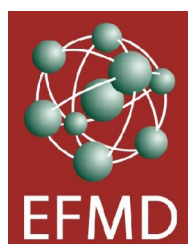




# INTERNATIONAL STUDENTS HANDBOOK 2009/2010





## GENERAL INFORMATION ABOUT MIRBIS INSTITUTE



The main objective of the Moscow International Higher Business School “MIRBIS” as the oldest and most renowned in Russia is to train managers and executives who are capable of meeting the needs of the Russian market to become agents of innovation and change in Russia and operate successfully in the global business environment.

Since the establishment of the Moscow Business School "MIRBIS" in 1988 over 20 thousand students graduated from executive and management development courses, BA, MA and MBA degree programmes and professional training courses offered by MIRBIS.

The founders of the Moscow Business School MIRBIS are the Plekhanov Economic Academy of Russia and the Italian Economic and Research Society NOMISMA. The school was established on the basis of the inter-government agreement between Italy and the Soviet Union in 1988 and became the first business schools in Russia.

The Moscow Business School MIRBIS offers undergraduate, graduate, postgraduate, Master's and MBA courses, doctoral and executive development programmes in Management. Recognising the high academic standards provided by MIRBIS, the Ministry of Education granted it a full State accreditation and licenses for conferring state diplomas. We are the only non-governmental institute in Russia that has received the right to grant Doctoral and Ph.D. degrees.

MIRBIS is a member of the European Foundation for Management Development (efmd), AMBA (International Association of MBA), CEEMAN, EAIE, the Russian Association of Business Education, Russo-British Chamber of Commerce, Finnish-Russian Chamber of Commerce, the International Examination Board in France, the Network of International Business and Economic Universities (NIBES).

In 2004 MIRBIS became the first non-state independent Business School in Russia that was accredited by the Association of MBAs (AMBA). AMBA extended international accreditation to all MIRBIS MBA programs. Since 2006 MIRBIS has been the only business school which has international accreditations for all its academic programs – on top of the MBA, its Bachelor degree courses are accredited by the efmd EPAS, and Master degrees have the accreditation of the AMBA PEEM.

The Moscow International Higher Business Schools MIRBIS is currently recognized to be one of the most forward-looking and innovative management development centres in Russia.



## CONTACT INFORMATION

INSTITUTION	Moscow International Higher Business School MIRBIS (Institute)
POSTAL ADDRESS	34/7, Marksistskaya street, Moscow, 109147, Russia
VISITING ADDRESS	34/7, Marksistskaya street, Moscow, 109147, Russia
TELEPHONE	+7 (495) 101-41-80
FAX	+7 (495) 662-78-82
WEBSITE	<a href="http://www.mirbis.ru">http://www.mirbis.ru</a>

Should you need advice or help, please contact MIRBIS International Development Center:



Elena V. Zoubkova  
Vice-Rector (International Development)  
[zoubkova@mirbis.ru](mailto:zoubkova@mirbis.ru)



Maria Safonova  
Director of International Relations  
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Ekaterina A. Lavrentieva  
Head of the West European Centre / International Academic Exchange Programs  
[lavrentieva@mirbis.ru](mailto:lavrentieva@mirbis.ru)



Maria Ivanova  
Head Information Knowledge Department  
[m\\_ivanova@mirbis.ru](mailto:m_ivanova@mirbis.ru)



**ADDRESS OF THE MIRBIS VICE-RECTOR  
(INTERNATIONAL DEVELOPMENT)**

Dear Student,

We are pleased to welcome you at the MIRBIS Institute for the New academic year. A student exchange will provide you with the opportunity to experience new cultures, meet new people, and see more of the world - all while enhancing your studies and expanding your horizons.

One of the most important decisions you will make in your life is the choice of school at which to pursue your international studies. Moscow Business School MIRBIS is consistently ranked among the top five business schools in Russia, reflecting the excellence of its teaching and research programs. The faculty, staff and students represent many different cultures and backgrounds. If you are considering an international business education at this point of your life, I recommend that you consider the options we are offering.

An integrated exchange course in Economics and Business is a combination of home and international academic studies. It will make you a person of the world – open-minded, well-versed, ready to work in an international team as a part of the global business environment, and fully aware of cross-cultural and ethic characteristics of various parts of the world . In XXI century it is impossible to limit your work in business to the borders of one country – people have to operate on international markets, both physically and virtually, to know languages, traditions and habits of other business communities.

