

**LIMITED LIABILITY COMPANY
"HIGHER EDUCATIONAL INSTITUTION
"AMERICAN UNIVERSITY KYIV"**

APPROVED

By the Academic Council
LLC «American University Kyiv»
Protocol No. 06 dated May 30, 2025

PUT INTO EFFECT

By order of the Rector
LLC «American University Kyiv»
dated May 30, 2025 No. 33-OD

**REGULATIONS
ON THE PROCEDURE FOR RECOGNITION OF FOREIGN
DOCUMENTS ON THE EDUCATION OF FOREIGNERS AND
STATELESS PERSONS
AMERICAN UNIVERSITY KYIV
(new edition)**

Kyiv, 2025

1. GENERAL PROVISIONS

1.1. The Regulation on the Procedure for Recognition of Foreign Documents on Education of Foreigners and Stateless Persons in the Limited Liability Company "Higher Educational Institution "American University Kyiv" (hereinafter referred to as the Regulation) defines the procedure for recognition in the Limited Liability Company "Higher Educational Institution "American University Kyiv" (hereinafter referred to as the University) of educational documents obtained in foreign higher educational institutions of higher education degrees and/or completed periods of study, in order to ensure the right of citizens who have received higher education or completed a certain period of study in educational institutions of other countries to continue their studies and/or professional activities in accordance with the legislation of Ukraine.

1.2. The Regulation was developed in accordance with the Constitution of Ukraine, the Convention on the Recognition of Qualifications in Higher Education in the European Region (Lisbon, April 11, 1997), ratified by the Law of Ukraine "On Ratification of the Convention on the Recognition of Qualifications in Higher Education in the European Region" of 03.12.1999 No. 1273-XIV; Convention on the Recognition of Training Courses, Diplomas of Higher Education and Academic Degrees in the States of the European Region (Paris, December 21, 1979), ratified by the Decree of the Presidium of the Verkhovna Rada of the Ukrainian SSR "On Ratification of the Convention on the Recognition of Training Courses, Diplomas of Higher Education and Academic Degrees in the States of the European Region" of 11.01.82 No. 2993-X; Convention Abolishing the Requirement of Legalization of Foreign Public Documents (The Hague, October 5, 1961), Accession of Ukraine in accordance with the Law of Ukraine "On Ukraine's Accession to the Convention Abolishing the Requirement of Legalization of Foreign Public Documents" of 10.01.2002 No. 2933-III; Bilateral Agreements on Mutual Recognition and Equivalence of Educational Documents and Academic Titles: Agreements on Cooperation in the Field of Education (Tashkent, May 15, 1992); the Law of Ukraine "On Education"; the Law of Ukraine "On Higher Education"; Resolution of the Cabinet of Ministers of Ukraine dated 27.08.2010 No. 796 "On Approval of the List of Paid Services That Can Be Provided by Educational Institutions, Other Institutions and Institutions of the Educational System Belonging to the State and Municipal Form of Ownership"; Resolution of the Cabinet of Ministers of Ukraine dated 31.08.2011 No. 924 "Issues of the National Information Center for Academic Mobility"; Order of the Ministry of Defense of Ukraine "On Approval of the Procedure for Recognition of Scientific Degrees Obtained in Foreign Higher Educational Institutions" dated 05.08.2016 №952; "Order of the Ministry of Education and Science of Ukraine "Some Issues of Recognition of Foreign Documents on Education in Ukraine" dated 05.05.2015 No. 504 and other current regulations of Ukraine, the Statute of the University.

1.3. The Regulation defines the procedure for recognition by the University of foreign documents on education (degrees of higher education, scientific degrees and academic titles), namely:

1.3.1. Documents issued by educational institutions recognized by the state authorities of the country to which the educational institution belongs and the country on the territory of which the educational activity of this educational institution is carried out;

1.3.2. Documents received under programs (plans) recognized by the state authorities of the country to which the educational institution belongs, and the country on the territory of which the educational activities of this educational institution are carried out.

