

Admission rules for Postgraduate Studies of Lviv Polytechnic National University in 2020

1. General provisions

1. The enrollment to postgraduate studies for acquiring the academic degree of Doctor of Philosophy in a particular specialty is justified by an education license for the third (education and qualification) level issued under the law.
2. The admission rules are developed in accordance with the Law of Ukraine “On Higher Education” No. 1556-VII of July 1, 2014; “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.
3. The rules of admission to postgraduate studies of the University are valid from July 1, 2020 to June 30, 2021.
4. The enrollment to postgraduate studies is implemented for the holders of Master’s Degree (education and qualification level – Specialist). To acquire the academic degree of Doctor of Philosophy in the specialty 226 *Pharmacy, Industrial Pharmacy*, the holders of Master’s Degree (education and qualification level – Specialist) in a relevant specialty are required.
5. Standard term for the preparation of Doctor of Philosophy at the Postgraduate Studies Department is four years.
6. Admission to the Postgraduate Studies is provided on a competitive basis by appropriate sources of funding.
7. The degree of Doctor of Philosophy is obtained in full-time and part-time forms of education within the volume of license according to the licenses obtained, in particular, in the following specialties:

No.	Code and title of specialty	The volume of license
1.	011 Education Sciences	18
2.	015 Professional Education (by Specializations)	18
3.	022 Design	7
4.	023 Fine Art, Decorative Art, Restoration	7
5.	032 History and Archeology	10
6.	033 Philosophy	10
7.	035 Philology	2
8.	051 Economics	40
9.	052 Politology	24
10.	053 Psychology	13
11.	054 Sociology	10
12.	071 Accounting and taxation	19
13.	072 Finance, Banking and Insurance	35
14.	073 Management	48
15.	075 Marketing	19
16.	076 Entrepreneurship, Trade and Stock Exchange Activity	2
17.	081 Law	15
18.	101 Ecology	10
19.	102 Chemistry	30
20.	103 Earth Sciences	13
21.	105 Applied Physics and Nanomaterials	15
22.	111 Mathematics	10
23.	113 Applied Mathematics	20

No.	Code and title of specialty	The volume of license
24.	121 Software Engineering	75
25.	122 Computer Science	40
26.	123 Computer Engineering	15
27.	124 System Analysis	26
28.	126 Information Systems and Technologies	10
29.	125 Cyber Security	15
30.	131 Applied Mechanics	15
31.	132 Materials Science	15
32.	133 Branch Engineering	15
33.	136 Metallurgy	5
34.	141 Power Engineering, Electrical Engineering and Electromechanics	35
35.	144 Heat Power Engineering	10
36.	151 Automation and Computer-integrated Technologies	25
37.	152 Metrology and Information and Measuring Technique	20
38.	153 Micro- and Nanosystem Technologies	5
39.	161 Chemical Technology and Engineering	50
40.	162 Biotechnology and Bioengineering	20
41.	171 Electronics	17
42.	172 Telecommunications and Radio Engineering	15
43.	181 Food Technology	10
44.	183 Environmental Protection Technologies	5
45.	186 Publishing and Printing	5
46.	191 Architecture and Urban Development	15
47.	192 Construction and Civil Engineering	60
48.	193 Geodesy and Land Management	23
49.	226 Pharmacy	20
50.	231 Social Work	25
51.	274 Automobile Transport	22
52.	275 Transport Technologies (by Types)	16
53.	281 Public Management and Administration	21
54.	291 International Relations, Public Communications and Regional Studies	18
55.	292 International Economic Relations	38

2. Financing of the professional training

- 2.1. The professional training at the Postgraduate 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 in order to conduct 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 postgraduate student for the term of postgraduate studies.
- 2.3. The person, who previously studied at the postgraduate studies by state order and in due time did not defend his/her thesis, or was expelled from the postgraduate studies prematurely, has a right to re-entry to the postgraduate studies by state order, only if she/he reimburses the money, spent on his/her training, in the established order.

3. Documents for the admission to postgraduate studies

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

- 1) application for entering the post-graduate program in a paper form. In case of submitting documents for non-accredited educational programs (specialties), the entrants personally sign a separate document on awareness of the lack of accreditation and familiarization with part 6 of Article 7 of the Law of Ukraine "On Higher Education";
- 2) degree certificates and copies of Master (Specialist) Diploma and Diploma

Supplement;

- 3) list and copies of published scientific papers and patents for the inventions (the certificates of the authorship for inventions) in the chosen specialty; if there are no scientific papers and patents – the abstract of the chosen specialty;
- 4) letter of recommendation, written by the alleged scientific supervisor, with a valuation of the scientific works/abstract of the chosen specialty, agreed with the Head of the Department and Director of the particular Institute;
- 5) copy of the labor book certified at the place of employment;
- 6) personal data sheet certified by the stamp of the institution, in which the applicant is employed;
- 7) copy of the 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”;
- 8) copy of the military accounting document (except as required by law);
- 9) application about the consent to gathering and processing of the personal data.

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

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”.

