gloves. The summer in Krasnodar is very warm. The hottest month is July, usually the temperature rises to +27-38°C.

You can get to Krasnodar by plane (the airport is located within the city and is called "Pashkovsky"), as well as by train and buses.

Among the most popular places in Krasnodar are Krasnodar Stadium and Park, Krasnaya Street, shopping malls, Drama Theater, F.A. Kovalenko's Art Museum, Krasnodar Philharmonic named after G.F. Ponomarenko, Ice Arena, Basket Hall, etc.

Only a few hours drive separates residents and guests of Krasnodar from the coast of the Black and Azov Seas. The resort city of Gelendzhik, the pearl of the Black Sea, Sochi, Anapa, and others are among the favorite places for recreation. In winter, you can go sledding in Lago-Naki, and then bask in the hot thermal springs. It's safe to say that you can have fun at any time of the year.



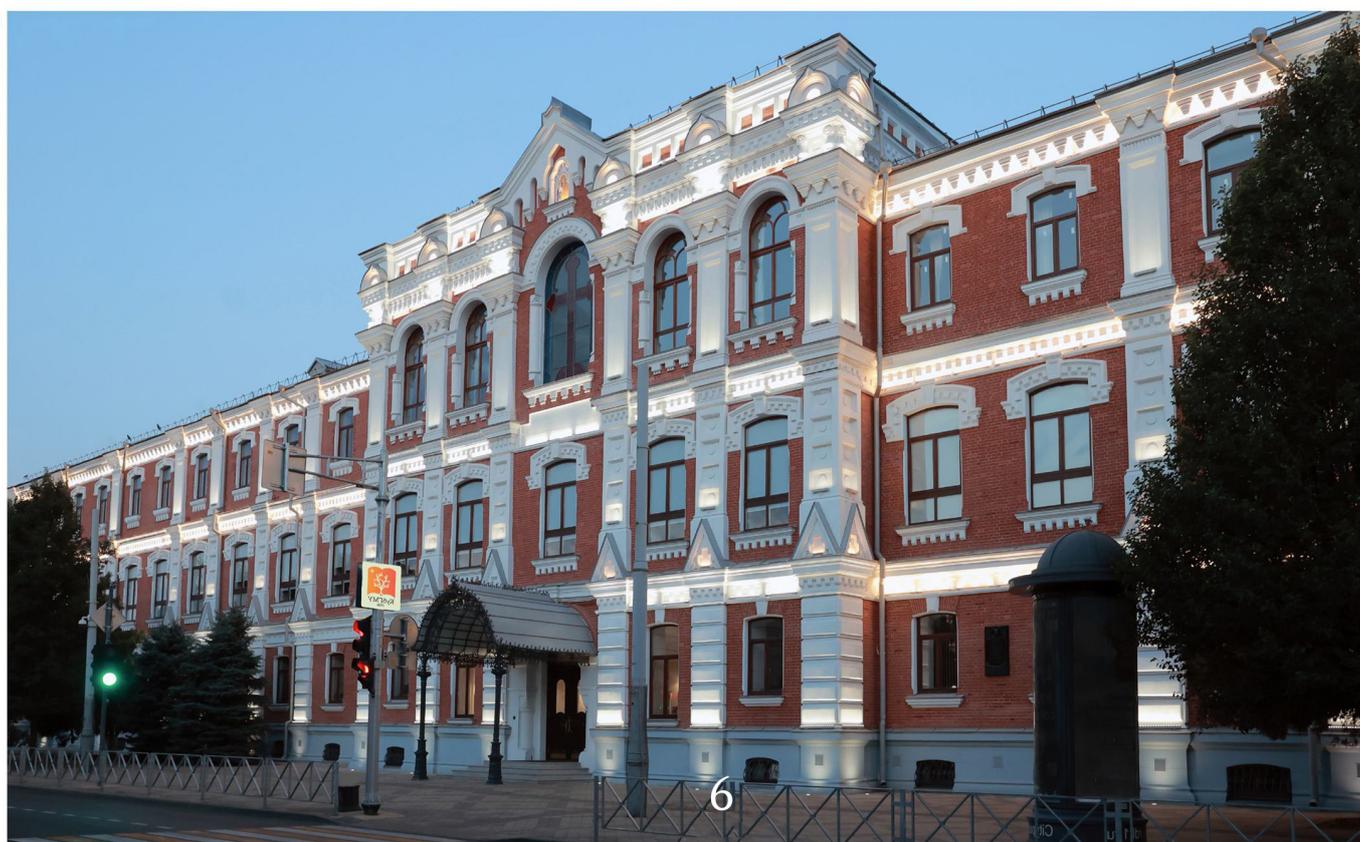
## ABOUT KUBAN STATE MEDICAL UNIVERSITY

Since 2005, the university has been accredited as a university and is a state educational institution of higher education. In the museum of Kuban State Medical University, you can get acquainted with the history of its creation and development, as well as with the basis of the medical profession, using the example of the activities of famous university scientists who have made a significant contribution to the development of healthcare and science not only in Kuban, but throughout Russia.

The educational process is carried out at 67 departments, where real professionals with exceptional pedagogical skills and rich practical experience work. The pride of KubSMU is a functioning, well-equipped Central Research Laboratory.

Much attention at KubSMU is paid to research work, which is carried out by complex work of departments and projects of scientific laboratories focused on solving urgent medical problems and forming a strategy for preserving and strengthening the health of the population of the Krasnodar Territory and other regions.

The main scientific unit is the Central Research Laboratory. Equipping the center with advanced technical developments allows it to be an ideal platform for fundamental research of the regeneration mechanism and the development of advanced innovative technologies in the field of regenerative medicine, as well as scientific and educational exchange.

