



# INTERNATIONAL EUROPEAN UNIVERSITY

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## THE ADMISSION RULES TO RECEIVE HIGHER EDUCATION AT INTERNATIONAL EUROPEAN UNIVERSITY IN 2024

Approved by the Academic Council  
of the International European University  
on "04" April 2024. (Protocol N°4)

**Rector**

**Oleh PADALCA**  
Effective from Order N° 26-OD  
dated 24 April 2024

Kyiv – 2024

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## I. General Provisions

1. The basis for announcing admission to education is the license issued by the Ministry of Education and Science of Ukraine for conducting educational activities at the level(s) of higher education, in educational programs that provide for the assignment of professional qualifications in professions that require additional regulation at a certain level of higher education, approved by the head of the International European University (hereinafter – the University), and the Admission Rules to the International European University (hereinafter – the Admission Rules).

2. The Admission Rules are developed by the Admissions Committee of the International European University (hereinafter – the Admissions Committee) in accordance with the Procedure for admission to higher education in 2024 (hereinafter – the Procedure), approved by the order of the Ministry of Education and Science of Ukraine (hereinafter – MES of Ukraine) dated 6.03.2024, №. 266 and registered with the Ministry of Justice of Ukraine on 14.03.2024, № 379/41724, with amendments approved by the order of the Ministry of Education and Science of Ukraine dated 15.03.2024, № 326 and registered with the Ministry of Justice of Ukraine on 18.03.2024, № 403/41748. Admission to the University is carried out on a competitive basis.

3. The organization of the admission of applicants is carried out by the Admissions Committee – the operational body of the International European University. The Admissions Committee operates in accordance with the regulations on the Admissions Committee of the International European University, developed considering the requirements of the Regulations on the Admissions Committee of a higher education institution, approved by the order of the Ministry of Education and Science of Ukraine dated October 15, 2015, № 1085, and registered with the Ministry of Justice of Ukraine on November 4, 2015, № 1353/27798. The regulations on the Admissions Committee of the higher education institution are published on the official website of the University.

The head of the University ensures compliance with the legislation of Ukraine, in particular, the Procedure, the Admission Rules, as well as the openness and transparency of the work of the Admissions Committee.

The decision of the Admissions Committee, made within its powers, is the basis for issuing the corresponding order and/or carrying out the procedures of the admission campaign.

All matters related to admission are decided by the Admissions Committee during its sessions. The decisions of the Admissions Committee are published on the official website of the University no later than the next day after their adoption.

4. In these Admission Rules, the terms are used in the following meanings:

***admission based on (basis of admission)*** – a previously obtained educational (educational-qualification) level or degree, as well as the corresponding level of the National Qualifications Framework (hereinafter – NQF), based on which admission for obtaining a higher education degree is conducted. Admission to study for obtaining a higher education degree is possible based on complete general secondary education (specialized secondary education) (hereinafter – CGSE), the educational-qualification level of junior specialist, the educational-professional degree of junior bachelor, the educational degree of junior bachelor – NQF level 5 (hereinafter – NQF5), the educational degree of bachelor – NQF level 6 (hereinafter – NQF6), the educational degree of master (educational-qualification level of specialist) – NQF level 7 (hereinafter – NQF7);

***entrance examination*** – an assessment of the applicant's preparedness, which, in accordance with the Admission Rules, may be conducted in the form of the national multi-subject test, unified entrance exam, unified professional entrance exam, as well as in-person and/or remotely (at the discretion of the higher education institution; for individuals registered and residing in temporarily occupied territories – at the applicant's request) in the form of an entrance exam for foreigners, an interview, a professional exam, as well as an entrance exam in a foreign language, a specialty, presentation of research proposals or achievements in case of admission to study for a Doctor of Philosophy degree, based on which a positive grade is assigned on a scale of 100–200 (with a minimum step of one point) or a decision is made on a negative grade ("unsatisfactory");

***entrance exam for foreigners*** – a form of entrance examination that involves assessing the knowledge, skills, and abilities of the applicant in one or more subjects, academic disciplines, or specialties (foreigners and stateless persons who take the entrance exam for foreigners do not take other entrance examinations);

***applicant*** – a person who has registered a personal electronic applicant's account and/or submitted an application(s) for admission to participate in the competitive selection for one (or more) competitive offers;

***application for participation in entrance examinations*** – a record entered into the Unified State Electronic Database on Education (hereinafter – USEDE) in electronic form, completed by the applicant online in the personal electronic applicant's account, or by the educational institution based on the application submitted by the applicant in paper form;

***application for participation in the competitive selection to an educational institution (hereinafter – application)*** – a record entered into the USEDE in electronic form, completed by the applicant online in the personal electronic applicant's account, or by the educational institution based on the application submitted by the applicant in paper form, containing information about the selected educational institution, the competitive offer, the priority of the application established by the applicant (if applicable);

***unified professional entrance exam (hereinafter – UPEE)*** – a form of entrance examination for admission to study for a bachelor's (master's) degree based on NQF5, and a master's degree based on NQF6 or NQF7, which involves assessing the applicant's level of preparedness for obtaining a bachelor's or master's degree in a specific specialty/specific specialties, conducted by the Ukrainian Center for Educational Quality Assessment in accordance with legislation.;

***unified entrance exam (hereinafter – UEE)*** – a form of entrance examination for admission to study for a master's degree based on NQF6 or NQF7, as well as for admission to the entrance exam in a foreign language for admission to study for a Doctor of Philosophy degree, which includes a test of general academic competence and a foreign language test (in English, German, French, or Spanish, selected by the applicant), and is conducted by the Ukrainian Center for Educational Quality Assessment in accordance with the law;

***quota for foreigners*** – a designated number of state-funded places used for the admission of applicants from among:

foreigners arriving for education under international agreements of Ukraine;

individuals holding a certificate of a foreign Ukrainian who do not reside permanently in Ukraine;

***competitive offer*** – an offer from a higher education institution regarding the number of places for admitting applicants to a certain level of higher education, a specific educational program (or multiple programs within a specialty), the form of education, the basis of admission, the duration of study, indicating the form of entrance examination (if applicable), and requirements for the structure and content of applicants' motivation letters. There are open, fixed, and non-budgetary competitive offers. Open competitive offers are part of the general competitive offer (hereinafter – general competition). If a competitive offer combines several educational programs, the Admission Rules specify the procedure for distributing higher education applicants among the programs and the deadlines for applicants to choose such programs (not earlier than the end of the first year of study based on CGSE, and not earlier than five months after the start of studies in other cases). The higher education institution independently forms competitive offers and enters them into USEDE within the deadlines specified by the Admission Procedure. The names of competitive offers are formulated in the state language without marks and abbreviations and may be duplicated in English;

***competitive score*** – an assessment of the applicant's achievements, calculated based on the results of entrance examinations and other competitive indicators with an accuracy of up to 0.001 in accordance with the Admission Procedure and Rules;

***competitive selection*** – the procedure for selecting applicants for competitive offers based on competitive scores, priorities, and motivation letters in accordance with the Procedure for Admission (regardless of the ownership form of the educational institution and sources of funding for education);

***motivation letter*** – a written statement by the applicant (according to the higher education institution’s requirements for the structure and content of the motivation letter) about their personal interest in applying for a specific competitive offer and corresponding expectations, academic achievements, and other activities, as well as their own strengths and weaknesses. If necessary the letter also may include copies (photocopies) of materials that confirm the information presented in the letter;

***national multi-subject test (hereinafter – NMT)*** – a form of entrance examination, which involves the assessment of academic results in three subjects of the core block (Ukrainian language, mathematics, history of Ukraine) and one additional subject (foreign language (English, German, French, or Spanish), or biology, or physics, or chemistry, or geography, or Ukrainian literature, chosen by the applicant). This test is conducted by the Ukrainian Center for Educational Quality Assessment in accordance with the law;

***non-budgetary competitive offer*** – a competitive offer for which no places are provided for admission at the expense of state or local budgets (by state or regional order);

***personal electronic applicant's account*** – a web page through which the applicant submits an electronic application to the educational institution and monitors its status;

***presentation of research proposals or achievements*** – a form of entrance examination that may be required for admission to the Doctor of Philosophy degree, involving the listening, discussion, and evaluation of the applicant's scientific report;

***ranking list of applicants*** – a list of applicants organized by the order of admission to a competitive offer, taking into account the source of funding, created in accordance with the Procedure and Admission Rules;

***interview*** – a form of entrance examination that involves assessing the applicant's knowledge, skills, and abilities in one to four subjects (components, disciplines) in cases specified by the Procedure for Admission;

***application status for participation in entrance examinations*** – a parameter of the application submitted in electronic or paper form, established in USEDE. The statuses of electronically submitted applications are also displayed in the applicant's electronic account.

