



**Moscow International Higher School of Business “MIRBIS”
(Institute)**

**INFORMATION FOR EXCHANGE STUDENTS & PARTNER
INSTITUTIONS**

Spring 2019

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MIRBIS and Diplomatic academy of Russian Foreign Ministry (The Academy) Programme	International Track Undergraduate Programme in International Business Management <ul style="list-style-type: none">• Russia - country studies course• Russian language crash course• International Business and Economics (Diplomatic academy part)
HOME PAGE	http://www.mirbis.ru

Contact persons:

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Application Requirements:	<p><u>The Application form has to be accompanied by:</u></p> <ul style="list-style-type: none"> • Fully completed application form signed by the student and the Home University • Official transcript of records • CV in English • Letter of motivation in English • Official IELTS score sheet (IELTS 6.0 – overall score for Undergraduate students , IELTS) • Academic Letter of reference • 1 clear photocopy of your traveling passport • 2 passport sized photograph not in glittered form
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MIRBIS academic strengths:	<ul style="list-style-type: none"> • Firm commitment to Internationalization with 35 partners worldwide plus an international composition of the student body and international faculty • Our study program reflects global economic trends • Building up students cross-cultural evenness • Students’ participation in international conferences and engagement in collaborative research • Linking theory and practice • Leading speakers from industries and business • Attractive environment in a dynamic student city
Unique features of MIRBIS:	<ul style="list-style-type: none"> • Flexibility and openness in building up students’ personal curriculum • Moscow and Russian context of studies • Russian culture and life exposure

Important dates:

October 31	<ul style="list-style-type: none"> • Application deadline
mid. January	<ul style="list-style-type: none"> • The MIRBIS information package is in your school
mid. January	<ul style="list-style-type: none"> • The information about your arrival date, time, and the flight number must be with the International Office by e-mail or fax.
February	<ul style="list-style-type: none"> • Arrival days
February (11/02-17/02)	<ul style="list-style-type: none"> • Introduction week.
February 18/02	<ul style="list-style-type: none"> • The beginning of the term - classes start
Beginning of April	<ul style="list-style-type: none"> • Mid-term examination session
February 23	<ul style="list-style-type: none"> • Public Holiday – Defenders Day
March 8	<ul style="list-style-type: none"> • Public Holiday - Women’s Day
May 1-2	<ul style="list-style-type: none"> • Public Holiday
May 9	<ul style="list-style-type: none"> • Public Holiday – Victory Day
3d week of May End of May	<ul style="list-style-type: none"> • Examination Session • Semester end

Course Information:

Class format	<ul style="list-style-type: none"> Lectures, seminars or workshops, project-based learning, problem-based learning, self-study, case studies, Research projects
Introduction Days	<ul style="list-style-type: none"> Every year the International Students Orientation Programme is run by the MIRBIS Institute before the term starts. Its aim is to help overseas students adapt to studies and life at MIRBIS smoothly. The orientation Programme lasts for 5 days before the start of the term to give students a chance to settle in, make friends and meet the School's staff. This Programme offers you the unrivaled opportunity to gain insight into Russian cultural and business life and to get acquainted with other exchange students. The events of the Induction Days provide for your acclimatization in Russia, with special emphasis on getting to know the city of Moscow and the MIRBIS Institute itself.
Russian language course	<ul style="list-style-type: none"> Russian language crash courses will be offered to all incoming international students.

Study programme	<ul style="list-style-type: none"> MIRBIS Undergraduate International track Programme – joint studies of Russian and International students in most of the modules in English.
Language of instruction	<ul style="list-style-type: none"> The courses are delivered in English – for International and Russian students.
Attendance	<ul style="list-style-type: none"> Mandatory for all the core and elective area subjects Block seminars must be attended fully.
Participation	<ul style="list-style-type: none"> Lectures attendance is a part of the course work. It is taken into account at the final assessment.
Grading	<ul style="list-style-type: none"> Grading systems may vary in different countries. In Russia this system is formally regulated by the Ministry of Education and is universally used by all Higher Schools. The following grades are accepted: <ul style="list-style-type: none"> 5 = excellent - 86-100% 4 = good – 71-85% 3 = satisfactory – 56-70% 2 & 1 = failed - less than 55% When you receive your academic transcript from the MIRBIS Institute, you will find the results of your final exams presented in accordance with the Russian system and the ECTS equivalent.

<p>ECTS learning agreement</p>	<ul style="list-style-type: none"> • Each incoming international student has to present an ECTS learning agreement approved, signed and stamped by the Home university. Changes to this Learning agreement can only be made during the first two weeks after semester starts. Registration for the course means that attendance becomes mandatory in order to receive final grades and ECTS points
<p>Exams</p>	<ul style="list-style-type: none"> • Exams usually take place in the middle and at the end of the term. Please note that no extra dates can be arranged to re – sit the examination right after the exam-session. Students who miss the final examination will not receive any grade and no credits.
<p>Grade Transcripts</p>	<ul style="list-style-type: none"> • Students will receive transcripts of their studies after the end of the term. The original Transcript of records showing the ECTS credits and the Russian grades will be sent to the student’s home university within the month after the end of the term.
<p>COURSES</p>	<p>Undergraduate Programme in International Business Management fully designed in English leading to the MIRBIS certificate (maximum 30 credits) within a term:</p> <p style="text-align: center;"><u>The list of courses:</u></p> <ul style="list-style-type: none"> • Russia - country studies course (Mandatory) <ul style="list-style-type: none"> – International Business Management – Focus on Russian Economy – Sustainable Development in Russia – Marketing – Focus on the Russian Federation • Russian language crash course (Mandatory) First week • International Business and Economics (Diplomatic academy part - optionally) <ul style="list-style-type: none"> – Macroeconomics – Institutional Economics – Global Finance – Russia’s place in the World Economy – Actual problems of the international economic security in the context of globalization – GeoEconomics – High-tech sector of Global Economy – Transnational corporations and their role in the global economy – International Investment – Strategic Management Decision Making – International Marketing – Business Law