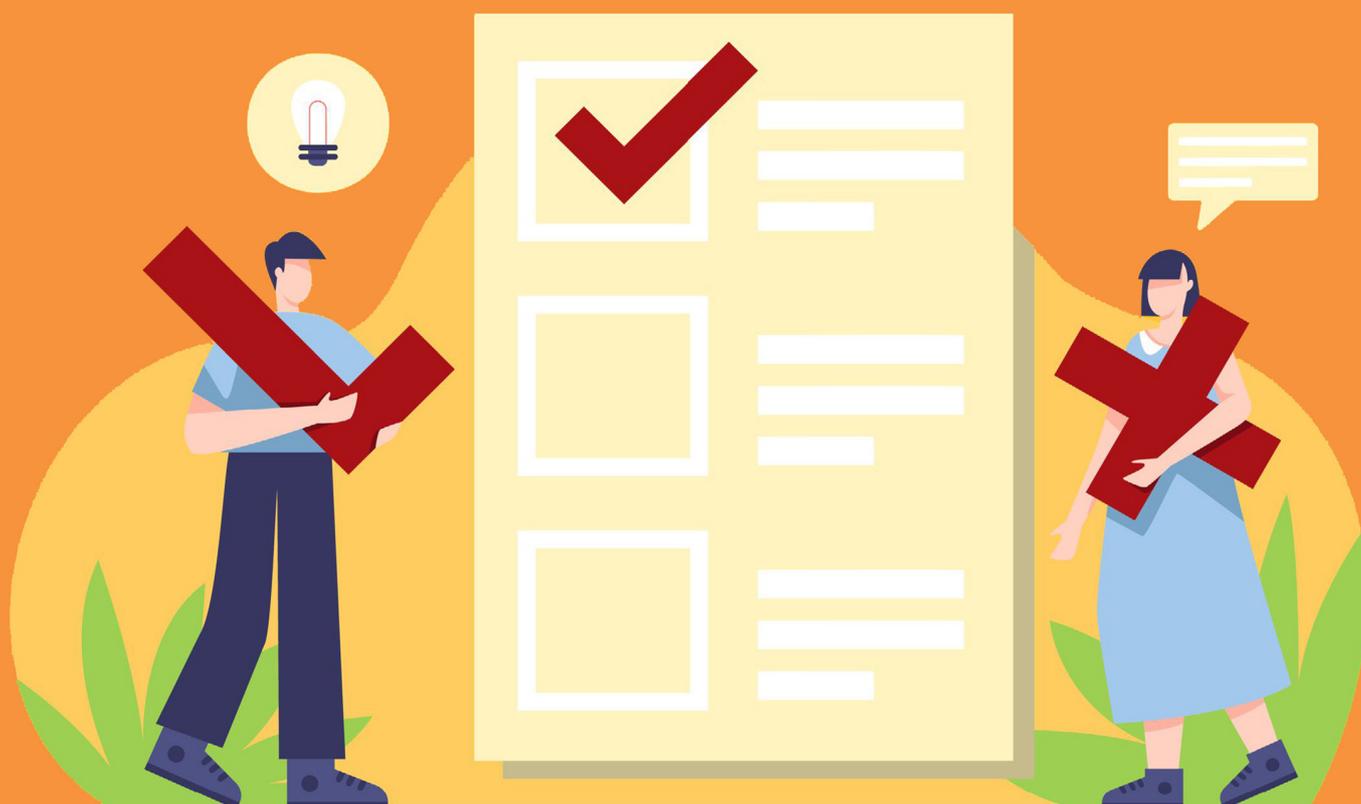


# RULES

## OF STAY IN THE RUSSIAN FEDERATION, COMPLIANCE WITH THE MIGRATION REGIME

All foreign citizens who have arrived in the Russian Federation for training are required to comply with the legislation of the Russian Federation.

Foreign citizens who have arrived to study at KubSMU and have two or more citizenships, one of which is Russian, are considered in the Russian Federation only as citizens of the Russian Federation, therefore they have rights and obligations as citizens of the Russian Federation.



# 1

## PRIMARY ENTRY INTO THE TERRITORY OF RUSSIA

The actual purpose of a foreign citizen's entry into the Russian Federation and the purpose of their stay in the Russian Federation must correspond to the type of visa issued to them. Therefore, when crossing the borderline, students and applicants (with visa and visa-free entry into the Russian Federation) must indicate the purpose of their entry as STUDY in their migration card.

# 2

## MIGRATION REGISTRATION

Foreign citizens and stateless persons who have arrived at Kuban State Medical University for training are required to register for migration within 7 working days from the date of arrival at the place of stay.

To register for migration at the place of stay (dormitories of KubSMU), it is necessary to apply to the International Department and provide the following documents:

1. The original document of identity (passport or other document of identity in accordance with the legislation of the Russian Federation).
2. The original migration card with the specified entry purpose of "STUDY" and the border crossing stamp.
3. A ticket or its copy in case 7 working days after crossing the border have expired or the migration registration at the previous place of stay.

The result of migration registration is the receipt of a notification form of the arrival of a foreign citizen to the place of stay (registration) by an international student. In case of departure from the place of stay (dormitories of KubSMU) for more than 3 working days, international students' migration registration will be nullified.

### 3

#### **DUTIES OF A FOREIGN CITIZEN TEMPORARILY STAYING IN THE TERRITORY OF THE RUSSIAN FEDERATION WHILE STUDYING AT KubSMU:**

1. Before entering the Russian Federation or within 2 days after entering the Russian Federation, to issue a voluntary medical insurance. This insurance provides medical care for various diseases within one year, transportation to the homeland in case of death, (repatriation).
2. On the basis of the migration legislation of the Russian Federation, undergo a medical examination (a paid service) and a procedure of dactyloscopic registration within 90 days from the moment of crossing the border of the Russian Federation.

### 4

#### **DOCUMENTS THAT A FOREIGN CITIZEN, STAYING IN THE TERRITORY OF THE RUSSIAN FEDERATION, MUST ALWAYS HAVE WITH THEM:**

1. National passport with a valid visa (for students from visa countries).
2. A migration card with a border crossing stamp indicating the purpose of entry "STUDY".
3. Registration at the place of stay (in a dormitory or at a private place in case of renting an apartment).
4. A voluntary medical insurance or a mandatory medical insurance (for holders of a Temporary Residence Permit and a Residence Permit).
5. Certificates of medical examination (3 pieces).
6. A certificate of fingerprint registration and photography.

A foreign citizen is required to present these documents to law enforcement officers (police) upon request.

## 5

### **RESPONSIBILITY FOR VIOLATING THE LAWS OF THE RUSSIAN FEDERATION AND LOCAL REGULATIONS OF KubSMU:**

1. Expulsion from the university in case of missing classes, violating discipline, violating the migration laws of the Russian Federation, and committing administrative offenses.
2. Refusal to issue a new visa/extend the registration period in case of late or refusal to undergo medical examination and fingerprint registration, or failure to meet the deadlines for submitting documents for a new visa and registration.

For violation of the legislation of the Russian Federation, a foreign citizen may be subject to administrative and (or) criminal liability, which are defined in the Administrative and Criminal Codes of the Russian Federation.

