

## **POSITION**

### **about admission to studying foreigners and stateless persons at Vasyl' Stus Donetsk National University in 2019**

#### **1. General positions**

1.1. Regulations on the admission of foreigners and stateless persons to study at Vasyl' Stus Donetsk National University in 2019 (in the future - the Regulations) were developed following the Rules of admission to the Donetsk National University in 2019.

1.2. The training of foreigners and stateless persons is carried out in accordance with the Laws of Ukraine «About Higher Education», «On the Legal Status of Foreigners and Stateless Persons», «On Foreign Ukrainians», and the Decrees of the Cabinet of Ministers of Ukraine on September 11, 2013 No. 684 «Some issues of recruitment for training of foreigners and stateless persons», orders of the Ministry of Education and Science of Ukraine on November 1, 2013 No.1541 «Some issues of the organization of recruitment and training (internship) of foreigners and stateless persons», registered with the Ministry of Justice of Ukraine on November 25, 2013 under No.2004/24536 (as amended by the order of the Ministry of Education and Science of Ukraine from October 06, 2017), «Some Issues of Recognition in Ukraine of Foreign Documents on Education» dated 05.05.2015 No.504, registered with the Ministry of Justice of Ukraine on May 27, 2015 № 614/27059.

1.3. Admission of foreigners is carried out without restrictions of signs of race, colour, political, religious and other beliefs, sex, ethnic and social origin, property status, place of residence, language or other grounds.

1.4. A person who has been recognized as a refugee or a person who needs additional protection has the same right to the citizens of Ukraine as to obtain higher education, except for studying at the expense of state and local budgets.

1.5. Admission of foreigners to study is based on:

- documents submitted personally by the entrant;
- international contracts of Ukraine;
- national programs;
- contracts concluded by higher educational establishments with individuals and/or legal entities.

1.6. Admission for foreigners to study under international contracts of Ukraine and state programs is carried out by sending the Ministry of Education and Science of Ukraine in the manner prescribed by these agreements and programs.

1.7. Studying at the Vasyl' Stus Donetsk National University (in the future - the University) is conducted in the state and English languages.

1.8. In the case when foreigners studying at the University on the grounds indicated in clause 1.5. of this Position, require language training for obtaining a certain level of higher education (Junior Bachelor, Bachelor, Master, Doctor of Philosophy, Doctor of Sciences) they are trained at the department of pre-University training of foreign citizens of the University. The decision on such training is making by the Admission Committee, provides that foreigners and stateless persons have complete comprehensive secondary education received abroad.

The foreigner receives the relevant certificate after successful completion of the pre – language courses for foreign citizens of the University. Certificates are produced by the University according to the sample of Annex to the Procedure for the recruitment and training (internship) of foreigners and stateless persons, approved by the Order of the Ministry of Education and Science of Ukraine dated November 1, 2013, No. 1541 (as amended by the order of the Ministry of Education and Science of Ukraine dated 12.11.2015 No. 1272 ).

The accounting of the issued Certificates is kept in the accounting book, which is flashed, and its pages are numbered and affixed by the seal of the educational institution (the corresponding structural unit of the educational institution).

The accounting book displays the following data: serial registration number; surname, name and (if available) patronymic of the person to whom the document was issued; number and series of the document; date of issue of the document; and signature of the person who was issued the document.

1.9. Foreigners' education is provided by full-time (day time) and part-time (distance) learning.

The University ensures the timely submission of documents to territorial bodies or departments of the State Migration Service of Ukraine for the registration of foreigners admitted to study in accordance with the procedure that established by law temporary registration cards for study period.

Periods of study for the foreign students are determined by a separate order of the educational institution by the duration of educational (scientific) programs and includes the period that required for entering the next level of education and/or the formal certification of the documents obtained after completion of the study.

1.10. Deductions, interruptions of training, renewal and transfer of foreigners are carried out by the procedure established by law in the order of the University.

1.11. The educational program and the term of study at all levels of education are determined by the standards of higher education of Ukraine, the Conditions for admittance to the higher education institutions of Ukraine in 2019.

## **2. Requirements for admission level**

2.1. Alumni and stateless persons with complete secondary education are accepted for studying for a Bachelor's Degree.

2.2. Foreigners and stateless persons with a Bachelor's Degree are accepted for studying for the Master's Degree.

2.3. Foreigners and stateless persons who have completed the Master's Degree are accepted for studying for the Degree of PhD.

