Rules for admission to study at the the Uman National University of Horticulture in 2023

***Peculiarities of admission to study at the Uman National University***

***of Horticulture for Foreigners and Stateless Persons***

**1.**Admission to study at the University of foreigners and stateless persons is carried out in accordance with the Laws of Ukraine "On Higher Education", "On the Legal Status of Foreigners and Stateless Persons", "On Ukrainians Abroad", "On Refugees and Persons in Need of Additional or Temporary Protection ", by Decree of the President of Ukraine dated June 3, 1994 No. 271 "On measures to develop economic cooperation of the regions of Ukraine with adjacent regions of the Republic of Belarus and administrative-territorial units of the Republic of Moldova" (except for entrants from the Republic of Belarus), by the resolution of the Cabinet of Ministers of Ukraine dated September 12, 2018 of the year No. 729 "Issues of obtaining higher education by certain categories of persons",by order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541 "Some issues of organization of recruitment and training (internship) of foreigners and stateless persons", registered in the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536, by order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498 "On approval of the Procedure for setting quotas for obtaining higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine", registered with the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.by order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498 "On approval of the Procedure for establishing quotas for obtaining higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine", registered in the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.by order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498 "On approval of the Procedure for establishing quotas for obtaining higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine", registered in the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.

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

**2.**Foreigners and stateless persons (hereinafter - foreigners) may obtain higher education at the expense of individuals and/or legal entities, unless otherwise provided by international treaties of Ukraine, the binding consent of which has been granted by the Verkhovna Rada of Ukraine, legislation or agreements between institutions of higher education on international academic mobility.

The admission of foreigners to the University for studies at the expense of the state budget is carried out within the quotas for foreigners (except for foreigners and stateless persons, in particular, Ukrainians living abroad permanently in Ukraine, persons recognized as refugees, and persons in need of additional protection).

Foreigners are admitted to study for junior bachelor's, bachelor's and master's degrees, and doctor of philosophy degrees for accredited educational programs. Institutions of higher education can also accept foreigners for post-graduate study, in the programs of the preparatory faculty (subdivision), in the study of the state language and/or the language of instruction, as well as for postgraduate education, advanced training and internships.

**3.**Admission of foreigners to study can be carried out face-to-face and/or remotely.

The validity period of an invitation to study is no more than 1 year from the date of its registration in the Automated System "Electronic Journal" of a state enterprise authorized by the Ministry of Education and Science of Ukraine.

Foreigners who have received an invitation to study, registered in the Automated System "Electronic Journal" of a state-owned enterprise authorized by the Ministry of Education and Science of Ukraine, have received a set of information and consulting support services, and have received a visa to enter Ukraine can participate in remote admission. (except for citizens of visa-free entry countries) for the purpose of study or have carried out the procedure of legalization of education documents in the country of their issuance: (have carried out legalization at the Ministry of Foreign Affairs (MFA) of the country that issued the education document; have carried out legalization at the consular department of a diplomatic institution of Ukraine abroad (consular legalization or apostille)).

For the organization of remote recruitment of foreign citizens to study for higher education, the University concludes an agreement with a partner organization that is a resident of the country of origin of the entrants. The subject of the agreement is the provision of services for personal identification, verification of original documents of entrants, organization of reception of entrants' applications in electronic form, provision of premises and technical means for conducting consultations and entrance tests by a higher education institution in a remote format.

The conclusion of agreements by educational institutions of Ukraine is possible with organizations that meet the following requirements:

compliance of the area of ​​the premises for remote submission of documents, consultations and entrance tests to the established norms of quarantine restrictions in the country where recruitment is carried out;

provision of entrants with means of personal protection;

ensuring the procedure of identification of entrants using facial recognition technologies, which includes verification of personal data (surname, patronymic (if available)), biometric data and their verification;

ensuring compliance with integrity requirements during the entrance exam for foreigners;

provision of a place to store telephones, tablet computers and other electronic devices of entrants seized during the entrance test;

provision of a suppression device for cellular and Internet networks;

ensuring video surveillance around the perimeter of the auditorium in which the entrance exam for foreigners takes place by installing at least two video cameras;

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

the presence of at least two employees in the classroom to monitor compliance with the requirements of academic integrity and technical support during the entrance exam for foreigners;

provision of all entrants with individual computers with connection to the institution's online platform, through which the entrance exam for foreigners will take place;

provision of consultations and trainings before the entrance exam for foreigners in order to familiarize themselves with the rules for taking it remotely and using the online platform;

provision of video recording of the entrance test, transfer of video material to the educational institution through the online platform, storage of information and video materials after conducting the entrance exam for foreigners for five years in a partner organization.

