

APPROVED
by the Order
of the Cabinet of Ministers of Ukraine
of July 29, 2009 No. 789

PROCEDURE
for admission to study under the educational-professional programme of
Master`s Degree in programme subject area 281 “Public Management and
Administration” in the field of study 28 “Public Management and
Administration”

1. This Procedure determines the conditions and mechanism of admission to study under educational-professional programme of Master`s Degree in programme subject area 281 “Public Management and Administration” in the field of study 28 “Public Management and Administration” (hereinafter – study).

2. Education is provided by higher educational institutions, selected on a competitive basis in the manner approved by the National Agency of Ukraine for Civil Service Affairs, and on the basis of a license for educational activities.

3. The term of Intermittent (Off-Campus) study by correspondence for educational-professional programmes of Master's Degree in the amount of 90 credits of the European Credit Transfer and Accumulation System (ECTS) is 16 months.

4. Public authorities and local self-government bodies submit to the National Agency of Ukraine for Civil Service Affairs substantiated proposals to determine the need for training of Masters by state order.

5. Training is carried out in accordance with the curricula being developed by State Institution “Luhansk Taras Shevchenko National University” on the basis of educational-professional programme of Master`s Degree in programme subject area 281 “Public Management and Administration” in the field of study 28 “Public Management and Administration”

6. Persons are admitted to study on a state order on a competitive basis.

7. Civil servants, whose positions belong to the civil service of subcategory B3 category “B”, category “B”, are accepted to Intermittent (Off-Campus) study by state order as well as officials of local self-government, whose positions are referred to the fifth - seventh category of positions in local self-government bodies and have obtained Master's Degree*/Bachelor's Degree, work in public authorities or local governments, and have experience of civil service or service in local government for at least one year at the time of submission of documents to the Selection Committee.

9. Persons who meet the requirements specified in paragraph 7 of this Procedure, have successfully passed the entrance exams in accordance with paragraph 13, but have not passed the competition, are accepted for training on a contract basis within the license volume.

10. Civil servants and local government officials who previously studied by state order and obtained Master's Degree* in the field of study “Public Management and Administration” or in programme subject area 281 “Public Management and Administration” in the field of study “Management and Administration” are not admitted to study by state order, as well as persons in respect of whom there are

statutory restrictions related to admission to and service in the civil service, service in local self-government bodies.

11. To the application for admission by state order to State Institution “Luhansk Taras Shevchenko National University” one should add four 3 × 4 cm color photographs, copies of diploma on higher education and supplement to it, employment record book, taxpayer`s card**, all certified in the prescribed manner or by the Admissions Committee of State Institution “Luhansk Taras Shevchenko National University”. Passport of a citizen of Ukraine and military registration(for conscripts) are presented in person.

Applicants who have obtained the appropriate degree of higher education abroad, also submit a certificate of recognition of a foreign document on education, conducted by the Ministry of Education and Science in the prescribed manner.

12. Submission of documents and entrance tests are held in April-July of year 2022.

13. Competitive selection of persons is based on the results of entrance exams on the basics of state and law, basics of economics, foreign language and interviews on issues related to public administration.

14. An entrance test programme is being developed by State Institution “Luhansk Taras Shevchenko National University”.

15. Entrance tests are written in state language.

16. Appeals against the results of entrance tests are considered by the Committee which includes a representative of the territorial body of the National Agency of Ukraine for Civil Service Affairs. The membership of the Appeal Committee is approved by the Rector of State Institution “Luhansk Taras Shevchenko National University”.

17. Admission of persons for study is carried out by the Admission Committee which includes representatives of the territorial body of the National Agency of Ukraine for Civil Service Affairs, other public authorities and local self-governments (by agreement), leading specialists in the field of public administration, as well as representatives of public organizations (by agreement).

18. The decision on enrollment of persons as students according to the results of entrance tests is made by the Admissions Committee of State Institution “Luhansk Taras Shevchenko National University” in coordination with the National Agency of Ukraine for Civil Service Affairs. The decision of the Admissions Committee is approved by the Order of the Rector of State Institution “Luhansk Taras Shevchenko National University”.

19. Enrollment of students is carried out until August 25, 2022, as the Admissions Committee informs them.

20. The training starts on September 1, 2022.

21. Students of Intermittent (Off-Campus) study who are studying by state order, before each session submit a certificate confirming that he is in public service or service in local government

22. Transfer of students by state order from one higher educational institution to another or from one programme subject area or field of study to another is carried out in accordance with the Orders of Rectors of both higher educational institutions or the Order of Rector, provided that there are vacancies in the state order within the

licensed volume and in agreement with the National Agency of Ukraine for Civil Service Affairs.

23. Students who study on a contract basis and meet the requirements specified in Paragraph 7 of this Procedure, may be transferred on a competitive basis to study under the state order, provided that there are vacancies in the state order within the licensed volume and in agreement with the National Agency of Ukraine for Civil Service Affairs.

24. Students of Intermittent (Off-Campus) study enjoy privileges provided for full-time study students of State Institution “Luhansk Taras Shevchenko National University”.

25. Out-of-town students are provided with places in the dormitory during their study.

* In the case when the person received higher education at the educational-qualification level of Specialist (complete higher education) in accordance with Subparagraph 2 of Paragraph 2 of Section XV “Final and Transitional Provisions” of the Law of Ukraine “On Higher Education” ([1556-18](#)), such education is equivalent to Master's Degree.

{The procedure is supplemented by a footnote “” in accordance with the Resolution of the Cabinet of Ministers No. 674 (674-2016-n) of September 27, 2016}*

** In the absence of the registration number of taxpayer's card a copy of the passport page is attached with a note on the existence of the right to make any payments by series and passport number (for persons who, due to their religious beliefs, refuse to accept the registration number of taxpayer's card and have notified the relevant supervisory authority and have a mark in the passport).

*{The procedure is supplemented by a footnote “**” in accordance with the Resolution of the Cabinet of Ministers No.674 ([674-2016-n](#))of September 27, 2016}*