

REGULATIONS
ON FUNCTIONING OF SELECTION COMMISSION FOR
ORGANIZATION AND CONDUCT OF THE ADMISSION OF FOREIGN
CITIZENS AND STATELESS PERSONS OF NATIONAL PIROGOV
MEMORIAL MEDICAL UNIVERSITY IN 2023

(developed in accordance with Appendix 2 of Conditions for admission to higher educational institutions of Ukraine in 2016, approved by the Order of the Ministry of Education and Culture of Ukraine dated 10.15.2015 No. 1085, registered in the Ministry of Justice of Ukraine on 11.04.2015 under No. 1353/27798)

I. General Issues

1.1. Selection Commission for Organization and Admission of Foreign Citizens and Stateless Persons of National Pirogov Memorial Medical University (hereinafter VNMU) is a structural subdivision of Admissions Commission, which is formed to organize and conduct the admission of foreigners and stateless persons.

1.2. Selection Commission is formed for career guidance work, acceptance and assessment of documents about the level of education obtained in the country of origin regarding their compliance with the rules of admission and enrollment for studies, registration of personal files of applicants from among foreign citizens and stateless persons, registration of the electronic card of the applicant in the USEDE, and as well as for the performance of other functions related to the organization and conduct of the admission and assigned to it by the Admissions Commission.

1.3. The structure of Selection Commission is approved by order of the rector of VNMU.

The head of Selection Commission is personally responsible for the fulfillment of the tasks assigned to the Selection Commission and the performance of its functions.

Selection Commission includes:

- Head of Selection Commission
- Deputy Head of Selection Commission;
- Executive secretary of Selection Commission;
- members of Selection Commission.

1.4. The list of workers who are allowed to work to ensure the activities of Selection Commission is approved by the rector's order from among scientific and pedagogical (pedagogical) workers, staff of the International Relations Department and Faculty of Foreign Citizens Training of VNMU.

The order approving the structure of Selection Commission is issued by the rector of VNMU prior the beginning of the calendar year.

1.5. To fulfill the tasks assigned to Selection Commission and perform its functions, Selection Commission collaborates with the units of the Admission Commission, namely:

- the head of Admissions Commission
- Executive secretary of Admissions Commission
- subject examination commissions;
- appeal commission;

1.6. Selection Commission is not a legal entity.

1.7. The content and regulations of the work of Selection Commission are determined by the annual and long-term plans of Admissions Commission of VNMU.

II. Key tasks and responsibilities of Selection Commission

2.1. In accordance with the Procedure for admission to obtaining higher education, the Statute of VNMU, the valid license (certificates of accreditation) Selection Commission develops Rules for the Admission of Foreign Citizens and Stateless Persons, which are submitted to the Admission Commission and approved by the Rector of VNMU.

2.2. Selection Commission:

- provides information to applicants, their parents and the public on all issues of admission of foreign citizens and stateless persons to a higher educational institution;
- examines the adequacy of documents of foreign citizens and stateless persons (hereinafter referred to as foreigners) to the requirements established by the University for admission to study in the educational (educational-professional or educational-scientific) program chosen by them and to the requirements of individual countries for applicants to higher education programs during the enrollment of foreigners and stateless persons to obtain higher education (addendum to the letter of the Ministry of Education and Culture of January 17, 2019, No. 1/9-30), and also provides recommendations on inviting foreigners to study.
- organizes the issuing of invitations to study, acceptance of applications and documents, makes decisions on admitting applicants to participate in the competition (to participate in entrance tests);
- in accordance with the established procedure, must submit to the Unified State Electronic Database on Education (hereinafter - the Unified Database) the information obtained from applicants about them, make changes to the statuses of applicants' applications in the Unified Database;
- collaborates with particular units of the Admissions Commission (subject examination commissions and appeal commission) regarding the preparation and conduct of competitive selection;

- organizes and conducts consultations on admission to study and the choosing of a specialty that best matches the abilities, inclinations and level of training of applicants;
- organizes and monitors the activities of technical, informational and household services in order to create conditions for conducting admission campaign;
- ensures promulgation on the website of the Regulations on Selection Commission, the Rules and Procedures for the Admission of Foreigners and Stateless Persons, the Regulations on Entrance Tests for Foreign and Stateless applicants, and other documents provided for by law;
- makes decisions on enrolling students according to forms of education and sources of funding.

2.3. Decisions of Selection Commission are made by a simple majority of votes in the presence of at least two-thirds of the members of the Selection Commission and are promptly notified to the applicants.

Decisions of the Selection Committee regarding the issuance of study invitations to foreigners, the admission of foreigners to participate in the competition, recommendations for the enrollment of applicants are formalized in protocols signed by the Head and the executive secretary of the Selection Commission.

III. Organization of Selection Commission functioning

3.1. Issuance of invitations to study to foreigners and stateless persons is registered in a laced, with numbered pages, Journal of invitations registration, in which the following data of foreign citizens are noted:

- sequence number;
- serial number of the invitation;
- full name;
- citizenship;
- date of birth;
- passport or identity document number
- issuing date of the invitation;
- signature of the persons who issued and received the invitation.

The decision to issue invitations for study to foreigners and stateless persons is made at a meeting of the Selection Commission and fixed in a protocol.

