

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE  
TERNOPIL VOLODYMYR HNATIUK  
NATIONAL PEDAGOGICAL UNIVERSITY**

**APPROVED**

**by Academic Council of the University  
minutes #9 dated February 27, 2018,  
implemented by the rector's**

**order # 68-p dated February 27, 2018**



**Rector**

**B. Buyak**

**REGULATIONS  
ON TRAINING (INTERNSHIP) OF FOREIGN CITIZENS  
IN TERNOPIL VOLODYMYR HNATIUK NATIONAL PEDAGOGICAL  
UNIVERSITY**

**Ternopil, 2018**

## **1. GENERAL PROVISIONS**

The Regulations are laid according to the current legislation of Ukraine on higher education, order of the Ministry of Education and Science of Ukraine dated December 11, 2015 №1272 “On the introduction of amendments to the order of the Ministry of Education and Science of Ukraine dated November 01, 2013 № 1541” registered in the Ministry of Justice of Ukraine on January 05, 2016 under the number 8/28138 (further Order № 1272), the Statute of Ternopil Volodymyr Hnatiuk National Pedagogical University (further university, TNPU). A new version of the Procedure for the issuing a study placement or traineeship to non-citizens and their registration in Ukraine was approved by the Order № 1272. The amendments to the Certificate of the completion of the Preparatory Department for non-citizens were also introduced.

Non-citizens (further foreigners) irrespective of race, gender, language and religion are enrolled to university if they have complete secondary education and according to the documents (clause 3.7 of the given Regulation).

The International Relations Department is responsible for issuing invitations to study for foreigners, their arrival, staying in Ukraine and leaving the country. It is also liable for students registration and legal matters.

Passport and visa control of foreigners is provided by the passport officer of the university and the International Relations Department.

Acceptance and keeping of documents of foreign students who attend courses of the Preparatory Department for foreigners is provided by this department which is a part of the University Preparation Center of TNPU.

Acceptance of documents for all levels of training is performed by the Admissions Committee. The documents are kept in the dean’s office.

Organization of the training process, its control, preparation and issuing of the documents proving the foreigners got a degree is provided by the Department of Curriculum and Instruction.

Settling of the issues on residence of the foreigners in the universities residence halls is a responsibility of campus director and managers of the residence halls.

A control of instruction and compliance with safety rules by the foreigners is under the responsibility of the safety engineer.

## **2. CONDITIONS OF FOREIGN CITIZENS ENROLLMENT**

**2.1.** Foreign citizens are enrolled to the University on the following grounds: international treaties of Ukraine; nationwide programs; university agreements with legal entities and natural persons.

**2.2.** Foreign citizens have the right to travel to Ukraine with an aim to study at university on the ground of “Invitation to study” (further – Invitation) at a state standard established by the Ukrainian State Center for International Education.

The “Invitation” is issued with the compulsory filling of all boxes to:

- individuals on the basis of their personal claim (Appendix 1);
- legal entities which have an agreement with Ukrainian State Center for International Education on the procedure of foreigners enrollment based on the agreement with university;
- foreigners invited to study the programs which last 90 days and more according to the standard registered by clause 1 of the order №1541 of the Ministry of Education and Science of Ukraine dated November 01, 2013 and registered in the Ministry of Justice of Ukraine on November 25, 2013 under the number 2004/24536;
- foreigners invited to study short-term programs which last no more than 90 days – in separate cases on the TNPU form;
- part-time foreign students for participating in setup/ test and examination sessions – in separate cases on the TNPU form.

Invitation validity is determined by the University taking into consideration conditions of enrollment to the higher educational institutions of Ukraine established by the Ministry of Education and Science of Ukraine and also terms of corresponding educational and training programs, educational and scientific programs, scientific programs, training programs of academic mobility, programs for studying state

language and language of study, traineeship programs and programs of the preparatory department for foreigners.

