

We would like to draw the attention of all potential participants to the fact that despite the standard terms of selection process for the academic mobility program «Semester abroad», due to the unclear epidemiological situation in the world related to a new coronavirus infection COVID-19, the participation of UNN students in this program will be possible only if the situation normalizes and after the mutual confirmation from home and host universities about lifting of the restrictions.

Please note that

- the decision to go abroad for full-time study is entirely your responsibility;*
- you must comply with all the measures prescribed by Rospotrebnadzor after your return;*
- it is also the personal responsibility of a student to be informed about the sanitary and epidemiological requirements of the host country (consulate/embassy for visa application, host university) and to comply with them.*

Before, we strongly recommend students who have passed the selection process to withhold any upfront financial investments in the upcoming trip (including visa application fees, accommodation and flights booking, purchase of insurance and foreign currency). Students will be informed about all changes individually.

ACADEMIC MOBILITY

The Semester abroad programs allow UNN students to study at one of the world-leading universities for one or two semesters under the UNN international agreements.

There is no tuition fee at a Host University for Semester Abroad program participants; the participant pays only the associated costs (either on their own or at the expense of scholarship programs).

Programs with scholarship have the relevant information at the title (e.g. “Стипендия по программе Erasmus+”).

In order to select a program, use the [Configurator on the main page of the site](#) or just [check this page](#).

WHAT DO YOU NEED TO KNOW ABOUT STUDENT MOBILITY PROGRAMS?

PLEASE, NOTE

1. The approved student-participant should make an individual study plan on the basis

of the courses offered by the Host University (in collaboration with the sending faculty); the grades obtained at the Host University are transferred to UNN; no academic leave should be taken.

2. Selection of candidates for mobility programs is carried out on a competitive basis.
3. In case of a controversial situation in the candidate selection, non-academic activities may affect the final decision.
4. Only a valid international passport is needed for participation in the mobility program (a national passport may be needed only when applying for a visa).
5. Make sure that your Russian visa will be valid at least for 2 months after your arrival to Russia.
6. The International Office does not provide visa services. You need to do it yourself. In case of questions/problems, we are ready to assist. International students may refer question regarding the visa extension and insurance to Emilia Borovik, room 305.
7. If you haven't passed or have to retake the UNN exams, you may participate only after the elimination of the exam debts.
8. If you pay the UNN tuition fee, you will need to pay for the semester in advance before leaving.
9. Keep in touch with the coordinator from the sending faculty and from the International office, promptly inform them about any emerging issues/problems.

1 - PREPARATION OF APPLICATION

For your convenience, please use [the Check-list \(steps 1-2\) \(link\)](#)

First, learn about the mobility programs available in the current semester and choose the most suitable one. It can be selected from [the List of programs](#) or using [the Program Configurator on the main page of the website \(int.unn.ru\)](#).

Make sure that a chosen University offers exactly your study program: for this, you need to find courses that coincide with your UNN curriculum.

Also, make sure that the program is taught in the language you speak. The link to the University website and other useful information can be found in [the List of programs](#).

2 - SUBMISSION OF APPLICATION

The application consists of four parts:

- 1) **Application form** (download the form with comments [here](#));
- 2) **Motivation letter** (tell us about your reasons to participate in the mobility program of your choice. Please note that the motivation letter must be written in the language of instruction of the selected program);
- 3) **International language certificate** (IELTS, TOEFL, etc.), confirming language proficiency at B2 level and above (if any). Whether you have a certificate or not is not taken into account while evaluating the application.
- 4) **Consent** (download the form [here](#))

The documents must be sent to mobility@unn.ru before the deadline specified in the program description.

3 - LANGUAGE TEST

If your application is approved, we will invite you to a language test, which will consist of 4 parts: grammar test, reading, writing and interview. For the written part you are given 20 minutes.

You will be informed about the place and time of the test via e-mail. If you are unable to attend the test at the specified time, please inform the mobility coordinator in your reply.

If you submitted an international certificate at the application stage or the language of the examination is native to you, you are exempt from the written part of the test. Passing the interview is mandatory for all candidates.

