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### **WELCOME TO NArFU**



### **Welcome to Northern Arctic Federal University!**

NArFU was established on June 8, 2010 on the basis of the three leading regional universities with long-standing academic traditions going back to the 1930s. Located in the North of Russia, NArFU has a mission to provide the intellectual support to the Russian Arctic scientific exploration and development, and to train highly-qualified specialists to work in the North.

The University is named after our compatriot, the famous Russian scholar and poet Mikhail Lomonosov. Nowadays over 20,000 students and over 1,300 experienced lecturers and researchers are engaged in the academic affairs at the University. NAFFU maintains the contacts with over 160 universities, research centers and companies around the world. You can find more information about our university at http://www.narfu.ru/en/

We hope that your work at NArFU will be a rewarding experience for you. We have put together this small brochure in order to help you to adapt to a new environment and find out more about NArFU and the city of Arkhangelsk. The brochure includes practical information on educational and extracurricular facilities, useful tips on your employment, visa support, city infrastructure and cultural sights.

If you have any questions or need assistance, please do not hesitate to contact the International Office.

### Enjoy your stay in Arkhangelsk!



### **UNIVERSITY ADMINISTRATIVE STRUCTURE**

The structure of the University includes 7 Higher Schools, 2 colleges, 3 branches outside Arkhangelsk, Intellectual Centre – Scientific Library, research units and laboratories.

### **Higher Schools:**

- Higher School of Power Engineering, Oil and Gas
- Higher School of Engineering
- Higher School of Natural Sciences and Technologies
- Higher School of Psychology and Pedagogical Education
- Higher School of Information Technologies and Automated Systems
- Higher School of Social Sciences, Humanities and International Communication
- Higher School of Economics, Management and Law

### **Colleges:**

- Technological College of Emperor Peter I
- Technical College in Severodvinsk

### **Branches:**

- Severodvinsk Branch (Institute of Shipbuilding and Arctic Marine Engineering, Institute of Humanities)
- Koryazhma Branch
- Naryan-Mar Branch

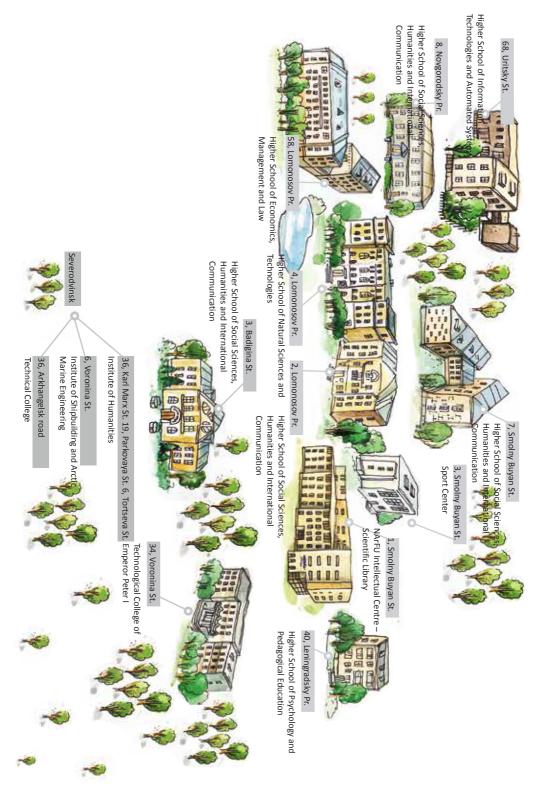
### NArFU Intellectual Centre - Scientific Library

NArFU Library is an innovative center providing a wide range of reading materials for education and research. It offers traditional and e-reading halls as well as museums, a chess club, centre for special needs students and other facilities. The library stock comprises over 1.6 million items. Among them are books, periodicals, dissertations, study guides, printed and electronic foreign texts.