2. BASIC TERMS AND THEIR DEFINITIONS.

2.1. In the Regulation, the terms are used in the following meaning:

– **academic rights** - the right of the holder of a foreign educational document to continue his studies, which is granted to the holder of the educational document in the country of origin of the document;

– **education document (hereinafter referred to as the document)** - a document that contains information (including personal data) about the Owner, his qualifications, level and degree of higher education, specialty, specialization, retraining or certifies the completion of a period of study in a foreign higher education institution;

– **educational qualification** - an official result of assessment and confirmation, which is obtained when an educational institution has established that a person has achieved competencies (learning outcomes) in accordance with the standards of higher education, which is certified by the relevant document on education;

– **competent authority** - a body officially entrusted with making a decision on the recognition of foreign qualifications;

– **authentication** - the process by which the competent authority establishes the authenticity of documents in order to verify that they are valid (not forged, not altered);

– **period of study** - any part of the educational program in higher education, evaluated and documented, which, not constituting a full course of study under the program, is a significant achievement of knowledge or skills;

– **higher education program** - a course of study recognized by the competent authority belonging to the higher education system of another country, after which the student is awarded the appropriate degree of higher education;

– **recognition procedure** - formal confirmation by the competent authority of the quality of foreign educational qualification for the purposes of access to training and/or professional activities;

– **professional rights** - the right of the holder of a foreign educational document (educational document) to carry out professional activities granted to the holder of the document in the country of origin of the document;

– **status of an educational institution** - the right of an educational institution to award qualifications accepted for academic or professional purposes in the country of origin of the Document.

3. COMPETENT AUTHORITIES THAT RECOGNIZE FOREIGN DOCUMENTS

3.1. The competent authorities that carry out the procedure for the recognition of Education Documents are carried out in the country by the following competent authorities:

3.1.1. By a higher education institution – for the purpose of enrolling the holder of the Document for training and/or for the position of a scientific or scientific-

pedagogical worker in this higher education institution. The decision of the higher education institution on recognition confirms the right of the holder of the Document to continue his studies or employment at the University, for which a certificate of recognition of a foreign educational document (hereinafter referred to as the Certificate) is issued;

3.1.2. Ministry of Education and Science of Ukraine (MES of Ukraine) – for the purpose of employment and/or continuing education of the holder of the Document on the territory of Ukraine. The decision of the Ministry of Education and Science of Ukraine confirms the right of the holder of the Document to continue education and/or employment in Ukraine, about which, accordingly, a Certificate is issued.

3.2. To carry out the procedure for the recognition of foreign educational documents at the University, by the order of the Rector, the Commission for the Recognition of Higher Education Degrees, Scientific Degrees and Academic Titles Obtained in Educational Institutions of Foreign States (hereinafter referred to as the Commission) is established.

3.3. On the basis of the application of an individual or legal entity regarding the procedure for the recognition of the Document or on the basis of the request of the Ministry of Education and Science of Ukraine regarding the examination of foreign documents on education, the Department of International Relations of the University prepares a draft order on the establishment of the Commission, which determines: the composition of the Commission, its tasks and terms of work, as well as the involvement of relevant departments of the University (departments, Department of International Relations, etc.) for the implementation of the procedure for recognition of the Document.

3.4. The Commission consists of: the chairman of the commission, members of the commission and the secretary.

3.4.1. The Commission for the Consideration of Foreign Documents on Higher Education is headed by the Rector of the University.

3.4.2. Leading scientific and pedagogical staff of the relevant departments of the University are appointed as members of the Commission for the Consideration of Foreign Documents on Higher Education.

3.4.3. The Commission for the Review of Foreign Documents on Academic Degrees and Academic Titles is headed by the Rector of the University.

