

MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
CHERNIHIV NATIONAL UNIVERSITY OF TECHNOLOGY

AGREED

By the Scientific Council of CNUT
Protocol №4 dated 04.05.16

APPROVED

by the Order of the Rector of CNUT
№ 77 dated 30.05.2016

REGULATIONS

**On the order of entry and training (practical training) of foreign citizens and persons
without citizenship in Chernihiv National University of Technology**

1. General Provisions

1.1. These Regulations are developed on the basis and in accordance with the current legislation of Ukraine (Order of the MES “Some aspects of organization of recruitment and training (internship) of foreigners and persons without citizenship” No.154 of 11.01.2013), Rules of admission to Chernihiv National University of Technology, Regulations on academic mobility of Chernihiv National University of Technology and Statute of Chernihiv National University of Technology.

1.2. These Regulations define issues of admission and training (internship) of foreign citizens and persons without citizenship (further – Foreigners), Statute of Chernihiv National University of Technology (further – the University).

1.3. This order does not apply to foreigners who permanently reside in Ukraine legally, persons who were granted a refugee status in Ukraine, and persons in need of additional or temporary protection.

1.4. Foreigners are accepted to the University without restrictions based on race, colour, political, religious and other beliefs, sex, ethnic or social origin, property status, place of residence or other grounds.

1.5. The organization of admission of Foreigners at the University is performed by the selection commission on the organization of admission and training (internship) of foreigners and persons without citizenship at Chernihiv National University of Technology (further – Selection Commission).

1.6. Foreigners studying at the University, use classes, reading rooms and libraries, sports and cultural complexes on equal terms with students, citizens of Ukraine.

2. Issuance of invitations for training

2.1. The invitation to study at Chernihiv National University of Technology (further – Invitation) is issued to foreigners who received from the Selection Commission a consent to be admitted to obtain the relevant higher degree, postgraduate education (advanced training, internship), postgraduate study, doctoral studies at the preparatory department, studying under the programmes of academic mobility or learning the official language or language of instruction.

2.2. The University issues invitations to:

- Foreigners who are invited to study under the programmes lasting 90 days or more;
- Foreigners who are invited on training under short-term programmes for up to 90 days, and foreigners-students of part-time (distance) form of training for the prescriptive/test-examination sessions.

2.3. Selection Commission, that provides recommendations on a Foreigner’s invitation for training, studies the accordance of the Foreigner’s documents to the established by the University requirements on admission and training within the chosen educational (educational-professional or educational-scientific) programme.

2.4. The composition of the Selection Commission is determined by the order of Rector.

2.5. The Selection Commission makes recommendations to invite a Foreigner to study on the basis of submitted in paper or electronic form copies of the following documents:

- 1) a foreigner's passport;
- 2) a document on gained education with marks (scores) obtained for academic disciplines or an academic certificate;
- 3) a written consent for the processing of personal data.

2.6. The Selection Commission may require translation of the documents of a foreigner into Ukrainian / Russian language, and the interview, if possible on-line.

2.7. The University sends the original of the registered in the electronic journal Invitation to the foreigner or an authorized person for further processing of entry procedure of foreigners to Ukraine to study.

2.8. The invitation is filled in by the University in Ukrainian and English in print format.

2.9. The invitation is valid no more than six months from the date of issue.

2.10. Validity of invitation is set by the University with regard to the Conditions of admission to the higher educational institutions of Ukraine, approved by the Ministry of Education and Science of Ukraine, as well as the duration of the relevant educational-professional, educational-scientific, research programmes, training programmes of academic mobility programmes for the study of the state language or the language of instruction, training, preparatory faculties (departments).

2.11. A foreigner who received the invitation is obliged to notify by email about the time, place and flight number of his arrival in Ukraine. Based on the information provided, the University provides meeting of the foreigner and his transfer to the place of study.

3. Conditions of foreigners' admission to the University

3.1. *General terms of foreigners' enrolment:*

3.1.1. Foreigners' training carried out in full-time and part-time (distance) forms of education.

3.1.2. Foreigners enter the University within accredited educational programs:

1) twice a year, before and at the beginning of the academic semesters (until November 1 and March 1 respectively), for the degrees of junior bachelor, bachelor, master – according to evaluation / review of submitted under subparagraph 3.4.1 of these Regulations documents and interviews on defined subjects and language of training.