## 6

### **THE DUTY OF A FOREIGN CITIZEN TO LEAVE THE RUSSIAN FEDERATION**

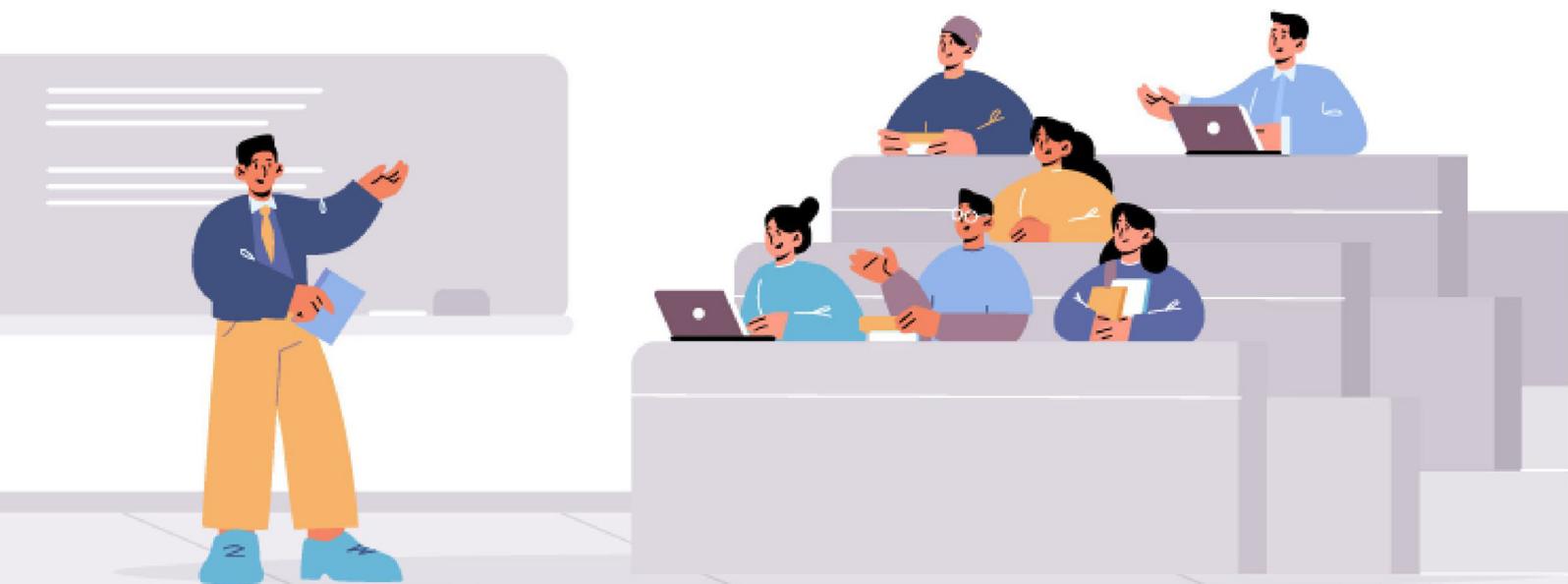
A foreign citizen who has arrived to study at KubSMU is obliged to leave the territory of the Russian Federation if the conditions or circumstances under which he/she was allowed to enter the Russian Federation have changed, namely:

1. In case of expulsion from the university upon completion or termination of studies within the validity period of the visa, but no later than 15 calendar days from the date of the order of expulsion.
2. In case of being granted an academic leave.

# RULES

## OF STUDY AT KUBAN STATE MEDICAL UNIVERSITY

Studying at a Russian educational institution may naturally differ from the educational system adopted in your country. Thus, in Russian universities, education is conducted in accordance with state educational standards. The list of subjects required for successful completion of studies is strictly defined by the curricula and is mandatory for everyone.



1

The academic year at KubSMU, as in other Russian universities, consists of 2 semesters, ending with a final examination period (tests and exams), and holidays: short winter and longer summer holidays.

2

The academic performance of students in Russian educational institutions is assessed according to a five-point system, where a mark of **5 is "Excellent"**, **4 is "Good"**, **3 is "Satisfactory"**, **2 is "Unsatisfactory"**.

3

A training session (πάρα [para]) at KubSMU can be of different duration:

- The "two-hour lesson" lasts 1 hour and 30 minutes.
- The "three-hour lesson" lasts 2 hours and 15 minutes.
- The "four-hour lesson" lasts 3 hours.

4

It is **forbidden to be late** for classes! You must be near the classroom at least 5 minutes before the start of the class.

5

Great attention at the university is paid to attendance of classes. It is not allowed to skip classes due to insufficient excuses. Each such pass is recorded and must be worked off by the student (remember the word "отрабóтка [otra'botka]"). 40% of classes missed due to insufficient excuses and not worked off inevitably leads to the student's expulsion. In case of illness, be sure to get a certificate from the hospital.

# RULES

## OF ACCOMMODATION IN A STUDENT DORMITORY

A student dormitory is a room designed for cohabitation of students of an educational institution. It means that every person living in a dormitory should be comfortable and calm. The following are the basic rules that ensure safety, convenience and peace of those living in the dormitory. Following these rules, you can easily avoid conflicts and misunderstandings with neighbors and the administration.

Please note that residents independently maintain cleanliness in the rooms and common areas (kitchen, shower, toilet, hallway). Do not forget to wash the stove after cooking, clean and wipe the kitchen table, do the washing up, and take away the trash. Every morning, the dormitory supervisor checks the condition of the rooms and common areas, therefore, on the eve, in the evening, it is necessary to make sure that your room and common areas are clean.

It is not allowed to move from one room to another or from one dormitory to another without permission. The distribution of dormitory rooms is strictly fixed and monitored.



# 1. GENERAL RULES



1.1. Smoking and drinking/storing alcoholic beverages as well as storing and using hookahs are prohibited in the student dormitory.



1.2. Gambling is prohibited.



1.3. Students are not allowed to keep pets (cats, dogs, birds, etc.) in their rooms or in common areas.



1.4. Students are personally responsible for their values. Additional cash should be kept in the bank, important documents and bank cards should be properly stored.



1.5. When leaving the room, lock the door.



1.6. Students are not allowed to assemble/dismantle door locks on their own.



1.7. Students are required to observe silence from 11 pm to 8 am. During the day, it is not allowed to make noise that interferes with the study and recreation of residents.



1.8. Unauthorized persons are not allowed on the territory of the dormitory.

## 2. SAFETY OF RESIDENTS



2.1. It is prohibited to bring into the campus and use any combustible, explosive, corrosive or toxic materials that may cause damage or create a danger to health and safety.



2.2. It is forbidden to bring or store knives or weapons (including copies) or any other items that may endanger personal safety.



2.3. It is prohibited to light bonfires and set off fireworks anywhere on the campus and in the dormitory.



2.4. Students are not allowed to bring the following items into their rooms or dormitories: stoves (briquettes, kerosene, alcohol stoves), electric stoves, solid fuel, washing machines or dryers, any type of heating device, or any other unauthorized electrical device with a heating element, as well as unprotected power cords. All such items will be confiscated, and the student will be evicted from the dormitory.



2.5. Students are not allowed to light candles, incense sticks, or install electrical wiring in their rooms or public areas.

# RULES

## OF COMMUNICATION

To successfully communicate with Russians, you need to know several important rules:

1

When communicating with adults and respected people, such as teachers, we use the first name and patronymic. Let's take the example of teacher Rovnaya Tatiana Viktorovna. Last name – Rovnaya, first name – Tatiana, patronymic – Viktorovna. Thus, to wish her a good morning, we will say "Good morning, Tatiana Viktorovna!" We also use this form of address when communicating with colleagues, people of higher status, etc.

2

In Russian, there is a special pronoun "Вы [Vy] You", with which we can address a person we don't know or an adult, respected person. The pronoun "ты [ty] you" is used mainly in informal speech among friends, family members, and peers. Thus, the transition from "Вы [Vy] You" to "ты [ty] you" may indicate a change in the status of the relationship between speakers.

3

Before you call or write your teacher / supervisor / employee of the institute, be sure to check the time. It is rude to disturb people before/after working hours and on weekends. The working day of KubSMU staff and teachers begins at 8/8.30 am and ends at 5 pm Moscow time, with a lunch break from 12 am to 1 pm. Of course, in critical situations, it is possible and necessary to contact the curator/employee of the institute at any time to receive appropriate assistance, for example, emergency medical care.