The MIRBIS International Centre is fully aware of the difficulties you may face in a new environment. The International Centre will assist you during your study and will make your stay and soft landing in Moscow and with us comfortable and beneficial.

We wish you all the best. We shall do our utmost to make your studies in MIRBIS fruitful, challenging, important for your career development and exciting. We hope that this International semester will help you to recognize your potential and lead you to a bright future. So that you could run back in your memory to the time, when you were in MIRBIS with gratitude and satisfaction.

Elena V.Zoubkova  
Vice-Rector, International Development



## WHY STUDY IN RUSSIA?

Dear International students,  
Welcome to Russia and Moscow!  
Welcome to MIRBIS Business School!

It's a common knowledge that study abroad is an enriching and eye-opening experience – personal, academic and cultural. When studying abroad you are imbibing yourself with other cultures, people and languages. This is the best way to get transformed into a Global Village Citizen and advance your career.

Why coming to Russia? Here, let me quote from foreign students who graduated from the MIRBIS business school. This is what they are saying.

Saying that Russia has changed in recent years is an understatement. Its economy has boomed for over a decade, spurred by high oil prices and foreign investment. Russia is currently engaged in a grand experiment in political, social, and economic transformation. Russia is an important player in European and global politics.

Western business spending billions of dollars investing in the Russian markets because this is a country of great economic potential. Boom or bust, the size of Russia alone suggests that its economic course will have global repercussions. Russia's re-entry into the world economic system has opened up enormous opportunities for you to be a part of this dynamic process.

Russian is spoken as a first language by more than 140 million people, and as a second by 40 million others, making this an important world language. Graduates with skills in Russian economics, language and knowledge of Russia are therefore much in demand among Western companies, government agencies, the EU, media and other organizations - but there are all too few people with these skills so far.

Studying in Russia offers you a unique chance to learn first hand of its great culture. Russia's position on the boundary between Europe and Asia and its unique history has produced a complex and fascinating cultural environment. Studying Russian language and culture is an intellectually stimulating and enriching experience in itself.

Ekaterina A. Lavrentieva  
Head of the Western-European Centre/International Academic Exchange Programs

Reasons to choose the MIRBIS Business School  
Why MIRBIS Business School is your best choice?

1. High qualified International Academic business course at a leading Business School in Russia:

This course was a lucky choice of hundreds of foreign students since it was launched in 2000. "Quality guaranteed" is our motto.

- Wide range of academic courses in English
- Best Russian-focused course in Business Economics – Discover Business in Russia
- Possibility of attending academic courses in Russian from any of the undergraduates programs run by MIRBIS
- Flexibility and openness in building up students personal study plans
- Leading speakers from Russian industries and business, guest and visiting lectures
- Possibility of attending an intensive Russian language crash course before the beginning of semester
- Each semester concentration on Russian language (10 hours/week)
- Multicultural teams - Joint studies of Russian and International students in most of the modules in English
- Academic exchange program in English run since 2000

2. A very attracting program regarding social and leisure activities

- Students participation in MIRBIS conferences and collaboration research projects
- Tours in and around Moscow
- Get together parties
- Participation in cultural activities and sports

3. Support and Service to help you to adapt to studies and life at MIRBIS

- Upon arrival - A Meet and Greet service at the airport
- Housing service – provide with the shared private apartment of your preference
- Orientation Program at the beginning of each term - getting into the swing of universities studies
- Buddy project – support and close contact throughout your stay in Moscow
- Library, audio-visual and computer services

4. Moscow one of the most attractive European capitals to live in.....

- Moscow is a fascinating fusion of the old and new
- a city with 850 years of history
- Rich with great architecture, museums, art galleries and exhibitions
- Living in Moscow would offer you a great chance to examine Moscow in full.



