

Frequently Asked Questions

General information about IBS

✓ **When does the semester start and finish?**

The program takes place annually in spring term, beginning in February and ending in June. Program duration is 18 weeks.

Program dates for IBS 2011: February 07 – June 10, 2011.

✓ **When is the deadline for application?**

Deadline for application is November 1.

✓ **What is the application procedure?**

The application procedure consists of the following steps:

1. A student sends
 - a) application form;
 - b) transcript of records;
 - c) copy of passport.
2. The University considers the application documents. The procedure can take up to 1 month.
3. If the student is accepted, the letter of acceptance is sent by e-mail.
4. The student coming as a free-mover on the tuition fee-paid base should sign a contract with SPSPU.
5. If student needs a visa, he/she should apply to organizers for the invitation letter. The letter of invitation is issued by Federal Migration Service. The procedure takes about 1 month.
6. All the documents are sent first by e-mail or by fax, then by snail mail.

✓ **Which documents should I fill in to enter the program?**

Every student applying for the program is required to submit the following documents:

1. Application Form (before November, 1)
2. Housing Application form (before December, 1)
3. Arrival form (2 weeks before the program starts)

✓ **How should I send you the application (email, fax or post)?**

The forms should be sent before November, 1 by e-mail or fax. After that the originals can be sent by snail mail.

✓ **What courses do you offer?**

The program contains both compulsory and elective courses and interdisciplinary project.

Compulsory courses include:

- Russian Civilization 1.5 ECTS
- Russia as a Target Market 1.5 ECTS
- Strategic Management and Leadership 3.5 ECTS
- Business Marketing 3.5 ECTS
- Business Legislation and Finance 2.5 ECTS
- Financial Aspects of Business Planning 1.5 ECTS

Elective courses are:

- Russian language 5.5 ECTS
- Business English 3.5 ECTS
- B2B Market Research 1 ECTS
- Macroeconomics and the Current Financial Crisis 2 ECTS
- Global Issues 1.5 ECTS
- International Economic Relations 1.5 ECTS
- Economic Statistics 2 ECTS
- Business communication in English 1.5 ECTS

Students are also suggested to develop **interdisciplinary project** (5 ECTS). During the program students develop business idea of a company that could be implemented in St.Petersburg area. Thus they will be able to use all the knowledge they obtained during the program and to apply it to practice.

Compulsory courses are obligatory. Students can also choose elective courses from the list to get 30 ECTS credits as maximum.

Program content is a subject to change. List of elective courses delivered by visiting professors will be announced 1 month before the program.

You can find information available on website <http://www.spbstu-eng.ru/>

✓ **Is it possible to take more than 30 ECTS?**

30 ECTS is recommended work-load per semester. If you wish to take more, that wouldn't be a problem. The amount of ECTS credits that students complete usually vary from 26 to 33. If during the program you feel that studies are too intensive you can still cancel one or two elective courses.

✓ **Are there any holidays during the spring semester?**

We have public holidays on 23.02, 08.03, 01.05, 09.05.

If the holiday gets to Saturday or Sunday one more day-off is usually added to the weekend.

✓ **Who are teachers at IBS?**

Teachers are Professors from St. Petersburg Universities, visiting Professors from European partner Universities and highly qualified experts of consulting companies.

The studies are delivered by Russian experts who have academic backgrounds and who have worked as consultants for both Russian and western companies. All the lecturers have been lecturing at European universities.

Study methods emphasize students' active participation and involvement. Case studies, company visits and field studies are employed in the learning process in addition to lectures.

Visa and Insurance

✓ **What is the procedure of visa application?**

The procedure of visa application and visa registration in Russian Federation is very complicated. Please study carefully the attached file.

✓ **Do I need any health insurance studying in SPSPU?**

Every student is obligated to have medical insurance valid on the territory of Russian Federation.

You can make insurance on arrival here at the University or before you come in your country. If you want to make insurance before arrival please do it in the insurance company in your country.

If you decide to make insurance on arrival **approximate price** is 65 Euro.

