

***On the provision of UrFU training grants for foreign postgraduate
students***

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APPROVED

Rector

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« » 2022.



**Regulations
on the provision of UrFU grants for training
foreign postgraduate students,
studying under a training agreement at the expense of individuals**

Version 1

Date:

Order № _____ of _____

Ekaterinburg
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1. Purpose and scope of application

The Regulation defines UrFU grants provision procedure for full-time foreign postgraduate students, entering their first year or continuing their education at the Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin" under the contract for the provision of paid educational services:

- sets criteria for UrFU grants provision;
- determines the procedure for making decisions on UrFU grants provision;
- establishes the procedure for the provision of grants for foreign postgraduate students and the interaction of UrFU structural units organizing the work related to the provision of UrFU grants.

The requirements of this Regulation are mandatory for the directors of institutes, directors of institute departments and schools, heads of departments, scientific supervisors of postgraduate students and the services of the Vice-rector for Science, which carry out, provide support and supervise teaching process in the main educational programs of higher education - programs for academic and scientific-pedagogical staff training at postgraduate school.

2. Legal documents

This Regulation has been developed taking into account the following regulatory documents:

2.1. Federal Law No. 517-FZ of 30.12.2020 "On Amendments to the Federal Law "On Education in the Russian Federation" and separate legislative acts of the Russian Federation";

2.2. Order of the Ministry of Science and Higher Education of the Russian Federation No. 951 of 20.10.2021 "On Approval of Federal state requirements to the structure of training programs for academic and scientific-pedagogical personnel in postgraduate school (adjunct training)), the terms of their implementation, the timing of mastering these programs, taking into account various formats of education, educational technologies and the characteristics of certain categories of graduate students (adjuncts) (Registered on 23.11.2021 No. 65943)";

2.3. Order of the Ministry of Science and Higher Education of the Russian Federation No. 118 of 24.02.2021 "On Approval of the Nomenclature of Scientific Specialties in which Academic Degrees are Awarded, and Amendments to the Regulations on the Council for the Defense of Thesis for the Candidate of Sciences Degree and Doctor of Sciences Degree, approved by the Order of the Ministry of Education and Science of the Russian Federation of November 10, 2017 No. 1093"

(Registered on 06.04.2021 № 62998);

2.4. Decree of the Government of the Russian Federation of 30.11.2021 N 2122 "On approval of the Regulations on the training of academic and scientific-pedagogical staff in postgraduate (adjunct) school";

2.5. Order of the Ministry of Education and Science of the Russian Federation of 06.08.2021 N 721 "On approval of the admission procedure to higher education programs - training programs for academic and scientific-pedagogical staff at postgraduate school" (Registered with the Ministry of Justice of the Russian Federation on 03.09.2021 N 64879);

2.6. UrFU Charter;

2.7. Development program of the Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin" for 2021 – 2030 within the framework of implementing strategic academic leadership program "Priority – 2030".

3. Terms, definitions and abbreviations

The terms and abbreviations used in the text of the document are presented and described in Table 1 and Table 2.

Table 1. Terms and definitions

№	Term	Definition
1.	UrFU grant for training, grant	Gratuitous monetary payment provided to postgraduate students studying at the University full-time under a contract for the provision of paid educational services, with a further report of the graduate student on its use
2.	Commission	Expert grant provision commission of the Vice-Rector for Science
3.	Regulations	Regulations on the provision of UrFU grants for training foreign postgraduate students studying under a contract for the provision of paid educational services.
4.	Charter	The Charter of the University, approved by the order of the Ministry of Science and Higher Education of the Russian Federation

Table 2. Abbreviations and designations

№	Abbreviations	Full name
1.	UrFU, University,	Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the first President of Russia B.N. Yeltsin".

2.	DTAPS	Department of training academic and pedagogical staff
3.	DPFM	Department of planning and financial management
4.	DAFC	Department of Accounting and Financial Control
5.	ORMGI	Office of Records Management and General Issues
6.	DTHQP	Department of Training of Highly Qualified Personnel
7.	DLM	Department of Legal Management

4. General provisions

4.1. Foreign postgraduate students studying full-time under a contract for the provision of paid educational services can be provided grants for:

- 4.1.1. achievements in research and innovation activities;
- 4.1.2. outstanding performance in mastering educational program.

4.2. This Regulation applies to foreign full-time postgraduate students in educational programs for the training of academic and pedagogical personnel at postgraduate school on the basis of a contract for the provision of paid educational services at the expense of individuals.

