

BORYS GRINCHENKO KYIV UNIVERSITY

"APPROVED"

the decision of the Academic Council of
the University
November, 24, 2016, minutes №1

Enacted
by order №652 from November 29, 2016

Procedure of academic degrees recognition obtained in foreign education institutions at Borys Grinchenko Kyiv University

I. GENERAL PROVISIONS

1. The Procedure is composed according to the order of Ministry of Education and Study of Ukraine "On academic degrees recognition obtained in foreign education institutions» out of 08.05.2016 №952, registered at the Ministry of Justice of Ukraine 08.26.2016, №1188 /29318.

2. This Procedure defines legal and organizational basis for on academic degrees documents recognition (qualification documents) at Borys Grinchenko Kyiv University (hereinafter - the University), issued to citizens of Ukraine and foreigners by certification bodies of other countries.

3. This Order applies to:

- Certificates of doctoral and PhD degrees, state documents (of specified standard) issued by the competent authorities of other states;
- Documents to award academic degrees that are equivalent to such documents issued in Ukraine, namely:
 - ✓ Doctor of science, Ph.D., corresponding to PhD qualifications;
 - ✓ Dr. Habilitated, corresponding to Doctor of Science qualification.

4. Documents issued by the certifying authorities of the USSR and Russian Federation according to the results of theses defense up to 01 September 1992 do not require recognition.

5. The following documents will not be recognized:

- Certificates of academic degrees that are not state documents (not of specified standard);
- Doctorate diplomas without recognized diplomas of Ph.D. degree or its equivalent issued by certification authority of another state to a citizen of Ukraine;
- Documents certifying the qualifications where the level does not correspond to the doctorate qualifications (or PhD), which the person claims;
- Documents issued to the results of unduly defended thesis by a foreign education institution;
- Documents that are not genuine;
- Documents that can not be correlated with the third educational or scientific research levels of higher education according to the legislation of Ukraine. In this case, the materials are returned to the applicant without consideration.

6. In case at any certification period it becomes evident that false information / documents issued by foreign higher education institutions were submitted to academic degrees recognition (except spelling and technical errors), University decides to refuse the recognition of the degree gained at foreign higher education institution. The university forwards the information on the person stated at the documents lacking authenticity to the law enforcement authorities of Ukraine.

7. The University Academic Council makes the final decision on the certificates recognition of foreign degrees during the application process of pedagogical, scientific, scientific-pedagogical and other employees, as well as during the academic admission of applicants.

8. The University conducts the procedure of academic degrees recognition obtained at foreign higher education institutions for:

- foreigners, including those, who have a permanent residence permit in Ukraine, a refugee status, persons without citizenship who apply to continue education and / or to apply for a position of scientific or scientific-pedagogical staff of the university;
- citizens of Ukraine applying for the position of scientific or scientific-pedagogical staff of the university.

In the case the scientist possesses a Certificate of Science Degree diploma recognition, issued by the Ministry of Education and Science of Ukraine, the University does not initiate the recognition procedure.

II. THE PROCEDURE OF ACADEMIC DEGREES RECOGNITION OBTAINED AT FOREIGN HIGHER EDUCATION INSTITUTIONS BY THE UNIVERSITY

1. A scientist or another person representing his interests on recognition procedures, submits documents for academic degree recognition gained at a foreign higher education institution to the rector's advisor on legal and personnel affairs of University, according to the following list:

- personal application by a scientist (in a free form) to initiate academic degree recognition of a certificate gained at a foreign higher education institution;
- a copy of the passport first page or a copy of identification document (if necessary);
- copy of diploma degree, acquired in foreign higher education institution which is a subject to recognition, legalized in accordance with legislation procedure, a

translation into the state language, certified by notary;

- a copy of a document on name or surname being changed in case the scientist had changed his name or surname (if such a document exists).

The documents lacking compliance with these requirements will be returned to the applicant for revision.

