

Admission rules for Postgraduate Studies of Lviv Polytechnic National University in 2022

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 2022”, approved by the Order of Ministry of Education and Science of Ukraine No. 1098 of October 13, 2021.

3. The rules of admission to postgraduate studies of the University are valid from July 1, 2022 to June 30, 2023.

4. The enrollment to postgraduate studies is implemented for the holders of Master’s Degree (education and qualification level – Specialist’s Degree). To obtain the degree of Doctor of Philosophy in the specialty 226 Pharmacy, Industrial Pharmacy are accepted persons who have obtained a Master’s degree (educational qualification level of a specialist) in the relevant specialty.

5. Standard term for the preparation of Doctor of Philosophy at the Postgraduate Studies Department is four years.

6. Admission to postgraduate studies is carried out on a competitive basis according to the relevant sources of funding.

7. The degree of Doctor of Philosophy is obtained in full-time (day-time and evening-time) and part-time forms of education within the volume of license according to the licenses obtained, in particular, in the following educational and scientific programs*:

No	Code and title of specialty	Title of educational and scientific program	The volume of license
	011 <i>Educational, pedagogical sciences</i>	Educational, pedagogical sciences	18
	015 <i>Professional Education (by Specializations)</i>	Professional Education (by Specializations)	18
	022 <i>Design</i>	Design	7
	023 <i>Fine Art, Decorative Art, Restoration</i>	Fine Art, Decorative Art, Restoration	7
	032 <i>History and Archeology</i>	History and Archeology	10
	033 <i>Philosophy</i>	Philosophy	10
	035 <i>Philology</i>	Philology	2
	051 <i>Economics</i>	Economics	40
	052 <i>Politology</i>	Politology	24
	053 <i>Psychology</i>	Psychology	13
	054 <i>Sociology</i>	Sociology	10
	071 <i>Accounting and taxation</i>	Accounting and taxation	19
	072 <i>Finance, Banking and Insurance</i>	Finance, Banking and Insurance	35
	073 <i>Management</i>	Management	47
	075 <i>Marketing</i>	Marketing	19

No	Code and title of specialty	Title of educational and scientific program	The volume of license
	076 <i>Entrepreneurship, Trade and Stock Exchange Activity</i>	Entrepreneurship, Trade and Stock Exchange Activity	2
	081 <i>Law</i>	Law	15
	101 <i>Ecology</i>	Ecology	10
	102 <i>Chemistry</i>	Chemistry	30
	103 <i>Earth Sciences</i>	Earth Sciences	13
	105 <i>Applied Physics and Nanomaterials</i>	Applied Physics and Nanomaterials	15
	111 <i>Mathematics</i>	Mathematics	10
	113 <i>Applied Mathematics</i>	Applied Mathematics	20
	121 <i>Software Engineering</i>	Software Engineering	74
	122 <i>Computer Science</i>	Computer Science	40
	123 <i>Computer Engineering</i>	Computer Engineering	15
	124 <i>System Analysis</i>	System Analysis	26
	125 <i>Cyber Security</i>	Cyber Security	15
	126 <i>Information systems and technologies</i>	Information systems and technologies	10
	131 <i>Applied Mechanics</i>	Applied Mechanics	15
	132 <i>Materials Science</i>	Materials Science	15
	133 <i>Branch Engineering</i>	Branch Engineering	15
	136 <i>Metallurgy</i>	Metallurgy	5
	141 <i>Power Engineering, Electrical Engineering and Electromechanics</i>	Power Engineering, Electrical Engineering and Electromechanics	34
	151 <i>Automation and Computer-integrated Technologies</i>	Automation and Computer-integrated Technologies	25
	152 <i>Metrology and information and measuring technique</i>	Metrology and information and measuring technique	20
	153 <i>Micro- and Nanosystem Technology</i>	Micro- and Nanosystem Technology	5
	161 <i>Chemical Technology and Engineering</i>	Chemical Technology and Engineering	49
	162 <i>Biotechnology and Bioengineering</i>	Biotechnology and Bioengineering	20
	171 <i>Electronics</i>	Electronics	17
	172 <i>Telecommunications and Radio Engineering</i>	Telecommunications and Radio Engineering	15
	181 <i>Food Technology</i>	Food Technology	10
	183 <i>Environmental Protection Technologies</i>	Environmental Protection Technologies	5
	186 <i>Publishing and Printing</i>	Publishing and Printing	5
	191 <i>Architecture and Urban Development</i>	Architecture and Urban Development	15
	192 <i>Construction and Civil Engineering</i>	Construction and Civil Engineering	59
	193 <i>Geodesy and Land Management</i>	Geodesy and Land Management	22
	226 <i>Pharmacy, industrial pharmacy</i>	Pharmacy, industrial pharmacy	20
	231 <i>Social Work</i>	Social Work	24
	274 <i>Automobile Transport</i>	Automobile Transport	22

No	Code and title of specialty	Title of educational and scientific program	The volume of license
	275 <i>Transport Technologies (by Types)</i>	Transport Technologies (by Types)	16
	281 <i>Public management and administration</i>	Public management and administration	21
	291 <i>International relations, public communications and regional studies</i>	International relations, public communications and regional studies	18
	292 <i>International Economic Relations</i>	International Economic Relations	38

* Information on the accreditation of educational and scientific programs is available at: <https://registry.edbo.gov.ua/university/97/study-programs/>.