APPLICATION TO MIRBIS:

Contact your home institution staff, responsible for international academic exchange program and get their approval of your participation in the international semester. Download the application form MIRBIS from website: WWW.MIRBIS.RU and forward it by e-mail to the MIRBIS International Centre (FAO: Ekaterina A. Lavrentieva - international@mirbis.ru - Head of the International Exchange Program)

*\*No students shall be admitted without prior nomination by your home university.*

First of all, please, make sure that you have all these documents in your information package:

- Application form must be sent :

Address to send your complete application file:	Ekaterina A. Lavrentieva Head of the Western European Centre / International Academic Exchange Programs Moscow International Higher Business School MIRBIS (Institute) 34/7, Marksistskaya street, Moscow, 109147, Russia	
Deadlines for sending your applications:	Fall/Autumn (Sep-Dec)	Spring (Feb-June)
	30 May	30 October

You also need to include:

- a curriculum vitae (CV)
- transcript of your academic records form the home university
- a proof of your proficiency in English – IELTS 6.0 /Russia if you are interested to attend the lectures to be delivered in Russian
- 1 clear photocopy of passport with a clear photo on it – scanned version!
- passport number and date of expiry written separately-passport should be valid 18 months after expected completion of studies
- the city in your country where you will to apply to the Russian consulate for your entry visa
- 7 b/w photographs not in glittered form
- a personal essay outlining reasons for joining MIRBIS exchange program
- Health insurance policy (a copy)
- Accommodation form



CALENDAR (to be confirmed)

These dates are in the process of being validated. Any changes will be communicated by email to accepted and registered students

<p><u>Fall semester</u> <u>September- December</u></p>	May 30	Deadline for registration at MIRBIS International Office
	June	The MIRBIS information package is in your school
	August - mid	The information about your arrival date, time, and the flight number must be with the International Office by e-mail or fax. You should arrive before August 31.
	September - beginning	Information session for the new cohort of the international students compulsory for all new exchange students.
	September - beginning	Orientation and Cultural Program. Pre-semester Russian language crash-course.
	September - mid	The beginning of the term - classes are starting
	First week of November	Mid-term examination session
	December - 3 <sup>rd</sup> week	Examination Session and end of the term
<p><u>Spring semester</u> <u>February - June</u></p>	October 30	Deadline for registration at MIRBIS International Office
	January - mid	The MIRBIS information package is in your school
	January - mid	The information about your arrival date, time, and the flight number must be with the International Office by e-mail or fax. You should arrive before February 02.
	February beginning	Information session for the new cohort of the international students compulsory for all new exchange students.
	February beginning	Orientation and Cultural Program. Pre-semester Russian language crash-course
	February - mid	The beginning of the term - classes are starting
	April - beginning	Mid-term examination session
	June -mid	Examination Session and end of Semester



### What to do – Prior to Departure:

1. Passport: must be valid for the entire length of your stay in Russia

2. When you receive your visa, make sure that the dates and information are correct. This is an entry visa and on arrival you will be registered for the whole period of your stay in Russia.

*\*Please note that the invitation letter can only cover the period of study at MIRBIS and not any periods prior or after your stay at the Institute.*

3. It is recommended that students should arrive 2 or 3 days before the semester starts.

### 4. PICK-UP SERVICE

As soon you have bought your ticket you are requested to inform the Mirbis International Centre about the date of your arrival and flight number, than we can arrange a pick-up service for you at the airport station.

We will be happy to give you a warm welcome. Our Representative person from MIRBIS International Department will pick you up at the airport and drive you to your site of residence. If you want to use MIRBIS pick-up service, send a confirmation 2 or 3 days before your arrival with all flight details.

### What to do upon arrival:

After you arrival in Russia you must take the following steps:

#### 1. Residents Registration Office

During the first two days upon your arrival you must register at the MIRBIS Protocol Department (7<sup>th</sup> floor, room 461): you must bring your passport and 7 b/w matt photographs not in glittered form with all appendixes (valid entry visa and Migration Card) to get registered and to obtain a multiplex-visa. This visa is valid during the whole period of your stay in Russia. Registration procedure will take 10-15 days. In stead of your passport you will receive the copies of all important documents with the official stamp of the MIRBIS Institute.

*According to the Russian Law adopted on January 1,2007 all incoming students should present their travelling passport with valid entry visa and migration card to MIRBIS protocol Department within 2 days upon arrival. In case of violation of MIRBIS internal regulations – overdue fine in amount of 120 000 (One hundred twenty thousand) Roubles is to be paid by the student.*

2. On arrival you should sign the Rental Contract in both languages (Russian and English). On the basis of the signed agreement the accommodation fees are paid for the whole period of 4 month (fall semester-September till December) and of 5 months (Spring Semester – February-June) within 10 days upon you arrival. Those Students who do not pay all accommodation fees within 10 days after registration will pay 5 % overdue fine.

