

## **REGULATIONS FOR ADMISSION**

**For education in the secondary vocational education program in the field of arts, integrated with the educational programs of basic general and secondary general education at the State Budgetary Professional Educational Institution (College) of Moscow "MOSCOW BALLET SCHOOL BY L.M. LAVROVSKY" in 2021**

### **1. GENERAL PROVISIONS**

- 1.1. These Rules for Admission to study at the State Budgetary Professional Educational Institution (college) of Moscow "MOSCOW BALLET SCHOOL BY L.M. LAVROVSKY" according to the educational program of secondary professional education in the field of arts, integrated with educational programs of basic general and secondary general education (hereinafter - Rules of admission) developed in accordance with the Federal Law of December 29, 2012 No. 273-FZ "On Education in the Russian Federation," By Order of the Ministry of Education of the Russian Federation of September 2, 2020 No. 457 "On Approval of the Procedure for Admission to Training under Educational Programs of Secondary Vocational Education," By order of the Ministry of Culture of the Russian Federation of November 25, 2013 No. 1950 "On the approval of the procedure for selecting persons for admission to education under educational programs of secondary vocational education," integrated with the educational programs of basic general and secondary general education. " By order of the Ministry of Education and Science of the Russian Federation dated September 2, 2020 No. 458 "On approval of the Procedure for Admission to Education under the Educational Programs of Primary General, Basic General and Secondary General Education," the Charter of the State Budgetary Professional Educational Institution (College) of Moscow "MOSCOW BALLET SCHOOL BY L.M. LAVROVSKY"
- 1.2. These Admission Rules regulate the admission of citizens of the Russian Federation, foreign citizens, stateless persons, including compatriots, living abroad (hereinafter – citizens, persons entering), to study under the educational program of secondary professional education in the field of arts, integrated with educational programs of basic general and secondary general education in the specialty: 52.02.01 Art of Ballet in advanced training, with the assignment of qualifications to a graduate: ballet dancer, teacher (hereinafter – educational program) to the State budgetary professional educational institution (college) of Moscow "MOSCOW BALLET SCHOOL BY L.M. LAVROVSKY" (hereinafter – the School), at the expense of budgetary allocations of the constituent entity of the Russian Federation and under educational agreements concluded during admission to training at the expense of physical and (or) legal persons (hereinafter - a contract for the provision of paid educational services) and determining the conduct of entrance tests for persons with disabilities.
  - 1.2.1. Admission of foreign citizens to study at the School is carried out at the

- expense of the budgets of the constituent entities of the Russian Federation in accordance with international agreements of the Russian Federation, federal laws or the quota established by the Government of the Russian Federation for the education of foreign citizens in the Russian Federation, as well as under agreements on the provision of paid educational services
- 1.3. Admission to the School of persons to study under the educational program is carried out according to the applications of parents (legal representatives) of applicants with primary general education, and is publicly available.
  - 1.4. The school processes personal data received in connection with the reception of personal data received in accordance with the requirements of the legislation of the Russian Federation in the field of personal data.
  - 1.5. Admission to study is organized by the admissions committee of the School in the manner determined by these Admission Rules.
  - 1.6. The conditions for admission to education under the educational program guarantee the observance of the right to education and admission from among those who have the appropriate level of education, the most capable and prepared to master the educational program of the appropriate level and the corresponding orientation of the persons.
  - 1.7. The standard period for mastering the educational program of secondary vocational education in the field of arts, integrated with the educational programs of basic general and secondary general education in the specialty: 52.02.01 Art of Ballet with full-time education on the basis of primary general education is 7 years 10 months.

