

Ministry of Education and Science of Ukraine
State Institution
“Luhansk Taras Shevchenko National University”

APPROVED:
By Rector’s Decree
No. 233-ОД as of 22.12.2021

ПОЛОЖЕННЯ
on admission of foreign citizens to study
at State Institution
“Luhansk Taras Shevchenko National University”
in the 2021 – 2022 academic year

AGREED:
Minutes of Academic Council
meeting
22.12.2021 No. 5

Starobilsk – 2021

1. GENERAL REGULATIONS

1.1. Foreign citizens and stateless persons who legally reside in Ukraine, have the appropriate educational degree (educational-qualification level) and expressed a desire to obtain higher education in the said higher educational institution are admitted to State Institution “Luhansk Taras Shevchenko National University”.

1.2. Admission to State Institution “Luhansk Taras Shevchenko National University” for all educational degrees (educational-qualification levels) is carried out by competition, regardless of funding sources.

1.3. Admission of foreigners and stateless persons to State Institution “Luhansk Taras Shevchenko National University” is carried out in accordance with **the Laws of Ukraine** “On Higher Education”, “On the Legal Status of Foreigners and Stateless Persons”, “On Foreign Ukrainians”, “On Refugees and Persons in Need of Additional or Temporary Protection”, by **the Decree of the President of Ukraine dated June 3, 1994 No. 271** “On measures for the development of economic cooperation of regions of Ukraine with adjacent regions of the Republic of Belarus and administrative-territorial units of the Republic of Moldova”, by **the resolution of the Cabinet of Ministers of Ukraine dated September 12, 2018 No. 729** “The issue of higher education by certain categories of persons” **by the Order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541** “Some issues of organization of recruitment and training (internship) of foreigners and stateless persons”, registered at the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536, **by Order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498** “On approval of the Procedure for establishing quotas for higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine”, registered with the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.

1.4. Foreigners and stateless persons (hereinafter – foreigners) may obtain higher education at State Institution “Luhansk Taras Shevchenko National University” at the funds of individuals and/or entities, if otherwise is not provided by international agreements of Ukraine, consent to be bound by Verkhovna Rada of Ukraine, legislation or agreements between higher educational institutions on international academic mobility.

1.5. Admission of foreigners to State Institution “Luhansk Taras Shevchenko National University” at the expense of government funding is carried out within the quotas for foreigners (except for foreigners and stateless persons, in particular foreign Ukrainians permanently residing in Ukraine, persons recognized as refugees and persons in need of additional protection). *Quota for foreigners – a certain part of the volume of state-funded places used for the admission of entrants from the number of:*

- *foreigners who come to study in accordance with international agreements of Ukraine;*

- *foreign Ukrainians whose status is certified by a certificate of a foreign Ukrainian and who do not reside permanently in Ukraine.*

1.6. Foreigners who come to Ukraine to study, enter State Institution “Luhansk Taras Shevchenko National University” either at the Preparatory Department for Foreign Citizens of the International Education Sector of the International Relations Department, or under accredited educational programs.

1.7. Requirements of State Institution “Luhansk Taras Shevchenko National University” regarding the compliance of entrants from among foreigners who came to Ukraine for study, the conditions of admission to the relevant levels of higher education, as well as deadlines for applications and documents, entrance tests, creative competitions and enrollment are specified in the Procedure of admission and published on the official website of State Institution “Luhansk Taras Shevchenko National University”.

1.8. Foreigners who receive state scholarships under international agreements, national programs, and other international obligations of Ukraine are admitted to study within the established quotas for foreigners on the basis of directions from the Ministry of Education and Science of Ukraine.

1.9. Foreigners who come to Ukraine to participate in academic mobility programs or to obtain higher education in educational programs agreed between Ukrainian and foreign higher education institutions are admitted to study, taking into account the contractual obligations of the relevant higher education institutions.

1.10. Foreigners and stateless persons, including foreign Ukrainians who permanently residing in Ukraine, persons recognized as refugees and persons in need of additional protection, have the right to obtain higher education on an equal footing with citizens of Ukraine, in particular from the state or local budget, with the exceptions established by the Constitution of Ukraine, laws of Ukraine or international agreements, consent to the binding nature of which was given by Verkhovna Rada of Ukraine.