Address: 1, Smolny Buyan St. Tel.: +7 (8182) 21-61-00. http://library.narfu.ru







# CAMPUS MAP



### **ACADEMIC CALENDAR**

**September 1st** – official start of the academic year

**Last week of August** – Orientation week for international students and staff

Academic calendar Full degree programmes

**Autumn semester:** September-January/

*February* 

**Spring semester:** February – June

Non-degree programmes

**Autumn:** September – December **Exams:** November – December **Spring:** February – May

Exams: May/June

Foundation programme

**Course duration:** *September – May* 

Exams: June

Semester and vacation periods may vary depending on the programme. There is no summer semester, but during the summer, students can take summer courses, which may consist of individual projects, research or summer schools, both at NArFU and abroad. Lectures and seminars are not usually delivered from June/July to August, with the exception of some field courses.

### Official holidays

January 1st – New Year Celebration January 7th - Orthodox Christmas

February 23rd - Homeland Defenders' Day

March 8th - International Women Day

May 1st - May Day May 9th - Victory Day June 12th - Day of Russia

November 4th - National Unity Day





### Your coordinator at NArFU

As soon as your visit/employment at NArFU has been agreed upon from the both sides, you will be assigned a coordinator/contact person who will help you with practical questions and administrative procedures. Most likely this person will be someone from the NArFU Higher School or department where you are going to work and you can ask him/her any questions concerning your visit to Arkhangelsk and work at NArFU. The International Cooperation Department will also help you, especially in visa issues and registration. Your coordinator and the International Cooperation Department team will guide you what documents shall be submitted and forms filled out prior to your arrival.

### **Employment**

The employment of foreign citizens is a subject of regulation in the Constitution of Russian Federation, Russian Labour Code and other legislation regarding the employment, migration and status of foreign citizens in Russia.

The terms of your employment shall be established by the following documents:

- 1. Collective Agreement between NArFU and its staff;
- 2. Individual Employment Agreement.

To start processing your employment, please, be ready to submit to your coordinator the following documents:

- 1. Passport;
- 2. Filled in Application Form (to be provided by your coordinator);
- 3. Pension Insurance Certificate (SNILS/CHИЛС) valid from previous employment period in Russia (if you are employed for the first time, the document is to be issued upon your arrival);
- 4. Taxpayer Identification Number certificate valid from previous employment period in Russia (if you are employed for the first time, the document is to be issued upon your arrival);
- 5. Documents confirming your education, qualification, special knowledge or training;
- 6. Police clearance certificate (to be obtained upon your arrival, applicable only for those applying for a teaching position);
- 7. Photo (3×4 or 3,5×4,5 cm, black-and-white or colour);
- 8. Your bank account details.



### General information

Russia maintains a visa-free regime with many countries, but a visa regime is active with a vast number of states. Please, consult the website of the Ministry of Foreign Affairs of your home country and of the Russian Embassy/Consulate in your region to clarify whether you require a visa to enter the Russian Federation. If you do, NArFU International Cooperation Department will provide you with the necessary support documents so that you can apply for it. According to the regulations of the Ministry of Foreign Affairs of Russian Federation, in order to obtain a working visa your passport's expiration date shall be not earlier than one year and six months from the tentative start of your employment.

### How to apply for your VISA

For assistance in visa-related matters, please, contact the International Cooperation Department (n.juzhanina@narfu.ru, copy to international@narfu.ru and your coordinator). You will be asked to fill in a Visa Support form and send a scanned first page of your passport, the one with your photo. The invitation process takes no longer than a month and a half. After your visa application is approved you will receive an e-mail with the attached electronic invitation. The same invitation will be sent simultaneously to the Russian consulate where you apply for your visa. After you receive an invitation please contact the Russian consulate in the city you indicated in your NArFU application form and fulfill the required procedures. Incorrectly completed application forms and illegible passport details are the most common causes of delays in granting visas. If you face any problems while getting your visa, please, contact the International Cooperation Department right away so that we can help you to solve them timely.

### Migration procedures

When you pass the immigration control, you will have to provide your passport with a valid visa. A passport control officer will give you a migration card filled in automatically. Or you may fill it in yourself (better in English) to avoid mistakes. Please, read the card carefully. Your surname and name shall be spelled the same way as indicated in your visa. The purpose of your entry shall be stated as «Work». Don't forget to sign your migration card. Please, retain the migration card during the whole duration of your stay in Russia.

You will also be required to provide a copy of the migration card to NArFU International Cooperation Department to process registration.

