*Addition 2 to the resolution of Academic Board*

*from February 1, 2019, protocol № 1*

*“On confirmation of the Rules for admission…”*

RULES FOR ADMISSION

to postgraduate studies for receiving a PhD degree

in the National Institute for Strategic Studies in 2019

1. **General provisions**
2. The rules for admission to postgraduate studies in the National Institute for Strategic Studies (hereinafter – the Institute) in 2019 are elaborated by the Admission Board for postgraduate studies in the Institute (hereinafter – the Admission Board) in accordance with the Procedure of Training PhD and DSc Candidates in the institutes of higher education (research institutions), confirmed by the order of the Cabinet of Ministers of Ukraine from 23.03.2016 №261, and Terms of admission to the institutes of higher education of Ukraine in 2019, confirmed by the order of the Cabinet of Ministers of Ukraine from 11.10.2018 № 1096, which are valid from 01.07.2019 till 30.06.2020.
3. The basis for an admission announcement for postgraduate studies in the Institute, with intent on earning a PhD degree, is the License to engage in the educational activity in the field of higher education and the training of PhD candidates, granted by the Ministry of Education and Science of Ukraine from 19.07.2016 № 856.
4. The applicants, acceptable on a competitive basis for postgraduate studies, are holders of the Master degree or the specialist academic level degree.
5. Admission for postgraduate studies in the Institute is carried out for full-time ( daytime, evening) and part-time tuitions in the following disciplines: 051 Economics, specialty “Economic Security”, and 052 Political Science, specialty “National Security”, in the field of education 05 Social and behavioral sciences, and is provided in accordance with a scope of a license.
6. Postgraduate training in the Institute in accordance with daytime or evening tuitions, is funded with the money coming from:

* The state budget of Ukraine – in accordance with a government order.
* The budget of legal or natural persons (under the contract terms) – beyond the scope of a government order, but in accordance with a scope of a license.

1. Postgraduate training in the Institute in accordance with part-time tuition is funded with the money coming from legal or natural persons (under the contract terms).
2. Time scheduled for PhD training during postgraduate studies in the Institute is 4 years.
3. **The order of the application procedure**
4. Admission management of the applicants for postgraduate studies in the Institute is provided by the Admission Board.
5. Applicants for postgraduate studies in the Institute should submit the following documents:

* An application form;
* A personal file from the personnel records with a photocopy, authenticated in the workplace, or a survey for non-working candidates;
* Autobiography;
* A passport copy;
* A copy of an academic diploma (with a diploma supplement) that verifies graduation from an institute of higher education. For those applicants, who obtained higher education abroad, the equivalence of a submitted diploma is adjusted in accordance with “The order of acknowledgement of academic degrees, obtained in foreign institutes of higher education”, confirmed by the order of the Ministry of Education and Science of Ukraine from 05.05.2015, № 504;
* A copy of an employment record book, authenticated in accordance with a formal procedure (if available);
* A copy of a certificate, that verifies a person’s individual identification number;
* A copy of a military identity card or a certificate of registration (for persons liable for military duty);
* A research proposal in a chosen discipline, endorsed by an assumed supervisor – an original text up to 5 pages, made by an applicant without assistance, in which premises of a future dissertation, as well as its timeliness, research into the topic in a domestic and a foreign academic fields, and the possible ways of dealing with the terms of reference are substantiated;
* A list of published research papers, inventions and their copies (if available);
* A protocol of an interview with an assumed supervisor, signed by him and approved by academic head of department;
* A recommendation letter from an academic board of the institute of higher education (or scientific institution) (if available);
* An international certificate of a foreign (English) language that attests level B2 (if available);
* A medical fitness certificate in accordance with a form №086/о;
* 2 photo-copies 3x4;
* Consent for personal data collection and processing.

