

## **Regulations for organizing admission of foreigners and stateless persons to Odesa National Medical University**

### **I. General provisions**

1.1. The procedure for organizing admission of foreigners and stateless persons to Odesa National Medical University (hereinafter - the Regulations, hereinafter - ONMedU) developed by the Admission Board of ONMedU (hereinafter - the Admission Board) based on the Admission Regulations to higher education institutions in 2024 (hereinafter - Admission Regulations), approved by the order of the Ministry of Education and Science of Ukraine on March 6, 2024, № 266 and registered with the Ministry of Justice of Ukraine № 379/41724. These Regulations are an appendix to the Rules of Admission to ONMedU in 2024 (hereinafter - Admission Rules).

These Regulations do 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", "On the establishment of additional legal and social guarantees for citizens of the Republic of Poland residing in the territory of Ukraine", Resolution of the Cabinet of Ministers of Ukraine of September 12, 2018 № 729 "Issues of receiving higher education by certain categories of persons", Order of the Ministry of Education and Science of Ukraine of November 1, 2013 № 1541 "Some issues of recruitment and training (internships) of foreigners and stateless persons", registered with the Ministry of Justice of Ukraine on November 25, 2013 № 2004/24536, Order of the Ministry of Education and Science of Ukraine of December 2, 2019 № 1498 "On approval of the Procedure for establishing quotas for receiving 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 , № 153/34436.

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.

1.3. 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 the mandatory nature of which is granted 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, citizens of the Republic of Poland, 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 based on 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 based on the results of entrance exams on subjects specified in the Admission Rules.

## **II. Requirements for the level of education of applicants**

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

2.2. Foreigners who have documents on complete secondary education, which entitle them to continue their studies at the appropriate level of higher education by the legislation of the country that issued the document on the acquired level of education, are admitted for studies leading to the Master's degree in Medicine or Pharmacy.

2.3. Foreigners who have obtained a master's degree in the relevant medical speciality are admitted to ONMedU to obtain the Doctor of Philosophy degree in the field of Medicine.

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

## **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 applicants 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 Admission Board.

Schedule of work of the Admissions Committee:

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

- Saturday and Sunday – are days off.

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

1) before and at the beginning of the autumn academic semester (but no later than December 01), for obtaining a Master's degree

2) throughout the year for studies under preparatory department programs, for learning the state language or the language of instruction - based on the decision of the Admissions Committee of ONMedU according to the results of the examination of documents submitted in accordance with paragraph 4.2 of these Regulations;

3) throughout the year for postgraduate and doctoral studies.

The deadlines for submitting competitive proposals to the Unified State Electronic Database on Education (USEDE), specified in Admission Rules 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 applicants for a master's degree are carried out in three stages in the following terms:

- acceptance of applications and documents: from July 1 to November 30,;
- entrance examinations: from July 2 to December 1;
- enrollment at the expense of individuals and/or legal entities: no later than December 1.

The acceptance of applications and documents, entrance examinations, and enrollment of applicants for the educational degree of Doctor of Philosophy are conducted in accordance with Appendix 1 to the Admission Rules.

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

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

Documents in electronic form are submitted to the e-mail address of the Admissions Committee: [international@onmedu.edu.ua](mailto:international@onmedu.edu.ua), or in a paper form directly to the Admissions Committee.

The Admissions Committee determines the need to translate documents into Ukrainian, as well as to interview the applicant online if possible.

Regarding the Regulations for issuing invitations to study, the Admissions Committee is guided by the "Regulations 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 with the Ministry of Justice of Ukraine on November 25, 2013, № 2005/24537 and Admission Rules.

The Admissions Committee calculates the points/marks of the applicant based on 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 exams are conducted.

#### **IV. Procedure for accepting applications and documents**

4.1. Admission of foreigners to study is carried out in person and remotely. For the organization of distance recruitment of foreign citizens for receiving higher education, ONMedU enters into an agreement with a partner organization, the requirements for which are set out in Section XIV of the Admission Rules. The list of partner organizations of ONMedU is specified in Appendix 6 to the Admission Rules.

4.2. To join ONMedU, a foreigner personally or through a partner organization submits an application to the Admissions Committee in paper form.

4.3. The foreigner adds to the application form:

- 1) a document (original and its copy) on the previously obtained educational (educational and qualification) level, based on which the entry is made;
- 2) an appendix (original and its copy) to the document on the previously obtained educational (educational-qualification) level, based on 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 the 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) a certificate of previous language training in case of admission to studies in Ukrainian;
- 7) a health insurance policy, unless otherwise provided by international agreements of Ukraine;
- 8) 8 photographs measuring 30 × 40 mm;
- 9) a copy of the certificate of a foreign Ukrainian (if any).

4.4. Upon admission to postgraduate studies, documents are submitted in accordance with Appendix 1 of the Admission Rules.

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 4.3 must be translated into Ukrainian with a notarized translation.

The documents referred to in subparagraphs 1 to 4 of paragraph 4.3 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 applicants/students.

## **V. Organization of competitive admission and enrollment**

5.1. Enrollment of foreigners for the relevant level of higher education is carried out according to the results of entrance examinations (entrance exams in a face-to-face format or a remote one) in certain subjects and the language of instruction and based on 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 by the legislation of the country that issued the document on the degree (level) of education.

The decision on enrollment in the preparatory department of the international faculty, for the study of the state language or language of instruction, is made based on the examination of documents submitted to the Admissions Committee.

5.2. A schedule is drawn up for entrance examinations, which is approved by the head of the Admission Board. The Admissions Committee informs the applicant about the schedule of entrance examinations.

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

- an entrance test in the language of instruction (Ukrainian or English);
- an 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 by the procedure specified in Appendix 1 to the Admission Rules.

5.5. Entrance examination programs with knowledge assessment criteria are approved by the Chairman of the Admissions Committee and published on the official website.

5.6. Entrance examinations in face-to-face or remote format 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 is calculated according to the formula:

The competitive score (CS) = S1+S2+S3,

S1, S2 - results of entrance exams in the second and third subjects (on a scale from 100 to 200 points),

S3 – result of the language of instruction entrance exam.

The results of entrance exams are published on the notice boards of the Admissions Committee of ONMedU or provided to the email of the partner organization. They may also be sent to the personal email upon request from the applicants.

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 Regulations. Enrollment is carried out after the conclusion of an individual contract for the provision of educational services.

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