3.2. Admission of applications and documents of applicants is carried out within the terms stipulated in the Rules of Admission and is registered in a laced, with numbered pages and sealed journal of applicants' registration, in which the following data of the applicant is noted:

- serial number (and/or application number from USEDE);
- date of receipt of documents;
- full name;

- gender, date of birth;
- the name of the educational institution that issued the document on the obtained degree/educational qualification level;
- number, series, date of issue and type of document about the obtained degree/educational qualification level.

This form is used to register basic information about applicants according to the submitted documents. The sheets of the registration journal are numbered, laced, sealed with the seal of the of higher education institution and signed by the Head and executive secretary of the Selection Commission.

If necessary, the Selection Commission can make a decision to enter additional data about the applicant into the journal of applicants' registration.

Refusal to register an applicant's application is not allowed, except in cases of lack of documents provided for in the Regulations of Admission for registration of an applicant.

After completing the acceptance of documents, the journal of applicants' registration is endorsed by the signatures of the head of the Selection Committee and the executive secretary and sealed with the seal of the VNMU.

Corrections, overscores and lines omission are not allowed in the journal of applicants' registration. If there are such, an appropriate message is noted, which is endorsed by the executive secretary and affixed with the seal of VNMU.

3.3. The selection of foreign citizens and stateless persons and the list of required documents, which are necessary for considering the application for admission of a future applicant, are regulated by the Rules of admission to study at VNMU of foreigners and stateless persons (developed on the basis of the Procedure for admission to higher education obtaining).

3.4. The selection committee makes a decision on the admission of an applicant to participate in the competition (in the entrance test), if he/she fulfills the requirements of the Rules and the procedure for admission to VNMU of foreigners and stateless persons, and informs the applicant about this in writing or in another form established by the Selection Commission.

The decision on admission of foreign applicants to participate in the competition (in the entrance test) is made at a meeting of the Selection Commission and formalized in a protocol.

IV. Organization and conduct of entrance tests

4.1. The heads of subject examination commissions, which are responsible for conducting entrance examinations, annually prepare the required examination materials: programs of entrance examinations held at VNMU, examination tasks, criteria for evaluating the applicant's answer, etc. and submit them for approval to the head of the Admissions Commission no later than three months before the start of accepting documents.

The form of entrance examinations at a higher educational institution and the procedure for conducting them are approved annually in the Regulations on the

comprehensive entrance examination at VNMU for foreigners and stateless persons.

For studies to obtain the educational and qualification level of a master for the relevant categories of entrants, entrance tests are conducted in accordance with the programs of entrance tests in biology, chemistry, Ukrainian and English languages, approved by the heads of the subject examination commissions.

4.2. To conduct entrance exams at VNMU, examination groups are formed according to the order of registration of documents.

The number of entrants in examination groups should not exceed 30 people. Persons who are admitted to take the entrance exams are issued an answer sheet for the entrance exam in the established form.

4.3. The schedule of entrance exams held at VNMU, is approved by the head of the Selection Commission and published on the website of the Selection Commission no later than three days before the start of accepting applications and documents for admission to study at the relevant degrees, educational and qualification levels and forms of study.

4.4. A calm and friendly atmosphere should be ensured at the entrance tests, and the applicants should be given the opportunity to independently and fully reveal the level of their knowledge and skills.

Outsiders without the permission of the head of the Selection Commission are not allowed in the premises where the entrance tests are held.

4.5. Entrance tests for each subject (discipline) are conducted by at least two members of the commission with each applicant, who are appointed by the head of the subject commission according to the schedule on the day of the test.

4.6. Information about the results of the entrance test is announced to the entrant on the day of its conduct and is published on the website of the Selection Commission.

4.7. Resitting of entrance exams is not allowed. Applicants whose knowledge was assessed with scores lower than those determined by the Admissions Commission and Admission Rules are not recommended for enrollment.

4.8. The applicant's appeal regarding the examination score (number of points) received at the entrance examination at VNMU (hereinafter - the appeal) must be submitted in person no later than the next working day after the announcement of the examination score. The appeal is considered no later than the next day after its submission in the presence of the applicant. Additional interviewing of applicants when considering appeals is not allowed.

4.9. Examination papers and sheets of results of entrance tests of enrolled applicants are kept in their personal files throughout the entire period of study.

Examination papers of unenrolled entrants are kept in the personal files of students of the preparatory department (if the foreign citizen expressed a desire for such training), otherwise they are destroyed according to the act.

V. Enrolment of applicants

5.1. The decision on the recommendation for enrolling applicants is made at the meeting of the Selection Commission and is formalized in the protocol.

5.2. On the basis of the decision of the Selection Commission, the rector of VNMU issues an order on enrolling applicants.

After the head of a higher educational institution issues an order on the enrollment of applicants to study, the authorized persons of the Selection Commission verify the orders on the enrollment of applicants to study in the Unified Database within the terms established by the Rules and procedure of admission to study at VNMU of foreigners and stateless persons.

Information about enrolled applicants is brought to their attention. Enrollment orders verified in the Unified Database are published on the website of the Selection Commission.

5.3. Persons who are not enrolled in studies have the right to submit documents to another higher educational institution or to continue their studies at the preparatory department of VNMU.

Interference in the activities of the Selection Commission by public, political and other organizations, parties and movements is not allowed.