

## **Guidelines for foreign citizens applying to work and study at St Petersburg University**

We welcome your decision to join the community of St Petersburg University staff, students, and alumni. We are confident that cooperation with St Petersburg University will ensure the progress of your professional career and will contribute to the development of diverse academic and humanitarian ties between St Petersburg University and scientific and educational institutions of the country you represent.

In these short guidelines, we have tried to collect the most important information that will help you to adapt to the specifics of the migration legislation of the Russian Federation, get objective information about the current activities and achievements of St Petersburg University, learn about the rules of employment and internal regulations adopted by the University.

### **St Petersburg University**

St Petersburg University is the oldest classical university in Russia, established by a decree of Peter the Great. On 8 February 2024, St Petersburg University was the first among Russian universities to celebrate the 300th anniversary. Over three centuries of history, thousands of outstanding scientists, public, state, and political figures, writers, artists, and musicians have worked and studied at St Petersburg University. Nine graduates of St Petersburg University have won the Nobel Prize, and two of them have won the Fields Medal. The President of the Russian Federation, Vladimir Putin, is a graduate of St Petersburg University. Dmitry Medvedev, the President of the Russian Federation from 2008 to 2012, also studied and worked at St Petersburg University.

Modern St Petersburg University is one of the leading, largest, and systemically important Russian federal universities.

St Petersburg University is a dynamically developing classical university, which implements more than 510 degree programmes and over 500 non-degree programmes, promotes about 250 fields of studies and employs more than 550 research groups. St Petersburg University is one of the largest cultural centres, serving as the place for unique museum and book collections. At the same time, the University carries out a wide range of academic and expert activities, as well as promotes the Russian higher education system in the international arena and enhances its prestige and authority in the world.

St Petersburg University is the only Russian educational institution that is a co-founder of the Global Alliance of Massive Open Online Courses and a co-founder of the Open Education online platform. The number of St Petersburg University online courses currently exceeds 500, with a total audience of over 4,000,000 students throughout the world. In 2019, St Petersburg University became the first Russian educational institution to become a partner of China's largest national massive open online courses platform, XuetangX, founded by Tsinghua University. Since 2024, St Petersburg University has been cooperating with the educational platform for hosting the Indonesia Cyber Education Institute (ICE Institute) online courses, created by the Ministry of Education of Indonesia.

Partners of St Petersburg University include more than 500 universities from Europe, America, and Asia. There are 164 foreign citizens from 39 countries working in various positions at St Petersburg University. The University students include 2230 representatives from 106 countries.

A branch of St Petersburg University has been opened in Tashkent. In Egypt, the University, together with its industrial partner, an Egyptian company Modern Group, has established St Petersburg University in Cairo. There is a joint campus in China established by St Petersburg University and the Harbin Institute of Technology. St Petersburg University has representative

offices in the Republic of Korea, China, Spain, Greece, Uzbekistan, Iran, Thailand, Kyrgyzstan, and Moldova. The number of representative offices is constantly growing. In May 2024, St Petersburg University officially opened a representative office at the University of Tehran in the Islamic Republic of Iran. At the end of 2024, two Centres for Modern Educational Technologies began operating in Belarus. One of them was established in Minsk on the basis of «MITSO» International University, and the other on the basis of the Belarusian-Russian University in Mogilev. A partnership agreement was signed on the project 'St Petersburg University Representative Office in Tripoli, Libya'. In March 2025, the grand opening of the new representative office of St Petersburg University at the University of Campinas (Unicamp) – one of the best universities in Brazil and Latin America, took place in Brazil.

**Particularities of the migration legislation of the Russian Federation,  
important for foreign citizens<sup>1</sup>,  
applying for a job at St Petersburg University**

In the Russian Federation, foreign citizens legally staying on the territory of Russia have freedom of movement within and outside the country, freedom to choose places of stay, residence and domicile, with the exception of territories and facilities with regulated visits.

Foreign citizens temporarily staying in the territory of the Russian Federation are subject to migration registration at their place of residence. Foreign citizens residing in the territory of the Russian Federation on the basis of a Temporary Residence Permit (TRP), a Temporary Residence Permit for Education Purposes (TRPEP), as well as a Permanent Residence Permit (PRP), are subject to registration at the place of temporary residence or registration at the place of permanent residence. Prior to arrival in St Petersburg, foreign citizens may obtain a TRP, TRPEP, or PRP from another jurisdiction within the Russian Federation. At the same time, they are subject to migration registration at their place of residence in St Petersburg. Migration registration procedures confirm legal residence in the Russian Federation, so they are mandatory for every foreign citizen, regardless of whether they arrived in Russia on a visa or visa-free basis.

The notification of registration of a foreign citizen for migration is sent within 7 working days to the territorial migration authority of the Ministry of Internal Affairs of the Russian Federation at the place of residence. Longer migration registration periods are valid for citizens of the following countries: the Republic of Belarus – 30 calendar days; the Republic of Armenia – 30 calendar days; the Republic of Kazakhstan – 30 calendar days; the Kyrgyz Republic – 30 calendar days; the Republic of Uzbekistan – 15 calendar days; the Republic of Tajikistan – 15 calendar days.

A foreign citizen who has arrived at St Petersburg University to apply for a job or on another business may be given the opportunity to stay in a dormitory or in an apartment owned by the University. In this case, the foreign citizen is obliged to register for migration at the place of residence at the University, for which, within the first three working days, they shall contact the Migration and Registration Department of St Petersburg University with the documents listed in Appendix 1. If a foreign citizen who arrives at St Petersburg University chooses a place of residence outside the University, then the responsibility for migration registration falls on the owner of the residential premises in which this citizen will stay.

Those foreign citizens who were already on the territory of the Russian Federation, were registered for migration or registered at their place of residence in St Petersburg before joining St Petersburg University shall submit the documents, listed in Appendix 2, to the Migration and Registration Department.

In order to work in the Russian Federation, a foreign citizen must have a patent (for foreign citizens entering the Russian Federation under a visa-free regime) or a work permit (for foreign citizens entering the Russian Federation under a visa regime). It should be noted that a foreign citizen has the right to work exclusively in the subject of the Russian Federation in which he was issued the relevant document and exclusively in the professions specified therein.