## **2. ORGANIZATION OF ADMISSION TO THE SCHOOL**

- 2.1. Admission to the educational program in the specialty 52.02.01 Art of Ballet at the School is organized by the admissions commission of the School. The chairman of the reception committee is the director of the School.
- 2.2. The composition, powers and procedure of the reception commission are regulated by the Situation on the reception commission, approved by the director of the School. The work of the Reception Commission and office work, as well as the personal admission of applicants and their parents (legal representatives) is organized by the executive secretary of the reception commission, who is appointed by the director of the School.
- 2.3. Specialty: 52.02.01 Art of Ballet provides for the organization and conduct of introductory tests in order to identify certain creative abilities, physical and psychological qualities (hereinafter – introductory tests).
- 2.4. The chairman of the reception commission is the director of the School. The chairman of the reception commission approves the composition of the commission for the selection of persons and the appeals commission. The powers and procedure of the commission for the selection of persons and the appeals commission are determined by the situations on them approved by the chairman of the reception commission.
- 2.5. Upon admission to the School, the rights of citizens in the field of education established by the legislation of the Russian Federation, the publicity and openness of the work of the reception commission, the objectivity of

assessing the abilities and inclinations of applicants are ensured.

- 2.6. In order to confirm the reliability of the documents submitted by the recipients, the receiving commission has the right to apply to the relevant state (municipal) executive authorities and organizations.

### **3. ORGANIZATION OF INFORMING FOR STUDENTS**

- 3.1. The school announces admission to study under the educational program if there is a license to carry out educational activities under this educational program.
- 3.2. The school must familiarize the applicant and/or his parents (legal representatives) with the Charter, the license to carry out educational activities, the certificate of state accreditation, the educational program and other documents regulating the organization and implementation of educational activities, the rights and obligations of students.
- 3.3. Information on admission to training is posted on the official website of the ([www.mghu.ru](http://www.mghu.ru)) School in the Internet (hereinafter - the official website), as well as in the School building, posted on the information stand (scoreboard) of the reception commission and (or) in the electronic information system (hereinafter - the information stand), access to information is free.
- 3.4. The Reception Committee shall post the following information on the official website of the School and the information stand before the documents are accepted:
- 3.4.1. No later than March 1:
- ↓ Rules of admission to the School;
  - ↓ conditions for admission to training under agreements on the provision of paid educational services;
  - ↓ List of specialties in which he announces admission in accordance with the license for educational activities (with the allocation of forms of education (full-time);
  - ↓ Requirements for the level of education required for admission (primary general education);
  - ↓ List of introductory tests;
  - ↓ Information on opening test forms;
  - ↓ Information on the possibility of receiving applications and necessary documents provided for in these Acceptance Rules in electronic form;
  - ↓ Special features of opening tests for persons with disabilities and persons with disabilities;
  - ↓ Information on the necessity (non-necessity) of the receipt of a compulsory preliminary medical examination (examination). If it is necessary to undergo this examination - indicating the list of specialist doctors, the list of laboratory and functional studies, the list of general and additional medical contraindications.
- 3.4.2. No later than June 1:
- ↓ the total number of places for admission by specialty: 52.02.01. Art of Ballet with full-time education;
  - ↓ Number of places financed from the budget of the constituent entities of the

