**INNOPOLIS
UNIVERSITY**

International
Relations Office

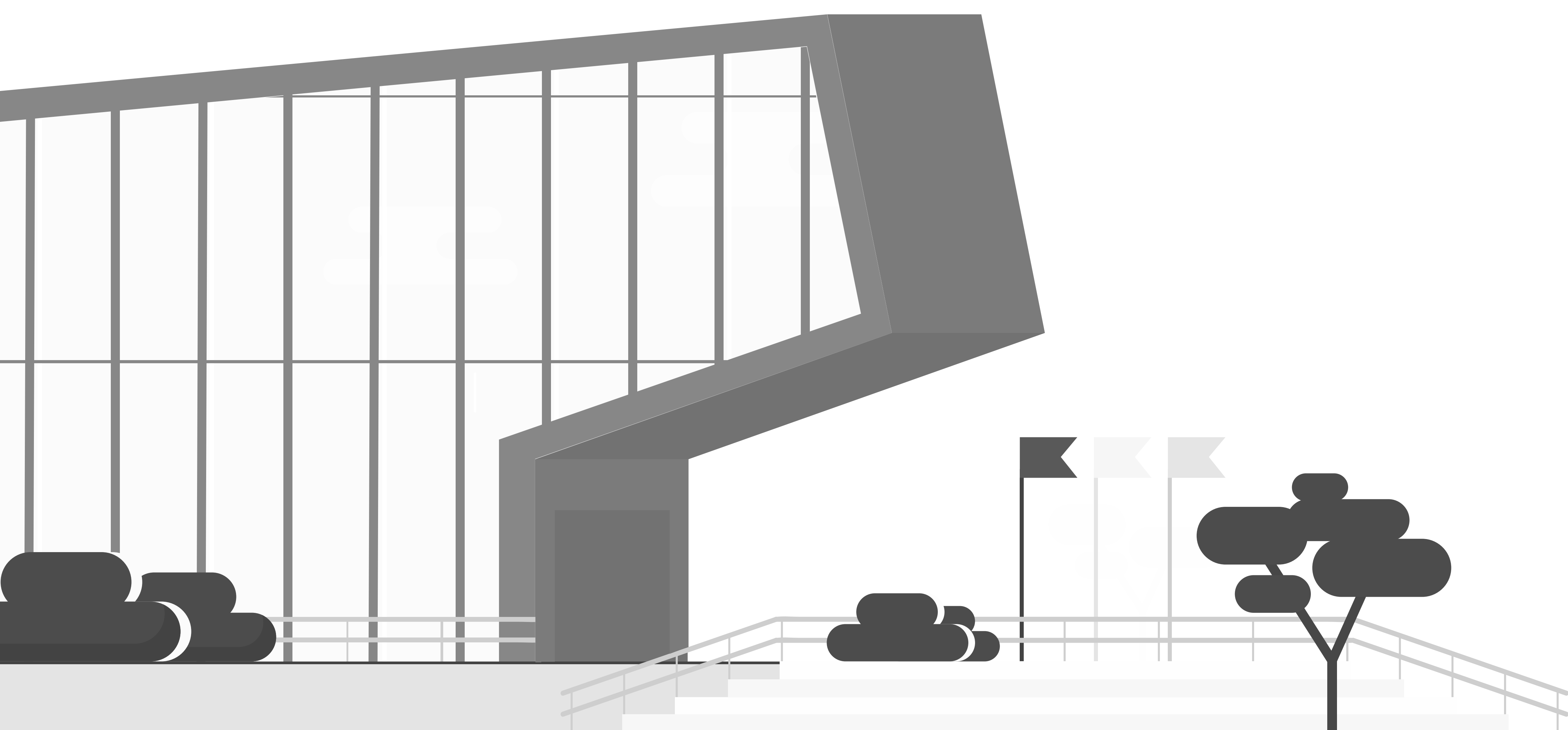# Incoming Exchange Student Handbook

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DEAR EXCHANGE STUDENT

Thank you for choosing our university for your international study experience. We value the partnership that we have developed with your Home university and look forward to welcoming you as the exchange student.

IU is engaged into significant academic exchange sending and receiving students, faculty members and staff from various countries.

Our University is one of the most culturally diverse institutions in Russia. With the English language being the only language of instruction, the University provides encouraging and comfortable international environment complemented by modern facilities. We are proud of our community and are excited to share it with you!

This handbook will serve as your guide to the IU application process, procedures prior to arrival, and resources once you are on campus. Please review it carefully and refer to it throughout your exchange program.

We wish you all the best throughout the process and look forward to seeing you at IU!

Sincerely,
International Relations Office Team
Innopolis University

INNOPOLIS UNIVERSITY AT A GLANCE

Innopolis University is primarily focused on education, research and projects in the fields of IT and Robotics. Our university has 17 laboratories and 8 research centers that specialize in but not limited to Software and Service Engineering, Intelligent Robotics Systems, Computer Security, Data Analysis, and Artificial Intelligence.

Quality Education

TOP-25

in the category "Joint International Scientific Publications" of the U-Multirank rating of 2000 participating universities

29

place in Forbes' annual ranking of the best universities in Russia

11 216

applications for full time programs from 150 countries

1 488

students from 31 countries

## Education Programs

Bachelor's Degree:

Computer Science

Data analysis and Artificial Intelligence

Master's Degree:

Security and Network Engineering

Robotics and Computer Vision

Data Analysis and Artificial Intelligence

Software Engineering

Technological Entrepreneurship

Postgraduate:

Theoretical Computer Science

Mathematical modeling, numerical methods and software packages
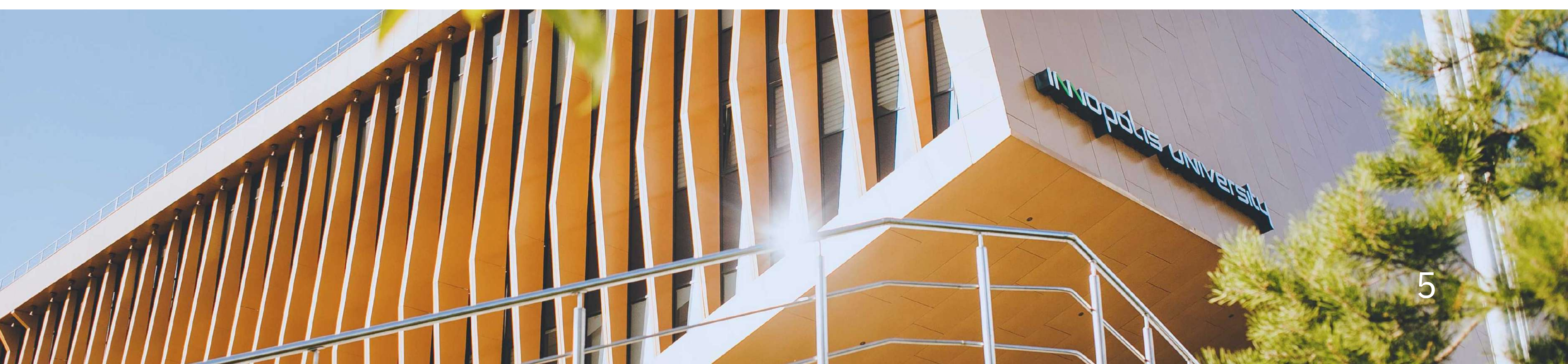
APPLICATION PROCEDURES

FOR EXCHANGE STUDENTS

Application:

— **Confirm that Your University is a Partner with IU**

Check our website for a list of the IU partner universities.

— **Seek a Nomination from Your Home Institution**

A student interested in studying at Innopolis University must be a full-time, degreeseeking student at one of IU's international partner universities, and be nominated by the International Office of that university. The nomination process differs by university, so contact your university's international office to inquire about the procedure.

— **Review Important Application Dates**

SPRING SEMESTER DEADLINES

— Nomination by home university: 15 October
— Application by nominated students: 30 October

FALL SEMESTER DEADLINES

— Nomination by home university: 15 April
— Application by nominated students: 30 April

APPLICATION PROCEDURES

FOR INTERNS

Application:

— Apply for the internship.

Send the following documents on international@innopolis.university:

— CV

— Motivation Letter

— Research Proposal (if any)

— Transcript of Records

— Certificates, diplomas or other achievements

Selection Process

1. Preliminary Interview

We will contact you to discuss your scientific interests and achievements in the chosen area; Based on the results of the interview we will send the CV of the candidate to the labs.

2. Interview with a potential supervisor

An Interview with a professor or a researcher from one of the University's labs who has expressed interest in supervising the candidate's research.

Results

The results of the interviews will be sent to you via email within 14 days after the application deadline. You will be emailed a formal Letter of Acceptance. Please, reply with your decision to accept or decline this offer of an internship at Innopolis University.