In accordance with the migration legislation of the Russian Federation, the following foreign citizens have the right to work without a patent or work permit:

1. Permanently or temporarily residing in the Russian Federation, as well as having the status of a participant in the State Programme for Assistance to Voluntary Resettlement of Compatriots Living Abroad to the Russian Federation.

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<sup>1</sup> In these Guidelines, the term 'foreign citizens' defines persons who belong to the citizenship of foreign states or do not have citizenship of any country.

2. Employees of diplomatic missions, employees of consular offices of foreign states, employees of international organisations.
3. Those who receive education in the Russian Federation in the full-time programmes with state accreditation or in the aspirantura programmes for training research and teaching staff.
4. Those invited to the Russian Federation as researchers and teaching staff.
5. Those recognised as refugees on the territory of the Russian Federation, until they lose their refugee status or are deprived of their refugee status.
6. Those who have received temporary asylum on the territory of the Russian Federation, until they lose their temporary asylum or are deprived of their temporary asylum.
7. Those belonging to the citizenship of the member countries of the Eurasian Economic Union (EAEU): Belarus, Armenia, Kazakhstan, and Kyrgyzstan.
8. Those representing mass media outlets that are accredited in the Russian Federation;
9. Those working in foreign organisations that perform installation and commission work on industrial equipment.
10. IT specialists, specialists in the field of information technology who have concluded an employment contract or a civil law contract for the performance of work (provision of services) with organisations engaged in activities in the field of information technology and accredited in accordance with the procedure established by the Government of the Russian Federation to carry out activities in the field of information technology (with the exception of organisations which have the status of a resident of a technical and innovative special economic zone).

All foreign citizens who have arrived in the Russian Federation for the purpose of working are required to have medical insurance valid on the territory of the Russian Federation. In addition, they must undergo mandatory state fingerprint registration, photographing and medical examination within 30 days after entering the country. Within 30 calendar days after the expiration of one year from the date of the medical examination, foreign citizens working in Russia are required to undergo the medical examination again.

### **Rules for the admission of foreign citizens to work at St Petersburg University**

A foreign citizen planning to apply for a job at St Petersburg University should first of all take into account the general rules according to which in the Russian Federation no one can be restricted in labour rights and freedoms or receive any advantages depending on gender, race, skin colour, nationality, language, origin, property, family, social, and official status, age, place of residence, attitude to religion, beliefs, membership or non-membership in public associations or any social groups, as well as other circumstances unrelated to the professional qualities of the employee. At the same time, foreign citizens become full owners of all labour rights and freedoms guaranteed by the Russian legislation upon reaching the age of 18 and being subject to legal residence in Russia.

At the same time, foreign citizens contemplating an application to St Petersburg University should take into account a number of restrictions established by the legislation of the Russian Federation for persons who work in the educational system. The restrictions are universal, apply to all Russian educational institutions and do not depend on the nationality of current or potential employees of such institutions. In accordance with the restrictions under consideration, a person is not allowed to work at St Petersburg University if they currently have a criminal record, or had a criminal record in the past, are criminally prosecuted, or had been criminally prosecuted (with the exception of persons whose criminal prosecution has been terminated on rehabilitative grounds) for crimes against life and health, freedom, honour and dignity of the individual, sexual integrity and sexual freedom of the individual, against the family and minors, public health and public morals, the foundations of the constitutional order and the security of the state, as well as against public safety.

Moreover, a number of further restrictions are applicable to individuals engaged in teaching activities. Such activities in Russian educational institutions (including St Petersburg University) cannot be carried out by those who are prohibited from doing so in accordance with a court verdict that has entered into force, and those who have a criminal record for grave and especially grave crimes. Similarly, admission to teaching is closed to persons who have been declared legally incompetent in accordance with the procedure established by the legislation of the Russian Federation and have diseases that are provided for in the list approved by authorised Russian federal authorities.

In the Russian Federation, teaching staff are prohibited from using educational activities for political agitation, forcing students to accept or renounce political, religious or other beliefs, to incite social, racial, national, or religious discord, or to agitate for the exclusivity, superiority or inferiority of citizens on the basis of social, racial, national, religious or linguistic religious affiliation, their relationship to religion, including by providing students with false information about the historical, national, religious and cultural traditions of peoples, as well as to encourage students to take actions contrary to the Constitution of the Russian Federation.

The regulations for the admission of foreign citizens to work at St Petersburg University are determined by the norms of the Labour Code of the Russian Federation, the migration legislation of the Russian Federation and local regulations of the University. We shall start by describing these regulations with a list of documents which are required in order for an employment or civil law contract to be concluded between St Petersburg University and a foreign citizen. If the official duties performed under such an agreement require the full-time stay of a foreign employee on the University's territory, the following documents must be submitted to the Human Resources Department of St Petersburg University: a passport, accompanied by a notarised translation into Russian, a migration card (with the exception for citizens of the Republic of Belarus), a visa (in case it is needed), a Temporary Residence Permit (if available), a Permanent Residence Permit (if available) with registration at the place of residence or with a notification on migration registration at the place of stay. In addition, a foreign citizen applying to work at St Petersburg University is required to collect and send to the Human Resources Department of St Petersburg University the documents listed in Appendix 3.

If the employment contract concluded between St Petersburg University and a foreign citizen provides for remote work that does not require full-time presence in the Russian Federation (and, accordingly, on the territory of St Petersburg University), then to conclude such an agreement, the documents listed in Appendix 4 must be sent to the Human Resources Department of St Petersburg University. It should be noted that the documents included in this list can be submitted both in the original or in a copy (digital image) form.

### **The regulations governing the competitive selection process for the recruitment of research and teaching staff at St Petersburg University**

Foreign citizens who are interested in the possibility of working at St Petersburg University as research and teaching staff should take into account that applicants for an employment contract to fill any of the positions belonging to this category must pass an open competition. Persons who meet the qualification requirements or professional standards established by the legislation of the Russian Federation and local regulations of St Petersburg University are allowed to participate in such a competition. Applicants holding the title of academician or corresponding member of the Russian Academy of Sciences, the Russian Academy of Education, the Russian Academy of Medical Sciences, the Russian Academy of Arts, foreign Academies of Sciences, as well as persons awarded one of the prestigious prizes or awards, the list of which is approved by the University, can also participate in the competition. The winner of the competition gets the right to occupy the

required position in the research and teaching staff. The employment contract, depending on the terms of the competition, shall be valid for a period from 3 to 5 years, or have no duration limits.

