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DEAN'S OFFICE	YOUR ACADEMIC COORDINATORS	
	WHERE?	BUILDING 1 ROOM 159
	WHEN ?	MONDAY-FRIDAY Confirm your meeting in advance
	HELP WITH	<ul style="list-style-type: none"> <li>✓ STUDIES</li> <li>✓ SCHEDULE</li> <li>✓ EXAMS</li> <li>✓ LECTURE HOURS</li> <li>✓ ECTS CREDITS</li> <li>✓ STUDENT'S CARD</li> <li>✓ REGISTRATION FORM</li> <li>✓ GRADE LISTS</li> <li>✓ LEARNING AGREEMENT</li> <li>✓ CERTIFICATES</li> <li>✓ COURSE OUTLINES</li> <li>✓ LEAVING FOR A TRIP</li> </ul> <p>(PERMISSION FROM IBS-PLEKHANOV)</p>

## YOUR INTERNATIONAL OFFICE COORDINATORS

### WHEN ?

MONDAY, FRIDAY 9:00-12:30  
TUESDAY-THURSDAY 10:00-16:00

### HELP WITH

- ✓ APPLICATION
- ✓ VISA
- ✓ ARRIVAL
- ✓ REGISTRATION
- ✓ ACCOMODATION
- ✓ YOUR BUDDY
- ✓ HOME UNIVERSITY  
RELATIONS
- ✓ LEAVING FOR A TRIP
- ✓ PRACTICAL INFO

## **WELCOME TO PLEKHANOV RUSSIAN UNIVERSITY OF ECONOMICS!**

Our University, established in 1907, is the oldest institution with focus on economics in Russia's tertiary education. It is also one of the biggest and most respected universities in Russia. Throughout the more than a century of its dedicated work in higher education, Plekhanov Russian University of Economics has accumulated the scientific potential, teaching experience and strong links with the national and international business community and delivers results that very few other universities can match.

Many of our graduates have become famous as government officials, politicians, reached the leading positions in business and science. We are also proud of our graduates who work in national and international higher education. Here at Plekhanov Russian University of Economics, we have always background with hands-on knowledge and experience.



At present, the number of students in the Moscow campuses of Plekhanov Russian University of Economics is over 20 000, and its overall student population, including all its campuses in Russia and abroad is over 50 000. Over 1 200 academic staff work in its Moscow campuses. The total number of academic staff is 2 500.

Plekhanov Russian University of Economics has significant experience of international cooperation, including Student Exchange and Double Degree Agreements. Over 170 universities and business schools from 49 countries cooperate with us.

We are offering a good choice of educational programmes in Economics, recognized nationally and internationally. With exciting, involving and truly international atmosphere, we are happy to meet new international students.

I have every confidence that you will find studying at Plekhanov Russian University of Economics useful, interesting and very rewarding.

**VIKTOR I. GRISHIN,  
RECTOR OF PLEKHANOV RUSSIAN  
UNIVERSITY OF ECONOMICS**

## DEAR FRIENDS!

I would like to extend a warm welcome to those of you who have already selected the International Business School at Plekhanov University as the school to pursue your undergraduate and graduate education in Economics, Marketing and Finance as well as to those who are considering our programmes.

The International Business School at Plekhanov University is an excellent choice, because it is a unique center of higher education.

The IBS-Plekhanov is part of the famous Plekhanov Russian University of Economics and provides an outstanding combination of Russian fundamental academic approach and Western highly applicable educational practices to prepare its students for successful careers in the 21<sup>st</sup> century.

The IBS-Plekhanov is a truly international business school with English as the language of instruction, over 80 partner-universities in 24 countries, a teaching staff of 200 professors, around 2000 students. Its alumni work in senior executive positions internationally. The innovative combination of Russian and European approaches to education prepares IBS students for successful careers in the highly competitive and interdependent global economy.

Universities should aim to advance and disseminate knowledge through scholarship, research and academic training. At IBS-Plekhanov, we strive to and undertake research and incorporate courses that are relevant to the needs of industry and society today. Students have the opportunity to partake in the most recent knowledge and to develop the necessary skills and attitudes vital for today's top-level executives. Our international placement programmes provide IBS students with a unique and supervised opportunity to apply and enhance their academic skills through work-related projects at international organizations.

Being a young child of a mature parent, IBS adopted and renovated the institutional culture of Plekhanov University. Alumni reunion parties, open house days, leisure activities at our Students' Union and shared athletic facilities - all these events have complimented and enriched the general concept of our school, namely that a successful organization is composed of professionally competent individuals with personal integrity and an attitude of service to society.

As you will discover in this brief guide, if you have decided to study at an international business school in Russia, IBS-Plekhanov is an excellent choice. We are looking forward to meeting you here at IBS-Plekhanov, and we wish you every success in the pursuit of your education and career.



NADEZHDA PONOMAREVA  
DEAN OF IBS - PLEKHANOV

## 1. INTERNATIONAL BUSINESS SCHOOL

### 1.1. MAIN CONTACTS

#### 1.1.1. INTERNATIONAL BUSINESS SCHOOL (IBS-PLEKHANOV) DEAN'S OFFICE

ROOM 159, 1ST BUILDING, STREMYANNY PER., 28 -1, MOSCOW 117997 RUSSIA

Tel. +7 (495) 958-27-92

[ibs-internationals2013@yandex.ru](mailto:ibs-internationals2013@yandex.ru) <http://www.rea.ru/en/org/faculties/Pages/ibs.aspx>

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#### 1.1.2. INTERNATIONAL OFFICE

ROOM 649, 3<sup>RD</sup> BUILDING, STREMYANNY PER., 36, MOSCOW 117997 RUSSIA

Tel. +7 (499) 237-85-17

Fax. +7 (499) 237-95-18

[inbound@rea.ru](mailto:inbound@rea.ru)

[intmobil@rea.ru](mailto:intmobil@rea.ru)

#### 1.1.3. DORMITORY

STREMYANNY PER., 14, MOSCOW 117997 RUSSIA

Tel. +7 (499) 236-02-22

Throughout this guide (particularly in part 4) you will also find names of key contacts, their e-mail addresses, as well as the names of people you can contact in case of emergency.

**PLEASE NOTE!** E-mail is the preferred way to communicate with the administration and faculty of the International Business School.



### 1.2. MISSION AND OBJECTIVES

The **MISSION** of the International Business School (IBS-Plekhanov) of Plekhanov Russian University of Economics is

- to contribute to the development of an international educational space for the training of highly professional and socially responsible specialists, who will endeavour to promote innovative economic growth and the prosperity of the society in a globalised economy.

## **OBJECTIVES:**

- to contribute to innovative economic growth through training of specialists in a continuously improving educational process, through the development and introduction of new educational programmes
- to contribute to economic prosperity and well-being of the society through the integration of education, science and business
- to ensure the compliance of the study process with Russian and international educational standards
- to meet contemporary requirements of national and international economies for highly qualified specialists
- to develop social responsibility in future managerial staff on the basis of the century- long tradition and experience of Plekhanov Russian University of Economics

### **1.3. HISTORY OF PLEKHANOV RUSSIAN UNIVERSITY OF ECONOMICS**

The history of the Plekhanov University is the history of Russia in the 20<sup>th</sup> century, with all the challenges that the latter faced at various stages of its development. Founded in 1907, Plekhanov Russian University of Economics became the first and the only university in Russia whose main subjects of study were economics, trade and commerce.

At that time, the University was called The Moscow Commercial Institute. Among its founders was A. Vishnyakov, merchant of the first guild together with members of other distinguished dynasties such as the Abrikosovs and the Smirnovs who donated money to the new university.

Although in its first academic year (1907-1908) the institute had only 50 students, its success was such that in the following ten years, the number of students rose to 6647. The best students could apply for scholarships and the most successful ones could take part in various international programmes and study abroad, mainly in Europe.

After the October Revolution in 1917, the Institute became known as Moscow Plekhanov Institute of National Economy. The Institute took different names over the years, but the idea of training highly qualified students for the Russian Economy remained the cornerstone of its mission. Plekhanov University was renamed in 1991 when it became Plekhanov Russian Academy of Economics. Since 2010 it is Plekhanov Russian University of Economics.

Today the University is one of the largest and most prestigious Russian universities, well respected among international educational institutions. Among our graduates are outstanding Russian economists, business people and politicians. Our graduates work for multinational and Russian companies in and outside Russia. Currently, there are over 50,000 full-time, parttime and distance learning students at the University.

### **1.4. HISTORY OF THE INTERNATIONAL BUSINESS SCHOOL**

- Plekhanov Russian University of Economics launched international student exchange programmes in the mid-1980s, and in 1992, became the first institution of higher education in Moscow and in Russia to implement a programme taught entirely in English.
- This project, named the IBS-Plekhanov, sprang from the cooperation with several Dutch universities, which initially involved the exchange of students and gradually developed into a Double Degree Programme with focus on International Marketing and Finance. The first 20 students were enrolled in 1993, and, in 1997, the Double Degree (Russian and Dutch) was conferred to 19 students, who successfully completed the course of

study.