4.3. Grants to foreign students are paid from the funds of the grant in the form of a subsidy for implementing strategic academic leadership program "Priority – 2030" or other sources and income – generating activities defined by relevant decisions of UrFU Commission, financial documents of projects/units and UrFU Economic activities plan .

4.4. The Department of Highly Qualified Personnel Training monitors compliance with the requirements for grant applicants in accordance with this Regulation.

5. Criteria for providing UrFU grants

5.1. Post-graduate student applying for grant on the basis of academic achievements should not have penalties for non-compliance with the UrFU Charter, internal regulations, rules of residence in the dormitory and other local acts of the university for the academic year preceding the appointment :

5.2. Grants are provided for

5.2.1. for achievements in research and innovation activities:

- the presence of a recommendation letter signed by the head of the UrFU department where the postgraduate student studied/is studying (*for UrFU master course graduates*);

- publications reflecting unique results, significant contribution of the student to the development of scientific activity (preference is given to publications in foreign scientific journals, as well as publications included in the list of the Higher Attestation Commission, in the citation databases Scopus, WoS);

- awards received for participation in conferences, exhibitions, professional competitions and other events of the kind;



- participation in the implementation of scientific and innovative projects and grants of various levels as a performer

Achievements in research and innovation activities of the applicant for the grant are evaluated in points by the expert commission in accordance with the List of individual achievements (Appendix 4). The sum of points for individual achievements is taken into account by the competition commission when making a decision on providing a grant.

5.2.2. for successfully mastering the teaching program

- passing entrance tests with "excellent", or "excellent" and "good" results;
- implementation of an individual work plan and successful completion of intermediate certification (winter) and year certification (spring) within the deadlines set by the university order (for post-graduate students);
- passing candidate exams with "excellent", or "excellent" and "good" results (for post-graduate students at 2nd and 3d year of study)
- Obtaining a grant for training in the previous year (for post-graduate students continuing their study) can be considered as an advantage by Competition committee.

5.2.3. subject to the candidate's consent to meet during the academic year the requirements for the development of research competencies stipulated by the contract and corresponding to the indicators of the Priority 2030 program.

5.3. The procedure for determining candidates for a grant includes two stages

5.3.1. the first stage: the compilation of a list of applicants who meet the criteria specified in paragraphs 5.1. of this Regulation;

5.3.2. the second stage: competitive selection of applicants based on the assessment of the sum of points for individual achievements in research and innovation activities and the degree of success in mastering the educational program

6. The procedure for reviewing documents for providing UrFU grants

6.1. The competitive selection of applicants for grants is carried out annually by the expert commission under the Vice-Rector for Science during the period approved by the order of the Vice-Rector for Science.

6.2. Operational work on the selection of applicants on behalf of the Chairman of the Commission is conducted by the DTAPS.

6.3. In order to participate in the competition, applicants for a grant from among foreign graduate students provide the package of documents specified in Table 3 of these Regulations to the RTAPS.

Table 3. Documents to be submitted to the DTAPS by the applicant for participation in the grant competition

3.1. Meeting the general requirements for a grant applicant	
for prospective postgraduate students	for postgraduate students continuing their studies

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an application addressed to the rector of UrFU with a visa of the <i>prospective</i> supervisor is provided before the start of the entrance tests to graduate school, Appendix 1 or 2.	an application addressed to the rector of UrFU with the visas of the supervisor, the head of the department and the director of the Institute
a copy of the education documents (verified in accordance with the established procedure)	certificate of absence of debts on payment for the previous year of study;
receipt of payment for the academic year according to the contract	receipt of payment for the new academic year according to the contract
Examination sheets with grades for entrance exams	a training certificate from the DTAPS with an indication of grades for the candidate exams
	a certificate from the dormitory about the absence of disciplinary violations on the part of a graduate student during the specified period with the date and visa of the dormitory head (only for those living in the hostel);
	certificate from the DTAPS on the absence of violations of the Charter and local acts of the university for the period of study preceding the appointment of the grant.

6.4. The Commission considers applications for a grant no later than two weeks after the end of the submission of documents by DTAPS and makes a decision on candidates for grants.

6.5. The decision on providing a grant is made no later than September 01 by an open vote by a simple majority of the Commission members, if at least 2/3 of its members are present at the meeting. If the votes are equal, the Chairman's vote is decisive.

6.6. Decision of the Commission is presented in the form of the Protocol.

6.7. The documents submitted by the applicants for the competition are stored in the DTAPS for one calendar year from the date of the grant decision.