The parameter “Application Status for Participation in Entrance Examinations” may have the following values:

«*New*» – the application for participation in entrance examinations has been submitted and registered in USEDE;

«*Confirmed*» – the application for participation in entrance examinations has been accepted by the educational institution for review, and a decision on the applicant’s eligibility to participate in the entrance examinations is being made in the established manner;

«*Cancelled*» – the submitted application for participation in entrance examinations is considered as not having been submitted. This status is assigned to the application for participation in entrance examinations if it is cancelled by the applicant

in their personal electronic account before the application is assigned the «Confirmed» status;

***application status*** – a parameter of the application submitted in electronic or paper form, established by the educational institution in USEDE. The statuses of electronically submitted applications are also displayed in the applicant’s electronic account..

The parameter “Application Status” may have the following values:

«*Registered in USEDE*» – confirmation of the fact that the application has been submitted to the chosen educational institution;

«*Requires Clarification from Applicant*» – the application has been accepted by the educational institution for review, but the data regarding the applicant needs clarification. Simultaneously with assigning this status, the educational institution specifies the list of data that requires clarification and the method for its submission;

«*Registered at the Educational Institution*» – the application has been accepted by the educational institution for review, and a decision is made regarding the applicant’s admission (or denial) to the competitive selection or admission (or denial) to the entrance examinations in the established manner;

«*Denied by the Educational Institution*» – the registered application has been denied participation in the competitive selection or entrance examinations based on the decision of the Admissions Committee. If this status is assigned, the educational institution specifies the reason for the denial;

«*Cancelled by Applicant*» – the submitted application is considered as not having been submitted. This status is assigned if the application is cancelled by the applicant in their personal electronic account before the application is assigned the «Registered at the Educational Institution» or «Requires Clarification from Applicant» status. The applicant has the right to submit a new application with the same priority;

«*Cancelled by Applicant (without the right to submit a new application with the same priority)*» – the submitted application, for which priority has been established, is cancelled by the applicant in their personal electronic account after the application has been assigned the «Registered at the Educational Institution» or «Requires Clarification from Applicant», tatus but before the application submission deadline. The applicant loses the ability to submit a new application with the same priority;

«*Cancelled by the Educational Institution*» – the submitted application is considered as not having been submitted if it is cancelled by the educational institution based on the Admissions Committee’s decision, due to the identification of a technical error made during data entry into USEDE, confirmed by an act of the technical error;

«*Deactivated (due to admission to state (regional) order)*» – the submitted application is considered as not having been submitted if the applicant is included in the order of admission to state or regional-funded education;

«*Admitted to the Competition (study funded by individuals and/or legal entities)*» – the owner of the registered application has been admitted to participate in the

competitive selection for places funded by individuals and/or legal entities. This status is assigned in the following cases:

the applicant has submitted an application only for places funded by individuals and/or legal entities in accordance with the Admission Procedure;

the applicant did not meet the Admission Procedure requirements for admission to state or regional-funded places within the established deadlines, but, by decision of the Admissions Committee, is admitted to the competitive selection for places funded by individuals and/or legal entities;

the applicant has been admitted through another application to state or regional-funded study but also has the right to be admitted to study funded by individuals and/or legal entities;

*«Recommended for Admission (study funded by individuals and/or legal entities)»* – the applicant has passed the competitive selection and is recommended for admission to study funded by individuals and/or legal entities. If this status is assigned, the applicant must meet the requirements for admission;

*«Removed from the List of Recommended (study funded by individuals and/or legal entities)»* – the applicant has lost the right to be admitted to the educational institution for study funded by individuals and/or legal entities due to non-compliance with or violation of the Admission Procedure. When this status is assigned, the educational institution must specify the reason for the removal;

*«Included in the Order (study funded by individuals and/or legal entities)»* – by the enrollment order, the applicant has been admitted to the educational institution for study funded by individuals and/or legal entities;

*«Cancellation of Admission»* – the admission of the applicant to the educational institution has been canceled;

*technical error* – an error made by an authorized person of the admissions committee regarding the acceptance and review of applications when entering information about the applicant or the application into the USEDE, confirmed by an act of technical error.;

regular application registration session – the period for registering applications and documents, defined by the Admission Rules of the educational institution, ranging from five to fourteen calendar days;

*professional exam* – a form of entrance examination for admission based on NQF6 or NQF7, which involves assessing the ability to master an educational program of a certain level of higher education based on previously acquired competencies;

*general competition* – a set of open competition proposals that constitute a joint proposal by state and private higher education institutions for the combined volume (supervolume) of state-funded places provided by all state contractors for the admission of applicants to state-funded study places in a specific field of knowledge (interdisciplinary, subdisciplinary group), specialty (subject specialty, specialization), and form of education. An open competition proposal can only be part of one general competition proposal.

The term «voucher» is used as defined in the Law of Ukraine « On Employment of the Population ».

The term «foreign Ukrainians» is used as defined in the Law of Ukraine «On Foreign Ukrainians».

The term «temporarily occupied territory of Ukraine by the Russian Federation (temporarily occupied territory)», is used as defined in the Law of Ukraine « On Ensuring the Rights and Freedoms of Citizens and the Legal Regime on the Temporarily Occupied Territory of Ukraine ».

Other terms are used in the meanings provided in the Laws of Ukraine «On Education», «On Higher Education».

The term «territories of active hostilities», «erritories of active hostilities where state electronic information resources operate» and «territories of potential hostilities» are used as defined in the Resolution of the Cabinet of Ministers of Ukraine dated December 6, 2022 № 1364 « Some Issues of Forming the List of Territories where Hostilities are (were) Conducted or Temporarily Occupied by the Russian Federation».

## **II. Admission to Higher Education**

1. The following applicants are admitted for higher education:

applicants based on CGSE – for obtaining a Bachelor's degree and a Master's degree in medical fields (*Appendix 1*);

applicants based on NQF5 – for obtaining a Bachelor's degree, a Master's degree in medical fields, including with a shortened period of study, taking into account the requirements of higher education standards regarding the education level of individuals eligible to start education under the relevant specialty programs and the number of ECTS credits required to obtain the respective higher education degree;

applicants based on NQF6 or NQF7 – for obtaining a Master's degree;

applicants based on NQF7 – for obtaining a Doctor of Philosophy degree.

The list of medical specialties for which admission is conducted for obtaining a Master's degree based on CGSE or NQF5 in the relevant specialty is provided in *Appendix 9* of the Admission Rules.

Individuals who have previously obtained the same or a higher level of higher education or are in the process of obtaining it for at least one year and are fulfilling the individual study plan in full are also eligible for admission to another specialty for a higher education degree. A prerequisite for the enrollment of a higher education applicant for concurrent study in another specialty at the same or another higher education institution is meeting the requirements for applicants to the relevant educational programs. These requirements may be fulfilled before or after enrollment but no later than the period of conducting the attestation of higher education applicants.

2. **Applicants are admitted to the first year of study.** For applicants based on NQF5, the higher education institution may re-credit ECTS credits, with the maximum amount defined by the higher education standard for a Bachelor's (Master's in medical

fields) degree (if the standard is absent, not more than 60 ECTS credits). Such individuals may be admitted to study with a shortened period of study.

For obtaining a Bachelor's degree in non-regulated specialties based on NQF6, NQF7, individuals may be admitted to study with a shortened period of study.

For obtaining a Bachelor's degree (Master's in medical fields) based on NQF6, NQF7 in specialties required for access to professions with additional regulatory requirements, individuals may be admitted to study with a reduced period of study (the higher education institution may re-credit up to 120 ECTS credits).

Higher education students of the specialist educational qualification level based on CGSE or NQF5 who were dismissed or interrupted their studies due to an academic leave are entitled to be reinstated to continue their studies to obtain a Master's degree on the same basis in the same or a related specialty within the field of knowledge in the same or another higher education institution.

3. Admission is conducted for competitive proposals by specialties (specializations, subject specialties) according to the List of Fields of Knowledge and Specialties for which higher education students are trained, approved by the Resolution of the Cabinet of Ministers of Ukraine dated April 29, 2015 № 266 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated July 7, 2021, № 762), and for interdisciplinary educational (educational and scientific) programs that meet the Requirements for Interdisciplinary Educational (Scientific) Programs, approved by the Order of the Ministry of Education and Science of Ukraine dated February 1, 2021, № 128, registered with the Ministry of Justice of Ukraine on April 6, 2021, under № 454/36076.

4. The specific admission procedures for individuals whose place of residence is in temporarily occupied territories, areas of active hostilities, or areas of active hostilities where state electronic information resources are functioning, or who have relocated from these areas after January 1, 2024, in terms of annual assessment, state final attestation, and obtaining a state-issued document of basic secondary education or complete general secondary education (if the individual has not previously received an educational document in accordance with Ukrainian legislation), are determined according to the procedure for admission to Higher, Professional Pre-Higher, and Professional (Professional-Technical) Education of persons residing in territories where it is impossible to ensure compliance with Ukrainian Education Standards and/or a Stable Educational Process, approved by the Order of the Ministry of Education and Science of Ukraine dated March 1, 2021, № 271, registered with the Ministry of Justice of Ukraine on April 15, 2021, № 505/36127 (as amended by the Order of the Ministry of Education and Science of Ukraine dated August 10, 2022, № 726) (hereinafter – Order № 271).

