



**APPROVED BY****Acting Rector of NUST MISIS**                     **I.M. Isaev****January 15, 2024**

**PROCEDURE**  
**for conducting admission exams**  
**NUST MISIS**

**P 493.07-24**

Issue 6

Moscow 2024

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## Preface

- 1 DEVELOPED by the Department of Professional Navigation and Admission.
- 2 APPROVED by the Acting Rector of NUST MISIS on January 15, 2024.
- 3 INTRODUCED ON the date of its approval.
- 4 VALID until replaced by a new procedure.
- 5 The Procedure complies with the requirements of ISO 9001.
- 6 INTRODUCED to replace P 493.07-23 Procedure for conducting admission exams at NUST MISIS. Issue 5.

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## Terms, abbreviations and designations

The following abbreviations and designations are used in this Procedure:

AIS	–	automated information system;
ALD	–	Administrative and Legal Department;
HE	–	higher education;
FSA	–	final state attestation;
USE	–	unified state examination;
LRA	–	local regulatory act;
BPEP	–	basic professional educational program;
QMS	–	quality management system;
DSD	–	Department of Strategic Development;
DPNA	–	Department of Professional Navigation and Admission;
EC	–	expert commission.

The following terms are used in this Procedure:

Appeals Commission means a commission established to ensure compliance with uniform requirements and to resolve disputes during the admission exams regarding the violation, in the opinion of the applicant, of the procedure for conducting admission exams and/or disagreement with the grade received for admission exams.

Admission exams means determination of the applicant's ability to master the basic professional educational programs of higher education (BPEP HE) within the limits of HE educational standards at NUST MISIS.

Unified State Examination (USE) means a form of final state attestation (FSA) under educational programs of secondary general education.

University means Federal State Autonomous Educational Institution of Higher Education "National University of Science and Technology MISIS", NUST MISIS.

Examination Commission means a group of persons from among teaching staff, other University employees, representatives of other educational organizations, employers or their associations, authorized to verify knowledge and skills by conducting admission exams.

Examination paper means a set of theoretical questions, practical tasks and professional tasks, intended to test the knowledge of applicants.

## Regulatory references

This Procedure has been developed in accordance with:

- Federal Law No. 273-FZ dated 29.12.2012 "On Education in the Russian Federation";
- regulatory legal acts of the Ministry of Education and Science of the Russian Federation, regulating the procedure of admission to study under educational programs of higher education - bachelor's degree programs, specialist programs, basic higher education programs, master's degree programs, specialized higher education programs, programs of training of scientific and scientific-pedagogical personnel in postgraduate studies;
- the Charter of NUST MISIS;
- Rules of Admission to NUST MISIS;
- P 493.04 Regulations on the Admissions Commission of NUST MISIS;
- P 493.06 Regulations on the Examination Commission of NUST MISIS for conducting admission exams;
- P 493.05 Regulations on the Appeals Commission of NUST MISIS regarding the procedure and results of admission exams.

## **1 General provisions**

1.1 The present Procedure is an LRA regulating the admission exams at NUST MISIS (hereinafter referred to as admission exams).

1.2 Admission exams are held at NUST MISIS and its branches.

1.3 Admission exams are conducted in order to determine the applicant's ability to master BPEP HE within the limits of HE educational standards at NUST MISIS.

1.4 The list and forms of admission exams at NUST MISIS are defined by the Rules of Admission to NUST MISIS.

1.5 Admission exams at NUST MISIS are conducted by examination commissions approved by the Deputy Chairman of the NUST MISIS Admissions Commission (Appendix A).

1.6 The programs of admission exams to studying under bachelor's degree, specialist and basic higher education programs are formed on the basis of the federal state educational standard of secondary general education.

Programs of general education admission exams are formed taking into account the need to match the level of difficulty of such admission exams with the level of difficulty of the USE in the relevant general education subjects.