### Recognition of qualification/education

Please, be reminded that the qualification awarded to you in your home country will have to be recognized at the University. In the Russian Federation foreign education recognition means the official confirmation of the education level acquired abroad. As a federal university NArFU is authorized and has experts in place to confirm your education. For further information and detailed consultations, please, contact NArFU International Cooperation Department (e.shiman@narfu.ru) or your coordinator. Please, be sure to bring with you to the University your legalized diploma and its notarized copy.

### Supporting documents for registration

All foreign citizens coming to Arkhangelsk for longer than 7 days must be registered at the regional branch of the Ministry of Internal Affairs within 7 days following the date when you crossed the Russian border.

If you are staying at the University dormitory, in order to register you should submit to NArFU International Cooperation Department the following documents:

- Passport (original) and copies of all its pages, including blank ones, 2 copies of the first page (the one with your photo);
- Migration card (original) and 2 copies;
- Visa (original) and 2 copies (if applicable).

The copies can be made at the International Cooperation Department, at the department where you intend to work or at the University Copy Center (office 1120, main building, ground floor).

### Transit cities

On your way to Arkhangelsk you usually briefly visit some other Russian cities (Moscow, Saint-Petersburg, etc). Please, keep the tickets from these cities to Arkhangelsk and bring them to the International Cooperation Department when registering. If you stayed at a hotel (or hostel), please, keep the document confirming your registration there and provide it to the NArFU employees. Your registration will be valid within 90 days or till the day of your working visa expiry. Upon registration you will be given a special form (registration blank) confirming the legality of your stay in Russia. Your registration validity period will be indicated on the reverse side of the blank. If you intend to stay in Arkhangelsk for a period exceeding your registration term, you will have to prolong your visa and registration.

### Leaving Arkhangelsk for weekends or vacation

**PLEASE, REMEMBER:** registration is mandatory every time you leave Arkhangelsk or return to the city even if you have a multiple-entry visa and your registration period has not expired. If you are going away (e.g. to visit other Russian cities or travel abroad), you are kindly requested to notify NArFU International Cooperation Department/your coordinator of the fact. Upon your return back to Arkhangelsk be sure to register within 7 days from your arrival date. It is advisable to save your tickets and boarding passes confirming the fact of your departure and arrival. It is highly recommended that you carry with you the registration documents attached to your passport and migration card at all times while in Russia. When leaving Russia your registration will be checked by the border officials at the Passport Control point.



### Visa/registration prolongation

You should remember the date of your visa/registration expiry as its prolongation procedure usually takes about 20-25 days. Therefore, to prolong your visa/registration you are requested to submit to NArFU International Cooperation Department the following documents no later than 30 days before your visa/registration expiry date:

- Passport original and 2 copies of all its pages;
- Migration card original and 2 copies;
- Your registration form and 2 copies;
- A copy of your employment or service agreement;
- 1 matte black-and white or colour photograph (3x4);
- Visa original and 2 copies;
- State duty payment receipt (1600 RUR) (you can get the form at the International Cooperation Department).

Please, strictly adhere to the rules concerning visa/registration prolongation in order to avoid violation of the Russian law.

### Medical insurance

Before signing your employment agreement, be sure to contact your coordinator or International Cooperation Department employees who will assist you in getting your personal insurance policy number (SNILS/СНИЛС). This data are to be communicated by the employer to the authorized taxation and migration agencies.

### **Taxation issues**

### Personal income tax rates:

- For foreign employees staying and working on the territory of the Russian Federation during a period of less than 183 days per year 30 %;
- For foreign employees staying and working on the territory of the Russian Federation during a period exceeding 183 days per year 13 %;
- There also exist taxation privileges for certain countries based on the existing agreements between the countries.

### Corporate email and Internet access

NArFU offers its staff a daily Internet access. You can use Internet in dormitories and on campus. All employees of the University are assigned to have a corporate e-mail address. In order to get your corporate email and on all issues concerning Internet access, please, contact you coordinator. As soon as you have your e-mail, but you have any questions regarding technical support issues, you can address them directly to our IT team: <a href="helpdesk@narfu.ru">helpdesk@narfu.ru</a>

### Incoming correspondence

Please be informed that in accordance with Russian law and in order to prevent mailing of harmful substances and terrorism acts all international correspondence addressed to NArFU foreign staff shall be opened by the assigned University unit before delivery to the addressee.

