

ACCEPTED

by the Scientific Council of N.I. Pirogov  
Russian National Research Medical  
University  
Protocol No. 7  
from 17.04.2017

APPROVED

By order of the Rector of N.I. Pirogov  
Russian State Medical University  
No. 664  
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## CONTACT

THE MINISTRY OF HEALTHCARE OF THE RUSSIAN FEDERATION  
RECOGNIZES EDUCATION AND/OR QUALIFICATIONS OBTAINED IN A  
FOREIGN COUNTRY. THE MINISTRY OF HEALTHCARE OF THE  
RUSSIAN FEDERATION RECOGNIZES EDUCATION AND (OR)  
QUALIFICATIONS OBTAINED IN A FOREIGN COUNTRY

## **General provisions**

These regulations are developed on the basis of the Federal Law of 29 December 2012 No 273-FZ "On Education in the Russian Federation", the Convention on the Recognition of Qualifications concerning Higher Education in the European Region of 11 April 1997.

Recognition in the Russian Federation of education and (or) qualifications obtained in a foreign state (hereinafter - IEC) shall be carried out in accordance with the international treaties of the Russian Federation regulating the issues of recognition and establishment of equivalence of IEC (hereinafter - international treaties on mutual recognition) and the legislation of the Russian Federation.

Recognition of IEC in the Russian Federation shall mean official confirmation of the significance (level) of IEC obtained in a foreign state in order to ensure the holder's access to education and (or) professional activities in the Russian Federation, grant their holder academic, professional and (or) other rights provided for by international treaties and (or) the legislation of the Russian Federation. Holders of IEC recognized in the Russian Federation shall be granted

the same academic and/or professional rights as holders of relevant education and/or qualifications obtained in the Russian Federation, unless otherwise stipulated by international treaties on mutual recognition.

The Federal State Budgetary Educational Institution of Higher Education "Pirogov Russian National Research Medical University" of the Ministry of Health Care of the Russian Federation (hereinafter referred to as the "University") shall recognize the IEC for the purposes of organizing admission to the University as well as access to the University's professional activities for persons with such IEC. N.I. Pirogov Russian National Research Medical University of the Ministry of Health Care of the Russian Federation (hereinafter - the University) shall recognize the IEC for the purposes of organizing admission to the University, as well as access to professional activities at the University for persons with such IEC. The right to independent recognition is determined by Part 11 of Article 107 of the Federal Law of the Russian Federation № 273-FZ "On Education in the Russian Federation" from 29 December 2012. The procedure for recognition of IEC shall be established by the University independently.

Recognition of IEC shall include:

- acceptance, verification and registration of applications of citizens (or their representatives) for recognition of foreign education and (or) foreign qualifications and documents attached thereto;
- examination of applications and the documents attached thereto;
- expert assessment, in the course of which an assessment of the level of IEC is carried out and the equivalence of academic and/or professional rights granted to its holder in the foreign state in which the IEC is obtained and the rights granted to the holders of the relevant education and (or) qualifications obtained in the Russian Federation;
- decision-making on recognition or denial of recognition of IEC.

The procedure for recognition of IEC for the purposes of

organizing admission to study at the University, as well as access to carrying out professional activities at the University for persons with such IEC shall be carried out by an expert commission from among the University staff. The work of the expert commission shall be organized by the Dean's Office of the International Faculty of the University. The composition of the expert commission shall be approved by the Rector's order.

The procedure for the recognition of IEC in order to organize admission to study at the University, as well as access to carry out professional activities at the University for persons with such IEC shall be carried out on a fee-paying basis. The cost of the IEC recognition procedure shall be approved annually by the Rector's order.

The University shall submit information to the National Information Centre for information support of recognition in the Russian Federation of education and (or) qualifications, academic degrees and academic titles obtained in a foreign state:

- on the recognition procedure it establishes;
- the number of persons whose IECs have been recognized by the

University and accepted for training, admitted to carry out professional activities at the University, indicating the position and the subject taught. The procedure of recognition of an IEC does not include verification of the authenticity of submitted documents and may, if necessary, be performed during the entire period of the IEC holder's studies or professional activities at the University. In case the information submitted and/or documents submitted are found to be inaccurate, the expert opinion shall be deemed invalid and is annulled. The student shall be expelled from the University without refund of the funds paid for the previous period of study, the employment contract with the employee shall be terminated.

