

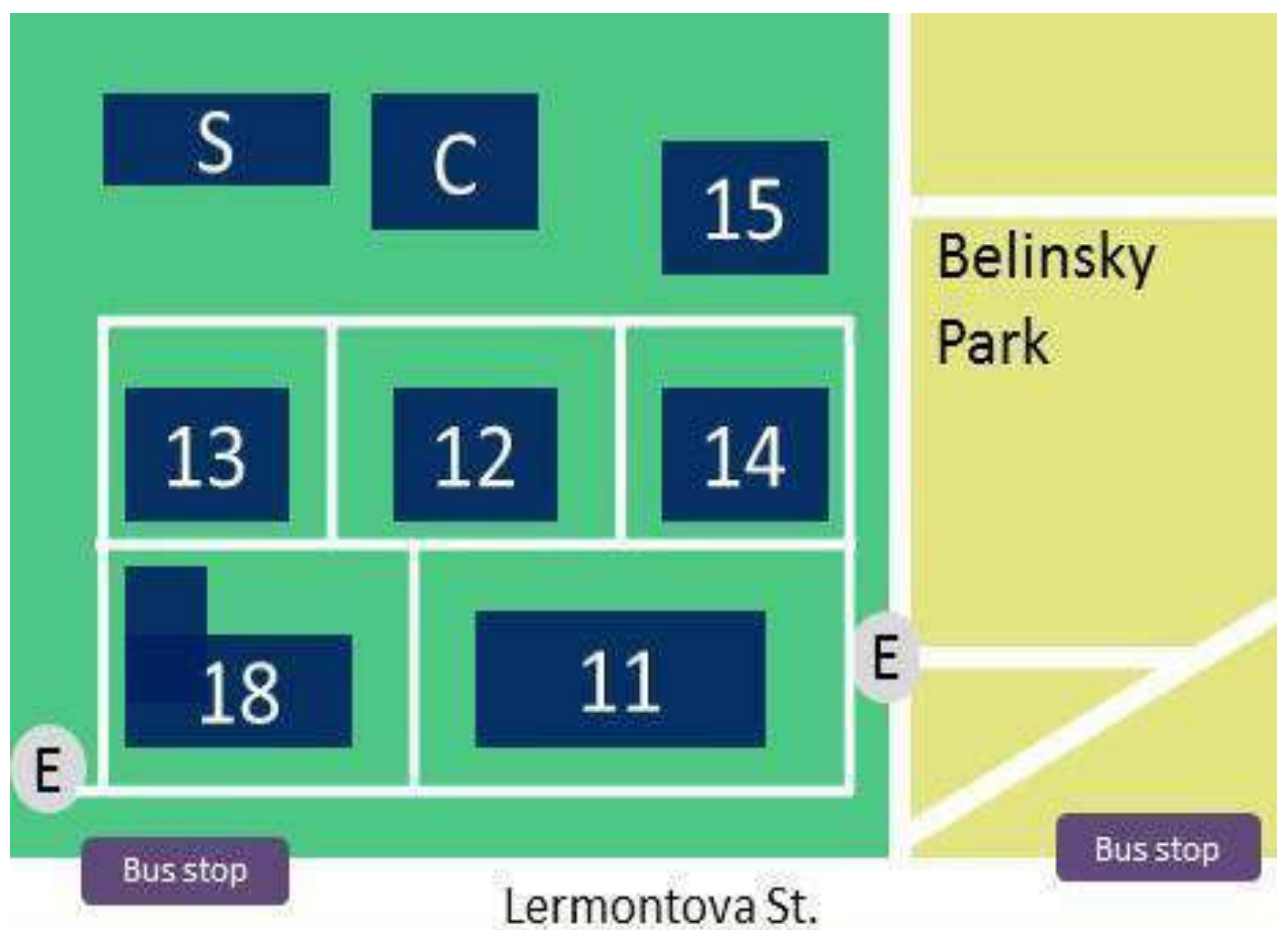


# QUICK START GUIDE FOR INTERNATIONAL STUDENTS



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16

K. Marksa St.

Belinsky  
Park

Krasnaya St.

10

Bus  
stop

Lermontova St.

Bus  
stop

Bus  
stop

Hall  
6-2

Hall  
6-1

shop

cafe

cafe

Bus stop

Krasnaya St.

Chkalova St.

9

17

Marshala Krylova St.

Hall 4

7

4

C

3

8

1

5

Hall 2

Hall 5

Hall 1

## MAP DESCRIPTION

### **E** entrances

<b>BUILDING 1</b>	administrative offices, Rector's office, conference halls
<b>BUILDING 3</b>	Faculty of Machine Building and Transport
<b>BUILDING 4</b>	Faculty of Instrument Engineering, Information Technologies and Electronics
<b>BUILDING 5</b>	Faculty of Law
<b>BUILDING 7</b>	Faculty of Computer Engineering
<b>BUILDING 8</b>	Faculty of Computer Engineering; Faculty of Instrument Engineering, Information Technologies and Electronics
<b>BUILDING 9</b>	Faculty of Economics and Administration
<b>BUILDING 10</b>	Faculty of General Medicine
<b>BUILDING 11</b>	International Education Office, International Cooperation Office; Faculty of History, Languages and Literature
<b>BUILDING 12</b>	Faculty of Pedagogy, Psychology and Social Sciences
<b>BUILDING 13</b>	Faculty of Physics, Mathematics and Natural Sciences
<b>BUILDING 14</b>	Faculty of Sport and Physical Training
<b>BUILDING 15</b>	Faculty of Physics, Mathematics and Natural Sciences
<b>BUILDING 16</b>	Law College
<b>BUILDING 17</b>	Faculty of Dentistry
<b>BUILDING 18</b>	Classrooms for the Medical Institute and Preliminary Training students; hall of residence

**Hall** 1, 2, 3, 4, 5, 6-1, 6-2 – halls of residence № 1, 2, 3, 4, 5, 6-1, 6-2

**S** physical education and winter sports centre

**C** canteen

## ABOUT THIS GUIDE

This quick start guide to Penza State University is aimed at new international students and scholars and is designed to address some of the most frequent questions posed by them on various academic and practical matters.

We hope that you will find this information useful and it will guide you through the first stages of your stay and help you settle into the international community at Penza State University. Your personal comfort, safety and well-being are important to us no less than your academic progress.

We welcome your suggestions on improving this guide to suit the most compelling needs. Please write to [alphatranslator@yandex.ru](mailto:alphatranslator@yandex.ru)

## WELCOME

Dear friend / guest,

We are happy that you have chosen to come to us. We sincerely hope that the time that you will spend with us will be really valuable and eventful.

If you have any questions, do not hesitate to ask us at the International Education Office - building 11, office 118. Tel: +7 (8412) 54-80-16 and International Cooperation Office - building 11, office 119. Tel: +7 (8412) 54-80-33.