2. Once the rector's advisor on legal and human resource issues have approved the submitted documents, following the Vice-Rector's on scientific work submission by Rector's order, the attestation case for procedures of the scientific degree recognition is assigned for examination by one of the following authorities:

- Specialized Academic Council operating at the University in the scientific field in which the person gained his academic degree;
- university department, employing Doctors of Science, Doctors of Philosophy (PhD) who are competent scientists in the scientific domain in which the person gained degree and are full-time staff of the University.

The cover of certification case of the academic degree recognition gained at a foreign higher education institution issued in accordance with Annex 1 to this Procedure.

3. In case of the insufficient number of Doctors of Science, Doctors of Philosophy (PhD) who are competent scientists in the scientific domain in which the scholar gained his degree, relevant departments should hold an expanded meeting. Such meeting should involve experts from other universities or scientific institutions, who are Doctors of Science, Doctors of Philosophy (PhD) or have scientific articles, monographs in applicant's degree scientific domain. Expanded minutes of University department's meetings should be attached to the certification case.

4. Diplomas of academic degrees issued by educational institutions, which are members of the Academic Ranking of World Universities (ARWU) should be recognized by the relevant authority without consideration.

5. Designated Authority conduct the following functions:

- establishes correlation of academic degrees obtained in foreign higher education institutions with levels of higher education in Ukraine;
- appeals to the relevant official authorities of other countries concerning the validity and legality of documents issued submitted for academic degree recognition;

- interviews the scientist to determine his professional readiness to work in the relevant scientific domain;
- monitors the availability of publications which reflect the main scientific results of the applicant's thesis.

6. The scientist submits the following documents to the designated authority:

- an abstract in a foreign language with its translation into the state language, certified by the signature of the scientist, as well as electronic copies of these documents. If the Law of the State in which a higher education institution issued a diploma of a scientific degree, does not oblige to publish an abstract, the scientist submits a paper copy of his thesis annotation in the state language, certified by his signature and its electronic copy.
- a copy of diploma degree, acquired in a foreign higher education institution which is a subject to recognition, legalized accordingly and its translation into the state language, certified by notary;
- a list of publications signed by the applicant according to the appropriate form (Annex 2);
- a copy of a document on name or surname change in case the scientist had changed his name or surname (if such documents exist).

The documents lacking compliance with these requirements will be returned to the applicant for revision.

7. The procedure of academic degree recognition by specialized academic council is as follows:

- the Chairman of the Specialized Academic Council along with three experts appointed by him out of the specialized council members study the submitted documents;
- the Chairman of the Specialized Academic Council sends the thesis abstract (or extended annotation) to all members of the Council no later than two weeks before the meeting of the Council;
- at a Specialized Council separate meeting the applicant delivers a brief scientific report (10 min). The report highlights the key aspects of his academic degree thesis. After the applicant's report, the Chairman of the Specialized Academic Council and three experts give their speeches on the results of the submitted documents examination and the text of the thesis abstract (or annotation). Other members of the Specialized Academic Council take a part in the discussion;

- the decision on a foreign academic degree recognition is taken by secret ballot by simple majority;
- following the discussion a detailed extract from the minutes of the Specialized Academic Council meeting is prepared and signed by the Chairman of the Specialized Council and Secretary, then certified by the stamp of the University and application paper is signed by Chairman of the Specialized Scientific Council and Secretary then it is certified by the stamp of University.