#### 3. We will need first:

- your travelling passport with your Migration card;
- 1 b/w photo (passport format) for your ID card;
- 4 matt b/w photos (passport format) for visa and registration procedure;
- 1 b/w photo for your discount student metro card;
- 1 b/w photo for your CV



#### 4. Documents

- There are two important documents that you should have with you by ALL the time:

- Valid Copy of your Passport with all appendixes (entry visa, registration form, migration card). It is possible that you will be stopped by the police to confirm your identity – this is normal.

- MIRBIS Student card (ID card)

Your MIRBIS student card is your main entry pass to the MIRBIS Institute.

#### Where to find information?

1. Information related to studies (Timetable and etc.) is usually posted on message boards located on the 7th floor – room 461 of the MIRBIS Institute.
2. Information related your home institution or your practical issues ( study process, timetable, accommodation, metro pass, etc.) should be addressed to the International Office (room 461, 7<sup>th</sup> floor, e-mail international@mirbis.ru)
3. Information related your visa procedure and registration should be addressed to the Protocol Department. (Main Office of MIRBIS Institute – room 461, hospitality@mirbis.ru)

#### Where to hand –in information?

Papers or study material concerning your study process should be handed in directly to the lecturer or at the International Office (room 461, 7th floor).

Lecturers do not have their own mailboxes. Students are advised to consult the timetable or make individual appointments with professors.

#### Lecture hours:

The lecture hours are as follow:

8:30 – 9:50	13:30 – 14:50
10:00 – 11:20	15:00 – 16:20
11:30 – 12:50	16:30 – 17:50

Please note: The main schedule may be changed due to unforeseen incidents it is strongly recommended to double check them on a daily basis.




**MIRBIS academic strengths:**

- Firm commitment to Internationalization
- Our study program reflects global economic trends
- Giving the Global context of knowledge
- Building up students cross-cultural evenness
- International MIRBIS network
- Innovative approach to training
- Students' participation in international conferences and engagement in collaborative research
- Linking theory and practice
- BA-Program accredited by the efmd EPAS
- Close contacts with Russian business
- International guests' lectures
- Leading speakers from industries and business
- The best International Russian BA Course in Economics and International Business
- Flexibility and openness in building up students' personal study plans
- Moscow and Russian context of studies
- Russian culture and life exposure



Information about study program:

Class format	Lectures, seminars or workshops, project-based learning, problem--bases learning, self study, project work
Introduction Days	Every year the International Students Orientation Programme is run by the MIRBIS Institute before the term starts. Its aim is to help overseas students adapt to studies and life at MIRBIS smoothly. The orientation Programme lasts for 6 days before the start of the term to give students a chance to settle in, make friends and meet the School's staff. This program is organized by the MIRBIS International Center (IC) and the Students Union International Committee. It offers you the unrivaled opportunity to gain insight into Russian cultural and business life and to get acquainted with other exchange students. The events of the Induction Days provide for your acclimatization in Russia, with special emphasis on getting to know the city of Moscow and the MIRBIS Institute itself.
Russian language course	In addition to the Orientation and Cultural Program, the MIRBIS IC offers intensive Russian language crash-course for exchange students at different levels as a preparation for their studies at MIRBIS Institute Survival Russian – We are launching a survival Russian short term pre-crash course from 01 September to 6 September.
Study program	MIRBIS International track – joint studies of Russian and International students in most of the modules in English. Undergraduate program (BA International Studies and economics), 3-rd, 4 <sup>th</sup> -year of studies.
Language of instruction	The courses are delivered in English – for Exchange and Russian students. At your choice, you can attend any other classes delivered in Russian if your level of Russian skills permits it. Student can have a full program – 30 ECTS points in English or mixed classes , depending on the home university requirements
Attendance	Mandatory for all the core subjects, the rest are optional Block seminars must be attended fully.
Participation	Lectures attendance is a part of the course work. It is taken into account at the final assessment.