3.4.4. Leading scientific and pedagogical workers of the relevant departments of the University (Doctors of Sciences, Doctors of Philosophy (Candidates of Sciences), who are competent scientists in the specialty in which the scientific degree or academic title was acquired, are appointed members of the Commission for the Review of Foreign Documents on Scientific Degrees and Academic Titles. From which the scientific degree or academic title is analyzed, the specialized department holds an extended meeting with the involved specialists of other universities who are doctors of sciences, doctors of philosophy (candidates of sciences) or have scientific articles, monographs in the specialty in which the scientific degree or academic title is analyzed.

3.4.5. If necessary, the Chairman of the Commission during the procedure of recognition of the Document has the right to additionally involve various scientific and pedagogical workers and specialists of various structural divisions of the University.

3.4.5. If the procedures for recognizing foreign documents of the owner of the

Document relate to the chairman of one of the members of the Commission, his functions are assigned to another scientific and pedagogical employee of the University.

4. PROCEDURE FOR SUBMITTING DOCUMENTS

4.1. Recognition of the Document on Education is carried out in the appropriate electronic form addressed to the Rector of the University and registered by the Director of the Department of Academic Policy (SAP), who submits the documents for consideration by the Commission for the Recognition of Documents (hereinafter referred to as the Commission).

4.2. The applicant may be the owner of the Document or another person representing his/her interests (by a notarized document) on the issues of the recognition procedure; For minors, the applicant may be their legal representatives.

4.3. The procedure for recognizing foreign educational documents includes:

- verification of the authenticity of documents;
- confirmation of the status of the educational institution and educational program;
- assessment of qualifications or period of study;
- establishing equivalence to an educational or educational-professional degree in Ukraine, academic and/or professional rights.

4.4. For the recognition of diplomas of higher education, the Applicant submits for consideration the SAP:

- electronic form for the recognition of documents on higher education ([Form for recognition of diplomas of Higher Education \(office.com\)](#));
- a copy of the educational document, duly legalized (in particular, by affixing an apostille) with a notarized translation into Ukrainian;
- a copy of the appendix to the document on education, duly legalized (in particular, by affixing an apostille) with a notarized translation into Ukrainian;
- copies of documents on previous (secondary, vocational or higher) education, if such education is available (if the document is issued in a foreign language, its notarized translation is also submitted);
- copies of documents certifying the identity of the Applicant and the owner (passport of a citizen), if necessary - with translations into Ukrainian);
- a copy of the document on name change in case of name change, duly legalized, with a notarized translation into Ukrainian.

Separately, the following are submitted to the SAP:

- original document on education;
- the original annex to the document on education, which indicates information on the form and terms of study, the system of assessment of knowledge, the list of educational components (subjects), the total (weekly) volume of classroom and independent hours (credits), the number of semesters, academic weeks, internships, coursework, graduation works;
- application (consent) of the owner of the Education Document for the processing of his personal data in accordance with the requirements of the Law of Ukraine "On Personal Data Protection";

4.5. For the recognition of the Documents on the academic title, the Applicant submits the following list of documents for consideration by the Commission:

- electronic form ([Form for recognition of Documents on Academic Rank](#))

[\(office.com\)](#);

- a copy of the document on the academic title, duly legalized (in particular, by affixing an apostille) with a notarized translation into Ukrainian;
- list of scientific publications;
- copies of documents on previous education (if the document is issued in a foreign language, its notarized translation is also submitted);
- copies of documents certifying the identity of the Applicant and the owner (passport of a citizen), if necessary - with translations into Ukrainian);
- a copy of the document on name change in case of name change, duly legalized, with a notarized translation into Ukrainian.

Separately, the original document on the academic title with an apostille affixed to the SAP is submitted.