## LIVING AND STUDYING IN RUSSIA

### GENERAL INFORMATION

Russian university education is becoming more and more lucrative for future professionals. At present there are around 2.6 million full-time students enrolled in 609 state universities. Why is it happening? There are several reasons for growing appeal of Russian education:

- ⇒ First-rate quality of instruction on a par with western universities and comprehensive supervision and evaluation system. Student performance is monitored closely and objectively. There is no chance for an underachiever to receive a university degree.
- ⇒ The majority of teaching staff have science degrees—candidate of sciences (PhD equivalent), doctor of sciences (advanced doctorate degree).
- ⇒ The absolute majority of Russian university graduates pass verification exams at home (the procedure which is necessary for some professions, like doctors or dentists).
- ⇒ The tuition fee is notably lower than in middle-rank European or American universities.
- ⇒ Since recently some top Russian universities have entered the leagues of best world universities, according to international ranking.
- ⇒ Russia is implementing a 3-cycle higher education structure with bachelor, master and PhD levels. The aim is to give more flexibility for undergraduates and graduates, both in terms of finding a place for study and work.

### GEOGRAPHY AND HISTORY



Russia spans huge territories, encompassing various climatic and time zones, expanding into two continents—Europe and Asia. Its vast size means that within one country you can find grasslands, rivers and lakes, hills and mountains, coniferous and deciduous forests. A train journey from westernmost to easternmost point will take more than a week.

The country was born in the eastern European part and later on spread in all directions.

At present Russia holds a strong position in the political world. Though not the richest, Russia is one of the fastest growing economies in the world.

[image source: <http://en.wikipedia.org/wiki/Russia>]



The weather in Russia can be quite extreme, there are heat waves in summer with temperatures rising to 30°C and severe frosts spells in winter with temperatures at -20°C staying for days. In spring and autumn warm and wet periods set in, bringing dirt and slush into city streets.

Before you leave home, ensure you pack the necessary clothes:

- **Waterproof boots and raincoats, umbrellas, gloves for spring/autumn;**
- **Warm sweaters and warm underwear, strong winter boots and heavy anoraks or other suitable jackets, hats, scarves and mittens for winter.**

Only if you have the right clothes can you actually enjoy the beauty of the Russian weather: the tender blossoms in spring, the joy of swimming in summer, the golden foliage of trees in autumn, the sparkling snow, the majestic frost-covered trees in winter.

You'll have a great chance to explore all the winter activities – skiing and ice-skating, sledging, or just long walks in the open air.

Check the weather forecast at [gismeteo.com](http://gismeteo.com), also at [weather-forecast.com](http://weather-forecast.com) or use your Android/Apple applications always to be informed!



## PEOPLE, LANGUAGES, CULTURE

The nation has grown as a mix of various nationalities, estimated 185 ethnic groups co-exist in Russia. It is a multi-lingual country, but Russian is spoken everywhere.

As part of its heritage, Russia has become a home for adherents of major religions: Christians, Moslems, Buddhists and smaller religious groups, thus absorbing diverse characteristics and becoming a tolerant country.

A number of Russians are atheists but there is a growing tendency for turning to religion among various social and age groups.

The Russian language has a reputation for being very difficult, but this reputation is not so accurate. The language has a rich vocabulary, its own writing system – Cyrillic alphabet, the grammar is rather complex with noun declensions and a variety of verb forms.

However, the complexity of the Russian language is highly overestimated. You will find that in a couple of months Russian will not sound or look alien to you and you are sure to love it.

It is a good idea to find and learn some common phrases in Russian before you come to Russia not to feel utterly confused for the first days of your stay in Russia. You may choose a language-learning internet site or one of the variety of applications for your phone or PC.

When learning Russian at the university, follow the simple rules, which are applicable to learning any language:

### **BE ATTENTIVE**

Your attention is equivalent to your short-term memory. More concentration during classes means more information to store.

### **BE POSITIVE**

Positive emotional attitude to learning is one of the keys to success.

### **REVISE**

Revision, repetition are at the heart of learning. Human brain works in the following way: the information kept in short-term memory has to be transferred to long-term memory, where it can be stored practically forever. The 'carriers' in this process are simple exercises on revision. You can make memo-cards or just revise what you have learned in your head, in detail. The results will not be long in waiting.

### **USE IT**

Luckily you'll have a lot of opportunities to practise a new language. Try to use it everywhere, talk to your teachers or neighbours in the hall of residence even if they can speak English. You'll see that speaking Russian, even with clumsy mistakes, will help you feel better and find friends quicker.



## Step 1: Submitting the Application and Necessary Documents for Issuing Invitation for Entry into the Russian Federation.

To receive an invitation from Penza State University you need to submit an electronic application and scanned copies of necessary documents (see below) via our online form at <http://application.pnzgu.ru/>

- 1) passport (first pages);
- 2) education document (s);
- 3) passport translation into Russian\*;
- 4) education document (s) translation into Russian\*;

\* The translation has to be notarized in the Consulate (Consular Departments of the Embassy) of the RF in your country.

If you do not supply the translation of the passport and education documents when filling in the online application, it can be done upon your arrival in the Russian Federation and applying to the Admissions Office (**see Step 6**) . In this case you must use the services of our qualified translators and notarize the translation of the documents.



## Step 2: Receiving the Invitation and Applying for a Russian Visa.

Average processing time for invitations is 25-30 days. We will inform you when the invitation is ready, it will be sent to you via e-mail.

On receiving the invitation, you have to contact the nearest RF Consulate (Consular departments of the Embassy) in your country to apply and receive a Russian visa. Description of a Russian visa application and list of the Russian Consulates Worldwide:

[http://www.mid.ru/zu\\_r.nsf/strawebeng](http://www.mid.ru/zu_r.nsf/strawebeng)

Note that the passport that you will indicate in your visa application as your travel document, has to be valid at least **18 months after** the expected date of entrance into the RF.

### Important:

University applicants may need legalization of their education documents. The list of countries that do not have to legalize the education documents (in accordance with multi-lateral and bilateral agreements, that abolish the need to legalize the official documents) can be found here: <http://nic.gov.ru/en/proc/nic/legalize> (English), <http://nic.gov.ru/ru/proc/lega> (Russian). For nationals of other countries, not listed above, the legalization of documents is obligatory!

You have to apply to the consular department of RF Embassy in the country where the documents were issued.



### **Step 3: Preparing Migration Documents.**

The following documents are necessary when crossing the RF border:

- 1) original of the identity document (passport);
- 2) permit of entry and stay on the territory of the RF (visa);
- 3) migration card (filled on arrival in airports before passport control).



### **Step 4: Arrival in Russia.**

On receiving your visa you have to buy air tickets to Moscow and travel tickets to Penza and inform the International Office for Education (pnzgu@pnzgu.ru) on the date of your arrival in Penza. You can travel from Moscow to Penza by air – from Domodedovo airport (<http://www.domodedovo.ru/en/>), by train – from Kazansky railway station (<http://eng.rzd.ru/>) or by coach, there are coach services at Kazansky, Pavelecky and Shchelkovsky railway stations. (see pp.15-16)

If you want a university staff member to meet you at the airport, railway station or bus station in Penza, please inform the university (pnzgu@pnzgu.ru) on the date and time of your arrival, flight or train car number (the latter if possible). On receiving this information you will receive confirmation from the Department of Student Accommodation with the details of meeting.

