I. General provisions

1. Educational activities at the Private Joint-Stock Company "Higher Education Institution Interregional Academy of Personnel Management" (**hereinafter** referred to as the Interregional Academy of Personnel Management) are carried out in accordance with the license of the Ministry of Education and Science of Ukraine.

2. The Admission Rules are developed by the Admissions Committee of the Interregional Academy of Personnel Management (IAPM) (hereinafter referred to as the Admissions Committee) in accordance with the Procedure for admission to higher education in 2025, approved by the Order of the Ministry of Education and Science of Ukraine dated 10 February 2025 No. 168 and registered with the Ministry of Justice of Ukraine on 26 February 2025 under N 15/41360 (as amended by the Order of the Ministry of Education and Science No. 386 dated 27.02.2025).

3. The Interregional Academy of Personnel Management announces the recruitment of specialists for higher education in the specialties and degrees of higher education in accordance with the license (Table 6), including in separate structural subdivisions (Annex 2): Vyacheslav Lypynskyi Volyn Institute, Dnipro Institute, Zhytomyr Institute, Western Donbas Institute, Central Ukrainian Institute, Lviv Institute, Prydniprovskyi Institute, Odesa Institute, North Ukrainian Institute named after Heroes of Kruty, Danube Branch, Mykhailo Hrushevskyi Carpathian Institute, Kharkiv Institute, Kherson Institute, Khmelnytskyi Institute named after His Beatitude Volodymyr, Metropolitan of Kyiv and All Ukraine, Yahotyn Institute.

4. Citizens of Ukraine and foreigners who have the appropriate educational (educational qualification) level and have expressed a desire to obtain higher education are admitted to the Interregional Academy of Personnel Management.

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 additional protection have the right to receive higher education on an equal footing with citizens of Ukraine.

5. Admission to study is carried out within the licensed volume for each level of higher education and speciality.

Admission to the second and subsequent years of study is carried out within the vacant places of the licensed volume.

Information on accredited study programmes is available on the Academy's website (http://maup.com.ua/ua/pro-akademiyu/dostup-do-publichnoi-informacii/licenzuvannya-ta-akreditaciya.html) and at https://registry.edbo.gov.ua/university/249/study-programs/.

6. The Interregional Academy of Personnel Management establishes consulting centres at the Admissions Committees to assist applicants in submitting applications in electronic form. Persons may apply to such consulting centres of any higher education institution in order to create an electronic cabinet and submit an application in electronic form.

7. Admission to the Interregional Academy of Personnel Management to all levels of higher education is carried out on a competitive basis.

8. For applicants and students who need accommodation in a dormitory, it is necessary to submit: an application for accommodation, a copy of the passport, a training contract.

II. Requirements for the level of education of applicants

1. For the first year of study to obtain a bachelor's or master's degree (medical, pharmaceutical), persons are admitted on the basis of complete general secondary education (hereinafter referred to as GSE) based on the results of a national multi-subject test, creative assessments, entrance exams, and interviews.

To obtain a master's degree, persons are admitted on the basis of a bachelor's degree (hereinafter referred to as National Qualifications Framework, Level 6), a master's degree (specialist's degree) (hereinafter referred to as National Qualifications Framework, Level 7).

2. The Interregional Academy of Personnel Management accepts applicants on the basis of the educational-qualification level of a junior specialist, educational and professional degree of a professional junior bachelor, academic degree of a junior bachelor (hereinafter referred to as the National

Qualifications Framework, Level 5) for a bachelor's degree (master's degree in medicine or pharmacy) with a reduced period of study for the first year of study with further distribution to the second or third year, taking into account the requirements of higher education standards for the level of education of persons who can start studying in educational programmes from the age of 18. The Academy may transfer European Credit Transfer and Accumulation System (ECTS) credits to such persons, the maximum amount of which is determined by the standard of higher education for a bachelor's (master's) degree in medicine or pharmacy (in the absence of a standard - no more than 60 ECTS credits) (Table 9).

To obtain a master's degree in the specialty D8 "Law", persons who have received education in the specialties 081 "Law" or 293 "International Law" (specialties 6.030401 "Jurisprudence", 6.030202 "International Law") are admitted to study on the basis of the National Qualifications Framework, Level 6.

To obtain a master's degree in I4 "Medical Psychology", admission to study on the basis of the National Qualifications Framework, Level 5, National Qualifications Framework, Level 6 is carried out for persons who have received education in the field of knowledge 22 "Health Care" or 053 "Psychology".

To obtain a master's degree in speciality I8 "Pharmacy (by specializations)", admission to study is carried out on the basis of the National Qualifications Framework, Level 5, National Qualifications Framework, Level 7 of persons who have received education in the field of knowledge 22 "Health care", on the basis of the National Qualifications Framework, Level 6 of persons. persons who have received education in the specialty 226 "Pharmacy, Industrial Pharmacy", on the basis of the National Qualifications Framework, Level 7; persons who have received education in the specialties 091 "Biology and Biochemistry", 102 "Chemistry", 161 "Chemical Technology and Engineering", 162 "Biotechnology and Bioengineering".

To obtain a bachelor's degree (master's degree in medicine, pharmacy or veterinary medicine) on the basis of the National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 in regulated specialties, persons may be admitted to study with a reduced period of study (an educational institution may re-credit no more than 120 ECTS credits). To obtain a master's degree in specialty I8 "Pharmacy (by specialties)" on the basis of the National Qualifications Framework, Level 6 in specialty 226 "Pharmacy, industrial pharmacy", persons may be admitted to study with a reduced period of study (an educational institution can transfer no more than 120 European Credit Transfer and Accumulation System (ECTS) credits).

3. Admission to study is carried out by specialties (specializations) in accordance with the List of fields of knowledge and specialties in which higher education applicants are trained, approved by the Resolution of the Cabinet of Ministers of Ukraine dated 29 April 2015 No. 266 (as amended by the Resolution of the Cabinet of Ministers of Ukraine dated 30 August 2024 No. 1021), and for interdisciplinary educational programmes, which comply with the Requirements for Interdisciplinary Educational (Scientific) Programmes approved by the Order of the Ministry of Education and Science of Ukraine of 01 February 2021 No. 128onAprilof the Ministry of Education and Science of Ukraine of 21 March 2025 No. 482 .

4. Persons who have previously obtained the same or a higher degree (level) of higher education or have been studying for at least one year and have completed the individual curriculum in full are also admitted to obtain a higher education degree. A condition for enrolment of a higher education student for simultaneous study under another study programme at the same or another higher education institution is the fulfilment of the requirements for admission to the relevant study programmes. These requirements may be fulfilled before or after enrolment, but not later than the first period of certification of higher education students.

5. Peculiarities of admission to study of foreigners and stateless persons are specified in Section XIII Peculiarities of Admission and Study of Foreigners and Stateless Persons of these Rules.

6. The Academy accepts for study for the degree of Doctor of Philosophy persons who have obtained a master's degree (specialist's degree) (Appendix 1).

7. The Interregional Academy of Personnel Management admits students to senior courses in the order of transfer and renewal in accordance with the Regulations on the procedure for expulsion, interruption of studies, renewal and transfer of persons studying in higher education institutions, and granting them academic leave, approved by the Order of the Ministry of Education of Ukraine No. 134

dated 2 February 2024, registered with the Ministry of Justice of Ukraine on 8 April 2024 under No. 509/41854.

8. Peculiarities of admission to higher education institutions of persons whose place of residence is the temporarily occupied territory, the territory of active hostilities or active hostilities in which the state electronic information resources operate as of July 01 of the year of admission and who are on it or who have moved from it after January 01 of the year of admission, in terms of passing the annual assessment and state final certification, obtaining a state-approved document on basic secondary education or complete general secondary education (as

III. Sources of funding for higher education

1. Financing of training of higher education applicants is carried out:

at the expense of state budget expenditures (state order) (Table 10, Table 1 of Appendix 2 of the Zakhidnodonbasskyi Institute);

at the expense of individuals and/or legal entities;

at the expense of grants received by the higher education institution for research, which provides for the training of higher education students for the degree of Doctor of Philosophy;

at the expense of preferential long-term loans for higher education;

vouchers.

2. Citizens of Ukraine have the right to obtain higher education at the Academy free of charge (at the expense of the state budget) on a competitive basis in accordance with the standards of higher education, provided that a certain degree of higher education is obtained by a citizen for the first time.

Financing of higher education by persons who have been granted the right to receive higher education by state order on a competitive basis is carried out during the estimated period of the educational programme, and in case of reduction of the period of study of such higher education applicants - during the actual period of study.

3. The volume of admission at the expense of individuals and/or legal entities for open competitive proposals is determined by the Academy within the difference between the licensed volume, taking into account its division into forms of education, and the maximum (total) volume of the state or regional order. This volume may be adjusted taking into account the actual implementation of the state order.

The volume of admission for a non-budget tender proposal is determined within the licensed volume.

4. Persons receiving higher education have the right to study simultaneously in several educational programmes, as well as in several higher education institutions.

It is not allowed to study simultaneously in two or more educational programmes under a state or regional order and/or at the expense of individuals and/or legal entities on the terms of full or partial payment of tuition at the expense of state grants for higher education.

5. Applicants are admitted to the competitive admission process for places of state or regional order and may be recommended or transferred to such places if they have a competitive score of at least 130,000. This requirement for transfer to vacant places of the state (regional) order does not apply to persons specified in paragraph 10 of Section VII of these Rules.

6. Admission to study of citizens of Ukraine in the full-time form of higher education for the degree of Doctor of Philosophy is carried out exclusively by state order.

Admission to study of citizens of Ukraine for full-time higher education for the degree of Doctor of Philosophy at the expense of grants received by a higher education institution for research, which provides for the training of applicants for the degree of Doctor of Philosophy, is carried out with the permission of the Ministry of Education and Science of Ukraine.

7. Quota-1 is determined by the Academy within ten per cent (but not less than one place) of the maximum (total) volume of the state or regional order for open competitive bids.

8. Quota-2 is determined by the Academy within ten per cent (but not less than one place) of the maximum (total) volume of the state or regional order for open and fixed competitive bids.

IV. Deadlines for accepting applications and documents, competitive admission process and enrolment for training

1. Working hours of the Admissions Committee: from Monday to Friday from 9 (00) am to 5 (00)pm. Lunch break from 13 (00)(00) hoursto 13 (30) hours.

2. Registration of applications and acceptance of documents, admission examinations conducted by the Interregional Academy of Personnel Management, competitive admission process and enrolment (at **the expense of individuals and/or legal entities) for** training on the basis of the Complete General Secondary Education and the National Qualifications Framework, Level 5 for obtaining a bachelor's degree (master's degree in medicine or pharmacy) and on the basis of the National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 for obtaining a bachelor's degree are carried out within the time limits given in Table 1.

Table 1

Stages of the admission cycle	Full-time, part-time/distance learning	
	On the basis of complete general secondary education (CGE), junior specialist's Educational-Qualification Level, Educational-Professional Degree (National Qualifications Framework, Level 5)	On the basis of the Bachelor's academic degree (National Qualifications Framework, Level 6), the Educational-Qualification Level specialist's academic degree, and the Master's academic degree (National Qualifications Framework, Level 7)
Registration of applications for participation in interviews* and creative assessments, professional admission examinations	from 03 July to 18 (00) 25July 2025 from 26 September to 07 October 2025	
Registration of applications for admission and acceptance of documents	19.07.2025 30.09.2025	
End of registration of applications for admission	until 18(00) 01.08.2025 13.10.2025	
Terms of the Academy's admission examinations	08.07 - 01.08.2025 08.10 - 11.10.2025	
Terms of publication of the ranking list of applicants	I stage - until 12 (00) 06.08.2025(applications with priority) II stage - 11.08 - 13.08.2025 III stage - 19.08 - 25.08.2025(1) 15.10.2025	19.08 - 25.08.2025 15.10.2025

Fulfilment of enrolment requirements (paragraph 6 of Section V, Section IX of these Rules)	I stage - until 18 ($^{(00)}$ 09.08.2025 (applications with priority) Stage II - until 12 ($^{(00)}$ 14.08.2025 Stage III - until^{12} $^{(00)}$ 27.08.2025 until 12($^{(00)}$ 17.10.2025	until 12($^{(00)}$ 27.08.2025 17.10.2025
Terms of enrolment of applicants	I stage - 11.08.2025 (applications with priority) II stage - 15.08.2025 III stage - 29.08.2025 20.10.2025	29.08.2025 20.10.2025

* - for persons with special conditions of admission

[1]The ranking lists are updated every two days

3. Registration of applications and acceptance of documents, admission examinations, competitive admission process and enrolment (at **the expense of individuals and/or legal entities) for** study on the basis of the National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 for a master's degree is carried out within the time limits given in Table 2.

Table 2

Stages of the admission cycle	Full-time, part-time / distance learning
Registration of applications for participation in a professional test, professional exam, interview (instead of Unified Entrance Exam)*, professional exam (instead of Unified Professional Entrance Test)*	from 01 July to 18 ($^{(00)}$ ^{19}August 2025 from 26 September to 07 October 2025
Registration of applications for admission and acceptance of documents	08.08.2025 30.09.2025
End of registration of applications for admission	25.08.2025 13.10.2025
Terms of admission examinations	28.07 - 23.08.2025 08.10 - 11.10.2025
Deadline for publishing the ranking list of applicants	01.09.2025 15.10.2025
Fulfilment of the requirements for admission (paragraph 6 of Section V, Section IX of these Rules)	until 12($^{(00)}$ 04.09.2025 17.10.2025
Deadlines for enrolment of applicants	08.09.2025 20.10.2025

* - for

persons with special conditions of admission

Registration of applicants for the Unified Entrance Exam (hereinafter referred to as the UEE) and the Unified Professional Entrance Test (hereinafter referred to as the UPEE) is carried out by the Academy's Admissions Committee during the following periods

from 2 May to 17 (00) 23May (main period);

from 16 June to 17 June (additional period).

The main session of the EMI and the Unified Professional Entrance Test is held from 21 June to 12 July according to the schedule approved by the Ukrainian Centre for Educational Quality Assessment.

The additional session of the EIE and the Unified Professional Entrance Test is held from 29 July to 18 August according to the schedule approved by the Ukrainian Centre for Educational Quality Assessment.

4. Registration of applications and acceptance of documents, professional examinations, competitive admission process and enrolment at the expense of **the state budget (state order)** of applicants on the basis of the Complete General Secondary Education, on the basis of the National Qualifications Framework, Level 5 for bachelor's (master's) degree (medical, pharmaceutical) and on the basis of the National Qualifications Framework, Level 6 for master's degree are carried out within the time limits given in Table 3.

Table 3

Stages of the admission cycle	Full-time, part-time/distance learning	
	On the basis of complete general secondary education (CGE), Educational-Qualification Level, Educational-Professional Degree (National Qualifications Framework, Level 5)	On the basis of the Educational Degree (National Qualifications Framework, Level 6)
Registration of applications for participation in interviews* and creative assessments, in a professional test, professional exam, interview (instead of Unified Entrance Exam)*, (instead of Unified Professional Entrance Test)	from 03 July until 18 (00) 10July 2025	from 01 July to 18 (00) 30July 2025
Registration of applications for admission and acceptance of documents	19 July 2025	08 August 2025
End of registration of applications for admission	until 18(00) 01 August 2025	25 August 2025
Terms of the Academy's admission examinations	08.07 - 19.07.2025	28.07 - 07.08.2025
Deadline for publishing the ranking list of applicants	until 12(00) 06.08.2025	until 12(00) 28.08.2025

Fulfilment of admission requirements (paragraph 6 of Section V, Section IX of these Rules)	until 18(00) 09.08.2025	until 18(00) 30.08.2025
Deadlines for enrolment of applicants	11.08.2025	01.09.2025

* - for persons with special conditions of admission

Transfer to vacant places of state and regional order of persons enrolled for study at the expense of individuals and/or legal entities on the basis of the Complete General Secondary Education and NQF5 (in accordance with these Rules) - no later than 18 August, on the basis of the National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7 (in accordance with these Rules) - no later than 03 September.