4.6. For the recognition of academic degrees, the Applicant submits the following list of documents to the Commission:

- electronic form ([Form for recognition of the Academic degrees \(office.com\)](#));
- a copy of the document on the academic degree, duly legalized (in particular, by affixing an apostille) with a notarized translation into Ukrainian;
- copies of documents on previous education (if the document is issued in a foreign language, its notarized translation is also submitted);
- copies of documents certifying the identity of the Applicant and the owner (passport of a citizen), if necessary - with translations into Ukrainian);
- a copy of the document on name change in case of name change, duly legalized, with a notarized translation into Ukrainian;
- dissertation and attestation.

Separately, the following are submitted to the SAP:

- the original document on the academic degree with an apostille;
- application (consent) of the owner of the Document on Education to the processing of his personal data in accordance with the requirements of the Law of Ukraine "On Personal Data Protection".

4.7. The applicant also has the right to provide other documents confirming the education and/or qualifications of the owner, documents on admission to professional activity, practical experience (if necessary - with translations into Ukrainian and duly legalized).

4.8. Recognition of diplomas of a scientific degree issued by educational institutions included in the Academic Ranking of World University (ARWU) is carried out without consideration by the competent authority.

4.9. If none of the Documents confirms that the Applicant has the appropriate educational or educational-professional degree, which is equivalent to the educational or educational-professional degree established by the legislation in Ukraine, then the Commission, based on the results of establishing the ratio of the educational or educational-professional degree, the presence of which of the Applicant is confirmed by the Documents provided by him/her, with the corresponding educational or educational-professional degree in Ukraine, issues a recommendation to the Academic Council on recognition/non-recognition of the equivalence of the relevant educational or educational-professional degree of the Applicant.

4.10. The applicant must apply to the competent authority for the recognition

procedure during the first month of training or employment of the holder of the Document.

4.11. Identity document and originals of foreign documents on education, scientific degrees, academic titles are returned to the owner after acceptance of the application for recognition.

4.12. If the documents are not provided by the Applicant in full and/or are not drawn up in accordance with the requirements, the competent authority may return the documents without consideration within 10 working days from the date of registration of the application, which shall be notified to the Applicant indicating the deficiencies that need to be eliminated.

4.13. The Academic Council has the right to make decisions on the recognition/refusal of bachelor's, master's, candidate of sciences, doctor of philosophy/doctor of art, doctor of habilitated, doctor of sciences and academic titles of associate professor, professor during enrollment for studies and/or the position of scientific or scientific-pedagogical worker of citizens of other states who are in Ukraine legally.

5. PROCEDURE FOR RECOGNITION OF DOCUMENTS

5.1. The procedure for recognizing foreign educational documents includes:

- verification of the authenticity of documents:
- confirmation of the status of the educational institution and/or educational program;
- assessment of qualifications or period of study;
- establishing equivalence to an educational or educational-professional degree in Ukraine, academic and/or professional rights.

5.2. The procedure for recognition of the Document, in order to continue education, is carried out by the University until the beginning of the second semester of the first year of study of the holder of the Document.

5.3. The procedure for recognizing the Document for the purpose of employment is carried out during the first month of employment of the owner of the Document.

5.4. The technical preparation of the procedure for the recognition of the Document is carried out by the SAC, which is engaged in the preparation and signing of the Order on the establishment of the Commission, forms a package of documents for the work of the Commission and verifies the authenticity of the documents.

5.5. Verification of the authenticity of the Document is carried out by:

5.5.1. The presence of the appropriate stamp "Apostille" on the documents and/or verification of the details of the apostille, if any, in the relevant register;

5.5.2. Verification of educational documents in the register, if such is introduced by the country of origin of the Document or the educational institution that issued it;

5.5.3. Sending a request for additional information on the authenticity of the issuance of submitted documents to the relevant official bodies and/or educational institutions of other countries. If the country of origin of the Document has officially approved the standard for drawing up documents on education, the SAC analyzes for compliance with such a standard of the submitted Document.