5. Admission to postgraduate studies (Appendix 8) is carried out in accordance with the Procedure for Training Higher Education Applicants for the Degree of Doctor of Philosophy and Doctor of Sciences in Higher Education Institutions (Research Institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine dated March 23, 2016, № 261 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated May 19, 2023, № 502).

### **III. Sources of Funding for Higher Education**

1. Funding for training higher education applicants is provided:  
by funds from individuals and/or legal entities (under agreement terms, including grants received by the higher education institution for conducting scientific research, which includes the training of PhD candidates);  
through vouchers.

2. Individuals can obtain a Master's degree based on NQF7, funded by the state or local budget, exclusively at the expense of individuals and/or legal entities, except in cases specified in point 5 of this section.

3. A person may enroll in a higher education institution to obtain a Master's degree based on NQF6 or NQF7 obtained in another specialty (field of study), provided they successfully pass the entrance exams. The higher education institution may set additional requirements for this category of individuals in the Admission Rules regarding the duration of study, the inclusion of additional mandatory educational components in the individual study plan, and restrictions on the possible combination of specialties from different fields of knowledge.

4. Training to obtain a Master's degree in medical fields based on CGSE or NQF5 is considered simultaneous training to obtain both Bachelor's and Master's degrees in accordance with point 1 of section II of the Procedure and Admission Rules.

5. Ukrainian citizens have the right to receive free higher education of a certain level in a second specialty at state, private, and municipal higher education institutions:

if, due to health conditions, they have lost the ability to perform their service or job duties according to their previously obtained qualification, as confirmed by the conclusions of the medical-social expert commission, and in other cases provided by law;

if they enroll in higher military educational institutions, higher education institutions with specific training conditions, or military educational units of higher education institutions;

if they have a study referral issued by a state (regional) contractor in accordance with the legislation.

6. Foreigners and stateless persons, including foreign Ukrainians permanently residing in Ukraine, citizens of the Republic of Poland, recognized refugees, and individuals in need of additional protection, have the right to obtain higher education on an equal terms with Ukrainian citizens, including at the expense of the state or local budget.

7. Individuals pursuing higher education have the right to study simultaneously in multiple educational programs and at several higher education institutions. Simultaneous study in two or more educational programs under state or regional orders is not permitted.

#### **IV. Admission Quota**

The admission quota for non-budgetary competition proposals is determined by the higher education institution within the licensed volume for a specific level of higher education or for a specific educational program that provides for the awarding of professional qualifications in professions subject to additional regulation.

#### **V. Deadlines for Application Registration, Competitive Selection, and Enrollment**

1. Registration of personal electronic accounts for applicants seeking higher education and the uploading of required documents shall commence on ***July 1***. The document certifying prior education must be submitted before the registration of the applicant's first application under the relevant basis of admission. Applicants may upload multiple documents certifying prior education into their electronic accounts, as recorded in the Education Document Registry, for the registration of applications under various admission bases. Personal electronic accounts for applicants will remain active until ***October 31***.

Registration of applications for participation in entrance examinations (interview, interview instead of UEE, professional exam instead of UPEE, professional exam) is conducted through personal electronic accounts.

Medical examination documents and other pre-competition procedures, if required by special conditions of the competitive selection as per legislation, must be submitted before the registration deadline specified in the Admission Rules.

2. For Admission to **Bachelor's (Master's in Medical Fields)** based on **CGSE and NQF5**:

registration for UPEE participation based on NQF5, main and additional UPEE based on NQF5 sessions, is conducted according to the schedule established by the Ministry of Education and Science of Ukraine, approved by the Ukrainian Center for Educational Quality Assessment;

registration for interviews: for state or regional-funded places from **July 3** to 18:00 on **July 10**; for places funded exclusively by individuals and/or legal entities – until 18:00 on **July 25**;

interviews for all funding sources are conducted **from July 8 to July 19**, and for places funded exclusively by individuals and/or legal entities – **until July 31**;

registration of applications starts on **July 19** and ends at 18:00 on **July 31**.

Formation of ranking lists, recommendations for enrollment, and publication of the list of recommended applicants with notification of their right to higher education under state or regional funding are **completed by August 5**.

Recommended applicants must fulfill enrollment requirements for state or regional funding by 18:00 **on August 8**;

enrollment: state or regional funding **no later than August 10**; for individuals and/or legal entities – **no later than August 30**;

the provision of enrollment recommendations and the publication of the list of recommended applicants for those entering places funded by individuals and/or legal entities under open and fixed competition proposals shall be conducted **no earlier than August 9**.

### 3. For Admission to *Master's* Programs Based on *NQF6* and *NQF7*:

registration of applications for participation in UEE and UPEE, and conducting the main and additional sessions of UEE and UPEE, is carried out within the deadlines set by the Ministry of Education and Science of Ukraine, according to the schedule approved by the Ukrainian Center for Educational Quality Assessment;

registration of applications for participation in interviews instead of UEE, professional exams, and professional exams instead of UPEE starts **on July 1** and ends at 18:00 on the day preceding the final day of the respective entrance examinations;

interviews instead of UEE, professional exams, and professional exams instead of UPEE are conducted **from July 17 to July 28 (inclusive)**;

registration of applications for participation in the competitive selection starts on **August 1** and ends at 18:00 on **August 22**;

professional exams for those participating exclusively for places funded by individuals and/or legal entities are conducted from **August 1** to 18:00 on **August 16**.

enrollment of applicants for study: for places funded by individuals and/or legal entities – **no later than September 30**;

recommendations for enrollment and the publication of the list of recommended applicants for those applying for places funded by individuals and/or legal entities

under open and fixed competition proposals shall be carried out no earlier than **August 28**.

4. Higher education institutions may provide in the Admission Rules for one or two additional sessions for the registration of applications of applicants for studying for a Bachelor's degree (Master's in medical fields) based on CGSE and NQF5, or for a Master's degree based on NQF6 and NQF7, with the corresponding timelines for competitive selection and enrollment funded by individuals and/or legal entities, in compliance with the entrance examination requirements outlined in the Procedure. The first session starts no earlier than September 1, and enrollment is conducted no later than 15 days after the registration period of applications, during which competitive selection is held, but no later than October 31.

5. Higher education institutions may provide additional deadlines for the registration of applications for participation in interviews instead of UEE, professional exams, or professional exams instead of UPEE in case of additional registration sessions for Master's programs based on NQF6 and NQF7, funded by individuals and/or legal entities. Registration for interviews instead of UEE, professional exams, and professional exams instead of UPEE must end no later than 18:00 on the day preceding the final day of the respective entrance examinations.

6. For those categories of applicants for whom registration periods, competitive selection, and enrollment timelines are not specified in points 2-4 of this section, the specified timelines are determined by the Admission Rules. Registration of applications starts no earlier than July 1, and enrollment (transfer) ends: for places funded by individuals and/or legal entities – no later than October 31.

7. Working hours of the Admissions Committee:

during the consultation and information period:

- Monday – Friday: 10:00 to 16:00,
- Lunch break from 13:00 to 14:00;
- Saturday and Sunday: closed;

during the period of submission of applications for participation in the competition and documents:

- Monday – Friday: 09:00 to 18:00,
- Lunch break from 13:00 to 14:00;
- Saturday: 10:00 to 14:00 (no lunch break);
- Sunday: closed;

during the period of receiving original documents from applicants recommended for enrollment:

- Monday – Friday: 09:00 to 18:00,

Lunch break from 13:00 to 14:00;  
Saturday: 10:00 to 14:00 (no lunch break);  
Sunday: closed.

## **VI. Procedure for Registration of Applications for Participation in Competitive Selection for Education and Entrance Examinations for Higher Education**

1. To submit applications electronically, the applicant must register a personal electronic account in the USEDE on the website at <https://vstup.edbo.gov.ua/>. During registration, the applicant must provide the following information: personal email address to which the applicant has access. This address will serve as the login for accessing the personal electronic account;

password for accessing the personal electronic account;

series and number of the document (one of the documents) confirming previously obtained education (basis of admission);

the number, PIN code, and year of receipt of the External Independent Testing Certificate (EIT Certificate) / NMT Certificate / examination sheet received during registration for UEE / UPEE. If there are different years and entrance exams, any of those allowed for use on the relevant basis of admission, as specified by the Procedure and Admission Rules, may be indicated;

type, series (if available), and number of the identity document or the registration number of the taxpayer identification card (RNOKPP) (if no EIT Certificate / NMT Certificate / UEE / UPEE examination sheet is available);

details of documents confirming eligibility for special conditions of participation in the admission campaign, as available in state registers.

An applicant who qualifies for special conditions of participation in the admission campaign, in the absence of the corresponding documents in the state registers before submitting the first application, must contact one of the higher education institutions (in person or via email if the institution can remotely verify the documents) and provide documents confirming the specified right to create a personal card in USEDE and upload scanned copies of these documents.

Educational institutions establish advisory centers within their admissions committees to assist applicants during the registration of their personal electronic account and the submission of applications electronically. Applicants may contact the advisory center of any educational institution.