Contest Committee gives recommendations on the invitation of a foreigner to study on the basis of copies of such documents submitted to the University in paper-based or electronic form:

- passport of the foreigner;
- academic transcript or a document which proves the received level of education with marks for academic disciplines;
- written consent to the processing of personal data.

At this stage the university determines the need for translation of documents into Ukrainian as well as interviewing, if possible, online.

The registration of invitations issued in TNPU and registration of foreigners who arrived to study in Ukraine is carried out in the electronic journal of the Ukrainian State Center for International Education.

To register an invitation in an electronic journal, the University submits an invitation to the authorized state enterprise in electronic form, along with electronic copies of the documents specified in clause 6 of these Regulations – for foreigners who will be trained for the funds of natural persons (legal entities).

In all cases, the persons who received the “Invitation” are responsible for the fulfilling of the law of Ukraine “On the legal status of foreigners and stateless persons”. The cost of visa support provided by the Ministry of Foreign Affairs of Ukraine is paid by a legal entity or a natural person. The invitation is valid for no more than six months from the date of issue.

**2.3.** The foreigner who has received an “Invitation” after completing visa processing at the Consular Office of the Ministry of Foreign Affairs of Ukraine, is obliged to inform the International Relations Department of the University and the legal entity about the place and date of entry into Ukraine.

**2.4.** If the foreigner who has received the “Invitation” in certain circumstances cannot come for getting education, then the natural person or

legal entity inform the International Relations Department of the University about cancellation of the “Invitation”. In this case, the “Invitation” form must be returned to the university.

**2.5.** Upon arrival at the university, the foreigner is obliged to submit the documents in accordance with the clause 3.7.:

- academic transcript or other document on the degree got in their country which includes: a list of academic disciplines; number of credits (hours) allocated for the study of each discipline; marks (points);
- written consent to the processing of personal data;
- national passport with a visa and registration of the checkpoint of the State Committee of the Border Guard Service of Ukraine.

**2.6.** The procedure for the work of the Contest Committee is established by the Admissions Committee of the university. The Contest Committee conducts interviews or other introductory tests with foreigners. The Admissions Committee decides on the compliance of the applicant and their documents with the rules of enrollment to university, the admittance of the foreign applicant to the interview and further enrollment.

**2.7.** An agreement that is a normative document defining the duties and rights of the parties (university and the foreign student) for the whole period of study is concluded with the foreigners who are recommended by the Contest Committee. The agreement shall enter into force from the moment of the issuance of the rector’s order on enrollment.

### **3. ORGANIZATION OF THE ADMISSION FOR TRAINING (INTERNSHIP) OF NON-CITIZENS**

3.1. The effect of these Regulations does not apply to foreigners permanently residing in Ukraine on legal grounds, as well as people who have been granted refugee status in Ukraine and those who need additional or temporary protection.

3.2. The organization of the admission of foreigners for training is carried out by:

- the University;

- the Ukrainian State Center for International Education (hereinafter referred to as USCIE), as well as other economic entities (residents and non-residents), authorized by the State Enterprise of Ukraine, on the basis of agreements concluded with the University regarding provision of services for the admission of foreigners as candidates for studies.

3.3. Within five working days from the date of the entry into force of these treaties the University provides the authorized state enterprise with information on concluded contracts in electronic form for keeping records of business entities engaged in the recruitment of foreigners for study in Ukraine and generalizing information on the state of educational provision services to foreigners.

3.4. Foreigners enter the University for Accredited Educational Programs twice a year at a university-defined time.

Foreigners enter the university twice a year, before and at the beginning of semesters (**before November 1, or until March 1**): for obtaining a Bachelor's degree, a Master's degree - based on the evaluation/assessment of submitted documents and interviews on certain subjects and language of instruction.

The University defines and computes the grades/marks of the admissions on the basis of the document on the previous education level and sets the minimum number of marks/grades required for entry from the general subjects from which the entrance examination is taken.

Admission to the University for higher education and obtaining the appropriate degree is carried out on the basis of interviews (other entrance examinations) and on the basis of academic rights to continue education provided by the document on the acquired level of education in the country of origin of an applicant.

