

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
WEST UKRAINIAN NATIONAL UNIVERSITY

APPROVED

Rector of West Ukrainian
National University

_____ A.I. Krysovatty

REGULATIONS

**on admission of foreigners and persons without citizenship to
study at West Ukrainian National University in 2021**

RATIFIED

By the decision of Academic Board of West
Ukrainian National University
of December 22, 2020, Minutes No. 5

The Regulations on the admission of foreigners and persons without citizenship to study at West Ukrainian National University in 2021 (hereinafter referred to as the Regulations) are developed in accordance with the Conditions of admission to study at higher education institutions of Ukraine in 2021 (hereinafter - the Terms) approved by the order of the Ministry of Education and Science of Ukraine dated October 16, 2020, No. 1274 and registered with the Ministry of Justice of Ukraine on December 9, 2020, under the No. 1225/35508, the Rules of admission to West Ukrainian National University in 2021, the Laws of Ukraine "On Higher Education", "On the Legal Status of Foreigners and Persons Without Citizenship", "On Foreign Ukrainians", "On Refugees and Persons in Need of Additional or Temporary Protection", Decree of the President of Ukraine of June 03, 1994 No. 271 "On Measures for the Development of Economic Cooperation of Regions of Ukraine with the adjacent regions of the Republic of Belarus and the administrative-territorial units of the Republic of Moldova", resolutions of the Cabinet of Ministers of Ukraine dated September 12, 2018, No. 729" Issue of getting higher education by certain categories of persons", dated September 11, 2013 No. 684" Some issues of recruiting for the training of foreigners and persons without citizenship", by the order of the Ministry of Education and Science of Ukraine, dated November 1, 2013 No. 1541." Some Issues of the Organization of the Recruitment and Training (Internship) of Foreigners and Persons Without Citizenship" registered with the Ministry of Justice of Ukraine on November 25, 2013 by №2004/245366.

1. General provisions

1.1. Admission of foreigners and persons without citizenship to West Ukrainian National University (hereinafter - the University) is carried out in accordance with these Regulations.

1.2. Foreigners and persons without citizenship (hereinafter referred to as foreigners) may obtain higher education at the expense of individuals and / or legal entities, unless otherwise provided by international agreements of Ukraine, the consent to be bound by the Verkhovna Rada of Ukraine, laws or agreements between higher education institutions on international academic mobility.

Admission of foreigners to university for study at the expense of the state budget is carried out within quotas for foreigners.

1.3. If the entrants are applying for unaccredited educational programmes (specialties), their awareness of the Article 7 of the Law of Ukraine "On Higher Education" is testified and confirmed in written form and signed by the entrant personally.

1.3.1. Entry of foreigners to study at the expense of individuals and / or legal entities to the University is carried out:

1) twice a year, before and at the beginning of the academic semesters (but no later than November 1 and March 1, respectively), for obtaining a Bachelor's degree, a Master's degree;

2) throughout the year for postgraduate and doctoral studies.

1.3.2. To participate in the competition for admission to the first year of the University for the acquisition of a Bachelor's degree, persons who have a document on full secondary education are admitted. For the following courses persons who have a document about the previously acquired educational degree can be also enrolled.

1.3.3. Individuals who have acquired an educational level equivalent to the JRC "junior specialist" may be enrolled for studying at the first (with shortened term of study) or

the second (third) year (with a normative term of study) for vacant places for the preparation of specialists in the bachelor's degree, while in case if the document on the educational level / degree is a foreign model, the procedure for recognition and establishment of the equivalence of the document on education (hereinafter - the Document), which is carried out in accordance with the Procedure for Recognition of the Obtained in Foreign Higher Education degrees of higher education, approved by the order of the Ministry of Education and Science of Ukraine dated May 05, 2015, No. 504, registered with the Ministry of Justice of Ukraine on June 27, 2015 under the number 614/27059. The procedure for recognition of the Document for the purpose of continuing education is carried out by the University before the beginning of the second semester of the first year of its owner's training.