 <p align="center">Grading</p>	<p>Grading systems may vary in different countries. In Russia this system is formally regulated by the Ministry of Education and is universally used by all Higher Schools.</p> <p>The following grades are accepted:</p> <p align="center">5 = excellent - 85-100%          4 = good – 65-85%          3 = satisfactory – 53-65%          2 &amp; 1 = failed - less than 53%</p> <p>When you receive your academic transcript from the MIRBIS Institute, you will find the results of your final exams presented in accordance with the Russian system and the ECTS equivalent.</p>
<p align="center">Course selection</p>	<p>All courses are open to all international students. International students may set up their own study plan by choosing the courses most appropriate for their studies and according to the requirements of their home university</p>
<p align="center">ECTS learning agreement</p>	<p>Each incoming international student has to present an ECTS learning agreement approved, signed and stamped by the Home university. Changes to this Learning agreement can only be made during the first two weeks after semester starts. Registration for the course means that attendance becomes mandatory in order to receive final grades and ECTS points</p>
<p align="center">Exams</p>	<p>Exams usually take place in the middle and at the end of the term. Please note that no extra dates can be arranged to re - sit the examination right after the exam-session. Students who miss the final examination will not receive any grade and no credits.</p>
<p align="center">Grade Transcripts</p>	<p>Students will receive transcripts of their studies after the end of the term. The original Transcript of records showing the ECTS credits and the Russian grades will be sent to the student’s home university within the month after the end of the term.</p>

<p style="text-align: center;">Areas of Concentration</p>	<p>All courses in Economics and International Business are delivered in English.</p> <p><u>Below are the core courses run in English for international and Russian students attending the International Track:</u></p> <ul style="list-style-type: none"> <li>• International Economics Development/Russia in the Global Context</li> <li>• National Economy</li> <li>• International Economic Relations</li> <li>• Development of Tourism-Geographic, Economic and Management aspects</li> <li>• International Markets</li> <li>• Investment and Capital markets in Russia</li> <li>• Perspective of the Russian Insurance Market</li> <li>• Stock and Securities Market</li> <li>• Money, Banking and Finance in Russia</li> <li>• International Banking</li> <li>• International monetary and credit relations</li> <li>• Accounting and Audit</li> <li>• Information Technologies in Management and Marketing</li> <li>• Quantitative methods for Business</li> <li>• E-Commerce</li> <li>• IT in business</li> <li>• European Law</li> <li>• Public Law</li> <li>• Management History</li> <li>• International Business management</li> <li>• Business and Self-management</li> <li>• Advanced management</li> <li>• Human resource Global management</li> <li>• Innovation Management</li> <li>• Management History</li> <li>• History of economic thought</li> <li>• Ecology-managerial aspects</li> <li>• Marketing Strategic Planning</li> <li>• Customer Care</li> <li>• Legal aspects of International trade</li> <li>• Russia country studies</li> <li>• Russian History of Entrepreneurship</li> <li>• Economic geography of Russia</li> <li>• History of Russian Civilization</li> </ul> <p><u>Languages:</u>                  Russian language (State International Certificate in the Russian language for foreigners)                  Business English/Case studies                  German, French, Spanish, Swedish, Italian and Chinese languages</p>
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### ECTS grading system:

The European Credit Transfer System is used in order to measure a student's workload in a particular course. The number of ECTS points attributed to a course reflects not only contact hours in class but all study work (preparation, assignments, projects, exams) related to a course. The normal workload per semester is 25 - 30 ECTS.

In order to justify a semester, the MIRBIS Institute strongly recommends to international students a minimum attendance of at least 5 regular courses (minimum 15 ECTS)

Credits are awarded only when the course and all required examinations have been successfully completed.

An original copy of the transcript will be sent to the home institution at the end of the semester. MIRBIS will only keep valid copy of the transcripts in their files.

### HOUSING

Exchange students during their study at MIRBIS Institute will provide by MIRBIS Housing Department with the shared private apartment.

#### Shared private apartment:

If you have any questions about your accommodation in a private apartment, please, contact our Hospitality Department:

E-mail: international @mirbis.ru - Artushova Taisya.

#### Housing cost estimate:

Rents usually range from 300 EUR for a shared room to EUR 350 per month for a single room. The Hospitality Department offers rooms in various parts of Moscow.

#### Room equipment:

Each room has a telephone, federal TV Programs, kitchen, shower, toilet, wash machine, microwave.

#### Terms of payment:

There is no any deposit charged, but the payment for your accommodation should be made in full for 4 months-Fall semester; for 5 month – Spring semester. The payment is effected within 10 days upon you arrival. If the rent is not paid within 10 days, a 5% overdue fine is charged by the MIRBIS Financial Department.

The payment is effected for the semester regardless of the date of your arrival to Moscow.

Rent contracts are signed for a 4 month period (eg. from September to December and for a 5-month period – February to June).