At St Petersburg University, all procedures accompanying the organisation of competitions for research and teaching positions are based on the principles of openness, transparency, and equality of conditions for all applicants. The winners of the contests are determined by secret ballot, which is attended by members of the St Petersburg University Academic Council, or the Academic Council of the educational and research institution, or faculty where the vacant position is open. The competition is announced by order of the rector or an official authorised by him no later than 30 calendar days before the meeting of the relevant Academic Council. The order is published on the official website of the University (<https://hr.spbu.ru/konkursy.html>). It also contains information about the qualification requirements for applicants, information about the educational or research activities that are to be conducted by the winner of the competition, the guaranteed amount of salary, the Academic Council and its meeting where the final vote should be held, and the final date for accepting documents from applicants. A list of these documents is provided in Appendix 5. It should be noted that the documents listed in it can be written in Russian or English and be in paper or digital forms. As for the research and teaching staff of St Petersburg University, they will only need an application to participate in competitions for positions similar to those they already occupy. The candidates can submit other documents from the above list at will.

Applicants for positions in research and teaching staff are guaranteed the opportunity to be present at all stages of the competitive procedures, including the final meeting of the Academic Council. Within 30 days after this meeting, the winner of the competition receives the right, on their own initiative, to conclude an employment contract with St Petersburg University. If the winner does not show such initiative, the University has the right to announce a new competition or conclude an employment contract with the applicant who took the second place.

### **Rights and responsibilities of St Petersburg University Staff members**

St Petersburg University employees, including foreign ones, enjoy certain rights and have a number of responsibilities in their work, in relations with the administration and in internal corporate contacts with colleagues. The totality of these rights and obligations is determined by the legislation of the Russian Federation, the Charter of St Petersburg University and local regulations of the University.

At first, we shall list the basic rights that the Charter of St Petersburg University guarantees to Staff members:

- to elect and be elected to the governing bodies of St Petersburg University;
- to participate in discussions on and dealing with the matters related to the activities of St Petersburg University;
- to make use of libraries, information resources, sports facilities, educational, and research departments, as well as the services of social and other structural units of St Petersburg University;
- to appeal against orders and instructions of St Petersburg University officials in the manner prescribed by the legislation of the Russian Federation.

In addition to the Charter of St Petersburg University, local regulations of the University establish a number of special rights enjoyed by research and teaching staff:

- to apply for a scholarship to teach children at St Petersburg University on the fee-paying (contractual) basis in any academic programme;
- in case of disagreement with the decision of the educational, methodological and research committee, to invite the relevant officials of the University administration to conduct an external

examination of educational and methodological materials or research work;

- to nominate their candidacy for election to the Academic Council of the faculty, or the University;
- to nominate their candidacy for election to the educational, methodological and research committees;
- to choose the topics of scientific research and use the scientific equipment at St Petersburg University for research purposes;
- to receive information about the agenda of the meeting of the Academic Council of the University and the materials of the meeting, including about the participants of the competition for the positions of scientific and pedagogical staff;
- to participate in the University competitions (if they meet the requirements for their participants);
- to hold scientific and educational conferences at the expense of St Petersburg University;
- to receive travel grants;
- to invite postdocs;
- to receive additional rewards for research publications.

As for the main duties of St Petersburg University employees, they, in accordance with the Charter of St Petersburg University, are as follows:

- to comply with the laws of the Russian Federation, the requirements provided for in the Charter of St Petersburg University, internal rules of labour conduct and other internal regulations of St Petersburg University;
- to perform their duties conscientiously and in accordance with the internship contract, to follow health and safety procedures;
- to maintain order and discipline at St Petersburg University, to preserve and take good care of the property of St Petersburg University;
- to notify, in due time, the officials of St Petersburg University if they are unable, due to a valid reason, to carry out their duties;
- to respect confidentiality of personal information, as well as confidentiality of other information designated as restricted access information by the legislation of the Russian Federation;
- to give a written notice to their immediate superior or another official designated by the internal regulations of St Petersburg University if, in the course of performance of their employment duties or a specific task assigned by St Petersburg University, they obtain a result which might constitute an object of legal protection (a business intellectual property asset);
- to maintain the moral and cultural traditions of St Petersburg University as well as generally accepted moral and ethical standards, and to carefully preserve cultural and moral values;
- to use the teaching methods developed at St Petersburg University that have not yet been made publicly available only for their educational work performed at St Petersburg University.

Let us draw your attention to a number of responsibilities that, in addition to the Charter of St Petersburg University, are defined for employees by local regulations of the University. Among such responsibilities, in particular, the following deserve to be mentioned:

- to observe the security checkpoint and measures established at the University, to have a University ID card at all times. When visiting facilities equipped with an access control system, use this system. At the same time, it is prohibited to transfer one's University ID card to other persons and to use an ID card issued to another person;

- to behave with dignity, refrain from actions that prevent other employees from fulfilling their work duties, follow generally accepted moral and ethical standards at the University, comply with the St Petersburg University Student and Staff Code of Conduct, take care of the University business reputation, and maintain a high level of communication culture;
- to take care of the preservation and enhancement of the University authority.

It should be noted that a list of special duties has been established for research and teaching staff at St Petersburg University. In particular, employees belonging to this category are:

- to ensure the high efficiency of the research and teaching process, expert, educational, methodical, treatment and prophylactic activities, contributing to the acquisition of deep knowledge by students;
- to form students' professional competencies in their chosen main field of studies;
- to develop students' independence, initiative, and creativity;
- to observe the standards of professional ethics of research and teaching staff of St Petersburg University;
- to raise the professional and general cultural level, at least once every five years to undergo advanced training.

We also point out that all St Petersburg University employees are required to follow the established working hours. At the University, working hours are the time during which an employee, in accordance with the internal code of labour conduct and the terms of the employment contract, must perform their duties, as well as other periods of time that, in accordance with the laws and other regulatory legal acts of the Russian Federation, relate to working hours. The involvement of employees on the initiative of the University administration to work on weekends and non-working holidays is allowed in exceptional cases in accordance with labour legislation and with the written consent of the employee.