Foreign citizens and stateless persons who intend to enroll in a postgraduate study based on a foreign document on prior education, but do not speak Ukrainian or Russian, must pass pre-language courses department for foreign citizens.

2.4. The University accepts its foreign undergraduate students who have completed the Bachelor's Degree of education for at least one year and complete the curriculum in their entirety in order to obtain a Bachelor's Degree in another specialty (direction of training) for a second year in another form of study in within the limits of vacant places of licensed volume.

2.5. Admission for studying in the first year with a normative and a shorter term of study is carried out within the limits of the licensed volume in specialties (specializations) in accordance with the List of branches of knowledge and specialties, approved by the decision of the Cabinet of Ministers of Ukraine dated April 29, 2015, No. 266.

Admission to study at the second and subsequent courses with a normative term of study is carried out within the limits of vacant places of the licensed volume in the specialties (directions of preparation) according to the List of specialties (directions of training), which were followed by the set for the first year.

2.6. The University accepts foreign students for the second and subsequent courses in the order of transfer and renewal within the vacant seats of the licensed amount in accordance with the Regulations on the procedure for transfer, deduction and renewal of students of higher educational institutions, approved by the Order of the Ministry of Education of Ukraine No. 245, July 15, 1996 and the Procedure about transfer and renewal of the University.

Resettlement of foreign students to all forms of study is allowed during the year.

The renewal of foreign students granted academic leave is generally based on the mandatory crossing of the Ukrainian border.

The transfer of foreign students from institutions of higher education of Ukraine to the University is carried out with the consent of the rectors of both institutions of higher education, and within the University within the consent of the deans.

Documents for the renewal and transfer of students to study at the first year of the educational level «Bachelor» or educational level «Master» are not accepted. Persons who have completed the Master's Degree may enter for studying in terms set by the Rules of admission in the Donetsk National University in 2019.

2.7. Documents on education enrolled in foreign studies issued by educational institutions of other states during the first semester are recognized by the Ministry of Education and Science of Ukraine by the legislation. This requirement does not apply to foreigners who study under academic mobility programs and internships, which do not provide for the award of appropriate qualifications/degrees. Based on the results of the recognition procedure, the University decides on the continuation of training by a foreigner at a level consistent with the results of the recognition procedure or on the assignment of a foreigner. In case of establishing the non-authenticity of the submitted document on the acquired educational level, the University shall expel such a foreigner.

### **3. Financing training of foreign specialists**

3.1. Payment for educational services provided to educational institutions by foreigners is carried out under contracts at the expense of individuals and/or legal entities unless otherwise provided by international agreements of Ukraine, laws or agreements between higher education institutions within international academic mobility.

3.2. 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 admission to higher education institutions of Ukraine based on the directions of the Ministry of Education and Science of Ukraine.

3.3. Admission for foreigners to study under international agreements of Ukraine and state programs is based on sending the Ministry of Education and Science in the manner prescribed by these agreements and programs.

If foreigners studying under international treaties and state programs require pre-language courses in order to obtain a corresponding degree of higher / postgraduate education, they are credited to the department of pre-language course for foreign citizens of the University following the letters of reference of the Ministry of Education and Science. The training of the pre-language course of foreign citizens is carried out according to a contract concluded by a foreigner with the University.

3.4. The cost of training for foreign citizens and stateless persons who legally participate in the competitive selection for enrollment as a student of the University must not be lower than for Ukrainian citizens, unless otherwise provided by international agreements, national programs, other international obligations of Ukraine.

#### **4. Terms of acceptance of applications and documents, entrance examinations, competitive selection and admission to study**

4.1. Admission of applications and documents from foreign citizens which received per the allocated higher education institution quotas for studying at the joint Bachelor and Master in all faculties of the University in 2019 from July 1, 2019, to October 26, 2019, including). Graduates from the University should be enrolled including until July 5, 2019.

The enrollment will be made before November 1, 2019, based on enrollment orders which verified in the Unified State Electronic Education Base (EDBO).