V. Procedure for receiving applications and documents for participation in the competitive admission process to the Interregional Academy of Personnel Management

1. Applicants for higher education shall submit applications

in electronic form through the applicant's personal electronic account, except as provided in this paragraph;

only in paper form (due to the impossibility of registering the applicant's personal electronic cabinet):

in case of submission of documents by foreigners and stateless persons (except for persons with a permanent residence permit in Ukraine) and persons who have applied for recognition as a refugee or a person in need of complementary protection, which is confirmed by a refugee certificate or a certificate of application for protection in Ukraine, in accordance with the Law of Ukraine "On Refugees and Persons in Need of Complementary or Temporary Protection";

in case of submission of a foreign document on education;

in case of submission of a document on previously obtained education issued before the introduction of photopolymer technologies for their production;

in case of submission of an application for admission before the deadlines for submission of electronic applications / operation of electronic offices of applicants established by this Procedure;

if the person is in the temporarily occupied territory of Ukraine;

in case of impossibility to register an applicant's personal electronic account or submit an application electronically for other reasons, which is confirmed by a certificate from the Admissions Committee of the higher education institution.

Applicants may submit a total of up to five applications for state or regional order places and up to fifteen applications for all sources of funding for all admission criteria.

2. An application in electronic form is submitted by filling in an electronic form online:

via the website **vstup.edbo.gov.ua**

and through the electronic resource "Online Admission to the Academy" (http://maup.com.ua/ua/pro-akademiyu/novini1/usi-novini1/onlajn-vstup-do-akademii-zi-znizhkoyu-na-navchannya.html), if it is not possible to submit in paper form and is considered by the Admission / Selection Committee of the Academy in the manner prescribed by law.

When registering a personal electronic account in the Unified State Electronic Database on Education (hereinafter referred to as the USEDE) on the website at https://vstup.edbo.gov.ua , the applicant shall provide the following data

personal email address to which the applicant has access. The specified address will be the login to 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 for admission);

number, PIN code and year of receipt of the National Multisubject Test certificate / examination paper received during registration for the EMI / Unified Professional Entrance Test / Unified Test in Research Methodology. In the case of data from different years and admission examinations, any of the ones provided for use on the relevant admission basis specified in these Rules shall be indicated;

type, series (if any) and number of the identity document or Taxpayer Identification Number (TIN) (in the absence of an NMT certificate / EMI / Unified Entrance Exam / Unified Professional Entrance Test);

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

A person who has grounds for special conditions for participation in the admission cycle, if the relevant documents are not available in the state registers, must apply to one of the higher education institutions (in person or by e-mail, if the higher education institution is able to remotely conduct a proper verification of documents) and provide documents confirming the said right to create a card of an individual in the Unified State Electronic Database on Education (USEDE) and upload scanned copies of these documents.

Persons may contact the Academy's counselling centre or any higher education institution for assistance in registering a personal electronic account and submitting applications in electronic form. Persons who have applied for assistance independently register the applicant's personal electronic account in the Unified State Electronic Database on Education (USEDE) at the counselling centre of any educational institution:

in case of discrepancies in the applicant's data in the Unified State Electronic Database on Education (USEDE) (surname, name, patronymic (if any), date of birth, gender, citizenship, etc.), in the document on previous education (basis of admission), in the data of participants of the External Independent Testing / National Multisubject Test / Unified Professional Entrance Test / Unified Entrance Exam, in the data of participants of the EIT / NMT / EMI / EVI / 'EVI;

in the case of submission of a document on previously obtained education (basis of admission), information about which is not available in the Unified State Electronic Database on Education (USEDE), provided that the documents on education were issued before the introduction of photopolymer technologies for their production.

The data specified by the applicant as provided for in clause 2 of this section shall be checked in the Unified State Electronic Database on Education (USEDE). The applicant's data in the document on education contained in the Register of Educational Documents of the Unified State Electronic Database on Education (USEDE) is compared with the data of the National Multisubject Test certificate / Unified Entrance Exam / Unified Professional Entrance Test, and in case of their absence – with the data of the identity document contained in the card of the individual in the USEDE or indicated in the order of the document on basic, complete general secondary education.

If these data match, a message is sent to the applicant's email address to activate the applicant's personal electronic account. If the USES already has information about a person with the same data (surname, name, patronymic (if any), date of birth), the applicant additionally indicates the data of one of the documents contained in the USEDE (series (if any) and number of the educational document or identity document). In the event of a discrepancy, the applicant receives an appropriate information message on the procedure for eliminating the discrepancy.

Activation of the applicant's personal electronic cabinet in the Unified State Electronic Database on Education (USEDE) allows the applicant to access the applicant's personal electronic cabinet on the website at the following email address: https://vstup.edbo.gov.ua /. Access to the applicant's personal electronic cabinet is carried out using the login and password specified during registration. In case of an unsuccessful attempt to log in to the applicant's personal electronic cabinet, a notification is sent to the e-mail specified during registration.

In the personal electronic cabinet, the applicant enters phone numbers (mobile and/or home) with telephone codes in international format for the possibility of prompt communication between the higher education institution and the applicant, as well as uploads a colour photo of 3 x 4 cm (up to 1 MB in jpg format).

Prior to submitting the first application, the applicant may change the entered phone numbers. If necessary, the applicant indicates additional documents on previously obtained education, National

Multisubject Test certificates, Unified Professional Entrance Test / Unified Entrance Exam / Unified Test in Research Methodology examination sheets of different years in accordance with the Admission Rules.

The applicant's personal electronic cabinet may be blocked by the technical administrator of the Unified State Electronic Database on Education (USEDE) in case of detection of a compromised login (at the request of the Government Computer Emergency Response Team of Ukraine CERT-UA) specified by the applicant when registering the applicant's electronic cabinet.

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

In the application, applicants indicate:

the code of the application,

source of funding:

at the expense of state budget expenditures in public and private higher education institutions (state order);

at the expense of local budgets in state and municipal higher education institutions (regional order);

at the expense of individuals and/or legal entities;

at the expense of grants received by a higher education institution for research that involves the training of higher education students for the degree of Doctor of Philosophy;

for vouchers;

information about the applicant.

The priority is indicated in applications for places of state or regional order and in applications for admission on the basis of the Complete General Secondary Education/National Qualifications Framework, Level 5 for places funded by individuals or legal entities (with a priority score of 1 meaning the highest priority), the priority of applications indicated by the applicant cannot be changed.

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

"I apply for participation in the competition for a place of state or regional order and for participation in the competition for places at the expense of individuals and/or legal entities";

"I apply to participate in the competition exclusively for places funded by individuals and/or legal entities".

When submitting applications for non-budgetary competitive proposals, applicants apply for participation in the competition exclusively for places funded by individuals and/or legal entities and are warned about the impossibility of transferring within the admission cycle to places of state or regional order. Such applicants shall state in their applications:

"I apply to participate in the competition exclusively for places funded by individuals and/or legal entities".

In case of submitting an application to a higher education institution that is in a state of termination, the applicant receives a corresponding warning in the applicant's electronic cabinet.

An application submitted in electronic form may be cancelled by the applicant in his/her personal electronic account before the application deadline. In this case, the application is assigned one of the following statuses: "Cancelled by the applicant"; "Cancelled by the applicant (without the right to submit a new application with the same priority)".

The applicant shall attach the text of the statement of purpose to each application; attachments to the statement of purpose shall be accepted at the electronic mailbox designated by the Admissions Committee of the educational institution.

The statement of purpose is attached by the applicant to the application in paper form; in the Unified State Electronic Database on Education (USEDE), the application data indicates the number of the applicant's personal file at the educational institution where the statement of purpose is contained.

4. Applications for participation in interviews, creative assessments, professional admission examinations at a higher education institution are submitted through the applicants' personal electronic accounts (in paper form or by e-mail to the Admissions Committee of the educational institution in the absence of an applicant's personal electronic account in accordance with these Rules). In the application for participation in the admission examinations, applicants shall indicate: the code of the competitive offer; information about the applicant; name(s) of the admission examination(s).

In each application for participation in the creative assessment, the applicant agrees to the video recording of the creative assessment, the publication of the video recording of the creative assessment on the Academy's website, as well as the storage of video materials after the creative assessment and impersonal written works of the creative assessment on these resources in the public domain for one year in the form of active Internet links, except for applicants who are in the temporarily occupied territory.

If the applicant participates in the admission examinations, the higher education institution, when assigning the "Confirmed" status to the application submitted in electronic form, indicates the time, date and place of the admission examination. The entered data is displayed in the applicant's personal electronic account. When submitting an application in paper form, the time, date and place of the admission examination are communicated to the applicant in person or by e-mail.

5. The applicant submits the application in paper form in person to the Admissions Committee of the higher education institution (with the consent of the educational institution or, if the applicant is in the temporarily occupied territory, remotely using electronic communication). The content of the application in paper form corresponds to the content of the application in electronic form. The authorised person of the Admissions Committee enters the information of each application in paper form into the Unified State Electronic Database on Education (USEDE) on the day of acceptance of the application (with a corresponding note 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 the individual submitting such an application using an electronic signature based on a qualified electronic signature certificate.

The requirement to use an electronic signature based on a qualified electronic signature certificate does not apply to persons residing in the temporarily occupied territories of Ukraine. Such persons shall send scanned copies (photocopies) of the application made in writing by electronic means.

6. When submitting an application to the Academy's Admissions Committee, the applicant shall submit the originals of

an identity document;

registration number of the taxpayer's account card (identification number) or the page of the passport where it is indicated;

a document of a state standard on the previously obtained educational (educational qualification) level, on the basis of which the admission is carried out;

a certificate of the national multi-subject test (for applicants based on Complete General Secondary Education and National Qualifications Framework, Level 5) or an examination sheet of the unified entrance exam/unified professional entrance test (for applicants based on National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7);

a military registration document in paper or electronic (including printed) form, or a military registration document that determines the affiliation of its holder to military duty, issued before the entry into force of the Law of Ukraine of 11 April 2024 No. 3633-IX "On Amendments to Certain Legislative Acts of Ukraine on Certain Issues of Military Service, mobilisation and military registration" (for military persons liable for military service and reservists - military or temporary certificate military of a person liable for military service, for conscripts - certificate of registration with a military registration and enlistment office), except as [provided]by law, in accordance with the procedure(1) ;

four 3 x 4 cm colour photographs (also one colour photograph in electronic form, up to 1 MB in size).

documents confirming the applicant's right to participate in the competition based on the results of the interview and/or quota-1, quota-2 on the basis of the Complete General Secondary Education, National Qualifications Framework, Level 5, to participate in the competition based on the interview for admission to a master's degree on the basis of National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 (special conditions for participation in the competitive admission process).

[1]The deadlines for applicants, citizens of Ukraine, to submit a military registration document 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 dated 30 December 2022 No. 1487, are given in accordance with the deadlines in Tables 1 -3.

Conscripts, persons liable for military service and reservists are accepted for training and registered for personal military service only after they have been registered with the district (city) territorial recruitment and social support centres, the Security Service of Ukraine (SSU) and units of the Foreign Intelligence Service.

Applicants who reside in the temporarily occupied territory of Ukraine or moved from it after 1 January of the year of admission submit documents taking into account the specifics provided for by Order No. 271.

If, for objective reasons, a document on the academic degree (educational-qualification level) obtained is not available, a certificate from the state enterprise Inforesource on its obtainment may be submitted, including without submitting an appendix to the document on the educational (educational qualification) level obtained.

All copies of the documents shall be certified by the Academy's Admissions (Selection) Committee or in accordance with the legislation of Ukraine. Copies of an identity document, military card (certificate of registration) are not subject to certification. Copies of documents without presenting the originals are not accepted.

The application in paper form must include the applicant's consent to the processing of personal data.

If an applicant submits a foreign educational document on the basis of which admission is granted, the term for consideration of the relevant application is set at five working days. For foreign educational documents, validation is carried out - an analysis of the educational document for compliance with the educational level with the conditions for admission and the requirements for the execution of educational documents. Validation is carried out by the Academy's Admissions Committee or an institution that is entrusted with the functions of the National Information Centre for Academic Mobility. In the event of a negative decision on the validation of a foreign educational document, the Academy's Admissions Committee denies the applicant (except for citizens of Ukraine who enter on the basis of the Complete General Secondary Education/National Qualifications Framework, Level 5 based on the results of the National Multisubject Test) admission to the competitive admission process for higher education.

For foreigners and stateless persons who have applied for recognition as a refugee or a person in need of complementary protection in accordance with the Law of Ukraine "On Refugees and Persons in Need of Complementary or Temporary Protection", the applicant shall attach the following documents

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

a certificate of application for protection in Ukraine.

7. To participate in the competition for admission to different forms of study, applicants submit separate applications.

8. The Admissions/Selection Committee checks the grounds for obtaining special conditions for admission by interview, for participation in the competition based on the results of the interview and/or quota-1, quota-2 on the basis of the Complete General Secondary Education, special conditions for participation in the competition based on the results of the interview for admission to a master's degree on the basis of the National Qualifications Framework, Level 6 National Qualifications Framework, Level 7 and special conditions for persons enrolled for study at the expense of individuals and/or legal entities to obtain a bachelor's degree (master's degree in medicine or pharmacy) on the basis of Complete General Secondary Education, master's degree on the basis of National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 for transfer to vacant places of the state order.

9. The Admissions Committee considers applications and documents of applicants and makes a decision on admission to participate in the competitive admission process for admission to the Academy within three working days from the date of registration of the application in the Unified State Electronic Database on Education (USEDE), but no later than the next day after the completion of the acceptance of documents, in case of admission examinations - no later than the next day after the completion of admission examinations.

10. Information on the applicant's familiarisation with the Rules of Admission, the available

license and certificate of accreditation of the relevant educational programme (speciality) and its validity, as well as information on the presence/absence of grounds for applying special conditions for participation in the competitive admission process for study for higher education and/or special conditions for admission shall be recorded in each application submitted by the applicant and confirmed by his/her personal signature when submitting an application in paper form.

In the case of submission of documents for non-accredited study programmes (specialties), information about the applicant's familiarisation with part six of Article 7 of the Law of Ukraine "On Higher Education" shall be recorded in the application.

An application in paper form registered in the Unified State Electronic Database on Education (USEDE) may be cancelled by a higher education institution on the basis of a decision of the Admissions Committee before the deadline for accepting documents for study for applications in paper form, provided that a technical error was made when entering the relevant data into the USEDE, which is confirmed by an act on the technical error made in the USEDE. A cancelled application is considered not submitted, and the fact of such submission is cancelled in the Unified State Electronic Database on Education (USEDE). In this case, the application is assigned the status "Cancelled by the educational institution".

An application in electronic form registered in the Unified State Electronic Database on Education (USEDE) may be cancelled by the USEDE technical administrator on the basis of a decision of the USEDE manager no later than one day before the application deadline, provided that a technical error is detected when entering the relevant data into the USEDE. A cancelled application shall be deemed not submitted, and the fact of such submission shall be cancelled in the Unified State Electronic Database on Education (USEDE).