If you choose to travel to the university on your own, you need to get to: hall of residence 6-1 which is located at 14, Krasnaya st. and apply to the Accommodation Department for International Students.



### **Step 5: Migration Registration. Accommodation Check-in.**

On arrival in Penza you have to obtain migration registration. To do so you need to submit to the Department of Migration Control and Visa Support of the university (office 356, building 11 of Penza State University at 37, Lermontova st., Penza) the following documents:

- 1) original of the identity document (passport);
- 2) copy of the identity document (passport). You need to make copies of the pages with the photo, surname and name (s), date and place of birth, passport number and validity period, and the border crossing mark;
- 3) copy of a Russian visa;
- 4) original of the migration card with the border crossing mark;
- 5) copy of the migration card with the border crossing mark;
- 6) standard application form for migration registration (filled on the spot)
- 7) 6 (six) photos (3x4 cm) made on matte paper.

After migration registration you will be given an accommodation check-in form.





### **Step 6: Submitting Entry Documents for Study.**

On arrival in Penza you have to apply to the Admissions Office of the university (building 8 of Penza State University at 40, Krasnaya st., Penza) and submit originals of documents that had been uploaded during online application (step 1) and the translations of these documents notarized according to the established procedure. In addition to the documents listed in Step 1, you need to have:

- 1) medical certificate stating the absence of dangerous infectious diseases;
- 2) HIV negative certificate (the certificate is valid for three months since the date of medical testing);
- 3) 6 (six) photos (3x4 cm) made on matte paper with the applicant surname written in pencil on the backside of each photo;
- 4) vaccination card (vaccination certificate)



### **Step 7: Medical Examination**

During the first 3 days of your arrival in Penza you have to undergo medical check-up in the University Clinical Centre, located at 26, Marshala Krylova st, Penza (building of the halls of residence №5). If you already have a medical insurance (certificate of medical insurance), which covers the costs of a medical examination, then this procedure (medical check-up) is free for you (see pp. 24-25). Seek advice on obtaining the medical insurance certificate in the Department of Migration Control and Visa Support or in the Admissions Office of the university.



### **Step 8: Entrance Trials.**

To receive university admission you have to go through entrance trials according to the established procedure of Entrance Regulations. After successfully completing the entrance trials, you will be admitted to the university and begin your studies on September 1st.

Preliminary Department admission does not require any entrance trials.



### **Step 9: Enrollment Administrative Order.**

Enrollment administrative order is issued several days prior to the beginning of the academic year. The academic year for first year students starts on September 1st, for the students of the Preliminary Department - on October 1st.

### **Important:**

**Students are enrolled only after confirmed payment of the university fee and the accommodation fee, as stated in the education agreement and the student accommodation agreement correspondingly.**

## YOUR TRAVEL SECURITY



During your travel take all necessary precautions. Keep your belongings under control, most valuable items should be kept directly on your person. Never leave your personal belongings unattended. Avoid being the target of all sorts of criminals.

Upon your arrival never give any money to strangers to be exchanged for Russian roubles!

When in Penza, contact the university officials directly on all financial issues. Only university employees have the right to perform financial transactions.

## DO NOT BECOME A VICTIM OF CONS AND FRAUDSTERS!

If you suspect that you have become the victim of a criminal, apply immediately to university officials.

### CHECKLIST

1. I have received the invitation from the International Education Office for study at Penza State University.
2. I have collected the documents, applied for a student visa, and received a student visa – single entry, valid minimum 3 months.
3. I have a valid passport or other identity document. I made the copies and notarized translation of it into English.
4. I have the certificates of secondary, higher secondary education with their notarized translation into English.
5. I have the transcript of university education with the English translation (if I have already studied at a university).
6. I have photos – twelve 3x4 photos on mat paper.
7. I have a valid medical certificate and HIV negative certificate.
8. I contacted the International Education Office and told them about the date of my arrival.
9. My finances are in order, I know how to deal with money issues.
10. I have checked the weather in Penza for the next couple of months and I have packed the right clothes.
11. I have bought the tickets.



## ARRIVAL

### ARRIVING IN MOSCOW

Major international routes to Russia go via its capital, Moscow. There are three major international airports in Moscow:

**Sheremetyevo** (<http://svo.aero/en/> ),

**Domodedovo** (<http://www.domodedovo.ru/en/> ),

**Vnukovo** (<http://www.vnukovo.ru/eng/index.wbp> ).

After passing through Customs and Immigration Control, you have to get to the city. The most convenient is the express train (AEROEXPRESS: tickets and timetable at <https://aeroexpress.ru/en> ) which will take you to one of the subway stations of the capital. The subway system is very simple, there is one ring and several intercrossing lines. If you are taking a train connection to Penza then you have to get to **Komsomolskaya station** (red line). The trains leave from Kazansky train station (depart from 'Moskva Kazanskaya', arrive at 'Penza 1')

You can take the following trains going to Penza:

**№ 052Й** ('Sura', leaves 08.40 p.m., arrives 07.55 a.m.),

**№ 094Й** (leaves 04.20 p.m., arrives 05.08 a.m.)

(trains TO Moscow are № 051Й and № 093Й correspondingly)

You can find timetables and available tickets at <http://eng.rzd.ru/> - go to 'Passengers', then 'Buy tickets online' - <http://pass.rzd.ru/main-pass/public/en>

When boarding the train you have to produce the identity document and the printed out e-ticket boarding pass.

Another option is buying tickets in a ticket office for long-distance trains at the railway station itself. If you do the latter, note the times and important numbers on a ticket.

Train tickets are issued in Russian only.

1 - train number 2 - departure date 3 - departure time (Moscow time) 4 - carriage number 5 - class 6 - departure city 7 - destination city 8 - seat number 9 - passenger name 10 - date of arrival 11 - time of arrival (Moscow time)





There are several types of trains and three basic classes for rail journeys. There are speed, fast and passenger trains (the latter are the slowest with the largest number of halts and waiting). The classes of travel are:

**spalny vagon** (1st class) - most expensive, luxurious, 2-berth compartments, service included;

**kupe** (2nd class) - 4-berth compartments, bedding included; highly-recommended as the ideal combination of price and value;

**platskartny** (3rd class) open-plan dormitory cars, 54 bunks per coach. Good for budget travel but not recommended to inexperienced travelers.