- Russian Federation by specialty: 52.02.01. Art of Ballet with full-time education;
- ↓ number of places by specialty: 52.02.01. Art of Ballet, under agreements on the provision of paid educational services with full-time education;
- ↓ rules for the filing and consideration of appeals based on the results of entrance tests;
- ↓ information on availability of dormitory;
- ↓ Agreement sample on the provision of paid educational services.
- 3.5. During the period of receiving documents, the reception commission daily posts on the official website of the [www.mghu.ru](http://www.mghu.ru) and the information stand of the reception commission information on the number of applications submitted in the specialty: 52.02.01. Art of Ballet with full-time education.
- 3.6. The Reception Committee of the School ensures the operation of telephone lines, e-mail and a section on the official website for answers to appeals related to admission to the School.
- 3.7. The schedule and form of selection of persons (entrance tests) for applicants is posted on the information stand and the official website of the School one month before the start of the entrance tests, but no later than May 1 of the current year.
- 3.8. Citizens of the Russian Federation and foreign citizens are admitted to the School. Citizens of the Russian Federation have the right to receive free secondary vocational education on a competitive basis, if this level of education is obtained for the first time.
- 3.9. On an equal basis with citizens of the Russian Federation, foreign citizens and stateless persons permanently residing in the territory of the Russian Federation, compatriots from neighboring countries with primary general education, are admitted to the School.
- 3.10. The volume and structure of admission of students to the School at the expense of the budget of the city of Moscow is determined in accordance with the admission control figures established annually by the Department of Culture of the city of Moscow.
- 3.11. The School may accept applicants to vacant places on a contractual basis with payment for the cost of training by legal or natural persons and on conditions determined by the Admission Rules.
- 3.12. All applicants enjoy equal rights. The conditions for admission to education under the educational program guarantee the observance of the right to education and admission from among those who have an appropriate level of education, with certain creative abilities and are prepared to master an integrated educational program in the field of the arts. Restrictions are possible for medical reasons.

#### **4. PROCEDURES FOR ACCEPTANCE OF DOCUMENTS FROM APPLICANTS**

- 4.1. Admission to the School according to the educational program in the specialty: 52.02.01 Art of Ballet for the first year of study (one ballet class)

is carried out at the personal request of the parent (legal representative) of the applicant, upon presentation of the original document confirming the identity of the parent (legal representative) of the applicant, or the original document confirming the identity of a foreign citizen and stateless person in the Russian Federation.

- 4.1.1. Acceptance of documents begins no later than June 20.
- 4.1.2. Applications are accepted from April 01 to May 30, and if there are free places, the reception of documents is extended until November 25 of this year.
- 4.2. Training at the expense of the budget of the city of Moscow can be carried out only according to one educational program received primary. Admission is carried out on the basis of established control figures of the contingent of students funded by the budget of the city of Moscow.
- 4.3. When submitting an application (in Russian) for admission to the School, the parent (legal representative) of the applicant provides the following documents:
  - 4.3.1. Citizens of the Russian Federation:
    - ↓ original or copy of documents confirming the identity of the parent (legal representative) of the applicant, citizenship, birth certificate of the applicant and (or) document confirming the applicant's kinship (a copy can be certified in the School upon presentation of the original);
    - ↓ Certificate of education (level of education) in the appropriate class of general education institution;
    - ↓ 4 photos black and white without corner (3x4 cm);
    - ↓ Medical record from the general education institution in which the child is studying (form No. 026/y) (a copy is certified by the general education institution in which the child is studying).
  - 4.3.2. Foreign nationals, stateless persons, including compatriots living abroad:
    - ↓ the original of the identity document of the applicant or the identity document of a foreign citizen in the Russian Federation, in accordance with article 10 of Federal Law of July 25, 2002 No. 115-FZ "On the Legal Situation of Foreign Citizens in the Russian Federation";
    - ↓ Original document of a foreign state on the level of education (or its duly certified copy) if the education certified by the said document is recognized in the Russian Federation at the level of the corresponding education in accordance with article 107 of the Federal Law "On Education in the Russian Federation" (in the case established by the Federal Law "On Education in the Russian Federation," also a certificate of recognition of a foreign entity) certified in accordance with the procedure established by article 81 of the basis of the legislation of the Russian Federation on notaries of February 11, 1993 No. 4462-1, translation into Russian of a document of a foreign state on education and its annexes (if the latter is provided for by the legislation of the state in which such a document is issued);
    - ↓ copies of documents or other evidence confirming the belonging of a compatriot living abroad to the groups provided for by paragraph 6 of