The technical administrator shall notify the applicant by means of mobile or electronic communication of the cancellation of the application on the day of its cancellation, after which the applicant may submit a new application with the same priority.

11. When enrolling persons who submit a document on a degree (level) of education obtained abroad, the procedure for recognising and establishing the equivalence of this document is mandatory, which is carried out in accordance with the Order of the Ministry of Education and Science of Ukraine of 05 May 2015№ 504 "Some issues of recognition in Ukraine of foreign documents on education", registered with the Ministry of Justice of Ukraine on 27 May 2015 under No. 614/27059. The procedure of recognition of the Document for the purpose of continuing education is carried out before the beginning of the second semester of the first year of study.

12. 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№ 652 , or a decision of the Academic Council of the higher education institution on the recognition of the relevant document on higher spiritual education.

VI. Competitive Admission Process, its organisation and conduct

1. Competitive Admission Process for study for higher education is carried out:

for admission to study for a bachelor's degree (master's degree in medicine or pharmacy) on the basis of Complete General Secondary Education and the National Qualifications Framework, Level 5 - on the basis of the results of the NMT, Egzamin maturalny (hereinafter - the natural examination) for citizens of the Republic of Poland, a creative assessment, an interview, an admission examination for foreigners, and consideration of statements of purpose (Tables 7, 9);

for admission to study for a Master's degree on the basis of the National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 in the following specialties: B11 "Philology", C1 "Economics and International Economic Relations", C2 "Political Science", C4 "Psychology", C7 "Journalism", D1 "Accounting and Taxation", D2 "Finance, Banking, D3 "Management", D4 "Public Management and Administration", D5 "Marketing", D8 "Law", F2 "Software Engineering" - based on the results of the Unified Entrance Exam (UEE) and the Unified

Professional Entrance Test (UPEE), in B2 "Design" - based on the results of the Unified Entrance Exam (UEE), Unified Professional Entrance Test (UPEE) and Professional Entrance Examination, in F5 "Cybersecurity and Information Protection" - based on the results of the Unified Entrance Exam (UEE), Unified Professional Entrance Test (UPEE) or Unified State Qualification Exam (USQE) (Table 8). In the cases provided for in these Rules, the results of a foreign language interview are used instead of the results of the Unified Entrance Exam (both blocks), and the results of a professional entrance test are used instead of the results of the Unified Professional Entrance Test;

for admission to study for a master's degree on the basis of the National Qualifications Framework, Level 6, National Qualifications Framework, Level 7 in other specialties - on the basis of the results of a single admission examination (Unified Entrance Exam) and a professional admission examination;

for admission to study for the degree of Doctor of Philosophy - on the basis of the results of the Unified Entrance Exam (UEE), the Unified Test in Research Methodology (UEE), the admission examination in the speciality, other forms of admission examinations (exams, interviews, presentations of research proposals or achievements), if they are provided for by the Admission Rules, consideration of statements of purpose (Appendix 1).

When applying for a master's degree at the expense of individuals and/or legal entities, applicants on the basis of the National Qualifications Framework, Level 7 (except for speciality D8 "Law") may, at their option, either submit the result(s) of the EMI and/or the EQF, or pass the relevant interview(s) and/or professional examination at the Academy.

In case of submission of documents for participation in the competitive admission process by persons with special educational needs, the Academy will provide appropriate conditions for passing the admission examination.

2. The competitive admission process shall be conducted on the basis of the competitive score and consideration of statements of purpose in accordance with these Rules.

3. For the competitive admission process for studying for a bachelor's (master's degree in medicine or pharmacy) on the basis of Complete General Secondary Education and the National Qualifications Framework, Level 5, the following score(s) are credited (Tables 7, 9):

National Multisubject Test 2025 or 2024 in four competitive subjects (first, second, third, fourth subjects) or

National Multisubject Test 2023 or 2022 in three competitive subjects (first, second, third subjects);

and a creative assessment in the specialties for which it is provided (B2 "Design");

a matriculation exam in two main subjects (Polish language, mathematics) and two additional subjects (history, or a foreign language, or biology, or physics and astronomy, or chemistry at the choice of the applicant) for citizens of the Republic of Poland;

admission examination for foreigners in the subjects specified in the Admission Rules.

In the cases provided for in these Rules, the results of the interview in the subjects of the National Multisubject Test 2025 are credited instead of National Multisubject Test scores.

If a foreign language is set as a competitive subject, the applicant has the right to submit a certificate of proficiency in one of the foreign languages (English, German, French or Spanish) at his/her discretion.

4. For the competitive admission process for studying for a master's degree on the basis of the National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7, the following score(s) are credited:

1) for admission to the specialties B11 "Philology", C1 "Economics and International Economic Relations", C2 "Political Science", C4 "Psychology", C7 "Political Science", D1 "Accounting and Taxation", D2 "Finance, Banking, Insurance and Stock Market", D3 "Management", D4 "Public Administration and Management", D5 "Marketing", D8 "Law", F5 "Software Engineering":

Unified Entrance Exam 2023, or 2024, or 2025 and Unified Professional Entrance Test 2025.

2) for admission to the study programme B2 "Design"

UIE 2023 or 2024 or 2025 and the EIE 2025 and a professional entrance test;

3) for admission to the speciality F5 "Cybersecurity and Information Protection

Unified Entrance Exam 2023, or 2024, or 2025 and the Unified Professional Entrance Test

2025, or Unified Entrance Exam 2023, or 2024, or 2025 and the Unified State Qualification Exam 2024 or 2025.

4) for admission to other specialties:

Unified Entrance Exam 2023, or 2024, or 2025 and a professional entrance exam

For foreigners - an entrance exam in the disciplines specified in the Rules of Admission (if necessary).

In the cases provided for in these Rules, the results of the foreign language interview are used instead of the results of the Unified Entrance Exam (both blocks), and the results of the professional entrance test are used instead of the results of the Unified Professional Entrance Test.

A person who has successfully passed a professional test provided for in the Admission Rules for a master's degree on the basis of the National Qualifications Framework, Level 6 and the National Qualifications Framework, Level 7 in the specialisation of the speciality B11 "Philology" ("B11.041 Germanic languages and literature (translation inclusive), first language - English") and interdisciplinary study programmes is admitted to the competitive admission process for study for a master's degree on the basis of the National Qualifications Framework, Level 6 and the National Qualifications Framework, Level 7.

5. A person may enter the Academy to obtain a bachelor's degree on the basis of the degrees of the National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7 obtained in another speciality in the first year of study with further distribution to the second year, according to the analysis of academic achievements, the result of the professional admission examination and consideration of statements of purpose. The academic difference is determined by specialists of the relevant institutes and separate structural units.

6. To obtain a bachelor's or master's degree, the minimum score in competitive subjects, admission examinations, professional examinations, and interviews is not less than 100 points.

7. For the competitive admission process of persons applying for the degree of Doctor of Philosophy, the scores of admission examinations in the speciality, as well as the results of the Unified Test in Research Methodology, the Unified Entrance Exam component, and other forms of admission examinations (in the form of exams, interviews, presentations of research proposals or achievements), if they are provided for in the Admission Rules, are taken into account. The condition for admission to the admission examinations at a higher education institution (except for admission to an internship) is the successful completion of the Unified Test in Research Methodology in 2025 and the successful completion of the Unified Entrance Exam in 2023, or 2024, or 2025 with a score of at least 150 points for each of its blocks. In the cases provided for in these Rules, the results of the foreign language interview are used instead of the results of the Unified Entrance Exam (both blocks).

In accordance with the Rules of Admission of a higher education institution, persons applying for the degree of Doctor of Philosophy in a field of knowledge (speciality) other than the one specified in their diploma may be subject to additional admission examinations.

8. The competitive score is calculated:

for the competitive admission process for studying for a bachelor's (master's) degree in medicine or pharmacy on the basis of the Complete General Secondary Education and the National Qualifications Framework, Level 5 based on the results of the National Multisubject Test 2025, the matriculation exam, as well as in cases of a creative assessment provided for by these Rules, according to the following formula:

$$\text{Competitive Score (CS)} = (K1 \times P1 + K2 \times P2 + K3 \times P3 + K4 \times P4 + CT \times TC) / (K1 + K2 + K3 + (K4max + K4)/2 + CT),$$

where: П1, П2, П3, П4 - grades in the first, second, third and fourth subjects of the National Multisubject Test 2025;

TC is the score of the creative assessment for the B2 "Design" speciality;

The subject coefficients K1, K2, K3, K4 of subject grades for each speciality and the coefficient CT of the creative assessment grade are defined in Tables 7 and 9. K4max is the maximum value of the subject coefficient for the selected subject of the National Multisubject Test 2025 for the relevant speciality.

For persons entering with the peculiarities stipulated by Order No. 271, P1, P2, P3, P4 are grades in the first (Ukrainian language), second (mathematics), third (history of Ukraine) and fourth (foreign

language, or biology, or physics, or chemistry, or geography or Ukrainian literature at the choice of the applicant) subjects;

2) for competitive admission process for studying for a bachelor's (master's) degree in medicine or pharmacy on the basis of Complete General Secondary Education and the National Qualifications Framework, Level 5 based on the results of the National Multisubject Test 2024, as well as in cases of a creative assessment provided for by these Rules, according to the following formula:

$$\text{Competitive Score (CS)} = (K1 \times P1 + K2 \times P2 + K3 \times P3 + K4 \times P4 + CT \times TC) / (K1 + K2 + K3 + K4 + KT),$$

where: P1, P2, P3, P4 - grades in the first, second, third and fourth subjects of the National Multisubject Test 2024;

TC - score of the creative assessment for the speciality B2 "Design";

The subject coefficients K1, K2, K3, K4 of subject grades for each speciality and the coefficient CT of the creative assessment grade are defined in Tables 7 and 9;

3) for the competitive admission process for studying for a bachelor's degree (master's degree in medicine or pharmacy) on the basis of the Complete General Secondary Education and the National Qualifications Framework, Level 5 based on the results of the National Multisubject Test 2022, 2023, as well as in cases of a creative assessment provided for by these Rules, according to the following formula:

$$\text{Competitive Score (CS)} = (K1 \times P1 + K2 \times P2 + K3 \times P3 + CT \times TC) / (K1 + K2 + K3 + CT),$$

where: P1, P2, P3 - grades in the first, second and third subjects of the National Multisubject Test 2022, 2023;

TC is the score of the creative assessment for the B2 Design speciality;

The subject coefficients K1, K2, K3 of subject assessments for each speciality and the CT coefficient of the creative assessment assessment are defined in Tables 7 and 9.

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 the submission of the Ministry of Youth and Sports of Ukraine, are credited with 200 points in two competitive subjects of the applicant's choice.

Finally, the competition score is multiplied by the product of the regional (RC) and sectoral (Field (Sectoral) Coefficient) coefficients, with

Regional Coefficient at the place of actual location of higher education institutions is equal to 1.04 for the competition proposals of higher education institutions (separate structural subdivisions of higher education institutions, structural subdivisions of higher education institutions located in a different locality than the location of the higher education institution) in Dnipropetrovska, Poltavska, Chernihivska regions; 1.07 - in Zaporizka, Mykolaivska, Odeska, Sumska, Kharkivska, regions; 1.00 - in other cases; Field (Sectoral) Coefficient is equal to 1.00.

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

4) for competitive admission process for studying for a master's degree on the basis of the National Qualifications Framework, Level 6 and the National Qualifications Framework, Level 7:

in cases specified in subparagraphs 1, 3 of paragraph 4 of this section:

$$\text{Competitive Score (CS)} = 0.2 \times P1 + 0.2 \times P2 + 0.6 \times P3;$$

in cases specified in subparagraph 2 of paragraph 4 of this section:

$$\text{Competitive Score (CS)} = 0.2 \times П1 + 0.2 \times П2 + 0.2 \times П3 + 0.4 \times П4,$$

where:

P1 is the score of the EMI General Knowledge Test;

P2 - score of the EMI foreign language test (Unified Entrance Exam);

P3 - grade of the Unified Professional Entrance Test or grade of the professional entrance test in the cases provided for in these Rules.

P4 - grade of the professional admission examination.

The score of the Unified State Qualification Exam on a scale of 200-400 is converted to the score of P3 on a scale of 100-200 by

Multiplying the score of the Unified State Qualification Exam by 0.5 for the speciality 125 "Cybersecurity and Information Protection".

The score of the foreign language interview instead of both blocks of the Unified Entrance Exam in the cases specified in these Rules is taken into account in the competitive score with a coefficient of 0.4.

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

5) in other cases, the competitive score is calculated as the sum of scores for admission examinations and other indicators of competitive admission process in accordance with the Admission Rules.

The principle of equality of rights of applicants must be observed in the case of a different number of components in the competitive score.

Tables for converting test scores of the National Multisubject Test, the Unified Entrance Exam, the Unified Professional Entrance Test, and the maths exam results to a scale of 100-200 are shown in Table 5.

The minimum number of points from the admission examinations for admission is **100 points.**

The competitive score for admission on the basis of Complete General Secondary Education and the National Qualifications Framework, Level 5 cannot be less than **150 points** for the following specialties: D8 "Law", I1 "Dentistry", I4 "Medical Psychology", I8 "Pharmacy (by specialisation)".

The competitive score is not less than **130,000 for** places of state (regional) order for applicants for higher education.

9. The admission examinations for the Doctor of Philosophy degree consist of

– admission examination in the speciality (within the scope of the master's degree standard in the relevant speciality);

- Presentation of a research proposal - in the form of hearing, discussion and evaluation of the applicant's scientific report.

10. Interviews in subjects for applicants on the basis of Complete General Secondary Education and the National Qualifications Framework, Level 5, which they pass instead of the National Multisubject Test, are conducted according to the External Independent Testing programmes. Interviews in a foreign language for applicants for a master's degree on the basis of NQF6 and National Qualifications Framework, Level 7, and for a doctoral degree are conducted according to the EPI Programme in Foreign Languages. The Head of the Admissions Committee approves the procedure for evaluation based on the results of the interview, which must include evaluation criteria and evaluation structure.

Programmes of creative assessments, professional examinations, programmes of other admission examinations shall be approved by the Head of the Academy's Admissions Committee within one month after the entry into force of the Admission Procedure. The admission examinations may not include tasks that go beyond the scope of these programmes.

The programmes of professional admission examinations and creative assessments shall be published on the Academy's website.

Requirements for statements of purpose are determined by the Procedure for processing and evaluating statements of purpose of applicants of the Private Joint Stock Company "Higher Education Institution Interregional Academy of Personnel Management" (Appendix 4).

In the case of competitive admission process using statements of purpose, the Admissions Committee shall check the statements of purpose for the originality of the text and provide access to the results of such check to the Commissioner for the Prevention and Detection of Corruption (hereinafter referred to as the Commissioner).

The procedure and form of the creative assessment are determined by the Procedure for holding a creative assessment for the specialty B2 "Design" in the Private Joint Stock Company "Higher Education Institution" Interregional Academy of Personnel Management "(Appendix 5).

11. Persons who did not appear at the admission examinations at the time specified in the schedule without valid reasons, persons whose knowledge was assessed with scores below the minimum level 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 subsequent admission examinations

and in the competitive admission process. Retakes of admission examinations are not allowed.

12. Information on the results of admission examinations and other competitive indicators shall be entered into the Unified Database.

13. By the decision of the Admissions Committee, the results of the interview, admission examination in the competitive subject for admission to a particular competitive offer may be credited for participation in the competitive admission process for another competitive offer at the Academy.