The transfer to the TNPU takes into account the academic difference (academic achievement, defined by scores on the assessment scale obtained at the previous stage of study in other educational institutions), which gives the right to continue education at the next academic level.

The University's requirements for the admission of foreign applicants according to the requirement for the admission to the corresponding higher education levels are listed in the University admission rules and are made public on the University official web site.

During the year foreigners enter the TNPU for postgraduate study (Ph. D programs), doctoral studies based on the evaluation/assessment of submitted documents and interviews or other introductory tests on specified subjects and language of instruction.

Foreigners enroll in the University for one year in order to study the programs of the preparatory department for foreigners to learn the state language or language of instruction, as well as for higher education, advanced training, internship, in order of transfer and renewal on the basis of the decision of the admission commission of the university on the results of the analyzed documents submitted in accordance with the provisions of the Regulations.

During the year foreigners can enter university and study programs of academic mobility in accordance with the Regulations on the procedure for implementing the right to academic mobility approved by the Cabinet of Ministers of Ukraine dated August 12, 2015, No. 579.

Terms of submission, consideration (assessment) of documents, interviewing and enrollment of foreigners are set by the rules of admission to TNPU.

3.5. Orders for enrollment of foreigners for studies are issued by the rector of the University on the basis of the decision of the Admissions Committee.

3.6. Admission of foreigners to the curricula of preparatory departments is subject to the availability of complete secondary education received outside Ukraine.

3.7. To enter the educational institution a foreigner personally submits an application in paper form to the relevant structural unit/Admissions Committee of the University.

To the application a foreigner adds:

1) a document (the original and a copy thereof) of the previously acquired educational (educational-qualifying) level allowing to enter the University;

2) the addendum (the original and its copy) to the document on the previously acquired educational (educational-qualifying) level on the basis of which the admission is made (if any);

3) academic certificate issued by a foreign/Ukrainian institution of higher education (in the case of transfer or renewal of studies from the second year);

4) the original and a copy of the document giving information on the content of the educational (educational-vocational, educational, and scientific) program of the previous level (degree) of higher education, indicating the credits received (hours), the duration of training and the performance of the discipline when applying for a Master's degree, Doctor of Philosophy, Doctor of Sciences;

5) a copy of the passport of a foreigner or a document certifying the identity of a person without citizenship;

6) consent to the processing of personal data;

7) a legalized health certificate issued by an official health authority of the country from which the foreigner arrived and issued no later than two months before entering the country of study in Ukraine (original and notarized translation into Ukrainian or Russian language). If the term of stay in Ukraine at the time of submission of documents exceeds 6 months, then the medical certificate under the form 086-o is additionally submitted;

8) a legalized document on the absence of HIV infection (original and notarized translation into Ukrainian or Russian), unless otherwise provided by international treaties of Ukraine;

9) a health insurance for the provision of emergency medical care, unless otherwise provided by international treaties of Ukraine;

10) 6 photographs in the size of 30 x 40 mm;

11) a research proposal on a chosen scientific specialty or a list of published scientific works and inventions in the Ukrainian or English language, certified in the established procedure at the place of work/training of the candidate, shall be submitted additionally at the entrance to the postgraduate study program (Doctoral PhD Program).



12) in some cases, a return ticket with an open date/liability insurance of non-citizens, for the reimbursement of expenses related to the forced removal of non-citizens beyond Ukraine;

To apply for doctoral studies, a foreigner submits in addition in the Ukrainian or English language:

1) an expanded and detailed plan of dissertation work for obtaining a scientific degree of the Doctor of Sciences;

2) a copy of the diploma on the awarding of the degree of Doctor of Philosophy.

Foreigners admitting to TNPU Academic Mobility Programs submit documents approved by the admission rules and/or stipulated by the requirements of international programs and/or contracts under which academic mobility is implemented.