1. All copies of documents are authenticated in accordance with original documents by the Admission Board, or in accordance with a formal procedure. The copies of documents without the originals will not be accepted.
2. A person that was engaged in postgraduate studies in accordance with a government order, and failed the dissertation or was prematurely dismissed, has a right for repeated admission to postgraduate studies in accordance with a government order only in case of reimbursement of costs, spent on his or her training, in accordance with a procedure, outlined by the Cabinet of Ministers of Ukraine.
3. The Admission Board admits applicants to the entrance examinations on the basis of a timely application of all documents, mentioned in the list, and may decline applicant’s admission to the entrance examinations on the basis of a failure to submit on time the documents, outlined by the Rules for admission.
4. **Stages of the application process**
5. The application procedure, entrance examinations, competitive selection and admission to postgraduate studies of the Institute are carried out according to the following terms and time limits:

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| Application procedure | July 1-10, 2019 |
| Holding of entrance examinations | July 15-31, 2019 |
| Announcement of the rating-list of applicants | August 1, 2019 |
| Admission of the applicants to postgraduate studies | Till September 1, 2019 |
| Beginning of the academic year | September 1, 2019 |

1. Documents are accepted daily, but not including Saturdays and Sundays, from 10 AM till 1 PM, and from 2 PM till 5 PM on the following address: Kyiv, General Almazov str., build. 18/7.
2. **Holding of entrance examinations and competitive selection**
3. The applicants for postgraduate studies hold the following entrance examinations:

* Foreign language (English language) exam (in a scope equivalent to the language level B2 of the Common European Framework of Reference for Languages);
* Specialty exam (in a scope equivalent to the level of MA degree from a chosen specialty).

1. Evaluation of the foreign language and specialty entrance examinations is provided in accordance with a 100-pont grading scale. The minimum entering grade for the entrance examinations is 60 points.

An applicant that confirmed his or her knowledge of English by a valid TOEFL certificate (obtained no longer than 2 years ago), IELTS or CELA certificate (at least equivalent to the language level B2 of the Common European Framework of Reference for Languages, or of equal value), is dispensed with an entrance foreign language exam. During assessment of competition results the abovementioned certificates are equivalent to the highest results of an entrance foreign language exam.

1. A competition grade (CG) of a person, who is an applicant for postgraduate studies, shall be calculated in frames of every specialty on the basis of a formula:

CG = EFLE +ESE, where:

EFLE – is a result of an entrance foreign language exam, or grades of an international language certificate that attests level B2 or higher (instead of an entrance foreign language exam);

ESE – is a result of an entrance specialty exam.

1. Programs of the entrance examinations are elaborated and approved by the Institute not later than three months before beginning of an application procedure, and is published on the web-site of the Institute.
2. In case of getting equal grades the priority upon admission to postgraduate studies of the Institute is given to applicants who get a higher grade in the entrance specialty exam; hold a MA degree (or the specialist academic level degree) certificate with distinction; have published materials in Ukrainian specialized academic publications, and in publications included to international scientometric databases; have a recommendation letter from an academic board of the institution of higher education (or scientific institution) for admission to postgraduate studies; have an international certificate of language proficiency that confirms language levels C1-C2 (according to the decision of the Admission Board).
3. The applicants for postgraduate studies, that didn’t pass on vacant places on competition grounds in accordance with a government order, may be recommended for admission to postgraduate studies under the contract terms in accordance with a scope of a license.
4. Persons that did not attend the entrance examinations at the prescheduled time without a reasonable excuse, as well as those who got a lower point than 60 grades, are not allowed to participate in the following entrance examinations and competitive selection.
5. Appeals against the results of the entrance examinations are to be made not later than the next working day after an announcement of the applicant’s grade, and are to be considered by the Appeals Board of the Institute.
6. **Admission to postgraduate studies**
7. The rating-list of applicants for postgraduate studies, who are recommended for admission according to the standard procedure, is regulated in accordance with a competitive grade from most to least.
8. The order of admission to postgraduate studies is issued by Director of the Institute on the basis of the Admission Board’s decision till 01.09.2019.
9. In case of an applicant’s admission to postgraduate studies of the Institute, a training contract with an applicant in accordance with a government order, or a training contract on a paid basis, funded with the money coming from legal or natural persons, is concluded.
10. Applicants for daytime tuition, admitted in accordance with a government order, receive an academic scholarship in accordance with current legislation of Ukraine.
11. Submission by an applicant of unreliable personal data, unreliable information about the right for first-priority admission, earlier education, or academic and scientific achievements is a reason for annulment of the order of admission regarding this applicant.