List of medical documents necessary for issuing a multiple visa

Multiple Visa:

- Requirements for getting the long-standing multiplex visa -
For a study period of over three months in Russia, international students have to apply for a long-standing multiplex visa which will be valid till 31 of May.
- Students should provide MIRBIS Protocol Department with the health insurance. (see the information below);
- The certificate, testifying the absence of HIV infection must be registered in accordance with the requirements approved by the Decree of the RF Government from November 25, 1995 # 1158 (Collected Legislation of the Russian Federation, 1995, # 49, p. 4800), and be presented upon request to the Federal Migration Service.
- Now the certificate is not included in the list of documents, submitted for registration of a multiple entry visa, but it is a mandatory document for a foreigner staying in the RF for more than 90 days and must be submitted to the Federal migration Service upon their request.

The certificate example
Application 5
To the Director's order
Of the Health insurance Department
In Moscow
From December 27, 2006 N 477

СЕРТИФИКАТ
ОБ ОБСЛЕДОВАНИИ НА АНТИТЕЛА К ВИРУСУ
ИММУНОДЕФИЦИТА ЧЕЛОВЕКА (ВИЧ)

CERTIFICATE
OF TEST ON ANTIBODIES TO HIV

Я, _____, настоящим подтверждаю, что
(фамилия, имя, отчество врача)

I, _____, hereby certify that
(name of doctor)

(фамилия, имя, отчество пациента)

(name of patient) (паспорт/pasport)

(дата рождения) (date of birth)

был(а) обследован(а) _____
(дата тестирования) (date of testing)

Определение антител к ВИЧ-1 и ВИЧ-2 всех классов (IgG, IgM)
методом иммуноферментного анализа с ОТРИЦАТЕЛЬНЫМ результатом.

HIV-1 and HIV-2 antibody (IgG, IgM) existence is NEGATIVE.

Подпись главного врача КВД _____ М.П.

Подпись врача _____ (doctors signature)

	<ul style="list-style-type: none"> • Taking into consideration the fact that upon your arrival MIRBIS Protocol Department will be dealing with your multiplex visa registration; international students are not allowed to leave the country within 45 days. The premature departure in this case will be student’s responsibility. <p style="text-align: center;"><u>Health insurance</u></p> <ul style="list-style-type: none"> • Requirements to Health insurance for foreign students on exchange programme. <ol style="list-style-type: none"> 1. Minimal covering: \$15000; 2. Minimal risks: casualty, unexpected illness; 3. Covering term: - period of study. Fall semester (end of August – end of December); Spring semester (end of January – end of May) 4. ATTENTION!!! - Insurance company, where insurance policy is done, must have a service center in Moscow. Moscow service center address must be in the insurance policy. If not, the insurance company reinsures its client in Russia or the insurance policy is registered in a Russian insurance company. <p>RF Law Paragraph 50</p> <ul style="list-style-type: none"> • Health insurance must meet the requirements of the Regulations of Health insurance for foreigners, temporarily staying in the Russian Federation. The Regulations of Health insurance for foreigners was approved by the RF Government on December 11, 1998 # 1488 (Collected Legislation of the Russian Federation, 1998, # 51, p. 6305) <p>More information on - http://www.russia.edu.ru/information/health/2470/</p> <p style="text-align: center;"><u>Administrative Formalities:</u></p> <ul style="list-style-type: none"> • in accordance with the Russian Federation law to obtain a study visa, international students must have a passport valid for at least 1.5 (one and a half) years on the date of entry to the Russian Federation. • international students are requested to contact Russian Embassy of their home country for detailed information on visa procedures • Students entering the Russian Federation by the visa obtained against the MIRBIS invitation, must send a copy of their current passport together with the application form so that an invitation letter could be issued by MIRBIS • According to the Russian law adopted on January 1, 2011 the incoming student should present the travelling passport with the valid entry visa and migration card to MIRBIS Protocol Department within 2 days upon arrival in order to be official registered in Moscow. In case of breaking these regulations –the fine in amount of 450 000 Rub. – 18 450 Euros is to be paid by the student to Moscow Migration Department.
Additional expenses	<ul style="list-style-type: none"> • In order to organize your stay in Moscow the following Moscow State administrative fees (at the amount 370 EUR) should be paid by student within 10 days upon arrival.
Campus Facilities	<ul style="list-style-type: none"> • Multilingual library; multimedia resource centre, production department with video and camera systems; sports hall and gym, onsite students Canteen, Wi-Fi, free Internet access.