

PROCEDURE

for organization and conduction of professional entrance tests

1. General redulations.

1.1. The organization of admission to higher education at State Institution “Luhansk Taras Shevchenko National University” is carried out by a Professional Certification Committee, which acts in accordance with the composition of the University Admissions Committee and Admission Rules to the University in the following year.

Professional Certification Committee is created by the Order of Rector of the University on the proposal of the Deans of faculties (educational and research institutes) and it includes: the Dean of the faculty (the Director of the educational and research institute) – the Head of the Committee, Heads of the graduating departments, representatives of student self-government and Vice Dean (Director) for Educational Work. The Commission engages a technical group from among the employees of the faculty (institute). The quantitative composition of the Professional Certification Committee is approved based on the need. Decisions on possible disputes are made by a simple majority of votes of the members of the Professional Certification Committee.

1.2. Professional Certification Committee:

- receives documents and is responsible for the correct and timely submission of information about entrants to the Unified State Electronic Database on Education;
- develops and approves programmes for the preparation of entrants for professional entrance tests and foreign language exams in the prescribed manner; exams to test the knowledge of entrants in the specialty and in a foreign language on the basis of programmes;
- conducts professional entrance tests;
- evaluates the research work of entrants (to enter Master`s Degree);
- forms and publishes lists of persons recommended for enrollment (rating) based on the results of participation in the competitive selection;
- provides the Rector with proposals for enrollment in the student body for places of the state order or at the expense of other sources of funding for the relevant degree and the field of study.

2. Reception of documents.

2.1. Reception of entrants` documents is carried out by the technical staff of the Professional Certification Committee in the deadlines established by the Terms of Admission to Higher educational institution and the Rules of Admission to the university in the current year.

2.2. When submitting the application, the entrant in person presents the original of:

- a copy of a document certifying the person provided by the Law of Ukraine “On the Unified State Demographic Register and Documents Certifying Citizenship of Ukraine, a Person`s Identity or Special Status”;

- a copy of the military registration document – for conscripts (except for cases provided by Law);
- document on education on the basis of which the admission is made and a supplement to it;
- certificate (certificates) of the external independent evaluation or single entrance exam in foreign language;
- documents confirming the entrant's right to participate in the competition based on the results of entrance exams instead of external independent evaluation.

If for objective reasons there is no document on education, a certificate of the state enterprise “Inforesurs” on its acquisition may be submitted.

2.3. To the application the entrant adds:

- a copy of a document certifying the person provided by the Law of Ukraine “On the Unified State Demographic Register and Documents Certifying Citizenship of Ukraine, a Person’s Identity or Special Status”;
- a copy of the military registration document – for conscripts (except for cases provided by Law);
- a copy of the state standard document on the education on the basis of which the admission is made, and a copy of a supplement to it;
- a copy (copies) of the external independent evaluation certificate or single entrance exam in foreign language;
- medical certificate about the state of health by form No. 086/o (while entering the full-time form of education);
- four 3 × 4 cm color photographs.

The application provides for the applicant's consent to the processing of personal data. Other copies of documents are submitted by the applicant, if it is caused by special conditions of admission established by Law, within the time limits set for the acceptance of documents.

2.4. Copies of documents certifying special conditions for enrollment by state order the entrant submits in person when submitting documents in accordance with terms of Rules of Admission. Failure to submit documents in time, certifying the grounds for special conditions for participation in the competitive selection of persons with special educational needs for admission do not provide the right to special conditions for higher education.

2.5. All copies of documents are certified by the originals of the technical staff of the Professional Certification Committee. Copies of document certifying the person, military registration document should not be certified. Copies of documents without presentation of originals are not accepted.

2.6. Persons who have not submitted these documents within the deadlines set by the Terms of Admission to the higher educational institution and the Rules of Admission to the University in the current year are not allowed to participate in the competitive selection.

2.7. Persons who are recommended for enrollment by state order, as well as at the expense of targeted soft state loans, but who did not submit the original of documents on education and the supplement to it to the Professional Certification Committee established by the Terms of Admission, lose the right to such enrollment. In this case, the vacancies of the state order include persons whose

original documents are in the Admissions Committee after the deadline, in order to reduce the competitive score.

2.8. Persons who do not show up for classes within 10 days of starting without good reason are expelled from the university.

3. Competitive selection of entrants.

3.1. When organizing a competitive selection the Professional Certification Committee is guided by the Rules of Admission and the Regulations on the Admissions Committee. The Chairmen of the Professional Certification Committees, who are responsible for conducting the entrance exams, compile the necessary examination materials annually. Entrance exam programmes, exam cards (test tasks), criteria for evaluating the entrant's response and other are among them. They also submit them for approval to the Chairman of the Admissions Committee no later than three months before the start of acceptance of documents. All entrance exams take place with the use of computer technology (testing) through the platform of the electronic university *ЛНУ.УКР*.

Programmes and forms of entrance exams are the same for all persons participating in the competition, regardless of the educational institution and when they received their previous education.

Programmes of entrance exams are published on the official website of State Institution “Luhansk Taras Shevchenko National University” (<http://luguniv.edu.ua>) and on the information stands of the Professional Certification Committee no later than three months before the beginning of acceptance of documents.

3.2. The knowledge and skills demonstrated by the entrant in the entrance exams, regardless of the form of conduct, are transferred into a scaled tolerance from 100 to 200. Persons who scored less than 100 grades in any entrance test are deprived of the right to participate in the next entrance test and competition.

Disputes and consideration of possible appeals against the results of professional entrance test are carried out by the Appeals Committee, which works in accordance with the Regulations on the Appeals Committee of the University.

3.3. Schedule of entrance exams, that are held at State Institution “Luhansk Taras Shevchenko National University” are approved by the Chairman of the Admissions Committee and published on the official website of State Institution “Luhansk Taras Shevchenko National University” (<http://luguniv.edu.ua>) and on the information stands of the Professional Certification Committee no later than three days before the start of acceptance of applications and documents for admission to study in the appropriate form of education.

3.4. Summarizing the results of competitive selection, establishing competitive assessments and personal ratings of applicants, competitive score (by programme subject areas and modes of study) is carried out by the Professional Certification Committee of the faculty (educational and research institute) after completion of entrance exams and are made out by the protocol according to the established form.

3.5. The decision to provide recommendations for enrollment is made exclusively on the basis of the score of the person among the applicants for educational degree and mode of study.