

Instruction on Filling in an Application Form in the SPBU PURE SYSTEM

1. To make an application, the affiliating person receives an SPbU personal account after filling in the registration form located at: <https://support.it.spbu.ru/self>, confirming the email address used. The login and password are sent automatically to a confirmed email address. Access to the SPbU Pure system is automatically activated on the next working day.

2. After logging in to the SPbU Pure system (<https://pure.spbu.ru/admin/login.xhtml>) via the Portal of St Petersburg University researchers (<https://research.spbu.ru/ru/>), select the "Applications" item in the main menu located on the left side of the screen, press the button "+" ("Add"). The type of application is Other competitions at St Petersburg University > Application for incoming academic mobility of St Petersburg University.

The application form is filled in according to the following guidelines. **It is necessary to fill in only the following fields:**

No/ No	Name of the field in the application form	Guidelines
1.1	Features of the activity type	Click the "Add features of the activity type" button. Select from the drop-down list the line "research and development - fundamental research" and click the "attach" button.
1.2	Title	Specify the title of your doctoral dissertation
1.3	Acronym	Type "Independent aspirantura studies".
1.4	Summary	Justify your choice of the topic of the doctoral dissertation
1.5	Statement of reasons to fulfil the application	Provide a justification of the importance of the dissertation research.
1.6	The results planned for publication in scientific journals	Specify data for planned publications.
1.7	The results planned for publication in non-periodical editions	Specify data for planned publications.
1.8	Potential for registration	Specify potentially registrable results of the work (if planned).
1.9	Planned use of the Research Park	Specify (if planned).
1.10	Planned use of SPbU collections	Specify (if planned).
1.11	Independent aspirantura students > Participants of this application	By clicking the "Add a person" button, specify a proposed research supervisor . Check that the user's full name – a proposed research supervisor - is correct.

		Next, by clicking the “Add a person” button, specify the person to be affiliated as the performer of the application.
1.12	Application support service	If there are several divisions to choose from, specify which one you plan to affiliate to for the preparation of a doctoral dissertation. If there is no choice of divisions, leave the default service selected.
1.13	Financing	Click the “Add financing” button and enter “Individual” (without inverted commas). In the Financing Summary, specify the mode “in brief”.
1.14	Life cycle	In the "Expected Start Date" and "Expected End Date" fields, enter the estimated affiliation dates.
1.15	Documents	Add the following files: A scan of the personal application addressed to the Rector of St Petersburg University; A passport scan; A scan of a higher education diploma(s); A scan of the List of research papers and/or patents (certificates) for a utility model, industrial design, selection achievements, computer software, databases, integrated circuit topologies duly registered, published by an affiliating person (including coauthored works) and signed by an affiliating person (if any); A scan of a doctoral dissertation preparation plan signed by an affiliating person (if any).
1.16	Key words	Enter key words relevant to the topic of the doctoral dissertation (one in each free field) in Russian. As soon as you start typing the first keyword in a free field, a second free field to be filled will open, etc.
1.17	Codes of State Rubricator of Scientific and Technical Information (GRNTI)	Clicking the “Add GRNTI codes” button, select the GRNTI codes from the drop-down list.
1.18	International classification codes	Click the “Add international classification codes” button to select international classification codes from the drop-down list.
1.19	Visibility	Do not change the default visibility “confidential” type.

3. After filling in the above fields, click the "Save" button at the bottom of the page. After saving the information, you can edit your application if necessary.

4. After having filled in the application (including attaching all the documents in the “Documents” section according to Para. 1.15 to your application), you shall re-enter the application and click the “Submit for internal approval” button to send the application for consideration to SPbU officials who are in charge of affiliating persons to prepare a doctoral dissertation for a degree of candidate of sciences without mastering the training programmes for research and teaching staff in aspirantura (adjunctura) to the federal state budgetary educational institution of higher education “St Petersburg State University”. In the window that opens, you shall click the “Submit for internal approval” button again.

Please note: Requests related to the functioning of the SPbU PURE system should be sent to support.pure@spbu.ru. Requests related to the content of fields to be filled in the application should be sent by email to the person in charge of the specific field of study (The list of persons in charge of working with applicants for specific fields of study is published on the St Petersburg University website in the Science section (<http://nauka.spbu.ru/soiskatelstvo>)). If any problems occur, either at the registration stage or when accessing the SPbU Pure system, you should send an email to support.pure@spbu.ru (replies are on weekdays).