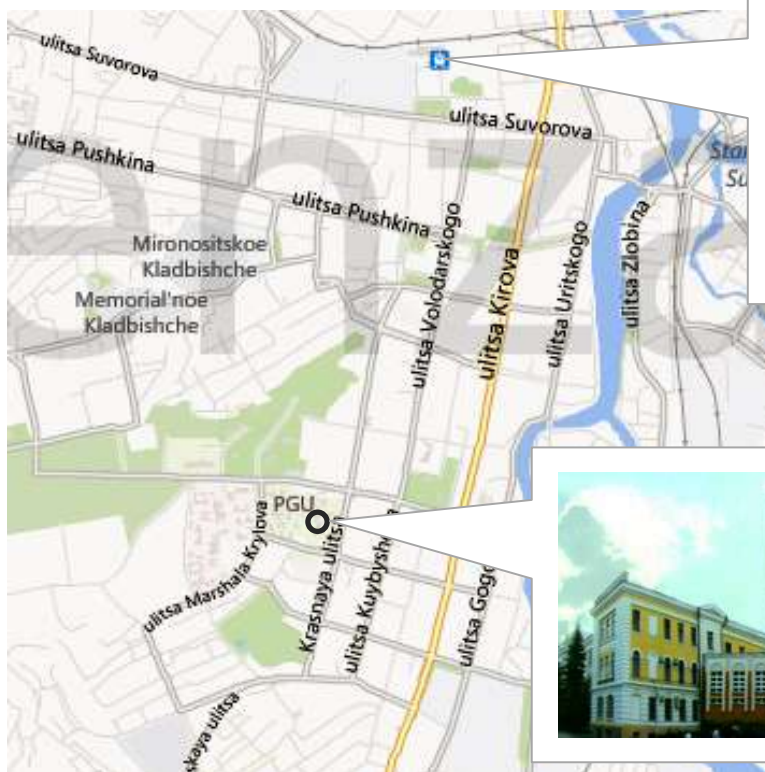
### ARRIVING IN PENZA, FINDING THE UNIVERSITY

If you come by train, you are at the railway station PENZA 1, you need to get to 40, Krasnaya st. The journey will take 10-20 minutes.

You have the options: a) take a taxi (expensive but reliable and safe) b) go by mini-bus (№ 8, 21) and get off at the bus stop 'University' at Lermontova st. (pronounced 'u-ni-ver-si-tet' with the stress on the last syllable)

If you arrive by plane, the options are the same:

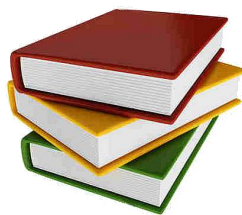
a) take a taxi b) take a bus (№54, №66) or a minibus (№10) to the city centre, minibus №30 to the university.



*On the map you see marked railway station and Penza State University (PGU).  
The word 'ulitsa' means 'street' in Russian.*



## ACADEMIC YEAR &amp; PUBLIC HOLIDAYS



The academic year starts in September and lasts till mid-June. The year is divided into two terms, duration of each term varies between **17 – 21 weeks**, depending on the academic plan for specific students. Note that students in senior years of study also have practical training at workplaces. If practical training is included into the curriculum (e.g. hospital practice), it is scheduled separately.

<b>1st term</b>	1st September	beginning of the academic year
	4th November	National Unity Day
	December	<b>end-of-term tests</b>
	31st December	New Year's Eve
	1st – 8th January	New Year's Day and winter public holidays
	January	<b>end-of-term EXAMS</b>
	25th January	Tatyana's Day – Student Day
	end of January – early February	2 weeks holidays *
<b>2nd term</b>	February	beginning of the second term
	23rd February	Russian Army's Day
	8th March	Women's Day
	1st May	Labour Day
	9th May	Victory Day
	12th June	Russia Day
	June	<b>end-of-term tests</b>
	June-July July, August	<b>end-of-year EXAMS</b> holidays



## CULTURAL NOTE

Religious holidays are not public holidays. They are observed by religious communities but they are working days.

All major establishments are closed during public holidays. The most popular holiday for many people in Russia is, perhaps, the New Year's Day. Winter public holidays are the longest, but note

that university students study and have exams during this period.

Tatyana's Day is the official Students' Day, it is not a public holiday, but it is celebrated by all university students and a lot of graduates.

Some colourful old Russian holidays are not official – Maslenitsa in early spring, Easter in spring, Orthodox Christmas in winter – but their celebration is worth joining in.

1.	8.00	—	9.35
2.	9.50	—	11.25
3.	11.40	—	13.15
4.	13.45	—	15.20
5.	15.35	—	17.10
6.	17.25	—	19.00



Normally all types of classes last

**1 hour 35 minutes**

with a five minute break during the class time.

Breaks between the classes are

**15 minutes**

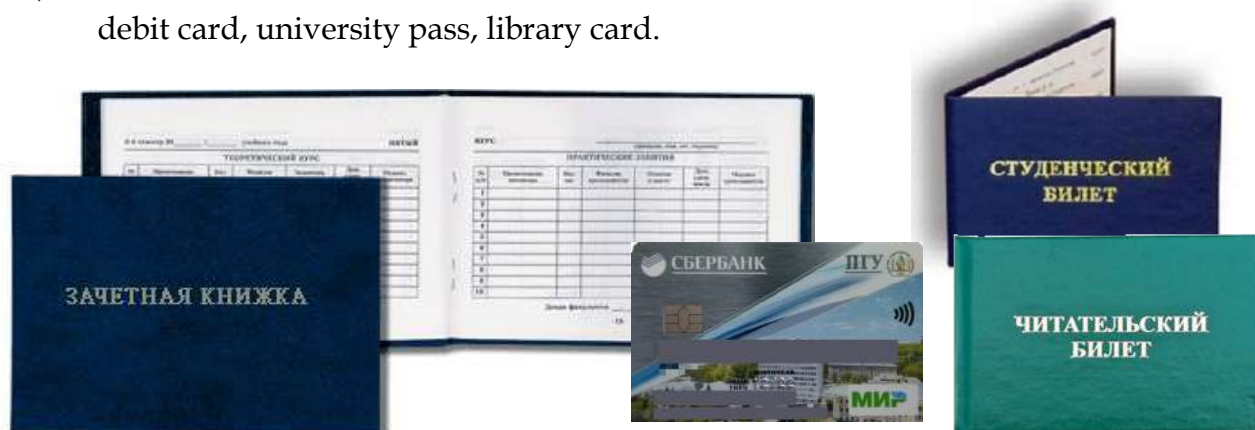
Lunch break lasts

**30 minutes**

## STUDENT OFFICIAL DOCUMENTS

Each student has four university documents:

- 1) electronic pass – campus is a secure, closed territory
- 2) student ID – 'СТУДЕНЧЕСКИЙ БИЛЕТ' – needed as your legal proof of student status
- 3) student record book – 'ЗАЧЕТНАЯ КНИЖКА' – contains 1) all exam marks: for theoretical and practical courses, 2) official stamps of being allowed to pass exams, to continue studies in the next year
- 4) library card – 'ЧИТАТЕЛЬСКИЙ БИЛЕТ' – needed to use library facilities
- 5) Universal Sberbank "MIR" card - 'КАРТА МИР' card – debit card, university pass, library card.



## EXAMS AND GRADING SYSTEM

The instruction at PSU is conducted in two languages – Russian and in English. In each case the students are learning the Russian language.

Students attend classes – lectures and practical classes (called 'seminars') and do their homework. During classes the teachers always check the students' knowledge. The evaluation system is a 5-grade scale, but in practice 2 to 5 marks are used with 2 meaning 'unsatisfactory, failure', 3 – 'poor, satisfactory', 4 – 'quite good', 5 – 'excellent'.

The new system is being introduced with a set system of points awarded for students' achievements. The accumulated sum of points is a bonus at the exams, or sometimes it can mean that the student does not have to pass an exam if their work during the term was very good and he/she has acquired the necessary sum total of points.

