

Agreed

Adopted

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24 November 2011

Deputy First Minister of Education and Science,  
Youth and Sport of Ukraine  
Y. M. Sulima

14 November 2011  
University President  
L. V. Hubers'ky

## **Regulations on Admission to the Taras Shevchenko National University of Kyiv in 2012**

The Taras Shevchenko National University of Kyiv undertakes educational activity in accordance with the license АГ #508914 of June 24, 2011 issued by the Ministry of Education and Science, Youth and Sport of Ukraine.

The Regulations are designed by the Admissions Committee of the Taras Shevchenko National University of Kyiv ("the Admissions Committee") according to the Conditions and Terms of Admission to the Higher Educational Establishments of Ukraine in the year 2012 adopted by the Ministry of Education and Science, Youth and Sport of Ukraine (Order #1179 of October 12, 2011) and registered in the Ministry of Justice of Ukraine of October 20, 2011, Re: #1221/19959, 1222/19960.

### **I. General Provisions**

1.1. The Taras Shevchenko National University of Kyiv announces admission to higher education programs at higher education qualification levels, in the fields of study, in accordance with the license and within the licensed number of students (Annex 1).

1.2. The Taras Shevchenko National University of Kyiv grants admission to the citizens of Ukraine and legal aliens who have the required education qualification level and wish to receive higher education.

Aliens as well as those conferred as a refugee or a person who needs additional defense, are accepted to the Taras Shevchenko National University of Kyiv in order provided for the citizens of Ukraine.

1.3. Admission to all education qualification level programs at the Taras Shevchenko University of Kyiv shall be on a competitive basis irrespective of the sources of financing.

1.4. Full-time students may be provided with dormitory accommodation on request of the University departments and institutes if vacancies are available.

1.5. All admission issues at the Taras Shevchenko National University of Kyiv are settled by the Admissions Committee.

### **II. Educational Level Requirements For Applicants**

2.1. To be admitted to a Bachelor education qualification level program, an applicant must have complete general secondary education.

2.2. To be admitted to a Specialist education qualification level program, an applicant must hold a Bachelor's degree.

2.3. To be admitted to a Master education qualification level program, an applicant must complete a Bachelor or a Specialist education qualification level program. Applicants for a Master education qualification level program on completion of a Specialist education qualification level program are eligible only to financing by individuals or legal entities.

2.4. The Taras Shevchenko National University grants admission to the second year study of the Institute of Biology, the Institute of Journalism, the Institute of Philology, the Faculty of Geography, the Faculty of Geology, the Faculty of Economics, the Faculty of Radiophysics, the

Faculty of Law (within the standard term of studying, if vacancies occur) for applicants who have completed a Junior Specialist education qualification level program in order to receive a Bachelor education qualification level on condition of applying for a related field of study (see Annex 2).

2.5. The Taras Shevchenko National University of Kyiv admits students to the senior years on the terms of transfer and renewal within the licensed number of students in accordance with the Regulations on the Procedure of Transfer, Expelling and Renewal of Higher Education Establishment Students adopted by the Ministry of Education and Science of Ukraine (Order #245 of July 15, 1996). The licensed number of students may be exceeded only when the students on academic leave of absence are reinstated.

2.6. The Military Institute grants the full-time study admission to the citizens of Ukraine who hold a certificate of complete general secondary education, wish to receive higher education and are aged from 17 to 21 (who reach the age of 17 in the year of entry), as well as the military men and liable for military service, aged to 23, who are not officers, have passed entry tests, and who meet requirements to do the military service.

The Military Institute grants the correspondence education admission to those who obtain the status of private soldier, sergeant, sergeant major who undergo the military service by the contract and extended the period of military service by the new contract and who are allowed to get education in the part-time study in higher military educational institutions in order to obtain basic higher education in the specialty, different from military. They are admitted on the basis of special competition for the state-financed annually determined by the Ministry of Defense of Ukraine and the Ministry of Education and Science, Youth and Sport of Ukraine.

Female applicants are admitted to the Military Institute to study the specialties annually defined by the Ministry of Defense of Ukraine and Ministry of Education and Science, Youth and Sport of Ukraine.

2.7. The Institute of Postgraduate Education of the Taras Shevchenko National University of Kyiv announces admission to a Specialist education qualification level external program to retrain individuals who have obtained a Bachelor's, Specialist's, Master's degree.

### **III. Financing Education Programs**

3.1. Education programs at the Taras Shevchenko National University of Kyiv are financed by the state and municipal budgets;  
on the terms of state education long-term loans (if allotted to the Taras Shevchenko National University of Kyiv in 2012);  
from fees paid by individuals and legal entities.

3.2. A citizen of Ukraine is entitled to receive free higher education in the state and municipal institutions of higher education on a competitive basis if the citizen is admitted at a certain education qualification level for the first time.

3.3. A citizen of Ukraine is entitled to receive free higher education in the state and municipal institutions of higher education in another field of study (specialty) if they have lost their ability to carry out professional duties related to the qualification they obtained earlier, and they have a certificate of a medical and social expert commission.

### **IV. The Dates and Deadlines for the Application, Entrance Examinations, Selection Procedure, and Enrolment**

4.1. The Admissions Committee working hours:

from Monday to Friday – from 9:00 to 17:00, on Saturday – from 9:00 to 14:00.

On Sunday, the 29<sup>th</sup> of July and the 5<sup>th</sup> of August - from 9:00 to 14:00.

4.2. The application process, entrance examinations, selection procedure, and enrolment of applicants on the basis of complete general secondary education shall take place on the following dates:

<b>Admissions Stages</b>	<b>Full-Time Study</b>	<b>Part-Time Study</b>
Application opening date	2 July 2012	2 July 2012
Application deadline for applicants who are to participate in creative ability contest held by the Taras Shevchenko National University of Kyiv	17 July 2012	17 July 2012
Application deadline for applicants who take entrance examinations administered by the Taras Shevchenko National University of Kyiv	20 July 2012	20 July 2012
Application deadline for applicants who do not participate in creative ability contest or take entrance examinations	31 July 2012	31 July 2012
Dates of creative ability contests at the Taras Shevchenko National University of Kyiv	18 – 31 July 2012	18 – 31 July 2012
Dates of entrance examinations at the Taras Shevchenko National University of Kyiv	21 – 31 July 2012	21 – 31 July 2012
Dates of applicants' ratings issue	first - not later than at 12:00 on the 1st of August 2012; second (if needed) – not later than at 12:00 on the 5 <sup>th</sup> of August 2012; third (if needed) – not later than at 12:00 on the 8 <sup>th</sup> of August 2012	first - not later than at 12:00 on the 1st of August 2012; second (if needed) – not later than at 12:00 on the 5 <sup>th</sup> of August 2012; third (if needed) – not later than at 12:00 on the 8 <sup>th</sup> of August 2012
Dates of enrolment	state financed – not than 11 <sup>th</sup> of August 2012; financed by individuals or legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August 2012	state financed – not than 11 <sup>th</sup> of August 2012; financed by individuals or legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August 2012