2) during the year for postgraduate study, doctoral studies – according to evaluation / review of submitted under subparagraph 3.4.1 of these Regulations documents and interviews on defined subjects and language of training.

3) during the year to study under the programmes of Preparatory Department, to study the state language or Russian language, and to obtain post-graduate education, advanced training,

internships, according to the order of transfer and return to study by the decision of the Selection Commission based on the results of studied documents submitted under subparagraph 3.4.1 of these Regulations.

4) during the year for studying under the programmes of academic mobility - according to the Regulations on academic mobility, approved by the Cabinet of Ministers of Ukraine on August 12, 2015 № 579 and the Regulations on academic mobility of Chernihiv National University of Technology.

3.1.3. Enrolment for higher education at the appropriate level of higher education is carried out by interview results and on the basis of academic rights to continue studies that are provided by the document on acquired education in the country of origin, and taking into account the scores (success marks) that give the right to continue studies at the next level of higher education according to the legislation of the country that issued the document on acquired education.

3.1.4. Terms of submission, review / assessment of documents, conducting interviews and admission of foreigners, as well as the requirements for compliance of foreigners from the number of applicants with the conditions of admission are determined by the “Rules of admission to the Chernihiv National University of Technology”.

3.2. Organization and conduct of entrance examinations:

3.2.1. For foreigners’ admission to the University an entrance examination is held in the form of interviews, which is a verification of knowledge and skills, abilities to a certain type of activity on the competitive subject (subjects), according to the results of which, a protocol decision is designed whether applicants are recommended / not recommended for admission.

3.2.2. To ensure the comparability of results of entrance examinations of foreign applicants to entrants test results of applicants with Ukrainian citizenship, assessment of their knowledge of competitive subjects during the interview is carried out on a scale from 100 to 200 points. Average scores of basic educational documents of foreign applicants are also brought to values comparable within 200-point scale.

3.2.3. Rating score of applicants is determined taking into account additional factors defined by the Rules of admission to CNUT.

3.2.4. As the programs of interviews, related programs of entrance examinations on educational-qualification levels are used.

3.3. Foreigners’ enrolment for training:

3.3.1. For admission to the University a foreigner shall personally submit to the Selection Commission the application in paper form. It is necessary to add to the application:

1) a document (original and copy) on previously acquired education (educational qualification) level, which is the basis for admission;

2) a supplement (original and copy) to the document on previously acquired education (educational qualification) level, which is the basis for admission (if any);

3) academic certificate issued by foreign / Ukrainian educational institution (in case of transfer or renewal for education, starting from the second year an added academic transcript must be added);

4) original and copy of the document, which contains information about the content of the curriculum at previous degree (level) of higher education, received ECTS credits, training duration and success on training courses for admission to a Master's degree or postgraduate education;

5) a copy of the passport of a foreigner or a document certifying the stateless person;

6) health insurance, unless otherwise provided by international treaties of Ukraine;

7) 4 photos sized 30 x 40 mm;

8) a copy of the certificate of a foreign Ukrainian;

9) a research proposal on the selected scientific specialty or a certified in the prescribed manner at the place of work / training of the candidate list of published scientific works and inventions in Ukrainian or English for admission to postgraduate education.

For admission to doctoral studies additionally must be submitted in Ukrainian or English:

- Thematic plan of the thesis for the degree of Doctor of Science;

- Copy of diploma on awarding the appropriate scientific degree.

10) foreigners who enter on training under academic mobility programmes, submit documents approved by the Rules of admission to CNUT, Regulations on academic mobility of CNUT and / or the provided requirements of international programmes and / or contracts under which academic mobility is realized.

3.3.2 The documents referred to in subparagraphs 1 - 5 of this paragraph shall be translated into Ukrainian with notarial certification of the translation.

3.3.3 The documents referred to in subparagraphs 1 - 4 of this paragraph must be certified in the country of issue in a way that is officially used in this country for this witness, and legalized by the respective overseas institution of Ukraine, unless otherwise provided by international treaties of Ukraine.

3.3.4. Foreigners enrolled for full-time training are given student ID of the state standard.

3.3.5. The expel, interrupt of training, renewal and transfer of foreigners are carried out in the same order as for citizens of Ukraine, under the decree of the University rector.