4.2. Admission of applications and documents, entrance examinations, competitive selection and enrollment for studying foreign entrants on the basis of complete secondary education, who have received a certificate of pre-language courses for admission to study for obtaining a Bachelor's Degree and without a pre-

language courses certificate if applicants have the language of instruction, including English language educational programs in the following terms:

Stages of the admission company	Full-time education
Beginning of acceptance of applications and documents	July 01, 2019
Completion of acceptance of applications and documents from persons who must complete entrance examinations	October 26, 2019
Terms of entrance examinations	July 02 - October 31, 2019
Terms of enrollment of the entrants	July 05 - October 31, 2019

4.3. Admission of applications and documents, entrance examinations conducted by the University, competitive selection and enrollment for studying foreigners on the basis of basic and complete higher education, which they received not in Ukraine but have a pre-language courses certificate for continuing education in the Master's Degree conducted in the following terms:

Stages of the admission company	Full-time education
Beginning of acceptance of applications and documents	July 01, 2019
Completion of acceptance of applications and documents from persons who must complete entrance examinations	October 26, 2019
Terms of entrance examinations	July 02 - October 31, 2019
Terms of enrollment of the entrants	July 05 - October 31, 2019

4.4. Graduates of this year's University of Applied Sciences, who are foreign citizens, will apply for admission to the Master's Degree program in May-July 2019 according to the schedule approved by the Admissions Committee and further participation in the general competition.

4.5. As a rule, foreign citizens and stateless persons entering the postgraduate study, submit the necessary documents, make entrance examinations and count in during the year.

4.6. As a rule, the admission of documents to the pre – language courses for foreign citizens is carried out during the year.

## **5. Procedure for accepting applications and documents for foreign entrants**

5.1. Foreigners and stateless persons enrolling in the University must contact the Educational and Scientific Center for International Education which one verifies, accepts applications and documents together with the Admissions Committee and organizes entrance examinations.

5.2. The document (original) about the acquired degree of education on the basis of which the entry of a foreigner to the University is certified in the country of issue must be certifies in the manner that is officially applied in that country for such certification and is legalized by the relevant foreign institution of Ukraine, unless otherwise provided by international agreements of Ukraine.

5.3. Persons who enter the department of pre-language courses for foreign citizens, submit the following documents:

- 1) a statement;
- 2) the document (original) and its copy about the acquired degree of education, on which the introduction is based.
- 3) a health certificate certified by an official health authority of the country from which the foreigner had been arrived;



4) a copy of the foreigner's passport document or a document which certifies the identity of the stateless person;

5) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);

6) 8 photos in the size of 30 x 40 mm.

The documents specified in subparagraphs 2-4 of this paragraph must be translated into Ukrainian with a notarial (consular) certificate of translation.

5.4. Enrolling to the bachelor's degree foreigners and stateless persons submit to the University Admission Committee the following documents:

1) a statement;

2) the document (original) and its copy of the acquired degree of education, based on which the introduction is carried out;

3) a health certificate certified by an official health authority of the country from which the foreigner had been arrived;

4) a copy of the passport document of the foreigner or a document which certifies the identity of the stateless person;

5) pre-language courses certificate (the requirement does not apply to foreigners who speaks the language of instruction, including English-speaking and enter English-language educational programs such as «Computer Sciences» and «International Business», «General Business Administration» (General MBA), «International Financial Management» (International Financial Management).

6) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);

7) 8 photos in the size of 30 x 40 mm;

8) a copy of the certificate of a foreign Ukrainian (if available).

The documents specified in subparagraphs 2-4 of this paragraph must be translated into Ukrainian with a notarial (consular) certificate of translation.

5.5 Foreigners and stateless persons who have received higher education abroad and enrolled in studying for the degree «Master» submit to the University Admission Committee:

- 1) a statement;
- 2) the document (original) and its copy of the acquired educational (educational-qualifying) level, based on which the introduction was made;
- 3) the original and a copy of the document containing information on the content of the curriculum in the previous higher education, the credits / duration of training and the success of the discipline;
- 4) a copy of the passport document of the foreigner or a document which certifies the identity of the stateless person;
- 5) a health certificate certified by an official health authority of the country from which the foreigner had been arrived;
- 6) certificate of graduation from the Preparatory Department for foreigners (the requirement does not apply to foreigners, regarding which the Admission Commission had been concluded that an enough level of proficiency in Ukrainian or Russian);
- 7) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);
- 8) 8 photos in the size of 30 x 40 mm;
- 9) a copy of the certificate of a foreign Ukrainian (if available).

The documents specified in subparagraphs 2-5 of this paragraph must be translated into Ukrainian with a notarial (consular) certificate of translation.