14. Appeals against the results of admission examinations conducted by the Interregional Academy of Personnel Management (IAPM) shall be considered by the IAPM Appeal Commission, the composition and procedure of which shall be approved by the order of the Academy, taking into account the need to involve representatives of the public, student self-government bodies, and external experts in its activities.

15. The applicant has the right to submit a written appeal to the Rector of the Interregional Academy of Personnel Management (director of the structural unit) about disagreement with the grade received at the admission examination (hereinafter - the appeal):

- appeals against the results of admission examinations must be submitted in person by the applicant no later than the next business day after the announcement of the results of the relevant test (examination).
- Appeals from other persons, including relatives of applicants, are not accepted or considered.
- an applicant applying for a review of the grade obtained at the admission examination must present a document proving his/her identity.
- applications for appeal submitted out of time are not accepted for consideration.
- appeals on issues of exclusion from the test are not considered.
- Appeals against the results of admission examinations are considered by the Appeal Commission of the Interregional Academy of Personnel Management (or its structural subdivision) consisting of the chairman of the Commission and two teachers of the relevant discipline from among those approved by the relevant order.
- the appeal is considered only in the presence of the applicant.
- the meeting of the appeal commission may be attended by the chairman of the relevant subject commission and (or) his deputies as experts. They have the right to give reasonable explanations to the applicant and members of the appeal board regarding the compliance of the scores with the approved evaluation criteria.
- an employee of the Admissions Committee of the Interregional Academy of Personnel Management may be present at the meeting to keep the minutes of the appeal committee (a member of the selection committee of the relevant unit may be present to keep the minutes of the appeal committee of the structural unit).
- Applicants are invited to the meeting of the appeal committee one person at a time. They get acquainted with their examined work and receive explanations for errors and comments.
- additional questioning of applicants by members of the appeal board during the appeal is not allowed.

Based on the results of the appeal, the Appeal Board makes a decision on the test score, which is recorded in the Appeal Board's minutes.

If it is necessary to change the grade (both in case of its increase and decrease), the relevant decision is entered into the minutes, and the change in grade is reflected in the test paper and the test paper.

- the applicant whose appeal is being considered is asked to sign the minutes of the Appeal Board and indicate his/her agreement or disagreement with the decision of the Appeal Board.

If, after the explanations provided, the applicant does not agree with the grade received, the members of the appeal committee draw up a detailed review, which, together with the work, is considered and approved at the next meeting of the admission (selection) committee.

- The minutes are signed by the members of the Appeal Board (at least two persons) and the Head of the Appeal Board.

VIII. Special conditions for participation in the competitive admission process for higher education

1. Special conditions for participation in the admission cycle are as follows:

special conditions for participation in the competitive admission process for higher education;

special conditions for admission (transfer) to study under a state or regional order.

Special conditions for admission (transfer) to study under a state or regional order apply to levels, specialties and forms of higher education, for which it is formed in accordance with the procedure established by law.

2. A prerequisite for the application of special conditions for participation in the admission cycle is the presence in the Unified State Electronic Database on Education (USEDE) of an individual's card indicating the preferential category and entering supporting data (details of documents certifying the right to special conditions for participation in the admission cycle or uploaded scanned copies of such documents in the absence (unavailability) of information about them in state registers), as well as an indication in the applicant's application of the need to apply special conditions.

Special conditions for admission (transfer) to study under a state or regional order are applied if the following requirements are met

only to applications for open and fixed competitive offers,

if applicants have not received a recommendation for state or regional order places.

3. The special conditions for participation in the competitive admission process for higher education on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 are

participation in the competitive admission process based on the results of an interview or an interview and a creative assessment (for specialties specified in the Admission Rules) with the possibility of enrolment based on a positive assessment;

participation in the competitive admission process for study based on the results of an interview instead of the results of the National Multisubject Test or an interview instead of the results of the National Multisubject Test and a creative assessment (for specialties specified in the Admission Rules).

Special conditions for participation in the competitive admission process for Master's degree on the basis of the National Qualifications Framework, Level 6 or the National Qualifications Framework, Level 7, Doctor of Philosophy degree are participation in the competitive admission process for study based on the results of a foreign language interview instead of the Unified Entrance Exam and/or a professional exam instead of the Unified Professional Entrance Test.

4. Special conditions for admission (transfer) to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 are

admission to places of state or regional order based on the results of a positive assessment of admission examinations, participation in the competition under quota-1, quota-2;

transfer to vacant places of the state or regional order of persons enrolled for training under other sources of funding on an open or fixed competitive offer, in cases provided for by these Rules.

Special conditions for admission (transfer) to study for a master's degree under a state or regional order on the basis of the National Qualifications Framework, Level 6 or National Qualifications Framework, Level 7 are the transfer to vacant places of a state or regional order of persons enrolled in study under other sources of funding for an open or fixed competitive offer in cases provided for by this Procedure.

5. Special conditions for participation in the competitive admission process for study for higher education on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in the competitive admission process based on the results of an interview or an interview and a creative assessment (for specialties specified in the Admission Rules) with the possibility of enrolment on the basis of a positive assessment and/or special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of enrolment on the basis of a positive assessment of the interview or interview, etc.

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

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

6. Special conditions for participation in the competitive admission process for studying for higher education on the basis of the Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in the competitive admission process for studying on the basis of the results of an interview instead of the results of the National Multisubject Test or an interview instead of the results of the National Multisubject Test and a creative assessment (for specialties specified in the Admission Rules), special conditions for participation in the competitive admission process for studying for a master's degree on the basis of the National Qualifications Framework, Level 6 or the National Qualifications Framework, Level 7 in the form of participation in the competitive admission process for study based on the results of an interview in a foreign language instead of the Unified Entrance Exam and/or a professional exam instead of the Unified Professional Entrance Test, special conditions for participation in the competitive admission process for study for the degree of Doctor of Philosophy, in the form of participation in the competitive admission process for study based on the results of an interview in a foreign language instead of the Unified Entrance Exam

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", in particular those who are performing military service (except for conscripts) in accordance with the procedure determined by the relevant provisions on military service by citizens of Ukraine;

persons with disabilities as a result of war in accordance with Article 7 of the Law of Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection" (when applying for a master's degree on the basis of the National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7, and for a doctoral degree);

persons who, by the decision of the Regulatory Commission at the Regional Centre for Educational Quality Assessment, were denied registration for participation in the National Multisubject Test 2025 / by the decision of the Admissions Committee, were denied registration for participation in the Unified Entrance Exam, Unified Professional Entrance Test (based on the decision of the Regulatory Commission at the Regional Centre for Educational Quality Assessment, made on the results of consideration of the applicant's documents, carried out at the request of the registering Admissions Committee) due to the impossibility of creating special (special) conditions (subject to the inclusion of a copy of the medical report in the card of the individual)

persons who, upon request for the possibility of creating special conditions for taking the National Multisubject Test, Unified Entrance Exam, and Unified Professional Entrance Test, were denied by the regulatory commission at the regional centre for assessing the quality of education due to lack of organisational and technological capabilities (provided that the card of the individual includes a relevant extract from the minutes of the meeting of the regulatory commission at the regional centre for assessing the quality of education and a medical certificate stating the need to create certain conditions for taking the National Multisubject Test, a medical certificate stating

Persons with disabilities or children with disabilities who in 2025 did not participate in the main and additional sessions of the National Multisubject Test, the Unified Entrance Exam, and the Unified Professional Entrance Test in Research Methodology due to the presence of a disease or pathological condition specified in the List of diseases and pathological conditions that may be an obstacle to passing the external independent evaluation, approved by Order No. 1027/900 (subject to the submission to the Admissions Committee of the higher education institution of a document (copy thereof) certifying the status of a person with a disability or a child with a disability and one of the documents specified in subparagraph 1 of paragraph 2 of the Order).

7. Special conditions for participation in the competitive admission process for studying for higher education on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in the competitive admission process for studying on the basis of the results of an interview instead of the results of the National Multisubject Test or an interview instead of the results of the National Multisubject Test and a creative assessment (for specialties specified in the Admission Rules),

and/or

special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in the competition for places of state or regional order under quota-2 are used by persons whose place of residence is registered (declared) in the temporarily occupied territory or in settlements classified as territories of active hostilities (territories of active hostilities where state electronic information resources operate) as of 01 July of the year of admission and who are in it or who have moved from it after

Special conditions for admission to study under a state or regional order on the basis of the Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in a competition for places of state or regional order) under quota-2 based on the results of the National Multisubject Test or the National Multisubject Test and creative assessment (for specialties specified in the Admission Rules) are used by persons whose place of residence is registered (declared) in the temporarily occupied territory or in settlements classified as territories of active hostilities (territories of active hostilities where state electronic information resources operate).

8. Special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in a competition for places of a state or regional order under quota-1 are used by

persons specified in paragraphs two, four - six of clause 6 of this section;

Persons with disabilities of groups I, II or children with disabilities who in 2025 participated in the main and additional sessions of the National Multisubject Test (subject to the submission to the Admissions Committee of the higher education institution of a document (its copy) certifying the status of a person with a disability or a child with a disability);

Persons in respect of whom the fact of deprivation of personal liberty has been established as a result of armed aggression against Ukraine;

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

9. Persons who use special conditions for admission (transfer) to study under the state or regional order in the form of enrolment on the basis of a positive assessment of admission examinations, participation in the competition for places of the state or regional order under quota-1 or quota-2, and were not recommended for places of the state (regional) order under the relevant special conditions, have the right to participate in the competition on general terms in accordance with the competition score.

10. Special conditions for admission (transfer) to study under the state or regional order on the basis of the Complete General Secondary Education or National Qualifications Framework, Level 5, for obtaining a master's degree on the basis of the National Qualifications Framework, Level 6 or National Qualifications Framework, Level 7 in the form of mandatory transfer to vacant places of the state or regional order for persons enrolled in study under other sources of funding for an open or fixed competitive offer are used:

children of deceased persons specified in part one of Article 10(1) of the Lawof Ukraine "On the Status of War Veterans, Guarantees of Their Social Protection", persons from among them;

children of deceased persons in respect of whom the fact of deprivation of personal liberty as a result of armed aggression against Ukraine has been established;

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, one of whose parents is a participant in hostilities on the territory of other states, who was killed (missing) or died as a result of wounds, contusion or mutilation received 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 recognised by the court as a missing person 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 (for admission on the basis of the Complete General Secondary Education or the National Qualifications Framework, Level 5).

11. Special conditions for admission (transfer) to study under the state or regional order on the basis of the Complete General Secondary Education or National Qualifications Framework, Level 5, for obtaining a master's degree on the basis of the National Qualifications Framework, Level 6 or National Qualifications Framework, Level 7 in the form of transfer (if there are places) to vacant places of the state or regional order for persons enrolled in training from other sources of funding on an open or fixed competitive offer are used by

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

persons with disabilities from among the participants in the liquidation of the consequences 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 until the adoption of the resolution on resettlement (category 2);

children of persons, persons from among them, who in the year of admission received the educational level on the basis of which the admission is made, 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", entered in the Unified Register of Persons Missing in Special Circumstances, recognised as persons in respect of whom the fact of deprivation of personal liberty as a result of armed aggression against Ukraine has been established;

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;

Persons referred to in paragraphs three to five of clause 8 of this section;

persons referred to in paragraphs two and three of clause 6, clause 7 of this section;

Persons whose place of residence is registered (declared) in settlements referred to the territory of possible hostilities as of 01 July of the year of admission;

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).

12. When applying for a master's degree at the expense of individuals and/or legal entities, applicants on the basis of the National Qualifications Framework, Level 7 (except for speciality D8 "Law") may, at their option, either submit the result(s) of the EMI and/or the Unified Professional Entrance Test, or pass the relevant interview(s) and/or professional exam at a higher education institution.

VIII. Formation and publication of the ranking list of applicants

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

applicants who use special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of admission on the basis of a positive assessment of admission examinations;

applicants who use special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in a competition for places of state or regional order under quota-2;

applicants who use special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of participation in a competition for places of state or regional order under quota-1;

applicants who use special conditions for transfer to study at the expense of individuals or legal entities;

applicants who participate in the competitive admission process for study on general terms.

2. The list of applicants who use special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of admission on the basis of a positive assessment based on the results of an interview and a creative assessment (for specialties specified in the Rules of Admission) is ordered alphabetically.

Within the other categories specified in paragraph 1 of this section, the ranking list of applicants is ordered

by competitive score - from highest to lowest;

by the priority of the application from the first to the last;

by the grade in the subject that is taken into account with the highest subject coefficient, in the case of two or more subjects with the same highest subject coefficients - from the subject with the lower number (for applicants based on the Complete General Secondary Education and National Qualifications Framework, Level 5) - from higher to lower;

based on the result of the Unified Professional Entrance Test or a professional exam instead of the Unified Professional Entrance Test in cases provided for in this Procedure (for applicants based on the National Qualifications Framework, Level 6 and National Qualifications Framework, Level 7, for whom this result is used for competitive admission process) - from higher to lower;

based on the result of the EMI general academic competence test or a foreign language interview instead of the EMI in the cases provided for in this Procedure (for applicants based on the NQF6 and NQF7, for which the EQF is not used in the competitive score) - from higher to lower;

based on the result of the EMI foreign language test or a foreign language interview instead of the EMI in the cases provided for in this Procedure (for applicants based on the NQF6 and NQF7, for which the EMI result is not used for competitive admission process) - from higher to lower;

based on the results of consideration of statements of purpose (when forming the ranking list of a broad competition, applicants who have been assigned the same ranking places by higher education institutions based on the results of consideration of statements of purpose - first, second, third, etc. provided that they have the same higher-order ranking indicators - have the same rights).

In case of equal competitive scores, the priority of applications from the first to the last is used to arrange the ranking list of applicants, in case of equal priorities - higher scores in the cases provided for in this paragraph, then - the results of consideration of statements of purpose.

3. The ranking list of applicants shall include:

degree of higher education, speciality, name of the competition proposal, form of education, sources of funding, basis of admission;

surname, full name, patronymic (if any) of the applicant;

the applicant's competitive score (except for applicants who use special conditions for admission to study under a state or regional order on the basis of Complete General Secondary Education or the National Qualifications Framework, Level 5 in the form of admission on the basis of a positive assessment of admission examinations);

priority of the application (if any);

whether special conditions for participation in the admission cycle or quotas for foreigners apply.

Surnames of applicants whose place of residence is the temporarily occupied territory, the territory of settlements classified as the territory of active hostilities or active hostilities where state electronic information resources operate (who are not registered as internally displaced persons) or who have moved from it after 01 January of the year of admission are subject to encryption in all information systems.

The names of applicants whose place of residence is the temporarily occupied territory, the territory of settlements classified as the territory of active hostilities or active hostilities, where state electronic information resources operate (who are not registered as internally displaced persons) and who have moved from it in the period from 24 February 2022 to 01 January of the year of admission, are subject to encryption in all information systems at the request of applicants.

4. Targeted placement of places of the state (regional) order and at the expense of individuals or legal entities for admission to study for higher education is formed in the Unified State Electronic Database on Education (USEDE) based on competitive scores, priorities and ordering of the ranking list of entrants, taking into account the total, maximum volumes, qualification minimum of the state order.