Programs of profile admission exams are formed on the basis of the federal state educational standard of secondary vocational education.

Programs of admission exams at admission to study under master's degree programs and specialized higher education are formed on the basis of federal state educational standards of higher education under bachelor's degree programs.

The programs of admission exams to studying under programs of training of scientific and scientific-pedagogical personnel in postgraduate studies are formed on the basis of the federal state educational standards of higher education for specialist programs and/or master's degree programs.

1.7 The form and duration of admission exams are determined by the programs of admission exams in the subject or field of study (specialty), as well as the level of studying.

1.8 The date, place/format and time of the admission exams are approved by the Deputy Chairman of the Admissions Commission (Appendix B).

1.9 Admission exams are conducted in Russian or foreign language, depending on the choice of the language of study.

1.10 Admission exams conducted in different languages shall be conducted separately.

When conducting the same admission exam in different languages, the same procedure and the Program of the admission exam shall be established.

1.11 Admission exams may be conducted in written or oral form, with a combination of these forms, including the use of distant learning technologies, in accordance with the Rules of Admission, programs of admission exams and the schedule of admission exams.

1.12 For persons with disabilities, NUST MISIS provides admission exams in accordance with the Rules of Admission to NUST MISIS.



1.13 Admission exams for applicants for studying under bachelor's, specialist and basic higher education programs shall be conducted as the single exams for all competitions.

1.14 Admission exams for studying under master's degree and specialized higher education programs and programs of training of scientific and scientific-pedagogical personnel in postgraduate studies shall be held separately within each competition.

1.15 The schedule of admission exams shall provide for additional reserve day(s) for applicants who did not appear at the admission exams for a valid reason (illness or other circumstances confirmed by documents).

An application for a reserve day shall be submitted on the day preceding the reserve day no later than 13:00 Moscow time.

1.16 The schedule of admission exams is posted on the official website of the

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University <http://misis.ru/> in the “Admissions” section in accordance with the Rules of Admission for the current year.

1.17 The names of the chairpersons of the examination commissions and examiners shall not be indicated in the schedule of admission exams.

1.18 The University may conduct admission exams using distant learning technologies on condition that applicants are identified when they take admission exams in accordance with the procedure established by the Rules of Admission to NUST MISIS or other LRAs.

1.19 At admission to studying, the results of final examinations of preparatory departments, pre-university courses, courses (schools) and other tests that are not admission exams conducted in accordance with this Procedure, shall not be taken into account.

## 2 Process description

### 2.1 Organization of admission exams

2.1.1 The date of the admission exam is assigned by the Admissions Commission of NUST MISIS to each applicant when submitting documents as groups are formed. Changing the date of the admission exam within the schedule of admission exams is possible on the application of the applicant with the indication of the reason and the attachment of supporting documents not later than 24 (twenty-four) hours before the date of the admission exam.

2.1.2 Before each admission exam, a consultation session is held for applicants:

2.1.2.1 When taking the admission exam using distant learning technologies, technical consultation is conducted.

2.1.2.2 The procedure of taking an admission exam using distant learning technologies is additionally regulated by the LRA “Regulations for conducting admission exams using distant learning technologies for admission to higher education programs - bachelor’s degree programs, specialist programs, basic higher education programs, master’s degree programs, specialized higher education programs, programs of training of scientific and scientific-pedagogical personnel in postgraduate studies at NUST MISIS and its branches”.

2.1.2.3 The change of format (from a face-to-face admission exam to the format of the admission exam using distant learning technologies) is possible once.

An application to change the format of the admission exam shall be considered by the Admissions Commission only if submitted no later than 17:00 (Moscow time) on the day preceding the examination.

2.1.3 Admission exam materials shall be replicated in the required quantity.

Each set shall be sealed and kept in a safe as a strictly accountable document.

The executive secretary of the Admissions Commission and his/her deputies are obliged to take measures to prevent subsequent unauthorized replication of these materials.