5.6. Verification of the status of the educational institution and/or the Program, based on the results of which the Document was issued, which is carried out in order

to confirm the official recognition (accreditation, etc.) of the educational institution and/or the Program in the education system of the state in which this institution operates. If the Document (or its annex) is issued by a branch of an educational institution, the official recognition of this branch in the education system of the state on the territory of which the educational activities of this branch are carried out must be confirmed, if it is determined by the legislation of this state. Verification of the status of an educational institution and/or Program is carried out in one of the following ways:

5.6.1. Verification in national official sources: registers of accreditation/quality assurance bodies, ministries of education, associations of accreditation/quality assurance agencies, official national publications on the educational system;

5.6.2. Verification in international official sources (websites of recognized international organizations, websites of networks of diploma evaluators);

5.6.3. Sending a request to the relevant authorized bodies and/or educational institutions of other states regarding the status of an educational institution and the Program.

5.7. After the DAC verifies the authenticity of documents, the Commission carries out the following procedures:

5.7.1. Assessment of the qualification or period of study specified in the Document and establishment of equivalence to an educational or educational-professional degree in Ukraine, academic and/or professional rights;

5.7.2. Assessment of qualifications according to the Document and establishment of equivalence.

5.8. Qualification assessment and equivalence establishment is carried out:

5.8.1. For Documents issued by educational institutions that are members of ARWU, as well as for documents issued in countries that are members of the Organization for Economic Co-operation and Development (OECD) and other countries that have approved national qualifications frameworks - by comparing international and national qualifications frameworks;

5.8.2. For Documents issued in countries with which Ukraine has concluded international treaties regulating the recognition and equivalence of educational documents - on the basis of the provisions of the relevant international treaty;

5.8.3. For Documents issued in other countries, or if an international agreement between Ukraine and the country of origin of the Document does not determine the equivalence of educational, educational and professional degrees awarded in the countries participating in the agreement, the equivalence of the qualification specified in the Document to the corresponding educational or educational-professional degree of higher education of Ukraine is carried out by means of a comparative analysis of the content of the curriculum (plan) according to which this Document was issued, with the content of the curriculum (plan) of the relevant or related direction (specialty) in Ukraine (hereinafter referred to as the Comparative Analysis);

5.8.4. If the content of the curriculum for which the Document was issued is identical to the curriculum of the documents of the holder in respect of which the competent authority has decided to recognize, the establishment of the relevant educational or educational-professional degree of higher education that can be recognized, is carried out by means of a comparative analysis of a similar

curriculum, the qualification for which was recognized earlier.

5.9. Comparative analysis is carried out by the Commission for the Recognition of the Relevant Educational or Educational-Professional Degree in Accredited Educational Programs in Higher Education in the Relevant or Related Specialty. Comparative analysis should take into account:

5.9.1. The degree conferred by the Document and its place in the national education system on the date of issuance of the Document;

5.9.2. Content and scope of the Program (expected program learning outcomes in the academic (curriculum) program, the amount of credits or academic hours in professionally necessary disciplines or other criteria);

5.9.3. Academic and/or professional rights granted by the Document.

5.10. The amount of differences in academic (educational) programs in Ukraine and in the country of origin of the Document admissible for recognition/refusal to recognize the Documents;

5.11. If the Comparative Analysis, when recognizing the Documents, determines differences in academic (educational) programs in Ukraine and in the country of origin of the Document in terms of content and volume, without the elimination of which the recognition of the holder's qualifications is impossible, he may be offered additional training and/or competency testing at the University.

5.12. Additional training (study of the necessary educational participants, internships, defense of coursework, diploma works or projects), passing tests, interviews to determine the level of certain competencies, training in preparatory courses to eliminate academic differences in educational programs in order to recognize the Document is passed by the owner of the Documents at the University on the basis of the Agreement on the provision of educational services.