- In 2001, in line with the Bologna Process, IBS-Plekhanov undergraduate programme became the 4year Bachelor of Economics. Several years later, the Bachelor of Management, previously part of Bachelor of Economics, became a separate programme, taught entirely in English, too.
- As IBS-Plekhanov rapidly gained popularity, in 2004-2005, the total number of its Russian and international students reached 350.
- Since 2006 and up to this day, IBS-Plekhanov programmes have been regularly accredited by the European Council for Business Education (ECBE).
- Since 2010, IBS-Plekhanov has been offering its own Master Degree Programmes with English as the language of instruction: Master in International Corporate Finance, Master in International Innovation Management, Master in Management (Profile: International Business), all ECBE- accredited, too. Master in International Corporate Finance is now in Eastern Europe's top 10 Master Degree programmes (Eduniversal rankings).
- In 2015, IBS-Plekhanov became Russia's top Business School in the Eduniversal 3 Palmes, excellent business schools" category. Since 2018 ranking league upgrade, IBS-Plekhanov is in the Eduniversal 4 Palmes league.
- In 2016, together with the growth of Plekhanov Russian University of Economics we are part of, IBS-Plekhanov faculty integrated 2 more faculties into its structure. We offer our students, national and international alike, even more value and choice now: with 3 more Bachelor programs, and 6 more Master's. Thus, since 2016 we have been offering 5 Bachelor (2 in English), and 8 Master (3 in English) programs, with the student population of IBS-Plekhanov faculty at around 2 000. Since the faculties integrated by us were part of the same first-class state-owned university, and subject to the same quality assessment procedures, international and national accreditations, all of these remain valid: ECBE, national accreditations etc. We maintain and develop the high standards of teaching which have always been part of IBS-Plekhanov culture.
- At the same time, the English programs of IBS-Plekhanov are kept compact. There are between 100 - 150 students in each of the 4 years of its undergraduate programs taught in English (Bachelor of Economics: profile Finance and Credit and Bachelor of Management: Profile Marketing), and around 70 in each of the 2 years of its Master Degree programs taught in English (Master of International Corporate Finance, Master of International Innovation Management, Master in Management Profile: International Business). International exchange and Double Degree students from around 80 of our partner universities from all over the world study alongside with our national students and find the experience highly instructive and rewarding.
- IBS- Plekhanov teaching staff include the leading teachers and professors of Plekhanov Russian University of Economics and highly reputable invited lecturers from other leading universities in Russia and abroad, as well as industry experts in economics, finance and banking, marketing and other relevant fields. IBS-Plekhanov graduates are employed by major international and national companies.
- In 2018, IBS-Plekhanov became a member of NIBS (The Network of International Business Schools)
- In 2019, IBS-Plekhanov became a member of AACSB

International students who do their exchange /Double Degree year/semester at IBS- Plekhanov enhance their prospects for successful employment.



## 1.5. EDUCATIONAL PROGRAMMES

The following programmes of higher professional education with a further award of a degree are currently offered at IBS-Plekhanov:

- Undergraduate programme for a Bachelor of Economics (Finance and Credit) or Management (Marketing);
- Graduate programme for Master degree in International Corporate Finance or in International and Innovation Management, International Business;
- Master of Business Administration (MBA) in Finance or Strategic Management.

In recent years, cooperation between Russian and European universities has increased. As a result of our strong links with international educational institutions, we have developed a unique academic feature at IBS-Plekhanov whereby our

School has tailored its educational programmes to those of partner institutions abroad and has made the study-abroad (international) component an integral part of all its educational programmes.

The international component is fully implemented in the **DOUBLE DEGREE PROGRAMME** and in the **EXCHANGE PROGRAMME** with partner institutions from 24 countries.

The Double Degree Programme is an educational programme of higher education that is based on the equal compliance with the requirements of Russian State Educational Standard for the respective area of expertise and the requirements of partner institutions abroad, which are set by the government authorities and/or higher education institutions for the respective stage in education.

## **1.6. PARTNER UNIVERSITIES (both Bachelor and Master levels)**

### **AUSTRIA**

1. University of Applied Sciences , Vorarlberg - [www.fhv.ac.at](http://www.fhv.ac.at)
2. University of Applied Sciences, Wiener Neustadt - [www.fhwn.ac.at](http://www.fhwn.ac.at)
3. School of Business and Management, Steyr campus, University of Applied Sciences Upper Austria – DD (Master) - <https://www.fh-ooe.at/en/steyr-campus/studiengaenge/bachelor/global-sales-and-marketing/>
4. IMC University of Applied Sciences, Krems (Bachelor) - [www.imc-krems.ac.at](http://www.imc-krems.ac.at)
5. Vienna University of Economics & Business - [www.wu-wien.ac.at](http://www.wu-wien.ac.at)
6. FH Kufstein Tirol University of Applied Sciences (Bachelor)- [www.fh-kufstein.ac.at/eng/](http://www.fh-kufstein.ac.at/eng/)

### **BELGIUM**

1. EPHEC University College - [www.ephec.be](http://www.ephec.be)
2. University Colleges Leuven Limburg - <https://www.ucll.be>

### **CROATIA**

1. Zagreb School of Economics and Management - [www.zsem.hr](http://www.zsem.hr)

### **CHINA**

1. Beijing Foreign Studies University (Faculty of Business) - [www.bfsu.edu.cn](http://www.bfsu.edu.cn)
2. Beijing University of Technology - [www.bjut.edu.cn/bjut\\_en/index.jsp](http://www.bjut.edu.cn/bjut_en/index.jsp)
3. Sun YAT SEN University- [www.sust.edu.cn](http://www.sust.edu.cn)
4. Beijing Normal University (BNU Business School) - <http://english.bnu.edu.cn/>
5. Heilongjiang International University - <https://www.heilongjiang-international-university.com/>
6. Beijing Jiaotong University (School of Economics and Management) - <http://en.njtu.edu.cn/>

### **CZECH REPUBLIC**

1. University of Economics, Prague - <http://www.vse.cz/index-en.php>

### **DENMARK**

1. Copenhagen Business School (CBS) - [www.cbs.dk/intoff](http://www.cbs.dk/intoff)
2. UCL University College - <https://www.ucl.dk/international>

### **FINLAND**

1. HAAGA-HELIA University of Applied Sciences - [www.hiamk.fi](http://www.hiamk.fi)
2. Hanken Swedish School of Economics & Business Administration - [www.hanken.fi](http://www.hanken.fi)
3. Lappeenranta University of Technology [www.lut.fi](http://www.lut.fi)
4. University of Turku (School of Economics and Business Administration) - <https://www.utu.fi/en/university/turku-school-of-economics>
5. University of Tampere - [www.uta.fi](http://www.uta.fi)

### **FRANCE**

1. NEOMA Business School - DD (Bachelor) - <https://www.neoma-bs.com/en/>
2. ESSEC Business School - DD (Bachelor) - [www.epsci.com](http://www.epsci.com)
3. ESCE International Business and Management School - [www.esce.fr](http://www.esce.fr)
4. ESC Rennes School of Business - DD (Bachelor)- [www.esc-rennes.fr](http://www.esc-rennes.fr)
5. KEDGE Business School - DD (Bachelor) - <https://kedge.edu/>
6. University of Leonardo de Vinci - [www.devinci.fr](http://www.devinci.fr)
7. ICN Business School, Nancy - DD (Bachelor) - <https://www.icn-artem.com/>
8. IESEG School of Management - DD (Bachelor, Master) - [www.ieseg.fr](http://www.ieseg.fr)

9. Groupe INSEEC Business School - [www.groupeinseec.com](http://www.groupeinseec.com)
10. Yschools- DD (Bachelor) – [www.yschools.fr](http://www.yschools.fr)
11. TBS Toulouse Business School - <http://www.tbs-education.fr/en>
12. SKEMA Business School - DD (Master) - <http://www.skema.edu/>
13. Audencia Business School - <http://www.audencia.com/>
14. EM Normandie - DD (Bachelor, Master) - [www.ecole-management-normandie.fr](http://www.ecole-management-normandie.fr)
15. EDC Paris Business School - [www.edcparis.edu/en/category/edc-paris/](http://www.edcparis.edu/en/category/edc-paris/)
16. Université Catholique de Lille - <https://www.univ-catholille.fr/>

## **GERMANY**

1. University of Mannheim, Business School - [www.bwl.uni-mannheim.de](http://www.bwl.uni-mannheim.de)
2. Carl von Ossietzky Universität, Oldenburg - <https://uol.de/en/>
3. Cologne Business School (CBS) - [www.cbs-edu.net](http://www.cbs-edu.net)
4. University of Applied Sciences, Würzburg - Schweinfurt - DD (Bachelor) - [www.fh-wuerzburg.de](http://www.fh-wuerzburg.de)
5. Hof University of Applied Sciences - DD (bachelors) - [www.fh-hof.de](http://www.fh-hof.de)
6. Munich Business School (MBS) - <http://international.munich-business-school.de>
7. University of Cologne, Faculty of Management, Economics & Social Sciences - [www.wiso.uni-koeln.de/zib/english/](http://www.wiso.uni-koeln.de/zib/english/)
8. University of Applied Sciences, Dresden (HTW) - DD (Bachelor, Master)- [www.htw-dresden.de](http://www.htw-dresden.de)
9. HHL Leipzig Graduate School of Management (Masters) - [www.hhl.de](http://www.hhl.de)