An applicant may be recommended for admission to places of the state (regional) order, places at the expense of individuals or legal entities according to the highest priority from among those indicated in their applications, according to which the applicant is among those who may be recommended for admission to the relevant source of funding, in accordance with their competitive score. If an applicant has not received a recommendation for admission to the state (regional) order places based on the results of the targeted placement of budget places, but has a sufficient competitive score for a particular application and has not received a recommendation only due to the application of the qualification minimum of budget places, he or she is offered a choice (within the applications submitted by the applicant) of providing a recommendation for admission to the state (regional) order places in the same specialty (specialisation, subject specialty) in other higher education institutions, in

5. Lists of entrants recommended for admission under the state or regional order and at the expense of individuals or legal entities for each competitive offer are received by the Admissions Committee according to the Unified State Electronic Database on Education (USEDE), checked for the accuracy of the information provided by the entrants and compliance with the requirements for the formation of lists provided for in this Procedure, approved by the decision of the Admissions Committee and published by posting on the Academy's website in accordance with the terms specified in Section IV of these Rules. Information about the recommendation for admission is displayed in the applicant's personal electronic cabinet.

The status of the application of an applicant recommended for admission under the state (regional) order is changed from the status "Admitted to the competition" to the status "Recommended for admission (training under the state (regional) order)".

The status of the application of an applicant recommended for enrolment at the expense of individuals or legal entities changes from "Admitted to the competition" to "Recommended for enrolment (study at the expense of individuals and/or legal entities)" .

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.

IX. Exercising the right of applicants to choose a place of study

1. Applicants who have received a notification in the applicant's personal electronic account about receiving a recommendation for admission on the basis of a priority application (who have received information from the official website of the higher education institution), within the time limit specified for fulfilling the requirements for admission on the basis of a priority application in Section IV of these Rules, must confirm the choice of a place of study in the electronic account with a qualified electronic signature or in person at the educational institution.

Fulfilment of the requirements for enrolment requires that the applicant submit a military registration document in paper or electronic (including printed) form, or a military registration document that determines the affiliation of its holder to military duty, issued before the entry into force of the Law of Ukraine of 11 April 2024 No. 3633-IX "On Amendments to Certain Legislative Acts of Ukraine on Certain Issues of Military Service, Mobilisation and Military Registration" (for military persons liable for military service and reservists - military or temporary certificate military of a person liable for military service, for conscripts - certificate of registration with a military registration and enlistment office), except as provided by law.

The basis for enrolling a person for study is confirmation of the choice of a place of study, fulfilment of the requirements for enrolment and the conclusion of an agreement (contract) on study at a higher education institution between the Academy and the applicant (with the participation of parents or legal representatives - for minor applicants), which may detail the rights and obligations of the parties. The study agreement (contract) may be concluded remotely with the imposition of qualified electronic signatures, in particular by accepting a public offer.

Applicants whose place of residence is registered (declared) in the temporarily occupied territory and who are located there may fulfil the requirements for enrolment and conclude a study agreement at a higher education institution within six months after the start of their studies. The absence of a study agreement or failure to meet the enrolment requirements does not prevent the inclusion of such

applicants in the enrolment order. Otherwise, the order for admission is cancelled in terms of enrolling such a person.

The absence of a positive result of validation of a foreign document on complete general secondary education for citizens of Ukraine who enter on the basis of the results of the National Multisubject Test is not an obstacle to their enrolment, provided that the applicant applies to the authorised general secondary education institution to obtain a document on obtaining complete general secondary education on the basis of the results of the National Multisubject Test and undertakes in writing to provide the relevant document within six months from the start of training. In case of non-fulfilment of this obligation, the order on enrolment is cancelled in terms of enrolment of such a person.

2. Applicants who have received a recommendation for admission on the basis of an application with priority and within the time limits specified in Section IV of these Rules or in accordance with them, have confirmed their choice of place of study, fulfilled the requirements for admission and concluded a study agreement (contract) shall be admitted. When enrolling at the expense of individuals or legal entities for higher education, an agreement (contract) must additionally be concluded between the higher education institution and the individual (legal entity) who orders a paid educational service for himself or herself or for another person, assuming financial obligations for its payment.

After the applicant has fulfilled the requirements of these Rules, the authorised person changes the status of the applicant's electronic application in accordance with the recommendation provided to "Included in the order (study under the state (regional) order)" or "Included in the order (study at the expense of individuals or legal entities)". The status of his/her other applications with priorities automatically changes to "Deactivated (due to enrolment)".

Deactivated applications can be activated (if necessary) by a user of the Unified State Electronic Database on Education (USEDE), in particular by a representative of the Admissions Committee, at the request of the applicant to set the status of the application to "Admitted to the competition (training at the expense of individuals and/or legal entities)".

Applicants who have received a recommendation for admission under a state or regional order and have not confirmed their choice of place of study within the time limit specified for fulfilling the requirements for admission under the application with priority in section V of this Procedure lose the opportunity to enrol in the current year to study for higher education under a state or regional order or transfer to such places.

In this case, the application is assigned the status "Excluded from the list of recommended (studying under the state (regional) order)". By the decision of the Admissions Committee, this status of the application may be changed to the status "Admitted to the competition (training at the expense of individuals and/or legal entities)" , in the absence of another application of this applicant to participate in the competition exclusively for places at the expense of individuals and/or legal entities .

At the request of an applicant who has not received a recommendation based on the results of targeted placement for admission to study for higher education, but has been admitted to the competition, a higher education institution may provide a recommendation for admission to study at the expense of individuals and/or legal entities within the time limits specified in Section IV of these Rules.

3. The procedure for confirming the choice of a place of study at the expense of individuals and legal entities may provide for confirmation of the choice of a place of study in the applicant's electronic cabinet with a qualified electronic signature or in person at the educational institution. Persons who have received a recommendation for admission to study at the expense of individuals or legal entities and have fulfilled the requirements for admission are eligible for admission.

Fulfilment of the requirements for enrolment requires the applicant to submit a military registration document in paper or electronic (including printed) form, or a military registration document determining the affiliation of its holder to military duty, issued before the entry into force of the Law of Ukraine of 11 April 2024 No. 3633-IX "On Amendments to Certain Legislative Acts of Ukraine on Certain Issues of Military Service, mobilisation and military registration" (for military persons liable for military service and reservists - military or temporary certificate military of a person liable for military service, for conscripts - certificate of registration with a military registration and enlistment office), except as provided by law.

The status of an application of an applicant recommended for admission to places at the expense of individuals and/or legal entities shall be changed from the status "Admitted to the competition" or the status "Admitted to the competition (study at the expense of individuals and/or legal entities)" to the status "Recommended for admission (study at the expense of individuals and/or legal entities)".

After the applicant has fulfilled the requirements of these Rules, the authorised person changes the status of the applicant's application to "Included in the order (training at the expense of individuals and/or legal entities)".

If an applicant whose application has been assigned the status of "Recommended for admission (study at the expense of individuals and/or legal entities)" fails to comply with the requirements of this Procedure, the status of the application is changed to "Excluded from the list of recommended (study at the expense of individuals and/or legal entities)".

4. In the case of enrolment for training at the expense of individuals and/or legal entities, an agreement (contract) is concluded between the Academy and an individual (legal entity) who orders a paid educational service for himself/herself or for another person, assuming financial obligations for its payment.

If the agreements (contracts) are not concluded within fourteen calendar days (three months for applicants whose place of residence is registered (declared) in the temporarily occupied territory and who are located there) from the date of the order for admission, this order shall be cancelled in terms of enrolment of such person.

Payment for education shall be made in accordance with the agreement (contract) between the Academy and an individual (legal entity) who orders a paid educational service for himself/herself or for another person, assuming financial obligations for its payment.

5. In case of enrolment for a certain degree of higher education of a person who has previously obtained the same or higher degree of higher education and the corresponding degree has not been awarded, the person is considered to be obtaining a level of education that is not higher than the previously obtained level of education in the sequence determined by part two of Article 10 of the Law of Ukraine "On Education".

5. A person enrolled for higher education at the expense of individuals and/or legal entities may apply for a state grant for higher education in accordance with the Procedure for Implementing a Pilot Project for Providing State Grants for Higher Education, approved by Resolution of the Cabinet of Ministers of Ukraine No. 822 of 18 July 2024 (as amended by Resolution of the Cabinet of Ministers of Ukraine No. 1059 of 13 September 2024).

X. Adjustment of the list of those recommended for admission

1. The Admissions Committee cancels previously provided recommendations to applicants who have not confirmed their choice of place of study within the time limit specified for fulfilling the requirements for admission on the basis of an application with priority in section IV of these Rules, or have not fully provided the grounds for admission to study provided for in paragraph 1 of section IX of these Rules.

2. Lists of persons recommended for admission at the expense of individuals and/or legal entities are updated every two days by the Admissions Committee in accordance with Table 1 of Section IV of these Rules, in descending order of competitive score. Applicants recommended for admission at the expense of individuals and/or legal entities are required to fulfil the requirements for admission in accordance with paragraph 3 of Section IX of these Rules.

XI. Transfer to vacant places of the state (regional) order of persons enrolled for study at the expense of individuals and legal entities

1. Persons who have not received recommendations for admission to the state (regional) order places in accordance with these Rules may be transferred to vacant places of the state (regional) order.

2. Transfer to vacant places of the state (regional) order of persons enrolled for training at the expense of individuals and/or legal entities (except for non-budgetary competitive proposals) is carried out taking into account the requirements of paragraph 5 of Section III of the Rules in the following sequence

Persons specified in paragraph 10 of Section VII of these Rules, regardless of the competition score;

persons specified in paragraph six of clause 11 of section VII of these Rules;

persons referred to in paragraphs two to five of clause 11 of section VII of these Rules, if the competitive score received by them is less than the passing score (the minimum score that allowed to receive a recommendation for admission to the places of the state order under this competitive proposal for the general competition in accordance with the procedure provided for in paragraph 5 of section VIII of these Rules) by no more than 15 points.

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

3. In the absence of a sufficient number of places for transfer to vacant places of the state (regional) order, the higher education institution uses for this purpose vacant places of the state (regional) order in other specialties of this industry (only for persons specified in paragraphs two - four of paragraph 2 of this section), and in their absence - other fields of knowledge (only for persons specified in paragraphs two, three of paragraph 2 of this section) of this or other forms of education (after transfer to vacant places of the state order of the axis of

Unused places of the state (regional) order after that are considered to be not placed at the Academy. The higher education institution shall inform the state (regional) customer of their number in terms of specialties (specializations, subject specialties) and forms of education. In the absence of a sufficient number of places to transfer to the vacant places of the state (regional) order of persons referred to in paragraph 3 of clause 2 of this section, the Academy sends to the state (regional) customer a request for the allocation of additional places of the state order at the expense of the returned ones. The decision on the use of these places shall be made by the competition commission of the state (regional) customer.

XII. Order on enrolment

1. Orders for admission to study shall be issued by the Rector of the Academy on the basis of the decision of the Admissions Committee. Orders for admission to training with annexes to them are formed in the Unified Database and published on the website of the Interregional Academy of Personnel Management in the form of a list of enrollees.

2. The decision of the Admissions Committee on the enrolment of an applicant may be cancelled by the Admissions Committee in case of violations of the law by the applicant provided for in paragraph 5 of Section XIV of these Rules. The order for admission shall be cancelled in the part concerning this applicant.

Enrolled persons may be excluded from the order of admission to the Academy at their own request (the order of admission is cancelled in the part concerning this person).

3. If a person fails to start classes without valid reasons within 10 calendar days from the date of their commencement, the order for admission shall be cancelled in the part concerning this person.

If a person who has not completed training under a state or regional order for a certain degree of higher education and has received a recommendation for enrolment in places of state (regional) order in accordance with the procedure provided for in paragraph 5 of Section VIII of these Rules, but has not started training due to the impossibility of reimbursement to the state or local budget of funds spent on training services in accordance with the Procedure for reimbursement of state or local budget funds spent on training services for

In case of cancellation of the order on enrolment in the part concerning the applicant, the status of the application changes from the status "Included in the order (under the state (regional) order)",

"Included in the order (training for state grants)" or "Included in the order (training at the expense of individuals and/or legal entities)" to the status "Cancelled enrolment".

4. The Academy may use the place(s) vacated in accordance with the procedure provided for in paragraphs 2, 3 of this section to transfer to vacant places of the state (regional) order persons enrolled for training at the expense of individuals and/or legal entities in accordance with paragraphs 2, 3 of Section XI of these Rules.

XIII. Peculiarities of admission and training of foreigners and stateless persons

1. Admission to the Academy of Foreigners and Stateless Persons is carried out in accordance with the Laws of Ukraine "On Higher "of Foreigners and , "On Foreign Ukrainians"and Persons in Need of Additional or Temporary Protection"Guarantees for Citizens of the Republic of Poland Staying in Ukraine" Resolution of the Cabinet of Ministers of Ukraine of 12 September 2018№ 729 "Issues of obtaining higher education by certain categories of persons"; The Procedure for Organising Admission to Professional (Vocational), Professional Pre-Higher, Higher Education Institutions of Ukraine and Training (Internships) of Foreigners and Stateless Persons Using the Unified Interagency Information System of Ukraine for Foreigners and Stateless Persons Who Wish to Study in Professional (Vocational), Professional Pre-Higher, Higher Education Institutions of Ukraineapproved by the Resolution of the Cabinet of Ministers of Ukraine of 28 June 2024 No. 758; Order of the Ministry of Education and Science of Ukraine of 01 November 2013№ 1541 "Some issues of organisation of recruitment and training (internship) of foreigners and stateless persons", registered with the Ministry of Justice of Ukraine on 25 November 2013 under No. 2004/24536; Order of the Ministry of Education and Science of Ukraine of 02 December 2019№1498 "On approval of the Procedure for establishing quotas for 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.

Citizens of the Russian Federation, the Islamic Republic of Iran, the Republic of Belarus and the Democratic People's Republic of Korea who do not have a permanent residence permit in Ukraine are admitted to study with an individual permit from the Ministry of Education and Science of Ukraine.

2. Foreigners and stateless persons, stateless persons who have applied for refugee status, persons who have applied for protection in Ukraine and have provided a certificate of application for protection in Ukraine (hereinafter referred to as foreigners) may receive higher education at the expense of individuals and/or legal entities, unless otherwise provided by international treaties of Ukraine, ratified by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions on international academic mobility.

3. Admission of foreigners to study is carried out in person and/or remotely. Foreigners are enrolled for study using the Unified Interdepartmental Information System of Ukraine for Foreigners and Stateless Persons Who Wish to Study at the Academy (hereinafter referred to as the Unified System).

The validity of an electronic invitation to study issued through the Unified System is no more than six months from the date of affixing the electronic qualified seal of the Academy or the qualified electronic signature of the authorised person of the Academy.

An invitation to study issued by means of the Electronic Journal Automated System of a state-owned enterprise authorised by the Ministry of Education and Science of Ukraine remains valid until 01 April 2025 inclusive.

Foreigners who have received an electronic invitation to study, have received a range of information and consulting support services (in case of receiving an invitation to study by means of the Automated System "Electronic Journal" of a state enterprise authorised by the Ministry of Education and Science of Ukraine), and have completed the procedure for legalising educational documents in the country of issue: legalised in the Ministry of Foreign Affairs of the country that issued the educational document; legalised in the

In case of admission of a foreigner through a representative, information about this shall be indicated in the application.

Electronic copies of the following documents provided by the foreigner: a document on the degree (level) of education obtained by the foreigner abroad, on the basis of which the admission is made, and

its appendix (if the presence of the appendix is provided for by the legislation of the country of origin of the document); academic transcript issued by a foreign/Ukrainian institution of vocational (vocational-technical), professional pre-higher, higher education (in case of transfer or renewal of studies starting from the second year) and their translations into Ukrainian are analysed for compliance with the requirements for admission.

