

**MINISTRY OF EDUCATION AND SCIENCE
OF THE RUSSIAN FEDERATION
Federal State Autonomous Educational Institution of
Higher Professional Learning
“Kazan Federal University”**

_____, 20____
No. _____

Kazan

APPROVE

Rector

_____, 20____

I. R. Gafurov

Seal

ACCEPTED BY

Directorate of the Program for
Competitive Growth of KFU
Protocol No. 16 of May 08, 2014

ACCEPTED BY

the decision of the Academic Council of the
FSAEI of HPL “Kazan Federal University”
Protocol No. 3 of April 24, 2014

REGULATIONS

**on grants for the right to study according to post-graduate programs for
research and teaching staff training in priority areas offered by the Federal State
Autonomous Educational Institution of Higher Professional Learning “Kazan
Federal University”**

1. Terms and Definitions

1.1. The following terms and definitions shall be used in the present Regulations:

A grant – Grants for training according to post-graduate programs for research and teaching staff training in priority areas, offered by the Federal State Autonomous Educational Institution of Higher Professional Learning “Kazan Federal University”;

PCG – The program for state support of the leading universities of the Russian Federation, aiming at their competitive growth among the world’s leading research and training centres, complying with the Decree of the Government of the Russian Federation of March 16, 2013 No. 211 “On measures of state support of the leading universities of the Russian Federation aiming at their competitive growth among the world’s leading research and training centres”;

KFU (University) – the Federal State Autonomous Educational Institution of Higher Professional Learning “Kazan Federal University”;

Priority areas of training – priority areas of training offered by KFU (including their economic, legal, social and liberal aspects):

- biomedicine and pharmaceuticals;
- infocommunications and space technologies;
- oil-field development, oil refining and petrochemistry;
- advanced materials.

Directorate – a collegiate body of KFU “Directorate of the Program for Competitive Growth of KFU”.

2. General Provisions

2.1. The present Regulations shall regulate the Grant awarding order and terms. The Grant shall be given in the framework of PCG implementation by the University, aimed at post-graduate office activity improvement and postgraduate student support.

2.2. The Grant awarding purpose shall be competitive growth of KFU by means of:

- support of post-graduate students mastering priority areas of training offered by KFU;
- scientific research activity perfection in KFU;
- talented youth attraction to KFU;
- forming a skill pool of KFU research and teaching staff.

2.3. The Grant shall include the cost of:

- Grant-holder’s training in post-graduate office of KFU in priority training areas during the whole Grant-paid period;
- residence in KFU student dormitory during the whole period of Grant-paid study;
- Grant-holder support payments during the Grant-paid training period;
- Russian language courses (for foreign Grant-holders only);
- other payments provided for by the present Regulations on Grants.

2.4. A number of Grants shall be declared in KFU Rector’s order before June 01, 2014 on the basis of Directorate’s decision.

2.5. The Grant shall be paid in the academic year 2014/2015.

2.6. The Grant amount shall be determined for each priority area of training by KFU Rector’s order before June 01, 2014.

2.7. The period of the Grant application contest shall be:

- 1) June 30 – August 01, 2014:
 - acceptance of documents for participation in the Grant contest.

- 2) August 11 – August 27, 2014:
 - the Grant contest holding.
- 3) September 03 – September 19, 2014:
 - KFU Admission Board shall announce candidatures recommended for enrollment in KFU post-graduate office.
- 4) September 22, 2014:
 - the Directorate shall take a decision and KFU Rector shall issue an order about Grant awarding.
- 5) before September 27, 2014 agreements with Grant-holders shall be executed in compliance with Appendix 1.

2.8. A decision on the Grant awarding shall be announced in KFU Rector's order on the official portal of KFU: www.kpfu.ru.

2.9. The Grant application contest shall be announced in mass media and official portal of KFU (www.kpfu.ru) on June 01, 2014 at the latest.

2.10. Upon finishing training in KFU post-graduate office the Grant-holder shall conclude a labour agreement for filling a vacancy of research and teaching officer for a minimum period of 1 year at the expense of the Grant funds, in compliance with the procedure established by the Labour Code of the Russian Federation.

3. Grant Awarding Order

3.1. Grant applicants can be persons who shall: have applied for participation in the Grant application contest in accordance with procedure established in the present Regulations; have got a diploma of a Specialist or Master; and apply for enrollment on programs for full-time training of research and teaching staff in KFU post-graduate office in priority training areas, according to the Rules of enrollment for study in KFU post-graduate office.

Documents of education issued abroad must be legalized in accordance with the procedure established in the Russian Federation.

3.2. To participate in the Grant application contest an applicant shall send a package of the following scanned documents to the e-mail - admission@kpfu.ru before August 01, 2014:

- a copy of a diploma of higher education (confirming a Specialist's or Master's degree);
- a copy of an identification document (passport);
- documents confirming researcher's qualification: letters of recommendation, list of publications (if available);
- an application for participation in the contest in the form presented in Appendix 1;
- a questionnaire (CV) in the form presented in Appendix 2.