In the case of remote admission, the foreigner sends legalized and notarized copies of documents about previous education to the educational institution by postal means. At the first crossing of the state border of Ukraine and upon arrival at the educational institution, the foreigner hands over the original documents in person.

**4.**Enrollment of foreign entrants for studies at the expense of individuals and/or legal entities may be carried out by the University:

1) twice a year, before and at the beginning of the academic semesters (but no later than November 1 and April 15, respectively) for obtaining junior bachelor's, bachelor's, and master's degrees;

2) during the year for study at a graduate school, adjunct, at a preparatory department (faculty).

The university calculates the points/grades of the entrant based on the document on the previous level of education and establishes the minimum value of the number of points/grades required for admission in the general education subjects from which the entrance exam for foreigners is conducted.

Enrollment of foreigners to study at the appropriate level of higher education is carried out based on the results of entrance exams for foreigners in specified subjects and the language of study and on the basis of academic rights to continue studying, provided by a document on the level of education obtained in the country of origin, and taking into account the success scores that give the right to continue studying at the next level of higher education in accordance with the legislation of the country that issued the document on the obtained degree (level) of education.

**5.**All categories of foreigners enrolled in studies are admitted to the University on the basis of enrollment orders. Confirmation of the fact of training can be a certificate issued at the EDEBO.

**6.**The requirements of the University regarding the compliance of foreign entrants who have arrived in Ukraine for the purpose of study with the Admission Procedure and Rules, as well as the deadlines for accepting applications and documents, conducting the entrance exam for foreigners and enrolling are specified in the Admission Rules and published on the University's official website.

**7.**Foreigners who are granted state scholarships under international treaties, national programs, and other international obligations of Ukraine are admitted to study within the established quotas for foreigners on the basis of referrals from the Ministry of Education and Science of Ukraine.

**8.**Foreigners who come to Ukraine to participate in academic mobility programs or to obtain higher education according to educational programs agreed between Ukrainian and foreign institutions of higher education are admitted to study taking into account the contractual obligations of the relevant institutions of higher education.

**9.**Foreigners and stateless persons, in particular Ukrainians living abroad permanently in Ukraine, persons recognized as refugees, and persons in need of additional protection, have the right to obtain higher education on an equal basis with citizens of Ukraine, in particular at the expense of state or local budget funds, with exceptions established by the Constitution of Ukraine, laws of Ukraine or international treaties, consent to the bindingness of which has been given by the Verkhovna Rada of Ukraine.

Ukrainians abroad, whose status is certified by a certificate of a Ukrainian abroad (except for persons permanently residing in Ukraine), can enroll in studies under the state order within the limits of the established quotas for foreigners after an interview on the subjects provided for in the Admission Rules.

**10.**To obtain degrees of higher education, foreigners are admitted to the the Uman National University of Horticulture:

who have completed general secondary education, the educational and qualification level of a junior specialist - to obtain a bachelor's degree;

who obtained a bachelor's degree, a master's degree (educational and qualification level of a specialist) - to obtain a master's degree;

who obtained a master's degree (educational and qualification level of a specialist) - to obtain a doctor of philosophy degree.

**11.**For admission to the the Uman National University of Horticulture, foreigners who are in the territory of Ukraine on legal grounds, personally submit to the Center for International Education and Cooperation a completed application for admission in the name of the rector, in which they indicate the specialty, the form and sources of funding for education, the language of the entrance examination and study (Ukrainian). The registration data of the document on the level of education are recorded in the application; the fact that the entrant has familiarized himself with the Admission Rules, the presence of a license, a certificate of state accreditation of the chosen specialty, familiarization with the rules for filing an appeal, which is confirmed by the entrant's personal signature.

