

The procedure for organizing admission of foreigners and stateless persons to Odessa National Medical University

I. General provisions

1.1. The procedure for organizing admission of foreigners and stateless persons to Odessa National Medical University (hereinafter - the Procedure, hereinafter - ONMedU) developed by the Admissions Board of ONMedU (hereinafter - the Admissions Board) in accordance with the Terms of admission to higher education institutions in 2022 (hereinafter - Terms of admission), approved by the order of the Ministry of Education and Science of Ukraine of October 13, 2021, № 1098 and registered at the Ministry of Justice of Ukraine on November 26, 2021 № 1542/37164

This Procedure is an appendix to the Rules of Admissions to ONMedU in 2022 (hereinafter - the Rules of Admission).

This Procedure does not apply to foreigners and stateless persons, including foreign Ukrainians permanently residing in Ukraine, persons recognized as refugees, and persons in need of additional protection.

1.2. Admission of foreigners and stateless persons to ONMEDU is carried out in accordance with the Laws of Ukraine "On Higher Education", "On the Legal Status of Foreigners and Stateless Persons", "On Foreign Ukrainians", "On Refugees and Persons in Need of Additional or Temporary Protection" ", the resolution of the Cabinet of Ministers of Ukraine of September 11, 2013, № 684 "Some issues of admission and training of foreigners and stateless persons", the order of the Ministry of Education and Science of Ukraine of November 1, 2013, № 1541 "Some issues of admission and training (internships) of foreigners and stateless persons", registered at the Ministry of Justice of Ukraine on November 25, 2013, № 2004/24536.

1.3. Foreigners and stateless persons (hereinafter - foreigners) may obtain higher education at the expense of individuals and / or legal entities, unless otherwise is provided by international treaties of Ukraine, the consent to be bound of which was approved by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions about international academic mobility.

Admission of foreigners to ONMedU at the expense of the state budget is carried out within the quotas for foreigners (except for foreigners and stateless persons, including foreign Ukrainians permanently residing in Ukraine, persons recognized as refugees and persons in need of additional protection).

Admission of foreigners is carried out to accredited educational programs.

1.4. Foreigners who receive state scholarships under international treaties, national programs, and other international obligations of Ukraine are admitted to studies within the established quotas for foreigners on the basis of directions from the Ministry of Education and Science of Ukraine.

1.5. Foreigners arriving in Ukraine to participate in academic mobility programs or to obtain higher education in educational programs agreed between ONMedU and a foreign higher education institution are admitted to studies subject to the relevant contractual obligations of ONMedU.

1.6. Foreign Ukrainians, whose status is certified by a certificate of a foreign Ukrainian (except for persons permanently residing in Ukraine), can be enrolled for the state-ordered training within the established quotas for foreigners on an interview in subjects provided by the Rules of Admission.

II. Requirements for the entrants' level of education

2.1. The list of educational degrees, specialties and educational programs for which admission of foreigners can be carried out is given in Appendix 5 to the Rules of Admission.

2.2. Foreigners who have foreign documents on complete secondary education, which entitle them to continue their studies at the appropriate level of higher education in accordance with the legislation of the country that issued the document on the acquired level of education, are admitted to study for the master's degree in medicine or pharmacy.

2.3. In order to obtain the Doctor of Philosophy degree in the field of medical specialization, foreigners who have obtained the master's degree in the relevant medical specialty are admitted to ONMedU.

2.4. Foreigners entering ONMedU have to know the Ukrainian or English language at a sufficient level, according to the language of instruction in the chosen educational program (specialty).

III. Deadlines for applications and documents submission, competitive selection and enrollment for studies

3.1. Submission of applications and documents, registration of personal files of entrants and other functions related to the admission of foreigners to ONMedU are performed by the committee for admission of foreign citizens and stateless persons (hereinafter - the Admissions Committee), which is a structural unit of the Admissions Board.

Schedule of work of the Admissions Committee:

- Monday to Friday, 08:30 to 17:00

- Saturday, Sunday - days off.

3.2. Enrollment of entrants from among foreigners to study at the expense of individuals and / or legal entities is carried out by ONMedU:

1) twice a year, before and at the beginning of academic semesters (but not later than March 1 and November 1), for the master's degree;

2) during the year to study according to the programs of the preparatory department, to study the state language, as well as to obtain postgraduate education, training and internships, in the order of transfer and renewal - based on the decision of the Admissions Committee of ONMedU according to paragraph 4.2 of this Procedure;

3) during the year for postgraduate and doctoral studies.

The deadlines for submitting competitive proposals to the Unified State Electronic Database on Education (USEDE), defined in the Rules of Admission for Citizens of Ukraine, do not apply to the admission of such foreigners.

3.3. Execution and issuance of invitations to study, acceptance of applications and documents, entrance examinations and enrollment of entrants for a master's degree is carried out in three stages in the following terms:

- acceptance of applications and documents: from January 20 to February 28, from July 1 to October 31;
- entrance examinations: from January 21 to March 1, from July 2 to November 1;
- enrollment at the expense of individuals and / or legal entities: no later than March 1 and no later than November 1.

Execution and issuance of invitations to study, acceptance of applications and documents, entrance examinations and enrollment of candidates for the degree of Doctor of Philosophy and Doctor of Science is carried out during the year.

