

**Autonomous nonprofit organisation of further professional education  
RUSSIAN INTERNATIONAL OLYMPIC UNIVERSITY**

**ADMISSIONS REGULATIONS**

**1. GENERAL PROVISIONS**

**1.1.** The present Regulations govern the procedure and terms of admission to the Autonomous nonprofit organisation of further professional education “Russian International Olympic University” (hereinafter “RIOU”) for further professional training programmes of **over 500 (five hundred) hours** in duration, except for programmes delivered in the network form.

**1.2.** Admission to programmes delivered in the network form is regulated by the relevant agreement.

**1.3.** The present Regulations do not apply to programmes not leading to final examinations. Admission to such courses may be governed by a specific administrative order or a specific RIOU bylaw.

**2. REQUIREMENTS TO CANDIDATES**

**2.1.** RIOU admits, on a competitive basis, individuals who are citizens of the Russian Federation, foreign citizens (subjects), as well as stateless persons.

**2.2.** As RIOU offers educational programmes in several languages, candidates must have a good command of the language of instruction on the course of their choice, and be aware of the complexities of studying in a foreign language.

**2.3.** Candidates 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.

**2.4.** Foreign education certificates must be legalised and translated into Russian in a manner established by the Russian legislation, unless otherwise stipulated by the international agreements to which the Russian Federation is a signatory. If the Russian Federation has no relevant agreements with the country in which the education certificate was issued, or if the Russian legislation does not specify methods of assessing educational qualifications, the candidate’s educational qualifications must be validated by a competent authority in the Russian Federation.

**2.5.** Along with the documents certifying their educational qualifications, candidates for study at RIOU (hereinafter “candidates”) must submit a copy of their passport or other identification documents stipulated by the international agreements to which the Russian Federation is a signatory. They must also provide their contact details such as residential address and phone number.

All the above documents and details can be submitted in person at RIOU or to the email

address specified on the relevant programme page on RIOU's website (<http://olympicuniversity.ru>).

Originals or notarised copies of documents submitted via email must be presented to the RIOU administrators before the start of the chosen educational programme. In the case of non-submission of any of the original copies, RIOU reserves the right to deny enrolment in the programme.

**2.6.** Apart from documents and details listed in Clause 2.5 of the present Regulations, candidates must complete and submit the application form available on the relevant programme page on RIOU's website (<http://olympicuniversity.ru>).

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

Deadlines for submission of **Applications**:

- **two months before the start of the programme** – for candidates requiring visas to enter the Russian Federation;
- **three weeks before the start of the programme** – for candidates who do not require visas to enter the Russian Federation.

Deadlines for submitting **Applications** may be changed by an administrative order of the RIOU Rector.

**2.7. Applications** must meet all the requirements listed below.

**2.7.1.** 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.
- The 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 candidate's signature.
- Files containing the application form must be named in the following way: “Application MSA\_ENG\_Candidate's last name” **if the candidates applies for the Master of Sport Administration course**, or “Application MSM\_Candidate's last name” **if the candidate applies for the Master of Sport Management course**. Example: “Application MSA\_ENG\_Johnson”.

**2.7.2.** Requirements to the 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\_Candidate's last name”. Example: “Passport\_Johnson”.

- The scanned copy of the education certificate, including the supplements, must be submitted in a file titled: "Certificate\_Candidate'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\_Candidate's last name". Example: "Reference\_Johnson".

**2.8. Applications** are reviewed by the RIOU Admissions Board. The timeframe and procedure of application assessment are governed by the Admissions Board Regulations.

**2.9.** If a candidate fails to provide any of the documents or data required for admission to RIOU, or if the required documents are provided after the submittal deadline, the Admissions Board may deny consideration of the candidate's Application or refuse enrolment.

**2.10.** Candidates may submit other documentation demonstrating their achievements in education, sport, business, public activity or other areas.

### **3. STUDY CONTRACT AND MATRICULATION**

**3.1.** Successful candidates who are personally liable to pay their tuition fees will need to conclude a contract based on the terms and conditions of the Offer posted on RIOU's website .

**3.2.** Candidates may withdraw from enrolment in 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 candidate will be annulled.

**3.3.** The administrative order confirming the candidate's matriculation is issued by the RIOU Rector on the first day of study.

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