

**FEATURES OF ADMISSION
for foreigners and stateless persons to study at the Kharkiv National Automobile and
Highway University (KhNAHU) in 2023**

I. General terms

1.1. Conducting educational activities at the Kharkiv National Automobile and Highway University (KhNAHU) is carried out in accordance with the license of the Ministry of Education and Science of Ukraine, indicated in the Appendix to the order dated 06.16.2017. No. 125 L.

1.2. Peculiarities of reception of foreign citizens and stateless persons (later – foreigners) are an integral part of the Rules for admission to the KhNAHU in 2023, developed by the Admission Committee of the KhNAHU (hereinafter referred to as the Admission Committee) in accordance with the Procedure for admission to higher education in 2023 (hereinafter referred to as the Procedure), approved by order of the Ministry of Education and Sciences of Ukraine dated March 15, 2023 No. 276 and registered with the Ministry of Justice of Ukraine on March 28, 2023 under No. 519/39575.

1.3. Foreigners and stateless persons are admitted to study at the KhNAHU in accordance with the Laws of Ukraine ‘On Higher Education’, ‘On the Legal Status of Foreigners and Stateless Persons’, ‘On Ukrainians Abroad’, ‘On Refugees and Persons in Need of Additional or Temporary Protection’, ‘On the establishment of additional legal and social guarantees for citizens of the Republic of Poland who are in the territory of Ukraine’, by the resolution of the Cabinet of Ministers of Ukraine dated September 12, 2018 No. 729 ‘Issues of obtaining higher education by certain categories of persons’, by the order of the Ministry of Education and Science of Ukraine from November 1, 2013 No. 1541 ‘Some issues of organization of recruitment and training (internship) of foreigners and stateless persons’, registered in the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536, by order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498 ‘On approval of the Procedure for establishing quotas for obtaining higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine’, registered with the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.

1.4. Foreigners and stateless persons (hereinafter – foreigners) can obtain higher education at KhNAHU at the expense of individuals and/or legal entities, unless otherwise stipulated by international treaties of Ukraine, the binding consent of which has been granted by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions education about international academic mobility.

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

individual permission of the Ministry of Education and Science of Ukraine.

1.6. The Kharkiv National Automobile and Highway University announces the admission of foreign citizens and stateless persons for the training of specialists with appropriate education according to the educational levels and forms of education specified in Appendix 1 to the Rules of Admission to the KhNAHU in 2023, within the licensed scope, as well as for training foreigners for admission to higher educational institutions by specialties, the list of which is given in clause 2.10 of section II of these admission features.

1.7. Foreign nationals who have the appropriate educational (educational and qualification) level and have expressed a desire to obtain a higher education or complete a preparatory department for studying the state language and/or the language of instruction are admitted to the KhNAHU.

1.8. Admission of foreigners to study at KhNAHU at the appropriate levels of higher education is carried out on the basis of entrance tests, regardless of funding sources.

1.9. Ukrainians living abroad, whose status is certified by a certificate of a Ukrainian living abroad (except for persons permanently residing in Ukraine), may enroll in state-ordered studies within the limits of the established quotas for foreigners through an entrance exam for foreigners in the subjects provided for in the Admission Rules.

1.10. All foreign applicants who receive educational services at KhNAHU receive a place in the university's dormitories. Accommodation in the hostel is provided on a paid basis. Foreign students move into dormitories in accordance with the procedure established by the Rules for the use of dormitories of the KhNAHU, approved by the order of the KhNAHU dated on August 17, 2021 No. 124.

1.11. Foreigners are admitted to higher education for accredited educational programs. KhNAHU also accepts foreigners to study in the programs of the preparatory faculty (subdivision), to study the state language and/or the language of instruction, as well as to obtain postgraduate education, advanced training, and internships.

1.12. Admission of foreigners and stateless persons, in particular Ukrainians living abroad permanently in Ukraine, citizens of the Republic of Poland, persons recognized as refugees, and persons in need of additional protection, to places ordered by the state is carried out in accordance with paragraph 6 of Section III of the Reception Rules. Admission of other categories of foreigners to the university for training in state-ordered places is carried out within the quotas for foreigners.

II. Peculiarities of admission and training of foreign citizens and stateless persons at KhNAHU

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

Foreigners who have received an invitation to study registered in the Automated System "Electronic Journal" of a state-owned enterprise authorized by the Ministry of Education and Science of Ukraine, the validity of which is no more than one year from the date of its registration, can participate in remote admission; received a set of information and consulting support services, as well as received a visa to enter Ukraine (except for citizens of visa-free entry countries) for the purpose of study or completed the legalization procedure of education documents in the country of their issuance: (legalization was carried out in the Ministry of Foreign Affairs (MFA) of the country that

issued the education document; legalization was carried out in the consular department of a diplomatic institution of Ukraine abroad (consular legalization or apostille).

