

**APPROVED BY**

Academic Council of West Ukrainian  
National University

Minutes No. 7 of March 29, 2023

Rector of West Ukrainian National University

[stamp] [signature] Andriy KRYSOVATYY

**2023 ADMISSION RULES**

**separate structural unit**

**Yerevan Vocational College of West Ukrainian National University**

The separate structural unit Yerevan Vocational College of West Ukrainian National University (hereinafter referred to as the College) carries out educational activities in accordance with the Licence of the Ministry of Education and Science of Ukraine and the Guidelines for the implementation of educational activities in the field of professional higher education issued by the Ministry of Education and Science of Ukraine in accordance with the procedure established by law.

The Admission Rules (hereinafter referred to as the Rules) are developed by the Admission Board of the College in accordance with the procedure for admission to study for professional higher education in 2023, approved by the order No. 277 of the Ministry of Education and Science of Ukraine of 15 March 2023, registered with the Ministry of Justice of Ukraine on 28 March 2023 under No. 518/39574 (hereinafter referred to as the Procedure).

## **1. General provisions**

1.1. The College provides professional higher education in specialties under the license and within the licensed scope (Appendix 1).

1.2. Admission to the College for professional higher education is based on a competition through the relevant sources of funding.

1.3. Applicants who need accommodation in a dormitory upon admission to the College are guaranteed a place in the dormitory. Places in the dormitories meet the established sanitary standards, the University has rooms of different categories (from economy class to luxury class in the amount of 600 beds) (Appendix 3).

1.4. The College has facilities for the education of persons with special needs, in particular

providing support (assistance) to persons with special educational needs in accordance with the Procedure and these Rules for Support (Assistance) of Persons with Disabilities and Other Less Mobile Groups at West Ukrainian National University, approved by the Rector's Order No. 446 of June 22, 2018;

educational buildings where persons with special educational needs are taught are equipped with ramps;

classrooms are equipped to teach people with visual and hearing impairments.

1.5. The admission of applicants to the College is organised by the Admission Board of the College (hereinafter referred to as the Admission Board), the composition of which is approved by the order of the Rector of the University (hereinafter referred to as the Rector). The Chairman of the Admission Board is appointed by the Director of the College. The Admission Board acts in accordance with the Regulations on the Admission Board of the College, approved in accordance with the Regulations on the Admission Board of a higher education institution, approved by the order No. 1085 of the Ministry of Education and Science of Ukraine of 15 October 2015, registered with the Ministry of Justice of Ukraine on 04 November 2015 under No. 1353/27798. The Regulation on the Admission Board is published on the official website of the University.

1.6. The Director of the College ensures compliance with the legislation of Ukraine, including these Rules and Procedures, as well as the openness and transparency of the work of the Admission Board.

1.7. The decision of the Admission Board made within its powers is the basis for the issuance of the relevant order of the Rector and/or the implementation of the admission campaign procedures.

1.8. All issues related to admission to the College are resolved by the College Admission Board at its meetings. The decisions of the Admission Board shall be published on the official website of the University no later than the next day after its adoption.

1.9. In these Rules, the following terms are used:

admission on the basis of (basis of admission) - previously obtained educational (qualification) level or educational degree and the corresponding level of the National Qualifications Framework (hereinafter - NQF), on the basis of which admission to obtain an educational and professional degree of a Professional Junior Bachelor is carried out (basic secondary education (hereinafter - BSE), complete general (specialised) secondary education (hereinafter - CGSE), educational qualification level "skilled worker" (hereinafter referred to as SW), educational qualification level of Junior Specialist, educational and professional degree of Professional Junior Bachelor, educational degree of Junior Bachelor - NQF level 5 (hereinafter referred to as NQF5), educational degree of Bachelor - NQF level 6 (hereinafter referred to as NQF6), educational degree of Master (educational qualification degree of Specialist) - NQF level 7 (hereinafter referred to as NQF7));

entrance assessment - in-person, remote or mixed (by decision of the educational institution; for persons residing and staying in the temporarily occupied territory - at the request of the applicant) assessment of the applicant's competence, which is conducted in the form of an entrance exam, interview or competition of creative and/or physical abilities (hereinafter - creative competition), according to the results of which one positive mark is given on a scale of 100-200 (in increments of at least one point, which may include up to ten additional points for successful completion of preparatory courses for admission to an educational institution) or a decision is made on a negative assessment of the applicant ("unsatisfactory");

applicant - a person who has submitted an application(s) to participate in the competitive selection for one (or more) competitive bids;

application for participation in the competitive selection to an educational institution (hereinafter referred to as the application) - a record entered into the Unified State Electronic Database on Education (hereinafter referred to as the EDEBO) in electronic form, filled in by the applicant online in the applicant's personal electronic profile, or by the educational institution on the basis of an application submitted by the applicant in paper form, and containing information about the educational institution and the competitive bid chosen by him/her;

quota for foreigners - a certain number of state-funded spots used for admission of applicants from among: foreigners who arrive to study in accordance with international agreements of Ukraine; persons with a certificate of a foreign Ukrainian who do not permanently reside in Ukraine;

competition of creative and/or physical abilities (hereinafter referred to as the creative competition) - a form of entrance assessment for admission on the basis of the BSE, CGSE, which provides for the demonstration and evaluation of the applicant's creative and/or physical abilities (including previously acquired specialised education) necessary for obtaining professional higher education in the specialty, included in the

List of specialities for which admission to study is based on the applicants' creative and/or physical abilities, as set out in Appendix 1 to the Procedure and these Rules; it is conducted in one session within one day (the results of the assessment are published no later than the next day);

competitive bid - an offer of an educational institution (separate structural unit of an educational institution) regarding the number of places for admission of applicants for a particular educational and professional programme (speciality, one or more specialisations, languages, musical instruments, etc. within the speciality), form of education, basis of admission, year and term of study, indicating the form of entrance assessment (if provided) and requirements for motivation letters of applicants. A distinction is made between main and self-funded competition bids. If a competitive bid combines several educational and professional programmes, etc., the Admission Rules shall specify the procedure for distributing applicants among them and the terms for applicants to choose such programmes no earlier than five months after the start of study;

competitive score - an assessment of the entrant's achievements, which is determined by the result of the entrance exam and other competitive indicators rounded to one in accordance with the Procedure and these Admission Rules;

competitive selection - the procedure for selecting applicants for competitive bids on the basis of competitive scores and/or motivation letters in accordance with the Procedure and these Rules (regardless of the form of ownership of the educational institution and sources of funding for tuition);

motivation letter - information provided by the applicant in writing in any form about his/her personal interest in applying for a particular competitive bid (educational institution) and the corresponding expectations, achievements in education and other activities, own strengths and weaknesses, to which, if necessary, the applicant may attach copies (photocopies) of materials confirming the information provided in the letter;

self-funded bid - a bid that does not include places for study at the expense of the state or local budget (under a state or regional order);

organised group of applicants - a group of applicants externally created by an employer who enrol to obtain professional higher education under one educational and professional programme at the expense of the employer;

personal electronic profile of an applicant - a web page through which an applicant submits an electronic application to an educational institution and monitors its status;

interview - a form of entrance assessment that involves the evaluation of knowledge, skills and abilities of an applicant in one or two subjects (disciplines);

application status - a parameter of an application submitted in electronic or paper form, which is set by the educational institution in the EDEBO. The status of an application submitted in electronic form is also displayed in the applicant's personal electronic profile. The "Application status" parameter can take on the following values:

