

**ENTRANCE TESTS PROCEDURE
IN FEDERAL STATE BUDGETARY EDUCATIONAL INSTITUTION OF HIGHER
EDUCATION "TVER STATE MEDICAL UNIVERSITY" MINISTRY OF HEALTH OF
THE RUSSIAN FEDERATION**

I. General provisions

1.1. This Procedure for conducting entrance test (hereinafter referred to as the Procedure) regulates the general rules and norms for conducting entrance tests (hereinafter referred to as entrance tests, ET) for admission to educational programs of higher education - specialty programs, residency programs, postgraduate training programs for scientific and pedagogical personnel at the federal state budgetary educational institution of higher education "Tver State Medical University" of the Ministry of Health of the Russian Federation (hereinafter - the University) for citizens of the Russian Federation, foreign citizens and stateless persons (hereinafter - applicants).

1.2. This Procedure has been developed in accordance with:

- Federal Law of December 29, 2012 No. 273-FZ "On Education in the Russian Federation";
- Federal Law of July 27, 2006 No. 149-FZ "On information, information technologies and information protection";
- Federal Law of July 27, 2006 No. 152-FZ "On Personal Data";
- Order of the Ministry of Education and Science of the Russian Federation dated August 21, 2020 No. 1076 "On approval of the Procedure for admission to higher education educational programs - undergraduate programs, specialty programs, master's programs";
- Order of the Ministry of Health of the Russian Federation dated May 11, 2017 No. 212n "On approval of the Procedure for admission to study in educational programs of higher education - residency programs";
- Order of the Ministry of Science and Higher Education of the Russian Federation dated 08/06/2021 No. 721 "On approval of the Procedure for admission to study in educational programs of higher education - programs for training scientific and scientific-pedagogical personnel in graduate school";
- The Charter and local regulatory legal acts of the University.

1.3. Entrance tests are conducted by the University in accordance with the approved schedule in the form of:

- testing using distance learning technologies (hereinafter referred to as DLT) on the condition of the identification of applicants when they pass the entrance test;
- written testing;
- interviews.

1.4. To organize and conduct the entrance test at the University, examining boards and the appeal committee are created, operating on the basis of the relevant Regulations, approved by the order of the Rector of the University.

1.5. Examination tasks are compiled on the basis of entrance test programs formed by the University admissions committee on the basis of federal state educational standards, federal state requirements for the appropriate level of education.

1.6. Entrance tests are carried out in accordance with the schedule. The schedule of entrance tests is approved by order of the rector and the chairman of the admissions committee.

1.7. The schedule is placed on the official website of the University no later than the start of the entrance tests.

1.8. Entrance tests are conducted in Russian. Some ETs can be conducted in English. Passing the entrance test in English is carried out at the request of the applicant.

1.9. Before each entrance test, consultations are held for applicants. The dates and times of consultations are posted on the official website of the University.

1.10. The applicant takes each entrance test once. Re-taking the entrance test this year is not allowed.

1.11. Persons who have not passed the entrance test for valid reasons are allowed to take the entrance test with another group or on a reserve day. An application with documents confirming a valid reason for missing the entrance test is submitted to the admissions committee (in the case of entrance tests using DLT - to the email address of the admissions committee abit@tvgm.ru) no later than 3 days before the end of the ET period established for the appropriate level of education, form and conditions of training.

1.12. Valid reasons for missing the entrance test are:

- illness of the applicant (confirmed by a certificate of illness from a medical institution, certified by the seal of the medical institution);
- emergency situation (confirmed by presenting a certificate from a government organization that recorded the fact of an emergency);
- other documented circumstances that influenced the possibility of attending the EE.

1.13. If an applicant violates the rules of conducting entrance tests specified in this Procedure an act of violation of the procedure is drawn up in accordance with the form approved by the admissions committee. The applicant in respect of whom the specified act has been drawn up is recognized as having failed the entrance test without a good reason. If the entrance test is conducted remotely, an electronic copy of the specified act is sent to the applicant by e-mail.

The persons authorized to identify, review and record violations of the rules of entrance tests are the executive secretary of the admissions committee or his deputy, the chairman of the examining board, and members of the examining board.

1.14. The results of the entrance test are posted on the official website and on the information stand of the University Admissions Committee within the time limits established by the Rules for admission.

1.15. The procedure for conducting entrance tests for such higher education programs as residency programs or programs for training scientific and pedagogical personnel in postgraduate school is established by the Admission Rules for the relevant training program. When conducting an ET in the form of an interview in a remote format, personal identification is carried out in accordance with this Procedure.