For more information consult the FAQ section.

APPLICATION PROCEDURES

FOR EXCHANGE STUDENTS

— Prepare the Application Package:

After having received the nomination from your university, the IU incoming mobility specialist will send the Application form to your university's International Relations Offcie. Please, fill out the form and submit it to incoming@innopolis.university.

— Application Form

— Recent Digital Passport Photo

— Copy of Your Passport or other Travel Document
   (the Personal Information Page)
   Your passport should be valid for at least 18 months since the date of your arrival to Russia.

— Transcript of Records

— Preliminary Study Plan

   The list of core and elective courses will be sent to you by email. Use it as guide for your Preliminary Study Plan. Please, note that the list of courses may be subject to minor changes.

— Current Curriculum Vitae

— Motivation Letter

— Proof of Language Proficiency (if applicable)

Selection Process & Results

The results of the application review will be sent to you via email within 14 days after the application deadline. You will be emailed a formal Letter of Acceptance. Please, reply with your decision to accept or decline this offer of exchange studies at Innopolis University.

For more information consult the FAQ section.

ARRIVAL AND DEPARTURE PROCEDURES

PRIOR
TO ARRIVAL

Your Prior to Arrival Checklist:

- Submit the information for your Student Visa Invitation

- Apply for the Student Visa

- Receive the Student Visa and Make Flight Arrangements

- Get your Health Insurance

- Receive your @innopolis.ru account details

- Access Moodle study platform

- Plan your transfer from the airport to Innopolis

- Install Telegram Messenger

- Take a COVID-19 test (if required)

Submit the information for your Student Visa Invitation

Please, email to us the full address of a Russian Embassy or Consulate where you will apply for a visa.

We will issue the electronic invitation for your name that you will need among other documents for your visa application. As soon as we will get the issue date of your electronic invitation, we will let you know what could be the best date for booking an appointment to apply for a visa. Normally it takes about one month to issue the electronic invitation.

Make sure you get in contact with the Russian Embassy or Consulate where you will apply for a visa and get the full list of documents that you will need in order to apply.

Apply for the Student Visa

We will email you the electronic invitation as soon as it is ready. Apply for the student visa in the chosen embassy or consulate. Please, note that your entry visa will be valid for 90 days and will be prolonged as soon as you arrive to Innopolis.

ARRIVAL AND DEPARTURE PROCEDURES

Receive the Student Visa and Make Flight Arrangements

Once you have received your visa and purchased your air tickets, please, send to us a scan copy of your visa and your electronic tickets as we are going to register you as an incoming student for the border service.

The closest airport is the Kazan International Airport. It is located approximately 1.5 hours by car from Innopolis. Find more information in the "Arrival" section.

You should arrive to Innopolis a week before the semester starts.

After you provide us with the dates of your stay at IU we will book a room under your name in the dormitory.

Get your Health Insurance

Make sure that before your arrival you have a valid in Russia medical insurance for the whole period of your stay for medical care including infectious diseases caused by Covid-19.

Health insurance is for getting first aid in case of emergency and receive free services in the clinic. All students must have an insurance by law. It is important to renew your insurance ahead of time in order to avoid penalty on the part of the migration service.

Receive your @innopolis.ru account details

You will receive an e-mail from Innopolis University with login and password from your @innopolis.ru or @innopolis.university account. You will use this account to access the campus wi-fi, your IU e-mail box and Moodle study platform.
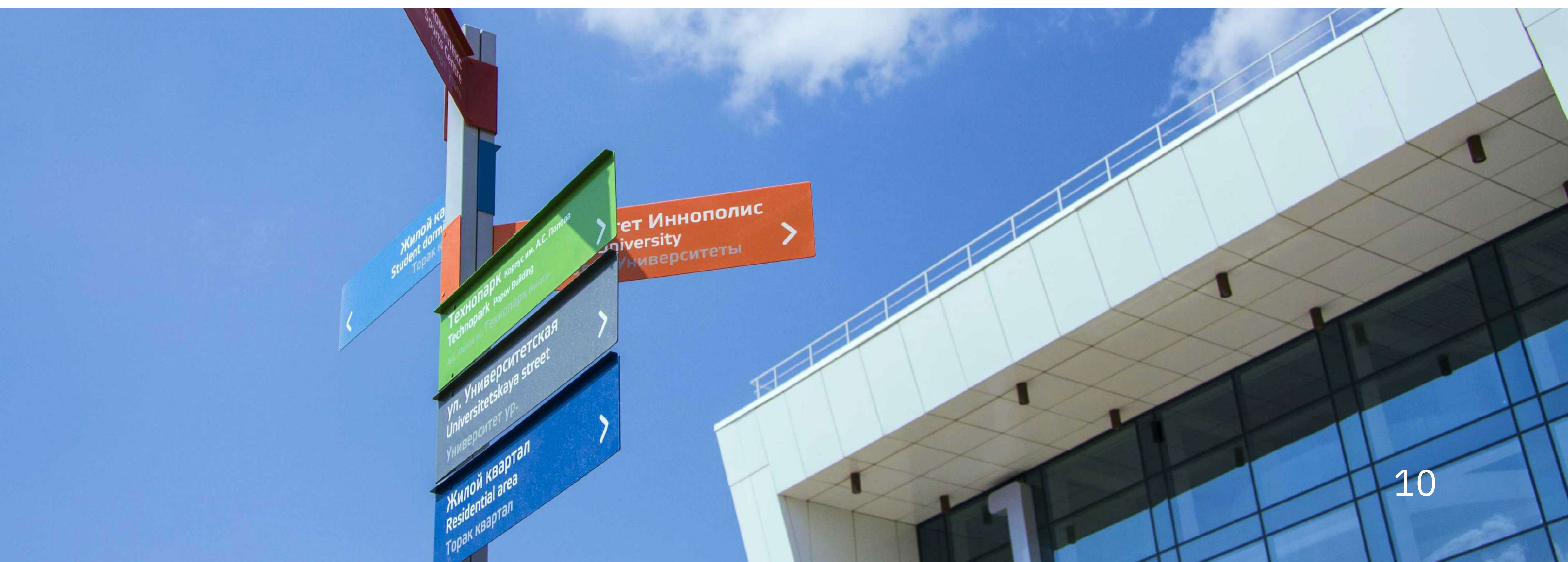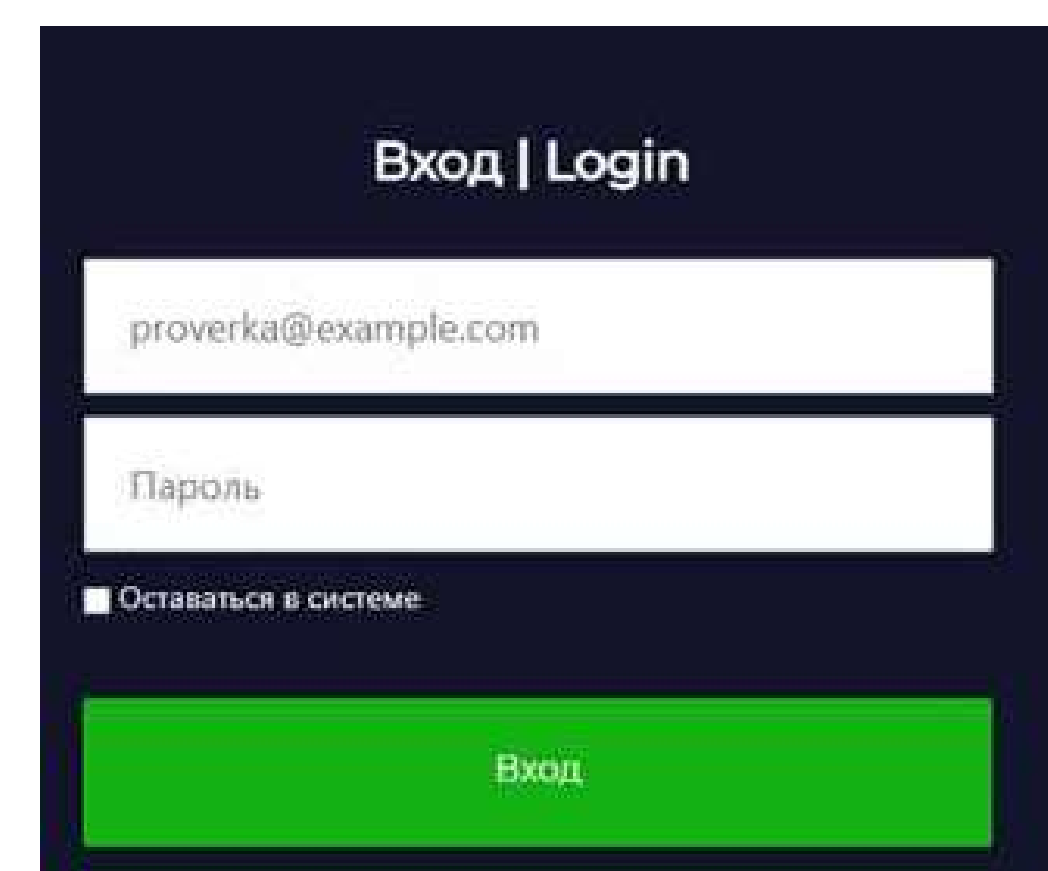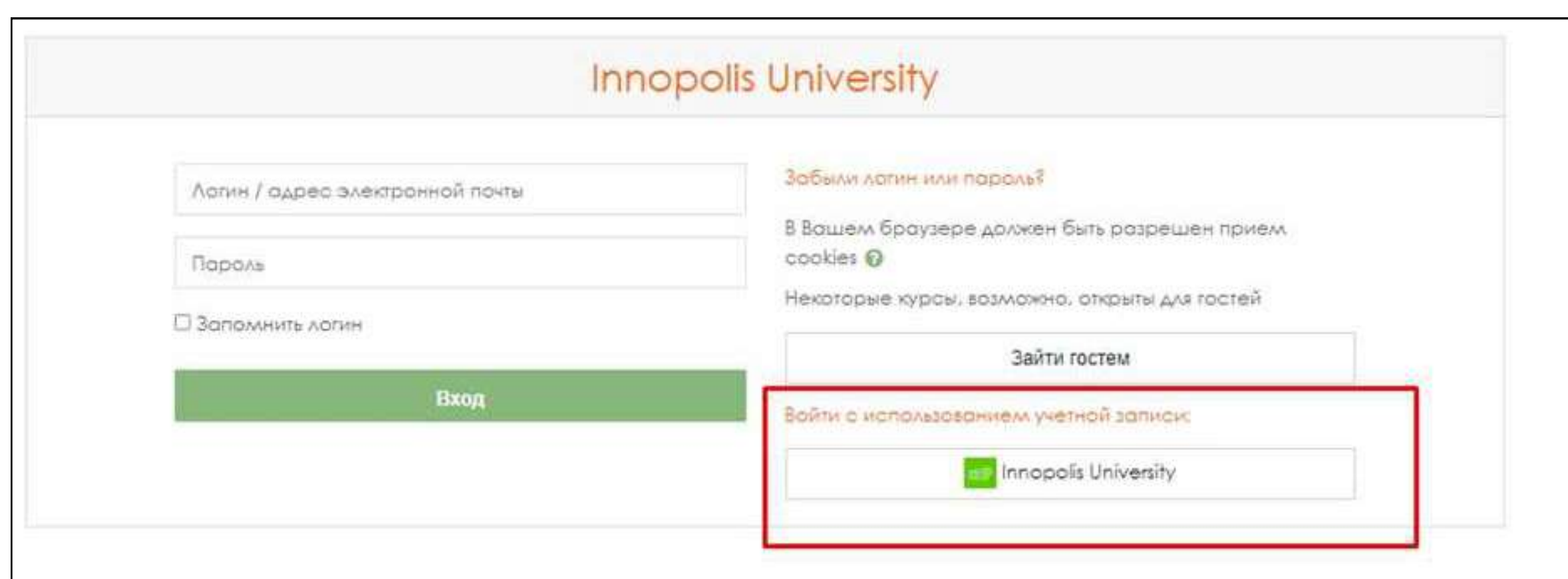
ARRIVAL AND DEPARTURE PROCEDURES

