

# Admission rules for Doctoral Studies of Lviv Polytechnic National University in 2020

## 1. General provisions

1.1. The admission rules are developed in accordance with the Law of Ukraine No.1556-VII of July 1, 2014 “On Higher Education”; “Procedure of the preparation of applicants for PhD and ScD degrees in higher educational (scientific) institutions”, adopted by the Resolution of the Cabinet of Ministers of Ukraine on March 23, 2016 No. 261; “Rules of admission to the higher educational institutions in Ukraine in 2020”, approved by the Order of Ministry of Education and Science of Ukraine No. 1285 of October 11, 2019.

1.2. Admission to the doctoral studies is implemented on a competitive basis.

1.3. The rules of admission to doctoral studies of the University are valid from July 1, 2020 to June 30, 2021.

1.4. The preparation of ScD applicants at the Doctoral Studies Department is carried out in the full-time (daytime) form of study in the following specialties:

No.	Code and title of specialty
1.	011 Education and Pedagogical Sciences
2.	015 Professional Education (by Specializations)
3.	051 Economics
4.	052 Politology
5.	071 Accounting and taxation
6.	072 Finance, Banking and Insurance
7.	073 Management
8.	075 Marketing
9.	076 Entrepreneurship, Trade and Stock Exchange Activity
10.	081 Law
11.	101 Ecology
12.	102 Chemistry
13.	103 Earth Sciences
14.	105 Applied Physics and Nanomaterials
15.	111 Mathematics
16.	113 Applied Mathematics
17.	121 Software Engineering
18.	122 Computer Science
19.	123 Computer Engineering
20.	124 System Analysis
21.	125 Cyber Security
22.	131 Applied Mechanics
23.	132 Materials Science
24.	133 Branch Engineering
25.	141 Power Engineering, Electrical Engineering and Electromechanics
26.	144 Heat Power Engineering
27.	151 Automation and Computer-integrated Technologies
28.	152 Metrology and Information and Measuring Technique
29.	153 Micro- and Nanosystem Technologies
30.	161 Chemical Technology and Engineering
31.	171 Electronics
32.	172 Telecommunications and Radio Engineering

33.	183 Environmental Protection Technologies
34.	191 Architecture and Urban Development
35.	192 Construction and Civil Engineering
36.	193 Geodesy and Land Management
37.	281 Public Management and Administration
38.	292 International Economic Relations

1.5. Standard term for the preparation of ScD candidates at the Doctoral Studies Department is two years.

1.6. For admission to the doctoral studies the applicants are expected to have a Doctor of Philosophy academic degree, scientific achievements and not less than 15 scientific articles published in the scientific (including electronic) professional journals of Ukraine and other states (including at least 2 articles on subject of the thesis articles in the scientific direction, for which the dissertation of the applicant has been prepared, published in the editions included in category “A” of the List of scientific professional editions of Ukraine, or in foreign editions indexed in such databases as Web of Science Core Collection and/or Scopus).

## **2. Financing of the professional training**

2.1. The professional training at the Doctoral Studies Department is carried out:

- at the expense of the state budget (by state order);
- at the expense of the legal entity and/or individual (under the terms of the contract, including grants received by the University for conducting the research which provides the training of the applicants for the academic degree of Doctor of Philosophy).

2.2. An agreement (contract) shall be concluded between the University and the doctoral student for the term of doctoral studies.

2.3. The person, who previously studied at the doctoral studies by state order and in due time did not defend his/her thesis, or a published monograph, or a scientific report on a set of published in national and international peer-reviewed professional publications, the list of which is approved by the Ministry of Education and Science of Ukraine, articles, in a specialized scientific council, or was expelled from the doctoral studies prematurely, has a right to re-entry to the doctoral studies by state order, only if he/she reimburses the money spent on his/her training in the established order.

## **3. Documents for the admission to doctoral studies**

For the admission to doctoral studies in the University, the applicant shall submit the following documents in person:

- 1) an application about the admission to doctoral studies in paper form;
- 2) a written characteristic of the scientific activities of the applicant given by the Doctor of Sciences in the relevant specialty who is a member of scientific and

pedagogical or scientific staff of the University with his/her consent to be a scientific consultant in case of the admission to doctoral studies;

3) a detailed proposal of the applicant for the admission to doctoral studies, which contains a plan of the research and information about the amount of scientific work that is necessary for preparation of the research results for the defense;

4) a list and copies of published scientific works and inventions;

5) a degree certificate and a copy of the diploma of Doctor of Philosophy or Doctor of Sciences;

6) personal data sheet (with photo 4x6) certified by the stamp of the institution, in which the applicant to doctoral studies is employed;

7) a copy of a labor book certified at the place of employment;

8) a copy of a passport certifying the person, stipulated by the Law of Ukraine “On the Unified State Demographic Register and the documents confirming citizenship, certifying the person or his/her special status”;

9) an application about the consent to gathering and processing of the personal data.