"Registered in EDEBO" - confirmation of the fact that the application has been submitted to the educational institution chosen by the applicant;

"Requires clarification by the applicant" - the application is accepted by the educational institution for consideration, but the data on the applicant needs to be

clarified. When assigning this status to an application, the educational institution indicates the list of data that needs to be clarified and the method of submitting it;

"Registered at the educational institution" - the application is accepted by the educational institution for consideration and a decision is made in accordance with the established procedure to admit the applicant to the competitive selection or to the entrance exams;

"Rejected by the educational institution" - the registered application of the applicant is not admitted to the competitive selection or entrance exams based on the decision of the admission board. If the application is assigned this status, the educational institution indicates the reason for the rejection;

"Cancelled by the applicant" - the submitted application is considered not to have been submitted. This status is assigned to the application if it is cancelled by the applicant in the personal electronic profile before the application is assigned the status "Registered at the educational institution" or "Requires clarification by the applicant";

"Cancelled by the educational institution" - the submitted application is considered not to have been submitted if it is cancelled by the educational institution by the decision of the admission board, provided that the educational institution identifies a technical error made when entering data into the EDEBO, which is confirmed by a report on the technical error;

"Deactivated (due to enrolment for study under a state (regional) order)" - the submitted application is considered not to have been submitted if the applicant is included in the order for enrolment under a state or regional order;

"Admitted to the competition" means that the applicant has been admitted to the competitive selection for places financed by the state or regional order and for places financed by individuals and/or legal entities;

"Admitted to the competition (tuition funded by individuals and/or legal entities)" - the applicant has been admitted to the competitive selection for places funded by individuals and/or legal entities. The status is assigned in the following cases:

the applicant has applied for participation in the competitive selection only for places financed by individuals and/or legal entities in accordance with the Procedure and these Admission Rules;

the applicant has not fulfilled the requirements of the Procedure and these Admission Rules for admission to study under a state or regional order within the established time limits, but by the decision of the Admission Board is admitted to the competitive selection for places financed by individuals and/or legal entities;

the applicant is enrolled on the basis of another application for study under a state or regional order, but also has the right to be enrolled for study at the expense of individuals and/or legal entities;

"Recommended for enrolment (study under the state (regional) order)" - the applicant has passed the competitive selection and is recommended for enrolment under the state or regional order. If the application is assigned this status, the applicant must fulfil the requirements for enrolment in state or regional order studies;

"Excluded from the list of recommended (state (regional) order)" - an applicant has lost the right to be enrolled in an educational institution to study under a state or regional order due to failure to comply with the requirements of the Procedure and

these Admission Rules or their violation. When assigning this status to an application, the educational institution must indicate the reason for the exclusion;

"Recommended for enrolment (study at the expense of individuals and/or legal entities)" - the applicant has passed the competitive selection and is recommended for enrolment to study at the expense of individuals and/or legal entities. If the application is assigned such a status for enrolment, the applicant must fulfil the requirements for enrolment;

"Excluded from the list of recommended (study at the expense of individuals and/or legal entities)" - the applicant has lost the right to be enrolled in an educational institution to study at the expense of individuals and/or legal entities due to failure to comply with the requirements of the Procedure and these Admission Rules or their violation. When assigning this status to an application, the educational institution must indicate the reason for the exclusion;

"Included in the order (study under the state (regional) order)" - the enrolment order admits the applicant to an educational institution for study under the state or regional order;

"Included in the order (study at the expense of individuals and/or legal entities)" - the enrolment order admits the applicant to an educational institution for study at the expense of individuals and/or legal entities;

"Cancelled enrolment" - the applicant's enrolment to an educational institution has been cancelled;

creative competition - a form of entrance assessment that provides for the demonstration and evaluation of the applicant's creative and/or physical abilities (including previously obtained specialised education) required to obtain professional higher education in a speciality included in the List of specialities for which admission to study is based on the level of creative and/or physical abilities of applicants specified in Appendix 1 to the Procedure; it is conducted in one session;

technical error - a mistake made when entering information about an applicant or an application into the Unified State Electronic Database on Education (hereinafter referred to as the EDEBO) by a person authorised by the admission board to accept and consider applications, which is confirmed by a report on the technical error;

regular application session - the period of acceptance of applications and documents during the admission campaign, determined by the Admission Rules of a professional higher education institution, from five to thirty calendar days.

The term "foreign Ukrainians" is used in the meaning given in the Law of Ukraine "On Foreign Ukrainians".

The terms "the territory of Ukraine temporarily occupied by the Russian Federation (temporarily occupied territory)", "administrative border", "contact line" are used in the meanings given in the Law of Ukraine "On Ensuring the Rights and Freedoms of Citizens and the Legal Regime in the Temporarily Occupied Territory of Ukraine".

Other terms are used in the meanings given in the Laws of Ukraine "On Education" and "On Professional Higher Education", "On Peculiarities of Provision of Public (Electronic Public) Services", "On Protection of Information in Information and Communication Systems".

## **II. Admission to professional higher education**

2.1. To obtain professional higher education, the following are admitted: applicants on the basis of BSE - full-time (dual) form of education simultaneously with the implementation of an educational programme of complete general (specialised) secondary education of a professional orientation; applicants on the basis of the CGSE; applicants on the basis of the SW applicants on the basis of the NQF5; applicants on the basis of the NQF6, NQF7;

To obtain professional higher education in another speciality, applicants on the basis of NQF5, NQF6, NQF7 or persons who, on the basis of the entrance of the CGSE, obtain a Professional Junior Bachelor's degree, a higher education degree of at least one year and fully implement an individual curriculum are admitted.

2.2. Applicants are admitted for the first year of study. Applicants on the basis of the SSCP, CR may be admitted to the first year of study in an educational and professional programme with a reduced period of study.

To obtain professional higher education in another speciality, persons may enter the second (third) year of study for the first year of study under an educational and professional programme with a reduced period of study.

Expelled applicants for a junior specialist's educational qualification may be reinstated to obtain an educational and professional junior bachelor's degree in the same or related field of study in the same or another educational institution for the same or next year of study, in a specialty of another field of study for the same or previous year of study.

Expelled higher education applicants on the basis of admission to the PZSO have the right to be reinstated to obtain an educational and professional degree of a professional junior bachelor's degree according to an individual curriculum in the same or related fields of study in the same or another educational institution.

