

**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 ____
of «__» _____ 2020

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

_____ A.I. Vovk

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. Rules for admission (hereinafter: Admission Rules) developed in accordance with the Conditions of admission to higher education institutions of Ukraine in 2021, approved by the Decree of the Ministry of Education and Science of Ukraine No. 1274 of October 15, 2020.
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, 2021
Deadline for the receipt of applications and documents	September 10, 2021
Dates of entrance examinations	September 15 – October 01, 2021
Deadline for entry of applicants funded by the state	to November 01, 2021
Deadline for entry of applicants funded by individuals and legal entities	to November 01, 2021
Start of postgraduate studies	November 01, 2021

§3. The procedure for admission applications and documents

1. Graduate students submit the following documents:
 - an Application Form addressed to the director of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine;

- a personal Employee Information Form, certified by the seal of the institution in which the applicant for postgraduate study is applied;
- a Curriculum Vitae (CV);
- 3 3x4 cm photo cards;
- a list of published scientific works and inventions (if any);
- a thesis for the chosen scientific specialty (Research proposal);
- a Medical Certificate of health in the form No. 086-o;
- Education Certificates (copy of the diploma and transcripts) of the Master of Science (or Specialist).

Persons who have received relevant education abroad have to establish the equivalence of the submitted diploma in accordance with the Order of the Ministry of Education and Science of Ukraine "Some issues of recognition foreign education documents in Ukraine" dated May 05, 2015 No. 504;

- an excerpt from the minutes of the Meeting of the Scientific Council of the educational-scientific Institute (or department of Institute) serving as a recommendation for admission to postgraduate school (if any);
- a copy of the Certificate of Identification Number;
- a copy of the Certificate of Registration (for out-of-town students who intend to live in a dormitory);
- an International Certificate in attesting foreign language proficiency of at least C1 or C2 level of the Common European Recommendations on Language Education (if any).

2. The passport, MS diploma and military ID 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.

3. **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.

4. 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 ranking list of postgraduate students recommended for enrollment is ranked according to the competition score in the descending order.

The order for admission to postgraduate study is issued by the director of the Institute on the basis of the decision of the Admissions Committee. Each postgraduate student, along with his enrollment, is assigned a supervisor. The information on enrollment is published on the website of the V. P. Kukhar Institute of Bioorganic Chemistry and Petrochemistry of the NAS of Ukraine.

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.