The academic process at the University lasts six days a week (from Monday to Saturday) in accordance with the curriculum and classes schedule. A six-day working week is established for the teaching staff of the St Petersburg University, and a five-day working week is established for other employees. The time and place of research, educational, methodological expert, and treatment and prophylactic activities assigned to the teaching staff is determined in accordance with the local regulations of St Petersburg University. The working hours of the University Departments and Administrative Staff is set from 9 am to 5:45 pm, with a lunch break from 1 pm to 1:45 pm. On the eve of non-working holidays, the working time is reduced by one hour, both for a five-day and a six-day working week.

The working hours of the University teaching staff within the 36-hour working week shall be determined taking into account the fulfilment of educational, research, treatment and prophylactic, expert, creative and performing, experimental design, educational and methodological, organisational and methodological, educational, physical culture, sports, and recreation activities. Educational, treatment and prophylactic, organisational and methodological, physical education, sports and recreation activities are carried out in accordance with the schedules of training sessions, interim and final assessments, deadlines and procedures for conducting internships, and other educational activities. When scheduling training sessions, irrational spending of teachers' time is avoided as much as possible.

Everyone who stays on the premises of St Petersburg University (including employees) is required to follow certain rules of conduct. According to these rules, the following is prohibited:

- behaviour that hinders the normal operation of the University;
- smoking tobacco and electronic cigarettes in the facilities and on the premises of St



Petersburg University;

- consumption of alcoholic, low-alcohol beverages, beer;
- storage, use and distribution of narcotic drugs and psychotropic substances, their precursors, analogues and other intoxicating substances;
- being on the premises while under influence of alcohol or narcotics;
- gambling;
- visiting the premises and facilities with animals;
- storage, distribution and use of weapons, ammunition, explosive, combustible, flammable substances and materials, pyrotechnic devices, psychotropic, narcotic, toxic substances and other objects that pose a possible threat to human life and health:
- violation of silence and peace at night (from 11pm to 7am).

### **Foreign employees in the social and cultural environment of St Petersburg University**

St Petersburg is a megalopolis with a population of 5.5 million people and the second largest city in Russia. It has all the conditions for a comfortable and prosperous life, such as a well-developed network of communication routes with efficient public transport, a modern information and telecommunication system, well-maintained public spaces, numerous shopping malls, shops, and catering establishments. The architectural appearance of St Petersburg is unique, the historical centre of the city is included in the UNESCO World Heritage List. St Petersburg is the largest cultural centre. Its museums, libraries, and theatres are part of the treasury of Russian and world culture. University employees, including foreign ones, have ample opportunities to enjoy all these spiritual and material benefits.

At the same time, St Petersburg University, the leading university in St Petersburg and Russia, has created its own comfortable and favourable internal social environment and spiritual atmosphere that helps everyone who works and studies at the University to make the maximum contribution to its prosperity and development, and to become a united community of staff, students, and alumni.

Decent salary and state social guarantees serve as the basis for the material well-being of the St Petersburg University employees. In addition, the University has its own programmes of financial support and social protection, which apply to all members of the workforce. The basic social guarantees for the University employees – the right to paid vacation, medical care, and retirement benefits in old age or disability – are established by the legislation of the Russian Federation. Its rules oblige all employers to make contributions to the Pension and Social Insurance Fund of the Russian Federation in amounts equal to a certain proportion of the payments received by each employee as a salary or any other wages for work performed or services rendered. These contributions form the rights of employees to receive pensions after reaching a certain age or disability. Foreign citizens working in Russia have pension rights if the following conditions are met: a Permanent Residence Permit; Russian work experience of at least 15 years; a certain amount of contributions to the Pension and Social Insurance Fund of the Russian Federation. Any foreign employee of St Petersburg University who meets the listed criteria is eligible for a pension in the Russian Federation.

Foreign employees of St Petersburg University who have a Permanent Residence Permit, a Temporary Residence Permit (including a Temporary Residence Permit for Education Purposes), or a refugee status are subject to Compulsory Medical Insurance at the expense of the University. Such employees receive access to free medical care on an equal basis with citizens of the Russian Federation.

In addition, everyone who has an employment relationship with St Petersburg University,

regardless of their nationality, has the rights guaranteed by Russian law to annual and additional paid leave. The duration of annual leave for the research and teaching staff is 56 calendar days, for all other employees – 28 days. In exceptional cases related to work needs, the annual leave may be postponed to the next year with the consent of the employee. In this case, the leave must be used no later than 12 months after the end of the working year for which it is granted. The main annual leave for the University employees holding the research and teaching staff positions is usually granted during the summer holidays (in July and August). At the same time, the activities of St Petersburg University do not have seasonal breaks, and in the summer, some teachers continue to take exams, organise the admission of applicants, teach preparatory courses, and manage students' practice. Such teachers are granted full annual leave outside of summer holidays according to the calendar schedules approved by the administration.

In addition to state social guarantees, St Petersburg University employees, including foreign citizens, benefit from social support programmes that operate at the University and are addressed to all those who have an employment relationship with it as their main place of work. In particular, it is special allocations from the St Petersburg University budget for financial assistance to employees. The grounds for providing such assistance are the birth or adoption of children, the retirement of an employee, and the death of his close relatives. In addition, annual payments as a part of the financial assistance programme are provided to those St Petersburg University employees that are parents with many children, whose who raise children with disabilities, or have a disability themselves. Finally, everyone who works at the University has the right to receive partial compensation once a year for the purchase of a voluntary health insurance.

Among the social support programmes that operate at St Petersburg University, an important place is occupied by the organisation of comfortable and inexpensive rest for employees. For this purpose, the University has the 'Horizon' Healthcare Resort, located on the Black Sea coast in Krasnodarsky Krai, and the health-improving complex 'Universitetsky', which is located in the picturesque surroundings of St Petersburg on the Karelian Isthmus. Both the Resort and the Complex provide all members of the University community with substantial discounts on vacation packages during leaves, vacations, weekends and holidays.