4.3. The application process, examinations, selection procedure, and enrolment of applicants on the basis of basic and full higher education for a Master and a Specialist education qualification level programs shall take place on the following dates:

<b>Admissions Stages</b>	<b>Full-Time Study</b>	<b>Part-Time Study</b>
Application opening date	2 July 2012	2 July 2012
Application deadline for applicants who take entrance examinations administered by the Taras Shevchenko National University of Kyiv	16 July 2012	16 July 2012
Dates of entrance examinations at the Taras Shevchenko National University of Kyiv	18 – 23 July 2012	18 – 23 July 2012
Dates of applicants' ratings issue	not later than on the July 2012	not later than on the July 2012
Dates of enrolment	state financed – for a Master program till 1 August 2012; for a Specialist program till 3 August 2012; financed by individuals or legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August 2012	state financed – for a Master program till 1 August 2012; for a Specialist program till 3 August 2012; financed by individuals or legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August 2012

4.4. The application process, entrance examinations, selection procedure and enrolment of applicants in the Institute of Postgraduate Education of all specialties shall take place on the following dates:

<b>Admissions Stages</b>	<b>Part-Time Study on the Grounds of Basic or Full Higher Education</b>
Application opening date	2 July 2012
Application deadline for applicants who take entrance examinations administered by the Taras Shevchenko National University of Kyiv	26 July 2012
Dates of entrance examinations at the Taras Shevchenko National University of Kyiv	27 July – 20 August 2012
Dates of enrolment	not later than 25 August 2012

4.5. Applicants who have graduated from educational establishments of I – II accreditation levels doing a Junior Specialist program in the related fields shall be admitted to the second year part-time study in the Institute of Biology by entrance examination results (see **Annex 2** to these Regulations on Admission)

Applicants who have obtained a Junior Specialist's degree in Editing and Publishing shall be admitted to the second year of full-time and part-time study in the specialty of Editing and Publishing at the Institute of Journalism, by entrance examination results, and shall be financed by individuals or legal entities only.

Applicants who have graduated from pedagogical colleges and have obtained a Junior Specialist's degree in Primary Education shall be admitted to the second year of full-time and part-time study in the specialty of Philology, in the specialties of Ukrainian Language and Literature; Folklore, Ukrainian Language and Literature, at the Institute of Philology by entrance examination results.

Applicants who have graduated from technical geological and geodesic colleges and have obtained a Junior Specialist's degree shall be admitted to the second year full-time study in the specialty of Geodesy, Cartography, and Land-Surveying at the Faculty of Geography by entrance examination results.

Applicants have obtained a Junior Specialist's degree in the related field shall be admitted to the second year part-time or full-time study at the Faculty of Geology by entrance examination results and can be financed either by the state, individuals or legal entities (see **Annex 2** to these Regulations on Admission).

Applicants who have obtained a Junior Specialist's degree in Finance or Valuation Activities shall be admitted to the second year of full-time study in the field of Finance and Credit at the Faculty of Economics by entrance examination results.

Applicants who have obtained a Junior Specialist's degree in Management or Management of Service in Transport shall be admitted to the second year of full-time study in the specialty of Management at the Faculty of Economics by entrance examination results.

Applicants who have obtained a Junior Specialist's degree in the related field shall be admitted to the second year full-time study in the specialty of Radio Engineering at the Faculty of Radio Physics by professional examination results (see **Annex 2** to these Regulations on Admission).

Applicants who have obtained a Junior Specialist's degree in the specialty of Law shall be admitted to the second year of full-time and part-time study at the Faculty of Law by professional examination results, and shall be financed by individuals or legal entities only.

Applicants mentioned in 4.5. of the Regulations shall be submitted from 2 July till 31 July 2012. Professional examination shall take place from 1 to 6 August 2012. Enrolment shall take place until 25 August 2012.

4.6. Applicants who are not military men and wish to enter the Military Institute of the Taras Shevchenko National University of Kyiv shall submit an application form to the district (city) military registration and enlistment office in their place of residence to open a personal file from 1 January till 1 June 2012. Applicants who serve in the armed forces submit a report to the command from 1 February till 1 April 2012.

4.7. The application process, entrance examinations, selection procedure, and enrolment of applicants on the basis of complete general secondary education for a Bachelor education qualification level program shall take place on the following dates:

<b>Admissions Stages</b>	<b>Full-Time Study</b>	<b>Part-Time Study</b>
Application opening date	2 July 2012	2 July 2012
Application deadline for applicants who are to participate in creative ability contest held by the Taras Shevchenko National University of Kyiv	17 July 2012	17 July 2012
Application deadline	20 July 2012	20 July 2012
Dates of creative ability contests at the Taras Shevchenko National University of Kyiv	18 – 20 July 2012	18 – 20 July 2012
Dates of entrance tests at the Taras Shevchenko National University of Kyiv (involves estimation of physical training, medical check-up, psychological testing), entrance examination and certificate competition	21 – 29 July 2012	
Dates of applicants' ratings issue	not later than at 12:00 on 30 July 2012	not later than at 12:00 on 30 July 2012
Dates of enrolment	not later than 1 August 2012	not later than 1 August 2012

4.8. Applicants who wish to enter the Military Institute of the Taras Shevchenko National University of Kyiv and who fail at least one of the entrance tests (estimation of physical training, medical check-up, psychological testing) are not allowed to participate in entrance examination, creative ability competition and certificate competition.

4.9. Admissions to the Military Institute of the Taras Shevchenko National University of Kyiv for military training of citizens for further paid military service in officer positions shall be done in accordance with separate Regulations confirmed by the President of the Taras Shevchenko National University of Kyiv and agreed with the Ministry of the Defense of Ukraine and is an constituent Annex to the Regulations on Admission.

4.10. Applicants who wish to enter the field of Philology, the specialties of Folklore, Ukrainian Language and Literature and a Foreign Language; Creative Writing, Ukrainian Language and Literature at the Institute of Philology participate in creative ability contest held from 18 July till 31 July 2012. Applicants who fail in the creative ability contest are not allowed to participate in the competitive selection process.

## **V. The Application Procedure at the Taras Shevchenko National University of Kyiv**

5.1. Applicants for a Bachelor education qualification level program shall submit an application for competitive selection process to the Taras Shevchenko National University of Kyiv in electronic or paper form. Applicants shall submit an application in paper form to the Admissions Committee of the Taras Shevchenko National University of Kyiv. An application is processed due to the demands of the Law of Ukraine “On protection of personal data”.

5.2. Applicants shall submit an application in paper form to the Taras Shevchenko National University of Kyiv stating a field of study (for a Bachelor education qualification level program) or a specialty (for a Specialist or a Master educational qualification program) and part-time or full-time form of study.