Applicants registering a personal account can independently create their personal electronic account in USEDE at an advisory center of any educational institution:

if there are inconsistencies in the applicant's data in USEDE (surname, first name, patronymic (if applicable), date of birth, gender, citizenship, etc.);

in the document confirming previously obtained education (basis of admission);

in the data of participants of EIT / NMT / UPEE / UEE;

in case of submitting a document confirming previously obtained education (basis of admission), the information of which is not available in USEDE, provided that the documents were issued before the introduction of photopolymer technologies in their production.

2. The data specified by the person registering the applicant's account, as provided in point 1 of this section, is verified in USEDE. A comparison is made between the data in the education document recorded in the Education Document Registry of USEDE and the data in the EIT Certificate / NMT Certificate, and if unavailable, with the data in the identity document recorded in the personal card in USEDE or specified in the order of the document for basic or complete general secondary education.

If the data matches, an activation message for the applicant's personal electronic account is sent to the provided email address. If there is already existing information in USEDE regarding a person with the same data (surname, first name, patronymic (if applicable), date of birth), the person registering the account must additionally provide the details of one of the documents recorded in USEDE (series (if available) and number of the education document or identity document). In case of data inconsistencies, the person receives an informational message with instructions on how to resolve the discrepancy.

Activating the applicant's personal electronic account in USEDE grants access to the account on the website at <https://vstup.edbo.gov.ua/>. Access to the account is performed using the login and password provided during registration. In case of an unsuccessful attempt to log into the account, a corresponding message is sent to the email address specified during registration.

In the personal electronic account, the applicant must enter phone numbers (mobile and/or landline) with international phone codes for direct communication between the higher education institution and the applicant. Additionally, the applicant must upload a color photo up to 1 MB in size in jpg format with a 3:4 aspect ratio.

Before submitting the first application, the applicant may change the entered phone numbers. If needed, the applicant may add additional documents of previously obtained education and data from EIT / UPEE Certificates, NMT / UEE Certificates from different years according to the Admission Procedure.

The applicant's personal electronic account may be blocked by the technical administrator of USEDE in case of detection of a compromised login (upon submission by the Governmental Computer Emergency Response Team of Ukraine CERT-UA), as specified by the applicant during the registration of the electronic account.

3. To pursue higher education, applicants submit applications:

in electronic form through the applicant's personal electronic account, except in the cases specified in this section;

only in paper form (due to the inability to register an applicant's personal electronic account):

when submitting documents by foreigners and stateless persons, except those with a permanent residence permit in Ukraine, and persons documented with an identity card of a person requiring additional protection or a refugee certificate;

when submitting a foreign education document;

when submitting an education document issued before the introduction of photopolymer technologies for their production;

when submitting an application for admission within the deadlines for submitting electronic applications/operation of electronic accounts specified in this Procedure;

when it is impossible to register an applicant's personal electronic account or submit an application electronically for other reasons confirmed by a certificate from the admissions committee of the higher education institution.

Applicants can submit up to five applications for state or regional-funded places and up to fifteen applications for all sources of funding in total.

4. The application in electronic form is submitted by the applicant by filling it out online.

In the application, applicants indicate:

the level of higher education;

the basis of admission;

the competition proposal specifying the educational program (specialty, subject specialty, specialization, several educational programs within the specialty);

the form of education;

and information about the applicant.

Priority is indicated in applications for state or regional-funded places (where priority level 1 (one) represents the highest priority). The priority specified by the applicant cannot be changed.

When submitting applications for open and fixed competition proposals, applicants must indicate one of the following options:

«I am applying to participate in the competition for a state or regional-funded place and for a place funded by individuals and/or legal entities if no recommendation is received for this competition proposal under state or regional funding»;

«I am applying to participate exclusively for places funded by individuals and/or legal entities, and I am aware that I cannot be transferred to state or regional-funded places within the admission campaign».

When submitting applications for non-budgetary competition proposals, applicants apply exclusively for places funded by individuals and/or legal entities and

are warned that transfer to state or regional-funded places within the admission campaign is not possible, the application states:

«I am applying to participate exclusively for places funded by individuals and/or legal entities, and I am aware that I cannot be transferred to state or regional-funded places within the admission campaign».

Information about the applicant's acknowledgment of the Admission Rules, the existing license and accreditation certificate of the respective educational program (specialty) and its validity period, and the presence/absence of grounds for special conditions of participation in the competitive selection for higher education and/or special conditions for admission under state or regional funding is recorded in each submitted application.

If submitting documents for non-accredited educational programs, information about the applicant's acknowledgment of part six of Article 7 of the Law of Ukraine "On Higher Education" is recorded in the application.

The right to special conditions for participation in the competitive selection for higher education and/or special conditions for admission under state or regional funding must be indicated in each submitted application. The educational institution confirms the consideration of the right to special conditions based on the document available in the personal data in USEDE.

Each application must be accompanied by a motivation letter. Attachments to the motivation letter are accepted at the email address specified by the Admissions Committee of the educational institution (***requirements for the motivation letter are provided in Appendix 5***).

*The motivation letter is attached by the applicant to the paper application, and the application data in USEDE includes the applicant's personal file number in the educational institution where the motivation letter is stored.*

Applicants residing in the temporarily occupied territory or relocated from it after **January 1, 2023**, submit documents considering the specifics stipulated by Order № 271.

In the admission rules for postgraduate studies, higher education institutions (research institutions) may establish an additional list of documents required for admission to entrance examinations.

The application submitted by the applicant is displayed in the USEDE section accessible to the chosen educational institution with the status « Registered in USEDE».

5. An application with status «Registered in USEDE» is reviewed by an authorized person of the admissions committee of the higher education institution within three working days from the date of registration in USEDE, but no later than the next day after the completion of document submission, and in the case of entrance examinations, no later than the next day after the completion of the entrance

examinations. Based on the review results, the authorized person of the admissions committee assigns one of the following statuses to the application, which are displayed in the applicant's personal electronic account: «Registered at the institution» or «Requires clarification by the applicant».

When the status «Requires clarification by the applicant» is assigned, the authorized person specifies the list of data that need clarification, indicating the method and the deadline by which they must be submitted. The entered data are displayed in the applicant's personal electronic account. After the applicant clarifies the necessary data, the authorized person of the admissions committee changes the application status to «Registered at the institution».

6. The application in paper form is submitted by the applicant in person to the Admissions Committee of the University (with the consent of the International European University or, if the applicant is in the temporarily occupied territory, remotely using electronic communication). The content of the application in paper form must match the content of the application in electronic form. The authorized person of the admissions committee enters the information of each paper application into USEDE on the day of receipt (with an appropriate note in case of remote submission). Proper compliance with the requirement for identification of an individual who remotely submits the application in paper form is considered fulfilled through electronic identification using an electronic signature based on a qualified electronic signature certificate.

For foreigners and stateless persons who have applied for recognition as a refugee or a person requiring additional protection under the Law of Ukraine «On Refugees and Persons in Need of Additional or Temporary Protection» the applicant must provide the following documents:

- a copy of the passport of the foreigner or stateless person, certified by the territorial body of the State Migration Service at the place of residence in Ukraine and/or with a note that the original document has been taken for storage by the territorial body of the State Migration Service;
- a certificate of application for protection in Ukraine.

7. If the applicant participates in entrance examinations, the higher education institution, when assigning the status «Registered at the institution» to the electronically submitted application, specifies the time, date, and place of the entrance examination. The entered data are displayed in the applicant's personal electronic account. When submitting the application in paper form, the time, date, and place of the entrance examination are communicated to the applicant personally or via email.

8. The Admissions Committee of the University decides on whether to admit or not admit the applicant to participate in the competitive selection for admission to higher education based on the review of the submitted application, attached documents,

and the results of the entrance examinations. Based on the decision, the applicant's application is assigned one of the following statuses: «Admitted to the competition»; «Admitted to the competition (studying at the expense of individuals and legal entities)»; « Denied by the institution» (with the reason for refusal specified).

9. An application submitted in electronic form can be canceled by the applicant in their personal electronic account before the application submission deadline. The application is then assigned one of the following statuses:

« Canceled by the applicant »;

«Canceled by the applicant (without the right to submit a new application with the same priority)».

An electronic application registered in USEDE can be canceled by the technical administrator of USEDE based on the decision of the USEDE manager no later than one day before the end of the application submission period if a technical error is found during the entry of the corresponding data into USEDE. A canceled application is considered not submitted, and the fact of such submission is annulled in USEDE.

The technical administrator informs the applicant of the cancellation on the day it is canceled through mobile or electronic communication, after which the applicant may submit a new application with the same priority.

A paper application registered in USEDE can be canceled by the higher education institution based on the decision of the admissions committee before the document submission deadline for paper applications if a technical error is made during the entry of the corresponding data into USEDE, confirmed by a technical error report generated in USEDE. A canceled application is considered not submitted, and the fact of such submission is annulled in USEDE. The application is then assigned the status " Canceled by the educational institution".

The technical administrator informs the applicant of the cancellation on the day it is canceled through mobile or electronic communication, after which the applicant may submit a new application with the same priority.