7. Grant provision procedure

7.1. The number and amount of grants are approved annually by the order of the Vice-Rector for Science based on the amount of funding provided and the cost of contract training for the next academic year.

7.2. The grant is provided for the purpose of reimbursement of tuition fees at UrFU. The size of the grant suggests full coverage of the training cost.

7.3. The grant provision is accompanied by the signing by a foreign postgraduate student of a grant payment agreement, which defines the responsibilities of the postgraduate student for mastering of an educational program, achieving certain scientific results, including the preparation of a thesis, and measures of responsibility for non-

fulfillment, including the obligation to return the monetary payment provided for by the grant (Appendix 3).

7.4. The grant is provided for one year.

7.5. The grant is paid within a month from the date of conclusion of the contract.

7.6. By July 01, a foreign postgraduate student who has received a grant must submit to DTAPS a report on the fulfillment of the obligations to master the educational program, achievement of performance indicators for research competences development and preparation of a dissertation, as well as a package of documents for a grant for the next academic year (if willing to do so).

8. Grounds for termination of the contract and reimbursement of the grant

8.1 The grant payment agreement is terminated and the foreign graduate student is obliged to return the grant if:

8.1.1. expelled from the University on the grounds specified in clauses 4.1 and 4.2 of the Regulations on the Procedure for Transferring, Expelling and Reinstating students of the Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin" (Decree of 07.06.2018 №530/03 (altered and updated) ;

8.1.2. he/she is on an academic or another type of leave;

8.1.3. he/she was transferred to another training area;

8.1.4. he/she was transferred to budget form of training

8.1.5. he/she did not fulfill the conditions of grant provision in terms of achieving the indicators of scientific competencies development established in the agreement (termination of grant support for a graduate student is formalized by the protocol of the Competition Commission for the provision of grants for training)

8.2. The grantee makes a refund to the university within 10 days from the date of occurrence of the reason for the refund in accordance with the paragraph 8.1.

8.3. Within 10 working days from the date of termination of the grant payment agreement the project manager (head of the DTHQP) provides the necessary documents to the Legal Department for preparing a claim (in case the grantee refuses to return the funds).

9 Responsibility of the parties

9.1 The Chairman and members of the Commission are responsible for the decisions taken and their compliance with the applicable regulatory documents.

9.2 The Head of the DTHQP is responsible for providing information and conducting analysis on all submitted documents for each foreign postgraduate student applying for an UrFU grant

9.3 DPFM is responsible for making timely payments to foreign postgraduate students

9.4 Foreign postgraduate students who receive grants for training are responsible in accordance with paragraph 2 of the grant payment agreement.

10 Monitoring, analysis, improvement

Information about the indicators measured as part of the competition results evaluation, as well as the frequency of their control, analysis methods and responsible persons is given in Table 4.

Table 4. Information on controlled indicators in the framework of the competition results evaluation

Indicator	Timing	Analysis method	Responsible person
Number of applications submitted by foreign postgraduates compared to the total number of foreign postgraduates	Once during the contest period	Comparative analysis based on application statistics	Head of DTHQP
The number of applications submitted by first-year foreign postgraduates compared to the total number of applications submitted by foreign postgraduates	Once during the contest period	Comparative analysis based on the statistics of applications submitted by 1-year postgraduates and postgraduates continuing their studies	Head of DTHQP
The number of grants paid compared to the total number of contract-based postgraduate students	Once during the contest period	Comparison of the number of grants to the total number of foreign postgraduate students	Head of DTHQP
The number of reports on postgraduate student grants compared to the total number of grants received by postgraduate students	Once during the contest period	Comparative analysis based on application statistics and postgraduate students' reports	Head of DTHQP

11 Document management

Amendments to this document are made in the following cases:

- when participants or the order of the activity type performed are changed;
- when redistributing functions between participants within the scope of activity type;
- when changing forms and documents references to which are provided;
- according to audit results (if necessary), etc.

The Document is edited and re-approved if:

- the number of alterations hinders understanding of the document;

- the document is included into the quality management system actualization plan

etc.



**Уральский
федеральный
университет**

имени первого Президента
России Б.Н.Ельцина

Ministry of Science and Higher Education of the Russian Federation. Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin" (UrFU)

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The procedure for amending the document and approving the updated version of the Regulation on the type of activity is set out in the documented procedure "Document Management", 2019.

This document is compiled on 22 pages (excluding the approval sheet) in two original copies which are stored: the first - in the DTHQP, the second - in the ORMGI, a registered copy in electronic form - in the Department of quality management.