2.1.4 The executive secretary of the Admissions Commission shall issue sets of admission exam materials (examination paper) to the chairpersons of the examination commissions 1 (one) hour before the beginning of the admission exams.



2.1.5 The admission exams shall take place in a calm and friendly atmosphere providing the opportunity to the applicant to demonstrate their level of knowledge and skills.

2.1.6 During the admission exams, participants and persons involved in conducting the exams are prohibited to have communication devices with them.

2.1.7 In case of non-compliance with the Procedure for conducting admission exams conducted by the University independently, the examiners conducting admission exams have the right to remove the applicant from the place of conducting the admission exam with the mark “Removed” regardless of the content of the work, with the drawing up of a report on non-compliance with the Procedure for conducting admission exams at NUST MISIS (Appendix B).

The work is not submitted for verification and a score of “0” points shall be written by the examiner in the examination record list opposite the name of the applicant.

Repeated passing of admission exams is not allowed, and the applicant is eliminated from

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participation in the competition for all fields of study (specialties), for which this admission exam is required.

Re-submission of documents and participation in the competition by removed applicant within the current admission campaign is not allowed.

2.1.8 The presence of unauthorized persons (including inspecting bodies) at the admission exams is not allowed.

2.1.9 The number of points below the minimum score in a subject or field of study (specialty), taking into account the level of training according to the results of admission exams is considered unsatisfactory.

2.1.10 Applicants for studying under bachelor's degree programs, specialist programs and basic higher education programs, who received an unsatisfactory grade, shall not be admitted to further exams on general education subjects or profile admission exams in accordance with the list of admission exams for this field of study (specialty).

2.1.11 Persons who did not pass the admission exam for a valid reason (illness or other circumstances confirmed by documents) are allowed to take the admission exam in another group or on a reserve day.

2.1.12 The results of admission exams are announced on the official website of the University <http://misis.ru/> in the "Admissions" section within the terms established by the Rules of Admission to NUST MISIS.

## 2.2 Procedure for conducting admission exams

2.2.1 On the day of the admission exam, the examiner must arrive at the venue of the admission exam 1 (one) hour before the start of the admission exam.

Upon arrival, the examiner must check the readiness of the room for the admission exam and ensure the admission system to the classroom.

Applicants are admitted to the room, where the admission exam is held, upon presentation of an identity document.

To participate in the admission exam for admission to training programs for the preparation of scientific and scientific-pedagogical personnel in postgraduate studies, the applicant must provide an outline of the thesis work and a motivation letter. Documents confirming the individual achievements declared by the applicant when submitting documents shall be submitted to the examination commission by the Admissions Commission.

2.2.2 Before entering the room where the admission exam is held, the applicant shall leave his/her belongings, including cell phones, other means of communication and other technical means, in the place indicated by the examiner, having previously turned them off.

In exceptional cases, if it is caused by a health condition (limited mobility) of the applicant, he may be allowed to use technical means necessary to ensure equal opportunities to participate in the admission exam. In this case, the Admissions Commission shall ensure that he/she can take the admission exam in a separate room.

2.2.3 Late arrivals to the admission exam are not allowed.

A notation of non-appearance shall be made by the examiner in the examination record list opposite the name of the applicant.

2.2.4 In case of a late arrival to the admission exam by more than 50 (fifty) percent of its duration, the applicant is considered not to have appeared at the admission exam. An applicant who is late for the admission exam by less than 50 (fifty) percent of the duration may be admitted to the room only with the permission of the executive secretary of the Admissions Commission, upon written application of the applicant.

Late arrivals are marked by the examiner on the cover page of the applicant's written work.

Late arrival to the admission exam does not give the right to extend the time of the admission exam.

Once at least 1 (one) applicant familiarized with the content of the examination paper leaves the room, latecomers are not allowed to the admission exam.