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

The documents referred to in subparagraphs 1 to 4 of this paragraph shall be certified in the country of their issue in a manner officially applied in that country for such certification and legalized by the relevant foreign institution of Ukraine, unless otherwise provided by international agreements of Ukraine. The application and the documents specified in this paragraph are kept in the personal affairs of the entrants/students.

3.8. Foreigners' training at the preparatory department for foreigners is carried out in full-time/part-time form according to the curriculum developed at the university.

3.9. After the successful completion of the preparatory department, the foreigner receives a certificate of its completion.

3.10. Admission of foreigners to the University under international agreements of Ukraine and state programs is carried out on the basis of guideline of the Ministry of Education and Science in the manner prescribed by these agreements and programs.

3.11. A state-issued student card is provided for students enrolled in full-time form, an ID card is issued for students of the University Preparation Center.

3.12. Expelling, interruptions in training, renewal and transfer of foreigners are carried out in the same manner as for citizens of Ukraine, on the basis of the rector's order.

3.13. Payment for educational services is carried out under agreements (contracts) on the training of foreigners for the funds of individuals or legal entities, unless otherwise stipulated by international agreements of Ukraine or agreements between higher education institutions on international academic mobility.

3.14. Documents on education of foreigners enrolled in the study issued by institutions of higher education of other states are recognized in Ukraine in accordance with the legislation.

This requirement does not apply to documents of foreigners studying in academic mobility programs and undergoing internships, since in this case the assignment of the corresponding qualifications/degrees is not foreseen.

As a result of the recognition procedure, the university decides to continue training a foreigner at a level consistent with the results of the recognition procedure. In case of establishing the non-authenticity of the document submitted about the acquired educational level, the management of the institution decides to expel such a foreigner.

3.15. The University ensures the timely submission of documents to territorial bodies or departments of the State Migration Service of Ukraine for the registration, in accordance with the procedure established by law, of certificates of temporary residence to foreigners for the period of study.

3.16. The University is obliged to inform within 10 days the territorial body or unit of the State Migration Service of Ukraine at the place of residence of a foreigner about foreigners who are expelled from an educational institution in accordance with clauses 2-6, part one, article 46 of the Law of Ukraine "On Higher Education", as well as about foreigners who, without good reason, ceased their studies or disappeared from their place of residence.

#### **4. TERMS OF TRAINING**

Foreign students' education is provided stationary (full-time) and distance studying (part-time).

preparatory department - 6-9 months;

preparation of Bachelor - 4 years;

preparation of Master - 1 year and 4 months (1,5 years) or 1 year and 9 months (2 years);

preparation of Doctor of Philosophy (post-graduate education) - 4 years

#### **5. TRAINING AT THE PREPARATORY DEPARTMENT OF THE UNIVERSITY PREPARATION CENTER**

5.1. Foreign students study language and other subjects in selected specialties according to the approved curricula.

5.2. Training at the preparatory department is carried out in accordance with the "Regulations on the preparatory department for non-citizens" and organizational and methodological instructions on the training.

5.3. The program of the preparatory department for non-citizens defines two stages of training:

Stage 1 - 3 months - studying the chosen language of instruction under the guidance of a teacher at the initial conversational level;

Stage 2 - 6 months - further study of the language and preparation of general subjects, which are the basis for studying at a higher education establishment.

5.4. Studying groups of students of the preparatory department for foreigners are formed of 6-8 people. The duration of the school day is 6-8 hours, 2 hours are provided for independent tasks.

5.5 During extracurricular time teachers' consultations are provided, excursions to historical and cultural centers, visiting exhibitions and other cultural events organized by the Department of Youth Affairs of the University and the International Relations Department.

5.6. At the end of the school year final examinations are taken. Non-citizens who have passed the exams receive a certificate.

5.7. The certificate of graduation from the preparatory department for foreigners has a state status and grants the right of the specified category of persons to submit documents for admission to higher educational institutions of Ukraine within the limits of the licensed volume.

5.8. Upon completion of the preparatory department of the University, applicants are enrolled at the University for an interview on the corresponding specialty within the licensed scope.