II. Conducting an entrance test using distance learning technologies.

2.1. Admissions tests can be carried out using DLT and online video conferencing.

2.2. When conducting entrance tests using DLT, the Tver State Medical University of the Ministry of Health of Russia ensures identification of the applicant's personality, the choice of method is carried out by the University independently.

2.3. Entrance tests are organized using the University's information technology resources (teleconferencing system, learning management system, etc.).

2.4. On the day of the entrance test, 30 minutes before the start, a communication test is made, instructions on the testing procedure are given, and the applicant identification is carried out. The time for instructing and identification of the applicant is not included in the total time allocated for the test.

2.5. After successful identification of the applicant's identity, a login and password for access to completing the test in the learning management system are sent to the email specified in the personal account.

2.6. To identify the applicant's identity and monitor compliance with the rules during ET, a teleconferencing system is used.

2.7. The identification procedure for the applicant is carried out by the staff of the admissions committee and the examining board before the start of the entrance tests. The personal identification procedure is carried out by visually comparing the identity of the applicant and his image in the

photograph in the identity document. If it is impossible to identify a person from the image in the photograph, then the applicant is not allowed to participate in the entrance test.

2.8. An employee of the admissions committee and (or) a member of the examining board, after contacting and identifying the applicant, visually checks the condition of the workplace for compliance with the conditions of paragraphs 2.9 and 2.10. Then, orally or via chat, the applicant receives the access code to take the entrance test and information about the duration of this entrance test. The applicant follows the link, the entrance test is considered to have begun. The time for completing the entrance test is counted down automatically and after the allotted time has elapsed, access to the examination materials is automatically closed. During the entrance test, a video image of the applicant is recorded; at the request of the observer, the applicant turns on the broadcast of the screen contents. During the entrance test, a video recording is made.

2.9. During the entrance test, it is prohibited to use any communication means and reference materials. Nobody except the applicant must be present in the room where the entrance test is conducted.

2.10. The room in which the applicant is located must meet the following requirements:

- be separate (have walls, a ceiling and a door which can be closed);
- be isolated from sources of noise, radio and light interference, which may negatively affect the quality of communication or the perception of audiovisual information by the members of the examining board;
- the room and working surface of the table must be free of all objects (phones, watches, notebooks, books, notepads, additional electronic devices with Internet access, etc.), clean sheets of paper for use as drafts and pens are allowed.

2.11. If the event of interruption of the broadcast or other technical problems which led to the impossibility of conducting the entrance test or monitoring its conduct are documented and happened due to reasons beyond control of the applicant, the applicant has the right to take the entrance test on a reserve day or with another group in accordance with the approved entrance tests schedule.

2.12. If an applicant violates the provisions of this Procedure, authorized officials of the University have the right to end the entrance test in accordance with clause 1.13.

2.13. The entire entrance test procedure, including identification of the applicant, is recorded in audio and video format and stored in the University Admissions Office for 1 year after the end of the enrollment campaign.

2.14. To take entrance tests using DLT, the applicant must have the following software and hardware:

- personal computer, laptop or other devices with a processor frequency of at least 2 GHz, RAM of at least 2 GB and an installed operating system Windows, MacOS or Linux;
- multifunctional device or printer;
- web camera, microphone and headphones (if the latter are not available, speakers can be used);
- installed Microsoft Edge browser version 9.0, or Google Chrome with the latest updates;
- connection to the Internet at the speed of at least 2 Mbit/sec.

2.15. An external webcam is installed in such a way that the camera view is projected onto the applicant during the entrance test using the DLT.

2.16. No later than 24 hours before the entrance test, the login and password for the video conference and connection instructions to check the link via teleconference are sent to the applicant's email address.

2.17. The entrance test begins strictly after confirmation by a member of the examining board of the fact of successful identification of the applicant and the presence of a stable video and audio connection.

2.18. Passing the entrance test without the admission of a member of the examining board, carried out orally and in writing (in a teleconference chat) is regarded as a violation of this Procedure.

2.19. The duration of the entrance test is 90 minutes and (or) is determined by the Rules for admission to study at the appropriate level of education for the current year. At the end of this time, access to testing is closed and the ET is considered completed.

2.20 The results are checked automatically, being later confirmed by the members of the examining board and the admissions committee.

III Conducting an entrance test in the written form

3.1. Written entrance tests are conducted in writing in a form of a face-to-face testing.

3.2. To organize and conduct written entrance tests, the executive secretary of the admissions committee invites members of the admissions committee and (or) members of the examining board to the examination room to monitor the order and compliance with the procedure for conducting the ET.