Another element of the social infrastructure used by the University to support its employees is the service-provided accommodation. St Petersburg University has more than 150 well-equipped apartments, and every employee (including foreign ones) who does not have a home in St Petersburg can rent one of these apartments inexpensively.

In addition, the University provides its employees with interest-free loans. The priority goals of using borrowed funds are to improve housing conditions, compensate for the costs of children's education and for expensive medical treatment of the employee or his close relatives. The loan repayment period is determined by the end time of the employment contract, but it cannot exceed 5 years.

Finally, the University allocates material and organisational resources to improve the skills of its employees. Everyone who has an employment relationship with St Petersburg University has obligations to study in the non-degree programmes. Those programs are organised on the instructions of the administration. They are free of charge for employees.



## General information

St Petersburg University adheres to the policy of openness in all areas of its activities.

All the necessary information about the decisions taken, current discussions, electronic services, and much more can be found on the University portal:

- The section [Labour Discipline](#) contains the main documents on staff policy.
- In the [Rector's Meetings](#) section, you can find the latest decisions and discussions.
- The decisions of the [Academic Council](#) can be found in the relevant section.
- You can ask a question or get acquainted with the answers to similar questions in the [Virtual Reception](#) section.
- Current competitions for scientific research funded by St Petersburg University and other scientific foundations, as well as information about research internship programmes, can be found in the section [Research](#).
- In the section [M. Gorky Scientific Library of St Petersburg University](#), you can check the availability of scientific and academic publications, get access to electronic scientific publications and scientometric databases, as well as use the library electronic resources <http://cufts.library.spbu.ru/CRDB/SPBGU/> and get to know in detail the instructions for working with electronic resources for users at St Petersburg University <https://library.spbu.ru/ru/pomoshch/2-uncategorised/19> - [instruktsiya-po-rabote-s-elektronnymi-resursami-vne-seti-spbgu-udalennyj-dostup.html](#).
- In the [St Petersburg University Research Park](#) section, you can familiarise yourself with the equipment of the Resource Centres, as well as submit a request for access to the equipment.
- In the [Electronic Services](#) section, you can get accounting certificates, personnel accounting certificates, submit a request for technical assistance, etc.
- [Interactive map of St Petersburg University](#).
- [Calendar of events](#).

## Basic documents related to labour discipline

You can get acquainted with the main documents related to labour discipline by clicking on the following links:

- [Rights and responsibilities of St Petersburg University Staff members](#).
- [Academic Regulations for Bachelor's Programmes, Specialist's Programmes, Master's Programmes, and Programmes of Secondary Vocational Education at St Petersburg University](#).
- [Internal code of labour conduct](#).
- [The Charter of St Petersburg University](#).
- [The St Petersburg University Student and Staff Code of Conduct](#).
- [Federal Law "On Lomonosov Moscow State University and St Petersburg University"](#)
- [The unified qualification directory of positions of managers, specialists and employees](#).
- [The St Petersburg University Development Programme for 2021-2030](#).
- [Supplementary Agreement to the Collective Agreement of St Petersburg University for 2021-2024](#).

## Social support measures

There are several forms of financial assistance to employees at the University, including cash social payments, benefits, and forms of social assistance.

- [Regulations on the procedure and conditions of financial assistance](#)
- [Voluntary health insurance](#)

### **Service-provided accommodation for employees**

St Petersburg University has implemented a support programme for employees with no accommodation, under which they are provided with comfortable service-provided apartments. The service-provided housing fund is distributed among employees on a competitive basis.

- [On holding a competition for the provision of service-provided accommodation to employees under residential lease agreements](#)
- [Regulations on the accommodation at St Petersburg University halls of residence](#)

### **Bonuses for employees**

In addition to the salary, St Petersburg University employees receive bonuses, incentive and compensation payments. Information on the principles of bonuses and payments at St Petersburg University is available at the following website pages:

- [To St Petersburg University employees. Analytical signs/codes for accounting of bonuses to research and teaching staff](#)
- [Bonuses for publishing activity](#)
- [Orders on the bonus policy for research and teaching staff](#)

### **The St Petersburg University Student and Staff Code of Conduct**

The St Petersburg University Student and Staff Code of Conduct establishes the need to follow the moral and cultural traditions of St Petersburg University, generally accepted moral and ethical standards, and take care of spiritual values.

- [The St Petersburg University Student and Staff Code of Conduct](#)
- [Ethics Committee](#)

### **Advanced training for St Petersburg University employees**

According to Russian legislation, the professional development of employees should take place when it is considered necessary and appropriate, but at least once after every certain number of years of work.

The uniform procedure for the organisation of advanced training of St Petersburg University employees can be found by visiting the following sections of the University website:

- [Regulations on advanced training of St Petersburg University employees](#)
- [Regulation on the procedure for reducing the amount of fees for St Petersburg University employees for training in non-degree programmes implemented at St Petersburg University](#)
- [Regulations on the normative training of St Petersburg University employees](#)
- [The list of non-degree programmes implemented at St Petersburg University](#)

### **Special conditions of competitions for positions of research and teaching staff**

St Petersburg University has created special opportunities for young and talented teachers and researchers to participate in competitions for positions of research and teaching staff.

- [Special competitions](#)

**List of documents  
which foreign citizens residing in  
in a hall of residence or an apartment provided by the University shall submit  
to the Passport and Visa Support Department at St Petersburg University to ensure  
migration registration**

**1. The passport of a foreign citizen which has been used by the foreign citizen to cross the border of the Russian Federation.** If the foreign citizen has entered the territory of the Russian Federation under a visa regime, the passport must contain a valid Russian work visa.

**2. Copies of all pages of the passport**

**3. Lease agreement for residential premises concluded with St Petersburg University**

**4. Migration card** (except for citizens of the Republic of Belarus). A migration card is issued to a foreign citizen Upon arrival at the Russian border. Migration card forms are provided free of charge to foreign citizens upon entry into the Russian Federation by representatives of organisations providing transport services (maintenance personnel of long-distance trains, airlines, sea and river vessels, etc.). The migration card must be filled out in the Russian language. It is allowed to fill out the migration card with letters of the Latin alphabet in accordance with the data in the passport or other identity document. Both parts of the migration card must be filled out. For foreign citizens entering the Russian Federation with the intention of applying for a job at St Petersburg University, the word 'Работа' ('Work') should be underlined in the purpose of entry column.