## **6. PECULIARITIES OF ENROLLMENT TO THE UNIVERSITY AND EDUCATION AT 1-2 LEVELS OF HIGHER EDUCATION**

6.1. Admission of foreigners to study is carried out by decree of the rector of the University on the results of entrance examinations in competitive subjects in the form of an interview or other forms within the licensed scope.

6.2. Foreigners entering educational, vocational or research and educational programs for master's studies based on higher education of the first (Bachelor) or the second (Master's) levels go through competitive admission on the basis of rating lists of applicants for general principles along with Ukrainian students.

6.3. Enrolled foreign citizens are included in the lists of academic groups of the corresponding departments, along with Ukrainian students, in the case of studying subjects in Ukrainian. Individual groups are formed in English (Russian) language of instruction.

6.4. The current and final control of the training of foreign students is provided by the faculty deans, in academic groups in which foreign students study.

6.5. The content of the educational process, the terms of study, as well as the conditions for the assignment to a foreign student corresponding qualifications are determined in accordance with the curricula in the areas of training (in specialties).

6.6. Foreign students studying at the university use educational facilities, reading rooms and libraries, sports and cultural complexes on equal terms with Ukrainian students.

6.7. Conditions of residence and medical care of foreign citizens are determined by additional agreements (contracts).

6.8. Foreign citizens who are sent to study under the quota of the Ministry of Education and Science of Ukraine under intergovernmental treaties at the expense of the state budget of Ukraine, are enrolled in the contingent of students of the corresponding faculties in specialties and study on general conditions with the Ukrainian students.

Continuation of studies by the second (master) educational level is carried out on the terms of the general competition on the results of professional entrance examinations. If foreigners are not enlisted in the competition, it is possible to continue their training on the specified educational level on a contractual basis with the payment of the cost of training, as well as for citizens of Ukraine (the letter of the Ministry of Education and Science of Ukraine of 04.06.2007 city number 1 / 9-341).

6.9. Foreigners who have studied or are studying in other institutions of higher education of Ukraine have the right to be enrolled in studies at TNPU on the terms of renewal or transfer to the appropriate course. In this case, the academic difference must be eliminated before the beginning of the new academic year. Otherwise, the enrollment is carried out on the previous course of study.

6.10 Foreign citizens who have received education at other national higher education institutions of Ukraine at the Bachelor level may be admitted to study for the second degree (Master's) at a higher education level. The term of study is: for an educational-vocational program of 1,5 years (90 ECTS credits), and for educational-scientific - 2 years (120 ECTS credits).

6.11. For admission to study foreign citizens who submit documents on the educational level acquired in foreign countries, the procedure for the denunciation of education level documents by the Ministry of Education and Science of Ukraine is mandatory.

6.12. Training of a specialist in the educational level "Bachelor" ends with the compilation of a state exam in the chosen specialty.

6.13. Preparation at the educational level "Master" ends with the defense of the Master's thesis in front of the examination board.

6.14. Foreigners who completed their studies, fulfilled all the requirements of the curriculum, defended their Master's thesis and/or passed state exams in accordance with the requirements of the educational curriculum are assigned the relevant educational level (qualification), issued an education certificate and an appendix to the state diploma.

## **7. POSTGRADUATE AND DOCTORAL PREPARATION**

7.1. Foreign citizens who have higher education at the level of Specialist, Master, may be admitted to the postgraduate study under the terms of the agreement on the preparation and defense of thesis for the degree of Doctor of Philosophy on the recommendation of the corresponding department.

7.2. Foreign citizens who have higher education at the Doctor of Philosophy level may be admitted to doctoral studies on the terms of an agreement on the preparation and defense of theses for obtaining the degree of a Doctor of Sciences on the recommendation of the corresponding department.

7.3. The conditions for studying in the postgraduate study, the doctoral program are determined by the "Procedure for the training of applicants for higher education in the degree of Doctor of Philosophy and Doctor of Sciences in higher educational institutions (scientific institutions)", approved by the decision of the Cabinet of Ministers of Ukraine dated March 23, 2016, No. 261.