- article 17 of Federal Law of May 24, 1999 No. 99-FZ "On State Policy of the Russian Federation with Respect to Compatriots Abroad";
- ↓ 4 photos black and white without a corner (3x4 cm);
  - The medical record of the person entering from the educational institution in which he is studying (a copy is certified by the educational institution in which the child is studying);
  - ↓ compulsory health insurance policy (copy).
- 4.3.3 The surname, first name and patronymic (the last – if available) of the applicant, indicated in the translations of the submitted documents, must correspond to the surname, first name and patronymic (the last - if available) indicated in the document confirming the identity of a foreign citizen in the Russian Federation.
- 4.3.4 Foreign citizens and stateless persons submit all documents in Russian or together with a duly certified translation into Russian.
- 4.4. In addition to the documents specified in clauses 3.6.1 - 3.6.2 of these Acceptance Rules, parents (legal representatives) may provide an original or a copy of documents confirming the results of individual achievements, as well as a copy of the agreement on targeted training certified by the customer of the targeted training, or an incomplete copy of the said agreement with presentation of its original.
- 4.4.1. In case of personal submission of original documents of the applicants, it is allowed to certify their copies by the School.
- 4.5. The parent (legal representative) in the application indicates the following mandatory information:
- ↓ surname, first name and patronymic (last - if any) of the child, date and place of birth;
  - ↓ the details of the birth certificate, when and by whom;
  - ↓ surname, first name and patronymic (last – if any) of his parents (legal representatives);
  - ↓ Details of the identity documents of parents (legal representatives), when and by whom;
  - ↓ Information on the nationality of the child and his/her parents (legal representatives);
  - ↓ Telephone numbers, e-mail address of parents (legal representatives) of the child;
  - ↓ Address of the child's place of residence and actual residence;
  - ↓ Information about the previous level of education and certificate of education in the corresponding class of a general education institution;
  - ↓ Need to provide a hostel;
  - ↓ Specialty, for which the child plans to enter the School, indicating the conditions of education and the form of education (within the framework of control figures for admission, places under agreements on the provision of paid educational services).
- 4.6. The application also records the fact of familiarization (including through public information systems) with copies of the license to carry out

- educational activities, a certificate of state accreditation of educational activities under the educational program and an annex to them or the absence of a copy of this certificate. The fact of familiarization is confirmed by the personal signature of the applicant and parent (legal representative).
- 4.7. The signature of the parent (legal representative) also certifies the following:
- ↓ Consent to processing of personal data received in connection with admission to the School of Personal Data of the applicant;
  - ↓ The fact of obtaining secondary vocational education for the first time;
  - ↓ familiarization with the Charter, with the license to carry out educational activities, with the certificate of state accreditation, with the educational program and other documents regulating the organization and implementation of educational activities, the rights and obligations of students;
  - ↓ Familiarization (including through public information systems) with the date of submission of the original personal card and the original medical card (June 29 of the current year).
- 4.8. If the parent (legal representative) submits the incoming application containing not all the information provided by this clause and/or information that is not valid, the School shall return the documents to the parents (legal representatives) of the incoming application.
- 4.9. Upon admission to training in the specialty: 52.02.01 Art of Ballet, applicants undergo a mandatory preliminary medical examination (examination) in accordance with Decree of the Government of the Russian Federation of August 14, 2013 No. 697.
- 4.10. Parents (legal representatives) of applicants have the right to send/submit an application for admission, as well as the necessary documents in one of the following ways:
- ↓ personally at the School;
  - ↓ through public postal operators (hereinafter - by mail) by registered letter with notification of delivery. When sending documents by mail, the parent (legal representative) of the applicant for admission shall attach copies of documents confirming his or her identity and nationality of the child, a certificate of education (level of education) in the appropriate class of the general education institution, as well as other documents provided for in these Admission Rules..
  - ↓ in electronic form in accordance with Federal Law of April 6, 2011 No. 63-FZ "On Electronic Signature," Federal Law of July 27, 2006 No. 149-FZ "On Information, Information Technologies and on Information Protection," Federal Law of July 7, 2003 No. 126-FZ "On Communication" (a paper-based document converted into an electronic form by scanning or photographing to provide machine-readable recognition of its details);
  - ↓ by e-mail of the School "mosbalet\_1@mail.ru" or electronic information system, including using the functionality of the official website of the School "www.mghu.ru" in the information and telecommunication network "Internet," or otherwise using the information and telecommunication network "Internet";