The migration card has two parts — "A" and "B". When passing through a checkpoint across the state border, part "A" of the migration card remains with the border checkpoint staff, part "B" is returned to the foreign citizen. On the reverse side of the "B" part of the migration card, the border checkpoint staff must mark entry into the Russian Federation. In case of damage or loss of a migration card, a foreign citizen must, within 3 days, report this to the nearest territorial branch of the Main Directorate for Migration Affairs of the Ministry of Internal Affairs of the Russian Federation in order to obtain a duplicate of the migration card. At the same time, it is necessary to present the documents on the basis of which they entered the Russian Federation. A duplicate of migration card is issued free of charge.

**List of documents required for conclusion of employment or civil law contract between St Petersburg University and foreign citizens who, before applying for a position at St Petersburg University, were already on the territory of the Russian Federation, were registered for migration or were registered at their place of residence.<sup>2</sup>**

- **Notification of the arrival of a foreign citizen at the place of stay.** It is not required to submit a notification if a foreign citizen has and sends to St Petersburg University **a Temporary Residence Permit** or a **Permanent Residence Permit** with registration at the place of residence.
- **An identity document of a foreign citizen.**
- **A migration card and a visa** (if available)

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<sup>2</sup> The documents included in the list must be submitted to the to the Passport and Visa Support Department at St Petersburg University when concluding an employment contract or a civil law contract with St Petersburg University.



### List of documents required by a foreign citizen for applying for a job at St Petersburg University

**1. A patent granting the right to work on the territory of the Russian Federation.** It is needed only for foreign citizens entering the territory of the Russian Federation on a visa-free regime.

The issuance of a patent in the Russian Federation is handled by the Directorate for Migration Affairs of the Ministry of Internal Affairs of the Russian Federation of a certain region. A patent may be issued for any period of time within one year. The minimum duration of the patent is one month. In St Petersburg, the organisation that accepts documents for a work patent is **Passport and Visa Service of the Ministry of Internal Affairs of Russia** (Krasnogo Tekstilshchika street, 15, l. A). Detailed information on the procedure for obtaining a patent is available on the website of this organisation (<https://pysmvd.ru/branches/78>).

**2. A work permit for a foreign citizen or a stateless citizen in the Russian Federation.** It is needed for foreign citizens entering the territory of the Russian Federation under a visa regime. A work permit is a document confirming the right of a foreign citizen arriving in the Russian Federation under a visa regime to work. A work permit entitles a foreign citizen to work exclusively within the borders of the subject of the Russian Federation where it was issued and, in the profession, specified in the work permit.

In order to obtain a work permit for a foreign citizen who seeks an employment relationship with St Petersburg University, it is necessary to contact the territorial branch of the Main Directorate for Migration Affairs of the Ministry of Internal Affairs of the Russian Federation at the place of registration for the period of temporary stay.

If a work permit is issued to a foreign citizen for a period of more than 90 days, it is obligatory, within 30 days from the date of receipt of such a permit, to provide the territorial branch of the Main Directorate for Migration Affairs of the Ministry of Internal Affairs of the Russian Federation with documents confirming the completion of the mandatory fingerprint registration, photography, and medical examination. If a foreign citizen has not submitted the necessary medical documents within the prescribed period, the work permit issued to him will be revoked.

After obtaining a work permit, a foreign citizen applying for a job at St Petersburg University can conclude an employment or civil law contract with the University. The period of time allotted for the conclusion of the contract is limited to 60 days. If this deadline is met and the University has made a positive decision on the employment of a foreign citizen, then such a citizen receives the right to extend the visa and will be able to stay in the territory of the Russian Federation during the period of validity of the work permit and the extended visa. Otherwise, a foreign citizen will have to leave the Russian Federation and wait for an invitation from St Petersburg University to apply for a new visa allowing to entry the territory of the Russian Federation for the purpose of employment.

A foreign citizen has the right to extend a visa in the Russian Federation for the purpose of employment for no more than 1 year. To extend a visa, foreign citizens employed at St Petersburg University must contact the Passport and Visa Support Department no later than 25 working days before the expiration date. The Passport and Visa Support Department staff will prepare and submit documents required for visa extension to the territorial branch of the Main Directorate for Migration Affairs of the Ministry of Internal Affairs of the Russian Federation.

**3. A work permit in the Russian Federation for a foreign citizen or a stateless citizen with the status of a 'highly qualified specialist'.** Foreign highly qualified specialists, including those who intend to apply for a job at St Petersburg University, may be granted a work permit in the

Russian Federation, which indicates the status of the employee in the territory of the Russian Federation - 'highly qualified specialist'. This status gives its owner a number of additional rights and privileges, which will be discussed later in this section of the Guidelines. At the same time, it should be noted that Russian legislation contains a number of restrictions and prohibitions on the work of foreign highly qualified specialists in certain fields of activity. In particular, such specialists are not entitled to hold positions of civil servants and work at facilities and organisations which activities are related to ensuring the security of the Russian Federation. In addition, foreign highly qualified specialists are prohibited from engaging in preaching or other religious activities, including worship services, other religious rites and ceremonies, and religious education of followers of any religion. Similarly, highly qualified foreign specialists cannot work in retail trade.

It is important to take into account that Russian legislation provides foreign citizens with the opportunity to independently declare themselves as a highly qualified specialists applying for employment in the Russian Federation. To do this, a foreign citizen should contact the diplomatic missions or consular offices of the Russian Federation, the representative office of the Russian federal executive authority in the field of migration, located in the foreign citizen's state. The application must contain a request with information that confirms work experience, skills, or achievements in a specific field (including recommendations from individuals or organisations). Similarly, the application must include consent to enter the specified information into the database on the employment of foreign citizens and to provide information about such citizens to potential employers or customers of works (services) on the territory of the Russian Federation. If the consent is signed, the information provided by foreign citizens is posted on the official website of the federal executive authority in the field of migration.