### **ACCOMMODATION**

University provides housing to NArFU staff. Each dormitory provides a rest room and a laundry. All dormitories are located in close proximity to public transport, shopping centers and NArFU campuses. If you intend to apply for a room in the dormitory or need additional information on accommodation options and other related issues, please, contact your coordinator at NArFU.

### Addresses of the dormitories for staff:

56, Uritsky St.

34/4, Novgorodsky Pr.

Tel.: +7 (8182) 29-17-66

+7 (8182) 64-35-24



### Hotels

If you wish to stay in the city hotels, please, consider the option provided by the Arkhangelsk Region Tourist Information Centre at <a href="http://www.pomorland.travel/en/">http://www.pomorland.travel/en/</a>

### The Pur-Navolok Hotel

Booking service: +7 (8182) 21-72-06

+7 (8182) 21-72-00

Email: hotel@purnavolok.ru

Address: 88, Severnaya Dvina Emb,

building 1, 163000

### **Hotel Dvina**

Booking service:

+7 (8182) 28-70-98

+7 (8182) 28-70-37

Email: rd@hoteldvina.ru

Address: 52, Troitsky Pr., 163000





### THE CITY OF ARKHANGELSK

The Arkhangelsk Region is located in the European North of Russia on the shores of the White Sea and comprises the Arctic archipelagos of Franz Josef Land and Novaya Zemlya. The city of Arkhangelsk was founded in 1584, has a population of about 350 thousand people and is the administrative center of the region. It is a historic seaport which has interesting activities to offer and places to visit. The city lies on the both banks of the Northern Dvina river flowing into the White Sea. The city stretches for about 40 km (25 miles). The geographical position of the city on the coast of the White Sea facilitated trade, industrial and cultural development of the region. Many scientific expeditions to the Arctic have set sailing from Arkhangelsk.



**Did you know that...**the Arkhangelsk Region is called the White Nights Land. From the middle of May and almost to the end of July to the north of the Arctic Circle the sun never disappears behind the horizon; to the south of the Arctic Circle days are much longer than nights, the latter resembling dawns. It is regarded as a mysterious phenomenon that attracts visitors and adds to the special atmosphere of the city.

Today Arkhangelsk is an administrative, business and cultural center of the Arkhangelsk Region. Its historical monuments, museums and natural beauty attract lots of tourists from Russia and abroad.



### THE CITY OF ARKHANGELSK

# Travelling to Arkhangelsk Railway transport

It takes about 19-21 hours to get to Arkhangelsk from Moscow and 25 hours from Saint-Petersburg. At Arkhangelsk railway station buses and taxis are available and will take you to the city center in a just few minutes.

### Train tickets:

http://eng.rzd.ru/

You can buy train tickets at train station: **Address:** 2, 60 Let Oktyabrya Square

### **Air Transport**

Arkhangelsk is served by Talagi Airport that deals with international and regional flights. There are daily flights from Moscow and Saint-Petersburg that take about 2 hours. Airline tickets:

http://arhaero.ru/pax

### Address:

94, Troitsky Pr.

30, Severnaya Dvina Emb.

### Climate

The climate in the city is moderate, with moderately cold, long and snowy winters and moderately warm summers.

Average temperatures:

January: -12C,

July: +18C.

In winter temperatures can drop to -30C.

### Time zone

Russia has 11 time zones. Moscow time is used as a reference point for all the other time zones in Russia. Moscow time is **GMT +3**.





### LEISURE AND CULTURE



- Arkhangelsk Drama Theatre named after M.V. Lomonosov

### **Theatres**

## Arkhangelsk Drama Theater named after M.V. Lomonosov

The history of theater in Arkhangelsk dates back to three centuries ago. The first theatrical performance in Arkhangelsk took place in 1703. The theatre was established in 1932 and continues the traditions of the classical Russian theatre.

Address: 1, Petrovsky Park Tel.: +7 (8182) 20-54-97 http://www.arhdrama.ru

### **Arkhangelsk Regional Puppet Theater**

The theater is a participant of many theatrical festivals in Russia and abroad. It stages 25 performances for children and 11 for adults, which successfully combine theatrical traditions, new ideas and forms. The theatre has twice won the prestigious Golden Mask Award.