## **Procedures for the recognition of foreign education and/or foreign qualifications and the documents attached thereto.**

The basis for the performance of the recognition procedure of the IEC is the receipt of an application for the recognition of foreign education and/or foreign qualifications from the applicant (or his/her representative) (Appendix 1). The application shall be submitted in writing at the location of the University. The following information shall be indicated in the application:

- surname, first name, patronymic (the latter if any) of the holder IEC;
- nationality of the holder of the IEC;
- date of birth of the holder of the IEC;
- name and number of the possessor of IEC (series and number (if any), date of issue and date of expiry)
- contact information of the IEC holder (address, telephone number, e-mail address, etc. as desired);
- the purpose of the recognition procedure of the IEC (study or professional activity at the University);
- name of the foreign country whose educational institution issued the IEC document;
- full official name of the educational institution issuing the IEC document;
- information on the presence or absence of an appendix to the IEC document with the number of sheets; the title of the IEC document in Russian or English and in the original language (if possible);
- the title of the degree (qualification) awarded - for persons with a vocational qualification;
- other documents and information materials (at the request of the applicant);

- an indication of the IEC holder's consent to the processing of personal data contained in the application and attached documents in accordance with the procedure established by the legislation of the Russian Federation on personal data;
- informing the holder of the IEC of his/her responsibility for the accuracy of the information provided in the application and for the authenticity of the documents submitted;
- a power of attorney issued in accordance with the established procedure (if the applicant is a person acting in accordance with civil legislation as a representative of the holder of a document of foreign education a document on foreign education and/or foreign qualification and a notarized translation into Russian (if the document is in a foreign language)).

The following documents shall be enclosed with the application:

- original and Russian translation (if the document is in a foreign language) of the identity document of the holder of the IEC;
- the original credential and its annex (if the latter is stipulated by the legislation of the state in which such a credential was issued);
- a Russian translation of the IEC document and its annex, if the IEC document and its annex are in a foreign language.

If the application is incomplete, the application shall not be considered and the holder of the IEC shall be notified within no more than 3 working days shall be notified of the refusal to consider the application in the manner specified by the applicant in the application.

Documents accepted for examination on the merits shall be forwarded to the University's expert commission, which shall carry out the following activities in no more than 15 working days:

1. checking whether there is official information about the existence of the organization that issued the IEC document;

2. establishing whether the organization that issued the credential is recognized in the national education system of the foreign country;
3. establishing that the IEC document has been registered in the official database of foreign IEC documents (if available);
4. establishing the recognition of the educational program, upon the completion of which the credential has been issued, in the national education system of the foreign country;
5. establishing the fact of the holder's possession of IEC falling under international treaties on mutual recognition, or obtained in foreign educational institutions, the list of which is established by the Government of the Russian Federation (hereinafter referred to as the List).

In the event of a negative result from subparagraphs 1-4 verification of the IEC document and its annex shall terminate the procedure for recognition of the IEC. The refusal to recognize the IEC shall be sent to the applicant in the manner specified by the applicant in the application within no more than 5 working days.

Upon a positive result of verification of the IEC document and establishment of the fact that the IEC falls under international treaties on mutual recognition or is received in foreign educational organizations included in the List established by the Government of the Russian Federation, a conclusion on recognition of IEC as falling under international treaties on mutual recognition or is received in a foreign educational organization included in the List established by the Government of the Russian Federation shall be formed. The relevant notification shall be sent to the applicant in the way specified by the applicant in the application.