## **ITALY**

1. Bocconi University - [www.unibocconi.it](http://www.unibocconi.it)
2. Ca'Foscari University of Venice - <http://www.unive.it>
3. University of Calabria - <http://www.unical.it/portale/international/>

## **JAPAN**

1. Meiji University - [www.meiji.ac.jp](http://www.meiji.ac.jp)

## **MOROCCO**

1. HEM Business School - <http://hem.ac.ma/>

## **NORWAY**

1. Norwegian School of Management BI - [www.bi.no](http://www.bi.no)
2. Inland Norway University of Applied Sciences - <https://eng.inn.no/>

## **PORTUGAL**

1. ISCTE-IUL - Instituto Universitaria de Lisboa - [www.iscte-iul.pt](http://www.iscte-iul.pt)
2. ISEG - Lisbon School of Economics and Management - [www.iseg.ulisboa.pt/aquila/instituicao/ISEG/](http://www.iseg.ulisboa.pt/aquila/instituicao/ISEG/)

## **SINGAPORE**

1. Singapore Management University (SMU) - [www.smu.edu.sg](http://www.smu.edu.sg)

## **SOUTH KOREA**

1. Kookmin University, College of Business Administration - <http://biz.kookmin.ac.kr/en/>
2. Catholic University of Korea - [www.catholic.ac.kr/english/html/main.html](http://www.catholic.ac.kr/english/html/main.html)
3. SolBridge International School of Business - <https://www.solbridge.ac.kr/story/main/index.jsp>

## **SPAIN**

1. ESIC Business & Marketing School (Madrid) - [www.esic.es](http://www.esic.es)
2. Universidad De Valladolid - [www.relint.uva.es](http://www.relint.uva.es)
3. La Salle University Ramon Llull ( Barcelona) - [www.salleurl.edu](http://www.salleurl.edu)
4. UCAM Universidad Catolica San Antonio de Murcia - [www.ucam.edu](http://www.ucam.edu)
5. IQS School of Management - Universitat Ramon Llull (top-up Double Degree Master) - [www.iqs.edu](http://www.iqs.edu)

## **SWEDEN**

1. Linnaeus University (School of Business and Economics) - [lnu.se](http://lnu.se)
2. Umea University (Umea School of Business and Economics) - [www.usbe.umu.se](http://www.usbe.umu.se)
3. University of Gothenburg (Faculty of Business, Economics and Law) - [www.handels.gu.se](http://www.handels.gu.se)

## **SWITZERLAND**

1. Zurich University of Applied Sciences (School of Management and Law, Winterthur) - [www.zhaw.ch](http://www.zhaw.ch)
2. Geneva School of Business Administration - [www.hesge.ch/heg](http://www.hesge.ch/heg)

## **TAIWAN**

1. National Taipei University <https://new.ntpu.edu.tw/>
2. National Sun Yat-Sen University, College of Management  
<https://www.cm.nsysu.edu.tw/index.php?Lang=en>

## **THAILAND**

1. Kasetsart University, Faculty of Economics -  
<https://www.ku.ac.th/web2012/index.php?c=adms&m=changepage&page=home&lang=eng>

## **THE NETHERLANDS**

1. HU University of Applied Sciences Utrecht - [www.hu.nl](http://www.hu.nl)
2. HAN University (Arnhem Business School) - [www.abs.han.nl](http://www.abs.han.nl)
3. Rotterdam University of Applied Sciences (School of Financial Management) -  
[www.hogeschoolrotterdam.nl](http://www.hogeschoolrotterdam.nl)
4. The Hague University of Applied Sciences - [www.haagsehogeschool.nl](http://www.haagsehogeschool.nl)
5. Amsterdam University of Applied Sciences (School of Economics and Management) -  
[www.international.hva.nl](http://www.international.hva.nl)
6. Hanze University of Applied Sciences Groningen - [www.hanze.nl](http://www.hanze.nl)
7. Fontys University of Applied Sciences - <https://fontys.edu/>

## **THE UK**

1. Nottingham Trent University (Nottingham Business School) (top-up DD Bachelor) -  
[www.ntu.ac.uk/nbs](http://www.ntu.ac.uk/nbs)

## **THE USA**

1. University of Northern Iowa [www.uni.edu](http://www.uni.edu)

**\* DD - DOUBLE DEGREE PROGRAM WITH IBS-PLEKHANOV**

## 1.7. USEFUL CONTACTS. INTERNATIONAL OFFICE

### **LEONID BRAGIN**

**HEAD OF INTERNATIONAL OFFICE**

+7(499)237-85-17 or +7(499)958-26-20

[foreignst@rea.ru](mailto:foreignst@rea.ru)

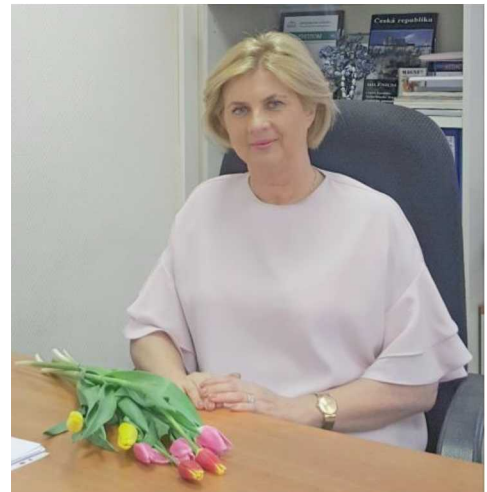


### **NADEZHDA SOKOLINSKAYA**

**DEPUTY HEAD OF INTERNATIONAL OFFICE**

Room 649 building 3 +7(499)237-85-17 or +7(499)958-26-20

[foreignst@rea.ru](mailto:foreignst@rea.ru)



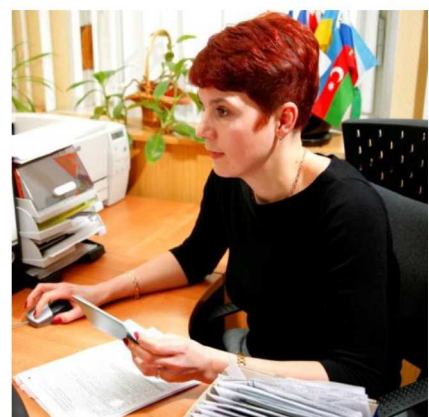
### **ANNA KRYUKOVA**

**HEAD OF VISA AND REGISTRATION DEPARTMENT**

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[foreignst@rea.ru](mailto:foreignst@rea.ru)

- Contacts with immigration service
- Arranging invitations, multiple visa
- Arranging registration for incoming students
- Arranging visa prolongation



**NAIBA SADYKHOVA**

**HEAD OF DEPARTMENT OF RELATIONS WITH INTERNATIONAL  
ORGANIZATIONS AND ACADEMIC PARTNERSHIPS**

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**AGABEY MAMEDOV**

**COORDINATOR FOR INBOUND EXCHANGE STUDENTS**

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**NINA STEPANOVA**

**COORDINATOR FOR OUTBOUND STUDENTS**

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[outbound@rea.ru](mailto:outbound@rea.ru)





## 1.8. USEFUL CONTACTS. DEAN'S OFFICE.

### **NADEZHDA PONOMAREVA**

#### **DEAN OF IBS-PLEKHANOV**

Room 110 building 1

Tel. +7 (499)236-47-41

[Ponomareva.nv@rea.ru](mailto:Ponomareva.nv@rea.ru)



### **DMITRY EPIFANOV**

#### **HEAD OF INTERNATIONAL DEPARTMENT**

at IBS-PLEKHANOV DEAN'S OFFICE

Room 159 building 1

tel. +7 (499) 236-4741.

[Epifanov.da@rea.ru](mailto:Epifanov.da@rea.ru)



### **ELENA STROGANOVA**

#### **ACADEMIC ADVISOR FOR OUTBOUND STUDENTS (EXCHANGE AND DD PROGRAMMES)**

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## **CONTACTS OF ACADEMIC COORDINATORS AT IBS DEAN'S OFFICE**

### **MARIA MATVEENKO**

#### **ACADEMIC COORDINATOR FOR UNDERGRADUATE EXCHANGE PROGRAMS (inbound students)**

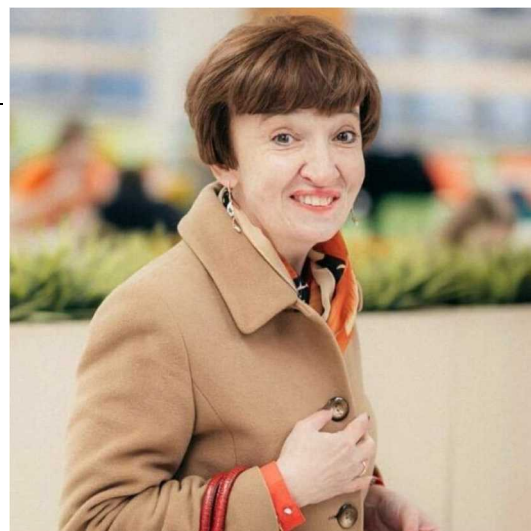
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Room 159 building 1

tel. +7 (499) 236-4741.