4

Avoid criticizing the political regime, cultural values, and traditions of Russia. Some people may react very negatively to such remarks.

# RULES

## OF CONDUCT IN PUBLIC PLACES

We recommend that you learn the rules of staying in the Russian Federation in advance and get to know the basic rules of the etiquette, so that you do not get into an awkward situation. Due to the large amount of information about the rules of conduct in the Russian Federation, we have decided to provide the main rules that should be followed in public places. Following these rules is especially important for international students, who are ambassadors of their country's culture. People judge the culture, lifestyle, and traditions of the countries from which students come based on their behavior, which means that international students must represent their country's culture with dignity.

The ability to behave properly in society is very important in Russia: it makes it easier to make contacts in unfamiliar companies, helps to achieve mutual understanding, and creates good relationships at the university, especially in a new intercultural educational environment, during non-academic hours.

It is important to note that public places include areas with a significant number of people (streets, squares, parks, stadiums, educational institutions, and transportation), as well as any areas that are open to the public and may contain people (dormitories, entrances, pedestrian crossings, bus stops, shopping malls, waiting rooms, etc.). When visiting public places, it is crucial to remember that the exercise of human rights and freedoms should not infringe upon the rights and freedoms of others.

In all situations, it is necessary to remember about traditional Russian values, which are based on respect for: family values, women, elders, the elderly, teachers, and history.

Before leaving the house, make sure that your clothes are neat and your shoes are clean. Remember that when going to an educational institution or any other government agency, it is necessary to dress in neat, business-like clothes; it is important that your hair is neat and not provocative.

## IN THE STREET

So, the main rule of behavior in the street, and in public transport, too, is not to cause inconvenience and trouble to others.

1. It is necessary to be polite, give way to the elderly, women and children. If possible, help them cross the road, go around obstacles, pick up a fallen thing.
2. When meeting an acquaintance, greet them first, when shaking hands, do not forget to remove your glove. Remember that the senior one gives his hand first for greeting.
3. Respect the queue. It is unacceptable to push through the crowd, shoving everyone aside and using your elbows.
4. Carry your belongings in a way that does not interfere with those walking towards you.
5. If you need to stop in a crowded area, step to the side first. If you accidentally bump into someone or step on someone's foot, apologize.
6. Be mindful of your surroundings and avoid littering. If there is no trash can nearby, move on and dispose of your trash in the nearest trash can.
7. Avoid drawing attention to yourself by speaking too loud, including on your phone. Using profanity is prohibited.
8. Do not stare at passersby, and definitely do not discuss them out loud – it is not proper, just like pointing at someone else.
9. It is inappropriate to sneeze, spit, blow your nose, or make other noises in a public place. If it is unavoidable, use a restroom or a handkerchief.
10. Drinking alcohol and smoking in public places are prohibited by Russian law.
11. Take care of public property and green spaces. Do not break branches of trees and shrubs, walk on lawns, or pick flowers.
12. Do not participate in unauthorized protests. If you find yourself in such a situation, try to leave immediately.



## IN PUBLIC TRANSPORT

Before entering a bus, trolleybus, tram, it is necessary to give the opportunity to leave to the passengers who were traveling in it. Enter without pushing, help to enter those who need help (elderly people, disabled, etc.). If a man is traveling with a woman, he must let her go ahead. Once entering the transport, do not stop at the entrance, but go along to give the opportunity to leave to other passengers.

Young people should not sit in the front seats reserved for elderly people, passengers with children, and people with disabilities. Well-mannered young people should give way to the elderly.

In crowded transport, you should arrange yourself so that you cause as little trouble to your neighbors as possible. You should be especially careful with your bags and backpacks. You should remove them from your shoulders and hold them in your hands. You should not place your bags on the seat. You should not look at people who are standing or sitting nearby. You should not look into books, newspapers, or magazines that are unfolded for reading. In turn, people who are reading should keep their newspapers or magazines folded.

You should not talk loudly in the transport, and especially not impose your conversations and questions on your fellow passengers. If you cough or sneeze, cover your mouth with a handkerchief. If you have a cold, avoid public places. Do not use public transportation. If it is unavoidable, wear a mask.

When making their way to the exit, they ask if the people in front of them are getting out. A man who is traveling with a woman gets out first and offers her his hand as they exit. This is also done by young people when they exit with their elderly companions. They also help elderly people and people with disabilities whom they do not know.



## IN BUILDINGS

### **On the stairs**

When going down the stairs, the man should always go first. When going up the stairs, the woman should go first, and the man should go slightly behind her. However, if the stairs are dark, steep, or in a completely unfamiliar place, then the man should go first. When a man and a woman meet on the stairs, going in different directions, the woman is not required to move away from the railing, even if this goes against the rule of right-hand traffic.

By the way, the side of the stairs with the railing is a privilege for women, the elderly, and children.