## **8. INTERNSHIP**

8.1. Internship under the terms of the agreement is accepted by citizens of foreign countries with higher education, without age restrictions.

8.2. A trainee who arrives for an internship for more than one year and does not speak the state language of Ukraine has the opportunity to undergo language training on the basis of an additional agreement.

8.3. After the trainee's internship is completed, an extract from the decision of the department or other unit on the implementation of the individual internship plan and the corresponding certificate is issued.

## **9. TUITION FEES**

9.1. Foreigners get their degrees at the University on a compensation basis, unless otherwise is provided for by international treaties of Ukraine.

9.2. The tuition fees are established for the whole period of study and are determined by the amount of tuition fees in the year of admission.

9.3. The amount of payment for hostel accommodation for foreign students is established due to the budget in case there are available rooms.

9.4. In case a foreign student doesn't live in a hostel a document confirming their residence at other address should be submitted to the International Relations Department.

9.5. When admitted to study tuition fees are paid in accordance with the terms of the Agreement (Contract) and the order of the rector of the University on the approval of the amount of payment for educational services.

## **10. RIGHTS AND OBLIGATIONS OF NON-CITIZENS**

10.1. Non-citizens studying at the University are guaranteed the rights and freedoms provided by the current legislation of Ukraine. Non-citizens shall adhere to the Constitution and Laws of Ukraine and the Statute of the University.

10.2. Foreign student's training may be terminated by the order of the rector:

- in case of violation of current laws of Ukraine and the Statute of the University;

- in case of breach of the Contract;

- for reasons of health;

- for personal reasons;
- in case of transfer to other educational institution;
- for non-fulfillment of the Curriculum

10.3. The University does not incur expenses and does not assume any liabilities to a foreign student's family residing in Ukraine.

## **11. ON FAMILIARIZATION WITH THE REGULATIONS**

All institutions that enroll and place non-citizens for training at the University as well as non-citizens – applicants for studying at the University - shall be definitely familiarized with the Regulations.

Non-citizens – applicants for studying – record in writing their consent to fulfill the conditions of the Regulations.



**APPLICATION**

Please provide the Invitation to study in \_\_\_\_\_ academic year to a citizen of

\_\_\_\_\_  
(country)

\_\_\_\_\_  
(full name )

Date of birth \_\_\_\_\_

Passport \_\_\_\_\_

Citizenship \_\_\_\_\_

Place of residence \_\_\_\_\_

Country of visa issue \_\_\_\_\_

Specialty \_\_\_\_\_

I am familiarized with The Regulations on Training (Internship) of Foreign Citizens in Ternopil Volodymyr Hnatiuk National Pedagogical University. The copy of the passport and the certificate of education are provided.

Prior tuition fee payment in the amount of \_\_\_\_\_ have been made.

Receipt № \_\_\_\_\_ on « \_\_\_\_\_ » \_\_\_\_\_ 201\_

Customer

\_\_\_\_\_  
(full name )

\_\_\_\_\_  
(place of residence)

\_\_\_\_\_  
(passport)

« \_\_\_\_\_ » \_\_\_\_\_ 201\_ p.

\_\_\_\_\_  
(signature)

Invitation to study № \_\_\_\_\_ was issued on

« \_\_\_\_\_ » \_\_\_\_\_ 201\_ p.

Rector

Bogdan Buyak

**Approved by:**

Vice Rector:

Grigoriy Tereshchuk

« \_\_\_\_ » \_\_\_\_\_ 2018

Vice Rector for Research

and International Cooperation:

Halina Falfushynska

« \_\_\_\_ » \_\_\_\_\_ 2018

Chief Accountant:

Viktor Savchyn

« \_\_\_\_ » \_\_\_\_\_ 2018

Head of Legal Affairs Department:

Ruslan Komar-Chorny

« \_\_\_\_ » \_\_\_\_\_ 2018

Head of International Relations Department:

Romana Mysula

« \_\_\_\_ » \_\_\_\_\_ 2018