3.3. Before August 06, 2014 a person authorized by KFU shall ensure the Grant applicant informing in the form complying with Appendix 1 of the following by an e-mail specified in an application for participation in the contest:

- of his inclusion in the list of the Grant application contest participants;
- of time and place of entrance examinations in Philosophy, Foreign Language (English, French or German, or Russian – for foreign citizens); Major according to data specified in the application for participation in the contest drawn up in the form given in Appendix 1.

3.4. The Grant-holder shall arrive at a time and place specified in a notification to personally sit for entrance examinations.

3.5. Entrance examinations shall be conducted by the Admission Board of the post-graduate office within the period from August 11 to August 27, 2014.

3.6. Entrance examinations results shall be announced in the Grant applicant's personal area and on KFU portal www.kpfu.ru before August 29, 2014.

3.7. Before September 19, 2014 the Admission Board of KFU post-graduate office shall announce candidatures recommended for enrollment in KFU post-graduate office on KFU portal.

3.8. On September 22, 2014 based on results of entrance examinations and decision taken by the Admission Board of KFU post-graduate office about persons recommended for enrollment in KFU post-graduate office, the Directorate shall make a decision about the Grant awarding contest results.

3.9. A decision taken by the Directorate shall be declared in KFU Rector's order and reported to Grant application contest participants through their personal areas on KFU portal www.kpfu.ru.

3.10. There shall be an agreement concluded with Grant application contest winners in the form presented in Appendix 3 and Appendix 4.

3.11. Enrollment in KFU post-graduate office at the expense of the Grant funds shall be organised after signing of agreements executed in the form complying with Appendix 3 and Appendix 4.

4. Financial Security of the Grant

4.1. The Grant shall be secured by funds subsidized from the federal budget for the PCG.

5. Grant Revocation

5.1. A decision on the Grant awarding shall be subject to revocation if:

- the Grant-holder refuses to conclude agreements in the form stipulated by Appendixes 3,4;
- it is established that the Grant-holder has provided knowingly invalid, incomplete or false information about himself during the period of participation in the Grant application contest and the period of the Grant disposal;
- the Grant-holder fails to depart for the place of training within the terms specified in an official invitation or another document of enrollment;
- the Grant-holder neglects duties stipulated by agreements executed in the form given in Appendixes 3,4;
- the Grant-holder forfeits a permanent registration by the place of residence on the territory of the Republic of Tatarstan during the Grant disposal period.

5.2. If the decision on the Grant awarding is revoked before full or partial Grant disposal by the Grant-holder, the latter shall be obliged to pay back Grant funds provided by KFU to KFU account within 14 calendar days. The aforesaid funds, in their turn, shall be refunded to the federal budget.

6. Regulations Distribution

6.1. The present Regulations shall be posted on the official portal of KFU, as well as in print and electronic mass media.

7. Regulations Registration and Safekeeping

7.1. The present Regulations shall be registered in Documents circulation and management department of KFU. An original copy of the present Regulations shall be kept in the Documents circulation and management department of KFU until replaced with a new version.

AGREED WITH
Head of Legal Department

_____ G. M. Sibgatullina
(signature)

AGREED WITH
Vice-Rector for Administrative Affairs – Head
of Staff

_____ A. N. Khashov
(signature)

To Rector of Kazan Federal University, Mr. I. R. Gafurov

from _____

(full name, position, place of work)

(date of birth, passport details)

(diploma essentials)

(contact information: index, mailing address,

phone, fax, e-mail)

(informing method: mail, fax, e-mail, phone)

APPLICATION

I hereby request you to include me in the list of participants in the Grant application contest and admit me to entrance examinations for **full-time** post-graduate studies with a specialization in _____

on **contract** basis in the priority area:

- biomedicine and pharmaceuticals;
- infocommunications and space technologies;
- oil-field development, oil refining and petrochemistry;
- advanced materials.

Does the Applicant have any published papers, inventions and reports, patents: **yes/no** (underline as appropriate).

Applicant for the grant _____

signature

initials, surname

_____, 20 ____

QUESTIONNAIRE

1. Surname _____

name _____ patronymic _____

PHOTO

2. Sex _____ 3. Year, date, month of birth _____

4. Place of birth _____
(settlement, village, city, region, district)

5. Citizenship _____ 6. Education _____

Educational institution denomination and location	Department or division	Year of entrance	Year of graduation	In case of early leaving before the institution graduation, indicate the last year of study	Speciality awarded upon graduation from the educational institution, including the diploma or certificate number

7. What foreign languages and CIS countries' languages do you know _____

(skills of reading and translation with a dictionary, skills of reading and speaking, fluent speaker)

8. Quantity of articles _____ theses _____ patents _____
certificates of the contest participant _____ others _____

10. Passport details:

14. Home address and index _____,
mobile phone number: _____.

I have read and understood the Regulations “On processing and protection of personal data of staff and trainees of the Federal State Autonomous Educational Institution of Higher Professional Learning “Kazan Federal University” and give my consent to provide my personal valid and documented data (and subsequently provide the latter in case of any changes) for placement in database and further processing by KFU located by the address: 420008, Kazan, Kremlevskaya str., 18,

personal signature

initials, surname

_____, 20 ____
(date of filling in)