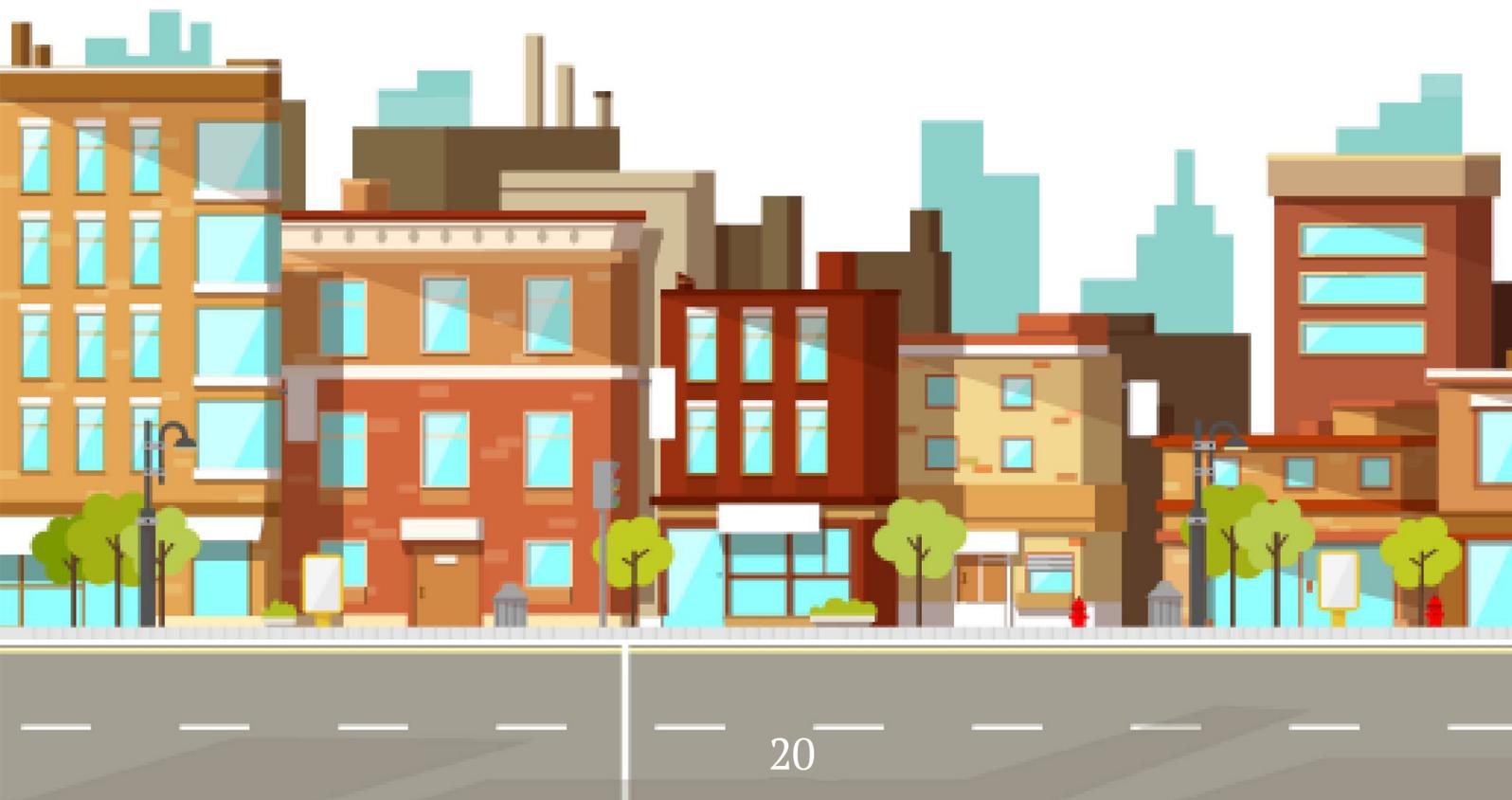
### **At the door**

Traditionally, a man lets a woman go first. A junior gives way to an elder, and a subordinate to a superior. Of two people of equal age and position, the one closest to the door goes first.

If the doors are single, the person entering lets the person leaving go first. If there are two doors, the left door should be left open for people coming the other way.

### **In the elevator**

The elevator is the same "public territory" as the street or the stairs. In the elevator, as in any other place, we greet those whom we always greet. If you are the closest to the buttons, ask which button to press.



## IN BUILDINGS

### **In the theater, in the cinema and at a concert**

In the theater and in the cinema, etiquette requires you to sit quietly, without leaning to the left and to the right, especially if you have a fluffy hairstyle: the one who is sitting behind you will be forced to follow your movements all the time. The high headdress should be removed.

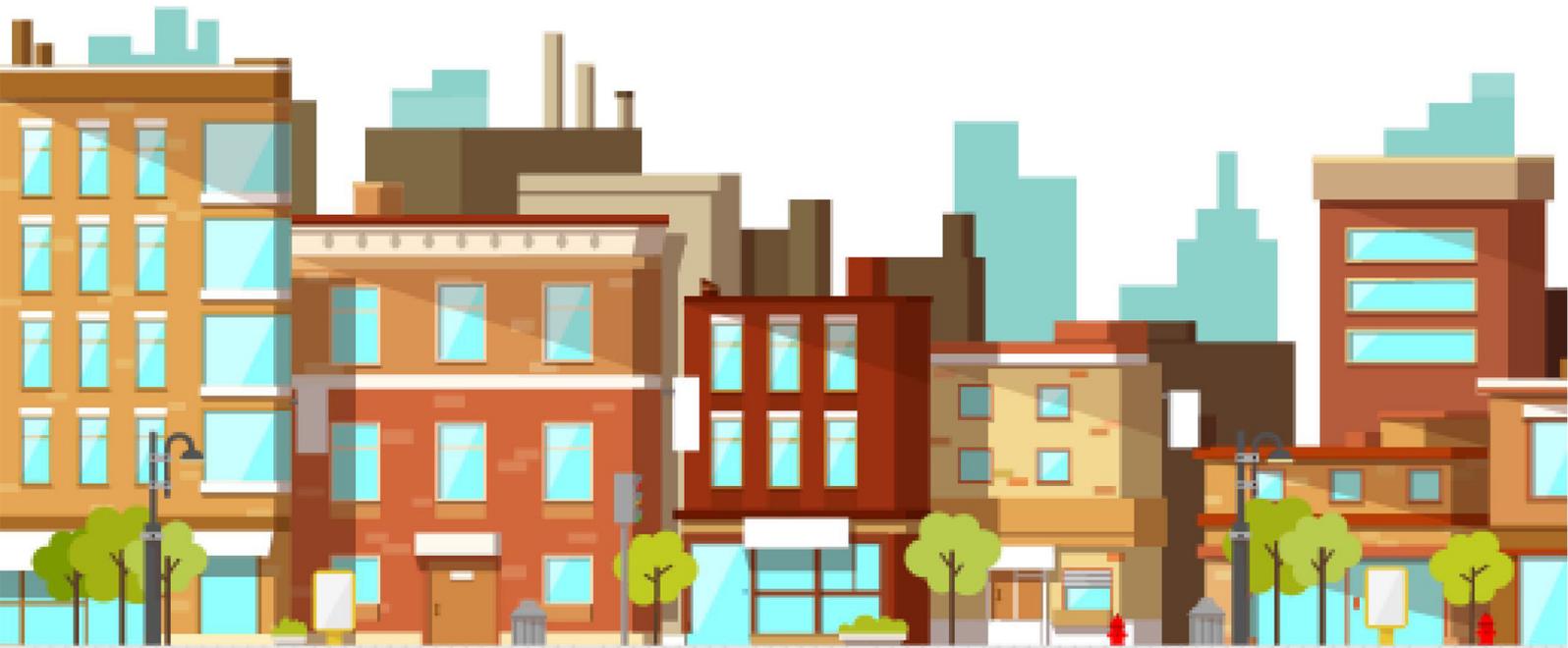
The premiere of any play is a solemn event, so you can dress up more than you would on a weekday.

During plays and concerts, it is considered bad form to draw attention to yourself by speaking loudly or gesturing. It is extremely impolite to be late for a performance. If this happens, it is not appropriate to sneak into your seat; it is better to wait for a break. In extreme cases, you can sit in the nearest empty seat or ask the hall attendant for assistance.

If your seat is in the middle of the row, you should face the audience already sitting in that row.

In the theater and at a concert, it is impolite to chew or drink. And even more so, to rustle with bags or chomp on the food brought. In addition, do not forget to set the phone to vibration mode, or turn it off completely. If you forget and the phone rings during a movie (play, concert) – apologize and turn off the sound as soon as possible.

Do not forget to thank the artists on the stage with applause. It is not uncommon for the audience to stand up during the ovation, demonstrating the highest form of recognition of the talent of the performers.