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

Organizations with which KhNAHU concludes agreements must meet the following requirements:

- compliance of the area of premises for remote submission of documents, conducting consultations and entrance tests to the established norms of quarantine restrictions in the country where recruitment is carried out;
- provision of entrants with means of personal protection;
- ensuring the procedure of identification of entrants using facial recognition technologies, which includes checking personal data (surname, patronymic (if available)), biometric data and their verification;
- ensuring compliance with the requirements of academic integrity during the entrance exam for foreigners;
- provision of a place to store telephones, tablet computers and other electronic devices of entrants seized during the entrance examination;
- provision of a suppression device for cellular and Internet networks; provision of video surveillance around the perimeter of the audience in which there is an entrance exam for foreigners by installing at least two video cameras;
- provision of technical equipment for video communication with the examination board of the National Academy of Sciences in real time (computer, video camera, microphone, TV or projector with a screen);
- the presence of at least two employees in the classroom to monitor compliance with the requirements of academic integrity and technical support during the entrance exam for foreigners;
- provision of all entrants with individual computers with connection to the online platform of the institution, through which the entrance exam for foreigners will take place;
- provision of consultations before the entrance exam for foreigners in order to familiarize themselves with the rules for taking it remotely and using the online platform;
- provision of video recording of the entrance test, transfer of video material to the Khnadu through an online platform, storage of information and video materials after conducting the entrance exam for foreigners for five years in a partner organization.

The list of organizations for remote recruitment of foreign citizens to study for higher education at the National Academy of Sciences of Ukraine:

- Maghreb LLC, Morocco, Agdal, Rabat, st. Ibn Sina, off. 8 (LLC "MAGHREB", Morocco, Rabat, Agdal, ave. Ibn Sina, 79, off. 8);
- "Biznes Centr Ingek" LLC, Uzbekistan, Fergana region, Dangarinsky district, Oltykush village, str. Kushchinor, 57 (Limited Trade Development "Biznes Centr Ingek", Uzbekistan, Fergana region, Dangarin district, Oltykush village, Kushchinor street, 57);

- İNGEK EĞİTİM DANIŞMANLIK TURİZM TİCARET LİMİTED ŞİRKETİ, HÜSEYİNAĞA mah. SAHNE SK. ALİ HAN №1 İÇ KAPI №: 16 BEYOĞLU / İSTANBUL (Istanbul);
- Section 20 Consult, No. 1 Regent University Avenue, McCarthy Hill Accra, Ghana;
- MMC “Ingek business center”, Hasan Macidov 3, Baku, Azerbaijan;
- East Bird Study Abroad Consulting Service Co., Ltd. No. 600, Furong Road, Tianxin District, Changsha City, Hunan Province, China).

In the case of remote admission, the foreigner sends legalized and notarized copies of documents on previous education to KhNADU by postal means. When crossing the state border of Ukraine for the first time and after arriving at KhNADU, a foreigner hands over the original documents in person.

2.2. Admission of foreign entrants to study at the expense of individuals and/or legal entities can be carried out by KhNAHU:

1) twice a year for obtaining junior bachelor's, bachelor's, master's degrees:

- from July 1 to September 10, 2023;

– from October 15, 2023 to January 30, 2024;

2) during the year for postgraduate study at the preparatory department (faculty).

KhNAHU calculates the points/grades of the entrant on the basis of the document on the previously obtained level of education and establishes the minimum value of the number of points/grades in the general education subjects for which the entrance exam for foreigners is conducted.

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

2.3. All categories of foreigners who enroll in studies are enrolled in KhNADU on the basis of enrollment orders. Confirmation of the fact of training can be a certificate issued at the Unified State Electronic Database on Education

2.4. The requirements of the KhNAHU regarding the eligibility of entrants from among foreigners who came to Ukraine for the purpose of study are determined by these features of admission. As well as the deadlines for accepting applications and documents, conducting the entrance exam for foreigners and enrollment are specified in clause 2.2 of this section and are published on the official website of the KhNAHU.

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

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

institutions of higher education.

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

2.8. Foreigners who have completed general secondary education in foreign schools with the study of the Ukrainian language, and Ukrainians abroad, whose status is confirmed by a certificate of a Ukrainian abroad, are admitted to the KhNAHU within the scope of the license, according to entrance tests in the subjects provided for in the Admission Rules.

2.9. In order to issue invitations to foreign citizens and stateless persons for study (internships) at KhNAHU and their registration for the period of study at the faculty of training foreign citizens, a commission is created to examine the compliance of documents of foreigners with the requirements established by KhNAHU for admission to study in the educational program (specialty) chosen by them. .

Foreigners who are in the territory of Ukraine on legal grounds submit the following documents to the Khnadu:

- 1) statement of the established model in paper form;
- 2) document on educational level (the original and its copy);
- 3) an appendix to the educational level document (the original and its copy, if available), on the basis of which the admission is made;
- 4) an academic certificate issued by a foreign/Ukrainian educational institution, upon transfer or resumption of studies, starting from the 2nd year;
- 5) when applying for a master's degree or postgraduate education, the original and a copy of a document containing information on the content of the curriculum for the previous degree (level) of higher education, received credits, duration of study and success in academic disciplines are submitted;
- 6) a copy of the passport document. For stateless persons – an identity document;
- 7) medical insurance policy, unless otherwise stipulated by international treaties of Ukraine;
- 8) for ethnic Ukrainians: a copy of the certificate of a foreign Ukrainian, issued or re-registered no later than 10 years before the time of admission.
- 9) 6 photographs with a size of 30x40 mm.