2.3. Admission to study is carried out in specialities (specialisations, subject specialities) in accordance with the List of fields of knowledge and specialities in which higher education applicants are trained, approved by the Cabinet of Ministers of Ukraine dated 29 April 2015 No. 266.

Admission of applicants for training is carried out on the basis of competitive proposals, which are independently formed by the College in accordance with the available licences, and entered into the USES within the time limits specified in the Procedure and these Rules.

The titles of the tender proposals are formed without marks and abbreviations in the state language and may be duplicated in other languages..

2.4. The peculiarities of admission to study of persons whose place of residence is the temporarily occupied territory, the territory of settlements on the contact line and administrative boundaries or who moved from it after 01 January 2023, in terms of passing the annual assessment and state final certification, obtaining a state-issued document on basic secondary education or complete general secondary education (if the person has not received an education document in accordance with the law), are determined in accordance with the Procedure and these Rules for Admission to Higher, Professional Higher and Professional (Vocational) Education for Persons Residing in the Temporarily Occupied Territory of the Autonomous Republic of Crimea and the City of Sevastopol, the Temporarily Occupied Territory of Certain Districts of Donetsk and Luhansk Regions, the Territory of Settlements on the Contact Line, approved by

Order of the Ministry of Education and Science of Ukraine No. 271 dated 01 March 2021, registered with the Ministry of Justice of Ukraine on 15 April 2021 under No. 505/36127 (hereinafter - Order No. 271).

2.5. The peculiarities of admission to study at institutions of specialised professional higher education are determined by the rules of admission to these educational institutions, which are developed by the central executive body, which is responsible for the management of such institutions.

2.6. Admission of applicants to study at institutions of professional higher education in the speciality 081 "Law" at the expense of the state or local budget in 2023 is not carried out. The main competitive proposals for this speciality are not formed, admission (transfer) to study for such competitive proposals under the state (regional) order is not carried out.

### **III. Sources of funding for obtaining a professional junior bachelor's degree**

3.1. The training of applicants for an educational and professional degree of a professional junior bachelor is financed:

at the expense of state budget expenditures in state educational institutions (state order) and at the expense of local budget expenditures in state and municipal educational institutions (regional order);

at the expense of individuals and legal entities (under contract);  
by vouchers.

3.2. Citizens of Ukraine have the right to receive free professional higher education in state and municipal educational institutions on a competitive basis in accordance with the standards of professional higher education, if they have not received professional higher education or a junior specialist's educational qualification within the previous eight years at the expense of the state or local budget. This restriction does not apply to combatants and applicants to military colleges for non-commissioned officers and professional colleges with specific learning conditions.

Persons who have completed a full general secondary education at the expense of the state or local budget may apply for a professional junior bachelor's degree on the basis of the BSO only at the expense of individuals or legal entities.

3.3. Foreigners and stateless persons, including foreign Ukrainians permanently residing in Ukraine, citizens of the Republic of Poland, persons recognised as refugees and persons in need of complementary protection, have the right to obtain professional higher education on an equal footing with citizens of Ukraine, in particular at the expense of the state or local budget.

3.4. Persons who receive professional higher education have the right to receive education simultaneously in several educational and professional programmes in a professional higher education institution, as well as in several institutions of vocational (vocational-technical), professional higher education (higher education) in various forms of education, provided that only one education is funded by the state or local budget.

Simultaneous study in two or more specialities (specialisations, educational programmes, levels, degrees, forms of education) at the expense of the state or local

budget is not allowed, except in cases of combining specialisations (subject specialities) in one educational and professional programme.

#### **IV. Admission volumes and volumes of state (regional) orders**

4.1. Admission to the first year of study is carried out within the licensed volume for each speciality. Admission to the second to fourth years of study is carried out within the vacant places of the licensed volume.

The licensed volume is set for each speciality and determines the maximum number of applicants for professional higher education in one course (year of study), which the College can simultaneously provide professional higher education in accordance with the licensing conditions.

4.2. Admission to study under the state order (at the expense of the state budget) is carried out in the specialties and forms of professional higher education, according to which it is formed by the Cabinet of Ministers of Ukraine, under the regional order (at the expense of the local budget) - by the regional customer. The Ministry of Education and Science of Ukraine, other state and regional customers place the state (regional) order by educational institutions, specialities (specialisations, subject specialities, competitive proposals - if necessary), forms of education and the basis for obtaining an educational and professional degree of a professional junior bachelor. The College shall distribute places of the state (regional) order between the main competitive proposals within the relevant speciality (subject speciality, specialisation) independently, unless otherwise specified by the relevant customer.

Admission to study at the expense of the state or local budget (by state or regional order) is carried out by educational institutions that have a licence to train applicants for professional higher education in the educational and professional degree of a professional junior bachelor in the relevant specialty, obtained no later than 31 December 2022, at the expense of individuals and/or legal entities - no later than 31 May 2023.

4.3. The volume of admission at the expense of individuals or legal entities for the main competitive proposals is determined by the educational institution within the difference between the licensed volume, taking into account its division by forms of education, and the total volume of budget places. This volume may be adjusted taking into account the actual implementation of the state (regional) order.

The volume of admission to a non-budgetary competitive proposal is determined by the College within the licensed volume, taking into account its division by forms of education.

4.4. The total volume of budget places for the main competitive proposals, the volume of admission at the expense of individuals or legal entities for the main competitive proposals, the volume of admission for non-budget competitive proposals are determined in the Rules of admission within the licensed volume (after receiving the necessary information from the state (regional) customer) and are published on the official website (web page) of the University.

#### **V. Deadlines for accepting applications and documents, competitive selection and enrolment for study**

5.1. For applicants based on BSE admission:

from 23 June to 30 November	<b>registration</b> of personal electronic accounts of applicants, uploading the necessary documents
from 30 June to 18.00 hrs. 13 July	<b>acceptance</b> of applications and documents specified in Section VI of the Procedure and these Rules
from 14 July to 22 July	<b>creative competitions and interviews</b> creative competitions may be held in accordance with the List of specialities, admission to study at institutions of professional higher education for which is carried out on the basis of basic secondary education, taking into account the level of creative and/or physical abilities of applicants; creative competitions are held in one round
no later than 12.00 p.m. 26 July	<b>a ranking list</b> of applicants for each competitive proposal is published, indicating those recommended for admission formed on the basis of the competitive score or consideration of motivation letters, in accordance with the Admission Rules, with notification of receipt or non-receipt of a recommendation for the relevant funding source
until 12.00 p.m. 29 July	applicants who have received recommendations for admission must <b>fulfil the requirements</b> for admission to places of state or regional order
no later than 18.00 hrs. 31 July	<b>enrolment</b> of applicants by state or regional order
no later than 03 August	<b>enrolment</b> at the expense of individuals or legal entities (no later than 30 November - additional enrolment)
no later than 08 August	<b>transfer</b> to vacant places of the state (regional) order of persons enrolled for training at the expense of individuals or legal entities provided for in these Rules).