After completing this procedure, a foreign citizen applying for a job in the Russian Federation (including at St Petersburg University) with the status of a highly qualified specialist may apply to the University with a request for an invitation to enter the Russian Federation to negotiate possible employment. If St Petersburg University, being interested in conducting negotiations, sends an invitation, then a foreign citizen has the right to obtain an ordinary business visa for entry into the Russian Federation with a validity period of up to thirty days. During this period, a foreign citizen will conclude an employment or civil law contract with St Petersburg University. If the result of negotiations with St Petersburg University turns out to be negative, then a foreign citizen has the right to reach an agreement on employment with another employer within the 30-day validity period of the visa. Otherwise, a foreign citizen will have to leave the territory of Russia. It should be noted that the rule on the need for employment within 30 days also applies in circumstances where a foreign highly qualified specialist prematurely terminates an employment or civil law contract concluded with St Petersburg University.

The University has the prerogatives in deciding whether a foreign citizen who would like to apply for a job at St Petersburg University can apply for the status of a highly qualified specialist. At the same time, the basis for such a decision is a number of general rules according to which the status of a highly qualified specialist can be assigned to a foreign citizen: firstly, who has work experience, skills or achievements in a specific field of activity; secondly, the working conditions of such a citizen in the Russian Federation must ensure the salary in the amount of at least one million (1,000,000) roubles per one year (365 calendar days). The latter rule applies to highly qualified specialists invited to engage in research or teaching activities in higher education institutions with state accreditation (including St Petersburg University). For highly qualified foreign specialists who carry out additional work (head of a laboratory, department head, etc.), the minimum wage is set at three million (3,000,000) roubles or more per one year (365 calendar days).

A foreign citizen must obtain a work permit as a highly qualified specialist in person. If such a specialist is employed at St Petersburg University, the documents required to obtain a work permit are drawn up by the University administration. The applicant for the position of a highly qualified

specialist will only need a notarised passport translation, two colour photographs (on a white background, matte, size 30x40 mm). Following this, the University administration submits documents to the Russian official authorities for obtaining a work permit and, if necessary, for an invitation to enter the Russian Federation for the purpose of employment. The deadline for obtaining a work permit for highly qualified specialists is 15 working days. It should be noted that foreign citizens who are highly qualified specialists are exempt from the obligation to confirm their proficiency in the Russian language, knowledge of the history of Russia and the basics of legislation of the Russian Federation when applying for a work permit.

Highly qualified specialists, including those who are employed at St Petersburg University, receive work permits in the Russian Federation for the duration of employment contracts or civil law contracts concluded with them, but for no more than 3 years with the possibility of extension. If an employment contract or a civil law contract concluded between St Petersburg University and a foreign highly qualified specialist assumes employment not only in St Petersburg, but also in the territories of other subjects of the Russian Federation, such a specialist must obtain a work permit valid in the territories of these subjects of the Russian Federation.

For the entire period of employment of a foreign highly qualified specialist in the Russian Federation, foreign citizen's family members may also be with them – a spouse, children (including adopted children), spouses of children, parents (including foster parents), spouses of parents, grandparents, grandchildren. During the period of validity of a work permit issued to a highly qualified specialist, members of his family have the right to work on the territory of the Russian Federation if they have a work permit obtained personally in accordance with the established procedure, as well as to undergo training in educational institutions and carry out other activities not prohibited by law. In addition, a foreign highly qualified specialist can apply for a residence permit for himself and his family members for the duration of an employment contract or a civil law contract and a work permit. It should be added that a foreign highly qualified specialist becomes a Russian tax resident from the day he receives a work permit, and his family members become Russian tax residents after their 12-month stay in Russia has reached 183 days continuously. In these cases, the specialist and their relatives have an obligation to submit to the bodies of the Federal Tax Service of Russia reports on the movement of funds on accounts (deposits) in banks located outside the territory of the Russian Federation.

A highly qualified specialist and their family members who have arrived in the Russian Federation and are foreign citizens, must have a valid medical insurance in the territory of the Russian Federation. An alternative to a medical insurance may be an agreement concluded between an employer who has invited a highly qualified foreign specialist and a medical organisation to provide such a specialist with primary and specialised medical care. As for foreign highly qualified specialists who are employed at St Petersburg University, the University provides such specialists with guarantees of receiving medical care during the term of an employment or civil law contract.

**4. Taxpayer Personal Identification Number (INN).** Foreign citizens applying for a job at St Petersburg University do not have to submit this document. By the time the employment relationship with St Petersburg University is registered, a foreign citizen may not be registered as a taxpayer in Russia. In this case, the specialists of the Personnel Department of St Petersburg University will help to register with the Russian tax authorities and obtain the appropriate certificate.

**5. Insurance Number of the Individual Ledger Account (Insurance Number of Compulsory Pension Insurance).** If a foreign citizen applying for a job at St Petersburg University does not have this document, the University will assist in its registration.

**6. A Certificates on the Presence/Absence of a Criminal Record** with a deadline of no later than one year by the time of admission to work at St Petersburg University. This document must be submitted by all candidates for teaching positions. If the certificate of the presence/absence of a criminal record is issued in a foreign country, its original must be accompanied by a notarised

translation into Russian.

**7. A degree diploma(s) obtained in the Russian Federation, or a document(s) of equivalent foreign education**, which is(are) recognised in the Russian Federation on the basis of Article 107 of Federal Law No 273-FZ dated 29 December 2012 "On education in the Russian Federation". These documents must necessarily be submitted by those foreign citizens whose work at St Petersburg University is related to academic, research and expert activities. Documents in a foreign language must be accompanied by a notarised translation into Russian.

**8. Documents certifying the award of an academic research degree and an academic title in the Russian Federation, and (or) documents confirming the award of an academic research degree or an academic title obtained in a foreign country.** These documents are submitted if they are available. If they are written in a foreign language, they should be accompanied by a notarised translation into Russian. Documents on a foreign academic research degree and an academic title can be accepted by the University from candidates for employment only on condition that the said degree and title are recognised in the Russian Federation in accordance with current legislation. St Petersburg University independently conducts the procedure for recognising the equivalence of academic rights of holders of foreign academic research degrees and academic titles to the academic rights of holders of academic degrees and academic titles obtained in the Russian Federation. When applying for a job at the University, foreign citizens who have completed this procedure are given the same rights as candidates with Russian academic research degrees and academic titles.