3.4. The Admission Committee provides recommendations on inviting a foreigner to study on the basis of copies of the following documents submitted to ONMedU in paper or electronic form:

- 1) passport document of a foreigner;
- 2) a document on the level of education with grades (scores) from academic disciplines or an academic certificate;
- 3) written consent to the processing of personal data.

Documents in electronic form are submitted to the e-mail address of the Admission Committee: international@onmedu.edu.ua, or in paper form directly to the Admission Committee.

The Admission Committee determines the need to translate documents into Ukrainian, as well as to conduct an interview, if possible online.

Regarding the procedure for issuing invitations to study, the Admission Committee is guided by the "Procedure for issuing invitations to foreigners and stateless persons for training (internship) in Ukraine and their registration", approved by the Ministry of Education and Science of Ukraine on November 1, 2013, №1541 and registered at the Ministry of Justice of Ukraine on November 25, 2013, № 2005/24537

The Admission Committee calculates the points / marks of the entrant on the basis of the document on the previous level of education and sets the minimum number of points / marks required for entry in the general subjects in which the entrance tests are conducted.

IV. Procedure for receiving applications and documents

4.1. To join ONMedU, a foreigner personally submits an application to the Admission Committee in paper form.

4.2. The foreigner adds to the application form:

- 1) a document (original and its copy) on the previously obtained educational (educational and qualification) level, on the basis of which the entry is made;
- 2) an appendix (original and its copy) to the document on the previously obtained educational (educational-qualification) level, on the basis of which the entry is made (if any);

- 3) an academic certificate issued by a foreign / Ukrainian educational institution (in case of transfer or renewal to study, starting from the second year, an academic certificate is attached);
- 4) the original and a copy of the document, which contains information about the content of the curriculum at the previous level of higher education, credits, duration of study and academic performance (in the absence of this information in the appendix to the education document), to obtain a master's degree, if the lack of this information makes it impossible to recognize the qualification according to the document;
- 5) a copy of the passport document of a foreigner or the document certifying a stateless person;
- 6) health insurance policy, unless otherwise provided by international agreements of Ukraine;
- 7) 8 photographs measuring 30 × 40 mm;
- 8) a copy of the certificate of a foreign Ukrainian (if any).

4.3. On admission to post-graduate studying program, an additional research proposal in the chosen scientific specialty or a duly certified list of published scientific papers and inventions in Ukrainian or English are submitted to the candidate's place of work / study.

4.4. Upon admission to the doctoral program the following documents are additionally submitted in Ukrainian or English:

- thematic plan of dissertation work for the degree of Doctor of Sciences;
- a copy of the diploma about the relevant scientific degree.

4.5. Foreigners enrolling for studies in academic mobility programs submit documents required by international programs and / or agreements under which academic mobility is implemented.

4.6. The documents specified in subparagraphs 1 - 5 of clause 4.2 must be translated into Ukrainian with a notarized translation.

The documents referred to in subparagraphs 1 to 4 of paragraph 4.2 must be certified in the country of issue in the manner officially used in that country for such certification, and legalized by the relevant foreign institution of Ukraine, unless otherwise provided by international treaties of Ukraine.

4.7. The application and documents specified in paragraphs 4.2 - 4.5 are kept in the personal files of entrants / students.

V. Organization of competitive admissions and enrollment

5.1. Enrollment of foreigners for the relevant level of higher education is based on the results of entrance examinations in certain subjects and the language of instruction and on the basis of academic rights to continue education provided by the document on the level of education in the country of origin allowing to continue education 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.

5.2. A schedule is drawn up for the entrance examinations, which is approved by the head of the Admissions Committee. The admissions committee informs the entrant about the schedule of entrance examinations.

5.3. The competitive admission for a master's degree in medicine and pharmacy on the basis of complete general secondary education is based on the results of:

- the entrance test in the language of instruction (Ukrainian or English);
- the entrance examination in competitive subjects: biology and chemistry.

5.4. Foreigners who come to Ukraine for postgraduate / doctoral studies at the expense of individuals and legal entities are enrolled in ONMedU in accordance with the procedure reflected in Appendix 1 to the Rules of Admission.

5.5. Programs of entrance examinations, as well as the criteria for assessing knowledge are approved by the head of the Admissions Committee no later than on March 31 and published on the official website.

5.6. Entrance examinations in the language of instruction and competitive subjects are evaluated on a scale from 100 to 200 points. Entrants who received a score below the minimum score set by the Admissions Committee (100 points) are not allowed to participate in the competitive selection. The competitive score of the entrant is the sum of the points obtained as a result of the entrance examination in the language of instruction (Ukrainian, English) and the entrance examination in competitive subjects (biology and chemistry).

5.7. The decision on the recommendation for enrollment of entrants at the expense of individuals and legal entities is made by the Admissions Committee within the time limits specified in paragraph 3.3 of this Procedure. The agreement on the provision of educational services between ONMedU and an individual (legal entity) is concluded after the issuance of the enrollment order.

5.8. Foreigners who enter the study for a master's degree are enrolled in ONMedU on the basis of enrollment orders, which are formed in the USEDE.

Enrollment for post-graduate studies is carried out by the order of the rector of ONMedU, which is issued on the basis of the decision of the Admissions Committee.