If your application is not approved, you will also be informed via e-mail.

4 - NOMINATION TO THE HOST UNIVERSITY

If you pass the test and interview successfully, we will inform you via email about the results. You will also receive information about further steps. Then we will nominate you to the Host University. The Host University will contact you directly and inform about the deadlines and required documents.

If you fail the test, you will also be informed via email.

5 - PREPARATION OF DOCUMENTS FOR THE HOST UNIVERSITY

For your convenience, please use the Check-list (steps 5-7) ([link](#)).

Please note that the following information is rather general because the documents and the specifics of their preparation depend on the faculty/Institute and the requirements of the Host University. The information below is for a general understanding of the procedures.

The following documents are required for registration to the Host University:

- A **certificate** confirming the student status (can be taken from the Dean's office);
- **Transcript of records** indicating the passed exams, grades, credits and number of hours (can be taken from the Dean's office);
- **Scan of a valid passport** (1st page);
- **Learning Agreement**: list of courses of the host University. More information on the preparation of this document can be found below;
- **Accommodation application**.

The certificate and extract must be translated into English or another foreign language. You translate it yourself. You can check and certify the translation in the International office.

When you provide all the necessary documents, the Host University sends you an invitation letter.

After receiving the accommodation booking confirmation and in the absence of other problems, you can start preparing documents for the visa.

6 - PREPARATION OF DOCUMENTS FOR UNN

Please note, these documents must be prepared in Russian only. In this regard, the basic knowledge of Russian is highly recommended.

If necessary, you can request the forms of these documents at the UNN International office.

You prepare these documents in collaboration with the coordinator for international activities or the Deputy Dean/Director for academic affairs of your faculty / Institute. The following documents are required to make an Individual study plan for a student:

- Student's statement;
- List of disciplines under the international academic mobility program;
- Description of disciplines under the international academic mobility;
- Protocol of compliance of disciplines under the international academic mobility;
- Individual study plan;
- Extract from the minutes of the meeting of the Attestation Commission.

Learning Agreement must be submitted to the Host University and is based on documents 2), 3) and 4). In order to choose courses from the study plan of the Host University (that will be transferred upon return to UNN) you need to find a match between the two study plans. If this option is approved, the selected subjects can be included into the Learning Agreement.

7 - SECONDMENT

Please note, these documents must be prepared in Russian only. In this regard, the basic knowledge of Russian is highly recommended.

If necessary, you can request the forms of these documents at the UNN International Office.

The documents for the secondment should be prepared after the order of your transfer to the individual study plan is issued:

The documents for the secondment should be prepared after the order of your transfer to the individual study plan is issued:

- Student's statement;
- Faculty's statement;
- Instructions;
- Invitation from the Host University.

You should present these documents to the International Office (Gagarin Ave., 23, 2nd building, room 402) for secondment registration.

8 - STUDY AT THE HOST UNIVERSITY

For your convenience, please use the Check-list ([link](#)).

We ask you to inform your mobility coordinator, that you have arrived, settled at the dorm, etc. Also, keep in touch in case of any changes or questions.

Upon arrival, you will be asked to fill a feedback form sharing the information on the preparation to the mobility.

9 - COMING BACK

For your convenience, please use the Check-list ([link](#)).

Inform the mobility coordinator about the approximate date of your return.

Before leaving the Host University, clarify when and how the Transcript of records will be sent; it will be necessary to transfer your grades obtained at the Host University to the UNN curriculum. If possible, take a preliminary certificate of successful completion of the courses. Upon return, you will need this document to come to the Dean's office of the sending faculty for credit transfer objects.

Within four weeks after the return, you need to submit a report to the International Office; in addition, you will need to fill out a feedback form on the International Office website: we will be glad to see your photo and video reports!

AFTER PARTICIPATING IN THE UNN MOBILITY PROGRAMME

Every semester, the International Office holds information sessions for students, where we also invite former participants to share their experience. We would be very happy if you could attend.

Your experience of participating in a mobility program can help a student who is going to go to the same Host University as you. In this regard, we would be very grateful if you would allow us to transfer your contacts to the interested student, if necessary.