

**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 should be submitted through the personal account on

electronic admission portal (EAP) accessible on the relevant programme page on RIOU's website (<http://olympicuniversity.ru>).

Originals or notarised copies of documents submitted via EAP 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 [online](#) through the personal account on EAP.

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. To submit an Application candidates need to:

- Register a personal account on RIOU EAP
- Complete online application form
- Add application for the relevant programme

Scan (PDF) copies of the following documents should be also uploaded:

- Education document (e.g. Bachelor's certificate)
- Final transcript with grades\marks
- Valid passport (should be valid for a minimum period of 18 months from the visa issue date and should contain at least 2 blank pages)
- Valid English language certificate that meets the minimum level requirement of C1
- Where appropriate: other documents (for example letters of recommendation, appreciation letters)

The application form must be filled out in English. It includes an essay in which the candidates can write about themselves and their experience and evaluate their leadership qualities, as well as share their vision on how they are going to use knowledge and skills that they will gain through the MSA programme.

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

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.

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 after signing the contract on providing educational services.