Validation is carried out by the institution entrusted with the functions of the National Information Centre for Academic Mobility or the Admissions (Selection) Committee of the Academy and involves checking the correctness of the documents and whether the foreigner has the right to enter an educational institution to study under a programme of vocational (vocational-technical), professional higher or higher education in the country of origin of the document.

Based on the results of the analysis of the conformity (validation) of the educational document, the institution entrusted with the functions of the National Information Centre for Academic Mobility or the Admissions (Selection) Committee of the Academy prepares a conclusion on its results, which is entered into the Unified System.

In the case of remote admission, a foreigner sends legalised or notarised copies of documents on previous education to the educational institution by post. When crossing the state border of Ukraine for the first time and upon arrival at the Academy, the foreigner shall hand over the original documents in person.

In order to organise remote enrolment of foreigners for higher education and for the purpose of studying under the programmes of the preparatory department for the study of the state language and/or language of instruction, as well as for postgraduate education, advanced training and internships, the Academy conducts identification of the person and admission examinations in a remote format with video recording (including from the screen of the applicant's device). The video recording of the admission examination is stored after the admission examination for foreigners for five years at the Academy, and a link to this recording is entered into the Unified Database.

Admission of foreigners and stateless persons to the Academy for bachelor's and master's degree programmes is carried out under accredited educational programmes within the licensed volume (Table 6).

Admission of foreigners to study for a bachelor's degree

- on the basis of complete general secondary education is carried out on the basis of the results of admission examinations conducted in the form of testing in certain subjects and language of study (Table 4);

- on the basis of the initial level (short cycle) of higher education is carried out on the basis of the results of professional admission examinations and the entrance test in the language of study

To obtain a master's degree:

on the basis of the first level of higher education (bachelor's degree) is carried out on the basis of the results of professional admission examinations and the entrance test in the language of study (Table 4).

For higher education at the degree of Doctor of Philosophy, admission is based on the admission examinations presented in Table 4.

Documents for bachelor's and master's degrees are accepted from 28 April to 31 October 2025.

The Academy accepts foreigners for studying under the programmes of the preparatory department for studying the state language and/or the language of instruction, as well as for postgraduate education, advanced training and internships.

Documents for admission of foreigners to study under the programme of the preparatory department or language training, advanced training, as well as postgraduate and doctoral studies are accepted throughout the year.

4. Admission Examinations are held in the following terms:

- for foreigners applying for a bachelor's degree, the entrance exam is held every Friday during the period of document submission, subject to the availability of applicants;

- for foreigners applying for a bachelor's degree with a reduced period of study and a master's degree, the language entrance exam is held every Friday, and the professional entrance exam - every Monday during the period of admission, subject to the availability of applicants.

5. Enrolment of foreign applicants for study at the expense of individuals and/or legal entities is carried out by the Academy:

1) until 01 November within the terms specified in the Admission Rules for obtaining bachelor's and master's degrees .

2) during the year for studying under the programme of preparatory department or language training, advanced training, postgraduate and doctoral studies.

The Academy calculates the points/grades of an applicant on the basis of a document on the previous level of education and sets the minimum number of points/grades in general education subjects for which the admission examination for foreigners is held.

Enrolment of foreigners for study at the appropriate level of higher education is carried out on the basis of a document on the previous level of education based on the results of the admission examination for foreigners in certain subjects and language of study and on the basis of academic rights to continue studying, provided by the document on the level of education in the country of origin, and taking into account the points of success 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 degree (level) of education.

All categories of foreigners entering the Academy shall be enrolled on the basis of orders for enrolment and under the conditions specified in the educational offer accepted by the foreigner. The relevant educational offer is an integral part of the agreement on the provision of educational services concluded by the foreigner with the Academy. A certificate generated in the Unified State Electronic Database on Education (USEDE) may serve as confirmation of the fact of study.

6. Foreigners who arrive in Ukraine to participate in academic mobility programmes or to obtain higher education under educational programmes agreed between the Academy and foreign higher education institutions are admitted to study, taking into account the contractual obligations of the relevant higher education institutions.

7. Foreigners and stateless persons, in particular foreign Ukrainians permanently residing in Ukraine, citizens of the Republic of Poland, persons recognised as refugees and persons in need of additional protection, have the right to receive higher education on an equal footing with citizens of Ukraine, in particular at the expense of the state or local budget, with the exceptions established by the , laws of Ukraine or international treaties ratified by the Verkhovna Rada of Ukraine.

Foreign Ukrainians whose status is certified by a certificate of a foreign Ukrainian (except for persons permanently residing in Ukraine) may be enrolled in state-funded studies within the established quotas for foreigners at the admission examination for foreigners in the subjects provided for in the Admission Rules.

8. The Academy's requirements for compliance of applicants from among foreigners who have arrived in Ukraine for the purpose of study with this Procedure and the Admission Rules, as well as the deadlines for accepting applications and documents, conducting the admission examination for foreigners and enrolment are specified in the Admission Rules and published on the official website of the Academy.

Name of the speciality	Degree of higher education	List of competitive subjects for entrance exams
B2 Design	Bachelor	1. Ukrainian as a foreign language 2. English/German language
	Master's degree	1. Ukrainian as a foreign language 2. Professional entrance test
B11 Philology	Bachelor	1. Ukrainian as a foreign language 2. English/German language
	Master's degree	1. Ukrainian as a foreign language 2. Professional entrance test
C1 Economics and international economic relations	Bachelor	1. Ukrainian as a foreign language 2. Geography/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
	Doctor of Philosophy	1. Ukrainian language 2. Foreign language 3. Entrance exam in the speciality 4. Presentation of a research proposal
C4 Psychology	Bachelor	1. Ukrainian as a foreign language 2. Biology/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
	Doctor of Philosophy	1. Ukrainian language 2. Foreign language 3. Entrance exam in the speciality 4. Presentation of a research proposal
C7 Journalism	bachelor	1. Ukrainian as a foreign language 2. English/German language
D1 Accounting and taxation	Bachelor	1. Ukrainian as a foreign language 2. Geography/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
D2 Finance, banking, insurance and stock market	Bachelor	1. Ukrainian as a foreign language 2. Geography/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
	Doctor of Philosophy	1. Ukrainian language 2. Foreign language 3. Entrance exam in the speciality 4. Presentation of a research proposal
D3 Management	bachelor	1. English/Ukrainian as a foreign language 2. Geography/Mathematics/English
	Master's degree	1. Ukrainian as a foreign language 2. Professional entrance test
D4 Public administration and administration	master	1. Ukrainian as a foreign language 2. Professional entrance test
	Doctor of Philosophy	1. Ukrainian language 2. Foreign language 3. Entrance exam in the speciality 4. Presentation of the research proposal
D5 Marketing	bachelor	1. Ukrainian as a foreign language 2. Geography/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
D8 Law	Bachelor	1. Ukrainian as a foreign language 2. English/German language
	Master's degree	1. Ukrainian as a foreign language 2. Professional entrance test
	Doctor of Philosophy	1. Ukrainian language 2. Foreign language 3. Entrance exam in the speciality 4. Presentation of the research proposal

F1 Software engineering	Bachelor's degree	1. Ukrainian as a foreign language 2. Physics/English language
	Master	1. Ukrainian as a foreign language 2. Professional entrance test
F2 Computer science	Bachelor	1. Ukrainian as a foreign language 2. Physics/English language
I1 Dentistry	Master	1. Ukrainian as a foreign language 2. Physics/English language

XIV. Ensuring openness and transparency in the admission process to the Interregional Academy of Personnel Management

1. The Educational Ombudsman and/or an employee of the Educational Ombudsman Service, representatives of the media (no more than two persons from one media outlet) have the right to attend the meeting of the Admissions Committee.

2. Public associations may apply to the Ministry of Education and Science of Ukraine with an application for the right to observe the work of the Admissions Committee. Public associations that have been granted this right by the Ministry of Education and Science of Ukraine may send observers to the meeting of the Admissions Committee. The Admissions Committee is obliged to create appropriate conditions for the presence of public observers at its meetings, as well as to provide them with the opportunity to familiarise themselves with the documents provided to the members of the Admissions Committee before the meeting.

3. The Academy shall acquaint the applicants with the license to carry out educational activities, certificates of accreditation of the relevant speciality (field of study, educational programme). Admission rules, information on the licensed volume and (maximum) volume of admission under the state order for each competitive proposal and level of higher education, including the number of places allocated for admission under quotas, shall be published on the website of the higher education institution no later than the working day following the day of approval/coordination or receipt of relevant information.

The Academy publishes on its official website information on the accommodation procedure and the availability (minimum number) of free places in dormitories for persons enrolled in 2024 on the official website no later than 14 July.

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 shall be published on the official website of the Academy.

5. Higher education institutions that have enrolled applicants who have provided certificates from health care institutions to confirm special conditions for participation in the admission cycle must, within one month from the date of enrolment, but no later than November 15, make a request to the relevant health care institutions to confirm the fact of issuing such certificates. Requests from higher education institutions and responses from healthcare institutions are uploaded to the Unified State Electronic Database on Education (USEDE).

6. Submission by an applicant of inaccurate personal data, inaccurate information about previous education, the right to enrolment under quotas, the right to special conditions for participation in the admission cycle, registered (declared) place of residence, inaccurate information about being/not being in the military register, passing the EMI, Unified Entrance Exam, Unified Test in Research Methodology, National Multisubject Test is the basis for cancellation of the order on enrolment in the part concerning this applicant.

7. Informing the public about the licensed volume (for competitive proposals for educational programmes that provide for the award of professional qualifications in professions for which additional regulation has been introduced) or the maximum volume of places under other competitive proposals, the volume of places (maximum or fixed) funded by the state order, the amount of tuition fees for specialties (specializations, educational programmes), persons (names and initials) who have applied for admission, their recommendations for admission and admission to 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 technical administrator of the USEDE).

8. Video recordings of creative assessments, video materials after the creative assessment and impersonal written works of participants of the creative talent competition shall be published on the Academy's website within three working days after the publication of the entrants' grades and stored on these resources in the public domain for one year in the form of active Internet links.

9. The list of those who have applied for participation in the competitive admission process within the framework of a broad competition is published in the section 'Admission' of the USEDE website at https://vstup.edbo.gov.ua/ at least twice during the period of acceptance of applications and documents.

Table 5

TABLES

conversion of test scores of the national multi-subject test, matura exam, unified entrance exam, unified professional entrance exam, unified entrance exam in research methodology to a scale of 100-200

1. Table of conversion of test scores of the Ukrainian language test of the National Multisubject Test to the scale 100-200

Test score	Score on the scale 100-200
7	100
8	105
9	110
10	115
11	120
12	125
13	131
14	134
15	136
16	138
17	140
18	142
19	143
20	144
21	145
22	146
23	148
24	149
25	150
26	152

Test score score	Score on the scale 100-200
27	154
28	156
29	157
30	159
31	160
32	162
33	163
34	165
35	167
36	170
37	172
38	175
39	177
40	180
41	183
42	186
43	191
44	195
45	200

Continuation of Table 5

2. Table of conversion of National Multisubject Test mathematics test scores to the 100-200 scale

Test score	Score on the scale 100-200
5	100
6	108
7	115
8	123
9	131
10	134
11	137
12	140
13	143
14	145
15	147
16	148
17	149
18	150
19	151
20	152
21	155
22	159
23	163
24	167
25	170

Test score score	Score on the scale 100-200
26	173
27	176
28	180
29	184
30	189
31	194
32	200

Continuation of Table 5

3. Table of Conversion of Test Scores of the History of Ukraine National Multisubject Test to the Scale 100-200

Test score	Score on the scale 100-200
8	100
9	105
10	111
11	116

Test score score	Score on the scale 100-200
32	152
33	154
34	156

12	120
13	124
14	127
15	130
16	132
17	134
18	136
19	138
20	140
21	141
22	142
23	143
24	144
25	145
26	146
27	147
28	148
29	149
30	150
31	151

35	158
36	160
37	163
38	166
39	168
40	169
41	170
42	172
43	173
44	175
45	177
46	179
47	181
48	183
49	185
50	188
51	191
52	194
53	197
54	200

Continuation of Table 5

4. Table of conversion of test scores in a foreign language (English/German/French/Spanish) of the National Multisubject Test to the scale of 100-200

Test score	Scale score 100-200
5	100
6	109
7	118
8	125
9	131
10	134
11	137
12	140
13	143
14	145
15	147
16	148
17	149

Test score score	Score on the scale 100-200
26	166
27	169
28	173
29	179
30	185
31	191
32	200

18	150
19	151
20	152
21	153
22	155
23	157
24	159
25	162

Continuation of Table 5

5. Table of conversion of test scores in Biology of the National Multisubject Test to the scale 100-200

Test score	Score on the scale 100-200
7	100
8	107
9	114
10	119
11	124
12	128
13	131
14	134
15	136
16	138
17	140
18	142
19	144
20	145
21	146
22	147
23	148
24	149
25	150
26	151

Test score score	Score on the scale 100-200
27	152
28	154
29	156
30	158
31	160
32	162
33	164
34	166
35	168
36	170
37	172
38	175
39	177
40	179
41	182
42	185
43	188
44	192
45	196
46	200

Continuation of Table 5

6. Table of conversion of test scores of the National Multisubject Test Physics test to the scale 100-200

Test score	Score on the scale 100-200
5	100
6	109
7	118
8	125
9	131
10	134
11	137
12	140
13	143
14	145
15	147
16	148
17	149
18	150
19	151
20	152
21	156
22	160
23	164
24	166
25	169

Test score score	Score on the scale 100-200
26	173
27	176
28	179
29	184
30	189
31	194
32	200

Continuation of Table 5

7. Table of conversion of test scores in Chemistry National Multisubject Test to the scale 100-200

Test score	Score on the scale 100-200
6	100
7	108
8	116
9	124
10	128

Test score score	Score on the scale 100-200
26	158
27	160
28	162
29	164
30	166

11	132
12	135
13	138
14	140
15	142
16	143
17	144
18	146
19	147
20	148
21	149
22	150
23	152
24	154
25	156

31	168
32	170
33	172
34	175
35	178
36	182
37	186
38	190
39	195
40	200

Continuation of Table 5

8. Table of conversion of test scores in geography of the National Multisubject Test to the scale of 100-200

Test score	Score on the scale 100-200
7	100
8	107
9	114
10	119
11	124
12	128
13	131
14	134
15	136
16	138
17	140
18	142
19	144
20	145
21	146
22	147
23	148

Test score score	Score on the scale 100-200
27	152
28	154
29	156
30	158
31	160
32	162
33	164
34	166
35	168
36	170
37	172
38	175
39	177
40	179
41	182
42	185
43	188

24	149
25	150
26	151

44	192
45	196
46	200

Continuation of Table 5

9. Table of conversion of test scores of the Ukrainian literature test of the National Multisubject Test to the scale 100-200

Test score	Score on the scale 100-200
7	100
8	105
9	110
10	115
11	120
12	125
13	131
14	134
15	136
16	138
17	140
18	142
19	143
20	144
21	145
22	146
23	148
24	149
25	150
26	152

Test score score	Score on the scale 100-200
27	154
28	156
29	157
30	159
31	160
32	162
33	163
34	165
35	167
36	170
37	172
38	175
39	177
40	180
41	183
42	186
43	191
44	195
45	200