The duration of the ET to bachelor and specialty programs is 180-210 minutes (chemistry, biology, mathematics, social studies - 180 minutes, the Russian language - 210 minutes).

3.3. Admission of applicants to the examination room is carried out by the member of the University, who makes an examination record list and visually identifies the applicant. Then the applicant must go to the room. All personal items, except identification documents and pens, must be left in a specially designated area.

3.4. After the applicants are seated, a brief instruction on the applicant's behavior during the entrance test is given. The applicant must:

- not change the place;
 - keep silence;
 - work independently;
 - not use any reference materials (textbooks, study guides, reference books, any type of recording, electronic means of memorizing and storing information, etc.);
 - not talk to other examinees;
 - not use means of communication (mobile phones, headphones, etc.);
 - use for writing only sheets that have the seal of the University Admissions Committee;
 - not exchange exam tasks with other examinees;
 - not ask for the replacement of examination materials;
 - not leave the examination room. It can be allowed only with the permission of the examiner, while the examination paper of the applicant for the period of absence is handed over to the organizer;
- For violation of these rules the applicant is prohibited to take the entrance test, and a record about the case is made.

3.5. An applicant will be given the following items to complete the examination task:

- a set for ET;
- a draft that has the seal of the admissions committee.

During the testing applicants should use the same blue, violet, and black ink throughout the work.

3.6. The organizer informs applicants about the duration of the exam and announces that the results of the entrance tests can be found on the University website. After this, the organizer in the audience records the start and end times of the written entrance test and allows the student to begin completing the tasks.

3.7. After the end of the test time, all written papers are submitted to the organizer in the classroom, then transferred to the executive secretary of the selection committee (a deputy executive secretary of the selection committee).

3.8. Exam papers are encoded. The members of the group, the order and mode of encoding is determined and controlled by the executive secretary of the selection committee or his deputy. The code is stated on the title page of the response form.

3.9. The results are checked by the members of the examining board.

3.10. Encoded forms are checked by the members of the examining board. Any notes indicating errors, calculation of points, ratings, signatures are made only in red.

On the examination paper, the examiner writes a grade and certifies it by the signature. Test results as well as paper codes and signatures of the examiners are stated in the examination record list. The examiner submits examination papers and examination record list for decoding.

3.11. The encoding group performs decoding, i.e. linking the applicant's paper with their surnames, first names and patronymics and filling earlier prepared examination record lists with grades. After this, all materials are passed to the executive secretary of the admission committee. The grades in the examination record list are certified by the signatures of the chairman of the examining board (deputy of the examining board) and the executive secretary of the admissions committee.

3.12. To conduct on-site writing entrance tests an on-site team is sent, consisting of a manager, members of the admissions committee and the examining board and (or) persons responsible for taking documents. Entrance tests are carried out in accordance with paragraphs 3.3. - 3.6 of this Procedure.

3.13. Checking of the examination papers, by the decision of the Chairman of the Admissions Committee, can be carried out in one of the following ways:

1) Encoding of examination papers, verification (using answer keys), decoding is carried out at the location of the on-site examination in a room separate from the examination room. Responsibility for organizing, conducting and checking on-site entrance tests rests with the head of the on-site team. The head of the on-site team is responsible for compliance with confidentiality and information security requirements when checking examination papers.

2) After the end of the test time, all written papers are handed over to the organizer in the classroom, sealed in an envelope(s) and sent to the University, accompanied by the on-site team members.

The timing of test check is established in accordance with the order of the University.

Checking the examination papers of applicants is carried out in accordance with paragraphs 3.8 - 3.11 of this Procedure.

IV. Checking the results and informing the applicant

4.1 Control over the progress of checking examination papers is carried out by the chairman of the examining board and authorized persons of the admissions committee (executive secretary, deputy executive secretary).

4.2. The test results are recorded in the examination lists.

4.3. In the examination record lists, the chairman certifies with his signature the results of the ET which are below the minimum score and above 90 points.

4.4. When the grade is changed it is certified by the signature of the chairman of the examining board.

4.5. The examination record list is signed by the chairman of the examining board and the executive secretary of the admissions committee.

4.6. The results of the ET are loaded into the University information system "1C: PROF University" by the members of the admissions committee.

4.7. The results of the ET are stated in the examination record list, signed by the executive secretary and filed in the applicant's personal file.

4.8. ET results are announced on the official website no later than the next working day after the entrance test for computer testing and the third working day for written testing.