Additional admission of documents for obtaining professional higher education exclusively at the expense of individuals or legal entities is determined by the College in its Admission Rules, provided that additional enrolment is made no later than November 30 (Appendix 4).

5.2. For applicants on the basis of the CGSE, SW:

from 03 July - 31 October	<b>registration</b> of personal electronic accounts of applicants, uploading the necessary documents
10 July	<b>acceptance</b> of applications and documents specified in Section VI of the Procedure and these Rules
until 18.00 hrs. 31 July	<b>the registration</b> of applications and documents for persons entering on the basis of an interview or creative competitions is coming to an <b>end</b>
until 18.00 hrs. 09 August	<b>the registration</b> of applications and documents for persons entering on the basis of the results of the national multi-subject test (external independent evaluation) <b>ends</b>

from 01 August to 09 August	<b>creative competitions</b> are held and interviews are conducted in several streams
no later than 12.00 p.m. 11 August	ranking lists of applicants for each competitive proposal with an indication of those recommended for admission are published, formed on the basis of the competitive score or consideration of motivation letters notifying them of the receipt or non-receipt of a recommendation for the relevant funding source
until 12.00 p.m. 18 August	applicants who have received recommendations for admission must <b>fulfil the requirements</b> for admission to places of state or regional order
no later than 12 noon. 19 August	<b>enrolment</b> by state order of applicants who were recommended and fulfilled the requirements for enrolment
no later than 12.00 p.m. 31 August	<b>enrolment</b> of applicants at the expense of individuals or legal entities (additional enrolment - 30 November)
no later than 31 August	<b>transfer</b> to vacant places of the state (regional) order of persons enrolled for training at the expense of individuals or legal entities provided for in these Rules).

The document on prior education must be entered before the registration of the first application of the applicant on the relevant admission basis. An applicant may enter several documents on previous education contained in the Register of Education Documents into the electronic cabinet for registration of applications. Personal electronic offices of applicants are open until 30 November.

The College determines the additional acceptance of documents for obtaining professional higher education exclusively at the expense of individuals or legal entities in its Admission Rules, provided that additional enrolment is made no later than 30 November (Appendix 4).

5.3. For other categories of applicants, the terms of one or more regular sessions for accepting applications and documents, competitive selection and enrolment are determined by the Admission Rules (with the acceptance of documents starting no earlier than 01 July, enrolment for places of state or regional order ends no later than 15 September, except in cases specified in Section XV of the Procedure, at the expense of individuals or legal entities no later than 30 November).

5.4. Working hours of the Admissions Board of the College: Monday - Friday from 9.00 to 17.00 (*lunch break from 13.00 to 14.00*); Saturday - Sunday from 9.00 to 15.00 (*lunch break from 12.00 to 13.00*) - for the period from 01 July to 14 August 2023.

5.5. The official notification of recommendations for admission is the publication of the relevant decision on the stands of the Admissions Committee.

The decision of the Admissions Committee on the recommendation for admission is also posted on the official website of the University and is also displayed in the applicant's office in the Unified Database.

## **VI. The procedure for registering applications and documents for participation in the competitive for the competitive selection for studying at the College**

6.1. Applicants to study for professional higher education on the basis of admission to BSO, PZSO, CR register applications

only in electronic form (through the electronic cabinet in the EDEBO on the website at <https://vstup.edbo.gov.ua/>), except as specified in this paragraph;

submit the first application in paper form with the simultaneous creation of an electronic cabinet in the admission committee of the educational institution, other applications are registered only in electronic form:

if there are discrepancies in the applicant's data in the USES (surname, name, patronymic (if any), date of birth, gender, citizenship, etc.) and in the relevant document on the previously obtained educational (educational qualification) level, degree of professional pre-higher, higher education and in the certificate of the national multi-subject test or external independent evaluation (if submitted);

in case of submission of a foreign document on education;

in case of submission of a document on complete general secondary education issued before the introduction of photopolymer technologies for their production; applications shall be submitted only in paper form:

in case of submission of documents by foreigners and stateless persons, except for persons with a permanent residence permit in Ukraine;

in case of impossibility to register an electronic cabinet or submit an application in electronic form for other reasons, which is confirmed by a certificate of the admission committee of the institution of professional higher education.

6.2. Other categories of applicants, other than those specified in paragraph 1 of this section, shall submit applications only in paper form.

6.3. The application in electronic form is registered by the applicant by filling out an electronic form online and is considered by the College Admissions Committee in the manner prescribed by law.

During registration, the applicant shall provide the following information

an email address to which the applicant has access. The specified address will be the login to enter the applicant's personal electronic cabinet; password to enter the personal electronic cabinet; series and number of the document (one of the documents) on previously obtained education (basis of admission);

number, PIN code and year of receipt of the external independent evaluation certificate / certificate of the national multi-subject test. If data from different years and examinations are available, any of the examinations provided for use on the relevant basis of admission, as determined by the Procedure and these Rules, shall be indicated;

type and number (series and number) of the identity document or the registration number of the taxpayer's account card (RNOKPP) (in the absence of an external independent evaluation certificate / certificate of the national multi-subject test);

details of documents certifying the grounds for special conditions for participation in the admission campaign, information on which is available in state registers.

Educational institutions establish consulting centres at their admission committees to assist applicants in submitting applications in electronic form. Applicants may apply to the counselling centre of any educational institution to create an electronic account, submit applications in electronic form.

6.4. The applicant submits the application in paper form in person to the admission committee of the educational institution (with the consent of the educational institution or, if the applicant is in the temporarily occupied territory, remotely using electronic communication). The information of each application in paper form is registered by an authorised person of the admission committee in the USES on the day of acceptance of the application (with appropriate notes in case of remote submission of the application). Proper compliance with the requirement to identify an individual who remotely submits an application in paper form is considered to be electronic identification of an individual who submits such documents using an electronic signature based on a qualified electronic signature certificate.

6.5. In the application, applicants indicate the competitive offer with the value of the speciality (subject speciality, specialisation, educational and professional programme) and form of education, information about the applicant.

Applicants whose place of residence is registered (declared) in the temporarily occupied territory or who moved from it after 01 January 2023 shall indicate this in the application.

When registering applications for the main competitive offers, applicants must indicate one of the following options:

"I apply for participation in the competition for places of state or regional order and for participation in the competition for places at the expense of individuals and/or legal entities in case of failure to receive a recommendation on this competition proposal at the expense of the state or local budget (under the state or regional order)."

"I apply for participation in the competition exclusively for places at the expense of individuals and/or legal entities and have been notified of the impossibility of transferring within the admission campaign to places of state or regional order."