2.2.5 Before the start of the admission exam, the examiner distributes to all applicants in the room front pages, final copy and draft sheets for written work.

2.2.6 The examiner must explain to the applicants the correctness of filling in the front page, final copy and draft sheets of the written work.

2.2.7 On the front page of the written work, the applicant shall indicate:

- a) the name of the subject, specialized admission exam or the name of the competition;
- b) surname, first name, patronymic (if available);
- c) personal signature on the front page;
- d) number of the examination paper on the front page, final copy of the written work – after receiving the examination paper.

2.2.8 The examiner is obliged to inform the applicants about the duration of the admission exam.

2.2.9 The examiner opens the envelope with the examination papers in the room in the presence of the applicants.

2.2.10 The examiner distributes the examination papers with the task facing down.

2.2.11 Countdown of the time of the admission exam begins from the moment of receipt of the examination paper by all applicants in the room.

2.2.12 Written work during admission exams shall be done with a ball or gel pen with blue or black ink, the use of corrective devices is not allowed.

2.2.13 The written work shall be done on a final copy sheet, where no markings revealing the authorship of the work are acceptable.

It is not allowed to do the written work or parts of it on the front page form. The written work, fully or partially executed on the blank front page, as well as containing any markings revealing the authorship of the work on the final copy sheet, shall not be reviewed by the examination commission - the examiner gives the applicant the lowest score ("0" points) in the examination record list opposite the applicant's name, about which a report is drawn up, signed by the chairman of the relevant examination commission (Appendix B).

2.2.14 During the admission exams it is not allowed to communicate with each other, self-sitting and free movement of applicants in the room or building in which the admission exams are held.

2.2.15 The examiner shall inform the applicants about the possibility and order of short-term exit of the applicant from the room in which the admission exam is held, before the start of the admission exam.

Short-term exit of applicants from the room, in which the admission exam is held, shall be accompanied by one of the persons responsible for conducting this admission exam, for 5-7 (five-seven) minutes. Exit from the room is allowed if at least forty-five (45) minutes have elapsed from the beginning of the examination and shall cease twenty (20) minutes before the end of the examination.

During the applicant's absence, the complete set of the written work and the examination paper shall be handed over to the examiner; the examiner shall record on the front page the time of departure and the time of return of the applicant. The specified time of absence of the applicant in the room does not give the right to extend the time of the admission exam.

2.2.16 During the admission exam, the applicant may ask the examiner to provide additional final copy and/or draft sheets for the written work.

2.2.17 During the admission exam, all organizational questions shall be asked aloud by the applicant to the examiner.

The answer is announced so that all applicants can hear it.

Advising applicants on the substance of the questions on the examination paper is not allowed.

2.2.18 The applicant who has completed the written work ahead of time may hand it over



to the examiner and leave the place of the admission exam without waiting for its completion.

2.2.19 When the applicant submits the written work, the examiner puts the number of the examination paper in the record of the admission exam and submission of the completed examination works, provided by the Regulations on the Examination Commission of NUST MISIS for conducting admission exams.

The examination paper shall be submitted together with the written work.

The front page must contain a note on the number of additional final copy and/or draft sheets in this work with the signature of the examiner.

2.2.20 After the expiration of the time of the admission exam, the examiner announces the end of the admission exam, collects all the written work of applicants according to the procedure specified in subparagraph 2.2.19 of this Procedure.

2.2.21 The Admissions Commission shall ensure the verification of written works of all applicants in an anonymized form that excludes the establishment of authorship of the work, for which purpose all blank copies of written works are encrypted.

The order of encryption shall be established by the executive secretary of the Admissions Commission.

Drafts of written work are not checked.

Verification of the completed works of applicants shall be carried out only in the premises of NUST MISIS allocated by the Admissions Commission for this purpose, by members of the examination commission in accordance with the evaluation criteria approved in the Program of the corresponding admission exam.