[ibs-internationals2013@yandex.ru](mailto:ibs-internationals2013@yandex.ru)

- Coordination of IBS Exchange Programs
- Registration Forms
- Grade lists for exchange students
- Student cards
- Transcripts of records



### **MARIA LAVROVA**

#### **ACADEMIC COORDINATOR FOR DOUBLE DEGREE PROGRAMS/ UNDERGRADUATE AND GRADUATE LEVEL), GRADUATE EXCHANGE (inbound students)**

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tel. +7 (499) 236-4741.

[mariaol@mail.ru](mailto:mariaol@mail.ru)

- Coordination of IBS-Plekhanov Double Degree Programs
- Issuing diplomas to Double Degree students

(please contact Maria Matveenko while Maria Lavrova is on maternity leave)





**KSENIA KUPTSOVA**

**COORDINATOR OF MASTER PROGRAMS**

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+7 (499) 236-44-03

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**EKATERINA NOVIKOVA**

**HEAD OF DOING BUSINESS IN RUSSIA MODULE,  
HEAD OF IBS-PLEKHANOV MASTER DEGREE  
PROGRAMMES**

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**MARINA AVERCHENKO**

**HEAD OF IBS-PLEKHANOV PROGRAMS DELIVERED IN  
RUSSIAN (FORMER INTERNATIONAL ECONOMIC RELATIONS  
FACULTY)**

+7(495)958-28-35

[maverchenko77@list.ru](mailto:maverchenko77@list.ru)



## 2. BEFORE YOU ARRIVE

### 2.1. PERSONAL DATA AND VISA APPLICATION

Plekhanov Central International Office requires the following information from inbound students in order to enroll them in IBS study programmes and to apply to the immigration services for issuing official invitations:

- full name
- date of birth
- sex
- citizenship
- passport number
- passport expiry date
- 1 photocopy of passport
- the name and address of the home University
- length of study (Semester or full year)
- type of Programme (Double Degree or exchange)
- transcripts of records from the home University
- if dormitory accommodation is needed

### 2.2. EXCHANGE AND DD APPLICATION DEADLINES

- WINTER SEMESTER – APRIL 20
- SPRING SEMESTER - NOVEMBER 01

After receiving mentioned above students' documents, Plekhanov Central International Office applies to the immigration services for official invitations, later sent to the respective school /university.

Official letters of invitation will be sent **NO EARLIER THAN 2-3 WEEKS PRIOR TO YOUR ACTUAL ARRIVAL.** When applying to the Russian consulate for the visa you should have:

- National passport
- 3 passport - photos 3x4
- Insurance policy
- AIDS certificate

[This may vary from one consulate to another.]

When you receive your visa, ensure that all dates and relevant information are correct. This is an entry visa and on arrival you will be registered for the whole period of stay. You are supposed to arrive 2-4 days before semester starts. Please do not buy your ticket until you have received your passport with visa.

### 2.3. REGISTRATION AND VISA PROCEDURES

- Upon your arrival in Moscow and within 3 days you must bring your passport to Plekhanov Central International Office to get registered to obtain a multi-visa. This visa is valid during the whole period of your stay in Russia. You will be able to leave Russia and come back as many times as you wish. Registration procedure will take 710 days. The immigration authorities charge a fee for this procedure. The fee is collected by the International Office and paid on your behalf to the Immigration service.
- It is also possible to arrange invitations and registration for visiting parents/friends etc. Please, allow 1 month for this procedure.

### 2.4. DOCUMENTS.

#### **THERE ARE THREE IMPORTANT DOCUMENTS THAT YOU SHOULD HAVE WITH YOU ALL THE TIME:**

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- Passport
- Student card (can be obtained in IBS Dean's office, room 159, b.1)
- Dormitory pass

For security reasons, you may be asked to show your passport by the police to confirm your identity. Take no offence and just show your documents.

*You may get more Information at Plekhanov Central International office (Visa and Registration Department)*

Your student card is your main pass to the University. It is also may be helpful when you go sightseeing as it gives you a considerable discount in museums, galleries, zoo, etc.

## 2.5. EXPECTED ARRIVAL DATE

It is recommended that students should arrive 2 or 3 days before semester starts.

- As soon you have bought your ticket you should inform Plekhanov University Central International Office about the date of your arrival and flight/train number. Its staff can make arrangements to meet you at the airport/railway station.

- Each semester begins with an **ORIENTATION MEETING** with the University Central International Office, International Business School and Russian students (buddies) from the Student Union. Russian students will show you around and help you become familiar with Moscow life.



### 3. STUDYING AT IBS-PLEKHANOV

#### 3.1. SEMESTERS

Each academic year consists of 2 semesters - Autumn and Spring semester. Each semester is divided into 2 modules of approximately 8 weeks each. The modules are divided by a week's examination period in between. Each class (lecture, practice, seminar, etc) lasts 1 hour 30 minutes.

AUTUMN SEMESTER for Master Degree students starts in mid-September. It lasts until 31<sup>st</sup> December.

National holidays in Russia are shown on the Academic Calendar page on our website. Please, check the exact dates for every year, as these fluctuate slightly from year to year.

**The Academic Calendar page on our website shows all relevant information about study and exam and test times for every semester and for every module of every semester.**

SPRING SEMESTER for Master Degree students starts in mid-January (exact dates are to be announced several weeks before the start of the new semester) and finishes (including examinations) at the end of the first week of July (subject to change by the educational authorities).

National holidays in Russia are shown on the Academic Calendar page on our website. Please, check the exact dates for every year, as these fluctuate slightly from year to year.

**EXACT DATES OF EXAMINATIONS ARE ANNOUNCED 1-2 WEEKS BEFORE THEY START.**

### 3.2. LECTURES

#### LECTURE HOURS ARE AS FOLLOWS:

06:55 pm - 08:25 pm

08:30 pm - 10:00 pm

Lectures are usually given on weekdays, although some courses may be scheduled for Saturday.

### 3.3. WHERE TO FIND INFORMATION?

Information related to studies is usually posted on IBS-Plekhanov website. You can contact:

#### IBS DEAN'S OFFICE (ROOM 159, 160, BUILDING 1)

- With all academic matters
- To obtain your student card

#### STUDENT UNION (ROOM 463, BUILDING 3)

- To obtain a multiple metro ticket
- Information about cultural and social events

#### CENTRAL INTERNATIONAL OFFICE (ROOM 649, BUILDING 3)

- Visa and registration issues
- About relations with your home institution or practical issues like accommodation, etc

**PLEASE REGULARLY CHECK IBS-Plekhanov WEB SITE:**

<http://www.rea.ru/en/org/faculties/Pages/ibs.aspx>

**FOR UP-TO-DATE INFORMATION, BE IN TOUCH WITH YOUR TEACHERS AND**

**GROUPMATES (national full-time students).**

### 3.4. WHERE TO HAND IN WRITTEN ASSIGNMENTS?

Completed written assignments should be handed in directly to the teacher.

**ONCE YOU HAVE SIGNED UP FOR THE COURSE, PLEASE MAKE SURE YOU HAVE THE CONTACT E-MAIL ADDRESS OF THE TEACHER.**

### 3.5. LITERATURE AND COURSE MATERIAL

As a rule, lecturers provide students with the necessary handouts. Students are responsible for purchasing only Russian Language Textbooks.

Lecturers provide the students with a list of set-books for the course taught or those that might be useful for writing a project. It is the students' responsibility whether to find the relevant information in the library or on the Internet.

### 3.6. ECTS

IBS-Plekhanov uses the ECTS (European Credit Transfer System) grading standard. Transfer credit students can register for a maximum of 30 ECTS per Semester. Double Degree students must follow the requirement for the programs in which they are registered (60 ECTS per academic year)

Credits are allocated only when the course has been completed and all required examinations have been successfully passed.

The grading scale used in International Business School Plekhanov is based on a scale from 0 to 100.