When registering applications for a non-budgetary competitive proposal, applicants applying for participation in the competition exclusively at the expense of individuals or legal entities and informed of the impossibility of transferring within the admission campaign to places of state or regional order, the applications must state: "I apply for participation in the competition exclusively for places at the expense of individuals and/or legal entities, I have been informed of the impossibility of transferring within the admission campaign to places of state or regional order."

The applicant shall attach a motivation letter to the application, which shall be submitted electronically (in electronic form or in paper form for persons submitting an application in paper form), attachments to the motivation letter shall be accepted at the electronic mailbox designated by the Admissions Committee of the educational institution.

6.6. When submitting an application in paper form, the applicant shall personally present the originals of

an identity document (one of the documents) provided for by the Law of Ukraine "On the Unified State Demographic Register and Documents Confirming Citizenship, Identity or Special Status". Persons who turned 14 years old after 01 January 2023 may be enrolled on the basis of a birth certificate, provided that they personally present an identity document (one of the documents) provided for by the Law of Ukraine "On the Unified State Demographic Register and Documents Proving Citizenship, Identity or Special Status" within 90 calendar days after enrolment. Otherwise, the order on enrolment is cancelled in the part concerning this person;

a military registration document (for persons liable for military service - military cards or temporary certificates, and for conscripts - certificates of registration with military registration and enlistment offices), except as provided by law;

a document (state standard) on the previously obtained educational (educational qualification) level, degree of professional pre-higher, higher education, on the basis of which the admission is carried out, if information about it is not stored in the Unified State Electronic Database on Education.

Applicants who reside in the temporarily occupied territory of Ukraine or have moved from it after 01 January 2023, as well as applicants who reside in the territory of settlements on the contact line and the administrative boundary, submit documents taking into account the peculiarities provided for by Order No. 271.

6.7. To the application submitted in paper form, the applicant shall attach: a copy of the identity document (one of the documents) provided for by the Law of Ukraine "On the Unified State Demographic Register and Documents Confirming Citizenship, Identity or Special Status"

a copy of a military registration document (for persons liable for military service - military tickets or temporary certificates, and for conscripts - certificates of registration with military registration and enlistment offices), except as otherwise provided by law;

a copy of the document (state standard) on the previously obtained educational (educational qualification) level, degree of professional pre-higher, higher education on the basis of which the admission is carried out, if information about it is not stored in the Unified State Electronic Database on Education; a certificate of residence registration;

a copy of the registration number of the taxpayer's account card; a copy of the certificate(s) of the national multi-subject test or external independent evaluation (in cases provided for in these Rules);

four 3 x 4 cm colour photographs and a photograph in electronic format.

four envelopes with stamps.

In their Admission Rules, educational institutions shall establish a list of documents (including additional documents) required for admission, if this is due to the specifics of admission to a particular educational and professional programme, speciality or tender offer, taking into account the requirements of the Law of Ukraine "On Peculiarities of Providing Public (Electronic Public) Services".

Applicants who pass the entrance test are allowed to participate in it if they have an original identity document (birth certificate for persons who turn 14 after 01 January 2023).

6.8. A person who has grounds for special conditions for participation in the admission campaign, if the relevant documents are not available in the state registers, must apply to one of the institutions of professional higher education before submitting the first application (in person or by e-mail, if the institution of professional higher education is able to remotely conduct a proper verification of documents) and provide documents confirming the specified right to create a card of an individual in the USES and upload scanned copies of these documents.

Information about documents (copies of documents in case of their absence in information and telecommunication systems) certifying the grounds for obtaining special conditions for participation in the competitive selection by a person enrolled

for study at the expense of individuals or legal entities, for transfer to vacant places of state or regional order, the applicant submits in person or by electronic means simultaneously with the fulfilment of the requirements for enrolment in places at the expense of individuals or legal entities, but not later than 25 August (admission on the basis of BSO) or 31 August (in the

Failure to timely submit documents certifying the grounds for obtaining special conditions for participation in the competitive selection makes it impossible to implement them.

6.9. All copies of documents shall be certified by the College Admissions (Selection) Committee. Copies of an identity document, military ID card (certificate of registration) are not subject to certification. Copies of documents without presenting the originals are not accepted.

6.10. The Admission Board shall verify the grounds for special conditions for persons enrolled for study at the expense of individuals or legal entities, for transfer to vacant places of state or regional order.

6.11. The Admissions Committee considers the applications and documents of applicants and decides on admission to participate in the competitive selection for admission to an educational institution within three working days from the date of registration of the application in the USES, but no later than the next day after the completion of the acceptance of documents.

Based on the results of the review, the authorised person of the admission committee assigns the application one of the following statuses, which are displayed in the applicant's personal electronic account: "Registered with the institution" or "Requires clarification by the applicant". When assigning the status of "Requires clarification by the applicant" to an application, the authorised person indicates the list of data that needs to be clarified, indicating the method and date by which they must be submitted. The entered data is displayed in the applicant's personal electronic account. After the applicant has clarified the necessary data, the authorised person of the admission committee changes the status of the applicant's application to "Registered in the educational institution".

The current ranking lists of applicants are published on the University's website (webpage) on the basis of data entered into the EDEBO.

6.12. The fact that the applicant has read the Rules of Admission, the available licence and the accreditation certificate of the relevant educational and professional programme (speciality) is recorded in the application and confirmed by his/her personal (qualified electronic) signature when submitting the application.

6.13. A paper application registered in the USES may be cancelled by the College on the basis of a decision of the Admissions Committee before the deadline for accepting documents for study for paper applications and no later than one day before the deadline for submitting electronic applications, provided that a technical error was made when entering the relevant data into the USES, which is confirmed by an act on the technical error made in the USES. A cancelled application is considered to be not submitted, and the fact of such submission is cancelled in the EDEBO.

6.14. When enrolling persons who submit a document on a degree (level) of education obtained abroad (hereinafter referred to as the Document), the procedure for recognising and establishing the equivalence of the Document is mandatory, which is carried out in accordance with the Order of the Ministry of Education and Science of

Ukraine dated 05 May 2015 No. 504 "Some issues of recognition of foreign educational documents in Ukraine", registered with the Ministry of Justice of Ukraine on 27 May 2015 under No. 614/27059.

6.15. Documents on higher spiritual education are accepted if they were obtained by persons before 01 September 2018 and subject to the submission of a certificate of state recognition of a document on higher spiritual education obtained by a person in accordance with the Procedure for state recognition of documents on higher spiritual education, academic degrees and academic titles issued by institutions of higher spiritual education, approved by the Resolution of the Cabinet of Ministers of Ukraine of 19 August 2015 No. 652, or a decision of the academic council of a higher education institution, which includes an educational institution that provides training in the field of education and research.