5.3. While applying, an applicant submits in person:

- a general certificate of education with a transcript on the basis of which the applicant may be admitted;
- a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation (for applicants of complete general secondary education);
- a medical certificate (standard 086-o);
- a Ukrainian internal or international identity and citizenship certificate, a military ID card or registration citizenship certificate, a birth-certificate – for applicants whose age does not permit them to have a passport.

On the request of an applicant the Admissions Committee shall verify a general certificate of education with a transcript on the basis of which the applicant may be admitted and a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation (for applicants of complete general secondary education).

5.4. With an application form an applicant submits:

- the original or a copy of a general certificate of education with a transcript on the basis of which the applicant may be admitted;
- the original or a copy of a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation (for applicants on the basis of complete general secondary education);
- a medical certificate (standard 086-o) or its copy (in case an applicant may get priority in admissions, they shall submit medical certificates that confirm the right to priority and absence of contra-indications for studying in the chosen field of study; the certificates are stated in the Ukrainian legislation);
- six colour photographs of the 3×4 cm size;
- a copy of the passport and the identification number of the applicant;
- a copy of the military ID card (a certificate from the military registration and enlistment office in the place of residence).

An applicant may submit other documents or their copies if they give priority in admissions to certain fields of study (specialties) on application dates only.

5.5. Applicants may submit certificate of the Ukrainian Centre for Education Quality Evaluation issued in 2012 or certificates issued in 2008, 2009, 2010, or 2011, or their copies.

5.6. All document copies are certified by the Admissions Committee of the Taras Shevchenko National University of Kyiv or notarized. All copies must be followed by the originals.

5.7. Disabled applicants (disability group I; disability group II; disability from birth) shall certify that they are entitled to take entrance examinations in the Taras Shevchenko National University of Kyiv.

5.8. Applicants who did not participate in external independent testing in 2012 submit documents certifying their right to take only entrance examinations at the Taras Shevchenko National University of Kyiv. They are:

- individuals who serve in the armed forces of Ukraine or other legal military formations, as well as in special operations forces and state special transport service, individuals who are doing the

military service for a fixed period – in case they wish to apply for the full-time study at the Military Institute of the Taras Shevchenko National University of Kyiv;

- citizens of Ukraine discharged from the armed forces in the year of entry;

- the military men in rank and sergeant positions in the paid military service in case they wish to apply for the part-time study;

- individuals who have diseases indicated on the list of diseases that may prevent a person from participating in external independent testing as the Ukrainian Centre for Education Quality Evaluation cannot provide them with the necessary conditions for testing (the list being established by the Ministry of Education and Science of Ukraine and the Ministry of Health of Ukraine).

5.9. Applicants who received complete general secondary education in 2007 or earlier submit documents certifying their right to participate in the competitive selection process either by the results of external independent testing or by the results of the entrance examinations at the Taras Shevchenko National University of Kyiv.

5.10. Citizens of Ukraine who received complete general secondary education abroad in 2012 submit documents certifying their right to in the competitive selection process at their discretion either by the results of external independent testing or by the results of the entrance examinations at the Taras Shevchenko National University of Kyiv.

5.11. Applicants who have a general certificate of education, a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation on subjects determined in **Annex 3** of the Regulations on Admission shall submit applications electronically and enter a Bachelor education qualification level program.

5.12. Applicants who submit application electronically shall fill in an electronic form on-line in accordance to regulation on applying and processing the applications in electronic form for the competitive selection at the Taras Shevchenko National University of Kyiv (see **Annex 5** of the Regulations on Admission).

5.13. An applicant may submit an application in electronic or paper form to no more than five higher educational establishments of Ukraine and to no more than three fields of study (specialties) in each of them. The fact of each submission in paper form (indicating whether there are an original or copied documents added to the application) is automatically registered by the Admissions Committee in the Unified State Electronic Database on Education.

5.14. Applicants who submit certificates in certain subjects with the score lower than the minimum indicated in the Regulations on Admission to the Higher Educational Establishments of Ukraine in 2012 or in these Regulations on Admission are not enrolled (with the exception of cases stated in paragraph two, clause 6.1, section VI of the Regulations).

5.15. The Admissions Committee shall verify the data submitted by the applicant to participate in the competitive selection in accordance with the Unified State Electronic Database on Education.

5.16. The Admissions Committee shall process the applications and make decision on permission to participate in the competitive selection for admission to the Taras Shevchenko National University of Kyiv.

5.17. An applicant's signature on the application form is to certify that they are aware of the Regulations, know about the license and the accreditation certificate of a certain field of study (specialty), and agree to the fact that their results of external independent testing (entrance examinations) and grounds for admission out of competitive basis shall be made public.

5.18. The documents of applicants who submit a document certifying qualifications received abroad to a Specialist or a Master education qualification level program on the grounds of basic or full higher education should be nostrified by the Ministry of Education and Science of Ukraine in established order. The nostrification procedure takes place in the first year of study.

5.19. Applicants for Junior Specialist or Master education qualification level program have to register on the web-site applicants.univ.kiev.ua in advance, filling in the application form.



After the registration on the web-site, applicants who wish to participate in the competitive selection for the enrolment shall submit entry documents stated by the Regulations to the Admissions Committee in person.

5.20. Apart from the documents indicated in clause 5.3, applicants for a Master or a Specialist education qualification level program submit to the Admissions Committee:

- the originals or certified (notarized) copies of awards of All-Ukrainian and international Olympiads (if applicable);
- the originals or certified (notarized) copies of scientific published works (if applicable);
- other documents certifying academic or scientific achievements of the applicant (if applicable).

5.21. Applicants for the Institute of Postgraduate Education of the Taras Shevchenko National University of Kyiv submit to the Admissions Committee in person:

- an application addressed to the President of the Taras Shevchenko National University of Kyiv;
- an identification certificate (passport);
- the originals or copies of the general certificate of education with its transcript on the basis of which the applicant may be admitted;
- a medical certificate (standard 086-o) or its copy;
- six colour photographs of the 3 x 4 cm size;
- a copy of the identification number.

## **VI. Entrance Testing and Selection Procedure**

6.1. For competitive selection of applicants (who enter on the basis of complete general secondary education) for a Bachelor education qualification level program at the Taras Shevchenko National University of Kyiv, the score of the certificate of the Ukrainian Centre for Education Quality Evaluation in subjects stated on the List of Subjects for Competitive Selection (see Annex 3) is taken into consideration Annex 3 of the Regulations states core general education subjects and the minimum score in core general education subjects applicable for the competitive selection procedure. An applicant may participate in the competitive selection procedure if the score in non-core general education subjects is not lower than 124 (with the exception of cases provided by paragraph two, clause 6.1, section VI of the Regulations).

The Taras Shevchenko National University of Kyiv on the decision of the Admissions Committee may permit an applicant whose score in one of the minor general education subjects stated in the Regulations is lower than 124 to participate in the competitive selection on condition that the score in the core general education subject indicated in the certificate of the Ukrainian Centre for Education Quality Evaluation is not lower than 170.

