

**NATIONAL ACADEMY OF SCIENCES OF UKRAINE
V.P. KUKHAR INSTITUTE OF BIOORGANIC CHEMISTRY AND PETROCHEMISTRY**

APPROVED

by the decision of the Scientific Council
of the V. P. Kukhar Institute of Bioorganic
Chemistry and Petrochemistry
of the NAS of Ukraine
protocol No 15
of December 13, 2022

The Head of the Scientific Council
of the V. P. Kukhar Institute of Bioorganic
Chemistry and Petrochemistry
of the NAS of Ukraine
Corr. Member of the NAS of Ukraine



Andriy VOVK
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ADMISSION RULES

**to postgraduate study for the Doctor of Philosophy Degree (PhD)
of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry
of the NAS of Ukraine**

GENERAL TERMS

1. Educational activities at the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine are carried out in accordance with the Decree of the Ministry of Education and Science of Ukraine for licensing of educational activity at the third educational and scientific level No. 111-1 of 26.05.2017 and No. 509-1 of 15.05.2019.

2. The admission rules are developed in accordance with the Procedure for the training of higher education applicants for the degree of Doctor of Philosophy and Doctor of Science in institutions of higher education (scientific institutions), approved by Resolution No. 261 of the Cabinet of Ministers of Ukraine dated March 23, 2016.

3. The V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine announces admission to Chemistry PhD programs (code: 102; full-time) and Biology PhD programs (code: 091; full-time) within the limits of quotas determined by the Cabinet of Ministers of Ukraine.

4. Admission to the postgraduate course of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine is carried out by the Admission Committee, the composition of which is approved by the director of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine who is the head of the Committee.

5. All decisions of the Admission Committee regarding the admission to the postgraduate course of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine are carried out by the Admission Committee at its meetings. The Decrees of the Admission Committee are published on the official website of the Institute.

6. The decision of the Admission Committee, made within the limits of its powers, is the basis for issuing the relevant order by the director of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine.

7. Admission to the postgraduate course at the third educational level is carried out competitively separately for each specialty, regardless of the sources of funding.

8. Graduated students are not allowed to apply for more than one full-time PhD program.

§1. Entry-level educational requirements

To be eligible for admission to full-time PhD program on a competitive basis, applicants must normally have a six-year master's degree or educational qualification level of a specialist.

Preparation for postgraduate studies is carried out at the expense of:

- funds of the State Budget of Ukraine;
- funds of legal entities and individuals (according to the terms of the contract).

Training of foreign citizens and stateless persons is carried out on the basis of:

- international agreements of Ukraine such as international exchange or academic mobility programs;
- agreements between the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine and a higher education institution of another country regarding the exchange of scientists or academic mobility;
- at the expense of legal entities and individuals (according to the terms of the contract).

Full-time postgraduate students:

- receive a state scholarship if enrolled in state-sponsored studies in accordance with the legislation of Ukraine;
- out-of-town graduate students are provided with dormitory accommodations upon receipt of residence documentation (Certificate of Registration);

Postgraduate study period may not exceed 4 years.

§2. Deadline for accepting applications and documents, entrance examinations, competitive selection and enrollment in training

1. Reception Committee work procedure: every day except Saturday and Sunday, from 10.00 a.m. to 17.00 p.m.

2. Applications for admission with all documents, entrance examinations, competitive selection and enrollment to full-time graduate school are accepted in the following manner:

Stages of the entrance process	
Start receiving applications and documents	August 25, 2023
Deadline for the receipt of applications and documents	September 08, 2023
Dates of entrance examinations	September 15 – September 29, 2023
Deadline for entry of applicants funded by the state	to November 01, 2023
Deadline for entry of applicants funded by individuals and legal entities	to November 01, 2023
Start of postgraduate studies	November 01, 2023

§3. The procedure for admission applications and documents

Graduate students submit the following documents:

- application addressed to the director of the Institute of Bioorganic Chemistry and Petrochemistry named after V.P. Chef of the National Academy of Sciences of Ukraine;
- personnel record, certified by the seal of the institution in which the entrant to postgraduate study studies or works;
- autobiography;
- 4 color photos 3×4 cm in size;
- list of published scientific works and inventions (if available). In the list, select publications

in professional publications and in publications that are included in the scientometric databases Scopus or Web of Science;