2.2.22 After the announcement of the results of admission exams, the applicant has the right to familiarize himself with the results of the verification of his work on the day of the announcement of the results of admission exams or during the next working day.

2.2.23 Based on the results of the admission exam, the applicant has the right to appeal to the Appeals Commission on the violation, in the opinion of the applicant, of the established procedure for conducting the admission exam and/or disagreement with the grade received for the admission exam.

2.2.24 The composition of the appeals commissions is approved annually by the Deputy Chairman of the Admissions Commission of NUST MISIS as advised by the directors of the institutes (Appendix D).

2.3 All admission exam materials shall be kept by the Admissions Commission until the appeals procedures are completed.

2.4 To create the personal file of the applicant after the issuance of enrollment orders, the following documents are downloaded from the AIS 1C University: PROF:

a) examination sheets with the results of admission exams (Appendix D), which are certified by the chairperson of the examination commission, and if there are appeal results - by the chairpersons of the examination and appeals commissions;

b) statements on the results of passing the USE, which are certified by the person who generated and exported the statement from the Federal Information System of Final State Attestation and Admission (FIS FSA and Admission) (Appendix F).



### **3 Responsibility**

3.1 Examiners are personally responsible for:

- a) the completeness and reliability of the information provided to the applicant;
- b) observance of confidentiality regarding the personal data of applicants.

3.2 Head of the DPNA bears responsibility for updating this Procedure in accordance with the established procedure.

3.3 Control over fulfillment of the requirements of this Procedure shall be exercised by the Vice-Rector for Education of NUST MISIS.

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#### 4 Final provisions

The Procedure shall come into effect from the date of its approval.

**DEVELOPED BY:**



Head of the DPNA

M.A. Baranova

**AGREED BY:**

Acting Vice-Rector for Education

A.I. Voronin

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Deputy Head of the DSD

N.V.

Polishchuk

**EXAMINATION CONDUCTED BY:**

Employee of the QMS Department

**LEGAL REVIEW CONDUCTED BY:**

Employee of the Legal Department

## Appendix A (mandatory)

### Form of Approval of Composition of Examination Commissions of NUST MISIS

**APPROVED BY**  
**Deputy Chairman**  
**of the Admissions Commission of NUST MISIS**

signature \_\_\_\_\_ Full name \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

#### Composition of examination commissions of NUST MISIS for conducting admission exams in 20\_\_

**1. BACHELOR'S DEGREE, SPECIALIST'S DEGREE, BASIC HIGHER EDUCATION**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the EC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

**2. MASTER'S DEGREE, SPECIALIZED HIGHER EDUCATION**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the EC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

**3. POSTGRADUATE STUDIES**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the EC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

Executive Secretary of the Admissions Commission

signature \_\_\_\_\_ Full name \_\_\_\_\_

AGREED BY:

Head of HR Department

signature \_\_\_\_\_ Full name \_\_\_\_\_

**Appendix B**  
(mandatory)

**Form of approval of dates and time of admission exams at NUST MISIS**

**APPROVED BY**  
**Deputy Chairman**  
**of the Admissions Commission of**  
**NUST MISIS**

\_\_\_\_\_  
signature                      Full name  
\_\_\_\_\_, 20\_\_

**Schedule of admission exams in 20\_\_**

\_\_\_\_\_  
level/program

**Form of education**      *intra-mural/extra-mural*  
**Funding source**        *budget/extrabudgetary*

Name of the subject, specialized admission exam or name of the competition	Admission exam			Consultation		Announcement of results		Appeal	
	Date	Start time	Duration, minutes	Date	Time	Date	Time	Date	Time
ADMISSION EXAM NAME									
	dd.mm	hh.mm		dd.mm	hh.mm	dd.mm	hh.mm	dd.mm	hh.mm

Reserve Day - \_\_\_\_ 20\_\_.