8. The fact of acquaintance of the entrant with the Rules of admission, the license and the certificate of accreditation of the corresponding educational and scientific program is fixed in the application of the entrant and confirmed by his/her personal signature when submitting the application. In case of submitting documents for non-accredited educational and scientific programs, the fact of acquaintance of the entrant with part six of Article 7 of the Law of Ukraine "On Higher Education" is recorded in a written notice of lack of accreditation and confirmed by his/her personal signature when applying in paper form.

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 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 he/she 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;
- 2) degree certificates and copies of Master's (Specialist's) 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 (with 4x6 photo), in which the applicant is employed;
- 7) copy of the identity document provided by the Law of Ukraine “On the Unified State Demographic Register and documents confirming citizenship, identity or special status”;
- 8) copy of the military registration document – for conscripts (except as provided by law);
- 9) application for consent to the collection and processing of 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 (one of the documents) certifying the identity provided by the Law of Ukraine “On the Unified State Demographic Register and documents proving citizenship, identity or special status”.

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 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 by state order 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 4.00 (Monday-Friday), break from 1.00 to 1.30.

4.2. 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 25 – August 4
Publication of the list of applicants	August 5
Conducting of the entrance examinations in a particular specialty and foreign language	August 8 – August 25
Providing recommendations to the Admissions Committee for enrollment of entrants to postgraduate studies on the appropriate sources of funding based on the results of entrance examinations	August 26
Publication of the rating list of applicants	August 26
Submission of the original documents (Master’s (Specialist’s) Diploma and Diploma Supplement)	by 15.00 on August 30

Adoption by the Admissions Committee of the decision on enrollment in postgraduate studies of entrants who submitted the original documents on education (Master's (Specialist's) degree and diploma supplement) in due time (fulfilled the condition for enrollment)	August 31
Admission of the applicants	August 31
Conclusion of the agreements and contracts	by September 2
Submission of the labor book with a record about the dismissal due to the admission to postgraduate studies by state order from the last place of employment for awarding a scholarship	by September 2

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 positive marks based on the results of entrance examinations in the specialty and foreign language form the competitive score of the applicant.

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 level B2 of the Common European Framework of Reference for Languages or a similar level); French – with a valid DELF or DALF certificate (not lower than level B2 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. Entrants who pass the entrance exams are allowed to participate in them with the original identity document.

6.3. Entrance exams for people with special educational needs are conducted taking into account the special educational needs specified in the application and the recommendations of medical and social examination.

6.4. The entrance examinations are carried out on the basis of the entrance examination programs published on the official web-site of the University.

6.5. 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.

6.6. 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.

6.7. The results of the entrance examinations for postgraduate studies are valid for admission to the University during one calendar year.

6.8. 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.

6.9. The subject commissions also may include the representatives of the scientific institutions, which have concluded agreements 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.

6.10. 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 no later than 3 days before the start of acceptance of documents for admission.

6.11. The works of applicants, who have not passed the entrance examinations, should be kept at the Department of Doctoral and Postgraduate Studies during one year.

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

7.1. The rating list of the applicants is formed with regard to their competitive scores, according to the specialties and 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 the scientific periodicals of other states 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 entrance examinations, the Admissions Committee provides recommendations for enrollment of entrants to postgraduate studies on the 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. After the deadline for submission of original documents, the Admissions Committee decides on the enrollment of graduate students who submitted original documents on education (Master's (Specialist's) 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 h/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 postgraduate students.

9.5. By the decision of the Academic Board of the University 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 (education and qualification) level. 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).

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 calculates the points of the entrant on the basis of a document on the previous level of education.

10.7. Foreigners who come to Ukraine for participation in academic mobility programs or for higher education in accordance with educational programs agreed between the University 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;
- 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) a 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, assessment of the scientific works/abstract of the chosen specialty, agreed with the Head of the Department and Director of the particular Institute;
- 6) a copy of the certificate of a foreign Ukrainian (if any);
- 7) medical health insurance;
- 8) application about the consent to collection 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;
- licensed volume for each specialty and accreditation;
- 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 order on enrollment in postgraduate studies in the form of a list of enrolled persons is provided on the official web-site of the University.

The admission rules are approved by the University Academic Board (Protocol No. 79 of December 28, 2021).