5.13. The data obtained during the verification of authenticity, confirmation of the status of the educational institution and/or the Program, assessment of qualifications and establishment of equivalence are the basis for the formation of a conclusion prepared by the Commission or on the results of recognition/refusal of Documents issued by educational institutions of other countries (hereinafter referred to as the Conclusion).

5.14. The Commission, if necessary, may apply to the National Information Center for Academic Mobility to provide recommendations on the recognition procedure, namely:

5.14.1. Providing clarifications, consultations and recommendations on the recognition of the Documents;

5.14.2. Verification of the authenticity of the Documents;

5.14.3 Confirmation of the status of the educational institution and (or) the Program;

5.14.4. Establishing the equivalence of qualifications assigned in accordance with the Documents;

5.15. A decision on refusal to recognize the submitted Document shall be made if:

5.15.1. Documents issued by educational institutions that are not officially recognized in the education system of the state in which they operate;

5.15.2. Documents issued by branches of educational institutions, if such branches are not officially recognized in the education system of the state on the territory of which they carry out educational activities of this branch, if it is provided for by the legislation of a foreign country;

5.12.3. The documents do not contain information about the acquisition by their holder of a higher education degree, professional specialization or professional retraining, as well as about the periods of study for which he is granted academic and/or professional rights (continuation of studies and/or employment in the specialty);

5.12.4. Documents illegally issued by an educational institution of another state;

5.12.5. The documents are not authentic;

5.12.6. Documents issued based on the results of study for a period of less than one academic year of study;

5.12.7. Documents issued on the basis of the results of training, during which the total number of credits gained is less than 30 credits of the European Credit Transfer and Accumulation System (ECTS) (or their equivalent number of academic hours);

5.12.8. The documents do not correspond to the officially approved standard for the execution of documents on education, if such a standard is adopted in the state in which the educational institution operates;

5.12.9. Documents issued as a result of studying under the Program, which cannot be correlated with any degree of higher education, professional specialization, direction of training (specialty, qualification) of the education system of Ukraine;

5.12.10. Documents are not recognized in the state to which the educational institution belongs;

5.12.11. The documents do not contain complete information on the content of the curriculum, which makes it impossible to establish the equivalence of the assigned under these

documents of higher education, professional specialization or professional retraining in the education system of Ukraine;

5.12.12. It was established that the document on education was obtained on the basis of an inauthentic document on previous education;

5.12.13. It is established that the document on education was obtained on the basis of a document on previous education, which did not grant its holder the appropriate academic rights (unless otherwise provided by the legislation of the country of origin of the document on education).

5.13. After the procedure for confirming the authenticity of the Document and verifying the status of the educational institution, the Department of International Relations prepares an opinion, which is submitted to the Commission.

5.14. Based on the results of the Commission's work, when considering foreign documents, a Conclusion is prepared, which is approved by the chairman of the commission and the secretary.

5.14.1. Based on the results of the work of the Commission when considering foreign documents on the recognition of diplomas of higher education, the decision on recognition/refusal is made by the Academic Council on the basis of the Conclusion, by open voting and signed by the Rector of the University and the Academic Secretary.

5.14.2. Based on the results of the work of the Commission when considering foreign documents on academic degrees and academic titles, the decision on recognition/refusal of a scientific degree or academic title is made by the Academic Council on the basis of the Conclusion, by open voting and signed by the Rector of

the University and the Academic Secretary.

5.15. On the basis of the decision of the Academic Council of the University on recognition/refusal to recognize a scientific degree or academic title obtained in a foreign institution, an order is issued, which is posted on the official website of the University.

5.16. The order of the University on the recognition of a scientific degree or academic title obtained in a foreign institution confirms the right to continue the Customer's studies or employment at the University.

5.17. The University's conclusions on the results of consideration of foreign documents on academic degrees and academic titles are prepared within ten working days and in the future:

5.17.1. It is sent to the Ministry of Education and Science of Ukraine, which makes a decision on recognition/refusal to recognize a scientific degree or academic title obtained in a foreign institution, and, accordingly, the issuance/refusal of a Certificate of recognition of a document on a scientific degree or academic title;

5.17.2. It is the basis for issuance/refusal by the University of the Certificate of Recognition of a document on a scientific degree or academic title.

