

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
TERNOPIL NATIONAL ECONOMIC UNIVERSITY

APPROVED

Head of the Academic Council, WUNU
signature A.I. Krysovatty
AC Minutes № 5 of 21 December 2020

ADMISSION RULES
for listeners of the Preparatory Department for Foreigners
and Stateless People in 2021, West Ukrainian National
University

1. General provisions

1.1. Preparatory Department for Foreigners and Stateless People (hereinafter referred to as the Preparatory Department) is a structural unit of the Education Service Department for Foreign Students of the Ternopil National University of Economics (hereinafter - the University) and created to prepare foreigners and stateless persons for entry into higher education institutions of Ukraine. These rules are developed in accordance with the Laws of Ukraine "On Education", "On Higher Education", "On the Legal Status of Foreigners and Stateless Persons", "On Foreign Ukrainians", according to the Admission Regulations in Education for Higher Education Institutions of Ukraine in 2019 (hereinafter - Terms) approved by the Ministry of Education and Science of Ukraine of October 11, 2018, Ministerial order No. 1096 and registered by the Ministry of Justice of Ukraine on December 21, 2018, under No. 1456/32908, Rules of admission to the Ternopil National Economic University in 2019, approved by the Academic Council of TNEU , Minutes No. 5 of December 21, 2018, Decrees of the Cabinet of Ministers of Ukraine dated September 12, 2018 No. 729 "Issue of Higher Education by Certain Categories of Persons", No. 118 "On Approval of the Rules for the Issue of Visas for Entry into Ukraine and Transit through the Territory" dated 01.03.2017 and Order of the Ministry of Education and Science of Ukraine No. 1541 dated November 1, 2013 " Some issues of the organization of recruitment and training (internship) of foreigners and stateless persons" (as amended in accordance with the orders of the Ministry of Education and Science under No. 1272 dated 11.12.2015 and No. 1167 dated August 11, 2017), registered in the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536; Letter of the Ministry of Education and Science of Ukraine No. 1 / 9-872 dated 11.12.2013 "On the Terms of Entry of Foreigners for Linguistic Training", the Decree of the President of Ukraine "On Measures for the Development of Economic Cooperation between the Regions of Ukraine and the Contiguous Regions of the Republic of Belarus" and administrative-territorial units of the Republic of Moldova "No. 271/94 dated 03.06.1994.

1.2. Payment for educational services is carried out under contracts (agreements) at the expense of individuals or legal entities, unless otherwise is provided by international agreements of Ukraine.

1.3. Admission of foreigners to study is based on:

- International Treaties of Ukraine;
- National Programs;
- Contracts concluded by the University with legal entities and individuals.

1.4. Admission of foreigners to study in the framework of international treaties of Ukraine and state programs is carried out on the basis of referral of the Ministry of Education and Science of Ukraine in the manner prescribed by these Agreements and Programs.

2. Admission Terms

2.1. The organization of admission to the Preparatory Department for Foreigners and Stateless People is carried out by the Admission Commission on enrollment of foreign citizens to study at the University, the composition of which is approved by the order of the University Rector.

2.2. Foreigners who have a complete general secondary education are accepted at the Preparatory Department.

2.3. Foreigners can enter the preparatory courses throughout the year.

2.4. The issuance of study invitations is based on the personal appeals of foreign citizens and stateless people, agreements with the Ukrainian State Center for International Education from the Ministry of Education and Science of Ukraine, and agreements of the University with business entities (intermediator firms).

2.5. To receive an invitation to study at the University, foreigners apply for studying at the University (by mail, fax, e-mail) to the Admission Commission for Foreign Citizens.

2.6. The Commission carries out an assessment of the compliance of the foreigner's documents with the Terms and Conditions of admission on the basis of the following documents submitted to the higher educational establishment in paper or electronic form:

- 1) a passport document of a foreigner or other document certifying his identity;
- 2) a document on the level of education obtained with grades (points) of the educational disciplines;
- 3) copies of the document on the results of the independent testing (if any);
- 4) written consent for the processing of personal data.

Upon receiving an official invitation to study at the University, the entrant applies to the nearest Embassy of Ukraine in his or her neighbor's crane with an application for a student visa.

3. The list of documents and the procedure for their submission

3.1. To enter the Preparatory Department, the foreigner personally submits the application to the Admission Commission for foreign citizens to study at the University in paper form.