1.11. Foreign Ukrainians, whose status is certified by a certificate of a foreign Ukrainian (except for persons permanently residing in Ukraine), may enroll in state-ordered education within the established quotas for foreigners by interview in subjects provided by the Rules of Admission.

2. PROCEDURE AND DEADLINES FOR ACCEPTANCE OF DOCUMENTS, CONDUCTION OF ENTRANCE TESTS; ENROLLMENT

2.1. Admission of foreign citizens to State Institution “Luhansk Taras Shevchenko National University” is based on the Terms of Admission to Higher Educational Institutions of Ukraine in 2022 (Appendix XIV «Peculiarities of admission to higher educational institutions

foreigners and stateless persons»), as well as Regulation on admission of foreign citizens to State Institution “Luhansk Taras Shevchenko National University” in 2022.

2.2. Enrollment of entrants from among foreigners to study at the expense of individuals (legal entities) in State Institution “Luhansk Taras Shevchenko National University” can be carried out:

- **twice a year, before and at the beginning of academic semesters (but not later than November 1 and March 1, respectively)** to obtain Bachelor’s, Master’s degree;
- during the year for postgraduate and doctoral studies.

2.3. Foreign citizens who have complete general secondary education, regardless of race, gender, language, attitude to religion, are admitted to State Institution “Luhansk Taras Shevchenko National University”.

2.4. Recruitment of foreigners is carried out by International Relations Department of State Institution “Luhansk Taras Shevchenko National University” independently and through legal entities or individuals with a certificate of this type of activity and an agreement with a legal entity - the official representative of State Institution “Luhansk Taras Shevchenko National University”.

2.5. State Institution “Luhansk Taras Shevchenko National University” calculates the points / grades of the entrant on the basis of the document on the previous level of education and sets the minimum required for entry the number of points / grades in general subjects for which the entrance test is conducted.

2.6. Enrollment of foreigners in the relevant level of higher education is based on the results of entrance tests in certain subjects and languages and on the basis of academic rights to continue education, provided by the document on the level of education in the country of origin, and taking into account and taking into account the achievement points that give the right to continue education at the next level of higher education in accordance with the legislation of the country that issued the document on the degree (level) of education.

2.7. All categories of foreigners entering the study are enrolled at State Institution “Luhansk Taras Shevchenko National University” on the basis of enrollment orders formed in the Unified Database by the staff of International Relations Department of State Institution “Luhansk Taras Shevchenko National University”. Confirmation of the fact of studying can be a certificate generated in the Unified State Electronic Database on Education.

2.8. Foreigners submit the following **documents** to the International Relations Department of State Institution “Luhansk Taras Shevchenko National University”, as defined by resolutions of the Cabinet of Ministers of Ukraine and Orders of the relevant Ministries, UDMS and other agencies:

- standard application form addressed to Rector of State Institution “Luhansk Taras Shevchenko National University”;

- copy of the document on previous education and its notarized translation into Ukrainian;
- supplement to the document on previous education with grades and its notarized translation into Ukrainian;
- valid passport and its notarized translation into Ukrainian;
- medical certificate of health, certified by the official health authority of the country from which the foreigner came, and issued no later than two months before leaving for study in Ukraine, as well as its notarized translation into Ukrainian;
- valid insurance policy for emergency medical care;
- copy of the receipt of payment of the minimum specified tuition fee.

2.9. Foreigners **permanently residing on the territory of Ukraine** have the right to enter State Institution “Luhansk Taras Shevchenko National University” on an equal footing with citizens of Ukraine and provide documents provided for entry for citizens of Ukraine (Resolution of the Cabinet of Ministers of Ukraine dated August 5, 1998 No. 1238), and pay for training at the level of cost for citizens of Ukraine.

