

# **REGULATIONS on Russkiy Mir Professor program**

## **I. General provisions**

1.1. In accordance with the Statutory objectives, the Russkiy Mir Foundation (further on referred to as “Foundation”) should on a competitive basis provide grants (donations) for implementation of educational programs of teaching the Russian language, literature, country studies and other educational disciplines joint under the title of the Russkiy Mir Professor program.

1.2. The present Regulations cover projects implemented in the framework of the Russkiy Mir Professor program. Provision of grants (donations) on other projects is handled separately in accordance with the Regulations on Provision of Grants of the Russkiy Mir Foundation.

1.3. An educational program in the present Regulations is defined as a training course having exact terms and definite number of hours, it leads to a certain result (an exam, a test, etc.), has its target audience, and implies full or partial financing from the Foundation’s budget allocated in accordance with its approved financial plan.

1.4. Duration of the educational program in a certain educational institution should not take more than one calendar (academic) year.

1.5. In the framework of the Russkiy Mir Professor program, Foundation provides grants (donations) to Russian and foreign educational institutions and (as an exemption made by an expert commission) to physical bodies in accordance with the legislation of the Russian Federation and internal local decrees of Foundation.

1.6. Grants (donations) in the framework of the Russkiy Mir Professor program are provided to legal and physical bodies (further on referred to as “Candidates”) having applied for a grant (further on referred to as “Applications”) filled in accordance with a form stipulated by internal decrees of Foundation.

1.7. Candidates should send signed and scanned applications to the e-mail address: [education@russkiymir.ru](mailto:education@russkiymir.ru) with indication of the subject of the letter in the Russian language “An Application for Participation in the Russkiy Mir Professor program.

1.8. Apart from the scanned application forms, their e-versions in the Word format should be sent to the same e-mail address: [education@russkiymir.ru](mailto:education@russkiymir.ru) to Foundation.

## **2. Terms of acceptance and consideration of applications for provision of grants (donations)**

2.1. Applications are accepted twice a year: from February 1 until and including April 30 (further on “The first acceptance round”) and from September 1 until and including November 30 (further on “The second acceptance round”).

2.2. The date of acceptance of the application is the date of receiving the letter by Foundation

2.3. Applications received before April 30 are accepted for further consideration in case the educational program does not start earlier than September 1 of the current year. The consideration of these application forms should happen before May 31 of the current year.

2.4. Applications registered before November 30 of the current year are accepted for further consideration in case the educational program does not start earlier that February 1 of the current year. The review of these applications by Foundation should happen until December 15 of the current year.

## **3. Requirements to applications for grants (donations)**

3.1. Only applications meeting all the requirements of the present Regulations are accepted for further consideration.

3.2. An application form should be filled in the Russian language. Applications in other languages are not accepted.

3.3. A candidate is entitled to submit only one application form at a time during each of the above-mentioned acceptance rounds.

3.4. An application form should contain:

3.4.1. Information on the educational program : a name of the educational course, its contents' summary, expected results, target audience, a number of participants, a number of academic hours, terms of its implementation, total cost of the program and the sum of required financing. In case one educational institution sends a request, while the program is to be carried out by another educational institution, the inviting party should send an official request including reasoning of necessity to carry out this educational program and readiness to undertake its implementation, confirmation of basic information on this program, liabilities on rendering assistance in arranging work permits (or visas), accommodation and transportation, catering for educational process (including premises and equipment), volume of co-financing or any other forms of participation in carrying out the program.

3.4.2. Information on a candidate: a full name, legal entity, venue of registration, factual address and postal address, a contact person, a telephone number, e-mail address, and website, in case it is available, bank requisites, position and name of the manager entitled to act in the name of the candidate – legal body, without power of attorney.

3.4.3. Information on a candidate (candidates) for a position of the Russkiy Mir Professor – a physical body: a full name, citizenship, date of birth, education, work experience, scientific degrees and publications, residential address, telephone number, e-mail address.

3.4.4. Estimate of expenditures for the project (including taxes) where a candidate should indicate total amount of expenditures for carrying out the project, a sum of expenditures covered by the grant and the amount of expenditures covered by co-financing.