An integral part of the document is the approval sheet, formed in the EDMS.

Head of DTHQP

Butrina E.A.



Appendix 1

**Sample application of a foreign postgraduate
student for UrFU grant for training**

To the Rector of
UrFU named after the first President of
Russia B.N Yeltsin
V.A. Koksharov

APPLICATION

I would like you to consider my candidacy for UrFU grant in accordance with the
“Regulations on the provision of UrFU training grants for foreign postgraduate students,
studying on a contract basis” on the grounds of

(grounds are indicated in accordance with the grant criteria specified in the Regulation)

I am a _____ year student, Institute of _____

Name of specialization/training area

Postgraduate student’s name and family name _____

Phone _____

Signature _____ Date _____

Director of the Institute, signature _____

Head of the Chair, signature _____

Academic supervisor, signature _____

Grant payment agreement sample

GRANT PAYMENT AGREEMENT № _____

Ekaterinburg

«__» _____ 202..__ .

Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin", acting on the basis of license series _____ reg. No. _____ of _____, issued by the Federal Service for Supervision in the Field of Education and Science of the Russian Federation, valid indefinitely, certificate of state accreditation series _____ No. _____, reg. No. _____ of _____, issued by the Federal Service for Supervision in the field of Education and Science of the Russian Federation for a period up to _____, hereinafter referred to as the Grant Provider, represented by Alexander Viktorovich Germanenko, Vice-Rector for Science, acting on the basis of a power of attorney № _____ of _____, on one side, and _____, date of birth _____, passport series _____ № _____, issued by _____, date «__» _____ 20__ , further referred to as the Grantee, hereinafter jointly referred to as the Parties, have concluded this grant payment agreement (hereinafter referred to as the Agreement) on the following:

1. Subject of the Agreement

1.1. In accordance with the Regulation "On the provision of UrFU training grants for postgraduate students studying under a contract for the provision of paid educational services" as part of the implementation of CMK-ПВД-7-01-278-2022 (further referred to as the Regulation), Order № ____/03 of ____ . ____ .20-- , on the basis of the protocol of the Competition Commission **Grant provider** transfers funds free of charge (hereinafter referred to as the Grant) to the **Grantee**.

1.2. _____ Amount of the grant is _____ (_____) rubles and is paid either as a subsidy from the funds of strategic academic leadership program Priority 2030 or from other sources and income – generating activities defined by the relevant decisions of the UrFU Commissions, financial estimates of projects/divisions and the Plan of financial and economic activities of UrFU.

1.3. The **Grant provider** pays the Grant by transferring funds in the amount specified in this Agreement to the Grantee's bank account in accordance with the details specified in this Agreement.

1.4. **Grant provider** withholds from the funds of the Grant paid, recognized in accordance with the legislation on taxes and fees as the **Grantee's** income, the amount of personal income tax according to the current tax legislation of the Russian Federation.

2. Rights and obligations of the Parties

2.1. **Grantee** undertakes, in addition to the information previously provided to the **Grant provider** (including, but not limited to, information about material circumstances relevant to the Grant payment, place of residence, address for notifications, contact phone number, email address, etc.) in a reasonably short time to inform about any changes in the above-mentioned information.

2.2. **Grantee** should:

2.2.1. Master in full educational program in the field of training academic and teaching staff at postgraduate courses, including:

- successful attestation during intermediate (winter) and final (spring) attestation sessions;

2.2.2. Develop academic competencies, including

confirm his/her participation in scientific conference during the time period specified in the Agreement (no less than one conference of Russian or international level with mandatory publication in the collection of papers of the conference);

- provide a publication (at least one per year) on the topic of scientific research (article or review) in the peer - reviewed scientific journals included in international and/or Russian abstract databases and citation systems
- provide an expert conclusion of the supervisor on the work performed during the year according to the individual research work plan on writing the text of the dissertation research of a postgraduate student;

2.3. **Grant provider** undertakes to pay the funds in the amount of the Grant to the **Grantee** within a month from the date of conclusion of the contract.

2.4. **Grant provider** has the right to reveal the names of **Grantees** in the lists of grant competition winners, on the official website of the Ural Federal University.

