

Agreed

.....
Deputy Minister of Education and Science
I. P. Zaitseva

Adopted

15 November 2010
University President
L. V. Hubers'ky

Regulations
on Admission to the Taras Shevchenko National University of Kyiv in 2011

The Taras Shevchenko National University of Kyiv undertakes educational activity in accordance with the license **AB #4529666** of **7 July 2010** issued by the Ministry of Education and Science.

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 adopted by the Ministry of Education and Science of Ukraine (Order #961 of 19 October 2010) and registered in the Ministry of Justice of Ukraine of 28 October 2010, Re: #999/18294.

I. General Provisions

1.1. The Taras Shevchenko National University of Kyiv announces admission to higher education programs at higher education qualification levels, in 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 citizens of Ukraine, foreigners, and individuals holding no citizenship but with a residence permit for residing in Ukraine who have the required education qualification level and wish to receive higher education.

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 placement 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. Education Level Entry Requirements

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

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

2.3. To be admitted to a Master education qualification level program, an applicant is to have completed 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 program of 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 normative 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 by way 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 15 July 1996). The licensed number of students may be exceeded only in case of renewal of students on academic leave of absence.

2.6. The Military Institute grants admission to citizens of Ukraine who hold a certificate of complete general secondary education and wish to receive higher education, are aged from 17 to 21 (who reach the age of 17 in the year of entry), as well as the armed forces personnel and individuals subject to the draft, aged from 18 to 23, who are not officers, have passed entry tests, and who are allowed to do the military service by their state of health.

Female applicants are admitted to the Military Institute to study the specialties defined by the order of the Minister of Defense of Ukraine #46 of 25 February 1994 “On the List of Officer Positions Women who Voluntarily Go into the Paid Military Service May Occupy”.

2.7. The Institute of Postgraduate Education of the Taras Shevchenko National University of Kyiv announces admission to a Specialist education qualification level part-time 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 from the state and municipal budgets; by way of state education long-term loans (if allotted to the Taras Shevchenko National University of Kyiv in 2011); from fees paid by individuals and legal entities.

3.2. A citizen of Ukraine is entitled to receive free 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 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 Process, Entrance Examinations, Selection Procedure, and Enrolment

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

Admissions Stages	Full-Time Study	Part-Time Study
Application opening date	1 July 2011	1 July 2011
Application closing date for applicants who are to participate in creative ability contest held by the Taras Shevchenko National University of Kyiv	17 July 2011	17 July 2011
Application closing date for applicants who take entrance examinations administered by the Taras Shevchenko National University of Kyiv	22 July 2011	22 July 2011
Application closing date for applicants who do not participate in creative ability contest or take entrance examinations	31 July 2011	31 July 2011
Dates of creative ability contests at the Taras Shevchenko National University of Kyiv	17 – 31 July 2011	17 – 31 July 2011
Dates of entrance examinations at the Taras Shevchenko National University of Kyiv	23 – 31 July 2011	23 – 31 July 2011
Dates of making the applicants' ratings public	not later than on 1 August 2011	not later than on 1 August 2011
Dates of enrolment	state financed – not later than 10 August; financed by individuals and legal entities – after enrolment of state financed students for the same field of study (specialty), not later than	state financed – not later than 10 August; financed by individuals and legal entities – after enrolment of state financed students for the same field of study (specialty), not later than

	25 August	25 August
--	-----------	-----------

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

Admissions Stages	Full-Time Study	Part-Time Study
Application opening date	1 July 2011	1 July 2011
Application closing date for applicants who are to take examinations administered by the Taras Shevchenko National University of Kyiv	16 July 2011	16 July 2011
Dates of entrance examinations at the Taras Shevchenko National University of Kyiv	18 – 23 July 2011	18 – 23 July 2011
Dates of making the applicants' ratings public	not later than on 25 July 2011	not later than on 25 July 2011
Dates of enrolment	state financed – for a Master program till 1 August 2011; for a Specialist program till 3 August 2011; financed by individuals and legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August	state financed – for a Master program till 1 August 2011; for a Specialist program till 3 August 2011; financed by individuals and legal entities – after enrolment of state financed students for the same field of study (specialty), not later than 25 August

4.3. The application process, entrance examinations, selection procedure, and enrolment of applicants in the Institute of Postgraduate Education in the fields of “International Relations”, “International Law”, “International Economic Relations”, “International Information”, “International Business” shall take place on the following dates:

Admissions Stages	Part-Time Study on the Base of Basic or Full Higher Education
Application opening date	1 July 2011
Application closing date for applicants who are to take entrance examinations	26 July 2011

administered by the University	
Dates of entrance examinations administered by the Taras Shevchenko National University of Kyiv	27 July – 20 August 2011
Dates of enrolment	not later than on 25 August 2011

The application process, entrance examinations, selection procedure, and enrolment on other fields of study (specialties) in the Institute of Postgraduate Education shall take place throughout the 2011 / 2012 academic year (opening date – 1 July 2011) as applications are submitted and academic groups are formed.