When admitting individuals who submit a document on the level 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 postgraduate student should submit the labor book with a record about the dismissal due to the admission to postgraduate studies from the last place of employment within three days after the admission to postgraduate studies in person.

4. Procedure of the admission to postgraduate studies

4.1. Documents for the admission to postgraduate 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 accepting the applications and documents, entrance examination, and admission of the applicants to postgraduate studies are the following:

Stages of the admission campaign	Date
Acceptation of the applications and documents	July 23 – August 3
Publication of the list of applicants	August 4
Conducting of the entrance examinations in a particular specialty and foreign language	August 5 – August 25
Provision of the recommendations for admission by the admissions committee concerning enrollment to postgraduate	August 26

studies by appropriate sources of funding based on entrance exam results	
Publication of the rating list of applicants	August 26
Submission of the original documents (Master (Specialist) Diploma and Diploma Supplement)	by 15.00 on August 28
The Admissions Committee decides on the admission to postgraduate studies of applicants who have submitted the original documents of education (Master's degree (specialist) and diploma supplement) within the specified time limits (fulfilled the condition for enrollment)	August 31
Admission of the applicants	August 31
Conclusion of the agreements and contracts	by September 3
Submission of the labor book with a record about the dismissal due to the admission to postgraduate studies from the last place of employment for stipend payments	by September 6

5. Organization and conducting of the competition

- 5.1. Admission to the postgraduate studies of the University is implemented on a competitive basis according to the results of entrance examinations in the particular specialty and foreign language.
- 5.2. The entrance examinations can be taken only by those applicants who have submitted all the necessary documents on time. The admissions committee may refuse an applicant the admission to entrance examinations for postgraduate studies:
 - in case of the failure of on time submission of all or several documents defined in these Admission rules;
 - in case of the submission of inaccurate data.
- 5.3. Admission to PhD courses without taking an examination is not allowed.
- 5.4. The competitive score of the entrant is formed by adding points on the results of entrance tests in the specialty and foreign language.
- 5.5. The admissions committee decides on the recommendations for admission of the applicants.

6. Organization and conducting of the entrance examinations for postgraduate studies

- 6.1. The entrance examinations for postgraduate studies consist of the following:
 - specialty entrance exam;
 - foreign language entrance exam (by choice – in English, German, or French) in accordance with the B2 level. The applicant, who confirmed his/her level of knowledge of English with the valid certificate of TOEFL or International English Language Testing System, or Cambridge English Language Assessment certificate (not lower than B2 level of the Common European Framework of Reference for Languages or a similar level); French – with a valid DELF or DALF certificate (not lower than B2 level of the Common European Framework of Reference for Languages or a similar level), may not take the foreign language entrance examination. When defining the competition results, the certificates are equivalent to results of the foreign language entrance examination with the highest mark.
- 6.2. The entrance examinations are carried out on the basis of the entrance examination programs in accordance with the established schedules published on the official web-site of the University.
- 6.3. The entrance examinations are held in writing and orally in accordance with the

individual schedule approved by Rector of the University and published on the notice board of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University at least 3 days prior to the submission of the documents.

- 6.4. The results of the entrance examinations shall be assessed on the 100-point scale and published on the notice board of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University.
- 6.5. The results of the entrance examinations for postgraduate studies are valid for admission to the University during one calendar year.
- 6.6. The entrance examinations for postgraduate studies are held by the subject commissions (including 3-5 people) approved by the Order of the Rector. These commissions consist of Doctors of Philosophy and Doctors of Sciences, who carry out the research in the particular specialty and are responsible for the educational and scientific training program for PhDs in particular specialty.
- 6.7. The subject commissions also may include the representatives of the scientific institutions, which have concluded agreements with the University on joint research activities and/or joint management of the postgraduates' research, and/or joint implementation of the educational and scientific program, or which provide training for PhDs under the educational and scientific program, agreed between the University and scientific institution on.
- 6.8. The appeals against the results of the entrance examinations are considered by the Appeal Committee, whose complement and working schedules are approved by the Order of the Rector. The Appeal Committee working schedule shall be published on the notice board of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University at least 3 days prior to the submission of the documents.
- 6.9. The works of applicants, who did not pass the entrance examinations, should be kept during one year in the Department of Doctoral and Postgraduate Studies.

7. Formation and publication of the rating list of the applicants

- 7.1. The rating list of the applicants is formed according to the specialties regarding their competitive scores, and is ordered by the competitive score in descending order.
- 7.2. When the competitive score is equal, higher position in the rating list is obtained by the applicant, who has one of the following:
 - 7.2.1. Higher GPA (grade point average) of the Diploma Supplement.
 - 7.2.2. More scientific articles in the chosen specialty in the journals included in the Web of Science and/or Scopus (or Index Copernicus for Social and Human Sciences) databases.
 - 7.2.3. More articles in the chosen specialty in scientific periodicals of other countries that are members of the Organization for Economic Cooperation and Development and/or the European Union.
 - 7.2.4. More articles in the scientific specialized editions of Ukraine in the chosen specialty.
 - 7.2.5. More patents for an invention (the certificates of authorship for invention) in the chosen specialty.
 - 7.2.6. The majority of English-language proceedings of international conferences, indexed by citation databases of Web of Science and Scopus, in the chosen specialty.
 - 7.2.7. More abstracts in the chosen specialty at international conferences.