3. Grounds for termination of the contract and return of the grant

3.1. The grant payment Agreement is terminated and the **Grantee** is obliged to return the grant in full or part of it proportional to the educational services not provided, in the following cases

3.1.1. he or she is expelled from the University on the grounds specified in clauses 4.1 and 4.2 of the Regulations on the Procedure for transfer, expulsion and reinstatement

of students of the Federal State Autonomous Educational Institution of Higher Education "Ural Federal University named after the First President of Russia B.N. Yeltsin" (Order No. 530/03 of 07.06.2018) (altered and updated)

3.1.2. is on academic or other types of vacations;

3.1.3. transferred to another training specialization;

3.1.4. transferred to budget – based form of training

3.1.5. fails to meet more than one of the requirements from article 2.2. of the present Agreement.

3.2. When expelling, transferring or changing the terms of the **Grantee's** training (articles 3.1.1. – 3.1.4. of the present Agreement): n:

in the fall semester, the grant is returned in full;

after passing the intermediate (winter) attestations - 50% of the amount of the grant provided;

3.3. The **Grantee** makes a refund to the university within 10 days after the acknowledgement with order on changing his/her status or the Minutes of the Competition Commission stating the end of grant support of the postgraduate students.

3. Notification and Privacy

4.1. All notifications under this Agreement are made in writing, by sending letters to the addresses indicated below and/or by sending e-mail messages to the addresses below. The **Parties** have the right, in addition to the addresses specified in this Agreement, to present written information about the change of addresses for the purposes of notifications and correspondence in connection with this Agreement

4.2. **Parties** ensure the confidentiality of information received during the period of this Agreement

5. Dispute resolution

5.1. In case of disputes arising under this agreement, the **Grant provider** and the **Grantee** shall take all measures to resolve them by negotiations

5.2. If it is impossible to settle disputes under this Agreement via negotiations between the **Parties**, disputes are resolved in accordance with the legislation of the Russian Federation by the Kirovsky District Court of Yekaterinburg

5.3. In the event of force majeure circumstances and other circumstances that do not depend on the will of the **Parties**, the **Parties** are released from liability for non-fulfillment of obligations under this Agreement if within 15 (fifteen) days from the date of occurrence of such circumstances and if there is a way to communicate, the **Party** affected by their influence notifies the other **Party** of their occurrence. Circumstances of force majeure include: natural disasters, fires, riots, strikes, military actions, the entry into force of legislative acts, government resolutions and orders of state bodies, other decisions and actions of state bodies directly or indirectly prohibiting the activities specified in this Agreement and preventing the fulfillment of obligations under this Agreement



6. Final provisions

6.1. This Agreement comes into force from the date of its signing and is valid until the **Parties** fulfill their obligations under this Agreement

6.2. All additions and amendments to this Agreement are an integral part of this Agreement and are considered valid if they are made in writing and signed by the **Parties**

6.3. This Agreement is made in 2 (two) copies having equal legal force, one for each of the **Parties**

7. Addresses, contact details and signatures of the parties

Grantee

Address:

e-mail: _____

Bank details:

|Account № _____

bank _____

correspondent account №

BIC _____

INN: _____

KPP/OKPO _____ / _____

Grantee

/ _____ /

Appendix 4

Personal achievements list

Results of scientific activity or achievements	Event or publication methods	Scores number
Article*	Indexed in the WoS/Scopus citation database	15
	in the journal from the list of peer-reviewed scientific publications (list of the Higher Attestation Commission)	15
	in the RSCI citation database	10
	monograph	15
	Other specialization-related publications	5
Certificate of intellectual property right	International patent	15
	Utility model patent	10
	Invention patent	10
	Author's certificate	5
	Software and database certification	5
Conference abstracts	Indexed in the WoS/Scopus citation database	10
	in the RSCI citation database	5
Award for conference presentation	International conducted abroad	5
	All-Russian or international conducted in RF	4
Prize-winning place in a competition, exhibition, competition	International conducted abroad	5
	All-Russian or international conducted in RF	4
Participation in research and development activities	International agreement	10
	Russian (regional) agreement	5

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Participation in the implementation of the grant	International	10
	Russian	5
Diploma with honors (for university graduates from the Russian Federation)**		10
Assessment of previous education (for foreign universities graduates)**	Average score. $C=A/B*10$, where A is the sum of the scores of all subjects, B is the number of subjects	Max 10
The presence of a letter of support from the prospective supervisor of the postgraduate student		15

* If one article has been indexed in several databases– it is counted once with the accrual of the highest possible number of points

** Points are taken into account if there is a support letter from the prospective supervisor of the graduate student

Amendment registration sheet

Number of amendment and order №__ (№__ of __)	Number of paragraph (subparagraph)			Date of amendment	Number of sheets in the document	Signature of the person responsible for making amendments
	Altered	New	withdr awn			