At the end of each term, students usually pass a series of exams. There are two types of exams: pass-fail and graded exams. First students take a set of pass-fail exams, usually in 5-6 subjects. 'Pass' is 'зачтено' ('zach-te-no'), 'fail' is 'незачтено' (ne-zach-te-no). Only after the student has all 'pass' marks can he/she proceed to the next set of exams. Graded exams have 1-5 marks.

Failure at the exam is a serious matter. The student is usually given a chance to re-sit the exam but the set period during which a student can do so is limited. If the students pass their exams successfully, they are allowed to continue their studies in the next term/year.

**NOTA BENE** After you have passed all practical course exams (pass-fail exams mainly) and stamped an allowance in the Dean's office, only then you can pass theoretical course exams (graded exams, marks 1-5). Otherwise you won't be allowed to sit the exams.

## STUDENT- TEACHER RELATIONS

There is great respect towards teaching profession in Russia. Teachers, especially at school, are considered models of moral standards, intelligence and understanding.

Traditionally student-teacher relations are formalized but still very friendly. Teachers are always addressed by their first name and patronymic. The use of titles before the name is not common. The usual address of a teacher to student is by their first names. Using surnames is considered old-fashioned or too formal.

It is common among school-children and university students to congratulate their teachers twice a year: on the 1st of September (the so-called 'Day of Knowledge', the beginning of a new academic year) and the 5th of October (professional holiday, Teachers' Day). Greeting cards, flowers or just sincere words of gratitude are typical on those days.

Students are required:

- to come to classes regularly and on time.

Skipping classes can cause severe consequences – underachievement, failure at the exams, expulsion.

If you have to miss a class due to serious reasons – talk to the teacher.

If you feel unwell – go to hospital, get medical treatment and have a medical certificate. Without a medical certificate your absence is considered truancy.

- to perform all the assignments given by the teacher.
- to be polite, sociable and friendly with the peers, the teacher and the university staff.

It is strictly **BANNED**:

- to smoke at all places, either inside buildings or within the university premises
- to drink alcohol, do drugs at all places, including the halls of residence.
- to behave anti-socially, to use swearing words in any language
- to use mobile phones or PCs during classes unless otherwise told

Note that while in Russia, you have to comply with all the **rules and regulations of the Russian Federation**. The breach of any of them is an administrative or criminal offence.

### Fire emergency

Please pay attention to learning safety precautions. In all university buildings and halls of residence there is a fire escape route. Take time and study the map, the escape routes are shown with red arrows. Several times a year there are fire drills, do not get frightened when you hear the alarm, just follow the teacher's instructions.



## LIBRARIES and READING ROOMS

Penza State University boasts an extensive library collection with 1,440,000 items. There are several specialized libraries, a reading hall, an electronic database and an electronic full-text library. There are photocopying and printing facilities available at the libraries.

To use the library students must be registered readers of the library. Registration requires: student ID, 3x4 cm photo, library card charge payment.

University computer network has access to internet libraries of renowned scientific publishers – Springer, Wiley, etc.

University library website: <http://lib.pnzgu.ru>

- Springer: <http://link.springer.com>;
- Wiley: <http://onlinelibrary.wiley.com>;
- American Physical Society: <http://publish.aps.org>
- American Mathematical Society: <http://ams.org/mathscinet/index.html>
- eLibrary.ru: <https://elibrary.ru/defaultx.asp>
- ProQuest: <http://search.proquest.com/>
- Taylor & Francis Online: <http://www.tandfonline.com/>



**E-Reading Room** (building 9, room 110, open 9.00 a.m.-5.00 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-80-58

**Medical Library** (building 10, room 102, open 9.00 a.m.-5.00 p.m., Saturdays open 9.00 a.m.-2.00 p.m.) Tel: 36-84-18

**Medical Resource Books Reading Room** (building 10, room 103 open 9.00 a.m.-5.00 p.m., Saturdays open 9.00 a.m.-2.00 p.m.) Tel: 36-84-18

**Science and Education Library for Technical Faculties** (building 3, room 102, open 9.00 a.m.-7.00 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-82-02

**Technical Resource Books Reading Room** (building 7, 1<sup>st</sup> floor, open 9.00 a.m.-7.00 p.m., Saturdays open 9.00 a.m.-5.00 p.m.) Tel: 36-84-98

**Science and Education Library of Law Faculty and Economics and Administration Faculty** (building 9, room 104, open 9.00 a.m.-6.30 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-80-13

**Pedagogical Institute Main Library** (building 11, 1st floor, open 10.00 a.m.-6.00 p.m., Saturday open 10.00 a.m.- 3.00 p.m.)

**Pedagogical Institute Main Reading Room** (buildings 11, 1st floor, open 8.30 a.m.-6.00 p.m., Saturday open 8.30 a.m.-3.00 p.m.)

**Fiction, Social and Humanities Library** (building 9, room 105, open 9.00 a.m.-4.00 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-80-18

**Foreign Languages Library** (building 9, room 107, open 9.00 a.m.-6.00 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-84-97

**Information and Bibliography Library Department** (building 7, 1<sup>st</sup> floor, open 8.00 a.m.-4.00 p.m., Saturdays open 9.00 a.m.-1.30 p.m.) Tel: 36-80-46



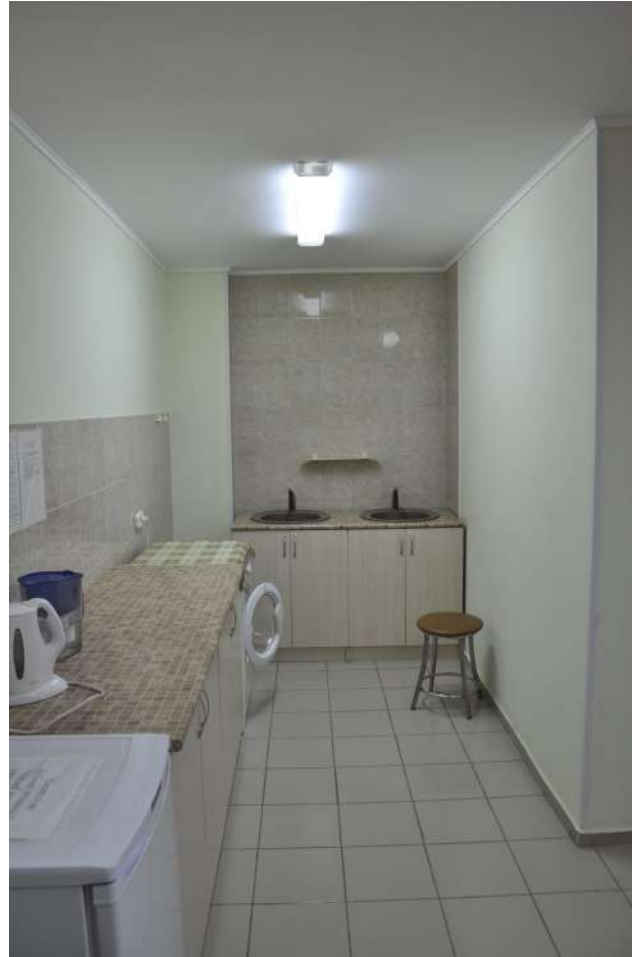
## ACCOMODATION

The university offers to its students comfortable and convenient accommodation on campus, in one of its 7 modern halls of residence, that are equipped with all necessary basics, including the internet and cable TV. The furnished rooms have cosy beds, kitchen appliances (fridges, electric cookers, microwaves), household appliances (washing machines, irons and ironing boards), sanitary rooms and shower cabins.