Russian grade	IBS-Plekhanov Grade	Comments
2	0-49	Unsatisfactory
3	50-69	Satisfactory
4	70-84	Good
5	85-100	Excellent

Note: Russian grades can also be evaluated on a pass or fail scale: PASS=passed

### 3.7. IBS-PLEKHANOV CURRICULUM BY SERIES OF DISCIPLINES IN CREDITS

#### CREDITS FOR GRADUATE PROGRAM

**Note:** for the workload in hours for every course, first the total number of hours, including self-study, is given, and then, in brackets, the contact hours

#### **International Corporate Finance**

##### **1st semester (25 credits)**

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Microeconomics	180 (36)	1st	5	Exam
2	Methodology and research methods in economics	108 (28)	1st	3	Pass or fail
3	Managerial accounting and budgeting	144 (32)	1st	4	Exam
4	International strategic management	108(28)	1st	3	Pass with a mark
5	Business English	108 (20)	1st	3	Pass or fail
6	Business and scientific communications	72 (14)	1st	2	Pass or fail
7	Technologies of effective management	72 (14)	1st	2	Pass or fail
8	Research Workshop	108 (10)	1st	3	Pass or fail

##### **2nd semester (35 credits)**

<b>№</b>	<b>Course</b>	<b>Hour</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Macroeconomics	144 (56)	1st	4	Exam
2	Econometrics	108 (28)	1st	3	Pass or fail
3	Audit and control (elective), or International banking (elective)	144 (56)	1st	4	Pass with a mark
4	International risk management	144 (28)	1st	4	Exam
5	Investment analysis	144 (40)	1st	4	Pass with a mark
6	International stock markets (elective), or Portfolio analysis (elective)	108 (28)	1st	3	Pass
7	Research workshop	108 (10)	1st	3	Pass
8	Business English	108 (12)	1st	3	Exam
9	Interdisciplinary project Effective Corporate Treasury Model	72 (14)	1st	2	Course Project
10	Professional workshop	36 (6)	1st	1	Pass



**3rd semester (21 credits)**

<b>Nº</b>	<b>Course</b>	<b>Hour</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	International corporate finance	144 (40)	2nd	4	CP + exam
2	Firm valuation (elective) or IFRS (elective)	108 (28)	2nd	3	Pass with a mark
3	International taxation (elective) or International insurance	108 (28)	2nd	3	Pass
4	Financial analysis (elective) or International Financial Management (elective)	144 (30)	2nd	4	Exam
5	Research Workshop	216 (12)	2nd	6	Pass with a mark
6	Professional Workshop	36(4)	2nd	1	Pass with a mark

**4th semester (39 credits)**

<b>Nº</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Professional Internship	432	2nd	12	Pass
2	Pre-defense internship	756	2nd	21	Pass with a mark
3	Master thesis defense	216	2nd	6	Exam

## International Innovation Management

### 1st semester (22 credits)

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	International strategic management	144 (32)	1st	4	Exam
2	Business and scientific communications	72(14)	1st	2	Pass
3	Methodology and research methods in management	108 (28)	1st	3	Pass
4	Modern management concepts	108 (20)	1st	3	Pass
5	Business English	108(18)	1st	3	Pass
6	Research Workshop	108(10)	1st	3	Pass
7	Financial Diagnostics	144 (28)	1st	4	Exam

### 2nd semester (37 credits)

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Managerial economics	144 (28)	1st	3	Exam
2	Comparative accounting	108 (28)	1st	3	Pass
3	Entrepreneurial activities (elective), or Intellectual capital management (elective)	108 (28)	1st	3	Pass
4	Modern strategic analysis	144 (28)	1st	4	Exam
5	Supply chain management (elective), or International business strategies (elective)	108 (28)	1st	3	Pass with a mark
6	Business English	108(12)	1st	3	Exam
7	Technological and innovative Management	144 (30)	1st	4	Exam+CP
8	International Project Management	108 (28)	1st	3	Pass
9	Innovation Risk Management	108 (28)	1st	3	Pass with a mark
9	Research Workshop	108 (10)	1st	3	Pass
10	Professional Workshop	72 (10)	1st	2	Pass
11	Scientific internship	108	1st	3	Pass

**3rd semester (21 credits)**

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	International corporate finance	144 (40)	2nd	4	Pass with a mark
2	International marketing of high technology products and innovations (elective), or International Peculiarities of Organizations and International Marketing (elective)	144 (36)	2nd	4	Exam
3	Knowledge management and networks (elective), or Economic security of business innovations (elective)	144 (28)	2nd	4	Exam
4	Interdisciplinary project Participation in International Innovation Project	72 (4)	2nd	2	Course project
5	Research Workshop	216 (12)	2nd	6	Pass with a mark
6	Professional Workshop	36 (4)	2nd	1	Pass with a mark

**4th semester (39 credits)**

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Professional Internship	432	2nd	12	Pass
2	Pre-defense internship	756	2nd	21	Pass with a mark
3	Master thesis defense	216	2nd	6	Exam

**International Business**  
**1st semester (23 credits)**

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Modern World Management Concepts	108 (28)	1st	3	Pass
2	Methodology and Research Methods in Management	108 (28)	1st	3	Pass + CP
3	Financial Diagnostics and Development Perspective Modelling	144 (28)	1st	4	Exam
4	International Financial Management	144 (28)	1st	4	Exam
5	Business English	108 (28)	1st	3	Pass
6	Corporate Management	108 (28)	1st	3	Pass
7	Research Workshop	108 (10)	1st	3	Pass

**2nd semester (37 credits)**

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the-Term-Assessment</b>
1	Managerial Economics	144 (28)	1st	4	Exam
2	Case course: Peculiarities of International Entrepreneurship (elective), or Entrepreneurial Economics (elective)	108 (40)	1st	3	Pass with a mark
3	Legal Support of International Business	108 (28)	1st	3	Pass
4	Developing Customer Value	144 (28)	1st	4	Exam
5	Accounting and Analysis in International Business	144 (28)	1st	4	Exam
6	Venture Entrepreneurship. Franchising (elective) or Entrepreneurship in Global Economics (elective)	144 (28)	1st	4	Pass with a mark
7	Business English	108 (12)	1st	3	Exam
8	Business and Professional Communications	72 (14)	1st	2	Pass

9	Research Workshop	108 (10)	1st	3	Pass
10	Scientific Internship	108	1st	3	Pass
11	Professional Workshop	72 (10)	1st	2	Pass

### 3rd semester (21 credits)

<b>№</b>	<b>Course</b>	<b>Hours</b>	<b>Year</b>	<b>Credits (ECTS)</b>	<b>End-of-the- Term- Assessment</b>
1	Cross-Cultural Marketing (elective), or Business Planning in Companies (elective)	108 (28)	2nd	3	Pass
2	World Leading Companies (elective), or Sustainable Development and Corporate Social Responsibility (elective)	108 (28)	2nd	3	Pass
3	International Features of Companies and International Marketing	144 (42)	2nd	4	Exam + CP
4	Risk Management in Supply Chain	144 (42)	2nd	4	Exam
5	Research Workshop	180 (10)	2nd	5	Pass with a mark

#### 4th semester (39 credits)

No	Course	Hours	Year	Credits (ECTS)	End-of-the-Term-Assessment
1	Scientific Internship	864	2nd	24	Pass
2	Master Thesis Defense	216	2nd	6	Exam
3	Pre-defense Internship	324	2nd	9	Pass with a mark

PLEASE CHECK BEFORE SIGNING UP! Some courses are marked as

\*\* which means language hours added to the standard National study plan

CP which means course project can (or must, if this is the only CP course in the term) be taken here

Most courses in IBS-Plekhanov undergraduate program are offered in English. However, as an exception, several courses might be offered only in Russian on certain years. Please recheck with us if all courses you have chosen are available in English, before you sign up.

#### **Courses for international exchange students that can be chosen any semester (1<sup>st</sup> or 2<sup>nd</sup>) of any academic year:**

Subject	Contact hours	Credits (ECTS)	Form of Control
Doing Business in Russia	102	5	Pass/Fail, Team project and presentation
Russian Language	4 per week	2	Exam or Final Test

## 4. PRACTICAL INFORMATION

### 4.1. DEAN'S OFFICE

#### Contact Information:

[ibs-internationals2013@yandex.ru](mailto:ibs-internationals2013@yandex.ru) - for all inbound exchange and Double Degree students (undergraduate and graduate level)

The Dean's office is situated in rooms 159 building 1  
tel. +7 (499) 236-4741.

**IF YOU HAVE QUESTIONS, YOU CAN ALWAYS CONSULT WITH THE DEANS' OFFICE.** This is a place where you can:

**1. CHECK YOUR SCHEDULE** (choose the year of studies and profile (management = marketing and economics = finance)).

The schedules of classes can be found on the information boards in the Dean's office (rooms 159) or on the ground floor of building 1 and on IBS-Plekhanov web-site.

**2. SUBMIT YOUR COURSE REGISTRATION FORMS (learning agreement)** - room 159, arrange your meeting by e-mail in advance [ibs-internationals2013@yandex.ru](mailto:ibs-internationals2013@yandex.ru)

Double Degree students must register for the courses following the instructions and meeting the dead lines from the academic DD coordinator at IBS-Plekhanov.

**3. COLLECT GRADE LISTS** - in room 159, confirm meeting time by e-mail in advance [ibs-internationals2013@yandex.ru](mailto:ibs-internationals2013@yandex.ru)

A grade list is a paper that is given to students in the Dean's office before the examination period. At the end of this period students submit grade lists to the Dean's office with the grades signed by the Professors.

**4. BRING THE REPORTS OR ANY WRITTEN WORKS.**

Leave written assignments for your Professors (room 156, box with the name of your teacher)

**5. CHECK YOUR GRADES - room 159**

IBS academic coordinators can inform you about:

- Course outlines
- Any changes in the schedules of classes
- Grades lists
- Schedule of exams
- Registration form for selected courses
- ECTS credits
- IBS social events

**DEANS' OFFICE SCHEDULE:**

Monday - Friday	10.00-17.30
Saturday - Sunday	Day off

**The schedule is subject to change, please always confirm an appointment with your coordinator in advance by e-mail.**

**4.2. PLEKHANOV LIBRARY**

To obtain a library ID you should first receive your Student Card from the Dean's Office and apply to the Department of Foreign Literature (details below). International students wishing to borrow a book must leave a deposit per each book (20 -100 euros), which is paid back when the book is returned.