4.4. Applicants who have graduated from educational establishments of I – II accreditation levels doing the Junior Specialist program in pedagogical, medical, veterinary, or agronomical fields shall be admitted to the second year part-time study in the Institute of Biology by interview results.

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 field of Editing and Publishing at the Institute of Journalism, by interview results, and shall be financed by individuals and 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 field of Philology, in the specialties of Ukrainian Language and Literature; Folklore, Ukrainian Language and Literature, at the Institute of Philology by interview 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 field of Geodesy, Cartography, and Land-Surveying at the Faculty of Geography by interview 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 part-time study at the Faculty of Geology by interview results and shall be financed either by the state or by individuals and legal entities. Applicants who have a Bachelor's degree in the field of Natural Sciences shall be financed by individuals or legal entities only.

Applicants who have graduated from the College of Finance and Law at the Taras Shevchenko National University of Kyiv, have obtained a Junior Specialist's degree in Finance, and have received a letter of recommendation from the teaching staff of the college shall be admitted to the second year of full-time study in the field of Finance and Credit at the Faculty of Economics by interview results.

Applicants who have graduated from pedagogical colleges and have obtained a Junior Specialist's degree shall be admitted to the full-time study in the field of Economic Theory at the Faculty of Economics by interview results.

Applicants who have obtained a Junior Specialist's degree in the field of Radio Engineering shall be admitted to the second year full-time study in the field of Radio Engineering at the Faculty of Radio Physics by interview results.

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

Applications from applicants mentioned in 4.4. of the Regulations shall be submitted from 1 July till 31 July 2011. Entry interviews shall be given till 10 August 2011. Enrolment shall take place until 25 August 2011.

4.5. Admissions to the Military Institute 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.

4.6. Applicants who do not belong to the armed forces personnel 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 2011. Applicants who serve in the armed forces submit a report to the command from 1 February till 1 April 2011.

4.7. Applications with documents from military registration and enlistment offices shall be submitted to the Military Institute from 1 July till 17 July 2011. Documents certifying benefits an applicant may have in the admissions shall be submitted on the indicated dates only.

Entrance tests are administered from 4 July till 18 July and involve physical training, medical check-up, psychological testing.

Applicants who fail at least one of the tests are not allowed to participate in the competitive selection process.

Certificates competition and entrance examinations are held from 18 July till 23 July. Enrolment in the Military Institute of the Taras Shevchenko National University of Kyiv takes place until 29 July 2011.

4.8. 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 17 July till 31 July 2011. Applicants who fail in the creative ability contest are not allowed to participate in the competitive selection process.

4.9. The Taras Shevchenko National University of Kyiv has introduced preliminary electronic registration of application forms. Applicants for a Bachelor education qualification level program may register at vstup.univ.kiev.ua and fill in the application form. Applicants for a Master and a Specialist education qualification level program shall be preliminary registered at applicants.univ.kiev.ua and shall fill in the application form.

After preliminary registration applicants who wish to participate in the competitive selection shall apply to the Admissions Committee in person and file all the documents indicated in the Regulations.

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

5.1. Applicants shall submit an application 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 education qualification program) and part-time or full-time form of study.

An applicant may submit an application to no more than five higher educational establishments of Ukraine and to no more than three fields of study (specialties) in each of them. Each document submission is indicated on the reverse side of the certificate and is sealed by the Admissions Committee of the Taras Shevchenko National University of Kyiv.

5.2. While applying, an applicant submits in person:

- a standard certificate of qualifications on the base of which the applicant may be admitted and a transcript;
- a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation (for applicants on the base of complete general secondary education);
- a medical certificate (standard 086-o);
- a Ukrainian citizen passport (a Ukrainian citizen foreign passport, a birth-certificate – for applicants whose age does not permit them to have a passport);
- an armed forces card (a certificate from the military registration and enlistment office in the place of residence).

An applicant may submit a copy of a standard certificate of qualifications on the base of which the applicant may be admitted and a transcript; and a copy of a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation and copies of other documents all of which shall be certified by the Admissions Committee on the applicant's request.

5.3. With an application form an applicant submits:

- the original or a copy (at their own discretion) of a standard certificate of qualifications on the base of which the applicant may be admitted and a transcript;
- the original or a copy of a certificate (certificates) of the Ukrainian Centre for Education Quality Evaluation (for applicants on the base 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 armed forces card (a certificate from the military registration and enlistment office in the place of residence).

5.4. 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 certificates of the Ukrainian Centre for Education Quality Evaluation 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.