The halls of residence are always in good order as both university staff and students take care that the rooms are kept clean and tidy. All the rooms comply with sanitary norms.

Security arrangements exclude unauthorized access into the buildings.







## MEDICAL FACILITIES

A new modern clinic has been opened recently for university students, teachers and staff. It's located in the building of **hall of residence № 5**. (<http://kmc.pnzgu.ru/>)

The clinic offers

- medical check-ups
- diagnostics and treatment
- injections and vaccinations,
- complex laboratory tests.

All costs are covered by the medical insurance, you **don't** have to pay for anything, except for some additional procedures or materials, e.g. dental repairs, prosthetic dentures.

You sign a contract with a medical insurance company and buy a medical insurance upon your arrival. All the details will be given to you in the International Education Office or International Cooperation Office.





Medical staff of the clinic includes: general practitioners, surgeons, dentists, Ear-Nose-Throat specialists, infectious diseases specialists, traumatologists, cardiologists.

There are special laboratories and medical procedures rooms.

Highly skilled doctors are also teachers at the university, they speak English well.

Do not forget that your medical insurance will allow you to get medical treatment in any clinic/hospital in the city. There are excellent specialized and diagnostic clinics and hospitals in Penza.



## **SPORT & FITNESS**

Studying is not an easy job. So why not ensure that you have enough strength to cope with the load! We have discussed already who you can consult if you have health problems, but it's better to keep fit and forget about visits to doctors.

The university offers excellent sport facilities: sport centres, sports grounds, a swimming pool.

Take part in regular competitions between international students teams.

An excellent location for jogging, rollerblading or cycling is the sport alley (in the photo) adjoining the campus. The equipment is for hire, but you can jog or take walks for free.

Do not miss the opportunity for skiing or other sports in winter!





You are young and full of energy? You want to be a responsible community member?

You have some artistic talents that bring joy to people around you?

**WELCOME!**

All talents will be appreciated.

If you think you don't have any, we'll find them!



Singers, dancers, artists, poets, activists, sportspeople—there is a niche for everybody. There is a kaleidoscope of events to take part in! Fresher's Show, Beauty Contest, Football Cup, Nationality Festivals—these are just some of them.

Even if you are not a participant, be a supporter!

Day trips and city tours, excursions to beautiful historical places will make your years at the university really unforgettable.

Consult *Sergey Ivanchin* or *Svetlana Dogadina* at the Department of Student Affairs.







When all things are done, why not take a day trip to see the pearl of local history—the **Tarkhany** Estate-Museum, a unique historical place, dedicated to Mikhail Lermontov, who was a famous Russian Romantic poet and writer of the 19th century. You will breathe the atmosphere of the beautiful past while exploring the houses and the scenic grounds. (photos above). Why not see the place of the International Festival of Contemporary Art, located on the territory of the tourist complex '**Chystiye Prudy**' (*The Pure Ponds*). You'll have a chance to see the exhibits (photo on the right), spend a day picnicking, swimming or just walking around. If the weather does not allow trips outside Penza, just take a leisurely stroll in the city centre, along the most popular city street—**Moskovskaya** (photos below). Do some shopping or just sit in a café and watch the people go



## ADAPTATION

All international students starting their studies confront with the double amount of problems compared with local students. A lot of things they are dealing with are absolutely different from what they've been used to:

### **culture**

Each person represents millennia-old culture refracted through the prism of one personal lifespan. When coming in contact two different cultures and behaviour systems are sure to clash. Two factors should not be ignored: first, there are some moral values that people of different cultures share, second, you don't have to change your personality or beliefs, you just have to accept as it is. Remember Shakespeare's quotation from Hamlet: "There is nothing either good or bad, but thinking makes it so."

### **living conditions**

It is undoubtedly difficult to have to live not in your own flat or house, surrounded by familiar faces. Life in a hall of residence has a lot of drawbacks but there are some significant benefits.

### **weather**

Adapting to new climate also takes time. Be careful especially in the first months of your stay. Your body is under stress, so it might result in acute cases of chronic diseases. Your health might deteriorate, making the body susceptible to infections.

### **food**

New foods and new cuisine may be totally different. Be careful and try not to experiment with new food during first weeks. Buy food of trustworthy producers.

### **academic activities**

First, switching from school to university system takes time to get used to. Second, learning in a new language environment makes the studies a greater challenge. Even if you feel the load too heavy, do not despair. If you do not try you will never succeed.

It takes time to adjust to new systems and demands. Adaptation to new culture is a normal process, each individual experiences it a little differently. Attitude to new culture can vary: from utter enthusiasm 'oh, how wonderful everything is!' to deep repulsion. It is also normal. Remember you are not alone in dealing with problems.

## **CULTURE SHOCK !**

### **SYMPTOMS:**

- feelings of sadness, emotional discomfort, anxiety
- acute homesickness
- physical complaints, sleep disturbances
- fatigue
- lack of concentration, memory impairment
- feeling of helplessness and vulnerability
- perception of the environment as hostile and menacing
- anger and hostility towards the host culture



## COPING STRATEGIES:

- Seek counselling:
  - ⇒ Psychological support service: Kudinova L.A. (building 11, office 519);
  - ⇒ Anonymous hotline – 8 (8412) – 28 – 18 – 58.
- Talk to your peers. Find someone with whom you feel comfortable to serve you as a 'culture coach'.
- Try to establish a network of friends, both among your country-fellows and natives.
- Talk to your teachers. Ask them for ideas, suggestions and assistance both in academic and social sphere.
- Talk to your family. Write emails, make phone or video calls.
- Watch a film, listen to music or read a book in your native language.
- Learn what you can about local culture, history, customs, etiquette.
- Participate in all university social events.

During the process take care of yourself:

- Balance work with recreation.
- Eat good, healthy food
- Have some physical exercise.
- Sleep well
- Do something you really enjoy.
- Keep smiling and the world will smile to you!

## RESULTS:

You will not feel any alienation towards the host culture. People will not seem distant strangers. You will experience a complex feeling of belonging, being a part of the whole, not similar, but equal. This will create a unity through diversity. You will also feel that you are a worthy member, making your own contribution.

In practical life, you will find it easier to study, deal with teachers and fellow students.

Your rewards will be excellent marks, good relations, and fulfilled life.

## REMEMBER:

- It is normal to experience culture shock.
- There are no good and bad cultures, there are different ones.
- Once you've coped with the culture shock, remember your most effective strategies. These problems are recurrent, you have to be able to deal with them efficiently.
- Remember your experiences and help other newcomers who face the same problems.