- ↓ using the functionality (services) of regional portals of state and municipal services, which are state information systems of the constituent entities of the Russian Federation, created by state authorities of the constituent entities of the Russian Federation (if any).
- 4.10. The school verifies the validity of the information indicated in the application for admission and the validity of the submitted electronic images of documents. In carrying out this inspection, the School has the right to apply to the relevant state (municipal) authorities and organizations.
- 4.11 Documents sent by mail shall be accepted upon their admission to the School no later than the deadlines established by Clause 4.1.2. present Regulations of Admission.
- 4.12 It is not permitted to charge the documents specified in paragraph 4.3. of the present Regulations of Admission.
- 4.13. A personal file is opened for each person who arrives, in which all submitted documents (copies of documents) are stored.
- 4.14. A receipt for acceptance of documents is issued to the parent (legal representative) of the applicant.
- 4.15. Upon written application, the parent (legal representative) of the applicant has the right to take back the original documents provided. Documents are returned by the School within the next working day after the application is submitted.

## **5. ENTRANCE TESTS**

- 5.1. In order to determine whether applicants have certain creative abilities, physical and (or) psychological qualities when accepted for training in a specialty: 52.02.01 Art of Ballet, entrance tests are carried out in accordance with the list of entrance tests when accepted for training in educational programs of secondary vocational education in professions and specialties approved by the Ministry of Education of the Russian Federation.
- 5.2. Selection of persons is carried out from June 1 to June 25 (with the exception of additional selection of persons carried out within the terms established in accordance with these Admission Rules). The school independently sets the dates for the selection of persons in the corresponding year within this period.
- 5.3. The school independently establishes:
  - ↓ Requirements for the level of creativity and physical abilities of the applicant;
  - ↓ The system of assessments used in the selection of persons. Evaluation of each criterion is carried out according to a five-point system.
- 5.4. The requirements established in the School for the level of creative abilities and physical data of applicants and the system of assessments used in the selection of persons guarantee the admission to the School of persons with outstanding abilities in the field of arts and physical qualities necessary for mastering the educational program.



- 5.5. During the selection of persons, the presence of unauthorized persons is not allowed.
- 5.6. The Commission for the selection of persons on the first round performs individual viewing of the applicant, evaluates professional data and decides on the further participation of the applicant in subsequent rounds, based on the presence of professional qualities of the applicant, identified by the following parameters:
  - ↓ definition of external stage data, general physique aesthetics (correct facial features, good nose and ear shape, open forehead, correct bite, body proportions, height, weight, physical addition of individual body parts, absence of addition defects);
  - ↓ Check of physical professional data (foot, turn, pitch, jump, flexibility);
- 5.7. The main contraindications for admission are:
  - ↓ Lack or insufficiency of a number of physical professional data: foot flexibility, turn, step, jump, lift, back flexibility;
  - ↓ folding defects that cannot be eliminated during the development of the body (excessive head size, too large lower jaw, non-aesthetic shape of the nose and ears, "hare lip," short and wide neck, asymmetry of the collarbones, chest and shoulder blades; wide and shortened physique, disproportionately short legs and long trunk, wide and low pelvis, massive hips, "X" and "O" shaped legs, strong curvature of the spine).
- 5.8. The Commission for the Selection of Persons at the second round performs a medical examination of the applicant in order to detect diseases, pathological conditions, developmental features and physique that prevent admission to the School, and decides whether to admit or not the applicant to further participate in the competitive selection by issuing an assessment - suitable, unsuitable.
- 5.9. At the same time, special attention is paid to the structure of the skeleton and muscles, height, weight, body mass index, state of the nervous system, heart, lungs, vestibular apparatus, vision and hearing. If necessary, the results of clinical and laboratory tests (electrocardiogram, X-ray microscopy, blood tests, etc.) can be additionally requested.
- 5.10. The Commission for the Selection of Persons on the III Round evaluates the professional data and artistic abilities of the entrant by providing each member of the commission with an assessment of each criterion according to the five-point system:
  - ↓ Definition and description (if required) of external stage data (face, body proportions, physical addition of individual body parts);
  - ↓ determination and evaluation of musicianship and dancefulness (rhythmicity, motor skills, coordination, emotional expressiveness, plasticity, etc.) by evaluating a small, pre-prepared or improvised passage (32-64 strokes) shown by the applicant and repeating the rhythmic pattern of the music fragment (2-4 strokes) after the accompanist;
- 5.11. At the end of the III round, the commission for the selection of persons submits the assessment sheets to the reception commission for the formation of a rating list and the announcement of the results of the