## IN BUILDINGS

### **In the museum**

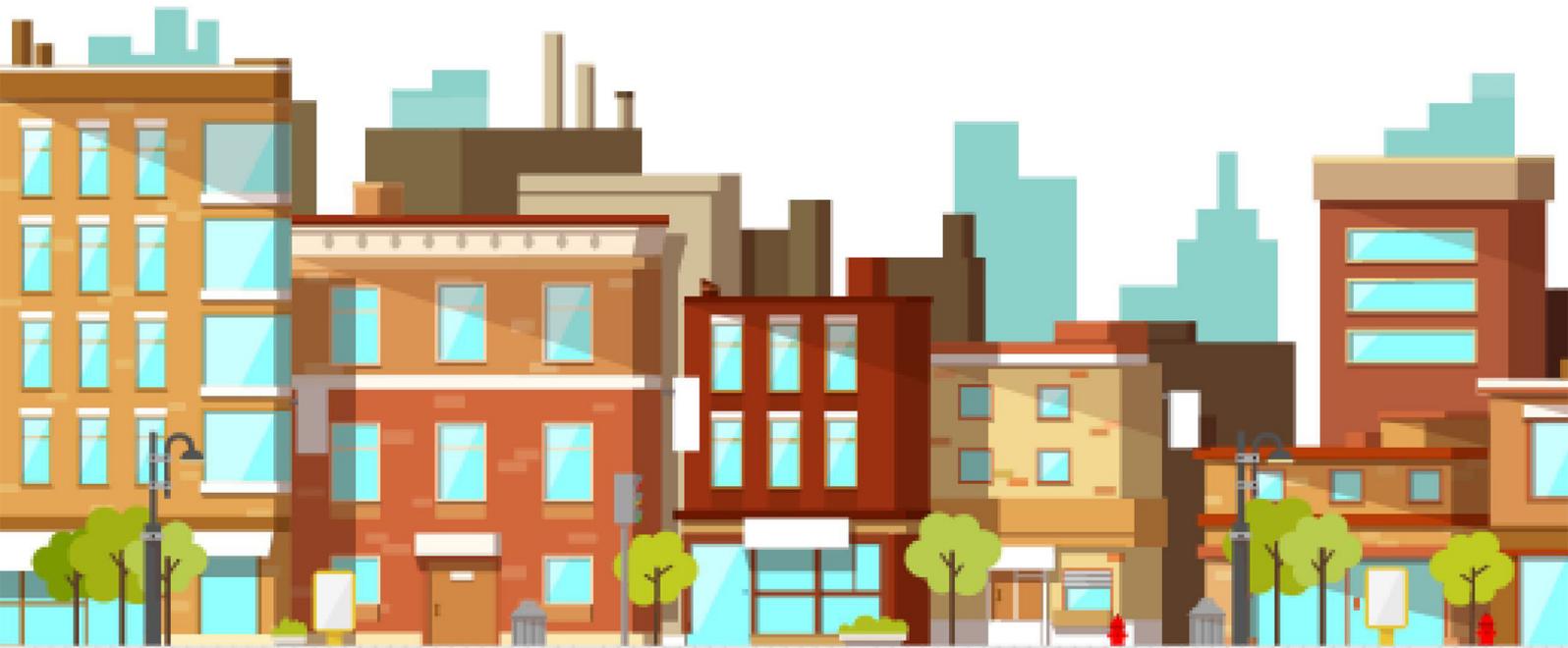
According to the rules of etiquette, before going to see the museum exhibits, you need to go to the cloakroom to take off your outer clothes. Large bags, briefcases, bags, backpacks and umbrellas are also supposed to be left in the cloakroom. If the museum – as a rule, these are old palaces and estates – has preserved the old parquet, visitors are offered special felt slippers, which should be put on top of street shoes.

The halls of the museum should be moved as quietly as possible. It is unacceptable to talk loudly or shout, calling your companion.

### **In the library**

The library is a place that many people visit! And the rules of conduct here are quite strict. Any library has a cloakroom. Leave your outerwear and all unnecessary things there. In the reading room, you need to be quiet, so if you need to answer a phone call, you should go outside the hall.

Books need to be preserved in the same condition which they came into your hands. Bending the corners of the pages (dog-earring) is unacceptable, as well as putting bottles of water or other objects on them.



## IN BUILDINGS

### **In a restaurant**

This is not about fast food and regular coffee shops. It is about restaurants.

The main rule is that the man is responsible for his companion's clothes.

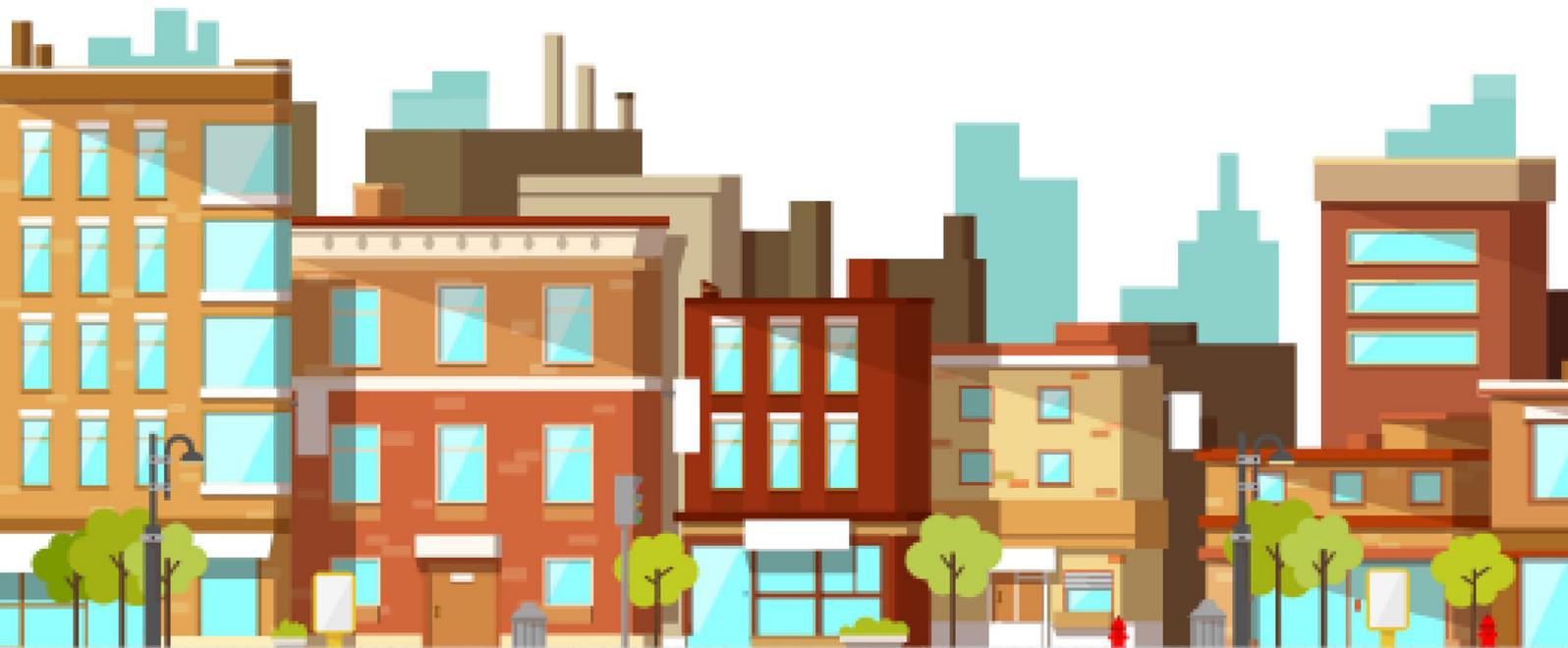
He helps her take off her coat and puts it in the coat check-in. At the entrance to the hall, visitors are met by a maître d'hôtel/administrator, who escorts them to a vacant seat. The lady follows, and her companion rounds out the procession. The maître d'hôtel helps the woman take her seat, and the man sits down himself.