1.3.4. When applying for a Master's degree studies, persons who submit a document on the educational level / degree obtained in foreign countries must undergo the procedure of recognition and equivalence of the Document, carried out in accordance with the Procedure for Recognition of Higher Education Degrees Obtained in Foreign Higher Education Institutions, approved by the order of the Ministry of Education and Science of Ukraine No. 504 of May 5, 2015, registered in the Ministry of Justice of Ukraine on June 27, 2015 under No. 614/27059. The procedure for recognition of the Document for the purpose of continuing education is carried out by the university before the beginning of the second semester of the first year of study of its owner.

1.3.5. Students who arrived to Ukraine must submit all required documents to the Admission Committee within a time limit of 48 hours.

Applicants personally submit to the Admission Committee (selection committee for admission of foreign citizens) a statement indicating the specialty (educational program), the form and sources of funding for studies, the language of interviewing and studying (Ukrainian, English or Russian), passport with an issued visa for entering to Ukraine.

The following documents should be attached to the application:

- 1) a standardized application form;
- 2) the original and a copy of the document about the acquired education;
- 3) the original and a copy of the document (appendix to the document about education), which contains information about grades in the educational disciplines;
- 4) a copy of a passport or a document certifying a person without citizenship;
- 5) 4 color photos of size 30x40 mm;
- 6) a copy of the certificate of a foreign Ukrainian (if any);
- 7) certificate of graduation from the preparatory department for foreign citizens (if available);
- 8) Certificate of the Ukrainian Center for the Assessment of the Quality of Education of 2018, 2019, 2020 and 2021 with the names of the subjects corresponding to the list of entrance examinations specified by these Rules of admission for participation in the competition for admission to the chosen admission specialty (educational program), originals or copies, certified in the established order (if any) for persons having a permanent residence permit;
- 9) research proposal on the chosen scientific specialty or certified by the established procedure at the place of work / training of the candidate, the list of published scientific works and inventions in Ukrainian or English shall be additionally submitted upon admission to the postgraduate study.
- 10) the thematic plan of dissertation work for obtaining the scientific degree of the doctor of sciences, a copy of the diploma on the assignment of the corresponding scientific degree for admission to the doctoral program shall be submitted additionally in Ukrainian or English;

11) Academic certificate issued by the educational institution for persons who resume (transfer) from other educational institutions of the corresponding educational degree / level.

Documents and copies thereof, specified in subparagraphs 2-4, 1.3.5 of this section, must be translated into Ukrainian with a notarial certification.

The documents must be certified in the country of issue in a way which is officially applied in that country for such certification and is legalized by the relevant foreign diplomatic institution, unless otherwise provided by international agreements of Ukraine.

1.3.6. Admission to the University is based on the results of entrance examinations, regardless of the sources of funding.

1.3.6.1. Without entrance examinations to the University are admitted:

a) graduates of the preparatory department for foreign citizens of the University (as a result of the entrance examination, the result of the final examination on the relevant subject in accordance with paragraph 1.3.6.5 of this section is accepted);

b) foreign citizens and persons without a citizenship who submitted a certificate of the Ukrainian Center for the Evaluation of the Quality of Education with the results of the assessment of knowledge in accordance with the Rules of admission to West Ukrainian National University in 2021 (hereinafter referred to as the Rules).

1.3.6.2. Foreign citizens and persons without citizenship entering the first year of the University have the right to enroll based on the results of the admission interview. Entrance tests and enrollment for training are carried out within 3 days from the date of submission of the documents.

1.3.6.3. Foreign citizens and persons without citizenship who have obtained an educational bachelor's degree, an educational qualification level of a specialist, an educational master's degree in higher education institutions of Ukraine or abroad are admitted to study at an educational master's degree (recognition of foreign diplomas is carried out in accordance with the established procedure).

1.3.6.4. Admission process of foreign citizens and persons without citizenship for obtaining an educational Master's degree at the University in 2019 is calculated according to the formula:

$$\text{Admission score } \{AS_{mi}\} = C1 \times P1 + C2 \times P2 + P3,$$

where *P1* - the assessment of the entrance exam in a foreign language, *P2* - the assessment of the professional entrance exam (on a scale from 100 to 200 points), *P3* - assessment for other indicators of admission process (on a scale from 0 to 20 points).

In 2021, *C1* = 0.25; *C2* = 0.75;

Other components of the admission score:

- point average of a document (annex to the document) on the obtained degree, educational qualification level;

An entrance exam of a foreign language is conducted at own choice of the applicant: English, German or French language.