- copies of published articles/theses (if available);
- a research proposal in the chosen specialty in two copies (signed by the academic supervisor);
- a medical certificate on the state of health in the form No. 086/o;
- a copy of the document (state model) about the previously obtained educational degree (educational and qualification level), on the basis of which the admission is made, and an appendix to it;
- recommendation of the Academic Council of the higher educational institution (if available);
- a copy of the certificate on the assignment of an identification number (for persons enrolling in full-time postgraduate studies);
- a certificate from the permanent place of registration (for persons who intend to live in a dormitory); a copy of the certificate of Annex 13 to the Rules for registration of the place of residence;
- an international foreign language certificate certifying C1 or C2 levels (if available).
- a copy of a document (one of the documents) certifying a person, provided for by the Law of Ukraine "On the Unified State Demographic Register and documents confirming citizenship, certifying a person or his special status";
- a copy of the military registration document (for conscripts - a military ticket or temporary ID, and for conscripts - a certificate of registration at conscription stations).

Passport, diploma and an appendix to the diploma about the previously obtained educational degree (educational and qualification level) and military registration document are submitted by the entrants in person.

The Admission Committee of the Institute admits program candidates who submit all required documents in a timely manner, and may refuse admission to the examination due to the failure to submit in due time the documents specified in the Admission Rules.

1. **Research proposal** is a scientific text prepared by an applicant, which substantiates the subject of a possible dissertation research, its relevance, the state of development in domestic and foreign science; finding ways to solve problems, etc.

The evaluation of the research proposal (with its possible presentation by the decision of the Admissions Committee of the Institute) takes place at the entrance exam in the specialty as its component.

2. Employment record book (if any) with a record of dismissal from the last place of work in connection with admission to postgraduate school for full-time study and a certificate of average monthly salary from the last place of work (signed by the head of the institution and chief accountant) for scholarship submitted by the graduate student in person within ten days after enrollment in graduate school.

§4. Conducting entrance examinations, competitive selection

1. Postgraduate students take the following entrance exams:

- the specialty in the form of an oral examination (in the scope of the standard of higher education of master's degree in the relevant specialty);
- a foreign language in the form of an oral exam. Entrant who has confirmed his/her English language proficiency with a TOEFL or International English Language Testing System certificate, or Cambridge English Language Assessment certificate (no lower than B2 level of Common European Language Education Recommendations or equivalent);
- the presentation of the Research proposal;

The order of entrance exams is as follows: specialty, presentation of a research proposal, a foreign language.

2. Applicants who have an International Certificate in a foreign language during the last two years (levels C1 or B2), are exempt from taking the entrance exam in a foreign language. These certificates are equated with the results of the entrance examination in the foreign language with the highest score.

The evaluation of international foreign language certificates submitted by the applicants, certifying levels C1 or B2, is conducted by the Research and Educational Center of Foreign Languages of the National Academy of Sciences of Ukraine before the entrance examinations. The decision to accept the International Certificate in lieu of the foreign language examination is made by the foreign language exam committee. The list of in a foreign language of levels C1 or B2, which are accepted instead of the entrance exam to graduate school, is given in Annex 1.

3. Applicants who enter postgraduate school in a different field of knowledge (specialty) than that specified in their master's degree (or specialist) may be assigned additional entrance examinations by decision of the Admissions Committee.

Additional entrance examinations precede entrance examinations in a foreign language and specialty. Assessment of additional entrance examinations is on a two-point scale: "Passed" or "Failed" (Pass/Fail scale). The applicants who failed the additional entrance exam cannot be admitted to the next exam and are dismissed from the competition.

4. The applicants who are admitted to entrance examination to postgraduate school are provided paid leave of absence in accordance with the current legislation of Ukraine.

5. The Competitive Score (**CS**) of applicant is formed according to the formula:

$$\mathbf{CS = PEE + EFL + EP}$$

where:

- **PEE** - the result of professional entrance examination (on a 100-point scale). In the case of two or more professional entrance examinations for one specialty, the result is calculated as the arithmetic average rounded to the integer by the rules of mathematics;
- **EFL** - score of the entrance examination in a foreign language (on a 100-point scale) or score of the an International Certificate in a foreign language attesting not less than level C1 or C2;
- **EP** - extra points for special achievements in educational and/or research activities.

6. Results of entrance examinations for applicants are calculated on a 100-point scale. The applicants who scored less than 60 points are dismissed from the competition.

7. Extra Points for scientific and educational achievements of applicants are determined by the Admission Committee of the Institute after the entrance exam in the specialty. The procedure of calculation of Extra Points is described in Annex 2.