Continuation of table 5

10. Table of conversion of the results of the matura exam in Polish to the scale of 100-200

% of points scored	Score on the scale 100-200

% of points scored	Score on the scale 100-200

% of points scored	Score on the scale 100-200

30	133
31	134
32	135
33	136
34	137
35	137
36	138
37	139
38	140
39	141
40	142
41	142
42	143
43	143
44	144
45	144
46	144
47	145
48	145
49	146
50	147
51	148
52	148
53	149
54	149
55	149

56	150
57	150
58	151
59	151
60	152
61	152
62	153
63	153
64	154
65	154
66	154
67	155
68	155
69	156
70	157
71	158
72	159
73	160
74	161
75	161
76	162
77	164
78	165
79	167
80	168
81	170

82	171
83	173
84	174
85	175
86	175
87	176
88	178
89	179
90	181
91	182
92	184
93	186
94	188
95	189
96	190
97	193
98	195
99	198
100	200

Continuation of Table 5

11. Table of conversion of mathematics exam results to a scale of 100-200

% of points scored	Score on the scale 100-200
30	133
31	134
32	135
33	136
34	137
35	139
36	139

% of points scored	Score on the scale 100-200
56	150
57	150
58	150
59	151
60	151
61	151
62	151

% of points scored	Score on the scale 100-200
82	169
83	170
84	171
85	172
86	173
87	174
88	175

37	139
38	140
39	141
40	142
41	143
42	144
43	144
44	145
45	146
46	146
47	147
48	147
49	147
50	148
51	148
52	148
53	149
54	149
55	149

63	152
64	152
65	152
66	153
67	154
68	154
69	155
70	156
71	156
72	157
73	158
74	158
75	159
76	161
77	162
78	163
79	165
80	166
81	167

89	177
90	179
91	181
92	183
93	185
94	187
95	189
96	191
97	193
98	196
99	198
100	200

Continuation of table 5

12. Table of conversion of the results of the matriculation exam in history to the scale of 100-200

% of points scored	Score on the scale 100-200
30	132
31	134
32	135
33	136
34	137
35	138
36	139
37	140
38	140
39	141
40	141
41	142
42	142

% of points scored	Score on the scale 100-200
56	150
57	151
58	151
59	152
60	152
61	153
62	153
63	154
64	154
65	155
66	155
67	156
68	156

% of points scored	Score on the scale 100-200
82	169
83	170
84	172
85	173
86	175
87	176
88	177
89	178
90	180
91	181
92	183
93	184
94	188

43	143
44	144
45	144
46	145
47	145
48	146
49	146
50	147
51	147
52	148
53	148
54	149
55	149

69	157
70	158
71	158
72	159
73	159
74	160
75	161
76	162
77	163
78	164
79	165
80	166
81	168

95	190
96	192
97	194
98	196
99	198
100	200

Continuation of Table 5

13.Table of conversion of the results of the matriculation exam in a foreign language to a scale of 100-200

% of points scored	Score on the scale 100-200
30	133
31	134
32	135
33	136
34	137
35	138
36	139
37	139
38	140
39	141
40	142
41	143
42	144
43	144
44	145
45	146
46	146
47	147
48	147

% of points scored	Score on the scale 100-200
56	150
57	150
58	150
59	151
60	151
61	151
62	151
63	152
64	152
65	152
66	153
67	154
68	154
69	155
70	156
71	156
72	157
73	158
74	158

% of points scored	Score on the scale 100-200
82	169
83	170
84	171
85	172
86	173
87	174
88	175
89	177
90	179
91	181
92	183
93	185
94	187
95	189
96	191
97	193
98	196
99	198
100	200

49	147
50	148
51	148
52	148
53	149
54	149
55	149

75	159
76	161
77	162
78	163
79	165
80	166
81	167

Continuation of Table 5

14. Table of conversion of the results of the matriculation exam in biology to the scale of 100-200

% of points scored	Score on the scale 100-200
30	134
31	135
32	135
33	136
34	137
35	138
36	139
37	140
38	141
39	142
40	143
41	144
42	144
43	145
44	145
45	145
46	146
47	146
48	147
49	147
50	148
51	148
52	149
53	149
54	150

% of points scored	Score on the scale 100-200
56	150
57	151
58	151
59	152
60	152
61	153
62	153
63	154
64	154
65	155
66	155
67	156
68	156
69	156
70	157
71	157
72	158
73	159
74	160
75	161
76	162
77	163
78	165
79	167
80	168

% of points scored	Score on the scale 100-200
82	170
83	171
84	173
85	174
86	175
87	176
88	178
89	179
90	181
91	182
92	184
93	186
94	188
95	189
96	190
97	193
98	195
99	198
100	200

55	150

81	169

Continuation of Table 5

15.Table of conversion of the results of the matriculation exam in physics and astronomy to the scale of 100-200

% of points scored	Score on the scale 100-200
30	133
31	134
32	135
33	136
34	137
35	139
36	139
37	139
38	140
39	141
40	142
41	143
42	144
43	144
44	145
45	146
46	146
47	147
48	147
49	147
50	148
51	148
52	148
53	149
54	149
55	149

% of points scored	Score on the scale 100-200
56	150
57	150
58	150
59	151
60	151
61	151
62	151
63	152
64	152
65	152
66	153
67	154
68	154
69	155
70	156
71	156
72	157
73	158
74	158
75	159
76	161
77	162
78	163
79	165
80	166
81	167

% of points scored	Score on the scale 100-200
82	169
83	170
84	171
85	172
86	173
87	174
88	175
89	177
90	179
91	181
92	183
93	185
94	187
95	189
96	191
97	193
98	196
99	198
100	200

Continuation of Table 5

16. Table of conversion of results of the matriculation exam in chemistry to the scale of 100-200

% of points scored	Score on the scale 100-200
30	135
31	136
32	137
33	138
34	139
35	140
36	141
37	141
38	142
39	142
40	143
41	144
42	144
43	144
44	145
45	146
46	146
47	146
48	147
49	147
50	148
51	148
52	148
53	149
54	149
55	150

% of points scored	Score on the scale 100-200
56	150
57	150
58	151
59	151
60	152
61	152
62	152
63	153
64	153
65	154
66	155
67	155
68	156
69	157
70	158
71	159
72	159
73	160
74	161
75	162
76	163
77	163
78	164
79	166
80	167
81	168

% of points scored	Score on the scale 100-200
82	169
83	170
84	172
85	173
86	175
87	176
88	177
89	179
90	181
91	183
92	184
93	185
94	188
95	190
96	192
97	194
98	195
99	198
100	200

Continuation of Table 5

17.Table of conversion of test scores of the EMI General Knowledge Test to the scale 100-200

Test score	Score on the scale 100-200
5	100

Test score score	Score on the scale 100-200
20	159

6	104
7	108
8	112
9	116
10	120
11	125
12	130
13	135
14	139
15	143
16	147
17	151
18	153
19	156

21	162
22	165
23	168
24	171
25	175
26	179
27	182
28	185
29	187
30	190
31	193
32	196
33	200

Continuation of Table 5

18.Table of conversion of test scores of the foreign language test of the Unified Entrance Exam to the scale 100-200

Test score	Score on the scale 100-200
5	100
6	108
7	116
8	124
9	130
10	134
11	137
12	140
13	143
14	146
15	148
16	150
17	152
18	154

Test score score	Score on the scale 100-200
19	157
20	160
21	162
22	164
23	167
24	170
25	174
26	177
27	182
28	188
29	194
30	200

19.

Table of conversion of test scores of the Unified Professional Entrance Test subject tests to the scale 100-200

Test score	Score on the scale 100-200	Test score score	Score on the scale 100-200	Test score score	Score on the scale 100-200	Test score score	Score on the scale 100-200	Test score score	Score on the scale 100-200
35	100	57	127	79	156	101	178	123	191,5
36	101	58	128,5	80	157	102	179	124	192
37	102	59	130	81	158	103	180	125	192,5
38	103	60	131,5	82	159	104	181	126	193
39	104	61	133	83	160	105	182	127	193,5
40	105	62	134,5	84	161	106	183	128	194
41	106	63	136	85	162	107	183,5	129	194,5
42	107	64	137,5	86	163	108	184	130	195
43	108	65	139	87	164	109	184,5	131	195,5
44	109	66	140,5	88	165	110	185	132	196
45	110	67	142	89	166	111	185,5	133	196,5
46	111	68	143,5	90	167	112	186	134	197
47	112	69	145	91	168	113	186,5	135	197,5
48	113,5	70	146,5	92	169	114	187	136	198
49	115	71	148	93	170	115	187,5	137	198,5
50	116,5	72	149	94	171	116	188	138	199
51	118	73	150	95	172	117	188,5	139	199,5
52	119,5	74	151	96	173	118	189	140	200
53	121	75	152	97	174	119	189,5		
54	122,5	76	153	98	175	120	190		
55	124	77	154	99	176	121	190,5		
56	125,5	78	155	100	177	122	191		

20. Table of conversion of the Unified Test in Research Methodology scores in the methodology of scientific research for admission to the degree of Doctor of Philosophy based on the National Qualifications Framework, Level 7 to the scale 100-200

Test score	Score on a scale of 100-200	Test score	Score on a scale of 100-200	Test score	Score on a scale of 100-200
25	100	51	134,5	76	168
26	101	52	136	77	169
27	102,5	53	137	78	170,5
28	104	54	138,5	79	172
29	105	55	140	80	173
30	106,5	56	141	81	174,5
31	108	57	142,5	82	176
32	109	58	144	83	177
33	110,5	59	145	84	178,5
34	112	60	146,5	85	180
35	113	61	148	86	181
36	114,5	62	149	87	182,5
37	116	63	150,5	88	184
38	117	64	152	89	185

39	118,5	65	153	90	186,5
40	120	66	154,5	91	188
41	121	67	156,	92	189
42	122,5	68	157	93	190,5
43	124	69	158,5	94	192
44	125	70	160	95	193
45	126,5	71	161	96	194,5
46	128	72	162,5	97	196
47	129	73	164	98	197
48	130,5	74	165	99	198,5
49	132	75	166,5	100	200
50	133				

Appendix 1
to the Admission Rules

RULES OF ADMISSION
to postgraduate studies for the degree of Doctor of Philosophy

Admission to the Academy for the purpose of postgraduate study for the degree of Doctor of Philosophy is carried out on a competitive basis in accordance with the Law of Ukraine "On Higher Education", the Procedure for the preparation of applicants for the degree of Doctor of Philosophy and Doctor of Science in higher education institutions (research institutions), approved by the Cabinet of Ministers of Ukraine of 23 March 2016 № 261, the Procedure for admission to study for higher education in 2025, approved by the order of the Ministry of Education and Science of Ukraine of 10.02.2025 № 168 and registered with the Ministry of Education and Science of Ukraine.

I. General provisions

1. Admission of citizens of Ukraine for full-time higher education for the degree of Doctor of Philosophy is carried out exclusively by state order.

Admission to study of citizens of Ukraine for full-time higher education for the degree of Doctor of Philosophy at the expense of grants received by a higher education institution for research, which provides for the training of applicants for the degree of Doctor of Philosophy, is carried out with the permission of the Ministry of Education and Science of Ukraine.

Admission to study for the degree of Doctor of Philosophy for full-time and part-time study of foreign citizens or stateless persons, citizens of Ukraine is carried out on a competitive basis for those who have obtained a master's degree (specialist's degree) in the following specialties:

№ s/n	Code and name field of knowledge	Code and name of specialties	Educational and research programme
1	B "Culture, art and humanities"	B11 "Philology"	Philology
2	C "Social sciences, journalism, information and international relations"	C1 "Economics and international economic relations"	Economics
3		C2 "Political science"	Political science
4		C4 "Psychology"	Psychology*, major

5	D "Business, administration and law"	D2 "Finance, banking, insurance and banking, insurance and Stock market"	Finance, banking, insurance and the stock market*.
6		D3 "Management"	Management
7		D4 "Public management and administration"	Public management and administration*.
8		D5 "Marketing"	Marketing
9		D8 "Law"	Law*
10	F Information technology	F2 "Software engineering Software Engineering"	Software engineering*****.
11		F3 "Computer science"	Computer science

* - accredited study programmes;

** - the study programme is subject to accreditation in the period from 2025 to 2026

II. Deadlines for receiving applications and documents, admission examinations and enrolment

Admission to postgraduate studies is carried out on time:

Stages of the admission cycle					
Category.	Start of acceptance of applications and documents from applicants specified in these Rules	End of acceptance of applications and documents from applicants	Deadlines for admission examinations	Deadline for publishing the ranking list of applicants	Terms of enrolment of applicants
By state (regional) order	03.09.2025	24.09.2025	25.09.2025 -26.09.2025	26.09.2025	30.09.2025
By other sources of funding	03.09.2025	16.10.2025	25.09.2025 -26.09.2025 17.10.2025	26.09.2025 17.10.2025	30.09.2025 20.10.2025

For the competitive admission process of persons applying for the degree of Doctor of Philosophy, the scores of admission examinations in the specialty, as well as the results of the Unified Test in Research Methodology, the Unified Entrance Exam component, presentations of research proposals or achievements are taken into account). A condition for admission to the admission examinations at a higher education institution (except for admission to an internship) is the successful completion of the Unified Test in Research Methodology in 2025 and the successful completion of the Unified Entrance Exam in 2023, or 2024, or 2025 with a score of at least 150 points for each of its blocks.

Persons entering postgraduate studies for the degree of Doctor of Philosophy in a speciality other than the one specified in their diploma are subject to an additional admission examination.

In the cases provided for in these Rules, the results of the interview in a foreign language are used instead of the results of the Unified Entrance Exam (both blocks).

A prerequisite for the application of special conditions for participation in the admission process is the availability of an individual's card in the Unified State Electronic Database on Education (USEDE) with an indication of the privileged category and the entry of supporting data (details of documents certifying the right to special conditions for participation in the admission process or uploaded scanned

copies of such documents in the absence (inaccessibility) of information about them in state registers), as well as an indication in the applicant's application of the need to apply special conditions.

The special conditions for participation in the competitive admission process for study for the degree of Doctor of Philosophy are participation in the competitive admission process for study based on the results of an interview in a foreign language instead of the Unified Entrance Exam. The special conditions for participation in the competitive admission process for study for the degree of Doctor of Philosophy, in the form of participation in the competitive admission process for study based on the results of an interview in a foreign language instead of the Unified Entrance Exam, are used:

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", in particular those who are performing military service (except for conscripts) in accordance with the procedure determined by the relevant provisions on military service by citizens of Ukraine;

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

persons who, by the decision of the Regulatory Commission at the Regional Centre for Educational Quality Assessment, were denied registration for participation in the National Multisubject Test 2025 / by the decision of the Admissions Committee, were denied registration for participation in the Unified Entrance Exam, Unified Professional Entrance Test (based on the decision of the Regulatory Commission at the Regional Centre for Educational Quality Assessment, made on the results of consideration of the applicant's documents, carried out at the request of the registering Admissions Committee) due to the impossibility of creating special (special) conditions (subject to the inclusion of a copy of the medical report in the card of the individual)

persons who, upon request for the possibility of creating special conditions for taking the National Multisubject Test, Unified Entrance Exam, and Unified Professional Entrance Test, were denied by the regulatory commission at the regional centre for assessing the quality of education due to lack of organisational and technological capabilities (provided that the card of the individual includes a relevant extract from the minutes of the meeting of the regulatory commission at the regional centre for assessing the quality of education and a medical report stating the need to create certain conditions for taking the National Multisubject Test, a medical report stating

Persons with disabilities or children with disabilities who in 2025 did not participate in the main and additional sessions of the National Multisubject Test, the Unified Entrance Exam, and the Unified Professional Entrance Test in Research Methodology due to the presence of a disease or pathological condition specified in the List of diseases and pathological conditions that may be an obstacle to passing the external independent evaluation, approved by Order No. 1027/900 (subject to submission to the Admissions Committee of the higher education institution of a document (copy) certifying the status of a person with a disability or a child with a disability and one of the documents specified in subparagraph 1 of paragraph 2 of the order).