3.4.5. Other information in accordance with the application form.

3.5. Application should not be considered in case: an application form submitted by the legal body whose report on targeted use of the earlier donated grant or donation (on any of the existing programs of the Russkiy Mir Foundation), at the moment of registering the application form, was not approved by Foundation due to the absence of such a report or drawbacks in its contents and/or its financial part; an application form is submitted by the organization registered and operating less than 1 (One) year, at the moment of registering the application form; there is implied profit-making out of the program's implementation; the educational program is presented beyond the terms indicated in Article 2 of the present Regulations; some information indicated in Article 3 of the present Regulations is missing.

4. Requirements to candidates for a position of the Russkiy Mir Professor

4.1. All candidates for a position of the Russkiy Mir Professor should have completed a university degree.

4.2. Candidate for a position of the Russkiy Mir Professor for implementing educational programs on teaching Russian as a foreign language should be professional teachers having a degree of Russian higher educational institutions confirming their qualifications as a teacher of Russian as a foreign language.

5. Order of competitive selection of projects

5.1. The applications received by Foundation are registered.

5.2. A number of applications for further consideration out of the total number of all the registered applications within each acceptance round of the current year may be limited.

5.3. In order to conduct evaluation of the programs, the applications subject to further consideration are passed on to experts of Foundation.

5.4. Criteria for expert evaluation are as follows:

5.4.1. Correspondence of the program to the set objectives of Foundation;

5.4.2. Urgency and purposefulness of the program (with consideration of the current politics of Ministry of Science and Education of the Russian Federation, Ministry of Foreign Affairs of the Russian Federation and of Rossotrudnichestvo);

5.4.3. Demand for studying the Russian language in this country (region);

5.4.4. Volume of teaching the Russian language for the moment of the application registration;

5.4.5. Presence of the course in the curriculum of the educational institution with compulsory final examination/testing at the end of the course or a possibility to include the course into the educational program;

5.4.6. Volume of training in the framework of the program;

5.4.7. Number and composition of students/listeners;

5.4.8. Qualification of a candidate for a position of the Russkiy Mir Professor;

5.4.9. Justification for the presented estimation of expenditures for the program's implementation;

5.4.10. Presence and scope of co-financing;

5.4.11. Support from Russian organizations from abroad;

5.4.12. Program's perspectives on how much time is required to achieve the set objectives;

5.4.13. Economic efficiency in comparison with other similar projects.

5.5. In case the presented information in the application form does not allow experts of Foundation to make a grounded decision, Foundation is entitled to enquire the candidate further to get additional data.

5.6. Decision on support of projects and maximum scope of financing are taken by the authorized bodies of Foundation.

5.7. Information on the supported projects and declined applications is published on the website of Foundation.

5.8. Foundation should not inform the candidates in person about: declined applications, declined projects.

5.9. Foundation should not give oral or written explanations on the reasoning of its decisions.

6. Order of provision of grant (donation) and provision of report on its targeted use

6.1. Financing of the supported project is based on a grant (donation) agreement signed under the terms and conditions of Foundation.

6.2. A recipient of grant (donation) in terms set by the agreement should present Foundation with a report on targeted use of the financing.

6.3. The report should contain information on outcome of the projects' implementation and financial report on targeted use of the finances provided as a grant (donation).

6.4. The report should contain the attached copies of the bills and other primary documents confirming the actual expenditures; documents on basis of which these payments were made as well as a list of the

attached documents and copies in the Russian language or translated into the Russian language. Copies of the primary documents confirming the actual expenditures should be verified and presented in the Russian language or should have their translated versions into the Russian language.

6.5. A recipient should return unused part of the grant (donation) to Foundation, in case a part of the donated finances was not used.

6.6. Foundation approves a report provided the presented by recipient of grant (donation) documents and materials correspond to the terms of agreement and confirm the project's implementation, achieving its objectives and targeted use of the donated finances.

6.7. Foundation informs the recipient of grant (donation) about approval of the report in a written form. Liabilities of the recipient of grant (donation) are seen as fulfilled from the moment of approval of the report by Foundation.

## 7. Final Provisions

7.1. Present Regulations come into effect from the moment of their publication on the website of Foundation.

7.2. Forms of documents stipulated by the present Regulations, requirements to filling in the forms are approved by Executive Director of Foundation and come into effect from the moment of their publication on the website of Foundation.