The documents specified in subparagraphs 2, 3 of this paragraph shall be certified in the country of their issue in the manner that is officially applied in this country for such certification and legalized by the relevant foreign institution of Ukraine, unless otherwise provided by international agreements of Ukraine.

5.6. Foreigners and stateless persons who have received a basic higher education in Ukraine and enter the University for studying by educational level on

the Master's Degree Program, submit documents to the University Admission Committee in accordance with p.5.5. this Position.

To the list of documents in p.5.5. a certificate of recognition of a document issued by the Ministry of Education and Science of Ukraine, based on which the foreigner entered the Bachelor's Degree of Education is attached.

5.7. When applying for Master's Degree in English-language educational programs «General MBA» and «International financial management» foreign citizens submit to the University Admission Committee a list of the documents in accordance with clause 5.5., except pre-language courses certificate.

5.8. Foreigners entering the postgraduate study submit to the University Admission Committee the following documents:

- 1) a statement;
- 2) the document (original) and its copy of the acquired degree of education, based on which the introduction was made;
- 3) a copy of the passport document of the foreigner or a document certifying a stateless person;
- 4) a health certificate certified by an official health authority of the country from which the foreigner had been arrived;
- 5) certificate of graduation from the pre-language courses for foreigners (the requirement does not apply to foreigners, regarding which the Admission Commission has concluded that an enough level of knowledge in Ukrainian or Russian);
- 6) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);
- 7) 8 photos in the size of 30 x 40 mm;
- 8) a copy of the certificate of a foreign Ukrainian (if available).

The documents specified in subparagraphs 2-4 of this paragraph must be translated into Ukrainian with a notarial (consular) certificate of translation.

5.9. Foreigners and stateless persons who have received educational level Master's Degree, submit documents to the University Admission Committee in accordance with p.5.8. this Position.

5.10 For the transfer of foreign students to the University from other educational institutions, as well as from one form of study to another or a direction (specialty) to another within the university, the following documents must be submitted:

- 1) a statement;
- 2) submission of the established sample (to be filled in upon submission of documents);
- 3) the written consent of the rector of the institution of higher education in which the applicant studies, with the seal of the institution of higher education (for the foreign students of the University it is enough the written consent of the dean of the faculty where the student is studying);
- 4) Academic certificate or credit book;
- 5) a copy of the passport document of the foreigner or a document which certify a stateless person;
- 6) a health certificate certified by an official health authority of the country from which the foreigner had been arrived;
- 7) certificate of graduation from the pre-language course for foreigners (the requirement does not apply to foreigners, regarding which the Admission Committee concluded that an enough level of proficiency in Ukrainian or English for those students who transferred to English language educational program);
- 8) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);
- 9) 8 photos in the size of 30 x 40 mm;
- 10) a copy of the certificate of a foreign Ukrainian (if available).

5.11. Foreigners and stateless persons resuming their studies at the University shall submit the following documents:

- 1) a statement;
- 2) submission of the established sample (to be filled in upon submission of documents);
- 3) academic reference (original);
- 4) excerpt from the expelling order;
- 5) the document (original) and its copy of the acquired educational (educational-qualifying) level, based on which the earlier entrance to the University was carried out;
- 6) a copy of the passport document of the foreigner or a document certifying a stateless person;
- 7) a health certificate which is certified by an official health authority of the country from which the foreigner had been arrived, especially when the foreigner was taking an academic leave;
- 8) certificate of graduation from the pre-language courses for foreigners (the requirement does not apply to foreigners, regarding which the Admission Commission concluded that an enough level of proficiency in Ukrainian or English for those students who are updated on the English language educational program);
- 9) a valid health insurance policy (except for foreigners who have arrived from countries with agreements of the providing of emergency medical care were concluded);
- 10) 8 photos in the size of 30 x 40 mm;
- 11) a copy of the certificate of a foreign Ukrainian (if available).

## **6. Organization and conducting the competition**

6.1. The University carries out the recruitment of foreign citizens and stateless persons within the limits of the licensed volume for studying by degrees of education level «Bachelor» and «Master», as well as to postgraduate studies.

6.2. Foreign Ukrainians who have received referral to study from Ukrainian national-cultural societies are enrolled in the University with the same rights to

education as the citizens of Ukraine, including when applying for studies under state orders, with the exceptions established by the Constitution of Ukraine, laws of Ukraine or international contracts, the permission of which is provided by Verkhovna Rada of Ukraine. Such students take part in the enrollment competition on the same grounds as the citizens of Ukraine.