10. When admitting individuals who submit a document confirming an educational degree (level) obtained abroad, the procedure for recognition and establishment of equivalence of this document is mandatory, in accordance with the Order of the Ministry of Education and Science of Ukraine dated May 5, 2015 № 504 «Some Issues of Recognition of Foreign Educational Documents in Ukraine», registered with the Ministry of Justice of Ukraine on May 27, 2015 № 614/27059.

11. Documents on higher theological education are accepted if obtained by individuals before September 1, 2018, and if accompanied by a certificate of state recognition of the document on higher theological education, obtained by the individual in accordance with the Procedure for State Recognition of Documents on Higher Theological Education, Academic Degrees, and Academic Titles Issued by Institutions

of Higher Theological Education, approved by the Resolution of the Cabinet of Ministers of Ukraine dated August 19, 2015 № 652, or by the decision of the academic council of the higher education institution regarding the recognition of the respective document on higher theological education.

12. **When submitting applications and documents for obtaining a Bachelor's degree based on NQF5**, documents on the educational and qualification level of a junior specialist manufactured in accordance with the Resolution of the Cabinet of Ministers of Ukraine dated September 9, 2020 № 811 «About Documents on Higher Education (Academic Degree)», may be accepted, as well as documents on the educational and qualification level of a junior specialist manufactured in accordance with the Resolution of the Cabinet of Ministers of Ukraine dated July 22, 2015 № 645 «On State Sample Documents on Vocational (Vocational-Technical) Education and Supplements to Them».

## VII. Competitive Selection: Organization and Conduct

1. The competitive selection for higher education degrees is carried out based on the results of entrance examinations and the review of motivation letters in cases provided for in the Admission Rules:

for admission to study for a Bachelor's degree (Master's in medical fields) – according to these Rules, based on the results of the NMT or EIT, with the possible additional use of UPEE at the applicant's choice, Egzamin maturalny (hereinafter referred to as the Matura exam) for citizens of the Republic of Poland, interviews, entrance exams for foreigners, and review of motivation letters;

для вступу на навчання для здобуття ступеня магістра – за результатами ЄВІ, ЄФВВ, фахового іспиту, співбесіди, вступного іспиту для іноземців, розгляду мотиваційних листів в передбачених цими Правилах випадках.

For admission to study for a Master's degree – based on the results of UEE, UPEE, professional exams, interviews, entrance exams for foreigners, and review of motivation letters in cases provided by these Rules.

2. The competitive selection is conducted based on the competitive score and the review of motivation letters in accordance with the Procedure and Admission Rules.

3. For the competitive selection for studying for a Bachelor's degree (Master's in medical fields) based on CGSE and NQF5, the following scores are considered:

*NMT 2024* scores from four competitive subjects (first, second, third, and fourth subjects) for obtaining a Bachelor's degree (Master's in medical fields) based on CGSE, *with the additional UPEE score based on NQF5 at the applicant's choice*;

*NMT 2023* scores from three competitive subjects (first, second, and third subjects) for obtaining a Bachelor's degree (Master's in medical fields) based on CGSE, with the additional UPEE score based on NQF5 at the applicant's choice;

*or NMT 2022* scores from three competitive subjects (first, second, and third subjects) for obtaining a Bachelor's degree (Master's in medical fields) based on CGSE, with the additional UPEE score based on NQF5 at the applicant's choice;

*or EIT 2021* scores from three competitive subjects (first, second, and third subjects) for obtaining a Bachelor's degree (Master's in medical fields) based on CGSE;

*or EIT 2021* scores from two competitive subjects (first and second subjects) for obtaining a Bachelor's degree (Master's in medical fields) based on NQF5, with the additional UPEE score based on NQF5 at the applicant's choice;

matura exam scores from two main subjects (Polish language, Mathematics) and two additional subjects (History, a foreign language, or Biology, or Physics and Astronomy, or Chemistry at the applicant's choice) for citizens of the Republic of Poland;

**entrance exams for foreigners from subjects specified by the Admission Rules**

For the competitive selection for a **Bachelor's degree** based on NQF5 in specialties within the fields of knowledge 07 «*Management and Administration*» the UPEE score as provided by the Procedure and Admission Rules is additionally considered if the applicant registers to take it. Registration for participation in UPEE is voluntary.

In cases provided by the Procedure and Admission Rules, the results of interviews on the same subjects are accepted instead of NMT.

Conversion of NMT, UEE, UPEE test scores, and Matura exam results to the 100-200 scale is performed according to the tables provided in *Appendix 2*.

4. For the competitive selection for studying for a **Master's degree** based on NQF6 and NQF7, the following scores are considered:

1) For admission to specialties in the fields of knowledge **05 «Social and Behavioral Sciences», 07 «Management and Administration», 24 «Service Sector»:**

**UEE 2023 or 2024;**

**UEE 2023 or 2024 and UPEE 2024;**

entrance exam for foreigners in the disciplines specified by the Admission Rules (if necessary).

In cases provided by the Procedure and Admission Rules, the results of an interview in a foreign language may be used instead of UEE (both components), and the result of a professional exam may be used instead of UPEE;

2) for admission to **other specialties**:

**UEE 2023 or 2024 and a professional exam;**

entrance exam for foreigners in the disciplines specified by the Admission Rules (if necessary).

in cases provided by the Procedure and Admission Rules, the results of an interview in a foreign language may be used instead of UEE (both components).

5. For the competitive selection of individuals applying for the **Doctor of Philosophy degree**, the scores of entrance exams in the specialty and a foreign language, as well as the results of other forms of entrance examinations (in the form of exams, interviews, presentations of research proposals, or achievements), as provided by the Admission Rules, are considered. *A condition for admission to the foreign language entrance exam is the successful completion of the UEE in 2023 or 2024 with a score of at least 130 points on the foreign language test.*

An applicant who has confirmed their English language proficiency with a valid certificate from TOEFL, the International English Language Testing System, or a certificate from Cambridge English Language Assessment (not lower than level B2 of the Common European Framework of Reference for Languages or an equivalent level); German language – with a valid TestDaF certificate (not lower than level B2 of the Common European Framework of Reference for Languages or an equivalent level); French language – with a valid DELF or DALF certificate (not lower than level B2 of the Common European Framework of Reference for Languages or an equivalent level), is exempt from taking the foreign language entrance exam. During the determination of the competition results, these certificates are equated to the highest score in the foreign language entrance exam.

According to the University's Admission Rules, applicants for the Doctor of Philosophy degree in postgraduate studies based on NQF7 in a field of knowledge (specialty) different from that specified in their diploma may be subject to additional entrance examinations.

7. Other entrance examinations and competitive selection criteria are determined by the Admission Rules from those provided by the Procedure.

8. The competitive score is calculated as follows:

1) for the competitive selection for studying for a Bachelor's degree (Master's in medical fields) based on CGSE and NQF5, using the results of NMT 2024, Matura exam, and in cases provided by the Procedure and Admission Rules, UPEE, according to the following formula:

Competitive Score (CS) =  $(K1 \times P1 + K2 \times P2 + K3 \times P3 + K4 \times P4 + KUPEE \times BUPEE) / (K1 + K2 + K3 + K4 + KUPEE)$ , where:

P1, P2, P3, P4 – scores from the first, second, third, and fourth subjects;

BUPEE – the score of the Unified Professional Entrance Exam (in cases provided by the Procedure and Admission Rules);

If the applicant's competitive score exceeds 200, it is set to 200.

Weight coefficients K1, K2, K3, K4 for subject scores for each specialty (educational program) are defined in *Appendix 3* to the Admission Rules; the weight coefficient KUPEE for the UPEE score is 1 (in cases provided by the Admission Rules) and 0 (in other cases);

2) for the competitive selection for studying for a Bachelor's degree (Master's in medical fields) based on CGSE and NQF5, using the results of NMT 2023, NMT 2022, EIT 2021, Matura exam, and in cases provided by the Procedure and Admission Rules, UPEE, according to the following formula:

Competitive Score (CS) =  $(K1 \times P1 + K2 \times P2 + K3 \times P3 + KUPEE \times BUPEE) / (K1 + K2 + K3 + KUPEE)$ , where:

P1, P2, P3 – scores from the first, second, and third subjects;

BUPEE – the score of the Unified Professional Entrance Exam (in cases provided by the Procedure and Admission Rules);

If the applicant's competitive score exceeds 200, it is set to 200.

Weight coefficients K1, K2, K3 for subject scores for each specialty (educational program) are defined in *Appendix 3* to the Admission Rules; the weight coefficient KUPEE for the UPEE score is 1 (in cases provided by the Admission Rules) and 0 (in other cases);

3) For the competitive selection for studying for a Bachelor's degree (Master's in medical fields) based on NQF5, using the results of EIT 2021 for two subjects, and in cases provided by the Procedure and Admission Rules, UPEE, according to the following formula:

Competitive Score (CS) =  $(K1 \times P1 + K2 \times P2 + KUPEE \times BUPEE) / (K1 + K2 + KUPEE)$ , where:

P1, P2 – scores from the first (Ukrainian language / Ukrainian language and literature) and second (Mathematics, or History of Ukraine, or a foreign language, or Biology, or Physics, or Chemistry, or Geography) subjects;

BUPEE – the score of the Unified Professional Entrance Exam (in cases provided by the Procedure and Admission Rules);

If the applicant's competitive score exceeds 200, it is set to 200.