Address: 5, Troitsky Av. (under reconstruction) 118, Troitskiy Av.

**Tel.:** +7 (8182) 20-48-87 http://www.arhpuppet.ru/

### Pomor State Philharmonic Hall

Founded 70 years ago, the Pomor State Philharmonic Society hosts concerts in the Chamber Hall (314 seats) and Grand Hall (486 seats). The performing artists of the Pomor Philharmonic Hall successfully tour Russia and Western Europe.

Address: 3, Karl Marx St.

**Tel:** +7 (8182) 20-80-66 (ticket office)

Grand hall address: Address: 1, Lenin Square

**Tel:** +7 (8182) 21-56-69 (ticket office)

### **Arkhangelsk Regional Youth Theatre**

The professional company of the theater distinguishes itself by an offbeat and innovative rendition, preference for expressive artistic forms and desire to experiment. Annually the theatre initiates and organizes the performances of the «European Spring» international music theatrical festival and also the famous International St. Theatre Festival.

**Address:** 9, Loginov St. **Tel.:** +7 (8182) 65-21-43

+7 (8182) 21-58-88 (ticket office)

http://www.teatrpanova.ru

### LEISURE AND CULTURE



- Museum of Art Exploration of the Arctic named after A.A. Borisov

### Museums

### Northern Maritime Museum

The Northern Maritime Museum was founded in 1970-s. In 1993 it was granted a federal status. The exposition of the museum is devoted to the history of Russian seafaring in the Arctic and polar expeditions were.

Address: 80, Severnaya Dvina Emb.

**Tel.:** +7 (8182) 20-93-44 +7 (8182) 20-55-16

http://www.sevmormuseum.ru/

### The Arkhangelsk Regional Museum of Local Lore and Museum of Fine Arts

The Arkhangelsk Regional Museum of Local Lore is one of the oldest museums in Russia, it offers its visitors thematic exhibitions revealing the uniqueness of the Arkhangelsk Region's nature and history. The Museum of Fine Arts was established in 1960 and is now one of Russia's major art museums. The museum's collection numbers about 30 000 works of domestic art created between the 14th century and the present times.

Address: 2, Lenin Square 85, Severnaya Dvina Emb. Tel.: +7 (8182) 65-36-16 http://www.arhmuseum.ru/

# Museum of Wooden Architecture and Folk Arts «Malye Korely»

The area of 140 hectares allows the Museum to arrange its architectural and landscape exposition of more than 100 wooden architecture monuments dating back to the 16th -19th centuries. The Museum is located 25 km. from Arkhangelsk.

Office: 15, Ioann Kronshtadtsky St.

Tel.: +7 (8182) 20-41-64

### **Arkhangelsk Literary Museum**

Opened in March 1995, the museum offers permanent expositions devoted to the development of literature in the Russian North, biographies and creative activity of such writers as Ioann Sergiev, Boris Shergin, Fedor Abramov, Nikolai Rubtsov, Evgeniy Kokovin, Stepan Pisakhov and others. The museum fund contains unique exhibits — manuscripts, letters and personal things once owned by the well-known writers and poets whose works celebrate the glory of Arkhangelsk and Pomor Land.

**Address:** 10, Volodarsky St. **Tel.:** +7(8182) 20-74-26

### LEISURE AND CULTURE



### Restaurants and cafes

«Teppaca» (Terrasa)

Address: 54, Pomorskaya St.

«Maestro»

Address: 6, Roza Shanina St.

«Остров» (Ostrov)

Address: 99/1, Voskresenskaya St.

«Чердак» (Cherdak) Address: 17, Troitsky Pr.

### Cinema

«Русь» (Rus)

Address: 7, Timme St. «Мираж» (Mirage Cinema) Address: 17, Troitsky Pr.

### **Souvenir Shops**

«Поморские штучки» (Pomorskie shtuchki) Web-site: www.pomorsv.ru Address: 101, Voskresenskaia St.

37, Troitskiy Pr.