III. Procedure for receiving applications and documents

1. The condition for admission to the admission examinations for admission to study for the degree of Doctor of Philosophy is the successful completion of the Unified Entrance Exam in 2023, 2024 or 2025 with a score of at least 150 points in the foreign language test and at least 150 points in the TKT, as well as the successful completion of the Unified Test in Research Methodology in 2025. Applicants to postgraduate studies can register their application for participation in the Unified Entrance Exam (UEE) in 2025 in accordance with the schedule of the main and additional sessions of the UEE and the Unified Test in Research Methodology established by the Ministry of Education and Science of Ukraine.

The main stage of registration for participation in the Unified Entrance Exam will last from 02 to 23 May inclusive. Registration will be carried out by the admissions committees of higher education institutions. Registered participants will receive examination sheets that will contain the data for logging in to their information pages "Office of the Participant of the Entrance Examinations to Postgraduate Studies". During the additional period (16-17 June), those who were unable to do so during the main registration period will be able to register for the Unified Entrance Exam / Unified Test in Research Methodology.

The Unified Entrance Exam / Unified Test in Research Methodology will be held in two sessions:

- Main: 07-28 July;
- additional: 18-28 August 2025.

By 12 June, participants registered for the main session of the Unified Entrance Exam/Unified Test in Research Methodology will receive invitation passes on their information pages "Office of the Participant of the Postgraduate Entrance Examinations", which will indicate the date, time and place of the test, and by 14 August - participants of the additional session.

The results of the main session of the admission examinations will be announced by 08 August, and the additional session - by 03 September 2025.

To register remotely, an applicant to a postgraduate programme must:

1) Create a set of scanned copies or photocopies of registration documents:

- a completed application form for the examination paper with a qualified electronic signature;
- an identity document specified in the application form;
- a document confirming the information on the registration number of the taxpayer's account card (Taxpayer Identification Number (TIN)), or a document confirming the reason for not entering the information on the Taxpayer Identification Number (TIN) in the application form;
- a document on the degree of higher education (for persons who completed their studies in previous years); a certificate of the planned date of completion of studies and obtaining a diploma in 2025;
- a photo for documents (colour or black and white) with an image that corresponds to the age of the applicant;
- a medical report in the form of primary accounting documentation 086-3/o (if it is necessary to create special (special) conditions for passing the admission examinations).

In the application form for the examination sheet, applicants for postgraduate studies must indicate the foreign language in which they wish to take the EMI and the locality in which they plan to take the EMI, Unified Test in Research Methodology. An applicant for postgraduate studies has the right to make changes to his/her registration data by re-registering within the time allocated for registration. To re-register, an applicant for postgraduate studies must contact the Admissions Committee that registered him/her for participation in the EIE, Unified Test in Research Methodology and return the previously issued examination paper for its cancellation;

Submit in person or send to the email address of the Academy's Admissions Committee scanned copies or photocopies of registration documents;

3) Receive a scanned copy of the examination paper. In case of successful registration, a scanned copy of the examination paper will be sent to the email address specified by the applicant in the application form. The original examination paper will be kept in the Admissions Committee of the higher education institution. If an applicant for postgraduate studies finds errors in the examination paper, he or she should contact the Admissions Committee of the higher education institution. The completed examination paper can be obtained in person by contacting the Admissions Committee of the higher education institution. Applicants to postgraduate studies registered for the main session of the Unified Entrance Exam, Unified Test in Research Methodology will receive an invitation-pass on their information pages "Office of the Participant of the Entrance Examinations" on the website of the Ukrainian Centre for Educational Quality Assessment, which can be accessed by the number of the examination paper and the PIN code indicated in it, where the date, time and place of testing will be indicated.

Applicants for postgraduate studies submit the following documents to the Department of Postgraduate Studies (building 24, room 13):

- printed certificates of passing the Unified Test in Research Methodology in 2025 and the Unified Entrance Exam in 2023, 2024, 2025 with a score of at least 150 points for each component;
- application;
- personnel record sheet;
- curriculum vitae;
- a copy of the passport and, in the case of an ID card, a certificate of registration of the person's place of residence/stay; - a copy of the master's degree (specialist's degree) indicating the speciality

obtained and a copy of the diploma supplement with grades (persons who have received the relevant education abroad - a copy of the document on the nostrification of the diploma);

- a copy of the document confirming the information on the registration number of the taxpayer's account card (Taxpayer Identification Number (TIN));
- 4 photos of 3x4 cm in size;
- an abstract with a presentation of a research proposal in the chosen scientific speciality;
- list of published scientific papers and inventions, copies of published articles / abstracts (if available);
- international certificate in a foreign language (if available);
- a copy of the employment record book (if available);
- certificate from the place of work (if any);
- a copy of a military registration document certified by the Military Registration and Military Cooperation Department of the Academy in accordance with paragraph 20 of the Procedure for Organising and Maintaining Military Registration of Conscripts, Persons Liable for Military Service and Reservists, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1487 of 30 December 2022 (for men);
- medical certificate for persons with special needs (optional). 2. Copies of documents are not accepted without presenting the originals.

3. Applicants for postgraduate studies may apply for admission to no more than two specialties.

The Postgraduate Admissions Committee admits applicants to postgraduate studies to take the admission examinations on the basis of the submitted documents (all those listed above) and may refuse to admit an applicant to the admission examinations to postgraduate studies due to failure to submit the documents specified in these Rules of Admission within the established time limit.

The work record book (if any) with a record of dismissal from the last place of work in connection with admission to graduate school on a full-time basis shall be submitted by the graduate student in person within ten days after admission to graduate school.

A person who submits a diploma equivalent to a master's degree and issued by a foreign higher education institution for admission to the Academy for postgraduate study shall pass admission examinations on an equal basis with other persons. Recognition of a diploma issued by a foreign higher education institution is carried out in accordance with the law within four months after the applicant's enrolment.

IV. Conducting admission examinations

Applicants for postgraduate studies at the Academy shall pass the following admission examinations:

- admission examination in the speciality (within the scope of the standard of higher education of a master's degree in the relevant speciality);
- presentation of a research proposal - in the form of hearing, discussion and evaluation of the applicant's scientific report.

Applicants entering postgraduate studies on the basis of the National Qualifications Framework, Level 7 in a speciality other than the one specified in their master's (specialist's) diploma pass an additional admission examination in the speciality (in the form of interviews).

Applicants to postgraduate studies from among foreign citizens and stateless persons take additional admission examinations in the Ukrainian language and in a foreign language.

The additional admission examination is held before the admission examination in a foreign language and speciality. The results of the additional admission examination are assessed on a two-point scale: "passed" or "failed". If an applicant receives a "fail" grade for an additional entrance test, he/she is not allowed to take the next entrance test and is deprived of the right to participate in the competition.

3. The sequence of admission examinations to PhD studies is as follows: additional admission examination (if necessary), admission examination in the speciality, presentation of a research proposal.

4. Admission Examinations for persons with special educational needs are conducted taking into account the special educational needs specified in the application of the applicant and the recommendations of the medical and social examination.

5. Based on the results of the assessment of the applicant's readiness, one positive grade on a scale of 100-200 (in increments of at least one point) is assigned to each entrance test or a decision is made on a negative grade ("unsatisfactory").

6. The competitive score (CS) of a person applying for admission to graduate school will be formed by the formula:

CO = VIS + Unified Entrance Exam + Unified Test in Research Methodology + PDP + DB,

where:

- VCS is the result of the entrance exam in the speciality;
- SEE - result of the Unified Entrance Exam;

Unified Test in Research Methodology - the result of a single admission examination in research methodology;

- RPD - result of evaluation of the research proposal presentation;
- Additional points for academic and research achievements.

Additional points for scientific and academic achievements of applicants to graduate school are awarded by the subject committee for the admission examination in the specialty. The procedure for awarding additional points for academic/scientific achievements for applicants to PhD programmes is presented in the table below.

Academic and scientific achievements	Code	Number of points
Master's / Specialist's degree with honours; The average score of the Master's Diploma is equal to or exceeds 90 points	DB1	up to 15 points
Participation in a scientific All-Ukrainian / International conference (subject to publication of abstracts) in the chosen speciality	DB2	up to 5/10 accordingly (for each abstract)
Scientific article in a publication included in the List of scientific professional publications of Ukraine or indexed in the international scientometric database Scopus in the chosen speciality	DB3	up to 15/20 respectively (for each article)
Diploma of the winner or prize-winner of the All-Ukrainian / International Student Olympiad / competition of scientific student works in the relevant speciality	DB4	up to 20
International certificate in a foreign language obtained in the last 2 years, confirming the knowledge of a foreign language at the level of C1-C2	DB5	up to 10

8. Admission on a general basis is based on the sum of points obtained for admission examinations and additional points awarded for academic and scientific achievements.

9. Persons who did not appear for the admission examinations at the time specified in the schedule without valid reasons; persons whose knowledge was assessed with scores below the minimum level established by the Admission Rules; persons who collected documents after the date of the end of the document submission are not allowed to participate in the subsequent admission examinations and in the competitive admission process. Retakes of admission examinations are not allowed.

V. The right to priority enrolment

1. In case of receiving the same number of points, applicants will have a priority right for admission to graduate school:

- who have scientific publications, participated in competitions, contests, conferences;
- who have successfully completed a master's degree and received a master's degree with honours (or the average score of the master's degree is equal to or exceeds 90 points);

- have an international certificate in a foreign language confirming proficiency in a foreign language at the level C1 - C2.VI.

Enrolment for study

2. The ranking list of applicants to postgraduate studies who are recommended for admission is ordered by the competition score from highest to lowest.

3. Orders on admission to the postgraduate study of the Academy shall be issued by the Rector on the basis of the decision of the Admissions Committee and published on the official website of the Academy. The relevant information is entered into the Unified State Electronic Database on Education.

VII. Peculiarities of admission and training of foreigners and stateless persons to the postgraduate studies of the Academy

The Academy enrols foreign applicants for postgraduate studies at the expense of individuals and/or legal entities twice a year.

Foreigners and stateless persons are admitted to study only in accredited educational and research programmes.

3. Enrolment of foreigners for the degree of Doctor of Philosophy is carried out on the basis of a document on the level of education obtained at the master's level based on the results of the admission examination for foreigners in certain subjects and language of study and on the basis of academic rights to continue studies granted by the document on the level of education obtained in the country of origin, and taking into account the points of success 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 degree (p

RULES OF ADMISSION
to doctoral studies for the degree of Doctor of Sciences

The rules of admission are established in accordance with the Laws of Ukraine "On Higher Education", "On Scientific and Scientific and Technical Activities", the Procedure for the preparation of higher education applicants for the degree of Doctor of Philosophy and Doctor of Science in higher education institutions (research institutions), approved by the Cabinet of Ministers of Ukraine of 23 March 2016 No. 261, the Procedure for Admission to Higher Education in 2025, approved by the Order of the Ministry of Education and Science of Ukraine dated 10.02.2025 No. 106 and registered with the Ministry of Justice of Ukraine on 26 February 2025 under No. 312/43718, and these Admission Rules.

2. Admission to doctoral studies is carried out for full-time study in scientific specialties approved by the Academic Council of the Academy.

3. A person who obtains the degree of Doctor of Sciences enters the institution for doctoral studies in order to complete work on scientific research and formalise their results and/or to prepare scientific publications for defence.

4. Persons who have a doctoral degree (PhD), scientific achievements that require completion or registration in the form of a dissertation (research report), and at least half of the scientific publications on the topic of the dissertation (research report) of the number that meet the requirements established by the Ministry of Education and Science of Ukraine (MESU) in scientific periodicals in the relevant field of research and are able to conduct fundamental, search and applied research at a high scientific level.

5. Applicants for doctoral studies shall submit the following documents to the Department of Doctoral Studies (building 24, room 13)

- an application addressed to the Rector of the Academy;
- a personal sheet of personnel records;
- a list of published scientific works and inventions (according to the established sample, with the definition of professional publications in the scientific speciality of the proposed dissertation);
- a copy of the passport;

- a copy of the diploma of graduation from a higher education institution indicating the qualification of a specialist or master (persons who have received the relevant education abroad - a copy of the document on nostrification of the diploma);

- a copy of the diploma of awarding the degree of Doctor of Philosophy / PhD (in case of obtaining the relevant education abroad - a copy of the document on nostrification of the diploma);

- a copy of the certificate of awarding the academic title of associate professor (professor, senior researcher, senior researcher) (if available);

- a copy of the document confirming the information on the registration number of the taxpayer's account card (Taxpayer Identification Number (TIN));

- 4 photos of 3x4 cm in size;

- a detailed proposal containing a research plan and/or information about the amount of scientific work required to prepare scientific achievements for defence, and copies of scientific publications on the topic of the dissertation (scientific report);

- a written description of the applicant's scientific activity, drawn up by a doctor of science who is a full-time researcher or researcher with the consent to be a scientific adviser in case of his/her admission to doctoral studies;

- a copy of the military registration document certified by the Department of Military Registration and Military Cooperation of the Academy in accordance with paragraph 20 of the Procedure for Organising and Maintaining Military Registration of Conscripts, Persons Liable for Military Service and Reservists, approved by the Resolution of the Cabinet of Ministers of Ukraine of 30 December 2022 No. 1487 (for men);

- a copy of the employment record book (if available);

- certificate from the place of work (if available);

- medical certificate for persons with special needs (optional). Copies of documents are not accepted without presenting the originals.

The documents of the applicant for doctoral studies are submitted for consideration to the relevant department, which within one month from the date of registration of the application considers the documents submitted by the applicant, hears his scientific report and, based on the results of the discussion, determines by voting the possibility of enrolling the applicant in the Academy for doctoral studies and submits the conclusion to the Academic Council of the Academy.

In the case of a positive conclusion, the relevant department shall submit a proposal for the appointment of a scientific adviser from among the academic or research staff who have an employment relationship with the Academy, a doctoral degree and the necessary scientific qualifications, which is confirmed in accordance with paragraph 38 of the Procedure for the Training of Higher Education Applicants for the Degree of Doctor of Philosophy and Doctor of Science in Higher Education Institutions (Research Institutions), approved by the Resolution of the Cabinet of Ministers of Ukraine No. 261 of 23 March 2016.

7. If the applicant is a foreigner, the Academy shall carry out the procedure for recognising the degree obtained by him/her in his/her own or another country within two months after enrolment in the Academy for doctoral studies.

8. The Academic Council of the Academy at its regular meeting shall consider the conclusions of the relevant department regarding each applicant, approve the topic of the dissertation (research report), decide on his/her admission to the Academy for doctoral studies and on the appointment of a doctoral advisor.

9. Orders on admission to doctoral studies of the Academy shall be issued by the Rector on the basis of the decision of the Academic Council of the Academy and shall be published on the official website of the Academy.

10. The employment record book (if any) with a record of dismissal from the last place of work in connection with admission to the doctoral programme on a full-time basis shall be submitted by the doctoral student in person within ten days after admission to the doctoral programme.

11. Doctoral training at the Academy is carried out at the expense of legal entities and individuals on a contractual basis.

12. The period of stay in doctoral studies on general terms does not exceed two years.