Payment

✓ **Is there any tuition fee for the program?**

Program is open for all types of applicants:

- free-movers (tuition fee is required)
- bilateral exchange students (tuition fee is free of charge)

Registration fee: 135 Euro.

Tuition fee for the IBS 2011 is 2240 c.u. (78400 Rubles - appr. **1987 Euro** according to the Central Bank rate on the August 3rd 2010).. It can slightly change depending on the Ruble-Euro exchange rate. The tuition covers course participation, supplies, study visits, personal tutoring, invitation for visa.

✓ **Is there any possibility of getting a scholarship or other financial aid supporting my study at St. Petersburg Polytechnical University?**

Unfortunately, SPSPU doesn't provide any financial support for students. Incoming students usually try to apply for grant at home university or national and international organizations supporting international mobility.

✓ **What form of payment do you have?**

Registration fee should be paid by bank transfer only.

Tuition fee could be paid either by bank transfer or in cash in Russian Rubles according to the Central Bank rate.

Tuition fee can be covered after your arrival, taking care the deadline mentioned in the agreement. Payment is made in cash in the IIEP cashier's desk.

Accommodation

✓ **Is accommodation offered?**

IIEP does its best to create comfortable conditions of life for the international students. International Business Semester students live in the student dormitory. Student dormitory is a semidetached building to IIEP. Compartments comprise 2 double rooms with shared facilities: a small kitchen, a bathroom and a toilet.

All apartments are equipped with a bed, bedside table, desk, chairs, wardrobe, curtains, and bed clothes (includ. mattress, blanket, pillow, sheets, pillow cases). Kitchen contains electric oven, refrigerator, kitchen table, and stools. Most rooms have technical capacity for fixed Internet connection.

✓ **How much does the accommodation cost?**

Monthly rate is 6000 Rubles (appr. 155 Euro according to the Central Bank present rate) per month that should be paid in cash in Russian Rubles. IIEP student hostel always requests to pay rent for the whole semester in the beginning of student's staying in the hostel.

IIEP student hostel also requests to make guarantee payment of 1500 Rubles (appr. 39 Euro) that will be reimbursed in the end of semester if the hostel doesn't have any material claims to the student.

✓ **Is it possible to have single accommodation?**

The number of incoming students is growing with every year and we can provide only double accommodation. It is also not possible to pay for the whole double room.

✓ **How and when the dormitory should be paid?**

The rent is due to be effected within three days after arrival. Delayed payment is to be penalized by the hostel. The rent is calculated according to the certain amount of days of student's staying in the hostel.

✓ **Is there Internet connection in the dormitory?**

IIEP does its best to create comfortable conditions of life for the international students. Most rooms have technical capacity for fixed Internet connection.

All expenses for Internet are under student's responsibility. **Monthly rate** is about 1,5 Euro. 1 MB of incoming information is about 0.01 Euro. There are also some expenses connected with connection costs and customization of your computer – around 400 Rubles (10,5 Euro).

Other

✓ **Cost of food**

The meal in the student canteen will cost around 100-150 Rubles (3-4 Euro).

Soup – 0,5 -1 Euro

Meat – 1,5-2 Euro

Garnish – 0,5 Euro

Salat – 0,5 - 1 Euro

Drink – 0,5 Euro

✓ **Cost of Transport**

One trip by bus – 18 Rub. (0,5 Euro)

One trip by metro – 22 Rub. (0,6 Euro)

When students are enrolled at the University and put into the database of students they can buy a monthly student ticket for the cost of 555 Rub. (14 Euro). Monthly student ticket allows to travel by every type of public transport within the city. Private transport «Marshrutka» is also quiet spread within the city. Cost of one way ticket is 27 Rub. (0,69 Euro). Students can't travel by private transport using monthly student card.

✓ **How will I get from the airport of St.Petersburg to the University or to the dormitory?**

Every student has a tutor who meets him at the airport or at the railway station and accompanies till the dormitory.

You have two possibilities to get to the dormitory: either by public transport (approx. duration is 1.5 hour) or by taxi (approx. duration is 1 hour, price is about 1100 rubles). All expenses for transfer are covered by student.

University and dormitory address is: 28, Grazhdansky pr., St.Petersburg.