It is NOT POSSIBLE to MOVE from one residence to another during the semester

The Accommodation Form with your address for the period of studies in Moscow will be sent to you by e-mail. Please note that this form should be signed and re-faxed to the MIRBIS International Centre for the attention of the Student Exchange Program Administrator – Varvara Surnina.

The MIRBIS Institute reserves the right not to provide accommodation for international students, if they refuse to sign the Rent contract. As such, it means a violation of the Russian Federation law in registration of foreign citizens and the internal regulations of MIRBIS. In such cases the students will have to find accommodation on their own, while MIRBIS will not bear responsibility for the student's registration.

Housing application deadline:

Together with exchange semester application form as per above. Exchange students during their study at MIRBIS Institute will provide by MIRBIS Housing Department with the shared private apartment. We are sensitive to the accommodation needs of individuals and cater to the needs of international students.

SUPPORT AND SERVICES ONCE YOU ARE HERE

• Health :

Students must be insured during their stay in Moscow, Russia. During your stay you should have the valid Health Insurance.

Where and who to consult?

The Russian system of social protection enables you to take care of your health. Don't wait until the last moment –and for complications – before consulting a doctor or a specialist.

You are strongly advised to avoid delaying consultations and treatment. The old saying applies: prevention is better than cure.

Remember that embassies offers short list of doctors and specialists for its citizen.

IT facilities:

The Mirbis Business School has 2 computer labs (7<sup>th</sup> floor) both in the main office are open to students from Monday till Friday. The time – slots of working hours in the computer labs are indicated in the main schedule.

Students who wish to use the Internet for an extended time period, or in the evening, can go to the Internet café is located next the metro station «Marksistskaya»

Students who bring their own laptop and want to have access to the MIRBIS net must have it configured to the MIRBIS system. This configuration will be done by a member of the MIRBIS IT department during the study process.

A conducive learning Environment:

The MIRBIS modern Campus offers:

A multilingual library with 12 400 recent books on management and 200 academic periodical and business journals, multimedia editions (43 electronic text-books), the electronic catalogue which affords to control the stock completely. The catalogue affords to make a search by various characteristics (the author, the title, key words, type of document, etc.).

Library can be found in the main office of the MIRBIS on the 3d floor.

The library contains English books that cover all topics taught in the BA-Program Economics and International Business.

Free access is given to students during the daily opening hours.

A multimedia resource Centre

Language resource Centre

A production department with video and camera system

Internet access

Fitness Centre hall and gym

Onsite cafeteria

Photocopying:

There is copying center in the 7<sup>th</sup> floor of the MIRBIS Institute.

Copy service is payable. (for more than 10 pages)

If you need to photocopy some pages from your study books, please, ask about assistance in the International Department

Orientation and Cultural Program:

Every year the MIRBIS Institute runs the International Students Orientation Program prior to the start of term to help overseas students adapt to life at the University as easily as possible. The orientation Program is held the 4 days before the start of term to give you a chance to settle in, make friends and meet university staff. This program organized by the MIRBIS International Center and International Student Committee offers you the unrivaled opportunity to gain insight into Russian cultural and business life, while getting know other exchange students upon your arrival in Moscow.

The 6 days program is designed to help you to get accustomed to life in Russia, with special emphasis on getting to know the city of Moscow and the MIRBIS Institute itself.

If you would like to take part in the program, please, plan your arrival at Moscow at the End of August for Winter semester and at the Beginning of February for Spring semester.

In addition to the Orientation and Cultural Program, the International MIRBIS Centre also offers intensive Russian language crash course for exchange students on different levels as a preparation for their studies at MIRBIS Institute.

For exchange students, officially nominated by our partner universities for new academic year for Fall semester the Information session and the Orientation and Cultural Program will start on the first week of September -Winter term and on the first week of February -Spring term. Please not that participation in this session is compulsory for all exchange students. Among other things, important information is provided, and assistance given with legal work.

Student SUPPORT:

Our International Student Support team provide:

- ☞ A Meet and Greet service for newly arriving students – our student crew will welcome you from SVO/DME Airport . We can help you with luggage and make sure you get to your accommodation safely
- ☞ an International Orientation Program – get guided tours of the University and the city, top tips about students life in Moscow, an introduction and support services and make new friends by meeting other international students and staff
- ☞ Social events such as the international students` welcome party
- ☞ Information, advice and guidance on study

The Student Council is an internal student organization. The main entertainment activities are discos, parties and the organization of different meetings and conferences, etc.