When submitting documents, the applicant is to show the original of passport certifying the person, stipulated by the Law of Ukraine “On the Unified State Demographic Register and the documents confirming citizenship, certifying the person or his/her special status”, diploma of Doctor of Philosophy or Doctor of Sciences in person.

When admitting individuals who submit a document on the level (degree) of education acquired abroad (hereinafter referred to as the Document), the procedure for recognizing and establishing the equivalence of the Document, implemented in accordance with the order of the Ministry of Education and Science of Ukraine No. 504 of May, 5, 2015 “Certain issues of recognition of foreign documents on education in Ukraine”, registered at the Ministry of Justice of Ukraine on May 27, 2015, under No. 614/27059 is compulsory.

The applicant should submit the labor book with a record about the dismissal due to the admission to doctoral studies from the last place of employment within three days after the admission to doctoral studies in person.

#### 4. Procedure of the admission to doctoral studies

4.1. Admission to the doctoral studies shall be implemented through the University Academic Board decision with regard to the scientific, scientific and technical achievements of the entrant in the chosen specialty in accordance with the established requirements and conclusions of the departments based on the scientific report of the applicant for doctoral studies.

4.2. Documents should be submitted to the Department of Doctoral and Postgraduate Studies of the University.

4.3. The list of applicants according to the specialties will be published on the notice boards of the Department of Doctoral and Postgraduate Studies and on the website of the University.

4.4. The department reviews the detailed proposals of the applicants for doctoral studies, which contain a plan of the research and information about the amount of scientific work that is necessary for preparation of the research results for defense, a list of published scientific works, and hears the scientific reports of the applicants. Through voting, the department determines for each applicant the possible admission to doctoral studies and submits the results to the Department of Doctoral and Postgraduate Studies. The decision of the department is eligible if it receives more than half of the votes of the scientific and pedagogical staff present at the meeting. The negative conclusion of the department does not prevent the University Academic Board from considering the applicant's documents but puts the applicant in the last positions of the rating list.

4.5. The Department of Doctoral and Postgraduate Studies forms the project of the rating list of the applicants for doctoral studies and submits it to the Scientific and Technical Council (STC) of the University. The project of the rating list of the applicants is formed according to the specialties and ordered by the competitive score in descending order with regard to the following criteria:

No.	Evaluation criteria of the scientific work	Number of publications	Score**
1.	Number of the scientific articles published in the scientific (including electronic) professional journals of Ukraine and other states*	15	1
		16	2
		17	3
		≥18	4
2.	Number of the scientific articles on subject of the thesis, published in the editions included in category "A" of the List of scientific professional editions of Ukraine, or in foreign editions indexed in such databases as Web of Science Core Collection and/or Scopus)	2	2
		3	3
		≥4	4

3.	The monograph published individually (without co-authors)		3
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*\*in the field of natural and technical sciences two patents for an invention (the certificate of authorship for invention), which have passed the qualification examination and are directly related to the scientific results of the thesis, can be added instead of two articles*

*\*\* given the equal number of points, the highest position in the rating list refers to the applicant for admission to doctoral studies, who has more scientific articles published on subject of the thesis, published in the editions included in category "A" of the List of scientific professional editions of Ukraine, or in foreign editions indexed in such databases as Web of Science Core Collection and/or Scopus.*

4.6. STC considers and approves the rating list with the recommendation for the admission of the applicants to doctoral studies.

4.7. The rating list shall be published on the web-site of the University.

4.8. The documents are sent to the University Academic Board for the further examination.

4.9. The University Academic Board considers the STC recommendations for the admission and the departments' conclusions regarding each of the applicants, and makes a decision on the admission to doctoral studies.

4.10. According to the given characteristic of the applicant's scientific activities, the University Academic Board appoints a scientific supervisor from among the scientific and pedagogical or scientific staff of the University holding a Doctor of Sciences degree in a relevant specialty.

4.11. Documents for the admission to doctoral studies should be submitted to the Department of Doctoral and Postgraduate Studies (Main building, room 207) from 10.00 to 16.00 (Monday-Friday), break from 13.00 to 13.30.