**9. Conclusion on the results of fluorographic examination** (no more than 1 year before the start of work). The report in a foreign language must be accompanied by a notarised translation into Russian.

**10. A certificate of preventive vaccinations** with notes on vaccination against measles, hepatitis B, diphtheria and tetanus and other vaccinations in accordance with the National Preventive Vaccination Calendar, or other certificates on vaccination against measles, hepatitis B, diphtheria, and tetanus. If there are contraindications to vaccination, a certificate on that must be provided. If the listed documents are written in a foreign language, a notarised translation into Russian will be attached to their originals.

**11. Documents confirming the compliance of an individual who has received medical, pharmaceutical, or other education with the requirements for carrying out medical activities in the Russian Federation in a specific medical or pharmaceutical profession** in accordance with Part 2.1 of Article 69 of Federal Law No 323-FZ dated 21 November 2011 "On the basics of public health protection in the Russian Federation". Such documents may include certificates of a specialist issued before 01 January 2021 and valid until the expiration of the period specified in them, certificates of accreditation of a specialist on a paper document, extracts on the availability of data in the unified state information system in the field of healthcare confirming the fact that an individual has passed the accreditation of a specialist. The requirement to provide the listed documents applies to persons who, while working at St Petersburg University, participate in medical or pharmaceutical activities.

**List of documents required by a foreign citizen  
to conclude an employment contract on remote work with St Petersburg University**

**1. A national passport or other identification document recognised as such in the Russian Federation** (for example, an ID card).

**2. Translation of a passport or other identity document** (ID card) into Russian.

**3. Taxpayer Personal Identification Number (INN).** This document must be submitted by a foreign citizen who has been in Russia for 183 days or more for 12 months and has therefore received the status of a Russian tax resident. If such a foreign citizen does not have a certificate of registration with the Russian tax authorities by the time of signing an employment contract with St Petersburg University, specialists of the Personnel Department of St Petersburg University will assist in its registration.

**4. Insurance Number of the Individual Ledger Account (Insurance Number of Compulsory Pension Insurance).** If a foreign citizen applying for a job at St Petersburg University does not have this document, the University will assist in its registration.

**5. A Certificates on the Presence/Absence of a Criminal Record** with a deadline of no later than one year by the time of admission to work at St Petersburg University. This document must be submitted by all candidates for teaching positions, including those who apply for remote work. If the certificate of the presence/absence of a criminal record is issued in a foreign country, its original must be accompanied by a notarised translation into Russian.

**6. A degree diploma(s) obtained in the Russian Federation, or a document(s) of equivalent foreign education,** which is(are) recognised in the Russian Federation on the basis of Article 107 of Federal Law No 273-FZ dated 29 December 2012 "On education in the Russian Federation". These documents must necessarily be submitted by those foreign citizens whose work at St Petersburg University is related to academic, research and expert activities. Documents in a foreign language must be accompanied by a notarised translation into Russian.

**7. Documents certifying the award of an academic research degree and an academic title in the Russian Federation, and (or) documents confirming the award of an academic research degree or an academic title obtained in a foreign country.** These documents are submitted if they are available. If they are written in a foreign language, they should be accompanied by a notarised translation into Russian. Documents on a foreign academic research degree and an academic title can be accepted by the University from candidates for employment only on condition that the said degree and title are recognised in the Russian Federation in accordance with current legislation. St Petersburg University independently conducts the procedure for recognising the equivalence of academic rights of holders of foreign academic research degrees and academic titles to the academic rights of holders of academic degrees and academic titles obtained in the Russian Federation. When applying for a job at the University, foreign citizens who have completed this procedure are given the same rights as candidates with Russian academic research degrees and academic titles.

**8. Documents confirming the compliance of an individual who has received medical, pharmaceutical, or other education with the requirements for carrying out medical activities in the Russian Federation in a specific medical or pharmaceutical profession** in accordance with Part 2.1 of Article 69 of Federal Law No 323-FZ dated 21 November 2011 "On the basics of public health protection in the Russian Federation". Such documents may include certificates of a specialist issued before 01 January 2021 and valid until the expiration of the period specified in them, certificates of accreditation of a specialist on a paper document, extracts on the availability of data in the unified state information system in the field of healthcare confirming the fact that an individual has passed the accreditation of a specialist. The requirement to provide the listed documents applies to persons who, while working at St Petersburg University, participate in medical or pharmaceutical activities.

**The list of documents required for participation in the competition  
for positions of research and teaching staff of St Petersburg University**

1. Application for participation in the competition addressed to the Rector of St Petersburg University.
2. A copy of the applicant's passport or other identity document.
3. A copy of degree diploma(s) obtained in the Russian Federation, or a document(s) of equivalent foreign education, which is(are) recognised in the Russian Federation on the basis of Article 107 of Federal Law No 273-FZ dated 29 December 2012 "On education in the Russian Federation".
4. Copies of documents certifying the award of an academic research degree in the Russian Federation and (or) documents confirming the award of an academic research degree in a foreign country, provided that this academic research degree is recognised in the Russian Federation or recognised in accordance with the procedure established at St Petersburg University.
5. Copies of documents confirming the research and teaching experience;
6. Copies of documents confirming that during the 3 years preceding the submission of the application for participation in the competition, the applicant was trained in non-degree programmes providing advanced training in the field related to the desired position.
7. A list of scientific, academic, methodical, creative and performing works, textbooks, teaching aids, monographs belonging to the applicant's authorship for the period established by local acts of St Petersburg University, and the most significant, in the applicant's opinion, works for previous years.
8. A list indicating the total number of works by the applicant, the number of publications belonging to his authorship in publications indexed in the scientometric databases of the RSCI, Web of Science Core Collection, Scopus. The list should also contain information about the h-index indicators assigned to the applicant according to the ResearcherID, Scopus ID, and RSCI (Applicant's SPIN code).
9. Information about the applicant's expert activities, including membership in dissertation councils, the Higher Attestation Commission Expert Council, and other expert councils.
10. Other documents, which can confirm accordance of the applicant's qualification to the requirements established for the participants of the competition.
11. Consent to the processing of personal data.