**Guidelines on the procedure for recognizing a foreign academic degree equivalent to a PhD degree**

**Attention**: The decision of the Scientific Activity Development Commission of the UrFU Academic Council on equivalence of academic degrees has internal force and cannot be used for third-party organizations. Examination and recognition, valid throughout the territory of the Russian Federation, is carried out by the Higher Attestation Commission under the Ministry of Education and Science of Russia.

**Initiator of the procedure**: the head of the structural unit or the employee himself (possible option for Russian citizens) - hereinafter - Applicant.

**Initial package of documents:**

1. Passport and passport translation (for foreigners)

2. Diploma and diploma translation, if necessary, consular legalization or apostille.

You can check the need for legalization on the website of the National Information Centre “Glavexpertcenter”: <https://nic.gov.ru/ru/proc/lega>

3. CV indicating education, previous jobs, scientific achievements

Translations must be certified by the person completing the translation. Notarized translations are optional.

**1 stage**

1. The applicant sends scans of documents to the CRSFSTP by e-mail (e.a.cherepkova@urfu.ru). This needs for verifying the fact that a document on academic degree issued in a foreign state is covered by the international treaties on mutual recognition; or the fact that the organization issued the diploma is included in the list established by the Government of the Russian Federation; legalization of diploma is needed.

2. CRSFSTP prepares the Express Analysis and sends it to the Applicant. The Express Analysis indicates the following recommendations:

• to recognize the compliance of a foreign academic degree with a Russian academic degree

or

• to submit the issue to the Scientific Activity Development Commission (hereinafter referred to as SADC) for consideration

3. The applicant, in case of lack of the diploma legalization (when consular legalization or an apostille is mandatory) and lack of possibility for its legalization in the near future, prepares a Service note addressed to the rector seeking permission for the documents acceptance without legalization procedure. The reasons for absence of diploma legalization has to be indicated in the paper. Service note has to be signed by the Director of the Institute or the supervising vice-rector.

4. The applicant prepares a package of documents for SADC (in hard copy):

• A copy of the diploma and diploma translation, if necessary, consular legalization or apostille.

• CV indicating education, previous jobs, scientific achievements

• Express-analysis from CRSFSTP

• An accompanying service note signed by the structural unit head or the director of institute, indicating the fact of sending a set of documents for consideration by the SADC in order to recognize the equivalence of a foreign academic degree to the Russian degree of a candidate of science in the field (the direction is indicated). Moreover, it is preferable to indicate the holder of a foreign academic degree’s scientific achievements.

• If necessary, a service note (addressed to the rector) seeking permission to accept a foreign diploma without its legalization - with rector’s positive resolution (signature).

A package of documents is handed over to the SADC secretary (to the office of science vice-rector, St. Mira, 19, office GUK-211).

**Attention**: The applicant may be invited to the SADC session!

**2 stage**

Based on the Express-report of the CRSFSTP and the analysis of the submitted documents, SADC confirms (or refuses) the equivalence of the foreign academic degree to the requested Russian academic degree.

SADC confirmation on equivalence of a foreign academic degree to Russian candidate of science is issued as SADC Resolution.

**Attention**: The Applicant personally has to obtain a copy of the SADC Resolution and:

• send a scan of it to the CRSFSTP

• submit it in hard copy to the HR Department specialist in charge of the employee's structural unit whose academic degree has been recognized.

CRSFSTP Director

E.A. Cherepkova