- reception campaign no later than 18.00 the next working day.
- 5.12. Admission to the School of Persons with Disabilities due to the specifics of the specialty is not carried out.
  - 5.13. The results for each of the rounds of selection of persons are announced no later than 18.00 the next working day after the opening tests. The said results are announced by placing a list-rating indicating the sum of points received by applicant on the information stand, as well as on the official website of the School. For each subsequent round, incoming, successfully passed previous tests are allowed.

## **6. APPEAL SUBMISSION AND PROCEEDING**

- 6.1. The parents (legal representatives) of the applicant have the right to submit a written application to the appeals commission on violation, in his opinion, of the established procedure for conducting the test and/or disagreement with its results (hereinafter - the appeal) not later than the next working day after the opening tests.
- 6.2. The appeal is not a retake of the opening trial. During the consideration appeal, only the correctness of the assessment of the results of the change entrance trial is checked
- 6.3. The appeal is filed by the parent (legal representative) of the person who arrives personally the day after the announcement of the result of the entrance trial. The Reception Commission shall ensure that appeals are received throughout the working day.
- 6.4. Appeals are considered no later than the next day after the day of familiarization with the work performed during the opening tests.
- 6.5. The applicant has the right to be present at the consideration of the appeal with the parent (legal representative). The parent (legal representative) of the applicant must carry with him an identity document.
- 6.6. Decisions of the Appeals Commission shall be taken by a majority vote of the total number of persons who are members of the Appeals Commission and are present at its meeting. If the votes are equal, the vote of the chairman at the meeting of the appeals commission is decisive.
- 6.7. After consideration of the appeal, a decision is made by the appeals commission on the number of points on the entrance test. The decision of the appeals commission drawn up by the protocol is brought to the attention of the applicant and his parents (legal representatives) (under signature).
- 6.8. The composition of the appeals commission is approved by order of the director of the School simultaneously with the approval of the composition of the commission for the selection of persons. The Appeals Commission is formed quantity of at least three persons from among the teachers of the School who are not members of the commission for the selection of persons in the corresponding year.

## **7. PROCEDURE OF ENROLLMENT**

- 7.1. The parent (legal representative) of applicant provides originals of a personal

record, medical documents (the medical record a form to the 026th, the card of preventive inoculations a form to the 063rd), the taxpayer identification number (TIN), the insurance number of the individual ledger account (INILA), the policy of compulsory health insurance (policy of compulsory health insurance) on the basis of the certificate confirmation of the recommendation to transfer in School, no later than June 29 of the current year.

- 7.2. Upon expiration of the deadlines for submission of original documents by the director of the School, an order is issued for enrollment of persons recommended by the admission committee for enrollment and submitted the originals of the relevant documents. Appendices to the enlistment order are a list of the specified persons. The order with the appendix is posted the next working day after publication on the information stand of the reception commission and on the official website of the School
- 7.3. If there are vacant places left after enrollment according to the results of the entrance tests, enrollment and additional selection is carried out until December 1 of the current year in the same order as the selection of persons carried out in the initial period.