## **VII. Competitive selection, its organisation and conduct**

7.1. Competitive selection for study at the College is carried out (Appendix 2): admission on the basis of the BSO, PSO, CR - based on the results of a creative competition in cases provided for by the Procedure and these Rules in other cases - for admission to places of state (regional) order based on the results of an interview, for admission to places at the expense of individuals or legal entities - based on consideration of motivation letters;

in other cases - in accordance with the Rules of Admission.

7.2. The competitive selection is carried out on the basis of the competition score or consideration of motivation letters, in accordance with the Procedure and these Admission Rules.

7.3. The competitive score for admission on the basis of BSO, PSO, CR to places of state (regional) order is determined as the score of a creative competition or interview.

Instead of an interview, an applicant may submit the results of external independent testing 2020-2021 in any combination; or the national multi-subject test of 2022; or the national multi-subject test of 2023.

In this case, the applicant's competitive score is defined as the average score of two subjects of external independent testing (Ukrainian language and literature/Ukrainian language, a subject of the applicant's choice) with an increase of 25 per cent, but not higher than 200 points, or the average score of all subjects of the national multi-subject test with an increase of 25 per cent, but not higher than 200 points.

Persons who are members of national teams of Ukraine and have participated in international competitions (in accordance with the orders of the Ministry of Education and Science of Ukraine), Olympic, Paralympic and Deaflympic Games (upon submission of the Ministry of Youth and Sports of Ukraine) are credited with a score of 200 points.

7.4. In other cases, the competition score is calculated in accordance with the Admission Rules.

7.5. In the Admission Rules, the College independently determines the minimum value of the competitive score with which an applicant is admitted to participate in the competitive selection.

7.6. Interview programmes are approved by the heads of admission committees of educational institutions no later than one month after the Procedure comes into force.

Interviews for applicants on the basis of the external independent evaluation are conducted under external independent evaluation programmes on the basis of complete general secondary education.

Programmes of creative competitions are developed and approved by the heads of admission committees of educational institutions no later than one month after the Procedure comes into force. It is not allowed to include tasks in creative competitions that go beyond the scope of these programmes.

Programmes of interviews and creative competitions are published on the University's websites (web pages). The programmes shall contain criteria for assessing the preparedness of applicants.

The College shall choose the form of individual oral interviews and creative competitions independently, taking into account the need to create safe and harmless conditions and compliance with health requirements.

Requirements for motivation letters shall be approved by the heads of admission committees and published on the website (webpage) of the University no later than one month after the entry into force of the Procedure.

The College shall check the motivation letters for the originality of the text and provide access to the results of such check to the Commissioner for Prevention and Detection of Corruption (hereinafter referred to as the Commissioner).

7.7. Persons who, without valid reasons (recognised as such by the decision of the Admissions Committee), did not appear for the entrance examinations at the time specified in the schedule, persons whose knowledge was assessed with scores below the minimum value established by the Admission Rules, as well as persons who collected documents after the date of the end of the acceptance of documents, are not allowed to participate in the competitive selection. Retakes of entrance examinations are not allowed.

7.8. Appeals against the results of entrance examinations conducted by the College shall be considered by the Appeal Board of this educational institution, the composition and procedure of which shall be approved by the order of the educational institution, taking into account the need to involve representatives of the public, student self-government bodies, and external experts in its activities.

7.9. Information on the results of the entrance examinations is entered into the EDEBO.

7.10. By the decision of the admission committee, the results of the entrance examination for a particular competitive offer may be credited at the request of the applicant for participation in the competitive selection for another competitive offer for which the same entrance examination is required at this educational institution.

7.11. The materials of entrance examinations, including video recordings of interviews and creative competitions, are stored for at least one year, then destroyed, and an act is drawn up.

## **VIII. Special conditions for participation in the competitive selection for the professional junior bachelor's degree**

8.1. Special conditions for participation in the competitive selection for obtaining professional higher education at the expense of the state or local budget (by state or regional order):

enrolment based on the results of a positive assessment of the entrance examination for places of state or regional order;

transfer to vacant places of the state or regional order in accordance with the Procedure and these Rules of persons enrolled for training from other sources of funding for the main competitive offer.

8.2. Pass entrance examinations and, if they receive a positive grade, are recommended for admission to study at the expense of the state or local budget (by state or regional order) (except if the application states: "I apply for participation in the competition exclusively for places at the expense of individuals and/or legal entities, I have been notified of the impossibility of transferring within the admission campaign to places of state or regional order"):

persons with disabilities as a result of war in accordance with paragraphs 10-14 of Article 7 of the Law of Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection";

persons who are entitled by the Law of Ukraine "On the Status and Social Protection of Citizens Affected by the Chornobyl Disaster" to be admitted without exams to state higher education institutions based on the results of an interview;

Persons with disabilities who are unable to attend an educational institution (on the recommendation of healthcare and social protection authorities);

Persons recognised as affected participants of the Revolution of Dignity, combatants in accordance with the Law of Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection", including those who are performing military service (except for conscripts) in accordance with the procedure determined by the relevant provisions on military service Citizens of Ukraine;

orphans, children deprived of parental care, persons from among them;

persons whose place of residence is the temporarily occupied territory, the territory of settlements on the contact line and the administrative boundary line (who are not registered as internally displaced persons) or who moved from it after 1 January 2023.

children of deceased persons specified in part one of Article 101 of the Law of Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection", persons from among them;

persons, one of whose parents was killed or died as a result of injuries, mutilation, contusion or other health damage sustained during participation in the Revolution of Dignity;

Persons whose parent was a participant in hostilities on the territory of other states, who died (went missing) or died as a result of injury, contusion or mutilation sustained during hostilities and conflicts on the territory of other states, as well as as a result of a disease related to staying on the territory of other states during these hostilities and conflicts;

persons whose one of the parents (adoptive parents) was a serviceman who died or was declared missing by a court while performing his military service duties;

persons whose one of the parents (adoptive parents) was a police officer who died or was declared missing by a court while performing his/her duties, within three years after completing the relevant general secondary education;

Persons with disabilities of groups I and II and children with disabilities under the age of 18 who are not contraindicated to study in their chosen speciality;

persons with disabilities from among the liquidators of the Chornobyl accident and victims of the Chornobyl disaster, in respect of whom a causal link between the disability and the Chornobyl disaster has been established, patients with radiation sickness as a result of the Chornobyl disaster - category 1 and persons who have permanently resided in the unconditional (mandatory) resettlement zone since the accident before the adoption of the resolution on resettlement (category 2);

children of persons recognised as affected participants of the Revolution of Dignity, combatants, persons with disabilities as a result of war in accordance with the Law of Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection";

miners who have at least three years of underground work experience, as well as persons whose parents are miners and have at least 15 years of underground work experience or who died as a result of an industrial accident or became persons with disabilities of group I or II within three years after completing general secondary education;

foreigners and foreign Ukrainians within the quota for foreigners.