6.2. For competitive selection of applicants (who enter on the basis of complete general secondary education) for a Bachelor education qualification level program at the Taras Shevchenko National University of Kyiv, the competitive selection score is counted on the terms of adding the score of the certificates in competitive subjects (entrance examinations, creative ability contests), grade point average in the document certifying complete general secondary education, and additional points provided by the Regulations. The grade point average in the document certifying complete general secondary education is taken out of 12-point scale with the rounding to the tenth of the point and is converted into 200-point scale in accordance with the Table in Annex 4. In case the grades in the document certifying complete general secondary education are on a 5-point scale, “3” is converted into “6”, “4” is converted into “9”, “5” is converted into “12”. In case of other scales, the conversion scheme is assigned by the Admissions Committee.

6.3. For applicants who enter on the basis of complete general secondary education, the results of entrance examinations and creative ability contests are graded on the scale ranging from 100 to 200 points.

The results of the creative ability contests are graded as one total score in accordance with the scale irrespective of the number of contest sessions.

6.4. The program of the creative ability contests is developed and adopted four months before the application opening date. Creative ability contest tasks not provided by the program are not permitted. The program of the creative ability contests is made public on the web-site of the Taras Shevchenko National University [www.univ.kiev.ua](http://www.univ.kiev.ua). The order of creative ability contests is stated by the Regulations on the order of creative ability contests process for entering the Taras Shevchenko National University of Kyiv in the specialty of Journalism (see **Annex 6** to the Regulations).

6.5. The order of admission to the Taras Shevchenko National University of Kyiv for a Junior Specialist and Master education qualification level programs is stated by the Regulation on admission to the Taras Shevchenko National University of Kyiv for Junior Specialist and Master education qualification level programs (see **Annex 8** to the Regulations).

The competitive selection of applicants for a Master or a Specialist education qualification level program is made on the basis of their rating by the examination board at faculties and institutes. The rating of an applicant is determined by their competitive score.

The competitive score of an applicant who wishes to enter a Master education qualification level program is calculated by formula:

$$\text{Competitive Score} = \text{GPA} + \text{AP} + \text{FL} + \text{EE};$$

where:

GPA is the grade point average (on a 100-point scale) of the transcript certifying a Bachelor education qualification level (for applicants who enter on the basis of a Specialist education qualification level – the grade point average is calculated by the total of grades in a Bachelor and a Specialist qualification level transcripts), including the state examination grade on a 100-point scale;

AP stands for additional points given for academic and scientific achievements (the maximum total of additional points cannot exceed 30);

FL is the grade in Foreign Language attained at the entrance examination (on a 100-point scale);

EE is the grade attained at the entrance examination in the major subject (on a 100-point scale).

The competitive score of an applicant who wishes to enter a Specialist education qualification level program is calculated by formula:

$$\text{Competitive Score} = \text{GPA} + \text{AP} + \text{EE};$$

where:

GPA is the grade point average (on a 100-point scale) of the transcript certifying a Bachelor education qualification level, including the state examination grade on a 100-point scale;

AP stands for additional points given for academic and scientific achievements (the maximum total of additional points cannot exceed 30);

EE is the grade attained at the entrance examination in the major subject (on a 100-point scale).

The entrance examination in Foreign Language precedes the entrance examination in the core subject.

In calculations of the grade point average, all discipline grades irrespective of the form of testing (an examination, a graded test, a pass-or-fail test), grades for practical training, state examination grades are taken in consideration with the exception of grades in Physical Training and in optional subjects if they are separately set in a transcript. Grades in Physical Training are taken into consideration only in the grade point average in the admissions to the Military Institute.

To calculate the grade point average (on a 100-point scale) of a Bachelor's level transcript (for applicants who enter a master qualification level program on the basis of a Specialist qualification level – the grade point average of a Bachelor's and a Specialist's level transcripts) with grades not on a 100-point scale, the following conversion scheme is applied to convert a 4-point and 2-point scale into a 100-point scale:

<b>Grade on a 4-Point Scale</b>	<b>Grade on a 100-Point Scale</b>
Excellent (5)	95
Good (4)	82
Satisfactory (3)	67

<b>Grade on a 2-Point Scale</b>	<b>Grade on a 100-Point Scale</b>
Pass	75

to convert a ECTS scale into a 100-point scale:

<b>Grade on a ECTS Scale</b>	<b>Grade on a 100-Point Scale</b>
A	95
B	87
C	80
D	70
E	62

The knowledge and skills of an applicant at the entrance examination irrespective of the form of testing are evaluated on a 100-point scale adopted at the University. Applicants who receive the score lower than 60 points at any entrance examination are not permitted to take the next examination or contest. Additional points are given as a total of points indicated in the table, but not exceeding 30 points.

<b>Academic and Scientific Achievements</b>	<b>Code</b>	<b>Points Given</b>
An award won in an international Olympiad in the major subject	AP1	20
An award won in a Ukrainian Olympiad in the major subject held by the Ministry of Education and Science	AP2	15
An award won in the contest of students' research works held by the Ministry of Education and Science	AP3	10
An article published in an attested journal	AP4	10
Participation in an international or Ukrainian scientific conference (provided that the report abstracts are published)	AP5	5

*Notes: Olympiads, research work contests, scientific articles and conference reports are applicable only if they correspond to the field of study. Award-winners of other Olympiads, contests, competitions, programs, the list of which is adopted by the Admissions Committee not later than a month before the application opening date, receive the same number of points as award-winners in the contest of students' research works held by the Ministry of Education and Science (AP3).*

*This regulation is applied to patentees, holders of an inventor's certificate, authors of journalistic and literary works, individuals who participated in research.*

6.6. For the competitive selection procedure in admission to the second year of study at the Institute of Biology, Institute of Journalism, Institute of Philology, Faculty of Geography, Faculty of Geology, Faculty of Economics, Faculty of Radiophysics, Faculty of Law (within the standard term of studying, if vacancies are available), applicants who have obtained a Junior Specialist education qualification level shall have an examination to be admitted to a Bachelor education qualification program in the related field of study.

6.7. Applicants who have work experience in the mass media (not less than 10 years) shall be admitted to the external studies in the specialty of Journalism of the Institute of Journalism at the Taras Shevchenko National University of Kyiv by interview results and certificates of the Ukrainian Centre for Education Quality Evaluation provided that the applicant has obtained the required minimum of points (in accordance with Annex 3).

6.8. For competitive selection of applicants who enter the Institute of Postgraduate Education, the entrance tests are held in the form of an interview. Each entrance test is evaluated on a 100-point scale.

6.9. Applicants who fail to attend entrance examinations, creative ability contests with no valid excuse; applicants whose score does not meet the required minimum; applicants who withdraw their application after the deadline are not permitted to participate in the entrance examinations, creative ability contests and competitive selection.

To pass an examination for the second time is not allowed.