What do we do for you?

- Buddy project: have your own MIRBIS angel
- Exchange: exchange your culture with MIRBIS students during the international events:
  - international days – represent your country and give MIRBIS students an overview of your culture;
  - the University conference, round table, fair: be the ambassador of your own university and inform students wishing to go abroad

If you want to take part in any activity or have any questions or ideas you should speak to your Russian contact students.

MIRBIS student's council will offer you a wide range of sport activities: tennis, fitness, Volley Ball, Basket Ball, Football.....

Visa and immigration advice:

All applications for a student visa must be made at a Russian mission (embassy, high commission or consulate) in your country. You will need to submit an application form and your offer letter form the university. If you are coming to the Russia to study you must not apply for a tourist visa as you will not be able to change your visa once you arrive.

The Protocol Department will assist you in:

- Arranging visa and registration
- Arranging exist and re-entry visas when traveling abroad during the semester
- Arranging visa prolongation (to prolong your visa you should apply to your home University to ask for permission to stay in Moscow for the next semester)
- Problems concerning official documents (theft, lost etc.)

When we have all the above-mentioned information we apply to the state immigration services who in their turn issue official invitations for incoming students. This will be no earlier than one month before you're actually arriving. It may take this organization about 2 month to issue the invitation. The international Office then sends them to respective universities by express mail and the students receive invitations 2-3 weeks before the semester begins. Then they apply to the Consulate.

When applying the visa you should have:

- National passport
- 3 photos
- Insurance policy
- AIDS certificate

When you receive your visa always double check that dates and information are correct. This is just your entry visa. Make sure that your passport is valid until 2015 for the spring semester or December 2015 for the autumn semester. On arrival you will get registered for the whole period of stay and gets multiple entry visas allowing you to leave and reenter Russia. At the International Centre you will be get a temporary certificate (sparavka) that will be valid while your passport is taken for registration.

According to the entry visa you can enter Russia no earlier than 4 days before the semester starts. Don't buy your ticket for an earlier date!

Practical Information-

Which tickets do I need to buy?

Transport:

Metro: 1 trip = 22 rubles	City transport: 1 trip = 25 rubles
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You can buy Metro tickets and city transport tickets near or inside any Metro station. Each student can have a student metro card with specially discount.

You can also buy a ticket directly on a bus, tram etc.

The student card for students fewer than 26 is available at a very low cost with 50 % reduction on normal price. If you want to subscribe to the Student Card you will have to fill in the application form you will find in any metro station, give a photo and give the MIRBIS Student Card with your personal valid passport.

Options for students studying during the Fall/Spring semester:

- you can choose to pay monthly
- stop paying until your departure (see conditions in the STUDENT CARD contract)
- you will have to send back your metro card during your last months utilization.

Post, telephone, communication:

☞ The Central Telegraph: M. "Ohotniy Ryad", Tverskaya ul, 7

Phone cards are available at any Metro station, but they can be used only within Moscow.

The nearest post office to the MIRBIS Institute is situated on the Valovaya ulitsa, 11/19, M. "Paveletskaya".

☞ Mobile phone operators on the Russian Market:

- MTS
- Bee Line
- MEGAFON



In general and to easy for your life we would advise you to purchase pre-paid cards for your own mobile phone. You can also buy international or national cards in each metro station.

Shops and markets:

You can buy relatively cheap food and clothes in the markets including:

- Danilov market (food) situated near the Metro station "Tulskaya", which is one stop from Metro "Serpukhovskaya". Or you can also get there via: Metro "Dobryninskaya", then go by any bus except 632.

- Kievskiy market (food and clothes), "Kievskaya" station, just turn left when you exit from the Kievskiy railway station.

- A 24 hour shop "Alphabet of Taste" is situated on Valovaya street. From "Bangkok", turn left and goes straight until you see Valovaya street. You will then need to go via the underpass to the other side of the road.





- a supermarket "PEREKRESTOK" is situated near the Metro station Dobryninskaya

- a supermarket "12 months" is situated near the Metro station Tulskaya

- Aushan : This is a European standard and style store selling a wide range of food items at reasonable price. There are a number of Aushans in Moscow.