Musical club «Колесо» (Koleso)

Address: 4/1, Gaidar St. «Koфepym» (Coffeeroom) Address: 9, Voskresenskaya St.

**«Золотица » (Zolotitsa) Address:** 61, Troitskiy Pr.

### Clubs

«Джаз мастерская» (Jazz club)

Address: 85/86, Severnaya Dvina Emb.

«M33» club

Address: 33, Moskovsky Pr.

«Беломорские узоры» (Belomorskie uzory)

Web-site: <a href="http://belomoruzor.ru/">http://belomoruzor.ru/</a>

Address: 3, Shubin St.



### **BANKS, POST OFFICES AND TRANSPORT**

### **Banks**

### Sberbank of Russia

Address: 7, Rosa Luxemburg St. Monday – Friday 09:00-19:00 Saturday 10:00-16:00 Address: 102, Troitskiy Pr. Monday – Friday 09:00-18:00;

Address: 137, Lomonosov Pr. Monday – Friday 09:00-18:00;

Saturday 10:00-17:00

Saturday 10:00-17:00

### Post offices

### Main Post office:

Address: 65, Troitskiy Pr., 163000,

Arkhangelsk, Russia. **Tel.:** +7 (8182) 20-12-61

http://www.dvinapost.ru/

### **Transport**

### **Public transport**

You can buy a bus ticket in a bus for **21 RUR**.

Information about public transport routes in Arkhangelsk is available here:

http://appp29.ru

### **Moscow Industrial Bank**

Address: 7, Pomorskaya St. Monday – Friday 9:30-18:00 Saturday 10:00 – 15:00 (break 13:00 -14:00)

VTB-24

Address: 118, Voskresenskaya St.

65, Troitskiy Pr.

Address: 3, Leningradsky Pr., 163002,

Arkhangelsk, Russia.

Monday – Friday 08:00-20:00;

Saturday 09:00-18:00

### Taxi

Approximate price - 90-160 RUR

Russian Taxi +7 (8182) 219-219
Snezhok +7 (8182) 28-00-00
Maxim +7 (8182) 60-00-00
Arkhangelsk +7 (8182) 27-00-00
Luks +7 (8182) 21-00-00
Prestige +7 (8182) 43-34-33



### **FINAL CHECKLIST FOR YOUR STAY**

### Before arrival:

- Be sure that a positive decision concerning your acceptance at NArFU has been made by the university administration and you have been assigned a coordinator;
- Contact your coordinator to clarify all issues regarding the organization of your arrival:
- Send your completed visa support form and get invitation for your visa application;
- Apply for the Russian visa in your home country;
- Be sure to obtain adequate insurance certificates;
- Send information about your arrival at least 3 days before your arrival to the International Cooperation Department to pick you up at the airport/railway station.

### Upon your arrival:

• Visit the International Cooperation Department in order to register. Make sure to bring all the necessary documents.

### During your stay:

- Keep in touch with your local coordinator;
- Be sure to inform your coordinator and the International Cooperation Department of all significant changes in your personal data and every time you are leaving Arkhangelsk for any length of time.

### Before leaving:

- Inform your coordinator and the International Cooperation Department about your departure date;
- Return books and periodicals to the library;
- Submit to your coordinator all required reports on the results of your activities and your feedback.

### **CONTACTS AT NAFFU**

Address:

17, Severnaya Dvina Emb, Office 1326-a

**Vice-Rector for Strategy and Cooperation** 

Natalia Kukarenko

Email: n.kukarenko@narfu.ru

**Head of International Cooperation** 

Department

Lyubov Zarubina

Email: <a href="mailto:l.zarubina@narfu.ru">l.zarubina@narfu.ru</a>
Tel.: +7 (8182) 21-89-87

**Visa Support and Registration** 

Natalia Yuzhanina, Expert Email: n.juzhanina@narfu.ru

**International Academic Mobility Center** 

Email: international.student@narfu.ru

**Tel.:** +7 (8182) 41-28-27

Ekaterina Shiman, Director of the Center

Email: e.shiman@narfu.ru

Office of Human Resources

Marina Maslova, Head of the office

**Email:** m.maslova@narfu.ru **Tel.:** +7 (8182) 21-61-05

# **FOR YOUR NOTES**

