

Kazan Federal University

Fact sheet for incoming exchange students

Academic Year 2015-2016



1. Contact Information

Name of University	Kazan Federal University (KFU)
Street address	18 Kremlyovskaya Str. Kazan, 420008 Russian Federation
University website	www.kpfu.ru http://kpfu.ru/eng
Rector/Head of Institution	Prof. Dr. Ilshat Gafurov
International Office	Department of External Affairs 18 Kremlevskaya Str., Old library bld., Kazan, 420008, Russia Phone: +7 843 233 75 12 Fax: +7 843 292 74 18
Head of Admissions Office	Farit Khaidarov
Coordinators of Incoming students (Admissions Office)	Chulpan Gazieva Alsu Shevalovskaya Landysh Zakirova E-mail: admission@kpfu.ru Phone: +7 843 233 70 27; Fax: +7 843 292 74 18 Office hours: Monday-Friday 9:00-17:00, 12.00-13.00 lunch break
Website for student exchange program	The general information about student exchange program is available at: http://kpfu.ru/eng/admission/academics/academic-programs/visiting-student-program/exchange-programs

2. Nomination/Application documents

All applicants must be officially nominated by the home university. This may either be done with an official nomination letter or an e-mail from the home university.

Students must send following application documents through the International Office of their home university:

- Application for Admission for Exchange Students
- Housing Application Form
- Copy of passport (only the page with personal details)
- Language Course Application (optional)

Please send these documents to admission@kpfu.ru

All forms can be downloaded from:

<http://kpfu.ru/eng/admission/academics/academic-programs/visiting-student-program/exchange-programs>

Application deadline:

Fall semester or full year: June 1

Spring semester: November 1

3. Important dates

	Semester 1 (Fall)	Semester 2 (Spring)
Orientation days	Individual orientation within one week after arrival	
Lecture period	September 1- December 25	February 7 – May 25
Exam Period	December 26 - January 25	May 26 – June 25
Arrival dates for intensive language course	July 27 – July 31	-
Arrival dates for lecture period	August 25 – August 28	February 2 February 6

4. Language requirements and Russian courses

Since most of the courses are held in Russian you must have sufficient knowledge of Russian. We recommend Russian language skills equivalent to level B 2 of CEFR (Common European Framework of Reference for Languages). A language certificate is not necessary, but we need the confirmation from Russian language teacher who guarantees the required language skills (see Application form).

Every year Kazan Federal University organizes the [Russian Language Summer School](#) for international students for an extra fee. The school takes place in August and offers both a study and cultural program.

KFU offers also Russian language courses during the semester for exchange students which are free of charge.

5. Visa, registration, insurance

Visa

Students who are citizens of EU and in other most cases must apply for a student visa at the nearest local Russian Embassy or Consulate BEFORE they come to Russia. Students applying for a visa need the original letter of acceptance (invitation letter) from KFU.

Detailed information on the visa process is provided by [local Russian Embassy/Consulate](#).

Students should inform themselves on what documents they need to enclose in their visa application and when visa will be ready.

Registration

Once in Kazan, all students have to register their stay within seven days (excluding weekends and holidays) from arrival. The purpose of the registration is to notify the immigration authorities about the place of the stay in Kazan.

The KFU Department of External Affairs Admissions Office staff will provide assistance by migration registration and by visa extension.

More information about visa and registration is available [here](#).

Health insurance

Students can either bring with them a health insurance (make sure it is valid in Russia) that covers the full study period at KFU or can apply for a Russian health insurance policy upon arrival in Kazan at Admissions Department.

More information is available [here](#).

6. Selecting courses

Information on all courses offered during the current semester can be accessed via [course catalogue](#).

The course catalogue will be published at the beginning of the semester. If students need information earlier we recommend that they use the course catalogue of the previous year as a guideline for their course choice and then finalize their courses after arrival in Kazan.

An overview of course taught in English is available [here](#).

Grading System

The university has 2 grading systems: numerically and on pass/fail bases

Local numerical grades	Local grades in KFU (descriptively and abbreviation)	Percent of required knowledge for this grade	Grades on pass/fail basis	Converted to ECTS grades
5.0	Excellent (отлично)	86 – 100%	Passed	A
4.0	Good (хорошо)	71 – 85%		B
3.0	Satisfactory (удовлетворительно)	55 – 70%		C – D
2.0	Fail (неудовлетворительно)	0 – 54%	Failed	F

The highest passing grades are 5.0 отлично “Excellent”

The lowest passing grades are 3.0 - удовлетворительно «Satisfactory» and «зачтено» (passed).

In Russian Federation the study workload is evaluated in «академические часы» (academicheskies chasy – academic hours or AH) and RF Units. 1 AH = 45 minutes. 1 RF Unit = 36 academic hours or 27 astronomical hours. 1 RF Unit = 1 ECTS Credit.

7. Accommodation and Arrival Information

Accommodation

All exchange students are guaranteed a campus accommodation. Our accommodation service offers a variety of [accommodation options](#). As a rule, for our exchange students is provided the dormitory “Universiade Village” (Derevnya Universiady). Cost of living in this dormitory is 360 RUB per month (2014/2015 academic year). Living conditions are comfortable: room for 3-4 persons, 1 kitchen, 1WC and shower. The number of rooms is limited and therefore early applications will have a priority. After students send us [Housing application form](#), we will provide assistance with accommodation.

Getting to Kazan and Meeting Arrangements

If students inform us a few days in advance of the time and date of their arrival in Kazan, as well as flight/train/car number, we will arrange picking them up from the airport or the railway station. The pick-up will cost 1000 RUR from the airport and 400 RUR from the railway station.

Students arriving in Kazan airport or Kazan railway station can take a bus and use underground to get the city center. Detailed information can be found [here](#).

Upon arrival in Kazan, we advise students to come and visit immediately our office:

External Relations Office

Kazan (Volga region) Federal University, 6 Building, Room 113, 218

18 Kremlyovskaya St., 420008Kazan

+7 (843) 233 70 27, 233 74 30

Office hours: MO-FR 9.00-12.00 a.m. and 13.00-17.00