**4.2.1. Department of Foreign Literature**

The Department is located on the 4<sup>th</sup> floor of building 6, room 404 (entrance through room 405). Opening hours are subject to change each year, please recheck with on the website at the beginning of a semester

**4.2.2. National Literature Department**

National Literature Department can provide you with any kind of literature in Russian. It is situated on 3<sup>rd</sup> floor of building 6, room 301

**4.3. COMPUTERS AND INTERNET**

International students have access to computers in the library. A student card and a library pass are required.

There is no sign-up for library computers, hence it is on the basis of "first come, first served".

International students can also use Wi-Fi connection, which is available on floors 1-3 of the main building (building 3)



## 5. CAMPUS

### 5.1. PLAN

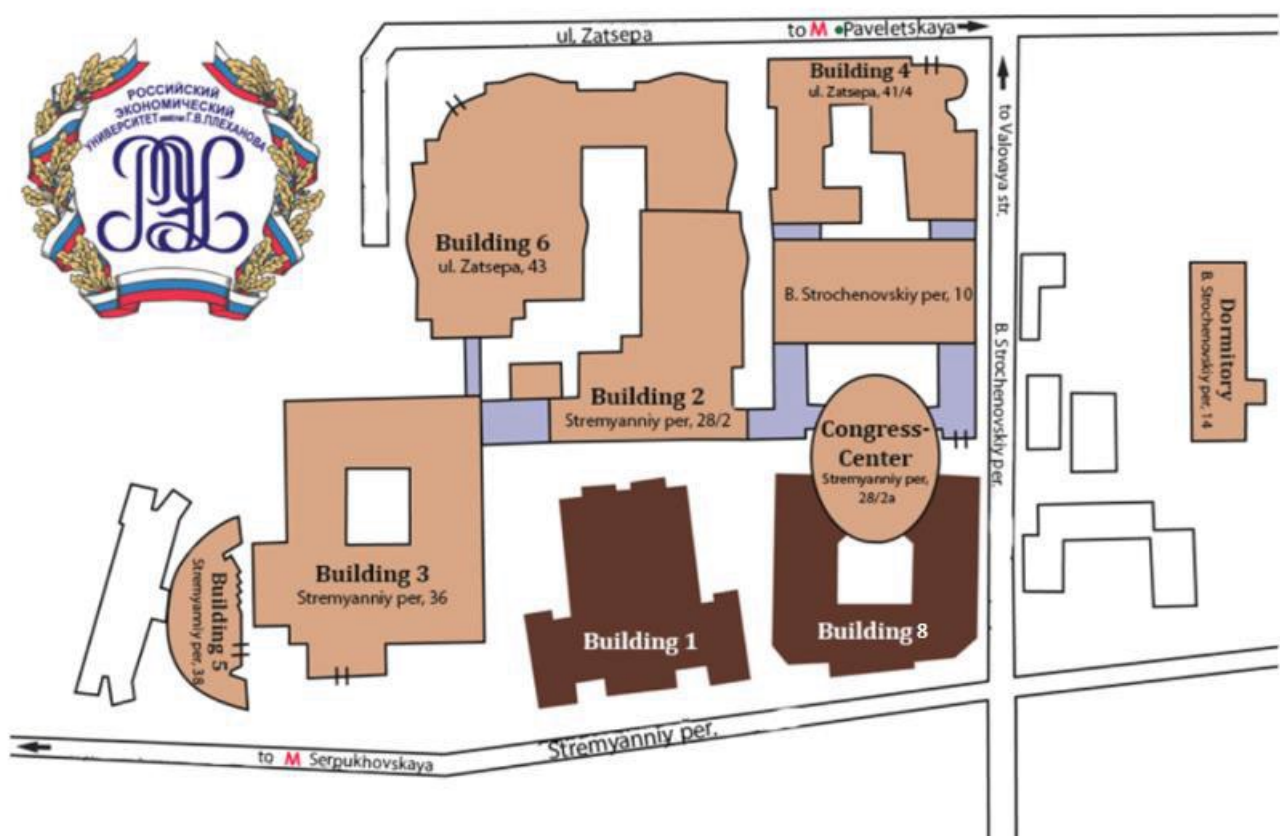
Plekhanov University is lucky to have its campus in the very centre of Moscow, half an hour's walk from the Kremlin. Campus includes six buildings with classrooms, offices and laboratories, a club and a students' dormitory, which is only 5 minutes' walk away from the campus. The Dean's Office of IBS-Plekhanov is in building 1.

Computer labs and the International office are located in building 3 of the University.

The library and the department of Russian language are in bld. 6. The Accounts are in bld. 5. Classrooms are in all buildings, except for bld. 5 - our schedules always indicate the room number and, in brackets, the building number.

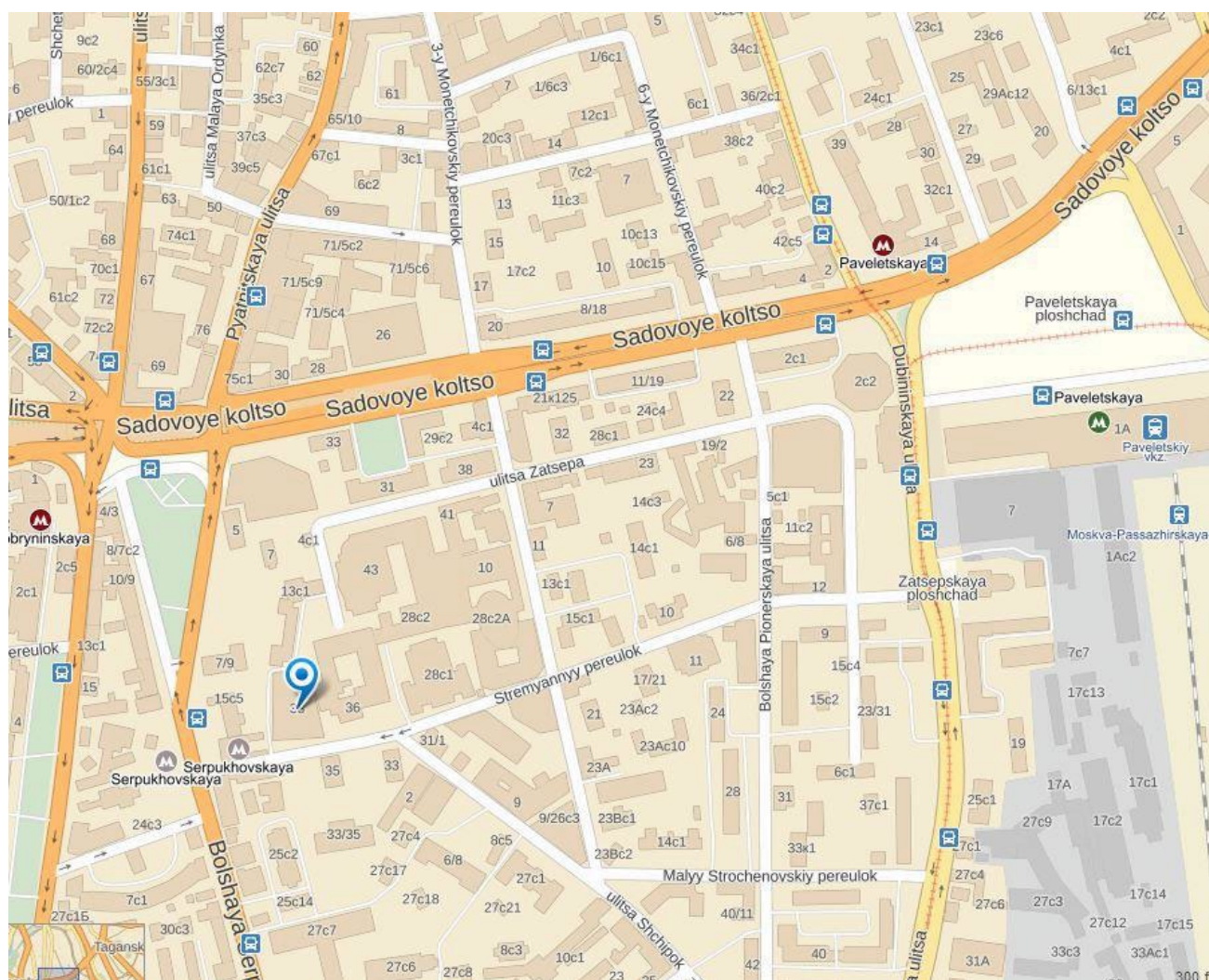
The nearest Metro station is Serpukhovskaya (grey line), which is only 2 minutes' walk away from the main building 3.

### Plan of Russian Plekhanov University



## 5.2. HOW TO GET TO PRUE

Students are recommended to arrive at Domodedovo airport, and then you can easily arrive by suburban train at Paveletsky Railway station in Moscow which is only 5-10 minutes walk from the dormitory. You can find detailed map of Moscow here: [maps.yandex.com](https://maps.yandex.com)



## 5.3. STUDENT UNION

Room 463 on the 4th floor of the main building ([sovets.rea@gmail.com](mailto:sovets.rea@gmail.com)) Tel. +7(495)958-28-37

The Student Union is an internal student organization. It comprises 6 main committees: Education & Administration, Science & Research, Culture and Entertainment, Sports, Social life, Foreign Affairs. There is also an Athletic Club "Gulfstream". The main entertainment activities are dancing, parties and the organization of different meetings and conferences, etc.

