

GUIDELINES ON FILLING IN AN APPLICATION FORM IN THE PURE SYSTEM OF ST PETERSBURG UNIVERSITY

Pure is accessed using your St Petersburg University personal account. It will be activated the day after you have completed a [registration form](#). If you encounter any troubles at this stage, please feel free to contact our technical support service at support.pure@spbu.ru. After logging in to Pure (<https://pure.spbu.ru/admin/login.xhtml>) through the St Petersburg University Portal of Researchers (<https://research.spbu.ru/en/>), choose "Applications" in the main menu located on the left side of the screen, press the "+" button ("Add"). Application Types - Other SPbU sponsorship > Proposal for incoming academic mobility.

You are required to fill in only the fields listed below:

No	Field title in the application form	Guidelines
1.1.	Nature of activity type	Press the "Add nature of activity type" button. Choose from the dropdown list the line titled "R&D - Applied" and press the "Add" button.
1.2.	Title	Specify the internship t
1.3.	Acronym	Type: Research internship (no quotation marks).
1.4.	Abstract	Provide the internship summary.
1.5.	Description	Specify the internship goal.
1.6.	Research output to be contributed to journals	Specify the imprint data for the intended publications.
1.7.	Research output to be published in books, anthologies etc.	Specify the imprint data for the intended publications.
1.8.	Technology transfer perspectives	Specify potential protectable deliverables (if intended).
1.9.	Research Park involvement	Specify (if intended).
1.10.	University collections involvement	Specify (if intended).
1.11.	Applicants > Related funding applicants	By pressing the "Add person" button specify the potential research supervisor of your Internship (if any). Check if the correct full name of the user – potential research supervisor has been specified. Then, by pressing the "Add person" button, specify the Applicant who will act as the application contributor .
1.12.	Application managed by	If you are offered to choose from a number of organizational units, please specify the one where you are planning to have your internship. If no choice has been offered, leave the default unit.
1.13.	Funding opportunity	Press the "Add funding" button and enter: Individual (no quotation marks). Choose the "Less detailed" mode in the "Financial summary" field
1.14.	Life cycle	Enter the expected dates of your internship in the "Exp. start date" and "Exp. end date" fields.
1.15.	Documents	Upload the following files: Scanned personal application addressed to St

		Petersburg University Rector; Scanned Internship Plan signed by the Applicant; Scanned passport; Scanned certificate(s) of higher education; Scanned certificate of a Candidate of Science / Doctor of Science / PhD (if any); Scanned statement from the HR Department or (any other document) confirming your research and/or teaching experience; A list of your scientific achievements including scientific publications, information on your supervision of / participation in research projects supported by grants, etc. (if any).
1.16.	Keywords	Enter the keywords corresponding to the Internship subject (one word in each empty field), in Russian. As soon as you start typing the first keyword in the empty window, the second empty window will open and so on.
1.17.	ГРПТИ codes	By pressing the "Add ГРПТИ codes" button choose ГРПТИ codes from the dropdown list.
1.18.	International codes	By pressing the "Add international codes" button choose codes of international classification from the dropdown list.
1.19.	Visibility	Do not change the default visibility type ("confidential").

1. After filling in the above fields, press the "Save" button in the bottom of the page. After the data has been saved, you may return to editing your application if required.

2. After you have finished completing your application (including the attachment of all the documents specified in Section 1.16 to the application card in the "Documents" section), you must enter your application again and press the "Send for internal approval" button to send your application for approval to the University officials responsible for the Internship organisation. You must press the "Send to internal approval" button again in the opened window.

Please note:

If you have any questions about the University PURE system work, please feel free to contact our technical support service at support.pure@spbu.ru.

If you have any questions about the content of the fields you have to fill in, please contact the programme coordinators in the appropriate field of study.