V. Conducting an entrance test in the form of an interview

5.1. In accordance with the "Peculiarities of admission to training in organizations engaged in educational activities for specialty programs, master's programs and postgraduate programs", provided by parts 7 and 8 of Article 5 of the Federal Law of February 17, 2023 No. 19-FZ "On the peculiarities of legal regulation of relations in the field of education and science in connection with the admission to the Russian Federation of the Donetsk People's Republic, Lugansk People's Republic, Zaporozhye region, Kherson region and the formation of new entities within the Russian Federation - the Donetsk People's Republic, Lugansk People's Republic, Zaporozhye region,

Kherson region and on amendments to certain legislative acts of the Russian Federation", approved by order of the Ministry of Science of Higher Education of the Russian Federation dated March 1, 2023 No. 231, general education entrance tests in the Russian language, social studies, professional education entrance tests in the Russian language can be carried out by the University at the request of applicants in the form of an interview.

5.1.1. When admission persons who have completed training in secondary general education programs in general education organizations of the Belgorod region, included in the list approved by the order of the Ministry of Education of Russia dated April 7, 2023 No. 245 (hereinafter referred to as persons who have completed training in secondary general education programs in general education organizations Belgorod region), general education entrance tests in biology, chemistry, the Russian language, mathematics, social studies are conducted by the University at the request of applicants for study in the form of an oral interview in a face-to-face format.

5.2. Entrance tests in the Russian language and social studies in the form of an oral interview are conducted in person.

5.3. The examining board provides an interview program, which includes a list of sample questions or topics that are both theoretical and debatable in nature. When answering these questions, the applicants show some knowledge and their position, which must be justified and reasoned.

5.4. In the rooms for conducting an oral interview, the technical ability to audio and video record the applicant's answers is ensured. The quality of the audio and video recording and the location of the technical means for recording the video image and audio signal must ensure the ability to view the entire room, and the audio recording must contain the speech of applicants and examiners.

During the interview, applicants are prohibited from carrying communications equipment, photo, audio and video equipment, reference materials, written notes and other means of storing and transmitting information.

The duration of the interview for each applicant is 30 minutes (15 minutes are allocated for preparing the applicant for the interview, 15 minutes for participating in the interview).

For the disabled applicants the duration of the interview can be increases by 15 minutes (i.e., the total duration of the interview for these categories of applicants is on average 45 minutes). Such applicants on their own distribute the time allotted for the interview. They may use time both to prepare answers (for example, use more preparation time than is allowed for testing and assessment materials) and to answer the questions.

The duration of the interview does not include the time allotted for preparatory activities (instruction by the examiner on how to complete tasks before the start of the exam procedure, filling out exam forms, greeting the applicant, etc.).

5.4.1. The duration of the interview in biology, chemistry, the Russian language, mathematics for each applicant from among those who have completed their studies in secondary general education programs in general education organizations of the Belgorod region is 45 minutes (20 minutes for preparing the applicant for the interview, 25 minutes for participating in the interview). The duration of the social studies interview for each applicant who has completed studies in secondary general education programs in general educational institutions of the Belgorod region is 30 minutes (15 minutes for preparing the applicant for the interview, 15 minutes for participating in the interview).

5.5. The results of entrance tests in the form of an interview are assessed on a 100-point scale. Interview assessment criteria and scores are developed by the examining board.

5.6. The applicants are invited to the examination room and present their identification document and citizenship.

5.7. The structure and content of a set of examination materials for conducting an oral interview are developed by subject examination commissions.

5.8. The exam results are announced to the applicant upon completion of the exam.

VI. Filing appeals

6.1. Based on the results of the ET conducted by the University, the applicant (or their trusted representative) has the right, on the day of announcement of the results of the entrance test or within the next working day after the announcement of the results, to file an appeal with the appeal commission about a violation, in the applicant's opinion, of the established procedure for conducting the ET and (or) about disagreement with the ET results.

6.2. Appeal proceeding is carried out in accordance with the Regulations on the Appeal Commission of the Tver State Medical University of the Ministry of Health of Russia.

VII. Final provisions

7.1. This Procedure comes into force from the moment of its adoption and approval and is valid until being replaced by a new one.

7.2. Amendments and additions to this Procedure are approved by the Chairman of the admissions committee of the Tver State Medical University of the Ministry of Health of Russia.

7.3. Clauses 5.1.1., 5.4.1. in Section V come into force from the moment of adoption and are valid for admission to educational programs of higher education - specialty programs at the University for the 2023/2024 academic year.