The average score of the document (annex to the document) on the previously acquired degree, the educational-qualification level is calculated on a 20-point scale (the supplement to the diploma scores on a 100-point scale is transferred to the 20-point scale - Annex 6 to the Rules). Using a different scale of assessment, the conversion procedure is determined by the Admissions Committee.

1.3.6.5. Entrance examinations with foreign entrants who enter the University for obtaining a bachelor's degree, in order to identify the level of knowledge and the ability to learn material is conducted on the following subjects: **Ukrainian-language programmes** - Ukrainian language; **English-language programmes** – English language.

Professional entrance examinations with entrants who enter to obtain a Bachelor's degree (based on previously obtained level / degree), an educational master's degree is conducted according to programs of professional entrance examinations in certain specialties.

1.3.6.6. The level of knowledge of entrants is estimated on a 100-point scale (100 to 200 points) for obtaining a bachelor's degree on the basis of complete general secondary education. The level of knowledge of entrants is estimated on a 100-point scale (from 0 to 100 points) for obtaining a bachelor's degree, a master's degree based on previously obtained educational level / degree. Criteria for assessing the level of knowledge of the applicants are approved by the commission for the admission of foreign citizens.

1.3.6.7. An appeal against the outcome of the entrance examination / interview is taken by the commission for the admission of foreign citizens upon the written application of the applicant on the day of the announcement of the results.

1.3.7. For the competitive selection of foreigners and persons without citizenship who enter on the bases of full secondary education for obtaining a bachelor's degree, the competition score is defined as the score obtained on the basis of the interview in accordance (the final examination for the relevant subject for graduates of the Preparatory Department for foreign citizens of the University).

The persons who, according to the results of the interview, scored 100 (one hundred) points and more for obtaining a bachelor's degree on the basis of complete secondary education, Master's degree based on previously obtained educational level / degree are enrolled at the designated places by the Admission Committee.

Persons who, without valid reasons did not start their studies within 3 days from the start of the studies are expelled from the University.

1.4. All issues related to the admission of foreigners and persons without citizenship to the University, are decided by the commission on admission of foreign citizens on the basis of the Regulations on Admission of Foreigners and Persons without Citizenship to Study at West Ukrainian National University in 2021 ratified by the Academic Board of the University.

An order for the enrollment of foreigners and persons without citizenship to study at the University is being prepared by a commission for the admission of foreign citizens. Enrollment is based on the conclusion of the commission on the admission of foreign citizens and on condition of payment by foreign citizens and persons without citizenship of the cost of education, which is specified in the contract.

All categories of foreigners enrolled in the studies are enrolled in the University on the basis of enrollment orders that are formed in the EDEBO.

1.5. The acceptance of applications and documents for foreigners and persons without citizenship begins on March 1.

The deadlines for accepting applications, conducting entrance examinations and enrollment are published on the official website of the University.

1.6. Foreigners who receive state scholarships under international agreements, national programs, and other international commitments of Ukraine are admitted to study

within the established quotas for foreigners on the basis of the directions of the Ministry of Education and Science of Ukraine.

1.7. Foreigners who come to Ukraine to participate in academic mobility programs or higher education programs agreed upon between the foreign higher education institutions and the University are admitted for study in accordance with the University's relevant contractual obligations.

1.8. Foreign Ukrainians who are legally based in Ukraine and whose status is certified, when applying to the University, possess the same rights to education as the citizens of Ukraine, with the exceptions established by the Constitution of Ukraine, laws of Ukraine or international agreements, consent for which the Verkhovna Rada of Ukraine is obligated.

Foreign Ukrainians, whose status is certified, may be enrolled for studying on a state commission within the established quotas for foreigners by the results of the interview on subjects envisaged by the Rules of admission to the University.

2. Other terms

2.1. Personal files and original diplomas are kept in the International Students Office.

2.2. The tuition fee is established 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 obtaining higher education by some categories of persons" dated September 12, 2018, No. 729.

2.3. The University does not fund and does not assume any other obligations for staying in Ukraine the families of foreigners who are educated.

Vice-Rector for Academic Affairs and Research
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Oleksandr SHASHKEVYCH

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