### **How can you identify a person already influenced by extremist ideology?**

Recruiters instruct recruits on the necessity of maintaining conspiracy, however there is a number of signs that should alert friends and relatives:

- adoption of Islam for no apparent reason, or, if a person has been professing Islam traditional for Russia, radicalization of his-her views, recognition of traditional Islam untrue, nongenuine.
- attempts to conceal his/her views from people around.
- a convert (neophyte) becomes secretive, unsociable, stints him/herself in communicating with family. He/she is suggested that everyone around is an enemy ready to report on him/her to special services. Relatives are stray, there is no point in talking to them, no need to listen to their advices.
- in conversations a neophyte begins demonstrating contemptuous attitude towards other religions or trends in Islam.
- a desire to enter territories controlled by ISIS.
- a Muslim demonstrating his piety does not go to a mosque, but goes to pray to other places concealed from his/her circle of contacts.
- a person starts actively visiting online resources where radical islamists post their agitation, looking for ways to leave the Russian Federation to countries through which it is possible to enter territories controlled by ISIS.

### **How to save yourself and relatives from recruitments by extremist groups?**

1. Be attentive with your friends and relatives, keep in touch with them, inquire about their life.
2. Be on the watch when chatting with strangers in social networks. Do not add strangers to your friend list.
3. Do not confuse person's belonging to one or another religion with skillful manipulation based on moral values speculation and sophistic interpretation of a religion and human faith in God.
4. Strengthen your system of values and moral principles, try to critically analyze the information obtained and assess it from different perspectives.
5. Remember that Russia is a multinational country. Be tolerant to representatives of other cultures, nationalities and religions.

## **Origin of extremist manifestations among youth and teenagers**

1. Aggravation of social tension in the youth environment (it is determined by a complex of social problems including education level and quality, survival in the labor market, social inequality, decrease of law-enforcement authority, etc.).
2. Criminalization of a number of social spheres (in the youth environment it is expressed in broad involvement of young people in criminal business, etc.).
3. Growth of nationalism and separatism (activities of youth nationalistic groups and movements used by certain social and political forces to achieve own goals).
4. Turnover of illegal means for extremist actions (some youth extremist organizations following illegal purposes prepare and store explosives, train using firearms and cold steel, etc.).
5. Exploitation of psychological factors for destructive purposes (aggression, typical for youth state of mind, is often used by experiences leaders of extremist organizations to commit extremist actions).
6. Usage of the Internet for illegal purposes (ensures radical public organizations access to broad audience to propagandize their activities, makes it possible to post detailed information about their goals and objectives, time and location of meetings, planned actions).





## INTERNET-EXTREMISM

### Extremism – threat to society!

**One of the most widespread forms in modern Russia is Internet-extremism.**

#### Extremist materials on the Internet:

- videos, songs, ditties, rhymes, literature, stories or other publications extolling supremacy of one race, nationality over another, substantiating or justifying national or racial superiority, justifying commitment of military or other crimes intended to complete or partial elimination of some ethnic, racial, national or religious group;



- references to literature sources included in the Federal List of Extremist Materials published on the official site of the Ministry of Justice of the Russian Federation;
- images of fascist symbols;
- extracts from fascist literature sources;
- calls for mass riots, acts of civil disobedience including calls for meetings specifying the place and time of the said actions to be held;
- calls for insults by age, race, nationality;
- methods of assembling hand-made explosives, combustible mixtures.

#### **Actions to be taken by citizens in case of detecting an online resource containing extremist information:**

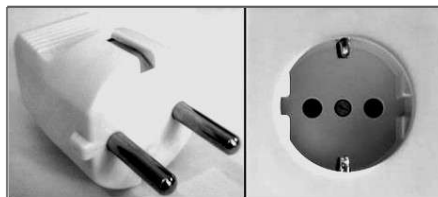
- fix the website's URL or the screen image by pressing PrintScreen or Cmd + Shift + 3 on the keyboard, date and time of detection;
- notify the Center of Extremism Counteraction of the MIA of Russia in Penza region (tel. +7 8412 59-92-40, +7 8412 59-92-67, or the emergency telephone number 02), anonymously.

## PRACTICAL MATTERS

### ELECTRICAL EQUIPMENT

In Russia electrical voltage is **220 Volts/50 Hz**, two-pin plugs type **F** or **C** are in use.

If your country uses different voltage and plugs, we advise you to bring an adaptor or buy necessary electrical equipment here, in Russia.



### MOBILE PHONES & THE INTERNET



GSM frequency for Russia is GSM 900/ GSM 1800

A number of local providers operate in the Penza region, the coverage area and the prices they charge are practically on the same level, so the choice is actually a matter of preference.



The largest providers on the market are: Megafon, VimpelCom/Beeline, MTS

Students have broadband internet/Wi-Fi connection at the hall of residence. There is also wi-fi in some city cafes and transport areas, but not in many places.



If you are extra communicative and need the internet connection at all times, in all places, possible solutions:

- a mobile phone with 3G internet + a sim card, local provider
- a laptop + 4G modem, local provider
- a slate PC + cellular or 4G, local provider

Mobile phones have 11 digit numbers:

+7	X X X	X X X - X X - X X
Code for Russia	Phone provider	Personal number

To make international calls from Russia:

a) landline phones

8 - 10 - country code - city code- phone number

b) mobile phones

+ - country code - city code- phone number

To make international calls to Russia, use:

international access code (unique for every country) - 7 (Russia's code) - city code- phone number

Penza code is : 8412

Transport system in Penza is simple. The most common form of public transport is a mini-bus.

With all forms of public transport you do not buy tickets before the journey. As soon as you get on you pay either the driver (on mini-buses) or the bus conductor (on buses and trolley-buses).



The network of public transport is very extensive, you will get to any place you want to without problem. The only word of caution: avoid travelling during rush hours in the morning and in the evening or you'll waste a lot of time in traffic jams.

There are a lot of taxi companies, here are just some phone numbers of popular ones:

**TAXI**

58-58-58

99-99-99

70-00-00



Taxi cabs are not of special colour, typically there are just special signs on the roof.

Penza is considered a quiet city in terms of crime level. Criminal offences are committed but the danger level is very low. According to Russian laws, ethnic and racial crimes are considered severe offences and are subject to tough punishments. This acts as a deterrents for potential offenders. Taking into consideration all the above-said, it is still worthwhile to think carefully about your behaviour. You don't need to be over-anxious about danger, but taking simple measures will guarantee your safe existence.

Here are some basic rules to avoid getting into trouble:

- ⇒ Do not walk alone late at night. If you visited a friend, went to the cinema in a remote district, better call a taxi.
- ⇒ Do not carry large amounts of cash on you.
- ⇒ Do not carry your cash, mobile phones, passports and other valuables in your pockets. Carry wallets, handbags. The latter should be fastened securely.
- ⇒ Do not leave your bags, laptops, mobile phones unattended.
- ⇒ When shopping do not attract unnecessary attention by showing all your money. Always keep an eye on your handbag and wallet.
- ⇒ Ladies should be accompanied by gentlemen in the evening time. Physical assault is unlikely but you may be abused verbally.

In all situations, whatever happens, stay calm and use your common sense. The number of ethnically prejudiced people is rather small but if you happen to meet such people, try not to provoke them. A lot of petty offences in Russia are committed by drunk individuals. If you are confronted by a drunken person, it's safer to avoid open conflict. Luckily, they are typically using aggressive words but not causing any real harm. Anyway, remember the golden rule: better safe than sorry.