Weight coefficients K1, K2 for subject scores for each specialty (educational program) are defined in *Appendix 3* to the Admission Rules; the weight coefficient KUPEE for the UPEE score is 1 (in cases provided by the Admission Rules) and 0 (in other cases).

Individuals who are members of national teams of Ukraine and participated in international Olympiads (according to orders of the Ministry of Education and Science of Ukraine), Olympic, Paralympic, and Deaflympic Games upon submission by the Ministry of Youth and Sports of Ukraine are awarded 200 points in two competitive subjects of their choice.

The final competitive score is multiplied by regional (RC) and field (FC) coefficients by multiplying by their product, where:

RC is 1 for the location of higher education institutions.

FC is 1.02 for applications with priority 1 and 2 in specialties (subject specialties, specializations) specified in the List of Specialties that receive special support; 1.00 in other cases.

If the competitive score exceeds 200 after multiplying by the coefficients, it is set to 200.

**The score of the entrance exam for foreigners is the only component of the competitive score for this category of applicants;**

4) For the competitive selection for studying for a Master's degree based on NQF6 and NQF7:

Competitive Score (CS) =  $0.2 \times P1 + 0.2 \times P2 + 0.6 \times P3$ ,  
where:

P1 – score of the General Academic Competence Test of UEE;

P2 – score of the Foreign Language Test of UEE;

P3 – score of UPEE or score of the professional exam in cases provided by the Procedure and Admission Rules.

If the score P3 exceeds 200 after multiplying, it is set to 200.

**The score of the interview in a foreign language instead of both components of UEE is considered in the competitive score with a coefficient of 0.4.**

**The score of the entrance exam for foreigners is the only component of the competitive score for this category of applicants;**

5) in other cases, the competitive score is calculated as the sum of entrance examination scores and other competitive selection indicators according to the Admission Rules.

The principle of equal rights for applicants must be observed in cases of varying components of the competitive score.

9. The higher education institution independently determines the minimum score required from entrance examinations (competitive score) for an applicant to participate in the competitive selection in the Admission Rules.

The competitive score for admission based on CGSE and NQF5 **cannot be less than 150 points for specialty 222 «Medicine»** in the field of knowledge 22 «Healthcare».

10. Test tasks in mandatory subjects of NMT are developed according to the programs of the External Independent Testing of learning outcomes from the corresponding subjects based on complete general secondary education (українська мова (Ukrainian language (according to the External Independent Testing program in Ukrainian language and literature, approved by the Order of the Ministry of Education and Science of Ukraine dated June 26, 2018 № 696 (part «Ukrainian language»)), mathematics (according to the External Independent Testing program in Mathematics, approved by the Order of the Ministry of Education and Science of Ukraine dated December 4, 2019 № 1513), history of Ukraine (according to the program of the External Independent Testing of learning outcomes in History of Ukraine, based on complete general secondary education, approved by the Order of the Ministry of Education and Science of Ukraine dated June 26, 2018 № 696 (sections 1, 6–32))).

Test tasks in NMT subjects such as Biology, Geography, Foreign Language, Ukrainian Literature, Physics, and Chemistry are developed according to the programs of External Independent Testing of learning outcomes from the respective subjects based on complete general secondary education (according to the Program of External Independent Testing of Learning Outcomes in Biology, based on complete general secondary education, approved by the Order of the Ministry of Education and Science of Ukraine dated December 20, 2018 № 1426, the Program of External Independent Testing of Learning Outcomes in Geography, based on complete general secondary education; the Program of External Independent Testing in Foreign Languages; the Program of External Independent Testing of Learning Outcomes in Ukrainian Language and Literature, based on complete general secondary education (part «Ukrainian Literature»)), the Program of External Independent Testing of Learning Outcomes in Physics; the Program of External Independent Testing in Chemistry, approved by the Order of the Ministry of Education and Science of Ukraine dated June 26, 2018 № 696).

Test tasks of the General Academic Competence Test of UEE are developed according to the Program of the General Academic Competence Test of the Unified Professional Entrance Examination for admission to study for a Master's degree, approved by the Order of the Ministry of Education and Science of Ukraine dated February 11, 2022 № 158.

Test tasks of the Foreign Language Test of UEE are developed according to the Program of the Unified Entrance Exam in Foreign Languages for admission to study for a Master's degree based on an obtained higher education degree (educational qualification level of a specialist), approved by the Order of the Ministry of Education and Science of Ukraine dated March 28, 2019 № 411.

he list of UPEE subject tests for specialties in the fields of knowledge *05 «Social and Behavioral Sciences», 07 «Management and Administration», 24 «Service Sector»,* s provided in *Appendix 4*. The list of UPEE subject tests for admission to obtain a Bachelor's degree based on NQF5 for specialties in the field of knowledge 07 «Management and Administration» is provided in Appendix 4. Test tasks of UPEE are developed according to the Program of the Subject Test of the Unified Professional Entrance Examination for admission, the Program of the Subject Test in Management and Administration of the Unified Professional Entrance Examination for admission to study for a Master's degree, approved by the Order of the Ministry of Education and Science of Ukraine dated February 11, 2022 № 157.

11. Subject interviews for applicants based on CGSE and NQF5, which they take instead of NMT, are conducted according to EIT programs. Interviews in foreign languages for applicants for a Master's degree based on NQF6 and NQF7 are conducted according to the UEE program in foreign languages. The head of the admissions committee approves the evaluation procedure for interview results, which must include evaluation criteria and assessment structure.

**Programs of interviews, professional exams, and other entrance examinations are approved by the heads of admissions committees of higher education institutions within one month after the Procedure comes into force.** Tasks outside the specified programs are not allowed in entrance examinations.

Programs of entrance examinations must be published on the websites of higher education institutions no later than the day after their approval. The programs must include evaluation criteria, assessment structure, and the evaluation procedure for the preparedness of applicants.

Criteria for evaluating motivation letters are approved by the heads of admissions committees and published on the educational institutions' websites no later than June 1.

If motivation letters are used for competitive selection, the higher education institution checks the originality of the motivation letters and ensures access to the results of such verification to the authorized person on anti-corruption matters (hereinafter referred to as the authorized person).

12. Individuals who, without valid reasons (recognized as such by the decision of the Admissions Committee), do not appear for entrance examinations at the scheduled time, and individuals whose knowledge was evaluated below the minimum score set by the Admission Rules, are not allowed to participate in further entrance examinations and competitive selection. Retakes of entrance examinations are not permitted.

13. Appeals against the results of entrance examinations conducted by the higher education institution are considered by the appeals committee of this institution, the composition and procedure of the committee are approved by the order of the

institution's head, taking into account the need to involve the authorized person on anti-corruption matters, public representatives, student government bodies, and external experts.

14. Information about the results of entrance examinations and other competitive indicators is recorded in the applicant's record in USEDE, as well information about the results of entrance examinations conducted by the higher education institution is additionally published on its official website.

15. By decision of the admissions committee, the results of entrance examinations at a higher education institution for a specific competitive proposal may be credited, at the applicant's request, for participation in the competitive selection for another proposal at the same institution.

**16. For the competitive selection of individuals pursuing a Bachelor's degree in another specialty based on an already obtained Bachelor's or Master's degree (educational qualification level of a specialist), the results of the professional exam and review of motivation letters are considered for places funded by individuals and/or legal entities.**

### **VIII. Special Conditions for Participation in the Admission Campaign**

1. Special Conditions for Participation in the Admission Campaign: special conditions for participation in the competitive selection for higher education;

2. A necessary condition for applying special conditions in the admission campaign is the presence of a personal record in USEDE, indicating the preferential category and including confirming data (details of documents that certify the right to special conditions or uploaded scanned copies of such documents if information about them is unavailable in state registries), additionally, the applicant must indicate in the application the need to apply special conditions.

3. Special conditions for participation in the competitive selection for higher education based on CGSE or NQF5 include:

participation in the competitive selection based on the results of an interview with the possibility of admission based on a positive evaluation;

participation in the competitive selection for higher education based on the results of an interview instead of NMT results or an interview instead of NMT results.

Special conditions for participation in the competitive selection for a Master's degree based on NQF6 or NQF7 include participation in the competitive selection

based on the results of a foreign language interview instead of UEE and/or a professional exam instead of UPEE.