The following are attached to the application:

a document (original and 2 copies) about the previously obtained educational (educational qualification) level, on the basis of which the admission is made;

appendix (original and 2 copies) to the document on the previously obtained educational (educational and qualification) level, on the basis of which the admission is made (if available);

an academic certificate issued by a foreign/Ukrainian educational institution (in case of transfer or renewal of studies, starting from the second year, an academic certificate is attached);

an original and a copy of a document that contains information about the content of the educational program according to the previous degree (level) of higher education, credits received, duration of study and success in academic disciplines (in the absence of this information in the appendix to the education document), upon admission for obtaining master's degree or postgraduate education, if the lack of this information makes it impossible to recognize the qualification according to the document;

a copy of a foreigner's passport document or a document certifying a stateless person;

health insurance policy, unless otherwise stipulated by international treaties of Ukraine;

photo cards: size 3 x 4 – 6 pcs., size 3.5 x 4.5 – 4 pcs.;

a copy of the identity card of a foreign Ukrainian (if available);

foreigners who enroll in academic mobility programs submit documents approved by the rules of admission to a higher educational institution and/or stipulated by the requirements of international programs and/or agreements, within the framework of which academic mobility is implemented.

The documents specified in subparagraphs 1-5 of this clause must be translated into Ukrainian with a notarized translation.

The documents specified in subparagraphs 1-4 of this clause must be certified in the country of their issuance in the manner that is officially used in this country for such certification, and legalized by the relevant foreign institution of Ukraine, unless otherwise stipulated by international treaties of Ukraine.

The application and documents specified in this paragraph are kept in the personal file of entrants/students.

**12.**The documents specified in the list must be certified in accordance with the legislation of the country of their issuance and legalized in the prescribed manner, unless otherwise established by international treaties of Ukraine.

**13.**Foreign documents on the previous education of foreigners enrolled in studies undergo the procedure of recognition in Ukraine in accordance with the legislation.

**14.**Acceptance of applications and documents, conduct of entrance tests and enrollment in studies of foreign entrants is carried out in the following terms:

|  |  |  |
| --- | --- | --- |
| **Stages of the introductory campaign** | **Full-time/part-time study** | |
| Start of accepting applications and documents | July 1; January 1. | March 23, 2023 |
| The end of accepting applications and documents | October 26; April 10. | March 24, 2023 |
| Deadlines for conducting entrance exams | from July 2 to October 31; from January 4 to April 14. | from March 27, 2023 to March 29, 2023 |
| Enrollment deadlines | from July 5 to November 1; from January 5 to April 15. | March 30, 2023 |

**15.**Admission to study at the Uman National University of Horticulture is based on the results of the entrance exams, regardless of funding sources.

**16.**Entrance tests for foreign citizens who enroll in the Uman National University of Horticulture to obtain bachelor's and master's degrees are conducted in the form of testing. The competitive score is defined as the sum of the results of the entrance exams, taking into account the average score of the appendix to the document on previously acquired education.

**17.** The sum of the results of the entrance exams for the specified subjects and the language of study is used for competitive selection upon admission to study for a bachelor's degree. Entrance tests for admission to study for a bachelor's degree are conducted in the following subjects:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Specialties*** | | ***List of competitive subjects*** | ***The minimum number of points for admission to the competition*** |
| ***Code*** | ***Name*** |
| 051 | Economy | 1. Ukrainian language  2. Mathematics  3. Geography | 100  100  100 |
| 071 | Accounting and taxation |
| 072 | Finance, banking and insurance |
| 073 | Management |
| 075 | Marketing |
| 076 | Entrepreneurship, trade and exchange activity |
| 193 | Geodesy and land management |
| 122 | Computer Science |
| 101 | Ecology | 1. Ukrainian language  2. Biology  3. Mathematics | 100  100  100 |
| 181 | Food technologies |
| 201 | Agronomy |
| 202 | Protection and quarantine of plants |
| 203 | Gardening and viticulture |
| 205 | Forestry |
| 206 | Horticulture |
| 208 | Agricultural engineering |
| 091 | Biology | 1. Ukrainian language  2. Biology  3. Geography | 100  100  100 |
| 241 | Hotel and restaurant business |
| 242 | Tourism |

The results of each entrance test are evaluated on a scale from 100 to 200 points. Entrants who received 100 or more points based on the results of each of the entrance tests take part in the competition.

The competitive score is calculated as the sum of the points from the specified subject, the language of instruction and the average score of the appendix to the document on previously acquired education on a 200-point scale and is entered into the Unified Database.