3. ADMISSION OF FOREIGN CITIZENS TO STATE INSTITUTION “LUHANSK TARAS SHEVCHENKO NATIONAL UNIVERSITY” FOR OBTAINING BACHELOR'S, MASTER'S DEGREES (FULL-TIME AND INTERMITTENT MODES OF STUDY)

3.1. Reception of documents from foreign citizens is carried out by employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University”.

3.2. Employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University” check the availability of all necessary documents and, if they meet the requirements outlined in the Order of the Ministry of Education and Science of Ukraine « *Some issues of organization of recruitment and training (internship) of foreigners and stateless persons* » from 01.11.2013 No. 1541, print out an application form addressed to Rector of the university.

3.3. Employees of the deans' offices of the relevant faculties / institutes where a foreigner wishes to study organize entrance tests in certain subjects and languages of study for a foreign entrant, the result of which should be to identify the level of knowledge of the Ukrainian language and relevant disciplines.

3.4. According to the results of entrance tests in certain subjects and language of studying, one of the following procedures is selected:

- If, according to the results of entrance tests in certain subjects and language of studying, the entrant scores **0 - 26 points**, he is not recommended to enter State Institution “Luhansk Taras Shevchenko National University”.

- If according to the results of entrance tests in certain subjects and language of instruction the entrant scores **27 - 65 points**, his result allows him to enter State Institution “Luhansk Taras Shevchenko National University” for Bachelor’s Degree while attending courses to study Ukrainian language.

Term of study – 4 years (the term of attending Ukrainian language courses may vary depending on the efforts and abilities of the student).

Cost of education - in accordance with the established Cost of education of foreign citizens for the degree of “Bachelor” full-time / intermittent mode of study in 2022 - 2023.

- • If the entrant scores **67 - 100** points according to the results of entrance tests in certain subjects and language of instruction, his result allows him to enter State Institution “Luhansk Taras Shevchenko National University” for Bachelor’s, Master’s degree without attending courses to study the Ukrainian language.

Term of study – 4 years / 1.5 years, respectively.

Cost of education - in accordance with the established Cost of education of foreign citizens for the degree of “Bachelor” / “Master” full-time / intermittent mode of study in 2022 – 2023.

3.5. In case of satisfactory or sufficient level of knowledge (27 - 100 points), employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University” enter personal information of the applicant in the Unified State Electronic Database on Education.

3.6. After passing entrance tests in certain subjects and the language of studying, the foreign citizen receives a current account from the staff of the relevant deans’ / directorates to pay the tuition fee.

3.7. After payment is made, an agreement on the provision of educational services is concluded with a foreign citizen.

3.8. After signing the contract, the foreign entrant is enrolled in the student body of State Institution “Luhansk Taras Shevchenko National University”. Information on the change of status is entered by the staff of the International Relations Department into the Unified State Electronic Database on Education.

3.9. International Relations Department of State Institution “Luhansk Taras Shevchenko National University” prepares an Order for an entrant enrollment and forms it in the Unified State Electronic Database on Education.

4. ADMISSION OF FOREIGN CITIZENS TO STUDY AT STATE INSTITUTION “LUHANSK TARAS SHEVCHENKO NATIONAL UNIVERSITY” FOR POSTGRADUATE STUDIES (DOCTOR OF PHILOSOPHY), DOCTORAL STUDIES

5.1. Acceptance of documents from foreign citizens for postgraduate studies (Doctor of Philosophy), doctoral studies is carried out by employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University”.

5.2. Mode of study – full-time. Term of study - postgraduate (doctor of philosophy) - 4 years, doctoral - 2 years. The term of study may change due to different arrivals of foreign citizens, which is regulated by legislation of the Ministry of Education and Science of Ukraine and the Ministry of Foreign Affairs of Ukraine.