In the event of a positive result as specified in subparagraphs 1-4. verification of the IEC document and its appendix procedure and a negative result of determining the conformity of the IEC with the conditions of 5 of these Regulations, the IEC shall be examined, which assesses the level of education

and (or) qualifications, determines the equivalence of academic and (or) professional rights granted to their holder in the foreign state in which the education and (or) qualification was obtained, and the rights granted to holders of the corresponding education and (or) qualifications obtained in the Russian Federation (hereinafter, "IEC expert examination").

IEC expertise shall be based on the principles of legality, respect for human and civil rights and freedoms, independence of the expert, objectivity, comprehensiveness and completeness of investigations, as well as the provisions and recommendations of international practice and shall be conducted using modern achievements of science and technology, information resources and technology.

The examination shall be conducted by an expert committee of the University.

The University may engage the FGBNU GlavexpertCentre to carry out the IEC's expertise under a contract concluded with the FGBNU "Glavexpertcentre under a contract for the provision of services.

The subject and content of the IEC review are:

- determine the appropriate level of education and/or qualifications for which IEC may be recognized in the Russian Federation;
- determination of the equivalence of the academic and/or professional rights granted to the holder of IEC in the State where the IEC is obtained with the rights granted to the holder of the relevant education and/or qualifications in the Russian Federation.

The expertise of the IEC may take into account:

- the content of curricula and programmes;
- the availability of entrance tests;
- a system of examinations and credits;
- the student's grades (achievements) during his or her studies;

- the volume of subjects studied;
- the availability and duration of practices;
- the availability and level of final qualification certification;
- the availability and topic of the final qualification paper;
- form of education;
- additional education is available.

Possible permissible differences in curricula, educational technologies and forms of education may be taken into account when carrying out the CIE expertise. In order to carry out the IEC expert evaluation, the University may send relevant requests to the educational/scientific organization to which the IEC document was issued, other competent Russian, foreign and international bodies and organizations.

The timeframe for the examination shall be up to 30 working days. In the case of a request to confirm the fact of the applicant's education, the legitimacy of the foreign education and (or) qualifications document and other justified requests, the period of preparation of the conclusion on the results of the expertise may be extended until a reasoned response is received.

The results of the examination shall be documented in a reasoned expert report containing unambiguous conclusions:

- on the possibility of their holder being recognized as eligible for admission to the University;
- on the possibility of the recognition of IEC as necessary for access to the exercise of professional activities at the University;
- on the refusal to recognize the TEC as necessary for the holder's admission to study at the University;
- on the refusal to recognize IECs as necessary for access to carry out professional activities at the University.

Based on the results of the expert opinion, a draft order is prepared



by the expert committee:

- on the recognition of the TUI as necessary for the holder's admission to study at the University;
- on the recognition of IECs as necessary for the holder's access to the exercise of professional activities at the University.

The applicant shall be notified of the outcome of the application in the manner specified by the applicant in the application.

In case of a decision to refuse to recognize a foreign qualification, a notification shall be sent (issued) to the applicant stating the reasons for the refusal and the documents submitted shall be returned within a period not exceeding 5 working days from the signing of the expert opinion on the refusal to recognize foreign education and (or) foreign qualifications.

An order recognizing education and/or qualifications shall be entered in the individual's personal file when the holder of the IEC is enrolled to study at the University or when the employment contract is drawn up.

### **Forms of control over the implementation of the recognition procedure.**

The Vice-Rector for Academic Affairs of the University is responsible for monitoring the implementation of the University's procedure for the recognition of foreign education and (or) foreign qualifications obtained abroad.

The responsibilities of the specialists of the University involved in the work on the recognition of foreign education and/or foreign qualifications shall be established in their job descriptions in accordance with the requirements of the labour law.

## **The procedure for appealing against a decision to recognize/not recognize.**

An applicant whose documents have been considered by the Commission to refuse the recognition of education and (or) qualifications obtained in a foreign country has the right to appeal against the decision by submitting to the Rector a substantive citizen appeal with the relevant documents or in another legal procedure. If the rector makes a final decision to refuse recognition, the applicant has the right to appeal against the decision in court in accordance with the legislation of the Russian Federation.