4. Special conditions for participation in the competitive selection for higher education based on CGSE or NQF5 in the form of participation in the competitive selection based on the results of an interview instead of NMT results, and special conditions for participation in the competitive selection for a Master's degree based on NQF6 or NQF7 in the form of participation in the competitive selection based on the results of a foreign language interview instead of UEE and/or a professional exam instead of UPEE apply to:

individuals recognized as affected participants of the Revolution of Dignity, combatants according to the Law of Ukraine «On the Status of War Veterans, Guarantees of Their Social Protection», including those serving in the military (except conscripts) in accordance with the relevant regulations on military service for citizens of Ukraine; Individuals who were denied registration to participate in NMT 2024 by the decision of the regulatory commission at the regional center for education quality assessment / denied registration to participate in UEE, UPEE by the admissions committee (based on the decision of the regulatory commission at the regional center for education quality assessment made after reviewing the applicant's documents at the request of the registering admissions committee) due to the impossibility of creating special conditions (provided that a copy of the medical conclusion in the form of primary accounting documentation № 086-3/o « Medical Conclusion on the Creation of Special Conditions for External Independent Testing», approved by the Order of the Ministry of Education and Science of Ukraine and the Ministry of Health of Ukraine dated August 29, 2016 poky № 1027/900, registered in the Ministry of Justice of Ukraine on December 27, 2016 № 1707/29837 (hereinafter – Order № 1027/900), certified by the signature of the secretary of the regulatory commission at the regional center for education quality assessment and the seal of the regional center for education quality assessment, and the relevant extract from the protocol of the meeting of the regulatory commission at the regional center for education quality assessment, is included in the individual's record);

individuals who, upon request for the possibility of creating special conditions for NMT, UEE, UPEE, were refused by the regulatory commission at the regional center for education quality assessment due to the lack of organizational and technological capabilities (provided that the relevant extract from the protocol of the commission meeting and the medical conclusion indicating the need for certain conditions for NMT, UEE, UPEE, are included in the individual's record);

persons with disabilities or children with disabilities who did not participate in the main and additional sessions of NMT, UEE, UPEE in 2024 due to a disease or pathological condition listed in the List of Diseases and Pathological Conditions that May Impede External Independent Testing, approved by Order № 1027/900 (provided a document (or its copy) confirming the status of a person with a disability or a child with a

disability and one of the documents specified in subparagraph 1 of paragraph 2 of Order № 1027/900, or a copy of such a document, is submitted to the admissions committee of the higher education institution).

### **IX. Ranking Lists of Applicants and Recommendations for Admission**

1. The ranking list of applicants is formed by categories and sources of funding in the following order:

applicants participating in the competitive selection for study on general terms.

2. The ranking list of applicants includes:

the level of higher education, specialty, name of the competitive proposal, form of education, sources of funding, basis of admission;

the surname, first name, and patronymic (if available) of the applicant;

the applicant's competitive score;

an indication of the application of special conditions for participation in the admission campaign, quotas for foreigners.

The surnames of applicants residing in temporarily occupied territories, territories of settlements classified as areas of active hostilities, or areas with functioning state electronic information resources (who are not registered as internally displaced persons) or who relocated from such territories after January 1, 2024, must be encrypted in all information systems.

The surnames of applicants residing in temporarily occupied territories, territories of settlements classified as areas of active hostilities, or areas with functioning state electronic information resources (who are not registered as internally displaced persons) and who relocated from such territories between February 24, 2022, and December 31, 2023, must be encrypted in all information systems upon the applicant's request.

3. Lists of applicants recommended for admission for each competitive proposal are obtained by the admissions committee from USEDE data, verified for the accuracy of the information submitted by applicants and compliance with the requirements set forth in the Procedure and Admission Rules for list formation, approved by the admissions committee, and published on the University's website according to the deadlines specified in Section V of these Rules. Information about the recommendation for admission is displayed in the applicant's personal electronic account. Applicants recommended for admission may receive notifications via electronic and mobile communication means in accordance with the Admission Rules.

The status of the applicant's application recommended for admission changes from «Allowed for competition» to «Recommended for admission».

The list of applicants recommended for admission includes the same data as the ranking list of applicants according to point 2 of this section.

## **X. Implementation of Applicants' Right to Choose a Place of Study**

1. Individuals who received a notification in their personal electronic account about receiving a recommendation for admission (who received information from the official website of the higher education institution) must confirm their choice of place of study in the electronic account with a qualified electronic signature or personally at the institution within the period specified for fulfilling the admission requirements.

Fulfilling the admission requirements includes submitting a military registration document (for conscripts and reservists – a military ID or temporary conscription certificate, and for draftees – a conscription registration certificate), except in cases provided by law.

The basis for admitting an individual to study is confirming the choice of place of study, fulfilling the admission requirements, and concluding an agreement (contract) for education between the higher education institution and the applicant (with the participation of parents or legal representatives for underage applicants), which may detail the rights and obligations of the parties. The education agreement (contract) may be concluded remotely with qualified electronic signatures, including by accepting a public offer..

Individuals whose place of residence is registered (declared) in the temporarily occupied territory and who are located there may fulfill the admission requirements and conclude an education contract within three months after the start of studies. The absence of an education agreement (contract) or failure to fulfill the admission requirements does not prevent such individuals from being included in the admission order. Otherwise, the admission order is canceled in terms of the enrollment of such individuals.

2. The procedure for confirming the choice of place of study funded by individuals and/or legal entities is determined by the Admission Rules and may provide for confirmation of the choice of place of study in the applicant's electronic account. Applicants who received a recommendation for admission to study funded by individuals and/or legal entities and fulfilled the admission requirements are subject to enrollment.

The status of the applicant's application recommended for admission to places funded by individuals and/or legal entities changes from «Allowed for competition» or «Allowed for competition (study funded by individuals and/or legal entities)» to «Recommended for admission (study funded by individuals and/or legal entities)».

After the applicant fulfills the requirements of the Procedure and Admission Rules, the authorized person changes the status of the applicant's application to «Included in the admission order (study funded by individuals and/or legal entities)».

If the applicant with the status «Recommended for admission (study funded by individuals and/or legal entities)» fails to fulfill the requirements of the Procedure and Admission Rules, the status of the application changes to «Removed from the list of recommended (study funded by individuals and/or legal entities)».

3. In case of enrollment for study funded by individuals and/or legal entities, an additional agreement (contract) is concluded between the higher education institution and the individual (legal entity) ordering the paid educational service for themselves or another person, assuming financial obligations for its payment. The agreement (contract) on financial obligations for education payment may be concluded remotely with qualified electronic signatures, including by accepting a public offer.

**If agreement (contracts) are not concluded within fourteen calendar days (three months for applicants whose place of residence is registered (declared) in the temporarily occupied territory and who are located there) from the date of the admission order, this order is canceled in terms of the enrollment of such individuals.**

Education payment is made according to the agreement (contract) between the higher education institution and the individual (legal entity) ordering the paid educational service for themselves or another person, assuming financial obligations for its payment.

## **XI. Adjustment of the List of Recommended Applicants for Admission**

1. The admissions committee cancels previously issued recommendations for applicants who did not confirm their choice of place of study within the period specified for fulfilling the admission requirements or did not fully provide the grounds for their admission to study as stipulated in point 1 of section X of these Rules.

2. The lists of recommended applicants for admission are updated after the fulfillment/non-fulfillment of the admission requirements by applicants for the degree of Doctor of Philosophy according to section X of these Rules, taking into account their order in the ranking list of applicants.

3. The procedure for adjusting the list of recommended applicants for admission to places funded by individuals and/or legal entities is determined by the Admission Rules.

## **XII. Order of Admission**

1. Admission orders are issued by the head of the International European University based on the decision of the admissions committee. Admission orders, along

with their attachments, are generated in USEDE and published on the University's website in the form of a list of admitted students within the deadlines established in section V of these Admission Rules, in accordance with the Procedure.

2. The decision of the admissions committee regarding the admission of an applicant may be canceled by the admissions committee in the event of violations by the applicant as provided by the Procedure and Admission Rules. The admission order is canceled in the part concerning this applicant.

Admitted individuals may be removed from the admission order of the higher education institution at their request (the admission order is canceled in the part concerning this individual).

3. If an individual, without valid reasons, does not start attending classes within 10 calendar days from their start date, the admission order is canceled in the part concerning this individual.

In the event of the cancellation of the admission order concerning an applicant, the status of the application changes from «Included in the order (study funded by individuals and/or legal entities)» to «Admission canceled».

### **XIII. Specifics of Admission to Higher Education Institutions for Foreigners and Stateless Persons**

1. The admission of foreigners and stateless persons to higher education institutions is carried out in accordance with the Laws of Ukraine «On Higher Education», «On the Legal Status of Foreigners and Stateless Persons», «On Foreign Ukrainians», «On Refugees and Persons in Need of Additional or Temporary Protection», «On Establishing Additional Legal and Social Guarantees for Citizens of the Republic of Poland Staying on the Territory of Ukraine», the Cabinet of Ministers of Ukraine Resolution of September 12, 2018, under № 729 «Issues of Obtaining Higher Education by Certain Categories of Persons», the Order of the Ministry of Education and Science of Ukraine of November 1, 2013, under № 1541 «Certain Issues of Organizing Enrollment and Training (Internship) of Foreigners and Stateless Persons», registered with the Ministry of Justice of Ukraine on November 25, 2013, under № 2004/24536, the Order of the Ministry of Education and Science of Ukraine of December 2, 2019 under № 1498 «On Approval of the Procedure for Establishing Quotas for Higher Education for Foreigners and Stateless Persons within the Limits of State Order Volumes According to International Agreements of Ukraine», registered with the Ministry of Justice of Ukraine on February 10, 2020, under № 153/34436.