## MONEY

The currency in the RF is the Russian **ruble** (RU), alternative spelling **ruble**. One rouble equals 100 copecks. The most common banknotes and coins in circulation are:

### BANKNOTES

5000 roubles



2000 roubles



1000 roubles



500 roubles



200 roubles





## 100 roubles



## 50 roubles



## COINS

### 10 roubles



### 5 roubles



### 1 rouble



### 50 copecks



(Note that the table gives only most common banknotes and coins, not shown are ten rouble banknote, twenty-five rouble coin, two-rouble coin and the smaller copeck coins)

For daily shopping, such as food shopping, and transport expenses you will need cash. Larger sums are paid by debit/credit cards. It is not advisable to carry large amounts of cash with you.



In Russia only the national currency, the rouble, is an accepted form of payment. You can change dollars and euros in banks.

Before you leave home it is a good idea to consult with your bank for the best solution for your financial issues. All Visa and MasterCard are accepted in banks, ATMs and shops, but you pay the commission for using the ATM and banking services.

For money transfer you may either use bank services or some of the major providers for money transfer like Western Union.



The largest banks of the RF with regional subsidiaries in Penza are:

SBERBANK (<http://sberbank.ru/en>)

VTB 24 ([www.vtb.com](http://www.vtb.com))

Compared with bigger cities in Russia or similar cities in other European countries, life in Penza is not very expensive. There are various ways to budget wisely. People buy monthly tickets for transport, buy things at sales, go food shopping either to the market (it's located right in the city centre, so quite easy to find) or to big shopping malls, which can offer very good bargains (these are located in various districts of Penza). During your first weeks, while you are not acquainted with the city, it is a good idea to eat in nearby cafes or university canteens (see the map). Prices there are quite reasonable and there is a variety of tasty dishes, including vegetarian ones. Be careful with shopping. Fruit out of season can be expensive, but local fruit and vegetables are much cheaper.

Here are some average figures for daily expenditure:

- transport fare (bus, mini-bus, trolley bus) - 20 roubles, one-way
- dinner in a café (with meat) - 200-300 roubles, (vegetarian) - 150 - 200 roubles
- mobile phone use per month - (used moderately) 200 roubles or less, (used very actively) 300-500 roubles

English	Russian	How it is pronounced
GREETING & GOODBYES		
Hello!	Здравствуйте!	zdrav-stvuj-te
Good morning!	Доброе утро!	dob-ro-je ut-ro
Good afternoon!	Добрый день!	dob-ry den'
Good evening!	Добрый вечер!	
Hi!	Привет!	pri-vet
Nice to meet you!	Рад познакомиться с Вами!	rad po-zna-komit-sja s va-mi
How are things?	Как Ваши/у тебя дела?	kak va-shi /u te-bja de-la
Excellent!	Отлично!	ot-lich-no
Good!	Хорошо!	ho-ro-sho
Good bye!	До свидания!	do svi-da-ni-ja
See you!	Пока!	po-ka
SAYING SORRY, THANK YOU, ASKING FOR HELP		
Sorry! / Excuse me!	Извините пожалуйста! Извините!	iz-vi-ni-te po-zha-luj-sta iz-vi-ni-te
Thank you!	Спасибо!	spa-si-bo
You're welcome! (as a response to 'Thank you!')	Пожалуйста!	po-zha-luj-sta
Excuse me! Can you help me?	Извините, вы не могли бы мне помочь?	iz-vi-ni-te vy ne mog-li by mn'e po-moch
Help!	Помогите!	po-mo-gi-te
SAYING YOU DON'T UNDERSTAND		
Sorry, I don't understand.	Извините, я не понимаю	iz-vi-ni-te, ja ne po-ni-ma-ju
Sorry, I don't speak Russian	Извините, я не говорю по-русски.	iz-vi-ni-te, ja ne go-vo-r'u po rus-ki
Do you speak English?	Вы говорите по-английски?	vy go-vo-ri-te po an-glij-ski
PAYING COMPLIMENTS		
You look great today.	Вы сегодня очень хорошо выглядите.	Vy se-god-nja o-chen' cho-ro-sho vy-gl'a-di-te.

## IN THE STREET

How can I find ...?	Как мне найти ...?	ka-k mne naj-ti ...
Where is ...?	Где ... ?	gde ...
Which bus goes to ... ?	Какой автобус едет до ?	ka-koj av-to-bus jedet do
left / right / straight	лево / право / прямо	le-vo / pra-vo / pr'a-mo

## IN A SHOP

How much is this?	Сколько стоит?	skol'-ko sto-it
I'd like a kilo of these.	Мне килограмм.	mne ki-lo-gram
That's enough, thank you.	Достаточно, спасибо.	do-sta-toch-no
Is it fresh?	Свежий?	sv-e-zhij

## AT A CHEMIST'S/DOCTOR'S

I've got a headache.	У меня болит голова.	u me-n'a bo-lit go-lo-va
... a stomachache.	... живот.	... zhi-vot
... a toothache.	... зуб.	... zub
... a sore throat.	... горло.	... go-lo
My leg hurts.	У меня болит нога.	u me-n'a bo-lit no-ga
I've got a fever.	У меня температура.	u me-n'a tem-pe-ra-tu-ra
I've got a cold.	У меня простуда.	u me-n'a pro-stu-da
I need some painkillers	Мне нужно обезболивающее.	Mne nuzh-no o-bez-ba-li-va-ju-shche-je
... anti-flu medicine	... лекарство от гриппа	... le-ka-r-stvo ot gri-pa
... antibiotics	... антибиотики.	... an-ti-bi-o-ti-ki
I've got a cut/burn	У меня порез / ожог.	u me-n'a po-rez / o-zhog
wound dressing	повязка на рану	po-vjaz-ka na ra-nu
antiseptic	антисептик	an-ti-sep-tik
ointment / cream	мазь / крем	maz' / krem
sanitary towels	женские гигиенические прокладки	zhen-ski-je gi-gi-je-ni-ches-ki-je pro-klad-ki



## USEFUL CONTACTS

Vice-Rector for International Affairs <b>Gleb Sintsov</b>	+7 (8412) 54-85-64 office 119/building 11	int_affairs@pnzgu.ru
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<b>Department of Language Training and International Exams</b>		
Head of the department <b>Yuliya Svechnikova</b>	+7 (8412) 54-83-90 +7 (8412) 36-80-80 office 235a, building 11	svechnikova.psu@yandex.ru
<b>Department “Russian Language as a Foreign Language”</b>		
Head of the department <b>Vera Shmelkova</b>	+7 (8412) 65-29-51 office 235, building 11	vshmelkova@rambler.ru

**EMERGENCY PHONE NUMBERS:**

(from landline phones)

**01 – FIRE BRIGADE 02 – POLICE 03 – AMBULANCE**

(both from landline and mobile)

**112 – ALL EMERGENCY SERVICES**

## NOTES

## MY TEACHERS

[illegible]

## NOTES

## MY TEACHERS

[illegible]