8.3. If the number of applicants recommended for admission in accordance with paragraph two of this section and who confirm their studies exceeds thirty percent of the total number of budget places provided for a particular speciality (specialisation), the educational institution may apply to the relevant state (regional) customer to increase the total number of budget places by the amount of this excess within the licensed volume of the relevant speciality.

8.4. In accordance with the Procedure and these Rules, the following categories of persons enrolled for training under other sources of funding for the main competitive offer may be transferred to vacant places of the state or regional order if they have received a positive assessment at an interview or creative competition within the time limits established by the Admission Rules:

applicants on the basis of basic secondary education, complete general (specialised) secondary education who have submitted documents confirming special conditions for participation in the competitive selection for obtaining professional higher education at the expense of the state or local budget, as provided for in paragraph two of this section, after the completion of the application process, but not later than the deadlines established in paragraph eight of Section VI of the Procedure and these Rules;

Persons who are internally displaced persons in accordance with the Law of Ukraine "On Ensuring the Rights and Freedoms of Internally Displaced Persons"; children from large families (five or more children).

## **IX. Ranking lists of applicants and recommendations for admission**

9.1. The ranking list of applicants for state (regional) order places is formed by category in the following sequence:

applicants who are eligible for admission based on the results of a positive assessment of the entrance examination for places of state or regional order;

applicants who are eligible for admission on general terms.

When conducting a competitive selection for places at the expense of individuals and legal entities, the ranking list is built based on the results of entrance examinations, the results of evaluation of motivation letters, in accordance with the Admission Rules, in case the number of applicants exceeds the number of places of the licensed volume allocated for them. Otherwise, the list of applicants recommended for admission is formed in alphabetical order.

9.2. The ranking list of applicants is ordered within each category specified in paragraph one of this section:

by competitive score from highest to lowest; by results of consideration of motivation letters in other cases.

9.3. The ranking list of applicants shall contain: surname, name, patronymic (if any) of the applicant; the applicant's competitive score;

a sign of the grounds for enrolment based on the results of a positive assessment of the entrance examination for places of state or regional order;

educational and professional degree, speciality, name of the competition proposal, form of education.

The names of applicants whose place of residence is the temporarily occupied territory, the territory of settlements on the contact line, administrative border, especially dangerous territory (who are not registered as internally displaced persons) or who have moved from it after 01 January 2023 are subject to encryption in all information systems.

9.4. The rating lists are formed by the admission committee from the EDEBO.

9.5. Lists of applicants recommended for admission at the expense of the state or local budget (under the state or regional order) for each competitive proposal are formed by the admission committee according to the EDEBO and approved by the decision of the admission committee.

The list of applicants recommended for admission shall contain the same data as the ranking list of applicants in accordance with paragraph 3 of this section.

9.6. The lists of those recommended for admission are updated after the applicants fulfil/not fulfil the requirements for admission, taking into account their priority in the ranking list of applicants.

9.7. The decision of the Admissions Committee to recommend admission is reflected in the EDEBO.

Applicants recommended for admission are notified by electronic and mobile communication in accordance with the Admission Rules.

## **X. Exercising the right of applicants to choose a place of study**

10.1. Persons who have received a notification in the electronic cabinet about the recommendation for admission to the state or regional order places, within the period specified in Section V of the Procedure and these Rules, may confirm the choice of one place of study in the electronic cabinet or (in the absence of an electronic

cabinet) in person at the educational institution or by electronic means with the imposition of a qualified electronic signature.

The basis for enrolling a person for study is confirmation of the choice of a place of study, compliance with the requirements of the Admission Rules and the conclusion of an agreement on the provision of educational services between the educational 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 agreement on the provision of educational services may be concluded remotely with the use of qualified electronic signatures.

Persons whose place of residence is registered (declared) in the temporarily occupied territory and who are located there may conclude a study agreement within three months after the start of study, and its absence does not prevent the order for enrolment. Otherwise, the order for enrolment is cancelled in terms of enrolment of such a person.

10.2. In the case of enrolment at the expense of individuals or legal entities, an agreement (contract) is additionally concluded between the educational institution and the individual or legal entity that orders a paid educational service for itself or for another person, assuming financial obligations for its payment.

10.3. Persons who have been recommended for admission to state or regional order places under one or more competitive offers and have not confirmed their choice of place of study under one of them within the time limits specified in Section V of the Procedure and these Rules lose the right to enrol in state or regional order or transfer to such places in the current year. After confirmation of the choice of place of study, applications for places of state or regional order under other competitive proposals are considered in the USESE only for places at the expense of individuals or legal entities, and changes in the choice of place of study under the state or regional order are not allowed.

After the order for admission is entered into the EDEBO, all other applications are deactivated, but may be renewed by the applicant in the status of applications only for places at the expense of individuals or legal entities.

10.4. The procedure for confirming the choice of a place of study at the expense of individuals and legal entities is determined by the Admission Rules and provides for confirmation of the choice of a place of study in the applicant's electronic cabinet.

An agreement (contract) on the provision of educational services between an educational institution and an individual (legal entity), in the case of enrolment at the expense of individuals or legal entities, is concluded after the issuance of an order for enrolment. If the agreement is not concluded within ten calendar days (three months for applicants whose place of residence is registered (declared) in the temporarily occupied territory and are located there) from the date of issuance of the order for admission, this order is cancelled in terms of admission of such a person.

## **XI. Adjusting the list of those recommended for enrolment**

11.1. The Admission Board cancels previously provided recommendations to applicants who have not confirmed the choice of a place of study under the state or regional order provided for in Section X of the Procedure and these Rules and provides recommendations to applicants who are next in the ranking list.

11.2. The procedure for adjusting the list of those recommended for admission to places at the expense of individuals or legal entities is determined by the Admission Rules.

## **XII. Transfer to vacant places of the state (regional) order of persons enrolled for training at the expense of individuals or legal entities legal entities**

12.1. The College independently provides recommendations to applicants within the form of education and places (except for non-budgetary competitive proposals) for which recommendations for admission to this educational institution in the relevant specialty were provided in accordance with the procedure specified in paragraphs 6, 7 of Section IX of the Procedure and these Rules, and cancels them in accordance with the procedure specified in paragraph 1 of Section XI of this Procedure.

12.2. Transfer to vacant places of the state (regional) order of persons enrolled for study at the expense of individuals or legal entities is carried out in the following sequence

Persons specified in paragraph 4 of Section VIII of the Procedure and these Rules, in case of availability of documents confirming the right to special conditions of enrolment;

Persons who have not received a recommendation for admission to places of state (regional) order in accordance with the procedure provided for in paragraph 5 of Section IX of the Procedure and these Rules.

Transfer to vacant places of the state (regional) order of persons referred to in paragraphs three of this clause is carried out in the absence of untransferred persons of the previous category or in case of their written refusal to transfer and in the sequence from the highest to the lowest place in the ranking list within each of these categories.