8. The procedure of academic degree recognition by the department:

- the Head of the department along with three experts appointed by him out of leading scientists of the department (and, if necessary, experts from the professorial-pedagogical staff of the Institute / Faculty / University or other higher education institutions or research institutions are involved) study the submitted documents;
- the Head of the Department sends the applicant's text of the thesis abstract (or annotation) to all members of the Department no later than two weeks before the department meeting;
- at the Department meeting the applicant delivers a short scientific report (10 min.). The report highlights the key aspects of his academic degree thesis. Following the applicant's report, the Chairman of Department and three experts give their speeches on the results of submitted documents examination and the thesis abstract (or annotation text). Other members of the department take a part in the discussion.
- the decision of a foreign degree recognition is taken by secret ballot by simple majority;
- following the discussion a detailed extract from the department meeting minutes are prepared and signed by the Head of the Department and Secretary, then certified by the stamp of institution / faculty) and applicant's application paper is signed by Head of Department and Secretary, certified by the stamp of institution / faculty).

9. After successful academic degrees recognition, the Secretary of the relevant authority (Specialized Academic Council or Department) submits the following documents to the Scientific Secretary of the University:

- application signed by Chairman of the Specialized Scientific Council / Head of Department and Secretary of the Academic Council / Department and certified by the stamp of university / institute / faculty).
- a detailed extract from the minutes of the Specialized Academic Council meeting / Department for the academic degrees recognition signed by chairman of the Specialized Academic Council / Head of Department and Secretary of the Academic Council / Department and certified by the stamp of university / institute / faculty).
- a copy of diploma degree, acquired in foreign higher education institution which is a subject to recognition, legalized accordingly and its translation into the state language, certified by notary.
- an abstract in a foreign language with a translation into the state language, certified by the scientist's signature, as well as electronic copies of these documents. If the Law of the State in which a higher education institution issued a diploma of a scientific degree, does not oblige to publish an abstract, the scientist submits a paper copy of annotation of his thesis in the state language, certified by his signature and its electronic copy.
- a list of publications signed by the applicant according to the appropriate form (Annex 2);
- a copy of a document on name or surname being changed in case the scientist had changed his name or surname (if such a document exists).

10. The procedure of recognition at the Academic Council of the University:

- the scientist whose academic degree is a subject to the recognition procedure must be present at the meeting of the Academic Council of the University.
- the Chairman of Specialized Scientific Council / Head of the department represents the applicant whose academic degree is a subject to recognition procedure, following that members of the Academic Council ask questions at will and participate in discussions.

11. The Academic Council of the University makes the decision of the academic degree recognition gained at the foreign higher education institution using open vote by a simple majority of those who are present at the Academic Council meeting. The Chancellor of the University and Scientific Secretary of the University sign the decision.

Based on the decision of the Academic Council of the University about recognition / rejection of academic degree gained in a foreign higher education institution, issues an order published publicly on the website of the University. The order of the University on academic degree recognition gained in a foreign higher education institution confirms the right of a person to continue training and / or employment at the University.

12. The scientist may appeal to the Chancellor of the University on the decision of the University for recognition / rejection of academic degree gained at a foreign higher education institution no later than two months from the date of its adoption.

In the case of appeal, the Chancellor orders to form the Appeal Committee by involving experts from the relevant scientific domains.

The University can involve experts from other universities or scientific institutions to the structure of the Appeals Committee for their consent.

The Appeal Committee prepares a conclusion within a month, signed by all committee members. The University decides to satisfy / reject the appeal on the conclusion of Appeal Committee; the University issues a subsequent order.

If the appeal is satisfied, the question of academic degree acquired in foreign higher education institution recognition is seen again with the assistance of experts who did not participate in the consideration of this issue before.

*The certification case cover for the academic degree recognition gained
at a foreign higher education institution*

**CERTIFICATION CASE
for the academic degree recognition obtained
at a foreign higher education institution**

(full name)

(academic degree, scientific domain)

(State, name of foreign higher education institution,

In what sphere of academic degree it was obtained)

Thesis title _____

Year

The list of scientific works

(full name of the scientist)

№	Paper title	Title of the publishing journal and its source information enabling to identify and distinguish it from all other publications	Number of pages	Surnames of co-authors
1	2	3	4	5

Scientist

(signature)

(surname, initials)

Scientific secretary

(signature)

(surname, initials)

Stamp _____ (date)