

MEMO FOR
**THE FIRST YEAR
LAW STUDENTS**



2024

WEBSITE

law.spbu.ru

VK

vk.com/law1724



1

The regulation of the organization of the educational process at the University is carried out in accordance with the Charter of the University, the Rules of Education for Basic Educational Programs and internal regulations.

You can get acquainted with local acts on the website of St. Petersburg State University (SPbU)



2

All students receive information about the educational process and enter into official correspondence with University officials via corporate e-mail.

An e-mail login and a password of the corporate mail are sent to e-mail of the student, through the personal account of the applicant

3

The lists of students divided into academic groups are approved and brought to the attention of students by the Head of the Department for Academic Affairs.

This information will be posted on the information stand for the first year students.

4

The classes begin according to the approved timetable. The timetable is posted on the website of the University no later than 31.08.2024.

Every student must check this timetable by himself.

In case of the conflict between the timetable posted on the corresponding SPbU information stand and the timetable posted on the website of the University, the timetable posted on the website of the University shall have priority.

5

During the academic year there is an intermediate certification in the form of a «test / exam» based on the curriculum for the relevant specialty in accordance with the timetable.

The timetable of the intermediate certification you can find on the website in the section Intermediate Certification



6

We recommend that you study chapters 4 and 5 of the Rules for Studying at St. Petersburg State University, which are devoted to intermediate certification, as well as the procedure for eliminating academic debts

If you have any questions, please contact the Head of the Department for Academic Affairs.

7

Information about the provision of a place in the student dormitory you can find on the website



8

Students who enrolled to study at the expense of the federal budget must obtain bank cards to receive a scholarship.

You will be informed additionally about the issuance of bank cards.



9

Information on obtaining a preferential transport card (BSC smart card) you can find [on the website](#)



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Information for foreign citizens

Rules of Stay in the Russian Federation
for Foreign Citizen and Stateless Persons
Studying at SPbU



Academic Affairs Office



22nd line of Vasilievsky Island 7,
room 22.1

Deputy Head of Academic Affairs Office for medicine,
medical technologies and dental medicine and law

Vasilevskaya Varvara Albertovna

v.vasilevskaya@spbu.ru

Department for Academic Affairs for law students:

Head of the Department for Academic Affairs

Karpenko Mariya Sergeevna,

m.karpenko@spbu.ru

Master's degree Specialist

Dovgaleva Yekaterina Aleksandrovna

e.dovgaleva@spbu.ru

12 Accounting Department for law students



23rd line of Vasilievsky Island, 26,
room 316, 363-68-09

Tuition fee, applications for invoice for payment of tuition
Accountant

Yudelevich Olga Evgenievna

o.yudelevich@spbu.ru

Scholarship

Accountant

Елизарова Елена Гайсаевна

e.elizarova@spbu.ru

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Contract Department (contracts, additional agreements, installment payment and deferment of tuition fees)



23rd line of Vasilievsky Island, 26,
363-60-00, extension number 39-10 or
39-11

Head of Department

Korolchuk Roman Sergeevich,

r.korolchuk@spbu.ru, room 409

Legal Adviser

Smirnov Mikhail Dmitrievich

m.d.smirnov@spbu.ru, каб. 412

Visiting hours from Monday to Friday: 10 a.m.-5.30 p.m,
dinner break: 1p.m.-2 p.m.

Office for Youth Affairs



22nd line of Vassilievsky Island 7,
room 10 (Faculty of Law, ground floor)

Dormitory, financial assistance, social issues, increased state scholarship, etc.

Deputy Head of Youth Affairs Office for medicine, medical technologies and dental medicine and law

Savchatova Nataliya Vasilyevna ,
363-68-37, n.savchatova@spbu.ru

Visiting hours from Monday to Friday: 10 a.m.- 5.30 p.m,
dinner break 1p.m.-2 p.m.

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Passport and Visa Department



22nd line of Vassilievsky Island 7,
room 20 (Faculty of Law, 1st floor)

Migration registration, visa support

Manager

Lapshina Tatyana Aleksandrovna

363-68-14, доб39-24, t.lapshina@spbu.ru