2.10. The training of foreigners at the preparatory department is carried out on a full-time basis in accordance with the training programs developed and approved by KhNAHU for the following list of specialties:

Training direction	Speciality
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Initial stage of learning	1) Health care, biological, physical education, Agricultural sciences
	2) Technical and economic Engineering
	3) Economics
	4) Arts & Humanities

Upon successful completion of the preparatory faculty, the foreigner receives a certificate of completion of the preparatory faculty for foreigners and stateless persons (hereinafter – the Certificate). The record of the issued Certificates is kept in the record book, which is stitched, its pages are numbered and sealed with the seal of the KhNAHU office.

The accounting book displays the following data:

- serial registration number;
- surname, first name and (if available) patronymic of the person to whom the document was issued;
- document number and series;
- date of issue of the document;
- signature of the person who issued the document.

2.11. KhNAHU ensures the timely submission of documents to territorial bodies or units of the State Migration Service of Ukraine for the issuance of temporary residence permits for the period of study to foreigners enrolled in studies in accordance with the procedure established by law.

2.12. Study periods of foreign students are determined by a separate order of the Khnadu in accordance with the duration of educational (scientific) programs and also include the period necessary for admission to the next level of education and (or) the official certification of documents received after completion of studies.

2.13. Simultaneous training in several specialties (specializations, educational programs, areas of training) by state order, including in different educational degrees (educational and qualification levels) and forms of training, is not allowed.

2.14. If, for objective reasons, an appendix to a junior specialist's diploma is absent, its average score is considered to be equal to the minimum level provided for this type of document.

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III. Entrance examination

Upon admission to study at KhNADU, foreigners who enter the university for training at the bachelor's and master's educational qualification levels take entrance tests to check the level of knowledge, skills, abilities and abilities for a certain type of activity in competitive subjects, based on the results of which the admission committee accepts a protocol decision regarding the inclusion of an entrant in the ranking list.

3.1. Attestation commissions for academic disciplines are appointed to conduct entrance tests in the language of instruction and mathematics or in a specialty.

3.2. Entrance tests for foreigners take place in the period from July 1 to September 10, 2023 and from October 15, 2023 to January 30, 2024, every day from Monday to Friday (during the year for graduate and doctoral studies). Before conducting the test, the presence of a document confirming the identity of the foreigner is checked.

3.3. Foreigners who have submitted an application for studies at the bachelor's level in the prescribed manner pass an entrance test in the state language or foreign language and mathematics, and foreigners who have applied for studies at the master's level pass an entrance test in the state language or a foreign language and in their specialty. According to the results of the entrance exams, foreigners are identified who are recommended by the admissions committee for studying at the National Academy of Sciences based on their knowledge of the state language or a foreign language, mathematics or specialty.

3.4. Foreigners, for whom the admission committee has made a decision regarding their further language training, are recommended to take it at the preparatory department.

3.5. The results of entrance tests in academic disciplines are provided by the heads of the certification commissions to the dean of the FPIG and the responsible secretary of the admissions commission in accordance with the established procedure.

3.6. Based on the results of the entrance tests, a protocol of the certification commission is drawn up with a decision to include/not include the entrant in the rating list, which is signed by all members of the commission.

3.7. Applicants who enroll in master's majors (programs) take an exam in the major if the major does not correspond to a bachelor's degree. If the specialty does not change, then the grade of the state exam of the bachelor's program is taken into account.

3.8. Informing foreigners about the results of the entrance exams is carried out by publishing lists of foreigners recommended for enrollment by the admission commission.

IV. Appeal procedure for foreign applicants

The procedure for the applicants' appeal is determined by the Regulation on

conducting an appeal with entrants of KhNAHU in 2023.

4.1. The applicant's appeal regarding the examination evaluation is submitted personally by the foreigner.

4.2. An appeal from a written test is submitted no later than 12 o'clock on the next working day after the test, and the appeal is considered from 2 o'clock.

4.3. The entrant submits an application according to the established model in the name of the rector of KhNAHU to the responsible secretary of the admissions committee. The application is registered in a special journal by the technical secretary of the admissions committee.

4.4. The appeal is considered at a meeting of the Appeal Commission of KhNAHU in the presence of the applicant.

4.5. The person who filed the appeal arrives at 14:00 at the specified audience and awaits a summons to the commission.

4.6. An appeal on the suspension of the entrant from the test is not considered.

4.7. Additional interviewing of the entrant during the appeal is not allowed.

Dean of the Faculty of Foreign
Citizens' Preparation

Yaroslava LEVCHENKO

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Illia DMYTRIIEV