5.3. Foreign citizens and stateless persons for enrollment in postgraduate studies (Doctor of Philosophy), doctoral studies submit to the International Relations Department such documents as determined by Resolutions of the Cabinet of Ministers of Ukraine and orders of relevant Ministries, UDMS and other agencies, namely:

- standard application form addressed to Rector of State Institution “Luhansk Taras Shevchenko National University”;
- copy of the document on previous education and its notarized translation into Ukrainian;
- supplement to the document on previous education with grades and its notarized translation into Ukrainian;
- valid passport and its notarized translation into Ukrainian;
- medical certificate of health, certified by the official health authority of the country from which the foreigner came, and issued no later than two months before leaving for study in Ukraine, as well as its notarized translation into Ukrainian;
- valid insurance policy for emergency medical care;
- copy of the receipt of payment of the minimum specified tuition fee.

5.4. Employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University” check the availability of all necessary documents and, if they meet the requirements outlined in *the Order of the Ministry of Education and Science «Some issues of organization of recruitment and training (internship) of foreigners and stateless persons» dated November 1, 2013 No. 1541*, send a foreign citizen to the Postgraduate Department of State Institution “Luhansk Taras Shevchenko National University”.

5.5. Enrollment is carried out by Decree of Rector of the University. The draft Decree is prepared by the Chairman of the Postgraduate Department. Employees of Postgraduate Department enter personal information of a foreigner in the Unified State Electronic Database on Education, as well as form the Order on enrollment of a foreigner in the database.

5.6. A contract is concluded with the student (listener), on the basis of which the tuition fee is paid. Enrollment is carried out within the terms specified by legislation on the education of foreign nationals, Conditions of admission to higher educational institutions, Conditions of

admission to higher educational institutions in Ukraine in 2022 (Appendix XIV “Peculiarities of admission to higher educational institutions foreigners and stateless persons”), as well as Regulation on admission of foreign citizens to State Institution “Luhansk Taras Shevchenko National University” in 2022.

5. RENEWAL AND TRANSFERING OF FOREIGN CITIZENS TO STATE INSTITUTION “LUHANSK TARAS SHEVCHENKO NATIONAL UNIVERSITY” FOR BACHELOR’S DEGREE OF FULL-TIME AND INTERMITTENT MODES OF STUDY

6.1. Acceptance of documents from foreign citizens for renewal and transferring is carried out by employees of International Relations Department of State Institution “Luhansk Taras Shevchenko National University”.

6.2. Foreigners submit to International Relations Department such *documents* as determined by resolutions of the Cabinet of Ministers of Ukraine and the Orders of the relevant Ministries, UDMS and other agencies, namely:

- standard application form addressed to Rector of State Institution “Luhansk Taras Shevchenko National University”;
- copy of the document on previous education and its notarized translation into Ukrainian;
- supplement to the document on previous education with grades and its notarized translation into Ukrainian;
- **academic transcript**;
- valid passport and its notarized translation into Ukrainian;
- medical certificate of health, certified by the official health authority of the country from which the foreigner came, and issued no later than two months before leaving for study in Ukraine, as well as its notarized translation into Ukrainian;
- copy of the receipt of payment of the minimum specified tuition fee.

6.3. Employees of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University” *check the availability* of all necessary documents and, if they meet the requirements outlined in the Order of the Ministry of Education and Science of Ukraine « *Some issues of organization of recruitment and training (internship) of foreigners and stateless persons*» from 01.11.2013 No. 1541, print out an application form addressed to Rector of the university.

6.4. Employees of the deans’ offices of the relevant faculties / institutes where a foreigner wishes to study compile a list of subjects of academic difference on the basis of an academic transcript provided by a foreign entrant.

6.5. After the foreigner has passed an academic difference, the staff of the International Relations Department of State Institution “Luhansk Taras Shevchenko National University” enters the entrant’s personal information into the Unified State Electronic Database on Education.

6.6. After payment is made, an agreement on the provision of educational services is concluded with a foreign citizen.

6.7. After signing the contract, the foreign entrant is enrolled in the students body of State Institution “Luhansk Taras Shevchenko National University”. Information on the change of status is entered by the staff of International Relations Department into the Unified State Electronic Database on Education.

6.8. International Relations Department of State Institution “Luhansk Taras Shevchenko National University” prepares an order on renewal / renewal from another university / transferring from another higher educational institution of the entrant and enters the relevant data into the Unified State Electronic Database on Education.