6.10. The results of the entrance examinations, creative ability contests administered by the Taras Shevchenko National University of Kyiv may be addressed to the appeal committee of the Taras Shevchenko National University of Kyiv. The examination result may be appealed to the Admissions Committee not later than on the working day which follows the day of the result announcement by the Admissions Committee of the Taras Shevchenko National University of Kyiv.

The order of appealing and processing the appeals about the results of the entrance examinations, creative ability contests administered by the Taras Shevchenko National University of Kyiv is stated by the Regulation on to the appeal committee of the Taras Shevchenko National University of Kyiv (see **Annex 7** to the Regulations).

6.11. For applicants who do not have a grade in Ukrainian Language and Literature, the Admissions Committee may hold an entrance examination in the language the applicant has a grade in on condition the related teaching staff are available. The result of the examination is evaluated on a scale ranging from 100 to 200 points and is taken into consideration instead of the certificate score in Ukrainian Language and Literature.

6.12. For applicants who apply for a Bachelor education qualification level program in the specialty 6.020303 Philology (the Languages of National Minorities) and who obtained complete general secondary education in the languages of national minorities (Hungarian, Moldavian, Romanian, the Language of Crimean Tatars, Polish), if pedagogic staff is available, the Admissions Committee may settle an entrance examination in the language that has a grade in a general certificate of education. The result of the examination is evaluated on a scale ranging from 100 to 200 points and is taken into consideration instead of the certificate score in Ukrainian Language and Literature.

## **VII. Special Purpose Admissions to the Taras Shevchenko National University of Kyiv on the basis of Complete General Secondary Education**

7.1. Special purpose admissions procedure takes place in accordance with the decree of the Cabinet of Ministers of Ukraine of 29 June 1999 #1159 “On Training Personnel for Jobs in the Rural Area”; in accordance with the order of the Ministry of Education and Science and the Ministry of Defense of Ukraine, the armed forces personnel in the rank and sergeant positions, applicants who graduated from military schools and schools majoring in military and physical training in the current year shall be admitted to the higher educational establishments and military departments of the higher educational establishments that train officers for the paid service in the armed forces.

7.2. Applicants who apply for the state-financed training in the special purpose admissions in accordance with established quota, add the direction delivered by correspondent education agencies of The Council of Ministers of the Autonomous Republic of Crimea, Kiev City State Administration, Sevastopol City State Administration, regional state administrations and also by Ministries and other central executive agencies due to the current legislation.

7.3. The established special purpose admissions quota should not exceed 25% of the number of state-financed students in each field of study (specialty).

7.4. Special purpose admissions participants are enrolled for a Bachelor education qualification level on the basis of a separate competitive selection procedure. The competitive selection is made in accordance with the score of the applicants.

7.5. Applicants who are not enrolled in the special purpose admissions may participate in the general competitive selection process.

### **VIII. Enrolment of Applicants on the basis of Complete General Secondary Education by Interview Results**

8.1. The Taras Shevchenko National University of Kyiv shall admit applicants who are entitled to such enrolment by the Law of Ukraine “On the Status and Social Protection of Citizens who Suffered from the Chernobyl Disaster Consequences” by interview results.

8.2. The interview programs for the abovementioned applicants shall be adopted by the Head of the Admissions Committee.

8.3. Applicants who are not enrolled by interview results have the right to participate in the general competitive selection procedure if they submit certificates of the Ukrainian Centre for Education Quality Evaluation in competitive subjects with the scores not lower than established by the Admissions Committee.

### **IX. Enrolment of Applicants who Excelled in Core General Education Subjects on the basis of Complete General Secondary Education**

9.1. The Taras Shevchenko National University of Kyiv shall enroll participants of international olympiads provided that they submit certificates of the Ukrainian Centre for Education Quality Evaluation with the score not lower than the required minimum and wish to enter the field of study with the core subject the international olympiad was held in.

9.2. Award-winners (I – III prizes) of the IV stage of all-Ukrainian school olympiads in general education subjects and award-winners of the III stage of all-Ukrainian contests of research works of the Small Academy of Sciences members get an additional point to the competitive selection score if they submit an award document in the following disciplines:

- Fundamentals of Information Technology for admission to Applied Mathematics, Information Technology, Systems Analysis, Computer Engineering, Program Engineering;
- Fundamentals of Economics for admission to Economic Theory, Economic Cybernetics, International Economics, Enterprise Economics, Finance and Credit, Accounting and Audit, Management, International Economic Relations, International Business;
- Fundamentals of Law for admission to Law, International Law;
- History for admission to Philosophy, History, Sociology, Politology, Social Work;
- Biology for admission to Psychology, Biology, Chemistry;
- Ecology for admission to Biology, Chemistry;
- Ukrainian Language and Literature for admission to Philology (Ukrainian Language and Literature; Russian Language and Literature; Belorussian Language and Literature; Slavic Language and Literature; Folklore; Creative Writing); Advertising and Public Relations, Publishing and Editing;
- Russian Language and Literature for admission to Philology (Russian Language and Literature);
- Mathematics for admission to Economic Cybernetics, Mathematics, Statistics, Applied Mathematics, Mechanics, Information Technology, Systems Analysis, Computer Engineering, Program Engineering;
- Physics for admission to Physics, Applied Physics, Astronomy, Optical Technology;
- Chemistry for admission to Chemistry;
- Pedagogics and Psychology for admission to Psychology, Social Work;

- Geography for admission to Geography; Geology; Hydrometeorology; Geodesy, Cartography and Land-Surveying; Tourism;
- Foreign Language for admission to Philology (Classical Languages and Literature, English Language and Literature, German Language and Literature, French Language and Literature, Spanish Language and Literature, Italian Language and Literature, Modern Greek Language and Literature, Oriental Languages and Literature, Translation Studies);

9.3. The number of additional points shall be established for

- first prize winners at 50 points;
- second prize winners at 40 points;
- third prize winners at 30 points.

The additional points are given only on one of the abovementioned grounds.

9.4. Clauses 9.1 – 9.2 of the section refer only to award-winners (I – III prizes) of the IV stage of all-Ukrainian school olympiads in general education subjects and award-winners of the III stage of all-Ukrainian contests of research works of the

Small Academy of Sciences members in the current academic year in accordance with the list established by the Ministry of Education and Science, Youth and Sport of Ukraine.

9.5. Applicants who have graduated from the Preparatory Faculty of the Taras Shevchenko National University of Kyiv and wish to enter the following fields of study at the Taras Shevchenko National University of Kyiv – Chemistry; Biology; Geology; Geography; Hydrometeorology; Mathematics; Mechanics; Physics; Applied Physics; Statistics; Astronomy; Applied Mathematics; Information Technology; Systems Analysis; Computer Engineering; Program Engineering; Optical Technology; Geodesy, Cartography and Land-Surveying – may be given up to 20 points by final test result on the decision of the Admissions Committee.