6.3. Foreigners and stateless persons who are legally residing in Ukraine have the right to obtain higher education, except for the right to higher education at the expense of the state budget of Ukraine, local budgets, unless otherwise provided by international agreements, consent to be bound which is provided by the Verkhovna Rada of Ukraine. Such students take part in the enrollment competition on the same grounds as the citizens of Ukraine.

6.4. Foreigners who have completed general secondary education at foreign schools with studying Ukrainian language and foreign Ukrainians are admitted to the University for entrance examinations on subjects provided by the Admission Rules for admission to the Bachelor's Degree of education, within the limits of the established quotas on the recommendations of the national cultural Ukrainian societies or diplomatic establishments of Ukraine abroad.

6.5. Graduates of pre - language courses for foreign citizens are enrolled in the chosen faculty based on the results of entrance examinations.

Tests are conducted by the University's substantive (attestation) commissions in several sessions according to the schedule, which is approved and made public by the Admissions Committee.

The scale level of knowledge is estimated as: sufficient and insufficient.

The result of entrance examinations based on complete general secondary education is estimated on a scale from 100 to 200 points and is counted as the equivalent of the points of certificates about the list of external testing.

Entering at the 1st year of the Bachelor's Degree, foreign citizens make entrance examinations such as:

- Ukrainian as a foreign language, and for foreigners applying to English language educational programs, tests are conducted in English;

- two profile disciplines, which are determined by the rules of admission, depending on the chosen faculty and speciality.

6.6. When applying by educational level «Master» foreign citizens who have received education in Ukraine or not in Ukraine but have a certificate of completion of the pre-language courses, take exams from:

- Ukrainian as a foreign language, and for foreigners applying to English language educational programs, tests are conducted in English;
- specialty, which enter (professional examination).

Foreign citizens who have received the Master's Degree in the University make professional examinations in specialty together with citizens of Ukraine within the timeframe set by the Admissions Committee (May – June 2019).

An examination in the Ukrainian language as a foreign language is also intended for the same period at the time of the exam of Ukrainian citizens in the foreign language.

6.7. For foreign citizens who entered for a Master's Degree in specialization «General MBA» in English language together with English language courses a professional examination and an English exam in the form of testing are set up.

6.8. When applying for postgraduate study, foreign citizens make tests with:

- the Ukrainian language as a foreign language;
- from the speciality, they had been entered.

Foreign citizens entering the postgraduate studies are taking part in a general competition among foreigners.

## **7. Enrollment of foreign citizens**

7.1 Foreigners are enrolled in the University:

- Once a year at the beginning of the academic semester for obtaining a certain degree of higher education in accredited educational programs based on the results of the assessment submitted in accordance with clauses 4-7 of paragraph 5 of this

Position and an entrance exam set by the Admissions Committee on the determined subjects and the language of instruction by the exam;

- during the year for studying at the pre-language courses for foreign citizens based on the decision of the admissions commission based on the results of studying it filed in accordance with paragraph 5 of this Order documents;

- For postgraduate study enrollment will be carried out during the year, from the first of each month, except for June, July and August. Applicants must submit documents no later than two weeks before enrollment.

7.2. A contract for studying with a foreign citizen is drawn up and signed in two copies based on an enrollment order.

7.3. Foreign citizens and stateless persons are enrolled in postgraduate studies (according to the results of the competition, which is held among foreigners).

7.4. Foreign citizens who receive a state scholarship in accordance with international contracts, national programs, other international obligations, are enrolled in studies on the basis of the directions of the Ministry of Education and Science of Ukraine within the scope of the state order due to Admission Rules of Vasyl' Stus Donetsk National University, established in 2019.

7.5. An order for enrollment of a foreigner for study by educational levels «Bachelor» and «Master» degree as well as to the postgraduate study is issued on decision of the Admissions Committee and recorded in electronic form to the Unified State Electronic Education Base (EDBO).

7.6. Student ticket and Gradebook are established by the law and issued to the enrolled foreigners, to a postgraduate student issued a certification. The sample and procedure for issuing student's ticket is determined by the Ministry of Education and Science of Ukraine.

Admission's Committee  
Executive Secretary

O. Barybin