Access Moodle study platform

We use an internal study platform Moodle where you will have list of courses, timetable, assignments etc.

Please, use the instructions below to log in via https://moodle.innopolis.university/.

Our specialist will be able to add subjects that you chose only once you log in. For more information on how to use Moodle, please check out this section.

Plan your transfer from the airport to Innopolis

For your convenience we can order you the transfer service from the Kazan Airport to Innopolis. It will cost 35 EUR.

Another option is to install the taxi app called "Yandex Taxi". The trip will cost around 1300 RUB. This option might be more suitable for those students who can speak Russian.

For your safety, please, do not use the unofficial taxi services offered in the airport.

Install Telegram Messenger ✈

For your convenience, we suggest you install Telegram app https://telegram.org/. We use this messenger to communicate fast here at Innopolis. You can find useful Telegram groups and bots in this section.

Sanitary requirements

Please, check the website of the Consulate of Russia in your Home country to find out about the recent Covid-19-related regulations.

ARRIVAL AND DEPARTURE PROCEDURES
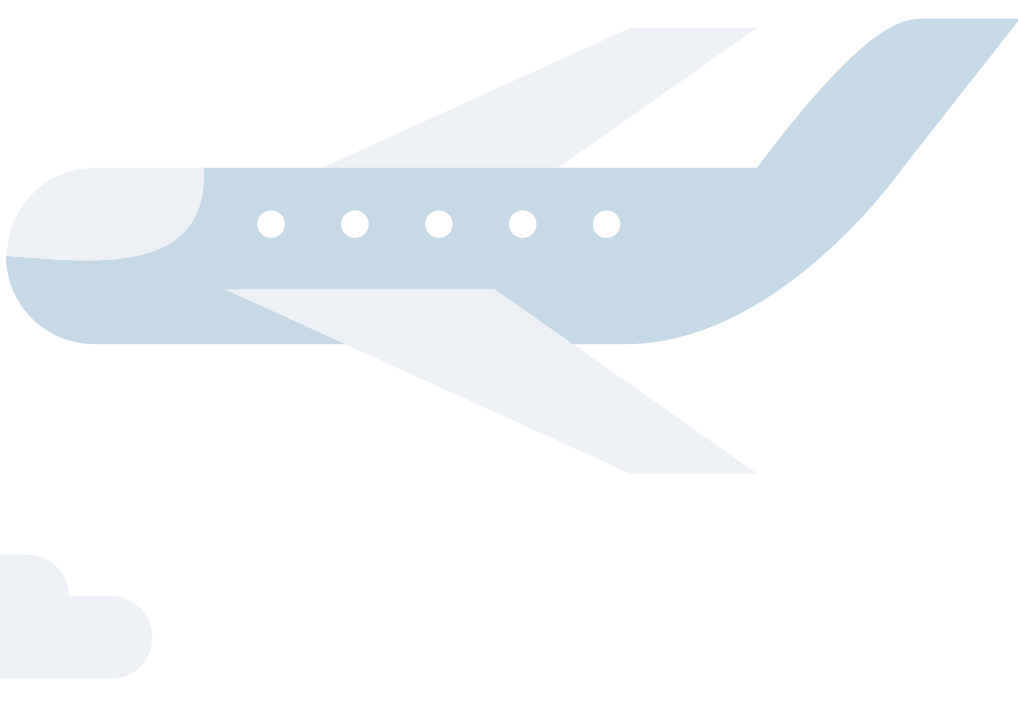
ARRIVAL

Your Prior to Arrival Checklist:

- Fill in the Migration Card
- Receive your Student ID
- Check in the dormitory

- Apply for migration registration
- Receive your migration registration

Fill in the Migration Card

Upon entry to Russia you will be given a migration card, which is usually distributed to passengers on in coming flights while passing through a passport control and available at arrival points in Russia.

Fill out two identical sections (A and B) of the migration card. The card should be completed using an ink pen without blots or corrections in Russian or English block letters according to your travel document data. Indicate gender in the corresponding column with an "X".

Make sure to put the reason of arrival as "studies" (УЧЕБА). Otherwise, we would not be able to extend your stay after 90 days and you will have to go to your home country and come back to Russia again.

Please, keep your Migration Card throughout your stay in Russia.

ARRIVAL AND DEPARTURE PROCEDURES

Receive your Student ID

You will get your student ID at the reception of the dormitory. This Student ID will allow you to access the main building of the University, the Dormitory, and the Sport Complex. You can also use it to get a discount for you meals in the University Canteen.

Check in the dormitory

You will need to enter the 3rd campus and check in at the reception on the first floor. You will need to sign the rental agreement and get familiar with the dormitory rules. For more information, please check the "Accommodation" section.

Apply for migration registration

As a foreign citizen, you must be registered by the General Administration for Migration of the Interior Ministry of Russia upon arriving in Russia. This registration is proof of your legal stay in Russia, and foreign nationals must show confirmation of their registration together with their passport and migration card to police officers when asked.

To Apply for your Migration Registration, please send the following information to the university via Telegram to @StudentAffairs_bot within **3 working days** after entering the territory of Russia:

— copy of your migration card

— copies of completed passport pages or all passport pages (if this is your first visit to Russia)

— the residence address on campus

— negative covid-19 test

It is crucial to send the scans within 3 working days as it may lead to fines and might be interpreted as an act punishable under administrative law. Normally it takes about a week to get the registration ready.