There is also an International Students' Commission, represented by your Russian contact students (buddies). The commission organizes all kinds of activities for international and Russian students and provides information for upcoming events.

There is a **PHOTOCOPYING CENTRE** in the main building of our University, on the 2nd floor of 3<sup>rd</sup> building. Copy service is payable.

#### 5.4. CAFE

There are standard canteens and cafes on the ground floors of buildings 1,2,3 and 6 and the big canteen next to the University swimming pool.

##### **Cafes situated near Plekhanov University:**

- "Cofix" coffee shop and fast food (Japanese food) is opposite the main building 3.
- Cafe "Mumu" is located just out of Dobryninskaya Metro station. Russian-style diner.
- The nearest McDonalds is opposite Dobryninskaya Metro station.

#### 5.5. SHOPPING

##### **THE NEAREST SUPERMARKETS:**

- Azbuka Vkusa - Valovaya, 8 (24-hour), rather pricey
- Pyatyorochka on the ground floor of Plekhanov campus building 8 (nearest)
- Perekrestok - near Dobryninskaya metro station (Koroviy val, 1A)

##### **THE NEAREST BOOK STORES:**

- Bookbridge (books in English) Bolshaya Tatarskaya st., 7 (metro Novokuznetskaya) [www.bookbridge.ru](http://www.bookbridge.ru)
- Molodaya Gvardiya - Polianka 28 (metro Polianka) [www.bookmg.ru](http://www.bookmg.ru)
- Biblioglobus - Miasnitskaya 6/8 (metro Lubianka) [www.biblio-globus.ru](http://www.biblio-globus.ru)
- Dom Knigi - Novy Arbat 8 (metro Arbatskaya) [www.mdk-arbat.ru](http://www.mdk-arbat.ru)
- Onara - Bolshaya Tatarskaya st., 7 (metro Novokuznetskaya) [www.onara.ru](http://www.onara.ru)
- Respublica - building 5 of Plekhanov University
- Pangloss - Bolshoy Cherkassky per., 13/14 b.4 [www.pangloss.ru](http://www.pangloss.ru)

#### 5.6. LIBRARIES

**THE RUSSIAN STATE LIBRARY** (the biggest library in Russia)-3/5, Vozdvizhenka Street (metro Borovitskaya) tel. 202-5790 [www.rsl.ru](http://www.rsl.ru)

**ALL-RUSSIA STATE LIBRARY FOR FOREIGN LITERATURE** - Nicoloyamskaya ulitsa, 1 (Metro "Taganskaya" or "Kitai-gorod") tel. 227-8810 [www.libfl.ru](http://www.libfl.ru)

#### 5.7. ACCOMMODATION AND LIVING EXPENSES

Inbound students indicate in the application form whether they want to be accommodated in the Plekhanov dormitory. Generally all international students, both full-time and exchange stay in the dormitory of the University as it is convenient. The dormitory is situated 3 minutes' walk from the main building. If you accept this option you will live in a double furnished room and share a bathroom and toilet with 3 other students. There are no single rooms available.

Students are provided with bed linen and share the kitchen facilities including an oven, a fridge and a washing machine.

Rent is paid on a monthly basis, no deposit is needed. The monthly rental, payable in roubles, is equivalent to around 65 Euros per person (subject to change, please check the current rate).

Average living expenses are about 250-300 Euros per month, including accommodation. This of course can be less or more, depending on one's spending habits. Meals at fast food outlets and canteens vary from 4 to 10 Euros per meal.

**STUDENTS STAYING IN THE DORMITORY MUST FOLLOW ITS RULES, for which students sign upon checking in.**

#### **5.8. POST, TELEPHONE FOR INTERNATIONAL CALLS**

- **THE CENTRAL TELEGRAPH:** M. "Okhotny Ryad", Tverskaya ul, 7.
- **we recommend obtaining a Russian sim card for your mobile phone soon after arrival, please ask your student buddy to help you with that**
- The nearest **POST OFFICE** to the University is situated on the Valovaya ulitsa, 11/19, M. "Paveletskaya".

#### **5.9. FITNESS CENTERS**

A variety of sports is available. You can find this information at the entrance to the Student Union.

#### **FITNESS CENTERS NEAR UNIVERSITY**

- **Sportline** [www.sportline-club.ru](http://www.sportline-club.ru) Kozevnicheskaya str. 15-1 tel. 959-6935; 959-6936
- **World Class** [www.worldclass.ru](http://www.worldclass.ru) Zhitnaya 14-2 tel. 771- 6600

More information about leisure time possibilities in Moscow you can find on [www.moscow-life.com](http://www.moscow-life.com)

#### **5.10. HEALTH CARE**

**THERE ARE A FEW CLINICS PROVIDING MEDICAL CARE FOR FOREIGN CITIZENS IN MOSCOW:**

- **EUROPEAN MEDICAL CENTER** (includes **DENTAL CENTER**) - Spiridonievsky per. 5 (near the Patriarshy Ponds in downtown Moscow, metro Pushkinskaya, Tverskaya, Mayakovskaya) tel. 933-6655. Business hours: 24 hours/7 days a week. [www.emcmos.ru](http://www.emcmos.ru)
- **AMERICAN MEDICAL CENTRE** - 1 Grokholsky Pereulok (metro Prospekt Mira) Tel.: 933-7700 Open 24 hours and 7 days a week. [www.amcenter.ru](http://www.amcenter.ru)
- **POLICLINICS N51** - Bolshoi Tatarsky pereulok, 4/8 (metro Paveletskaya) Tel. 951-6553, 951-6549 Working hours: 8.00-20.00 (except Sunday).

[illegible]



## 5.12. METRO MAP



# List of stations

The station is located to the left **Kolcevaya line** < to the right > above ^ below v in the Kolcevaya one •