8. Recommendations for admission to postgraduate studies

- 8.1. Based on the results of the entrance examinations, the Admissions Committee provides recommendations for enrollment to the postgraduate studies by appropriate sources of funding.
- 8.2. The lists of the applicants recommended for the admission are published on the notice board of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University.
- 8.3. The lists will be updated daily (indicating the fact of submitting the original educational documents).

9. Admission to postgraduate studies

- 9.1. The admissions committee decides on the admission of the applicants to postgraduate studies after the deadline of submission of the original educational documents (Master (Specialist) Diploma and Diploma Supplement) in due time (having fulfilled the admission requirements).
- 9.2. The Orders for admission to postgraduate studies are signed by Rector on the basis of the admissions committee decision. The Orders are published on the notice board of the Department of Doctoral and Postgraduate Studies and on the official web-site of the University.
- 9.3. In case of failure of the submission of original documents by the applicants, who obtain the higher positions in the rating list, the vacant position shall be obtained by the next person in the list – if he/she fulfils the admission requirements.
- 9.4. According to the relevant Order of Rector, the postgraduate student simultaneously with the admission receives the scientific supervisor from among the scientific or scientific and pedagogical staff with ScD degree. In general, the ScD supervisor cannot consult more than 5 postgraduate students (including the doctoral student) at the same time. The PhD supervisor can consult only 3 persons, including postgraduate students.
- 9.5. By the decision of the Academic Board one postgraduate student can have two scientific supervisors with the appropriate distribution of the working hours and responsibilities among them.

10. Features of admission of the foreigners and stateless persons to postgraduate studies

- 10.1. 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 or agreements between higher education institutions on international academic mobility. Admission of foreigners to higher education institutions for studying on basis of the state budget of Ukraine is carried out in terms of quotas for foreigners.
- 10.2. 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.

- 10.3. 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.
- 10.4. Foreigners who come to Ukraine for the purpose of studying, enter higher education institutions according to the accredited educational programs (specialties). In the case of applying for non-accredited educational programs (specialties), foreigners and stateless persons personally sign a separate document on awareness of the lack of accreditation and familiarization with part 6 of Article 7 of the Law of Ukraine “On Higher Education”.
- 10.5. Admission of foreigners to postgraduate studies at the expense of individuals and/or legal entities may be carried out during the year.
- 10.6. The university is responsible for calculating the entry points of an applicant on the basis of a document on the previous level of education. The minimum required for entry is the number of points in general education subjects from which the entrance test is conducted – not less than 4 (by a 5-point scale).
- 10.7. 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.
- 10.8. For admission to the postgraduate studies at the University, foreigners and stateless persons submit the following documents in person:
- 1) the application for admission to the postgraduate studies in paper form. In the case of applying for non-accredited educational programs (specialties), foreigners and stateless persons personally sign a separate document on awareness of the lack of accreditation and familiarization with part 6 of Article 7 of the Law of Ukraine “On Higher Education”;
 - 2) originals and copies of the Master’s (Specialist’s) degree, Diploma Supplement;
 - 3) a copy of the foreigner’s passport document or a document certifying a stateless person;
 - 4) list and copies of published scientific papers and patents for the inventions (the certificates of the authorship for inventions) in the chosen specialty; if there are no scientific papers and patents – the abstract of the chosen specialty;
 - 5) letter of recommendation, written by the alleged scientific supervisor, with a valuation of the scientific works/abstract of the chosen specialty, agreed with the Head of the Department and Director of the particular Institute;
 - 6) copy of the certificate of a foreign Ukrainian (if any);
 - 7) medical health insurance;
 - 8) application about the consent to gathering and processing of the personal data.

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

The documents referred to in subparagraphs 2-3 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.

10.9. The entrance examinations for postgraduate studies of foreigners and stateless persons consist of the following:

- specialty entrance exam;
- education language entrance exam.

10.10. Admission to studies for acquiring the academic degree of Doctor of Philosophy is based on the results of entrance examinations as well as of the academic rights of further education, provided by the document on the acquired level of education in the country of its origin, and taking into account the academic progress that gives the right to continue studies at the next level of higher education in accordance with the legislation of the country, which issued the document on the acquired level of education.

11. Provision of the openness and transparency during the admission to Postgraduate Studies of the University

The public awareness of:

- the list of specialties for the admission to postgraduate studies;
- the licensed number for each specialty;
- the amount of the state order for postgraduate training;
- the cost of the education for each specialty;
- the list of the applicants for postgraduate studies;
- the entrance examination programs;
- the entrance examinations schedule and schedule for the appeals consideration;
- the rating lists of the applicants for postgraduate studies;
- the list of the students enrolled to postgraduate studies

is provided on the official web-site of the University.

The admission rules are approved by the University Academic Board on December 23, 2019 (Protocol No. 60). The amendments were approved by the University Academic Board on May 26, 2020 (Protocol No.63).