9.6. Clause 9.5 of the section is applicable if the applicant submits a certificate of the Preparatory Faculty of the Taras Shevchenko National University to certify that the applicant has done three competitive subject courses with the number of academic hours at least 150 and the term of studies at least three months.

9.7. The number of additional score, stated by the clause 9.5. of the section and accrued to the applicants due to the results of study is made public by the Admissions Committee before the application admission process for the contest.

The order of accrual of additional scores due to the results of final attestation for the applicants who have studied at the Preparatory Faculty is determined due to the **Annex 9** of the Regulations.

## **X. Enrolment of Applicants on the basis of Complete General Secondary Education for a Bachelor education qualification level Program out of the Competitive Basis**

10.1. Out of competitive basis shall be enrolled:

- applicants who are entitled to it in accordance with the Law of Ukraine “On the Status of Veterans of War, Guarantees of their Social Protection”;
- orphans and children whose parents have been deprived of their rights, as well as individuals aged 18 – 23 who belong to the category in accordance with the decree of the Cabinet of Ministers of Ukraine of 5 April 1994 #226 “On Improvement of Education, Training, Social Protection, and Material Security of Orphans and Children whose Parents Have Been Deprived of Their Rights” (with amendments);
- disability group I; disability group II and disability from birth who do not have contraindications for studying in the chosen field (specialty) in accordance with the Law of Ukraine “On the Basis of Social Security of Invalids in Ukraine”;
- applicants who are entitled to enrolment by the Law of Ukraine “On the Status and Social Protection of Citizens who Suffered from the Chornobyl Disaster Consequences”.

- applicants who are entitled to enrolment in accordance with the Law of Ukraine “On Enhancing the Prestige of Mining Jobs”;
- children whose parents perished or became invalids at coal-mining enterprises if they wish to enter mining specialties in accordance with the decree of the President of Ukraine of 19 May 1999 #524 “On the State Support of Children who Study in Mining Specialties and whose Parents Perished or Became Invalids at Mining Enterprises”;
- children of the personnel of the Armed Forces of Ukraine, other military formations, and the law enforcement forces who perished while performing their service duties, in accordance with the Decree of the President of Ukraine #157 of 21 February 2003 “On Additional Measures to Provide Care of Motherland Defenders, their Legal and Social Security, and to Improve Military and Patriotic Education of the Youth”;
- members of the families of the coal-miners and mining rescue team who perished in the accident at the enterprise of the O. F. Zasiadko Mine (the Decree of the Cabinet of Ministers of Ukraine of 9 January 2008 #6).

10.2. The number of applicants mentioned in clause 10.1 of the section is established by the Admissions Committee as a result of the previous admissions procedures but shall not exceed 25% of the number of state financed students in each field of study (specialty) allotted for the Taras Shevchenko National University of Kyiv. In case the quota is established, applicants mentioned in clause 10.1 of the section are admitted on the competitive basis according to the competitive scores of the applicants.

10.3. Applicants who are entitled to the enrolment for a Bachelor education qualification level program out of the competitive basis shall apply only if they submit certificates of the Ukrainian Centre for Education Quality Evaluation with the score in competitive subjects not lower than the minimum established by the Regulations (see **Annex 3** of the Regulations).

For applicants who are entitled to the enrolment for a Junior Specialist and Master education qualification level programs out of the competitive basis the contest score is determined due to the clause 6.5. of the Regulations. Applicants who acquired scores less than 60 at any test are not allowed to pass the next test and can not be enrolled.

10.4. The abovementioned applicants are enrolled out of the competitive basis only if they submit these documents:

- for the applicants for a Bachelor education qualification level program - the original certificates of the Ukrainian Centre for Education Quality Evaluation (receive a required score at the entrance examinations administered by the Taras Shevchenko National University of Kyiv), the original document certifying the obtained complete general secondary education and the transcript, the original medical certificate, and the originals of other documents that certify the right to enrolment out of the competitive basis.
- for the applicants for a Junior Specialist and Master education qualification level program - ), the original document certifying the obtained education and the transcript, the original medical certificate, and the originals of other documents that certify the right to enrolment out of the competitive basis.

## **XI. The Right to Priority Enrolment for a Bachelor educational qualification Level Program**

11.1. The right to priority enrolment to the Taras Shevchenko National University shall be granted to:

- applicants in accordance with the Law of Ukraine “On Childhood Protection”;
- applicants who wish to enter higher military educational establishments or military departments of higher educational establishments in accordance with the Law of Ukraine “On Social and Legal Security of the Armed Forces Personnel and Members of Their Families”;



- applicants in accordance with the Law of Ukraine “On the Foundations of Social Security of Invalids in Ukraine”;
- applicants residing in the settlement which belongs to the mountainous zone area in accordance with the Law of Ukraine “On the Status of Mountainous Zone Settlements in Ukraine”;
- applicants in accordance with the Decree of the President of Ukraine of 21 February 2002 #157 “On Additional Measures for Enhancing Care of Motherland Defenders, their Legal and Social Security, and Improving Military and Patriotic Education of the Youth”;
- applicants in accordance with the Decree of the President of Ukraine of 12 September 2007 #849 “On the Decision of the Council for National Security and Defense of Ukraine of 4 September 2007 "On the Principal Directions of Financing Measures for Enhancing the Standard of Living in 2008";
- applicants who finished school (complete general secondary education) with honors (awarded with the gold or silver medal) while entering on the basis of complete general secondary education;
- applicants who in the current academic year finished the Ukrainian Humanitarian Lyceum, the Ukrainian Lyceum of Physics and Mathematics;
- applicants who received awards in pupils' olympiads at the Taras Shevchenko National University of Kyiv in the current academic year.

11.2. The abovementioned right is granted in the order of priority indicated in clause 11.1 of the Regulations.

## **XII. Compiling and Making the Rating List of Applicants Public**

12.1. The list of applicants with a referral is formed according to the competitive score ranging from the highest to the lowest.

12.2. The rating list of applicants is compiled according to the categories in the following succession:

- applicants who are entitled to enrolment out of the competitive basis;
- applicants who are recommended for enrolment by interview results;
- participants of international olympiads;
- applicants who are admitted on the competitive basis.

Applicants who are recommended for enrolment on special purpose admissions are not put on the rating list.

12.3. Within each category indicated in clause 12.2 of the section, the rating list is formed according to the competitive score from the highest to the lowest and with consideration of the right to priority enrolment in case of the same competitive score.

12.4. The following details shall be indicated on the rating list:

- an applicant's surname, name and patronymic;
- an applicant's competitive score;
- grounds for enrolment out of the competitive basis;
- grounds for enrolment by interview results with interview results indicated;
- grounds for priority enrolment.

12.5. The rating lists of applicants shall be made public by placement on the information stands of the Admissions Committee and on the web-site of the Taras Shevchenko National University of Kyiv ([www.univ.kiev.ua](http://www.univ.kiev.ua)) with the category of the list indicated. The lists shall be renewed in accordance with the changes that take place throughout the competitive selection procedure.