MORE PRACTICAL INFORMATION:

COST OF LIVING:

	<p>Accommodation with electricity</p>	<p>300-350 Euros</p>
	<p>Transport (Student Card)</p>	<p>40 Euros</p>
	<p>Food</p>	<p>500 Euros</p>
	<p>Leisure</p>	<p>100 euros</p>

The Garbushka market is very famous for cheap CDs, heaters, water boilers etc. Metro station Bagrationovskaya (north west light blue line). Just follow the crowds!

English Books/Russian language books. Metro stations Polyanka – Molodaya Gwardia.

Central Moscow shops — these are not the cheapest and you will find a wide range of items:

GUM: Red Square, 3

SUM: Petrovka st., 2, "Teatralnaya" station

### Central Library of Foreign Literature:

Ulyanovskaya ulitsa, 1, Metro "Taganskaya" or "Kitai-gorod" 227-8810

A good place to find information about what's on is the Lifestyle section of the English language newspaper Moscow Times. This can be found free in cafes and some stores. There is also a Russian language magazine, published weekly called 'Dasug'.

### Parks:

«Kolomenskoe»: M. "Kolomenskaya" — park with medieval churches and monasteries. A great place for sightseeing. It's better to go there during religious holidays when performances in traditional Russian Orthodox style are held.

- "Tzarizino": M. "Tzarizino" — complex of old buildings. Katherine the Great ordered the palace to be built in Tzarizino. Is now being reconstructed.
- "Izmaylovskiy": M. "Izmaylovskiy park" — beautiful landscape, perfect place for walking.
- "Bitzevskiy": M. "Chertanovskaya" and "Bitzevskiy park" — is famous for the best Moscow School of Horse Riding.

### Museums and Exhibitions:

- Museum of Moscow History: M. "Kitay - Gorod", "Lubyanka", Novaya Ploshad, 12, tel 924-8490, every day: 10°°-18°°.
- The Kremlin: tel 202-4256, 202-3776, 10°°-17°°, every day except Thursday.
- Pushkin Museum of Fine Arts: M. "Kropotkinskaya", Volhonka ulitsa, 12, tel 268-9966, every day except Monday 10°°-20°°.
- Tretyakov Gallery: M. "Tretyakovskaya" Lavrushinskiy per., 10, tel 230-7788
- Historical Museum: M. "Teatralnaya", "Ohotniy Ryad", tel 292-4019, every day 11°°-19°°
- Russian Exhibition Hall, M. "VDNH" ("ВДНХ"), tel 181-95-04.

### Theatres:

- Bolshoy Theatre: M. "Teatralnaya", ulitsa Petrovka, 1, tel 292-9986
- "Lenkom": M. "Chehovskaya", ulitsa Chehova, 6, tel 299-9668

### Cinemas:

- Puschkinskiy House of Cinema: M. "Puschkinskaya"

CHECK-LIST: DOCUMENTS TO BRING:

Your application file must comprise:

Application form

Accommodation form

Learning agreement

Passport copy - should be valid 18 months after expected completion of studies

HEALTH INSURANCE POLICY (A COPY)

Visa and passport form for issuing the official invitation by the Host University

In order to be registered in Moscow you must provide the Protocol Department with:

Passport copy - should be valid 18 months after expected completion of studies

THE MIGRATION CARD

a STUDENT VISA

7 BLACK & WHITE ID PHOTOGRAPHS NOT IN GLITTERED FORM

A LETTER OF ACCEPTANCE OR REGISTRATION FROM YOUR HOME UNIVERSITY THAT YOU  
HAVE BEEN ACCEPTED

MEDICAL RECORDS AND VACCINATION SHEETS



## Exchange students report

### Philipp von Ziegner (HHL, Germany)

Moscow might seem to be a big, dirty, bustling metropolis with all its contradictions – just like any other place, but still I love it and its people! Once you get to the heart of the people and make friends, the Russians are far more emotional and affectionate than any other culture I have met so far. But the most remarkable and impressive experience I had was to witness the process of how young Russians are opening their minds and giving rise to a new quality of democracy and socio-economic structures in Russia. The “Moscow Higher Business School” (Mirbis Institute) is probably one of the best places to meet and experience these young Russians. It not only offers a fair amount of English lectures and a big variety of extracurricular activities ranging from all sorts of sports to trips to museums, theaters and other cultural events, but it also provides the great opportunity to participate in different social projects like a trip to an orphanage in a small town 500 km north of Moscow. For my part, this semester was probably the most experience in my life so far and definitely the best decision I possibly could have made for my semester abroad.