The deadlines for the admission steps of the applicants to doctoral studies are the following:

<b>Admission steps for doctoral studies</b>		<b>Deadlines</b>
1.	Acceptation of the applications and documents for the admission to doctoral studies	July 1 – July 6
2.	Publication of the list of applicants in the relevant specialties of doctoral studies on the notice boards of the Department of Doctoral and Postgraduate Studies	July 8

	and on the web-site of the University	
3.	Examination of the detailed proposals and hearing of the scientific reports of the applicants for doctoral studies at the departments meeting	by July 14
4.	Consideration and approval of the rating list with recommendation for the admission of the applicants to doctoral studies by the Scientific and Technical Council of the University	by August 21
5.	Publication of the rating list of applicants with the recommendation for admission of the applicants to doctoral studies	August 28
6.	Consideration of the STC recommendations for the admission and the departments' conclusions by the University Academic Board and adoption of the decision on the admission to doctoral studies	by September 15
7.	Admission of the applicants	September 15
8.	Conclusion of the agreements and contracts	by September 18
9.	Submission of the labor book with a record about the dismissal due to the admission to doctoral studies from the last place of employment	by September 18

## **5. Features of admission of the foreigners and stateless persons to doctoral studies**

5.1. The University can be entered by the foreigners and stateless persons that reside in Ukraine legally and have higher education documents confirming the appropriate education (qualification) level or degree. Foreigners and stateless persons (hereinafter referred to as Foreigners) may obtain higher education at the expense of individuals and/or legal entities, if not anything else is determined by the international treaties ratified by the Supreme Council of Ukraine, legislation or agreements between higher education institutions on international academic mobility. Admission of foreigners to higher education institutions for studying on the basis of the state budget is carried out in terms of quotas for foreigners.

5.2. Foreigners who get state scholarships under international treaties, national programs, and other international obligations of Ukraine shall be admitted to study in terms of the established quotas for foreigners on the basis of the directions of the Ministry of Education and Science of Ukraine.

5.3. Foreigners and stateless persons permanently residing in Ukraine, persons who have been granted refugee status in Ukraine, persons in need of additional or temporary

protection, and persons who have been granted a status of a foreign Ukrainian and those who are legally residing in Ukraine, have the right for higher education on a par with citizens of Ukraine. The acquisition of higher education by these categories of persons for the state budget funds is carried out in terms of the quotas set by the Cabinet of Ministers of Ukraine.

5.4. Admission of the entrants of a number of foreigners to doctoral studies at the expense of individuals and/or legal entities may be carried out during the year.

5.5. Foreigners who come to Ukraine for participation in academic mobility programs or for higher education in accordance with educational programs agreed between Ukrainian and foreign higher education institutions are accepted for studying, taking into account the relevant contractual obligations of the particular higher education institutions.

5.6. For admission to the doctoral studies at the University, foreigners and stateless persons submit the following documents in person:

- 1) the application for admission to the doctoral studies in paper form;
- 2) a written characteristic of the scientific activities of the applicant given by the Doctor of Sciences in the relevant specialty who is a member of scientific and pedagogical or scientific staff of the University with his/her consent to be a scientific consultant in case of the admission to doctoral studies;
- 3) a detailed proposal of the applicant for the admission to doctoral studies, which contains a plan of the research and information about the amount of scientific work that is necessary for preparation of the research results for the defense;
- 4) a list and copies of published scientific works and inventions;
- 5) a degree certificate and a copy of the diploma of Doctor of Philosophy or Doctor of Sciences;
- 6) a copy of the passport document of the foreigner or a document certifying a stateless person;
- 7) copy of the certificate of a foreign Ukrainian (if any);
- 8) application about the consent to gathering and processing of the personal data;
- 9) medical health insurance;

The forms of documents are published on the official website of the University.

The documents referred to in subparagraphs 5-6 of this paragraph are required to be translated into Ukrainian with a notarized translation certified in the country of issue in the manner that is officially used in this country for such certification and legalized by the

relevant foreign institution of Ukraine, if not anything else is determined by the international treaties of Ukraine.

## **6. Order for admission**

The Order for admission to the doctoral studies is issued by Rector of the University on the basis of the University Academic Board decision. The Order is published on the notice board of the Department of Doctoral and Postgraduate Studies and on the web-site of the University.

## **7. Provision of the openness and transparency during the admission to Doctoral Studies of the University**

The public awareness of:

- the list of specialties for the admission to doctoral studies;
- the amount of the state order for doctoral training;
- the cost of the training in the particular specialty;
- the list of the applicants for doctoral studies;
- the rating list with recommendation for the admission of the applicants to

doctoral studies;

- the recommending for the admission to doctoral studies

is provided on the notice boards of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University.

*The admission rules are considered by the University Academic Board on December 23, 2019 (Protocol No. 60).*