### **XIII. Enrolment Recommendations**

13.1. In accordance with the rating list, the Admissions Committee shall make a decision on the recommendation of applicants from the top of the list for enrolment in the state financed study program. Recommendations for enrolment in the study program financed by individuals or legal entities shall be given after the enrolment in the state-financed study program.

13.2. The Admissions Committee shall make a decision on the recommendation for enrolment in a Bachelor education qualification level state-financed program in three stages: on the first, sixth, and eighth days after the deadline.

The Admissions Committee shall make a decision on the recommendation for enrolment in a Master and a Specialist education qualification level state financed program on 25 July 2012.

13.3. The decision of the Admissions Committee on the recommendation for enrolment shall be made public on the day of the decision.

13.4. Placement on the information stands of the Admissions Committee and on the web-site of the Taras Shevchenko National University of Kyiv ([www.univ.kiev.ua](http://www.univ.kiev.ua)) is considered the official announcement of recommendations.

### **XIV. Exercising an Applicant's Right to Choose the Place of Study**

14.1. Applicants who participate in the competitive selection shall meet the requirements for enrolment in the state-financed program within the dates indicated in clauses 15.1, 15.2 of section XV of the Regulations: they shall submit the originals of the document certifying their education qualification level and its transcript, a medical certificate and certificates of the Ukrainian Centre for

Education Quality Evaluation to the Admissions Committee of the Taras Shevchenko National University of Kyiv, the examination board at the related faculty or institute.

During the number of days determined by the clauses 15.1 and 15.2 of section XV of the Regulations, after the announcement of the recommendation for the enrolment, applicants who applied electronically and who participate in the competitive selection procedure shall chose the higher educational establishment, the field of study (specialty), sign personal electronic application printed by the Admissions Committee of the chosen higher educational establishment and submit the originals of the document certifying their education qualification level

and its transcript, a medical certificate and certificates of the Ukrainian Centre for Education Quality Evaluation and other documents stated by the Regulations in person (for the state-financed students or students financed on the terms of state special long-term loans) or (for students financed by individuals or legal entities), submit the copies of abovementioned documents along with the original of the higher educational establishment certificate, where the originals of the documents are stored by the place of study for the state-financed students or students financed on the terms of state special long-term loans.

14.2. If an applicant enrolls on education qualification level programs in two fields of study or specialties (in the same or different higher educational establishments) simultaneously, the originals of the general certificate of education, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation shall be filed in the higher educational establishment in which they take the state financed program or in which they are financed on the terms of state special long-term loans during the whole term of study. If an applicant simultaneously enrolls on educational qualification programs in two fields of study or specialties which are financed by individuals or legal entities, the certified (notarized) copies of the general certificate of education, the transcript, the copies of the certificates of the Ukrainian Centre for Education Quality Evaluation document and of the medical certificate are filed. The abovementioned copies are filed in the higher educational establishment with the original certificate

14.3. Applicants who do not submit the originals of the general certificate of education, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate and other documents determined by the Regulations on Admission to the higher educational establishments of Ukraine in 2012 to the Admissions Committee (i.e. do not meet the requirements for enrolment) forfeit the right to enrolment on the state financed program or on the program financed on the terms of state special long-term loans.

## **XV. Correcting the List of Applicants Recommended for Enrolment**

15.1. After the first term for choosing the place of study is over (5 calendar days after making the first list of applicants recommended for enrolment public), The Admissions Committee shall correct the list of applicants recommended for enrolment in a Bachelor education qualification level program by:

- announcing the list of the recommended applicants and making decision on the enrolment of the applicants who have met the requirements for enrolment (submitted the originals of the general certificate of education, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate and other documents determined by the Regulations on Admission to the higher educational establishments of Ukraine in 2012 to the Admissions Committee);
- withdrawing the recommendations for those who have not met the requirements for enrolment (did not submit the originals of the general certificate of education, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate and other documents determined by the Regulations on Admission to the higher educational establishments of Ukraine in 2012 to the Admissions Committee);
- in case of presence of vacant places compiling new lists of the recommended applicants in accordance with the rating.

15.2. After the second (5 August) and the next (8 August) lists are made public, applicants who wish to enter a Bachelor educational qualification program and are recommended for enrolment shall meet the requirements for enrolment within three days.

Applicants who did not submit the originals of the general certificate of education, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate and other documents determined by the Regulations on Admission to the higher educational establishments of Ukraine in 2012 to the Admissions Committee to the Admission Committee up to 10 August 2012 forfeit enrolment to the study program financed by state or on the terms of state special long-term loans.

15.3. Applicants recommended for enrolment in a Master or a Specialist education qualification level program shall meet the requirements for enrolment within five calendar days (till 29 July 2012) by submitting the originals of the general certificate of education and the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate to the Admissions Committee. After the applicants for a Master and a Specialist education qualification level program decide on the place of study (till 29 July 2012), the Admissions Committee corrects the list of the recommended applicants who have met the requirements for enrolment;

- decides on enrolment of the applicants recommended for enrolment for the study program financed by state and who have met the requirements (submitted the originals of the standard document certifying qualifications, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate to the Admissions Committee);
- decides on enrolment for the vacant places for study program financed by state considering the rating of the applicants who did not get the recommendation for the enrolment but who have met the requirements (submitted the originals of the standard document certifying qualifications, the

transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate to the Admissions Committee till 29 July 2012).

15.4. When the applicants recommended for enrolment on the state-financed study program meet the requirements, the lists of applicants recommended for enrolment on the program financed by individuals or legal entities are formed.

The applicants whose recommendations for enrolment on the state-financed study program have been withdrawn may be recommended for enrolment on the study program financed by individuals and legal entities.

The deadline for meeting the requirements for enrolment on the study program financed by individuals or legal entities is established by the Admissions Committee but not later than 25 August 2012.

15.5. Announcing the lists of the recommended applicants is done in accordance with Section XIII of the Regulations.

## **XVI. Enrolment Order**

16.1. Enrolment orders shall be given by the President of the Taras Shevchenko National University on the basis of the decision of the Admissions Committee and shall be made public on the information stands of the Admissions Committee and on the web-site of the Taras Shevchenko National University of Kyiv ([www.univ.kiev.ua](http://www.univ.kiev.ua)) in the form of list of the applicants enrolled.

16.2. Enrolment orders in the form settled by the Ministry of Education and Science, Youth and Sport of Ukraine shall be sent to the Ministry of Education and Science, Youth and Sport of Ukraine and Unified State Electronic Database on Education.

16.3. Decision on an applicant's enrolment can be withdrawn by the Admissions Committee only by an applicant's written appeal or in case of the violation of the law on the part of an applicant, in accordance with clause 19.4. of section XIX of the Regulations.

16.4. Decision on an applicant's enrolment on the study program financed on the terms of the state special long-term loan is taken after the application form is submitted to the Admissions Committee in accordance with the competitive selection procedure and the quota established to the Taras Shevchenko National University.