Receive your migration registration

You can collect your Migration Registration Card in the Student Support and Development Department (room 319) a week after you have applied for it. Please, keep it together with your Migration Card throughout your stay in Russia.

DEPARTURE

Your Departure Checklist

- Inform IU about the date of your departure

- Return the following to the relevant departments

- Make sure you have paid for your accommodation and you do not have any debts

Inform IU about the date of your departure

Send your departure date and time via Telegram to @StudentAffairs_bot. Also, inform the International Relations Office about when you are planning to leave.

Return the following to the relevant departments

— Books checked out from the library

— Key to your dormitory

Make sure you have paid for your accommodation and you do not have any debts

For all questions concerning the accommodation you can approach dormitory administration on the 1st floor of the 3rd dorm or text @hoteluni.
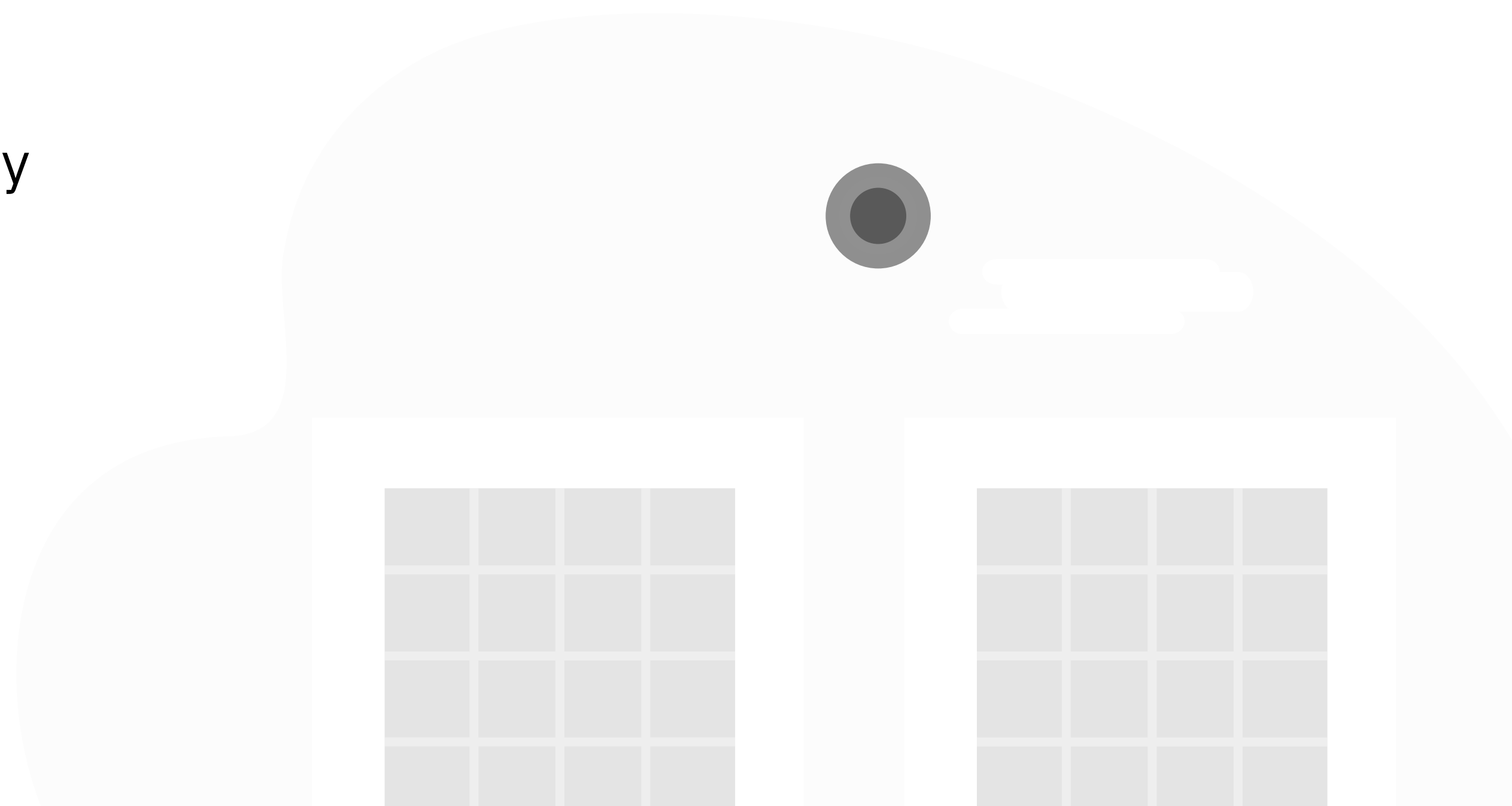
ACCOMMODATION & MEALS

Dormitory Overview

The four buildings of the residential campus are connected by a pedestrian gallery, which flows smoothly into the University.

All residential college rooms are air-conditioned and equipped with a bed (extra-long twin), dresser, desk, chair, trash can, recycling container, and window coverings. Each residential college room is wired for internet access. Wireless internet access is available throughout campus.

Prices and fees

— 135 RUB per day (twin room) (campus 1-4)   — 150 RUB per day (twin room) (campus 5-7)

— 125 RUB per day (4 beds room) (campus 1-4)   — 140 RUB per day (4 beds room) (campus 5-7)

