

RIOU Rector

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ADMISSIONS REGULATIONS FOR THE MASTER OF SPORT ADMINISTRATION PROGRAMME OF FURTHER PROFESSIONAL EDUCATION

1. GENERAL PROVISIONS

1.1. The present Regulations govern the procedure and terms of admission to the Master of Sport Administration programme of further professional education (hereinafter “the MSA programme”) delivered by the Autonomous nonprofit organisation of further professional education “Russian International Olympic University” (hereinafter “RIOU”).

2. REQUIREMENTS TO APPLICANTS

2.1. The MSA programme admits individuals who are citizens of the Russian Federation, foreign citizens (subjects), or stateless persons.

2.2. Candidates for the MSA programme must fall under one of the two categories as follows:

- 1) individuals with vocational and (or) higher education qualifications;
- 2) individuals currently enrolled in vocational and (or) higher education programmes.

2.3. Candidates must complete the application form available on RIOU’s website at <http://olympicuniversity.ru> and send it to the email address specified in Clause 2.7 of these Regulations.

The application form must be accompanied by copies of documents listed in Clause 2.4 of these Regulations.

The package containing the application form and other required documents is referred to as the “application”.

2.4. Documents to be submitted in the application process:

2.4.1. Education certificate confirming the candidate's entitlement to apply for the MSA programme, as required by Clause 2.2 of the present Regulations.

Foreign education and (or) qualification certificates recognised in the Russian Federation must be legalised and translated into Russian in a manner established by the RF legislation, unless otherwise stipulated by the RF legislation or international agreements to which the Russian Federation is a signatory.

2.4.2. Passport, or, in the case of foreign citizens and stateless persons, other identification documents stipulated by international agreements to which the Russian Federation is a signatory.

2.5. If a candidate fails to provide any of the documents specified in Clause 2.4, or if the submitted application does not meet the requirements set forth in Clause 2.8, the Admissions Board may deny consideration of the application. If the required documents are provided after the submittal deadline, the applicant may be denied enrolment.

2.6. Applicants may submit other documentation demonstrating their achievements in education, sport, business, public activity or other areas.

2.7. Copies of the above-listed documents must be emailed to the Secretary of the Admissions Board to: msa@olympicuniversity.ru.

Hard copies of the emailed documents should be presented to RIOU by the time of signing the Study Contract. In the case of non-submission of any of the original copies, RIOU reserves the right to refuse admission to the MSA programme. If this occurs, RIOU will refund the tuition fee already paid by the applicant, less bank charges for the transaction.

2.8. Applications must meet all the requirements listed below.

2.8.1. Requirements to the application form:

- Candidates must complete all questions on the application form.
- Candidates must sign the application form in the designated spaces.
- All answers should be typed using MS Word. Hand-written answers will not be accepted.
- An application form must be submitted in two formats: as an MS Word file (doc or docx) without the candidate's signature, and as a separate multi-page PDF file (one file) containing a scanned copy of the application form with the applicant's signature.
- Files containing the application form must be named in the following way: "Application MSA ENG_Applicant's last name". Example: "Application MSA ENG_Johnson".

2.8.2. Requirements to supporting documents:

- Documents must be submitted in separate PDF files (one document = one multi-page file).

- The scanned copy of the main page of the passport with the holder's photo must be submitted in a file titled: "Passport_Applicant's last name". Example: "Passport_Johnson".
- The scanned copy of the education certificate, including the supplements, must be submitted in a file titled: "Certificate_Applicant's last name". Example: "Certificate_Johnson".
- Scanned copies of other supporting documents must be submitted in separate PDF files titled in the following way: "Type of document_Applicant's last name". Example: "Reference_Johnson".

2.9. Deadlines for submission of applications:

- **one month before the start of the programme** – for applicants requiring visas to enter the Russian Federation;
- **one week before the start of the programme** – for applicants who do not require visas to enter the Russian Federation.

RIOU reserves the right to extend the application period.

2.10. The timeframe and procedure of application assessment are governed by the Admissions Board Regulations.

3. STUDY CONTRACT AND MATRICULATION

3.1. Successful applicants who are personally liable to pay their tuition fees will need to conclude a contract based on terms and conditions of the Offer posted on RIOU's website . This Offer will be implemented by RIOU's raising an invoice for the tuition fee.

Under the general conditions of the Offer, acceptance is made by way of full payment of the invoice for the tuition fee raised by RIOU. The deadline for acceptance is indicated in the Offer.

Acceptance of the Offer creates a preliminary study contract, in which the parties undertake to conclude a study contract in hard copy before the start of the programme.

3.2. An applicant may withdraw from enrolment at RIOU by sending a notification to the Secretary of the Admissions Board from the address indicated in his/her application form. In this case the results of the selection process for that applicant will be annulled.

3.3. If an applicant submitted the application in the last week of the application period, successfully passed the selection process but does not have enough time to meet the payment deadline set in the Offer, with RIOU's consent he/she may be offered to conclude a study contract on conditions other than those stipulated in the Offer, including the payment time limit.

The amended contract will be sent to the applicant within three days from the date when he/she informed RIOU that he/she cannot meet the payment deadline set in the Offer. If the applicant agrees with the conditions of the amended contract, he/she must sign it and email a scanned copy to RIOU to: msa@olympicuniversity.ru. The original copy of the contract will be signed by the parties within three days from the student's arrival at RIOU to commence studies.

3.4. If the tuition fee is paid by a third party, this third party must indicate the name of the

candidate for whom the payment is made, as well as the type of contract or offer.

3.5. Unless otherwise stipulated by the study contract or RIOU bylaws and current programmes of study, upon receipt of the full payment of the tuition fee the RIOU Rector issues an administrative order confirming the applicant's matriculation in the MSA programme.