## **XVII. Specifics of Admission and Training Aliens in the Higher Educational Establishments in Ukraine**

17.1. The training programs for aliens comply with the Law of Ukraine "On the Legal Status of Aliens" (with amendments), the decrees of the President of Ukraine "On Measures for Enhancing Economic Cooperation between Ukrainian Neighboring Region and the Russian Federation of 25 March 1994 #112 and "On Measures for Enhancing Economic Cooperation between Ukrainian oblasts and neighboring regions with the Republic of Belarus and administrative territorial units of the Republic of Moldova" of 3 June 1994 #271, the decrees of the Cabinet of Ministers of Ukraine "On Training Foreign Citizens in Ukraine" (with amendments) of 26 February 1993 #136 and "On Adopting the Regulations on Admission of Aliens to the Higher Educational Establishments" of 5 August 1998 #1238. Foreign citizens who receive scholarships in accordance with international agreements, state programs, and other international contract commitments shall be admitted on the grounds of special assignments from the Ministry of Education and Science of Ukraine.

17.2. Foreign citizens of Ukrainian origin who have received special recommendations from Ukrainian national and cultural societies and wish to enter the Taras Shevchenko National University of Kyiv, the fields of Pedagogical Education, Art, Humanities, Journalism and Information, Social and Political Sciences shall be granted the same rights to education as Ukrainian citizens, including the right to be enrolled on a state-financed study program. They

participate in the competitive selection procedure in accordance with the same regulations as Ukrainian citizens.

17.3. While applying to other fields of study (specialties), foreign citizens of Ukrainian origin who have received special recommendations from Ukrainian national and cultural societies shall be granted the same rights to education as Ukrainian citizens provided they have participated in international olympiads in general education subjects established by the Taras Shevchenko National University of Kyiv as core subjects for the chosen field of study (specialty).

17.4. Foreign citizens who have obtained complete general secondary education abroad in Ukrainian-language schools shall be admitted to the Taras Shevchenko National University of Kyiv by entrance examinations indicated in the Regulations within the number of students admitted by recommendations of national cultural Ukrainian societies and diplomatic institutions of Ukraine abroad.

17.5. Foreign citizens may enter a Bachelor education qualification level program at the Taras Shevchenko National University of Kyiv (with the exception of the Institute of International Relations) only finishing a course of studies at the Preparatory Faculty. Application dates are from 2 July till 20 August 2012.

Applications are submitted at Room 71, 36 Vasyl'kivs'ka Street, Kyiv. The enrolment procedure takes place until 25 August 2012.

Applications of foreign citizens for a Bachelor education qualification level program at the Institute of International Relations are submitted through the Preparatory Faculty. Application dates are from 2 July till 31 July 2012.

Applications are submitted at Room 71, 36 Vasyl'kivs'ka Street, Kyiv. The enrolment procedure takes place until 25 August 2012.

Applications for a Master and a Specialist education qualification level program shall be submitted at related faculties and institutes on the competitive basis in accordance with the Regulations.

### **XVIII. Additional enrolment to the Taras Shevchenko National University of Kyiv and Entrance Testing Papers of the Applicants**

18.1. Applicants who fail to start attending classes within 10 days from the beginning of the academic year for no valid reason shall be expelled from the Taras Shevchenko National University of Kyiv. Additional enrolment of the applicants who have submitted the certificates of the Ukrainian Centre for Education Quality Evaluation (have passed the entrance examinations at the Taras Shevchenko National University of Kyiv) and have not been enrolled on the competitive basis shall take place.

18.2. The papers of the entrance examinations, creative ability contests, other tests and interviews (including oral examination preparation papers, interview papers) of the applicants not enrolled in the University shall be filed and kept for one year and deleted afterwards with the statement drawn up. If such an applicant is recommended for enrolment in another higher educational establishment by the results of current entrance examinations, their entrance testing papers shall be sent to that higher educational establishment on request.

### **XIX. Ensuring Openness and Transparency in Admissions to the Taras Shevchenko National University of Kyiv**

19.1. The meetings of the Admissions Committee may be attended by representatives of the mass media (no more than two individuals from one source).

The aim of accreditation of representatives of the mass media is ensuring the rights of journalists and citizens to information access, detailed, complete, current, and free information dissemination on the work of the Admissions Committee of the Taras Shevchenko National

University of Kyiv, providing favorable conditions for professional activities of accredited journalists and individuals whose civic duty is to enforce the citizens' right to information access. The right to accreditation is granted to the mass media organizations registered in accordance with the current Ukrainian legislation irrespective of their form of ownership and number of founders, as well as foreign mass media accredited by the Ministry of Foreign Affairs of Ukraine.

Applications for accreditation shall be submitted to the Admissions Committee of the Taras Shevchenko National University of Kyiv until 10 June 2012. The application shall be submitted on the official form of the mass media organization, signed by the editor-in-chief, and sealed. The application shall be supplemented with a copy of the certificate of state registration of the mass media organization (for printed media) and a copy of broadcasting license (for electronic mass media).

The application shall contain the following details:

- the full name of a mass media organization;
- its founders (co-founders) or publisher(s);
- the circulation, periodicity (for electronic mass media – the channel and region of broadcasting);
- the legal and real address of the mass media organization, region of broadcasting; the mailing address (including the post code);
- the surname, name, and patronymic of the editor-in-chief (director) of the mass media organization, the editor's telephone numbers and fax number;
- the office telephone numbers and fax numbers, the e-mail address;
- the surname, name, and patronymic of the journalist recommended for accreditation, his / her date of birth, position, office telephone number, mobile telephone number (optional);
- the surname, name, and patronymic of the technician, his position, office telephone number.

Application for accreditation with no indicated required details shall not be considered.

Access of the journalists and technicians to the premises of the Taras Shevchenko National University of Kyiv, access to the information and documents is regulated by the Ukrainian legislation in accordance with the working procedure of the Admissions Committee of the Taras Shevchenko National University of Kyiv.

19.2. Public organizations entitled to observe the work of the Admissions Committee may send their observers to the meetings of the Admissions Committee. The Admissions Committee shall provide favorable conditions for their presence at the meetings and give them the right to see the documents the committee members receive before the meeting.

19.3. The Head of the Admissions Committee, as a rule, announces the meeting of the committee not later than one day before the meeting. In urgent cases the announcement is made three hours before the meeting. The announcement with the agenda of the meeting shall be made public.

19.4. In case an applicant provides incorrect personal details, incorrect details on the right for enrolment out of the competitive basis, priority enrolment, enrolment by interview results, incorrect details of the obtained qualifications, of the external independent testing, they shall be expelled from the number of enrolled students.

19.5. The public shall be informed of the application process at the higher educational establishments of III – IV level of accreditation by means of the Unified State Electronic Database on Education, the information system “Konkurs”. The Admissions Committee shall report the information received from the applicants to the Unified State Electronic Database on Education in the established order.