— Payment is done monthly   — Meals are not included in the price
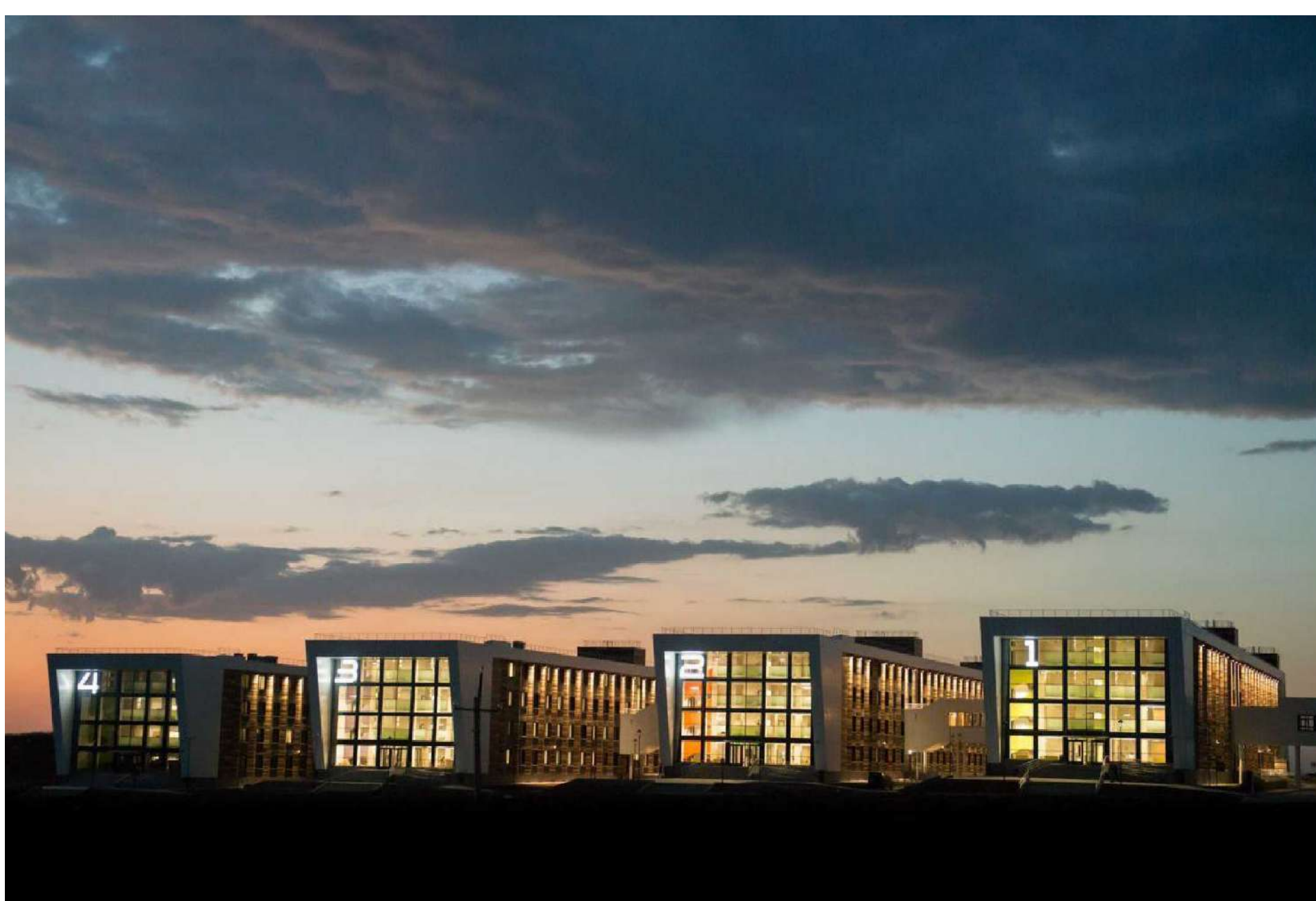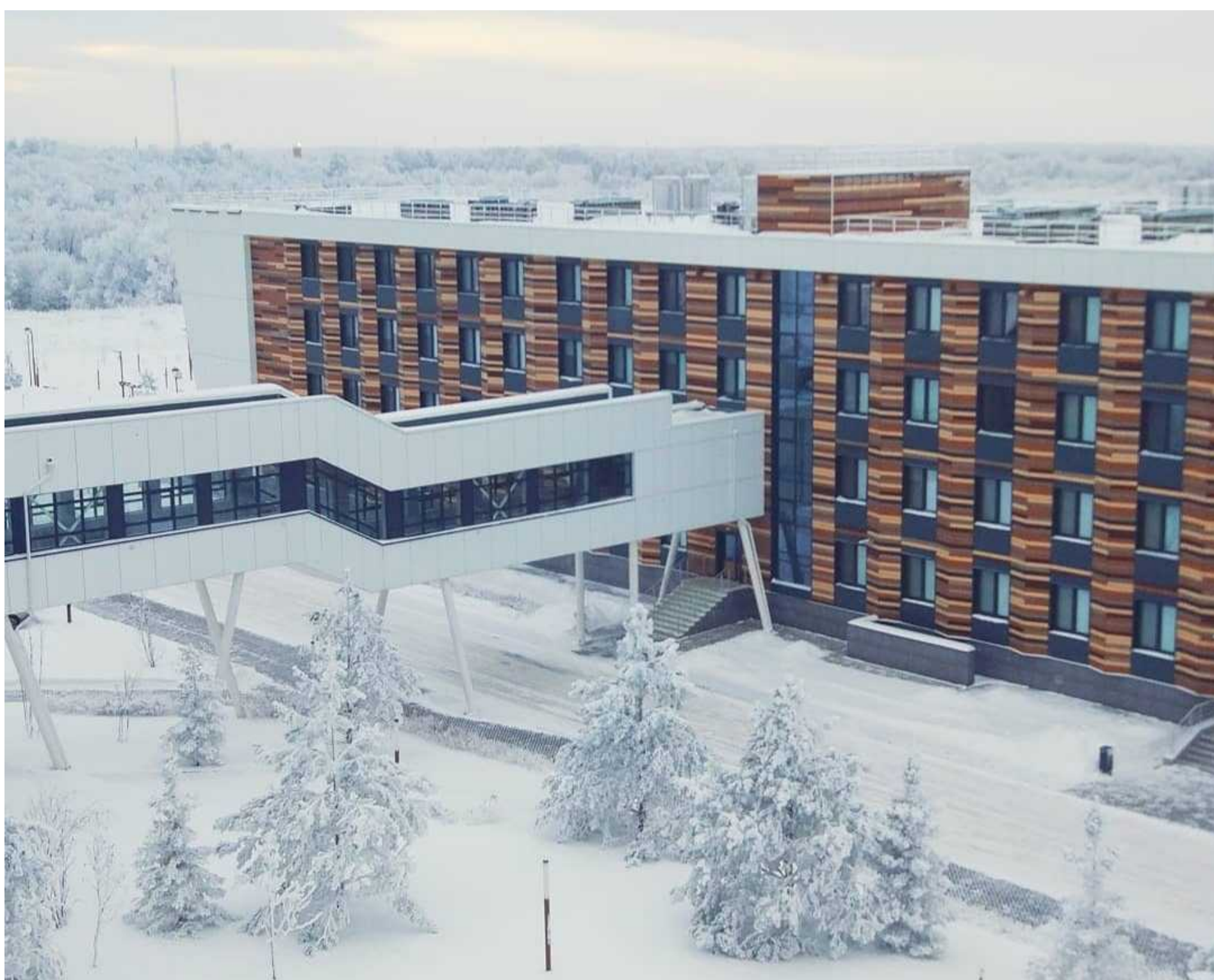
ACCOMMODATION & MEALS

Types of rooms

TWIN ROOM

One room with area of 21 sq. m with 2 single beds, a work area and a mini kitchen.

In the room:
— 2 single beds
— 2 bedside tables
— wardrobe with large mirror
— desk
— hinged shelves
— refrigerator
— kitchen (without dishes)
— air conditioning

In the bathroom:
— sink
— toilet bowl
— shower
— mirror
— toiletries

FIVE-BEDDED THREE-ROOM SUITE

Three-room suite with an area of 65 sq. m. with two bedrooms, a living room, a hallway, 5 single beds, a TV and a mini kitchen.

In the room:
— 5 single beds
— sofa
— wardrobe with a large mirror
— desk
— hanging shelves
— refrigerator
— kitchen (without dishes)
— air conditioner