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 2011 submit documents certifying their right to take only entrance examinations at the Taras Shevchenko National University of Kyiv. They are:

persons 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, persons who are doing the military service for a fixed period – in case they wish to apply for the full-time study in 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 armed forces personnel in rank and sergeant positions in the paid military service – in case they wish to apply for the part-time study;

persons 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 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.

5.10. Citizens of Ukraine who received complete general secondary education abroad in 2011 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 submit certificates in certain subjects with the score lower than the minimum indicated in the Regulations are not enrolled (with the exception of cases stated in paragraph two, clause 6.1, section VI of the Regulations).

5.12. The Admissions Committee shall verify the certificates of Ukrainian Centre for Education Quality Evaluation in accordance with the database of the centre. The confirmation note from the Ukrainian Centre of Education Quality Evaluation on the incorrect certificate gives grounds for application refusal (cancellation of the enrolment order).

5.13. 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.

5.14. 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 not on competitive basis shall be made public.

5.15. In admissions of applicants who submit a document certifying qualifications received abroad to a Specialist or a Master education qualification level program on the base of basic or full higher education the nostrification procedure carried out by the Ministry of Education and Science of Ukraine in established order is obligatory. The nostrification procedure takes place in the first year of study.

5.16. Applicants who are admitted to the University state financed programs on terms of special purpose enrolment in accordance with the established quota submit an assignment issued by the education authorities of the Council of Ministers of the Crimean Autonomous Republic, oblasts, Kyiv and Sevastopol city state administrations, ministries, other central bodies of executive power, enterprises, organizations, companies that have concluded the agreements with the Taras Shevchenko National University of Kyiv according to the current legislation.

5.18. 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).

5.19. 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;
- a passport;
- the originals or copies of standard document(s) certifying the qualifications on the base of which the applicant may be admitted and its (their) transcript(s);
- 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.

5.20. The medical check-up of applicants for the Military Institute of the Taras Shevchenko National University of Kyiv is held in accordance with the Regulations on Military and Medical Examination, and Medical Check-Up in the

Armed Forces of Ukraine, confirmed by the Minister of Defense of Ukraine of 14 August 2008 #402.

5.21. Psychological testing is held in order to evaluate individual psychological characteristics of applicants at the Military Institute that are essential for successful training in the chosen military specialty and involves the assessment of nervous and psychic stability and the assessment of learning skills.

5.22. Physical training level evaluation is held in accordance with the order of the Minister of Defense of Ukraine of 30 December 2009 #685 “On Adoption of Regulations on Physical Training in the Armed Forces of Ukraine”. Applicants for the Military Institute take physical training tests in three exercises: young men – 100m running, pull-ups, 3km running; girls – 100m running, complex muscle-strength exercises, 1km running.

The results of a physical training test are “pass” or “fail”.

VI. Entrance Testing and Selection Procedure

6.1. For competitive selection of applicants (who enter on the base 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 base 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 by way 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 base 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 at the web-site of the Taras Shevchenko National University www.univ.kiev.ua.

6.5. The competitive selection of applicants for a Master or a Specialist education qualification level program is made on the base 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:

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

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 base of the education qualification level of a specialist – 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:

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

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 base 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:

Grade on a 4-Point Scale	Grade on a 2-Point Scale
Excellent	90
Good	75
Satisfactory	60

Grade on a 2-Point Scale	Grade on a 100-Point Scale
Pass	60

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.

Academic and Scientific Achievements	Code	Points Given
An award won in an international Olympiad in the major subject	AP ₁	20
An award won in a Ukrainian Olympiad in the major subject held by the Ministry of Education and Science	AP ₂	15
An award won in the contest of students' research works held by the Ministry of Education and Science	AP ₃	10
An article published in an	AP ₄	10

attested journal		
Participation in an international or Ukrainian scientific conference (provided that the report abstracts are published)	AP ₅	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, persons who participated in research.

6.6. For the competitive selection procedure in admissions 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 normative term of studying, if vacancies are available), applicants who have obtained a Junior Specialist education qualification level shall have an interview 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 field 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 closing date are not permitted to participate in the entrance examinations, creative ability contests and competitive selection.

6.10. The results of the entrance examinations, creative ability contests administered by the Taras Shevchenko National University of Kyiv may be appealed 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.

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 present. 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 Base 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. The special purpose admissions quota is announced with the number of state-financed students in each field of study (specialty).

7.3. Special purpose admissions participants provided by the decree of the Cabinet of Ministers of Ukraine of 29 June 1999 #1159 “On Training Personnel for Jobs in the Rural Area” are enrolled for a bachelor education qualification level on the base of a separate competitive selection procedure. The competitive selection is made in accordance with the score of the applicants.