12.3. In the absence of a sufficient number of places for transfer to vacant places of the state (regional) order of persons referred to in paragraphs two and three of paragraph two of this section, the educational institution uses for this purpose vacant places of the state (regional) order in other specialties of this field. In the future, for the transfer to the places of the state (regional) order of persons referred to in paragraph two of paragraph two of this section, vacant places of other fields of knowledge, this or other form of education may be used (after transfer to vacant places of the state (regional) order of persons referred to in paragraphs two-three of paragraph two of this section in the relevant specialty and form of education), which immediately informs the relevant state (regional) customer.

12.4. Unused places of the state (regional) order after that are considered to be not placed in this educational institution. The educational institution shall notify the state (regional) customer of their number by speciality (specialisation) and form of education. In the absence of a sufficient number of places to transfer to the vacant places of the state (regional) order of the persons referred to in paragraph two of paragraph two of this section, the educational institution shall send to the state customer a request for the allocation of additional places of the state order at the expense of those returned from other institutions. The decision on the use of these places shall be made by the competition commission of the state (regional) customer.

## **XII. Order on enrolment, special competition**

13.1. Orders for admission to study are issued by the head of a professional higher education institution or the head of a higher education institution, in whose structural subdivision a professional higher education institution is located, on the basis of a decision of the admission committee. Orders for admission to study with annexes thereto are generated in the EDEBO and published on the website (webpage) of the educational institution in the form of a list of enrolled students within the time limits specified in Section V of the Procedure and these Rules.

13.2. The decision of the admission committee to enrol an applicant is cancelled by the admission committee in case of violations by the applicant, as defined in paragraph 5 of section XIV of the Procedure and these Rules, the order for admission is cancelled in terms of enrolment of such a person.

13.3. Enrolled persons may be excluded from the order of enrolment (the order of enrolment shall be amended with respect to this person) to an educational institution at their own request, expelled from an educational institution at their own request, and in this regard, such persons shall be returned the documents submitted by them no later than the day following the submission of the application for expulsion on the basis of the order of the head of the educational institution.

13.4. If a person fails to start classes without valid reasons within 10 calendar days of their start, the order on enrolment is cancelled in the part concerning this person.

13.5. For the place(s) vacated in accordance with the procedure provided for in paragraphs 2-4 of this section, a special competitive selection may be conducted, taking into account the sources of funding, from among the persons who participated in the competition for this competitive proposal. In the absence of such applicants for vacant places, it is allowed to enrol persons from other competitive proposals of this educational institution, provided that the subjects of the interview (creative competition) coincide, by transferring the application (with the consent of the person) to another competitive proposal.

## **XIV. Ensuring openness and transparency in the admission process to study at the College**

14.1. The Educational Ombudsman and/or a representative of the Educational Ombudsman Service, representatives of the media (no more than two people from one media outlet) have the right to attend the meeting of the Admissions Committee. The procedure for accreditation of journalists in the admission committee is determined by the admission rules.

14.2. Civic organisations may apply to the Ministry of Education and Science of Ukraine for the right to observe the work of admission committees. NGOs that have been granted such a right by the Ministry of Education and Science of Ukraine may send their observers to the meetings of the admission committees. Admissions committees are obliged to create appropriate conditions for the presence of public observers at their meetings, as well as to provide them with the opportunity to read the documents provided to the members of the committee before the meeting.

14.3. The college is obliged to create conditions for applicants to familiarise themselves with the licence to carry out educational activities, certificates of accreditation of the relevant speciality (educational and professional programme). Admission rules, information on the licensed volume and the volume of admission under the state or regional order for each competitive proposal (speciality, educational and professional programme) shall be published on the website (webpage) of the educational institution no later than the working day following approval/coordination or receipt of relevant information.

14.4. The Head of the Admissions Committee announces the meeting of the committee no later than the day preceding the day of the meeting, in special cases - no later than three hours before the meeting. The announcement, together with the draft agenda of the meeting, is published on the University's website (webpage).

14.5. Submission by an applicant of inaccurate personal data, inaccurate information about previous education, the right to special conditions of admission, participation in student competitions, external independent evaluation (national multi-subject test), employment contract for dual-form education is the basis for cancellation of the order on admission in the part concerning this applicant.

14.6. Informing the public about the licensed volume, the volume of places funded by state or regional orders, the cost of training in specialities (specialisations, educational and professional programmes), persons (names and initials) who have applied for admission, their recommendation for admission and admission to institutions of professional higher education is carried out on the basis of the USES data through the section "Admission" of the USES website at the following email address: <https://vstup.edbo.gov.ua/>, as well as information systems (in accordance with the agreements concluded by the owners (managers) of such systems with the USSCB).

14.7. The procedure and deadlines for submission by applicants, citizens of Ukraine, of a military registration document (for persons liable for military service - a military ID or a temporary certificate of a person liable for military service, for conscripts - a certificate of registration with a military registration office), in accordance with paragraph 34 of the Procedure for Organising and Maintaining Military Registration of Conscripts, Persons Liable for Military Service and Reservists, approved by the Cabinet of Ministers of Ukraine of 30 December 2022 No. 1487.

**APPROVED BY**

Academic Council of West Ukrainian  
National University

Minutes No. 7 of March 29, 2023

Rector of West Ukrainian National  
University

[stamp] [signature]

Andriy KRYSOVATYY

**Appendix 1** to the Rules of Admission  
to the SSU Yerevan Vocational  
College of West Ukrainian National  
University in 2023

**Licensed admission volumes  
to the SSU Yerevan Vocational College of West Ukrainian National  
University in 2023  
Educational and professional degree of Professional Junior Bachelor**

<b>EPD Professional junior bachelor</b>					
<b>No.</b>	<b>Code and name of the field of study</b>	<b>Code and name of the speciality</b>	<b>Licensed volume</b>	<b>Full-time</b>	<b>Part-time</b>
1.	07 Management and administration	071 Accounting and taxation	25	25	-
2.		072 Finance, banking, insurance and stock market	50	50	-
3.	12 Information technology	123 Computer engineering	30	30	-

**APPROVED BY**

Academic Council of West Ukrainian  
National University

Minutes No. 7 of March 29, 2023

Rector of West Ukrainian National  
University

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Andriy KRYSOVATYY

**Appendix 2** to the Rules of Admission  
to the SSU Yerevan Vocational  
College of West Ukrainian National  
University in 2023

**List of entrance examinations and/or competitive subjects  
to the SSU Yerevan Vocational College of West Ukrainian National  
University in 2023**

<b>No.</b>	<b>Speciality</b>	<b>List of competitive subjects (interviews, creative competitions)</b>	<b>The minimum number of points for admission to the competition for places of state (regional) order</b>
1.	Finance, banking, insurance and stock market	1. For places of state (regional) order: interview and motivation letter 2. At the expense of individuals and legal entities: motivation letter	100
2.	Accounting and taxation		
3.	Computer engineering		