3.4. *Conditions of enrolment to preparatory department:*

3.4.1. Foreigners' enrolment for educational programmes of preparatory departments is carried out on condition that they have completed secondary education received outside Ukraine.

3.4.2. Foreigners' training at the preparatory department of the University is conducted in Ukrainian / Russian, full-time, under the educational programme (on condition of a group of at least 8 people).

3.4.3. After successful completion of preparatory department a foreigner receives a certificate of completion of the preparatory department for foreigners and stateless persons.

3.4.4 The admission of foreigners on training under international treaties of Ukraine and state programmes is carried out under the referral of the MES in the manner prescribed by these agreements and programmes.

3.4.5. If foreigners who will study under international agreements and state programmes require language training to obtain relevant degree of higher / postgraduate education, they are enrolled to the University preparatory department according to letters of referral from the MES. Studying at the preparatory department is carried out under a contract concluded by a foreigner with the University.

4. Recognition of educational documents

4.1. Documents on education of foreigners enrolled for studies that were issued by educational institutions of other states, according to the legislation, undergo the procedure of recognition in Ukraine. This requirement does not apply to the documents of foreigners enrolled within programmes of academic mobility and training, where awarding of appropriate qualifications / degrees is not provided.

4.2. According to the results of recognition procedure, the University decides whether to continue foreigner's training at the level corresponding to the results of the procedure for recognition or to expel the foreigner.

4.3. In case of inauthenticity of the provided document on acquired education level, the University expels such foreigner.

5. Registration of certificates for temporary stay

5.1. The University provides timely submission of documents to the local authorities or departments of the State Migration Service of Ukraine for registration of foreigners enrolled for studies certificates for temporary residence for the period of study in accordance with the legislation.

5.2. Periods of training of foreign students are determined by separate order of the University regarding the length of educational (scientific) programmes and also include the period required for admission to the next level of education and (or) the registration of official certification obtained after graduation documents.

5.3. For foreigners and stateless persons arriving from countries with visa entry procedures, it is necessary to have a long-term visa type D.

5.4. Not later than 15 days before the expiry of the permitted period of stay in Ukraine foreigner must apply to the Department of Intellectual Property and International Cooperation of the University to design a temporary residence permit, providing the following documents:

- 1) application;
- 2) passport of a foreigner or a document certifying the stateless person (upon presentation of be returned) with visa type D, unless otherwise provided by law and international treaties of Ukraine and copies of passport pages with personal data and visa (if any);
- 3) Ukrainian translation of passport pages of a foreigner or of a document certifying the stateless person, with personal data, certified in accordance with law;
- 4) health insurance, unless otherwise provided by international treaties of Ukraine;
- 5) receipt of payment of state fee or document confirming the availability of benefits concerning its payment;

6) four photographs of a foreigner and a stateless person 3,5 x 4,5 cm on matt paper (it is allowed to make photos in headgear that do not hide the oval of the person's face, if his/her religious beliefs do not allow to appear before third parties without headgear, provided if in the passport document he/she are shown in headgear);

7) copy of the issued by the tax authority certificate of identification number (if any).

6. Payment for educational services

6.1. Payment for educational services provided to foreigners by the University is carried out under the contract by means of natural or legal persons, unless otherwise provided by international treaties of Ukraine or agreements between higher educational institutions on international academic mobility.

6.2. In the case of enrolment for studies of minors, contracts are concluded by their parents or legal guardians.

6.3 Tuition fee is set for the entire duration of training and is determined from the size of tuition fees in the year of admission.

7. Conditions of residing of foreign students

7.1. A foreign student has the right of free choice of residence, except the cases provided by the law.

7.2. A foreign student is given a place in a hostel on a priority basis according to the application.

7.3. Settlement and residence of foreign students in the hostel of the University is based on the Regulations on hostels of CNUT.

7.4. The cost of accommodation for foreign students in a hostel is set in accordance with the contract.

7.5. During settlement at the hostel, advance payment is made for the year.

8. Final provisions

8.1. These Regulations have been developed in three languages (Ukrainian, English and Russian).

8.2. Foreigners in written order confirm their agreement to fulfil the requirements of these Regulations.

8.3. Other issues not defined by these Regulations shall be settled on the basis of current legislation of Ukraine and determined by special legal documents of the University.