## Appendix C (mandatory)

### Form of the report on non-compliance with the Procedure for conducting admission exams at NUST MISIS

**APPROVED BY**  
**Executive Secretary**  
**of the Admissions Commission of NUST**  
**MISIS**

\_\_\_\_\_  
signature Full name

\_\_\_\_\_, 20\_\_

#### REPORT on non-compliance with the Procedure for conducting admission exams at NUST MISIS

\_\_\_\_\_  
Full name of the applicant (in full)

dated "\_\_\_\_" \_\_\_\_\_ 20\_\_

No. \_\_\_\_

**Moscow**

Time of drawing up the report: \_\_\_\_\_ hour \_\_\_\_\_ min

We, the undersigned: \_\_\_\_\_

\_\_\_\_\_  
Full name, position

with witness of \_\_\_\_\_

\_\_\_\_\_  
Full name of the applicant (in full)

have drawn up this report on the following:

On "\_\_\_\_" \_\_\_\_\_ 20\_\_  
Full name of the applicant fact of violation

\_\_\_\_\_  
signature

\_\_\_\_\_  
Full name of the member of the examination commission

\_\_\_\_\_  
signature

\_\_\_\_\_  
Full name of the member of the examination commission

\_\_\_\_\_  
signature

\_\_\_\_\_  
Full name of the member of the examination commission

I have read the report: "\_\_\_\_" \_\_\_\_\_ 20\_\_.

Applicant

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name

*In case of refusal of the applicant to sign the report, the signatories of the report shall sign again in the appropriate field.*

The applicant refused to sign

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name

\_\_\_\_\_  
signature

\_\_\_\_\_  
full name

## Appendix D (mandatory)

### Form of Approval of Composition of Appeals Commissions of NUST MISIS

**APPROVED BY**  
Deputy Chairman  
of the Admissions Commission of NUST MISIS

signature \_\_\_\_\_ Full name \_\_\_\_\_  
\_\_\_\_\_, 20\_\_

Composition of appeal commissions  
for conducting admission exams  
in 20\_\_

**1. BACHELOR'S DEGREE, SPECIALIST'S DEGREE, BASIC HIGHER EDUCATION**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the AC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

**2. MASTER'S DEGREE, SPECIALIZED HIGHER EDUCATION**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the AC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

**3. POSTGRADUATE STUDIES**  
level/program

Full name	Position	Department/ unit	Institute/ administration, etc.	Status within the AC
ADMISSION EXAM NAME				
		abbreviation	abbreviation	chairman
				deputy chairman
				commission member
				...

Executive Secretary of the Admissions Commission

signature \_\_\_\_\_ Full name \_\_\_\_\_

AGREED BY:

Head of HR Department

signature \_\_\_\_\_ Full name \_\_\_\_\_



## Appendix E (mandatory)

### Examination sheet form



Registration No.

### EXAMINATION SHEET

Last Name: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Patronymic: \_\_\_\_\_  
 Qualification: \_\_\_\_\_  
 Form of study: \_\_\_\_\_  
 Terms of study: \_\_\_\_\_

#### Admission exam

No.	Name of the exam	Date	Record list number	Number of points
1				

Chairman of the examination commission \_\_\_\_\_ / \_\_\_\_\_  
signatureFull name

#### Appeal

No.	Name of the exam	Date	Record list number	Number of points
1				

Chairman of the Appeals Commission \_\_\_\_\_ / \_\_\_\_\_  
signatureFull name

## Appendix F (mandatory)

### Form of statement on the results of the unified state examination

## STATEMENT

### on the results of the unified state examination

Full name, registration number

identity document

the unified state examination revealed the following knowledge  
in general educational subjects:

Name of subject	Score	Year passed	Result status

The statement for the applicant's personal file is generated and exported from the FIS FSA and Admission for the educational organization:

Federal State Autonomous Educational Institution of Higher Education "National University of Science and Technology MISIS".

The date and time when the statement was generated:

The person who generated the statement:

position

signature

full name