Citizens of the Russian Federation and the Republic of Belarus who do not have a permanent residence permit in Ukraine are admitted to study with an individual permit from the Ministry of Education and Science of Ukraine.

2. Foreigners and stateless persons, those who have applied for refugee status, persons seeking protection in Ukraine and documented with Certificates of Application for Protection in Ukraine (hereinafter referred to as foreigners), may obtain higher education at the expense of individuals and/or legal entities unless otherwise provided by international agreements of Ukraine, legislation, or agreements between higher education institutions on international academic mobility.

The admission of foreigners and stateless persons, including foreign Ukrainians who permanently reside in Ukraine, citizens of the Republic of Poland, recognized refugees, and persons needing additional protection, to state-funded places is conducted according to section III, point 6 of these Rules. Admission of other categories of foreigners to state-funded places is within the quotas for foreigners.

Admission of foreigners to study for higher education is carried out in accredited educational programs. Higher education institutions may also admit foreigners to preparatory faculty (unit) programs, study state language and/or language of instruction, and receive postgraduate education, advanced training, and internships.

3. The admission of foreigners to study can be conducted in-person and/or remotely.

The validity period of the study invitation is no more than one year from its registration date in the Automated System «Electronic Journal» of the state enterprise authorized by the Ministry of Education and Science of Ukraine.

Foreigners participating in remote admission must have a study invitation registered in the Automated System «Electronic Journal» of the state enterprise authorized by the Ministry of Education and Science of Ukraine, receive information and consultation support services, and legalize their educational documents in the issuing country through the Ministry of Foreign Affairs (MFA) of the issuing country; legalize documents in the Consular Department of Ukraine's diplomatic mission abroad (consular legalization or apostille).

To organize the remote enrollment of foreign citizens in higher education, the educational institution enters into an agreement with a partner organization resident in the applicants' country of origin. The agreement covers services such as identity verification, document verification, electronic submission of applications, provision of premises, and technical resources for conducting consultations and entrance examinations remotely by the higher education institution.

Conclusion of Agreements by Ukrainian Educational Institutions is possible with organizations that meet the following requirements:

compliance of premises for remote document submission, consultations, and entrance examinations with the established quarantine restrictions in the country where the enrollment is conducted;

provision of individual protective equipment to applicants;

implementation of applicant identification procedures using facial recognition technologies, including verification of personal data (surname, first name, patronymic (if applicable)), biometric data, and their verification;

ensuring control over compliance with academic integrity requirements during the foreign applicants' entrance examination;

provision of a place to store confiscated devices (phones, tablets, and other electronic devices) during the entrance examination;

installation of equipment to suppress cellular and internet networks;

video surveillance around the perimeter of the examination room, where the entrance exam for foreign applicants is conducted, with at least two video cameras;

provision of technical equipment for video communication with the examination commission of the educational institution in real-time (computer, video camera, microphone, TV, or projector with a screen);

presence of at least two staff members in the room to monitor academic integrity and provide technical support during the entrance examination for foreign applicants;

provision of individual computers for all applicants connected to the institution's online platform through which the entrance examination for foreign applicants will be conducted;

conducting consultations and training sessions before the entrance examination for foreign applicants to familiarize them with the rules of the exam in a remote format and the use of the online platform;

recording the entrance examination, transmitting the video material to the educational institution via the online platform, and storing the informational and video materials after the entrance examination for foreign applicants for five years in the partner organization.

In the case of remote admission, the foreign applicant sends legalized and notarized copies of previous education documents by postal means to the educational institution. Upon first crossing the state border of Ukraine and after arriving at the educational institution, the foreign applicant submits the original documents in person.

4. Admission of foreign applicants to study at the expense of individuals and/or legal entities may be carried out by higher education institutions:

1) Twice a year, within the timeframes specified by the Admission Rules for obtaining bachelor's and master's degrees (*Appendix 10*).

- Stage I – from 01.02.2024 to 30.06.2024,

- Stage II – from 15.08.2024 to 30.11.2024 .

2) Throughout the year for study at the preparatory department.

The higher education institution calculates the scores/grades of the applicant based on the document of the previously obtained level of education and establishes the

minimum required scores/grades in general education subjects on which the entrance exam for foreign applicants is based.

Admission of foreigners to the corresponding level of higher education is based on the document of the previously obtained level of education, results of the entrance examination for foreigners in specified subjects and the language of instruction, academic rights for continuing education granted by the education level document from the country of origin, and the academic success scores allowing progression to the next level of higher education according to the legislation of the country that issued the education level document.

5. All categories of foreign applicants are admitted to Ukrainian higher education institutions based on enrollment orders. Confirmation of study can be provided by a certificate generated in USEDE.

6. Requirements of higher education institutions regarding compliance of foreign applicants arriving in Ukraine for study with the Procedure and Admission Rules, as well as the deadlines for submitting applications and documents, conducting the entrance examination for foreigners, and enrollment, are specified in the Admission Rules and published on the official website of the educational institution.

7. Foreigners who receive state scholarships under international agreements, national programs, or other international commitments of Ukraine are admitted within established quotas for foreigners based on referrals from the Ministry of Education and Science of Ukraine.

8. Foreigners arriving in Ukraine to participate in academic mobility programs or to obtain higher education under educational programs agreed between Ukrainian and foreign higher education institutions are admitted considering the contractual obligations of the respective institution.

9. Foreigners and stateless persons, including foreign Ukrainians who permanently reside in Ukraine, recognized refugees, and persons needing additional protection, have the right to higher education on an equal basis with Ukrainian citizens, including at the expense of state or local budgets, except as established by the Constitution of Ukraine, Ukrainian laws, or international agreements ratified by the Verkhovna Rada of Ukraine.

Foreign Ukrainians whose status is confirmed by a certificate of a foreign Ukrainian (except those permanently residing in Ukraine) may be admitted to state-funded education within established quotas for foreigners based on the entrance exam for foreigners in subjects specified by the Admission Rules.

10. The procedure for organizing the admission of foreigners and stateless persons to the International European University in 2024 is specified in *Appendix 10*.

#### **XIV. Ensuring Openness and Transparency During the Admission Process**

1. The meetings of the Admissions Committee are open to the Educational Ombudsman and/or representative of the Educational Ombudsman's Service, as well as media representatives (no more than two individuals from one media outlet). The Admission Rules establish the procedure for accrediting journalists in the Admissions Committee.

2. Public associations may apply to the Ministry of Education and Science of Ukraine for the right to observe the work of the Admissions Committees. Public associations granted this right by the Ministry of Education and Science of Ukraine may send their observers to the meetings of the Admissions Committees. The Admissions Committees are required to create appropriate conditions for the presence of public observers at their meetings and provide them with access to documents available to the committee members prior to the meeting.

3. The University provides conditions for applicants to familiarize themselves with the license for educational activities, accreditation certificates of the relevant specialty (field of study, educational program). The Admission Rules, information on the licensed and maximum admission volume for state-funded places for each competition proposal and level of higher education, including the number of places allocated for admission by quotas, are published on the University's website no later than the next business day after approval/agreement or receipt of the relevant information.

**By July 14**, the University will publish on its official website information about the procedure for accommodation and the availability (minimum number) of vacant places in dormitories for those admitted to study in 2024.

4. The head of the Admissions Committee announces the meeting of the committee no later than the day before the meeting, and in cases where urgent issues must be addressed, no later than three hours before the start of the meeting. The announcement, along with the draft agenda, is published on the University's official website.

5. If applicants have submitted certificates from healthcare institutions to confirm special conditions for participation in the admission campaign, the University must, within one month from the date of admission but no later than November 15, request the relevant healthcare institutions to confirm the issuance of such certificates.

The University's requests and responses from healthcare institutions are uploaded to the USEDE.

6. Submission of false personal data by an applicant, false information about previously obtained education, eligibility for quota-based admission, special conditions for participation in the admission campaign, registered (declared) place of residence, false information about military registration, or participation in EIT, UEE, UPEE, or NMT is grounds for canceling the admission order for that applicant.

7. Public information about the licensed volume (for competition proposals under educational programs that involve the awarding of professional qualifications in professions subject to additional regulation) or the maximum number of places for other competition proposals, the number of places (maximum or fixed) funded by the state, tuition fees by specialty (specialization, educational programs), individuals (last names and initials) who have submitted applications for admission, their recommendations for enrollment, and enrollment in the University are carried out through information systems based on USEDE data via the «Admissions» section of the USEDE website at <https://vstup.edbo.gov.ua/>, as well as through information systems (in accordance with agreements concluded by the owners (administrators) of such systems with the technical administrator of USEDE).

8. The list of those who have submitted applications to participate in the competitive selection within the broad competition is published in the «Admissions» section of the USEDE website at <https://vstup.edbo.gov.ua/> at least twice during the application and document submission period.