In the bathroom:
— sink
— toilet bowl
— shower
— mirror
— toiletries
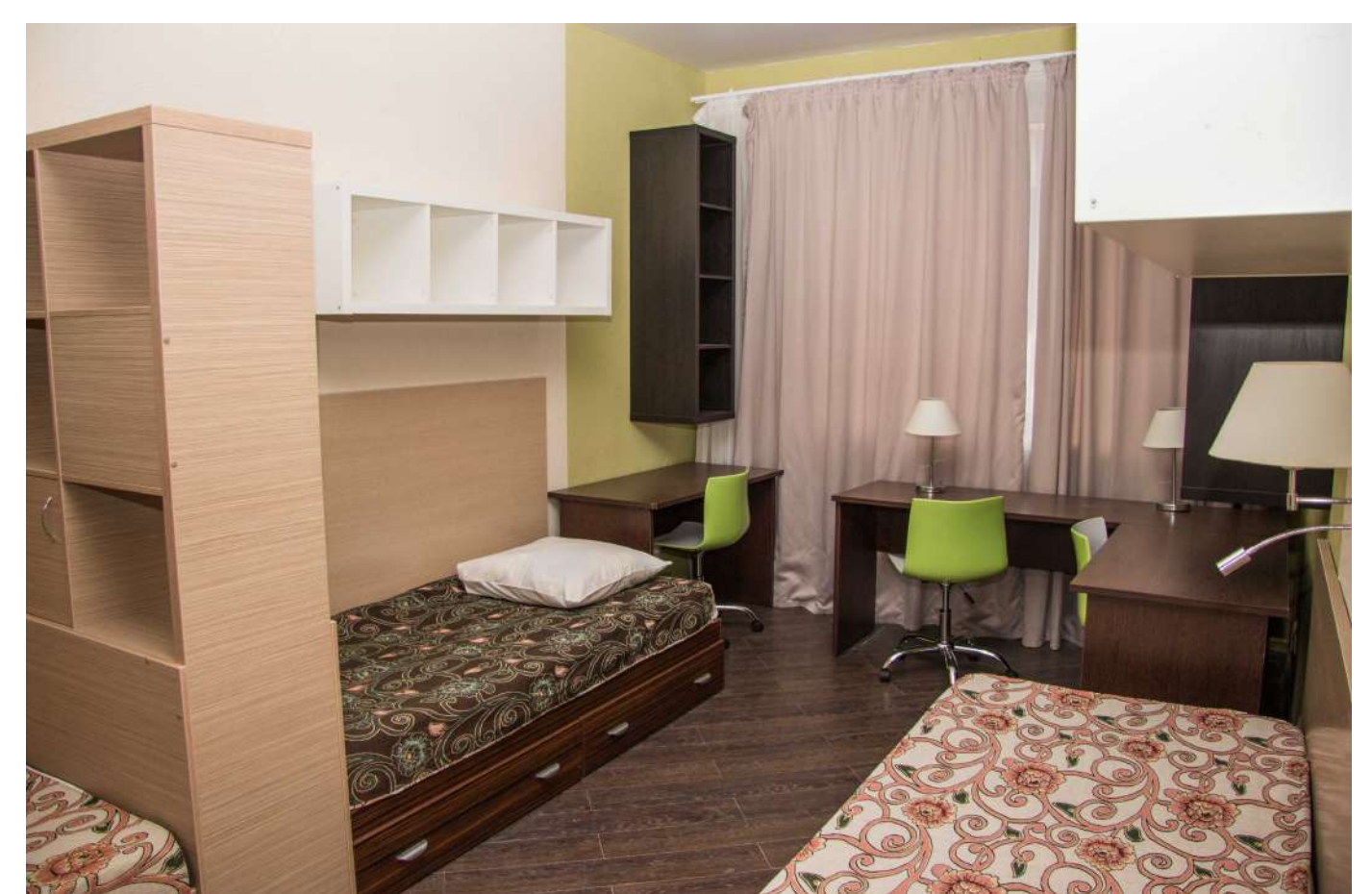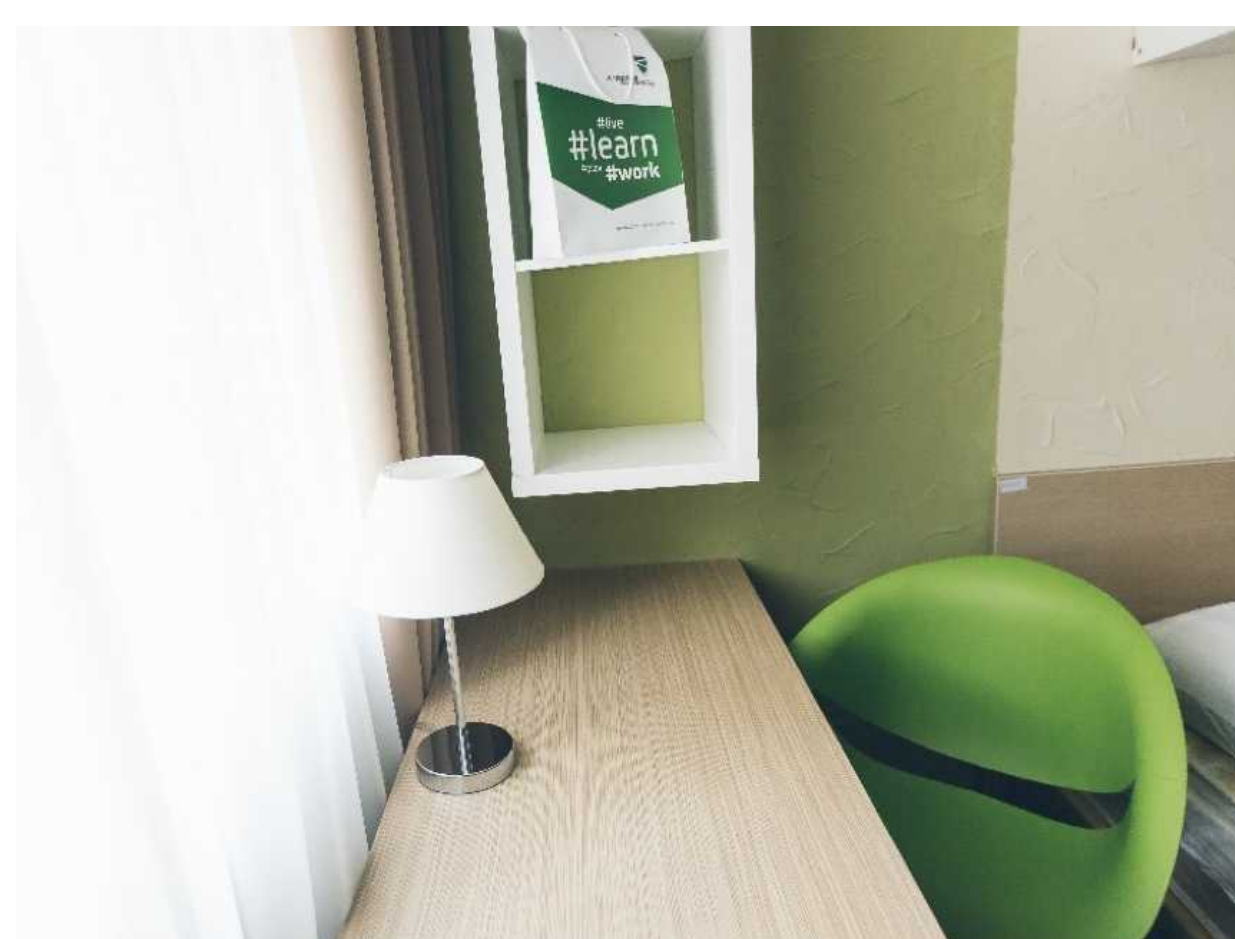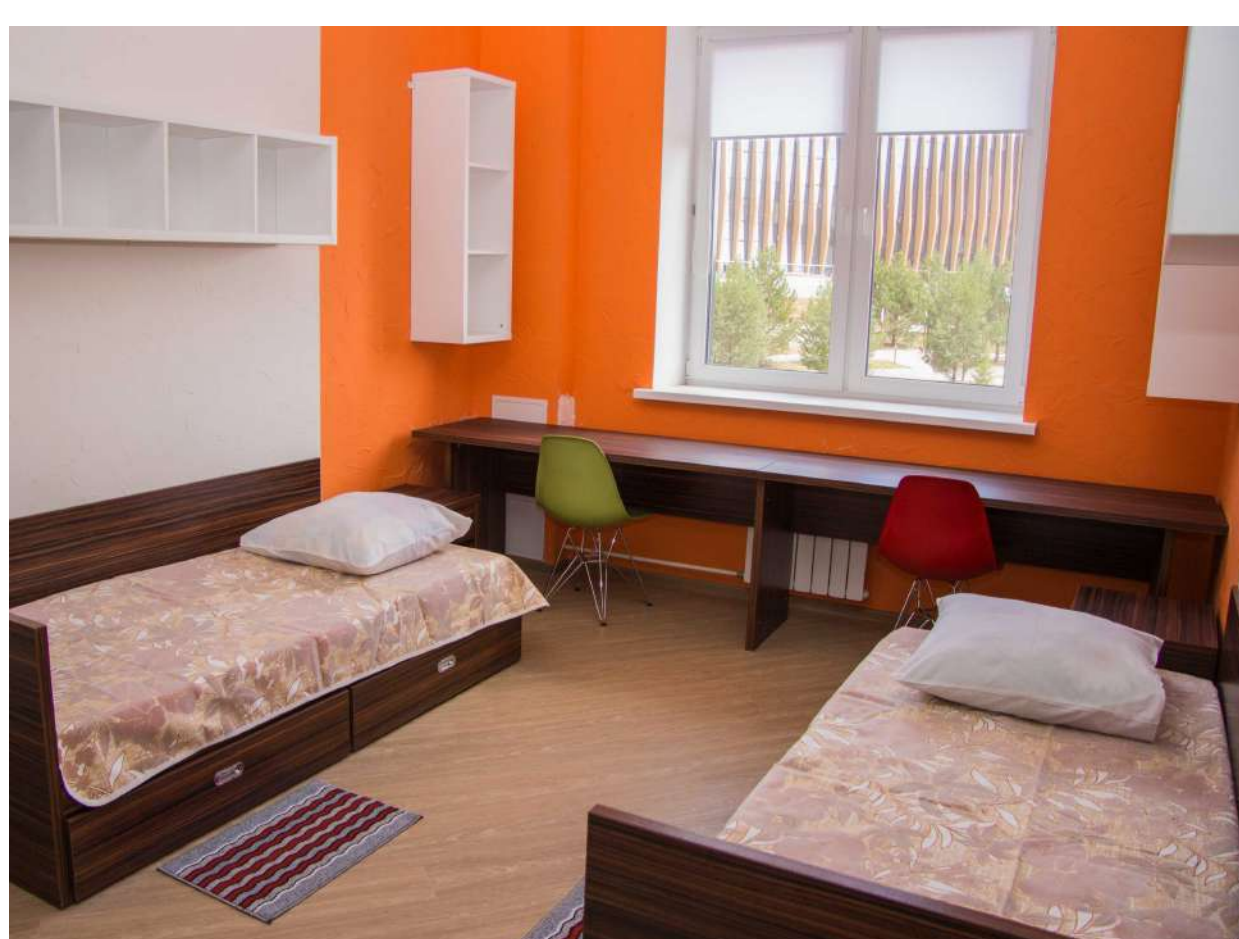
ACCOMMODATION & MEALS

Rules

— Be respectful.

— Pets are not allowed.

— Hours of silence: 10pm—7am.

— Alcohol, cigarettes (including hookahs, electronic cigarettes etc.), drugs and offensive behaviour/ are forbidden on the territory of the campus.

— Do not block fire detectors. Doing so will result in disciplinary sanctions.

— To bring guests you'll need to arrange guest pass for them. To bring them overnight you'll have to book a place via dormitory website.

For more information on accommodation please consult the dormitory's website.

Meals

Students can use Main Building's and 1st Dorm's canteens. Canteen services are accepting Student ID cards to give you a discount.