The foreigner also encloses:

- 1) a document (the original and its copy) of the previously acquired educational level on which the entry is made;
- 2) the application (the original and its copy) to the document on the previously acquired educational level / degree, on the basis of which the introduction takes place (if any);
- 3) a copy of the passport document of the foreigner or a document certifying a stateless person;
- 4) a medical health insurance, unless otherwise provided by international treaties of Ukraine;
- 5) 10 photographs in the size of 3.5 x 4.5 cm;
- 6) a copy of the certificate of a foreign Ukrainian (if any);

3.2. The documents specified in subparagraphs 1-3 of this paragraph must be translated into Ukrainian with a notarization of translation.

3.3. The documents specified in subparagraphs 1-2 of this paragraph must be certified in the country of issue in the manner that is officially applied in this country for such certification, and is legalized by the corresponding foreign diplomatic

institution in Ukraine, unless otherwise provided by international agreements of Ukraine.

4. Procedure for enrollment / expulsion / continuing education

4.1. The reason for the enrollment (expulsion) of a foreigner to (from) the preparatory department is the enrollment (expulsion) order, which is entered electronically in the Unified state electronic education database.

4.2. The University informs the authorized state-owned enterprise about foreigners who arrived to study at the Preparatory Department, on academic mobility programs and / or on the study of the state language and / or language of instruction, by entering the relevant information in the electronic journal within 15 days of enrollment of the foreigner.

4.3. The University informs the authorized state enterprise about expulsions, interruptions of training, renewal: the transfer of foreigners by making changes to the electronic journal within 15 days after the student status change.

4.4. Documents on education enrolled in foreign studies issued by educational institutions of other countries are recognized in Ukraine in accordance with the legislation.

This requirement does not apply to foreigners who study under the programs of academic mobility and internships, which do not provide for the appropriate qualifications / degrees.

According to the results of the recognition procedure, the educational institution makes a decision on the continuation of the studying from the level which corresponds to the results of the recognition procedure, or the assignment of a foreigner.

In case the Ministry of Education and Science or the University decides to refuse to recognize the submitted document about the acquired educational level, including the reason of its non-authenticity, the University will deduct such a foreigner.

4.5. Foreigners who have completed their studies at the Preparatory Department and have expressed a desire to continue their education, subject to the approval of the University in accordance with the established procedure, will be enrolled for further study within 10 calendar days from the date of issue of the instruction on deduction from the number of students of the preparatory department.

4.6. The foreigners who have been expelled from TNEU for failure to comply with the curriculum, for violation of the terms of the contract (agreement) or other reasons stipulated by law, the University will notify the territorial body or unit of the State Migration Service of Ukraine within 10 days at the place of residence of the alien; foreigners who stopped studying or disappeared from the place of residence without valid reasons will be informed about to an authorized state enterprise and a territorial body or unit of the State Migration Service of Ukraine at the place of residence of a foreigner.

5. Terms of training

5.1. The training of foreigners at the Preparatory Department takes place on a full-time basis in accordance with the curriculum developed by the University.

5.2. Foreign students studying at the University at the Preparatory Department have equal rights with Ukrainian students in the use of study rooms, reading rooms and libraries, sports and cultural complexes, provided with places in student hostels, unless otherwise provided by the relevant agreements and programs.

5.3. Terms of study and accommodation of other categories of foreigners are determined by the relevant agreements.

5.4. After successful completion of the Preparatory Department, the foreigner receives a certificate of graduation from the Preparatory Department for Foreigners and stateless persons (hereinafter referred to as the Certificate).

Certificates are made by the University in accordance with the established model. The accounting of the issued certificates is carried out in the book of accounting, which is flashed, the pages are numbered and affixed by the seal of the University.

6. Other conditions

6.1. The responsible officer of the Preparatory Department for Foreign Citizens of the University is obliged to familiarize the students of the department with these Rules.

6.2. Students of the Preparatory Department for Foreign Citizens of the University are required to comply with the requirements of these Rules.

6.3. Foreign applicants certify with their own signature the fact that they are familiarized with these Rules in the application for study.

6.4. Personal files and original documents of foreigners are kept in the Education Service Department for Foreign Students.

6.5. The tuition fee is set according to the calculation, taking into account the requirements of the Ministry of Education and Science of Ukraine and the Resolution of the Cabinet of Ministers of Ukraine "Issue of higher education by certain categories of persons" dated September 12, 2018, No. 729.

6.6. The University does not bear the costs and assumes no other obligations in connection with the stay of the foreign students' families in Ukraine.

AGREED:

Vice-Rector for Academic Affairs and
Research (International Relations and
Innovative Development)

signature O.M. Desiatniuk

Executive Secretary of
the Admissions Commission

signature O.L. Shashkevych

Head of the Education Service
Department for Foreign Students

signature O.A. Shevchuk

Chief Legal Council

signature L.M. Trufanova