<b>Ae</b>	Aeroport ^	<b>Ku</b>	Kurskaya > or •	<b>Sa</b>	Savelovskaya ^
<b>ak</b>	Akademicheskaya v		Kutuzovskaya <		Savyolovsky railway station
<b>al</b>	Aleksandrovsky sad •		Kuzminki >	<b>se</b>	Semyonovskaya >
	Alekseevskaya ^		Kuznetsky most •		Serpukhovskaya •
	Alma-Atinskaya v	<b>Le</b>	Leninsky prospekt v		Sevastopolskaya v
	Altufevo ^	<b>lu</b>	Lubyanka •	<b>sh</b>	Shabolovskaya v
<b>an</b>	Annino v		Lyublino v		Shchelkovskaya >
<b>ar</b>	Arbatskaya • or •	<b>Ma</b>	Marina roshcha ^		Central Moscow bus station
<b>av</b>	Aviamotornaya >		Marino v		Shchukinskaya ^
	Railway commuter station «Novaya»		Marksistskaya •		Shipilovskaya v
	Avtozavodskaya v		Mayakovskaya •		Shosse entuziastov >
<b>Ba</b>	Babushkinskaya ^	<b>me</b>	Medvedkovo ^	<b>sk</b>	Skhodnenskaya ^
	Bagrationovskaya <		Mendeleevskaya •	<b>sl</b>	Slavyansky bulvar <
	Barrikadnaya •		Mezhdunarodnaya <	<b>sm</b>	Smolenskaya • or •
	Baumanskaya >	<b>mi</b>	Mitino <	<b>so</b>	Sokol ^
<b>be</b>	Begovaya ^	<b>mo</b>	Molodezhnaya <		Sokolniki >
	Railway commuter station «Begovaya»	<b>my</b>	Myakinino <		Sportivnaya <
	Belorusskaya • •	<b>Na</b>	Nagatinskaya v	<b>sr</b>	Sretensky bulvar •
	Belorussky railway station, AirExpress to Sheremetyevo		Railway commuter station «Nizhnie kotly»	<b>st</b>	Strogino <
	Belyaev •		Nagornaya v		Studencheskaya <
<b>bi</b>	Bibirevo ^		Nakhimovsky prospekt v	<b>su</b>	Sukharevskaya •
	Biblioteka imeni Lenina •	<b>no</b>	Novogireevo >	<b>sv</b>	Sviblovo ^
<b>bo</b>	Borisovo v		Novokosino •	<b>Ta</b>	Taganskaya • •
	Borovitskaya •		Novokuznetskaya •	<b>te</b>	Teatralnaya •
	Botanichesky sad ^		Novoslobodskaya •		Tekstilshchiki >
	Bratislavskaya v		Novoyasenevskaya v		Railway commuter station «Tekstilshhi
<b>bu</b>	Bulvar admirala Ushakova v		Novye Cheremushki v		Teletsentr (monorail)
	Bulvar Dmitriya Donskogo v	<b>Ok</b>	Okhotny ryad •		Teply stan v
	Buninskaya alleya v		Oktyabrskaya • •	<b>ti</b>	Timiryazevskaya ^
<b>Ch</b>	Chekhovskaya •		Bus to Vnukovo	<b>tr</b>	Tret'yakovskaya • •
	Cherkizovskaya >		Oktyabrskoe pole ^		Trubnaya •
	Chertanovskaya v	<b>or</b>	Orehovo v	<b>ts</b>	Tsaritsyno v
	Chistye prudy •	<b>ot</b>	Otradnoe ^		Railway commuter station «Caricino»
	Chkalovskaya • •	<b>Pa</b>	Park kultury • •		Tsvetnoy bulvar •
<b>Di</b>	Dinamo ^		Park pobedy <	<b>tu</b>	Tul'skaya v
<b>dm</b>	Dmitrovskaya ^		Partizanskaya >		Turgenevskaya • •
	Railway commuter station «Dmitrovskaya»		Paveletskaya • •		Tushinskaya ^
<b>do</b>	Dobrynskaya •		Paveletsky railway station, AirExpress to Domodedovo		Railway commuter station «Tushino»
	Domodedovskaya v	<b>pe</b>	Pechatniki v	<b>tv</b>	Tverskaya •
	Bus to Domodedovo		Perovo >	<b>Ul</b>	Ulitsa 1905 goda ^
<b>du</b>	Dostoevskaya ^		Pervomayskaya >		Ulitsa akademika Koroleva (monorail)
	Dubrovka v		Petrovsko-Razumovskaya ^		Ulitsa akademika Yangelya v
<b>E</b>	Elektrozavodskaya >		Railway commuter station «Petrovsko-Razumovskaya»		Ulitsa Gorchakova v
	Railway commuter station «Elektrozavodskaya»	<b>pi</b>	Pionerskaya <		Ulitsa Milashenkova (monorail)
<b>Fi</b>	Fil'skiy park <	<b>pl</b>	Planernaya ^		Ulitsa Podbelskogo >
	Fili <		Bus to Sheremetyevo		Ulitsa Sergeya Eizenshteina (monorail)
<b>fr</b>	Frunzenskaya <		Ploshchad Il'icha >		Ulitsa Skobelevskaya v
	Railway commuter station «Fili»		Railway commuter station «Serp i molot»		Ulitsa Starokachalovskaya v
<b>I</b>	Izmaylovskaya >		Ploshchad revolyutsii •	<b>un</b>	Universitet <
<b>Ka</b>	Kakhovskaya v	<b>po</b>	Polezhaevskaya ^	<b>Va</b>	Varshavskaya v
	Kaluzhskaya v		Polyanka •	<b>vd</b>	VDNKH ^
	Kantemirovskaya v	<b>pr</b>	Prazhskaya v	<b>vl</b>	Vladykino ^
	Kashirskaya v		Preobrazhenskaya ploshchad >	<b>vo</b>	Vodny stadion ^
<b>ki</b>	Kievskaya • •		Profsoyuznaya v		Volgogradsky prospekt >
	Kievsky railway station, AirExpress to Vnukovo		Proletarskaya >		Volokolamskaya <
	Kitay-gorod •		Prospekt Mira • •		Volzhskaya v
<b>ko</b>	Kolomenskaya v		Prospekt Vernadskogo <		Vorobey gory <
	Komsomolskaya • •	<b>pu</b>	Pushkinskaya •		Voykovskaya ^
	Kazansky, Leningradsky, Yaroslavsky railway stations	<b>py</b>	Pyatnitskoe shosse <	<b>vy</b>	Vykhino >
	Konkovo v	<b>Re</b>	Rechnoy vokzal ^		Railway commuter station «Vykhino»
	Kozhukhovskaya v		Bus to Sheremetyevo		Vystavochnaya <
<b>kr</b>	Krasnogvardeyskaya v	<b>ri</b>	Rimskaya >		Vystavochny tsentr (monorail)
	Krasnopresnenskaya •		Railway commuter station «Serp i molot»	<b>Ya</b>	Yasenevo v
	Krasnoselskaya >		Rizhskaya ^	<b>yu</b>	Yugo-zapadnaya <
	Krasnye vorota •		Rizhsky railway station		Bus to Vnukovo
	Krestyanskaya zastava >	<b>ry</b>	Ryazansky prospekt >		Yuzhnaya v
	Kropotkinskaya •		Railway commuter station «Veshnyaki»	<b>Z</b>	Zyablikovo v
	Krylatskoe <				
<b>ku</b>	Kuntsevskaya <				
	Railway commuter station «Kuncevo»				

## 5.12. EMBASSIES

**AUSTRIA:** 119034 Moscow, Starokonyushenny per., 1 (м. «Kropotkinskaya»)

Working hours: Monday-Friday 9.00-13.00

Tel. (495)502 95 12 (13)

[www.aussenministerium.at/moskau](http://www.aussenministerium.at/moskau)



**BELGIUM:** 121069 Moscow, Malaya Molchanovka street, 7 (м. «Arbatskaya»)

Working hours: Monday-Friday 9.30-18.00, Break: 13.00-14.00

Tel. (495)780 03 41

[www.diplomatie.be/moscowru](http://www.diplomatie.be/moscowru)



**CANADA:** 119002 Moscow, Starokonyushenny per., 23 (м. «Kropotkinskaya»)

Working hours: Monday-Friday 8.30-17.00, Break: 13.00-14.00

Tel. (495)105 60 00

[www.dfait-maeci.gc.ca/canada-europa/russia/menu-ru.asp](http://www.dfait-maeci.gc.ca/canada-europa/russia/menu-ru.asp)



**CHINA:** 115127 Moscow Druzhby Street, 6

Monday-Friday 8.30-17.00

(499)951 84 43



**DENMARK:** 119034 Moscow, Prechistensky per., 9 (м. «Kropotkinskaya»)

Working hours: Monday-Friday 9.15-17.00 (Friday: 9.15-15.15)

Tel. (495)775 01 90

[www.ambmoskva.um.dk.ru](http://www.ambmoskva.um.dk.ru)



**FINLAND:** 119034 Moscow, Kropotkinsky per., 15-17 (м. «Park Kultury»)

Working hours: Monday-Friday 9.00-17.00, Break: 13.00-14.00

Tel. (495)787 41 74

[www.finemb-moscow.fi](http://www.finemb-moscow.fi)



**FRANCE:** 117049 Moscow, Bolshaya Yakimanka, 45 (м. «Oktyabrskaya»)

Working hours: Monday-Thursday 9.00-17.30, Friday 9.00-15.30

Tel. (495)937 15 00

[www.ambafrance.ru](http://www.ambafrance.ru)



**GERMANY:** 119285 Moscow, Mosfilmovskaya street, 56 (м. «Universitet», «Kiyevskaya»)

Working hours: Monday 8.00-17.00, Tuesday 8.00-17.30,

Wednesday- Thursday 8.00-15.00, Break: 13.00-13.45

Tel. (495)937 95 00

[www.moskau.diplo.de](http://www.moskau.diplo.de)



**ICELAND:** 101000 Moscow, Khlebnny per., 28 (м. «Smolenskaya»)

Working hours: Monday-Friday 9.00-17.00

Tel. (495)956 76 04





**ITALY:** 109180 Moscow, Yakimanskaya naberezhnaya, 10 (м. «Polyanka»)  
Working hours: Monday-Friday 9.00-17.00, Break: 13.00-14.00  
Tel. (495)796 96 92  
[www.ambmosca.ru](http://www.ambmosca.ru)



**THE NETHERLANDS:** 131000 Moscow, Kalashny per., 6 (м. «Arbatskaya»)  
Working hours: Monday-Friday 9.00-17.00, Break: 13.00-14.00  
Tel. (495)797 29 00  
[www.netherlands-embassy.ru](http://www.netherlands-embassy.ru)



**NORWAY:** 131940 Moscow, Povarskaya street, 7 (м. «Arbatskaya»)  
Working hours: 9.00-16.00  
Tel. (495)933 14 10  
[www.norvegia.ru/embassy](http://www.norvegia.ru/embassy)



**PORTUGAL:** 129010 Moscow, Grokholsky per., 3  
Working hours: Monday-Friday 10:15-13:00.  
Tel. (495) 981-34-14 (15:00 до 17:00)  
[www.portugues.ru](http://www.portugues.ru)



**SPAIN:** 115054 Moscow, Stremyanny per., 31/1 (м. «Serpukhovskaya»)  
Working hours: Monday-Friday 8.00-15.00  
Tel. (495)958 24 07, 958 24 19, 958 23 89  
[www.ispania.aha.ru](http://www.ispania.aha.ru)



**SWEDEN:** Moscow, Mosfilmovskaya street, 60 (м. «Universitet»)  
Working hours: Monday-Friday 8.45-17.15, Break: 13.00-14.30  
Tel. (495)937 92 00  
[www.sweden.ru](http://www.sweden.ru)



**UNITED KINGDOM:** 121099 Moscow, Smolenskaya naberezhnaya, 10 (м. «Smolenskaya»)  
Working hours: Monday-Friday 9.00-17.00  
Tel. (495)956 72 00  
[www.britaininrussia.ru](http://www.britaininrussia.ru)



**USA:** 121099 Moscow Bolshoy Deviatinsky Pereulok 8(м. Barrikadnaya)  
Tel: +7 (495) 728-5000, fax: 728-5090  
[www.moscow.usembassy.gov](http://www.moscow.usembassy.gov)