As part of the set lunch, two alternatives are offered:

Option 1:
A set lunch (270 RUB)

Consists of two distinct sets of food from which to pick (including salad, first course, second course, side dish, bread and drink). Meals will be changed throughout the week.

Option 2:
A complex lunch at will

Consists of any set of dishes at the discretion of the client. The total cost in this case will be calculated based on the price of each selected dish, salad, etc.

Prices for menu items for breakfast and dinner will also be formed according to the second option.

Besides, you can find many stores and places to eat out in Innopolis City. You can find more information in this section.

ACADEMIC LIFE

Academic Calendar

Fall Semester: Mid-August — Mid-December

Spring Semester: Mid-January — Mid-May

Orientation Week: 1 week prior to the commencement of semester

Credit System

Innopolis University uses The European Credit Transfer and Accumulation System (ECTS). It helps students to move between countries and to have their academic qualifications and study periods abroad recognised. 1 credit equals 36 academic hours.

Eduwiki.innopolis.university

Eduwiki provides students with such relevant academic information as:

— Educational Programs

— Courses and Instructors

— Schedule, Calendar, and Faculty

— Resources for students

Moodle

Moodle is a widely spread Learning Management System (LMS). In our university we use Moodle for the following tasks:

— publishing a course structure, regulations, and materials

— uploading assignments and quizzes

— scheduling graded activities (quizzes, homeworks, exams, …)

— timely grading and grade publishing

Read the instructions on how to use Moodle here.

Academic Transcript

The Transcript of Records (ToR) is a document you will need to present at your host university after you have completed your exchange program. The Transcript of Records consists basically of a list of the course units taken, the exams you have passed together with marks and the credits gained.

The International Relations Office will provide you with ToR as soon as you finish your exchange program.

CAMPUS LIFE

Student Clubs

IU offers you a wide range of student clubs for you to get a break from your studies, develop your creativity, build soft skills, meet new people and just have fun!

Find out more about student clubs here.

Events

Our students proactively put ideas into practice by organizing various events to enrich their student life and gain valuable skills. Many events at IU are initiated and run by enthusiastic members of student community.

Follow the upcoming events here.

Innopoints System

Innopoints system is designed to reward students for their outstanding contribution to extracurricular life. Innopoints can be exchanged for branded merch, monthly accommodation and meals.

Visit the Innopoints website to find more information.

CAMPUS LIFE

Psychological Assistance

Counselling

Whether you feel low, experience depression or melancholy - don't hesitate to contact qualified professional. Book a meeting with psychologist.

Psychological Trainings and Workshops

This is an opportunity to get essential skills and know yourself better to be more effective in your life. Browse the list of workshops and vote for the ones you like!

Library

Facilitate your studies with available academic materials. Our library has everything to support you throughout your stay at Innopolis Univerity.

Find out more and order books here.

Click here to find out more about campus life in IU.

Sport Complex

As an exchange student, you can attend Innopolis Sport Complex for free. Total area of the complex is 8,500 square meters. A multipurpose gym for team sports and workout facilities are at the students' disposal.

Working hours: Daily from 7:00 a.m. till 11:00 p.m.   https://sport.innopolis.ru/en
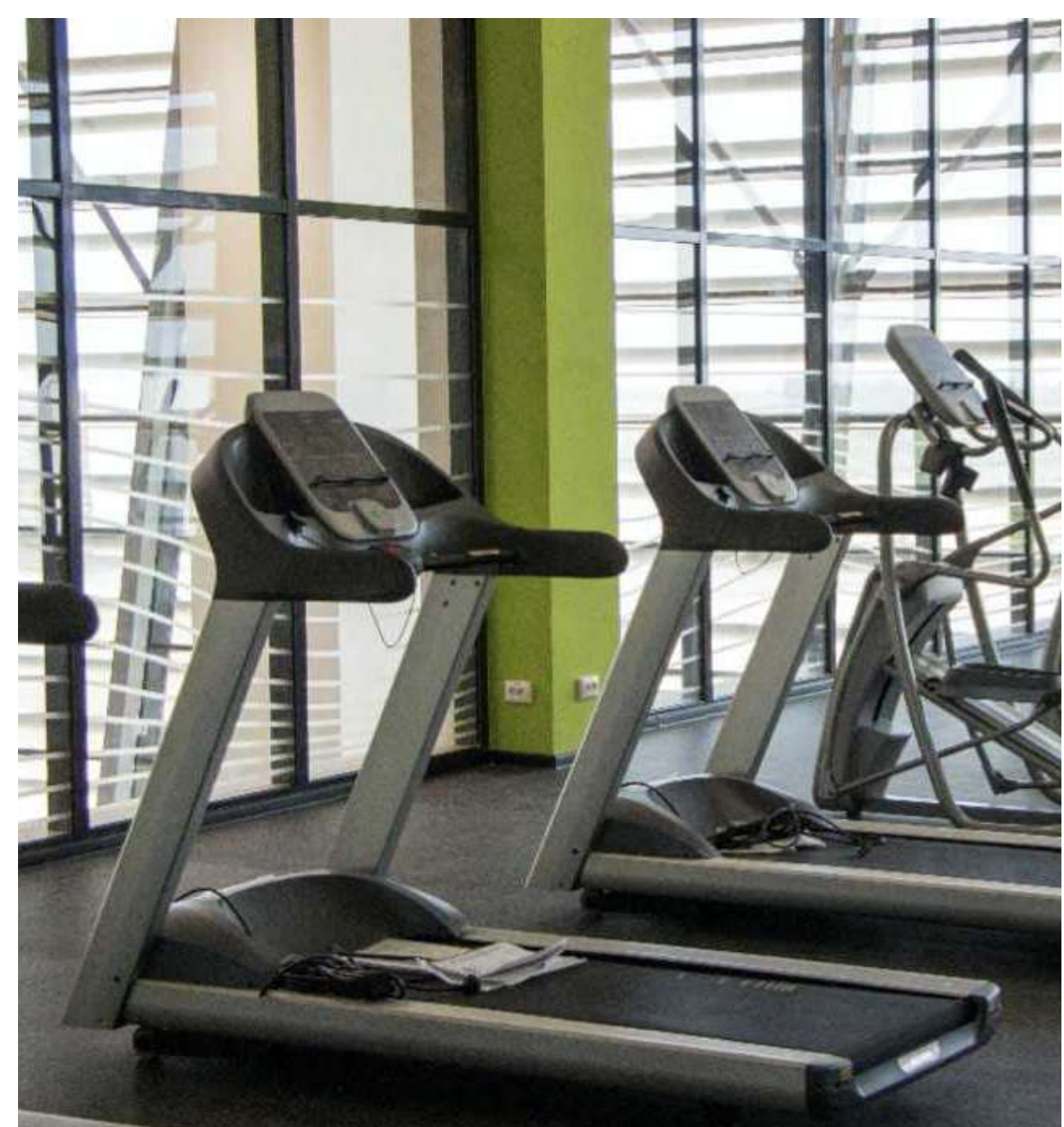
LIFE IN INNOPOLIS CITY

Medical Spots in Innopolis

Medical Center in Innopolis:
+79872291300 or @inno_clinic.
In case of emergency dial 112.

Outpatient Centre, 4 dorm, 1st floor.
It provides 24/7 medical advice,
emergency and primary assistance.

Local SIM card

You can purchase a local SIM card
in the post office on the ground floor
of N.I.Lobachevsky Technopark
(Universitetskaya st.,7). Various plans
and operators are offered there.

Shopping

You can find a number of large malls and
shopping centers in Kazan, the closest
big city. The trip will take about an hour.

You can also use one of the online
shopping platforms, like KazanExpress,
Ozon or Wildberries. The pickup points
can all be found in Innopolis.

Banks

You can find offices of two banks in the
building of Technopark (Universitetskaya st.,7)

Ak Bars Bank	Office hours: 9:00—17:00
Sberbank	Office hours: 9:30—17:30

ATMs can be found on the ground
floor of the University building.

Supermarkets

There are 3 supermarkets on the
territory of Innopolis where you can find
everything necessary from fresh fruits
and vegetables to readymade food at a
moderate price:

Magnit	Sportivnaya st. 110, 8:30—22:00 daily
Pyaterochka	Sportivnaya st. 126, 8:00—22:00 daily
Bakhetle	Sportivnaya st. 104, 9:00—22:00 daily

Transportation

Buses and self-driving cars will help you get
around the city.

If you would like to take a trip to Kazan, you
can take a bus that leaves from Innopolis
every hour. The bus fare depends on the
payment mode: 230 RUB (by card), 250 RUB
(in cash)

You can check out the relevant bus schedule
here and here (in Russian).