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

VIII. Enrolment of Applicants on the Base of Complete General Secondary Education by Interview Results

8.1. By interview results 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 Chornobyl Disaster Consequences”.

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 Base 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 – 9.3 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 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.

X. Enrolment of Applicants on the Base of Complete General Secondary Education for a Bachelor Education Qualification Level Program not on the Competitive Basis

10.1. Not on the 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 persons 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);

differently-abled applicants (disability group I; disability group II and disability from birth) who do not have contra-indications 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 Chernobyl 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 enrolment not on 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 (Annex 3).

10.4. The abovementioned applicants are enrolled not on the competitive basis only if they submit 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 not on the competitive basis.

XI. The Right to Priority Enrolment for a Bachelor Education Qualification Level Program

11.1. The right to priority enrolment in 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 base 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 special purpose admissions assignment 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 not on 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 in 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 not on 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 at the web-site of the Taras

Shevchenko National University of Kyiv (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 and 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 application closing date. The Admissions Committee shall make a decision the recommendation for enrolment in a Master and a Specialist education qualification level state financed program on 25 July 2011.

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 at the web-site of the Taras Shevchenko National University of Kyiv (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, 15.3 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.

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 standard document certifying qualifications, 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 by way of state special long-term loans during the whole term of study. If an applicant simultaneously enrolls on education qualification programs in two fields of study or specialties which are financed by individuals or legal entities, the certified (notarized) copies of the standard document certifying qualifications, 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

from the higher educational establishment in which the original documents are filed. The certificate is given on the student's request by the higher educational establishment in which the original documents are filed.

14.3. Applicants who do not submit the originals of the standard document certifying qualifications, the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation and the original medical certificate 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 by way 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;
- withdrawing the recommendations for those who have not met the requirements for enrolment;
- compiling new lists of the recommended applicants in accordance with the rating.

15.2. After the second and the next lists are made public, applicants who wish to enter a Bachelor education qualification program and are recommended for enrolment shall meet the requirements for enrolment within two days.

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 2011) by submitting the originals of the standard document certifying qualifications 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 25 July 2011), the Admissions Committee corrects the list of the recommended applicants who have met the requirements for enrolment; compiles new lists of applicants in accordance with their rating and the terms of submitting the originals of the standard document certifying qualifications and the transcript, the originals of the certificates of the Ukrainian Centre for Education Quality Evaluation, the original medical certificate to the Admissions Committee.

15.4. After 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 and 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 and legal entities is established by the Admissions Committee but not later than 25 August 2011.

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 after the applicants meet the requirements for enrolment in accordance with the procedure established by the Ministry of Education and Science of Ukraine and shall be made public on the information stands of the Admissions Committee and at the web-site of the Taras Shevchenko National University of Kyiv (www.univ.kiev.ua).

16.2. Enrolment orders shall be sent to the Ministry of Education and Science of Ukraine in printed and electronic forms and to the Ukrainian Centre for Education Quality Evaluation in electronic form.

16.3. Decision on an applicant's enrolment on the study program financed by way 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 funds allotted to the Taras Shevchenko National University.

XVII. Peculiarities of Admissions and Training Foreigners and Individuals Holding no Citizenship in the Higher Educational Establishments in Ukraine

17.1. The training programs for foreigners and individuals holding no citizenship comply with the Law of Ukraine "On the Legal Status of Foreigners and Individuals Holding no Citizenship" (with amendments), the decrees of the President of Ukraine "On Measures for Enhancing Economic Cooperation between Ukrainian Border Oblasts and Oblasts of the Russian Federation" of 25 March 1994 #112 and "On Measures for Enhancing Economic Cooperation between Ukrainian oblasts and border oblasts in 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 Foreign Citizens and Individuals Holding no Citizenship 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 and individuals holding no citizenship permanently residing in Ukraine, as well as individuals who have been granted a refugee status in Ukraine, shall be admitted to the Taras Shevchenko National University of Kyiv in accordance with the admissions procedure applied for Ukrainian citizens.

17.5. 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.

17.6. 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 on finishing a course of studies at the Preparatory Faculty. Application dates are from 1 July till 20 August 2011. Applications are submitted at Room 71, 36 Vasyl'kivs'ka Street, Kyiv. The enrolment procedure takes place until 25 August 2011.

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 1 July till 20 August 2011. Applications are submitted at Room 71, 36 Vasyl'kivs'ka Street, Kyiv. The enrolment procedure takes place until 25 August 2011.

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 in the Taras Shevchenko National University of Kyiv and Filing 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 persons 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 favourable conditions for professional activities of accredited journalists and persons 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 2011. 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 zip 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 required details indicated 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 favourable 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 to enrolment not on 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 information system “Konkurs” (selection). The Admissions Committee shall daily report to the information system “Konkurs”.