8. The competitive selection of persons for postgraduate study at the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine is carried out according to the rating determined by the competitive score.

9. Recommendations for admission of applicants for training funded by individuals and legal entities are provided after the enrollment for public order and provided in all the priorities listed in the entrant applications.

10. People who, without good reason, failed to appear for the entrance examination at the scheduled time, people who took the documents after the date of completion of the application of the documents, are not allowed to participate in the subsequent entrance tests and competitive selection. Retesting of entrance exams is not allowed.

11. Appeals for the entrance exam results shall be submitted not later than the next business day after the announcement of the entrance exam and shall be considered by the Appeal Committee. The order of submission and consideration of appeals and the composition of the the Appeal Committee shall be approved by order of the director of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine.

§5. The right for priority enrollment

In the case of receiving the same number of points, the following applicants will have the pre-emptive right for admission to graduate school:

- persons who have published scientific works (articles or theses from scientific conferences), winners and participants of the Science Olympiads and competitions of students' scientific works;
- persons who have master's degree with honours;
- persons who have recommendation from the Scientific Council of the educational-scientific Institute (or department of Institute) for admission to postgraduate school;
- persons who have an International Certificate in a foreign language attesting not less than level C1 or C2 of the Common European Recommendations on Language Education or similar level

§6. Enrollment Order

The rating list of entrants to graduate school who are recommended for enrollment is ordered by the competitive score from the highest to the lowest.

Annex 1

The list of an International Certificates in a foreign language, that are equated with the results of the entrance examination in the foreign language with the highest score:

Foreign language	Test	Score equivalent to the C1-C2 levels
English	IELTS	6.5-9
	TOEFL iBT	79-120
	TOEFL paper based	550-677
	CPE	Grade A, B, C
	CAE	Grade A, B, C
	FCE	Grade A
German	Test DaF	4-5
	Goethe-Zertifikat	C1 - C2
	Zentrale berstufenprüfung	C2
	Kleines Deutsches Sprachdiplom	C2
French	TCF C1 - TCF C2	C1 - C2
	DALF C1 - DALF C2	C1 - C2
	DSLCF	C1
	DHEF	C2
Spanish	DELE	C1 - C2
Italian	CELI	4-5
	CILS	Tre - Quattro
	PLIDA	C1 - C2
Polish	Panstwowy Egzamin Certifikatowy z jezyka polskiego jako obcego	C1 - C2

The procedure of calculation of Extra Points for scientific and educational achievements of applicants to postgraduate study for the Doctor of Philosophy degree:

Scientific and educational achievements	Code	Score
International Certificate in a foreign language during the last two years (levels C1-C2).	EP1	C1 - 5 C2 - 10
Diploma of winner and prize-winner of the International Student Olympiad in the specialty*	EP2	40
Diploma of winner and prize-winner of the All-Ukrainian Student Olympiad of the MES of Ukraine in the specialty*	EP3	First place = 20 Second place – 15 Third place – 10
Diploma of winner and prize-winner of the Competition of Scientific Student Works of the MES of Ukraine in the specialty*	EP4	First place = 20 Second place – 15 Third place – 10
Diploma of winner and prize-winner of the Competition of Scientific Student Works of the NAS of Ukraine in the specialty*	EP5	First place = 20 Second place – 15 Third place – 10
Diploma of the Laureate of the NAS of Ukraine Award for Young Scientists and Students in the specialty*	EP6	10
The scientific article in the specialty relevant journal which is included in the List of scientific professional publications of Ukraine**	EP7	15 (for each article)
The scientific article in the specialty relevant journal which is included in the scientometric database (Scopus, Web of Science etc.)*	EP8	25 (for each article)
Individual monograph or chapter in collective monograph which is recommended for publication by the Scientific Council of the educational-scientific Institute**	EP9	10
Participation in the All-Ukrainian specialty relevant scientific conference, including publication of abstracts**	EP10	5 (for each thesis)
Participation in the International specialty relevant scientific conference, including publication of abstracts**	EP11	10 (for each thesis)
Patent or Copyright certificate for inventions ***	EP12	20
Recommendation from the Scientific Council of the educational-scientific Institute (or department of Institute) for admission to postgraduate school (if any)	EP13	5
MS degree or Diploma of Specialist with honours	EP14	10

*- diploma obtained during master's studies;

** - for a period not to exceed three years before entry (no more than a total of 60 points for publications and participation in conferences may be credited);

*** - for a period not to exceed three years before entry.