LIFE IN INNOPOLIS CITY

Eating out

There are several cafes, bars and restaurants in Innopolis City. You can see the full list here.

Delivery

If you don't feel like going anywhere, you can easily order delivery using Yandex.Eda app and a food delivery robot will bring it to you.

Outdoor activities

In Innopolis, there are open facilities for team sports. Football, volleyball, and basketball grounds are covered with rubber crumbs with polyurethane binder. Beach volleyball ground is covered with coarse-grained quartz sand, while tennis court is covered with Hard Cushion. You can book a facility by phoning us or using this Telegram group.

Sports and leisure equipment

You can rent sports and leisure equipment throughout the year in Innopolis.

In the summertime bikes, rollerblades, longboards, kick scooters and camping equipment are at your disposal. In winter you can rent skis, snowboards and other skiing equipment.

FREQUENTLY ASKED QUESTIONS

Do I need to pay the tuition fee at IU?

Participation in the exchange program is free of charge for the students of IU's partner universities.

What are the expenses for foreign students during the exchange program?

Students usually bear the travel fare, insurance, accommodation and living expenses.

Do I receive any financial support from Innopolis University during my exchange program?

IU does not provide exchange students with the student allowance, however, there are many benefits that our University provides you with, like meals and accommodation discounts, free attendance of the Sport Complex, etc.

My passport is going to expire soon, I have applied for the new one. Can I still apply for the program?

If you are in the process of renewing your passport, a copy of the expiring one will allow us to initiate your application, but you will need to send a copy of the new passport as soon as you receive it.

FREQUENTLY ASKED QUESTIONS

How should I match the courses?

Please find the list of the courses you are to take next semester at your Home University. Based on it you should find the equivalent courses at Innopolis University and match them. The academic differences in both universities (Innopolis University and your Home University) should be covered. If you have difficulties matching the courses consult with the person responsible for the education programs at your Home University.

Can I choose both from Bachelor's and Master's courses?

Technically, yes, in case you fulfill the required prerequisites mentioned in the course description, but this is a subject to approval from the partner university. Please contact IRO to get more precise information.

Can I amend the list of courses after the exchange program has started?

You can amend the list of courses for two weeks after the program has started. However, make sure to inform your Home University about the changes.

When can I apply for the internship program at IU?

You can send your application package throughout the year. If our labs have projects available, we will invite you for an interview.

CONTACTS AND USEFUL LINKS

International Relations Office

international@innopolis.university

+7 843 203 92 53 (ext.) 309

Emergency contacts

112   universal emergency
number in Russia

Specialist for Incoming Exchange

Mr. Jahongir Qayumov

j.qayumov@innopolis.ru

Telegram: @Jaha_Kayumov

✈ Telegram bots

@InnopolisHelp

Concierge Service 24/7 will answer
your questions and navigate you
through any issue that you may
come across in Innopolis.

@InnoHelpBot
@InnaHelpBot

Innopolis City Help Bot. It will help you
with essential stuff living in Innopolis:
shuttle schedule, medical services,
bank opening hours, etc.

@inno_clinic

Medical center of Innopolis

@innopolis_sport

Innopolis Sport Complex Administration.
You can ask SC reception about anything
related to their facilities and events.

@IU_IT_bot

Innopolis University IT Help Bot —
issues with computer, projector, e-mails

@hoteluni
+7 967 462 82 39

Dormitory administrator

CONTACTS AND USEFUL LINKS

✈ Telegram Links

@LostAndFoundInnopolis

Here people publish information about lost and found items in Innopolis.

@campus_info

Campus Dormitory Information. Here you can stay informed about any changes and happenings within the dormitory.

@innopolis_taxi_bot

Innopolis Taxi. One of the most popular taxi providers in Innopolis.

@innoads

Innopolis Ads. Publish your advertisement or search for an item or service you like.

@innobus

Updates on delays of the buses

IU first aid point chat

@innoevents

Events in Innopolis

@ArtSpaceEvents

Artspace cultural centre

Sports equipment rental chat

@KazanExpress_Innopolis

Marketplace KazanExpress.ru

@innopolisnews_rus

News of Innopolis

✈ Cafes and Restaurants

@caciovino   Pizza restaurant

@Kuji_Sushi   Sushi KUJI

@InnoMaxcafe   Cafe Innomax

@bar_insight   Karaoke-bar

@cup_n_cake   Confectioner's shop

@bar108   Bar "108"

@innostreetfood   Big Boss cafe

MAP OF INNOPOLIS

Sportivnaya st.

Universitetskaya st.
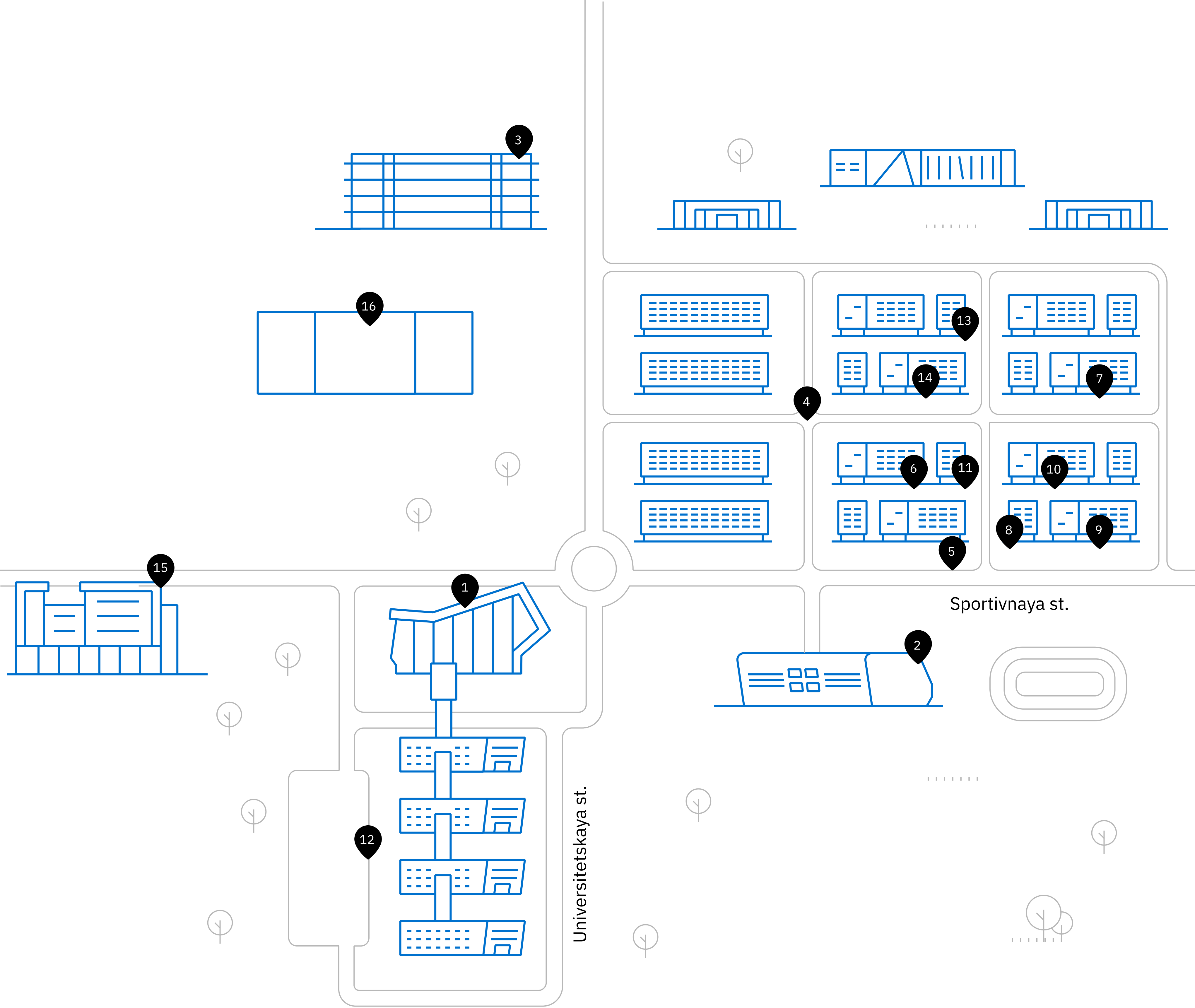
1. Innopolis University

2. Sport Complex

3. A.S.Popov Technopark

4. Residential complex

5. Bus stop

6. "Pyaterochka" supermarket

7. "Bakhetle " supermarket

8. Bar "108"

9. "Cacio e vino" pizza restaurant

10. "Magnit " supermarket

11. Pharmacy

12. Dormitory

13. Book store

14. "Magnit cosmetic" supermarket

15. Medical center of Innopolis

16. N.I.Lobachevsky Technopark