In more democratic establishments, where there is no maître d'hôtel, visitors walk to a free table on their own. In this case, the gentleman goes first, and the lady follows him. He pulls out a chair, seats his companion, and then sits down himself. It is better to sit in a way that makes it easier for the waiter to serve the lady, as she is the one who receives the food first.

### **In the open air**

The main problem is garbage and poorly extinguished fire. Do not leave bottles, napkins, plastic bags and other unnecessary things in parks! It is quite easy to carry the garbage to the trash bin, we have already talked about it earlier. If the urn is far away, take a bag from home, it almost weighs nothing.

Make sure that the fire is extinguished, there are no pockets of fire, this will help to save your life and health, as well as to preserve nature.



THE «DON'T FORGET TO BRING IT WITH YOU»

# CHECKLIST

- International passport for travelling.
- An educational certificate with a supplement containing your grades.
- Certificate of vaccination (measles, rubella, mumps, diphtheria, tetanus, hepatitis).
- 3\*4 cm photos with a white background - 18 pieces (including electronic copies in JPG format).
- Medicines (especially those that you take on a regular basis and/or for which you need a special prescription from a doctor).
- Warm clothes and shoes.
- Dictionary (if your native language is quite rare, then it may be difficult to find the right dictionary in Russia. If possible, bring it with you).

# USEFUL INFORMATION

## Appearance and Dress Code

- Every student must wear a medical white coat (some departments also require a cap and change of shoes). Without a coat, you may not be allowed to attend classes.
- A badge with a photo, full name and specialty name must be attached to the coat.
- If you lose your badge, you must inform the tutor about the need to make a new one (you will need your photo and a plastic case).
- If you wear a head-covering, it should be white (black and colored pieces are prohibited).
- It is not allowed to attend university in shorts and open-toe shoes (slippers, sandals), or in torn clothes, even in the summer.



## Hygiene and Neatness

- Your clothes should be clean and neat.
- Watch your personal hygiene: shower daily with gel or soap, wash your hair with shampoo, wash your clothes in the washing machine with washing powder regularly.
- Avoid strong odors (perfume, oils).
- If your hair is long, you need to braid it.

**Being a doctor means being clean and neat!**

## Responsibilities of the Head of the Group

- Each group has a group leader.
- They must be in contact with the supervisor (answer their calls and messages; pass on information to the group).
- The leader of the group must monitor students' attendance, inform the supervisor about absences and late arrivals of their groupmates.
- The leader of the group fills out reports.
- They are always in touch with teachers to know the room number and monitor changes in the schedule.

# USEFUL INFORMATION

## **Library and Study Materials**

- Books are issued on time (your supervisor will provide you with this information).
- Books must be handled with care. If a book is damaged or lost, you must repay the library its cost or find a new book of the same type and bring it to the library.
- All books must be returned in the summer, otherwise you will not be issued permission to leave the country.

## **Additional Financial Expenses (the list can be augmented)**

- Purchase of a gown, cap, and change of shoes.
- Purchase of a badge, registration of a sanitary certificate, and a bag for credit books.
- Additional medical examination for practical training in a hospital.



# USEFUL INFORMATION

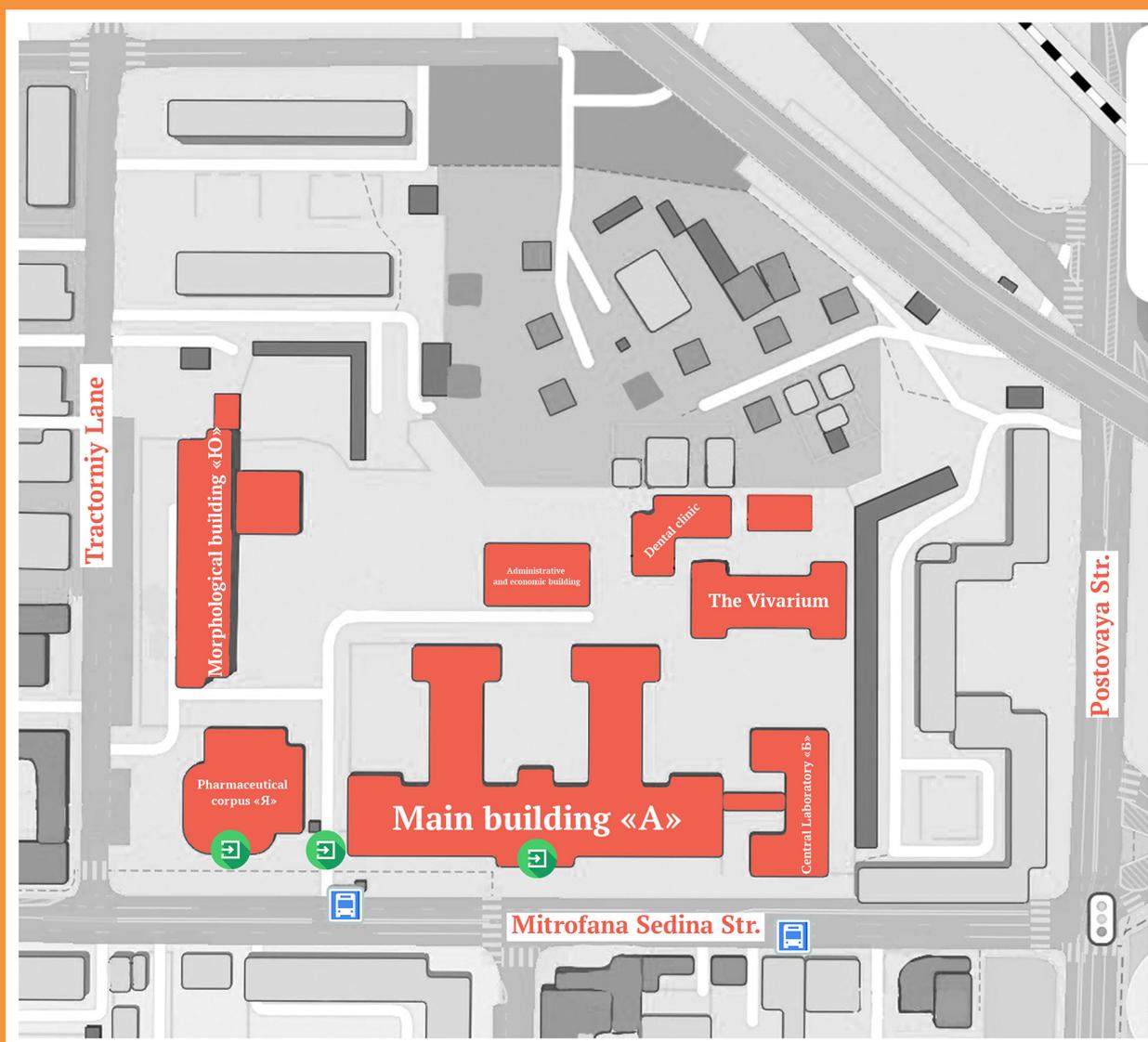
## Schedule and Departments (the schedule may be adjusted)

- Before classes, carefully study the schedule, look at the location of the department and your classroom.