In case of absence for objective reasons of the appendix to the document on the obtained educational degree (educational and qualification level), its average score is considered to correspond to the minimum possible value.

**18.**Admission to study for a bachelor's degree for the first year (with a reduced term of study) or for the second (third) year (with a normative term of study) based on the educational and qualification level of a junior specialist obtained in the same or a related specialty within the field of knowledge , is carried out on a competitive basis based on the results of the entrance test in the language of instruction and professional entrance test and taking into account the average score of the document on the obtained educational (educational qualification) level.

The entrance exam in the language of instruction is conducted in the form of a test, has a qualifying nature and precedes the professional entrance exam. The entrance test in the language of study is evaluated on a two-point scale - passed/failed. In case the entrant did not pass the entrance test in the language of study, he is not allowed to take the professional entrance test and loses the right to teach in the competitive selection.

The competitive score is calculated as the sum of the result of the professional test (testing, evaluation on a scale from 100 to 200 points) and the average score (on a scale of 60-100 points) of the appendix to the document on the obtained educational (educational and qualification) level. Entrants who received 100 or more points based on the results of each of the entrance tests take part in the competition. The competitive score is entered into the Unified Database. In the absence of an appendix to the document on the obtained educational degree (educational qualification level) for objective reasons, its average score on a scale of 60-100 points is considered equal to 60.

When being admitted to study for a bachelor's degree for the first year (with a reduced term of study) or for the second (third) year (with a standard term of study) based on the educational and qualification level of a junior specialist (educational and qualification level of a specialist, bachelor's or master's degree) , obtained in another specialty, an additional professional entrance test is conducted. The additional professional entrance test is conducted in the form of a test, has a qualifying nature and precedes the professional entrance test. The additional professional entrance test is evaluated on a two-point scale - passed/failed. If the entrant did not pass the additional professional entrance test, he is not allowed to take the professional entrance test and loses the right to teach in the competitive selection.

**19**. Admission to study for a master's degree on the basis of a bachelor's degree (educational and qualification level of a specialist) is carried out on a competitive basis based on the results of a professional entrance test, an entrance exam in a foreign language and an entrance test in the language of study and taking into account the average score of the document on the obtained educational (educational qualification ) level.

The entrance exam in the language of study is conducted in the form of a qualifying test and precedes the foreign language exam and professional entrance exam. The entrance test in the language of study is evaluated on a two-point scale - passed/failed. In the event that the entrant did not pass the entrance test in the language of study, he is not allowed to take the professional entrance test and the entrance exam in a foreign language and loses the right to participate in the competitive selection.

The competitive score is calculated as the sum of the result of the professional test (testing, evaluation on a scale from 100 to 200 points) and the average score (on a scale of 60-100 points) of the appendix to the document on the obtained educational (educational qualification) level. Entrants who received 100 or more points based on the results of each of the entrance tests take part in the competition. The competitive score is entered into the Unified Database. In the absence of an appendix to the document on the obtained educational degree (educational qualification level) for objective reasons, its average score on a scale of 60-100 points is considered equal to 60.

Upon admission to study for a master's degree on the basis of a bachelor's degree or a master's degree (educational qualification level of a specialist) obtained in another specialty, an additional professional entrance test is conducted. The additional professional entrance test is evaluated on a two-point pass/fail scale. If the applicant has not passed the additional professional entrance test, he is not allowed to take the professional entrance test and the entrance exam in a foreign language and loses the right to participate in the competitive selection.

**20.**Programs of entrance exams must be published on the website of the the Uman National University of Horticulture. The programs must contain evaluation criteria, the evaluation structure, and the procedure for evaluating the readiness of entrants.

**21.**Foreigners and stateless persons studying at the the Uman National University of Horticulture have the right to study simultaneously in several educational programs, as well as in several institutions of higher education.

**22.** The procedure for submitting and considering appeals on the results of the entrance tests conducted by the Uman National University of Horticulture is given in Appendix 1 to the Rules of Admission to the Uman National University of Horticulture in 2022.

**23.**The order for enrollment in studies is issued by the rector of the the Uman National University of Horticulture based on the decision of the admissions committee. Enrollment orders with their annexes are created in the Unified Database.

**24.**Places in the dormitory are provided to all foreigners enrolled in full-time studies at the the Uman National University of Horticulture.