- The departments are located in different buildings. It is important to look at the location in the evening, and NOT in the morning before class.



## Map of the main campus





# USEFUL INFORMATION

## Exam Period

- You will have winter and summer exam periods every year. An exam period includes credit tests and exams that must be passed within the established deadlines (according to the approved schedule).
- All **credit tests** must be passed before the exams. A student will not be allowed to take the exam and will be expelled if they do not have one credit test in the exam subject or four or more in non-exam subjects.
- If the exam is passed with an unsatisfactory grade –“2”, a student is given **two retakes (according to the retake schedule)**. If they do not retake the exam within the established deadlines, the student will be expelled.

## Academic Leave

- The terms of granting an academic leave are considered on an **individual basis**.
- The academic leave can be taken **between** exam periods (not during an exam period).
- The duration is **one year**, after which you return to the same course of study.



# USEFUL INFORMATION

## Personal Account on the University Website

On the website of our university, you can see the electronic class register, departmental assignments, and tests.

- In the electronic class register, you can check your absences, marks, and assignments.

- Login and password **cannot be shared** with ANYONE.



## If You Feel Unwell

- Contact the university health center (4, Sedina Str., Я Building, Я123) or the Student Polyclinic (18 Postovaya St., 6 floor).

- In emergency cases, call an ambulance (112), state your symptoms, age, and address.

Try to remember important words to describe your symptoms in Russian so that the doctor can help you faster:

1) **Высокая температура** (high temperature)

2) **Рвота** (vomiting)

3) **Диарея** (diarrhea),

4) **Потеря сознания** (loss of consciousness)

5) **Боли в сердце** (heart pain)

6) **Боли в животе** (abdominal pain)

7) **Головокружение** (dizziness)

8) **Кровотечение** (bleeding)

- If you feel unwell in the dormitory and need urgent medical help, please inform the dormitory supervisor, the security guard, or the dormitory/floor leader.



Follow the rules, be responsible, come to classes on time, do your homework and you will succeed!

**Good luck with your studies!**  
**We are ready to help you!**



# Contact information

 **Telephone**  
+7 861-268-55-51

 **WhatsApp**  
+7 918-293-75-70

 **Email**  
mno.ksma\_1921@mail.ru



**University Website**  
<https://www.ksma.ru/>



**VK Community**  
<https://vk.com/public210492240>



**MAX-chat**  
[https://max.ru/join/bHegZuSk\\_Z1mCc6FC\\_EJURSIjSHxXs7D66XWmBAm3Oc](https://max.ru/join/bHegZuSk_Z1mCc6FC_EJURSIjSHxXs7D66XWmBAm3Oc)

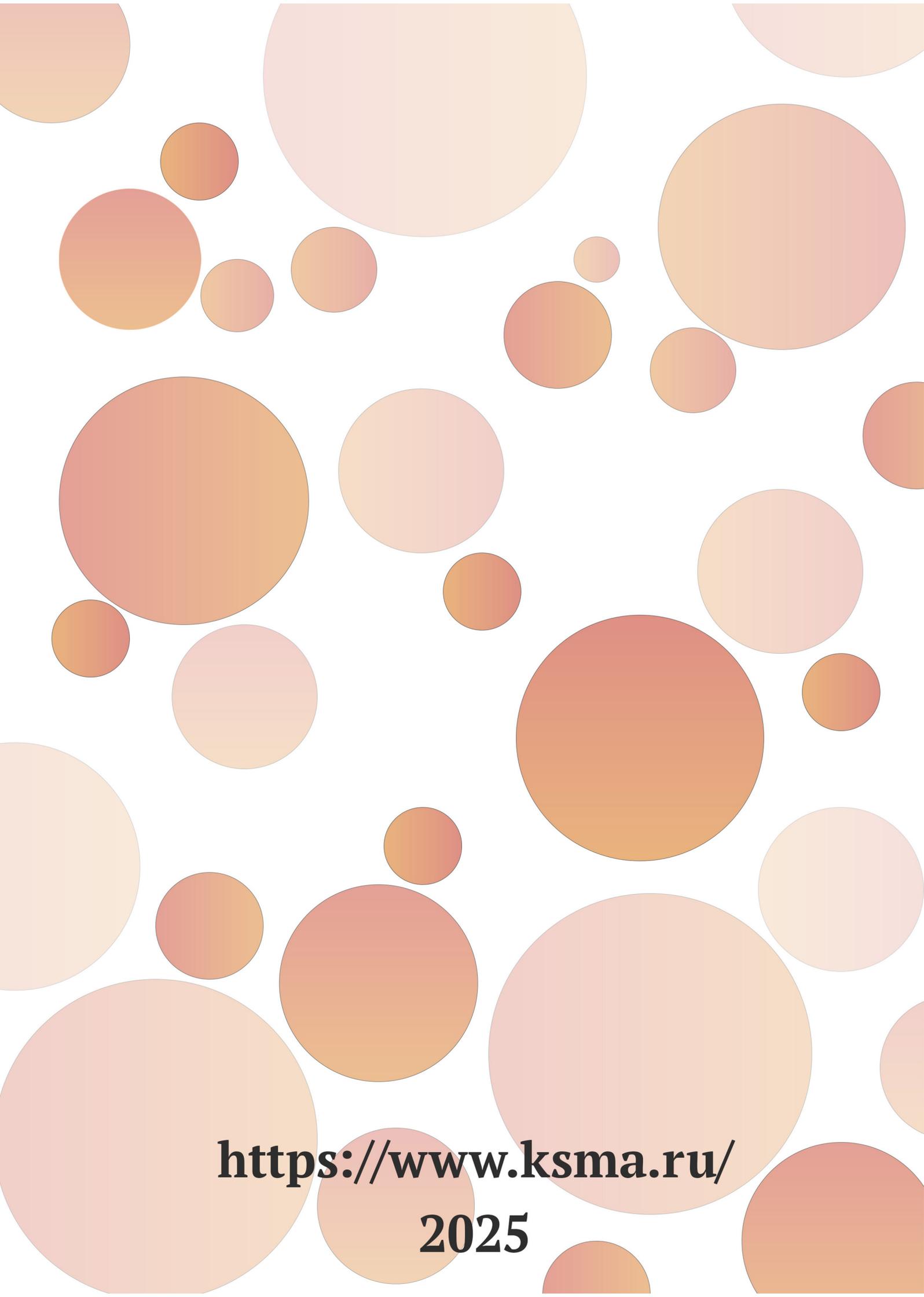


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