5.18. The certificate shall be drawn up by the competent authority in a printed form in Ukrainian, and if necessary, additionally in another language.

5.19. The Certificate is valid together with the original of the Document and is valid indefinitely under the following conditions:

5.19.1. The certificate issued by the University is the one valid at the University.

5.19.2. The certificate issued by the Ministry of Education and Science of Ukraine is accepted by all educational institutions, enterprises, institutions and organizations of any form of ownership of Ukraine.

5.20. The University, in case of enrollment of the holder of the Document who received the Certificate of Recognition of the Ministry of Education and Science of Ukraine, has the right to revise the results of the recognition procedure, but only in the direction of more favorable results for the holder.

In this case, the University Commission conducts its own analysis, taking into account the decision of the Ministry of Education and Science of Ukraine and the requirements of the higher educational institution for a particular Program.

5.21. Refugees and persons in need of subsidiary or temporary protection have the right to have their qualifications recognized by the competent authority without having a full package of documents.

5.22. The basis for initiating the recognition procedure without a full package of documents is a refugee certificate, a certificate of a person in need of subsidiary protection, a certificate of a person who has been granted temporary protection.

5.23. For the recognition procedure, refugees and persons in need of subsidiary or temporary protection provide educational documents available to them, such as: copies of documents on education or periods of study, student ID, academic transcript, record book, description of courses, documents on informal and informal education or other documents that can confirm the fact of study and/or qualification; as well as existing documents on work experience, such as: certificate of work experience, employment contract, employment book, certificates from places of work or other documents that may indicate the relevant qualifications.

5.24. In case of insufficient information, the procedure for recognizing foreign educational documents of refugees and persons in need of additional or temporary

protection may include examinations, testing, and interviews specially organized by the University.

5.25. On the basis of the order on the establishment of the commission, agreements on the expert assessment of foreign educational documents are concluded and a Conclusion is prepared on the possibility of their recognition for the purpose of study or employment at the University. Payment for the work of the members of the Commission is made on the basis of separately concluded contracts. The cost of the procedure for recognizing foreign documents is annually approved by an order on the basis of an estimate developed by the Financial Director / or Chief Accountant of the University.

5.26. The procedure for recognition of foreign documents of the Ministry of Education and Science of Ukraine is carried out in accordance with the Order of the Ministry of Education and Science of Ukraine "On Approval of the Procedure for Recognition of Scientific Degrees Obtained in Foreign Higher Educational Institutions" dated 05.08.2016 No. 952.

7. ACCOUNTING OF CERTIFICATES OF RECOGNITION

7.1. Certificates must be registered by the competent authority in the electronic journal of recognition of foreign educational documents in Ukraine of the Ministry of Education and Science (hereinafter referred to as electronic accounting).

7.2. Electronic registration and other actions related to the execution and registration of Documents are provided by the responsible person of the University.

7.3. To register the Certificate, the Commission fills in electronic form with the personal data of the applicant for recognition of the educational document. Draft Certificate and attach electronic copies:

7.3.1. Document;

7.3.2. Appendix to the Document and/or other document containing information about the content and duration of the curriculum, as well as academic performance in educational components;

7.3.3. Conclusion. The documents specified in subparagraphs 1 and 2 of this paragraph shall be submitted together with duly certified translations, except for documents in English and Russian.

7.4. After entering the necessary information into electronic accounting, the registration number of the Certificate and the electronic version of the Certificate are automatically generated, which is drawn up by the competent authority in printed form. The original of the Certificate shall be issued to the Applicant against receipt in the journal of issuance of Certificates.

7.5. The responsible structural unit of the Ministry of Education and Science of Ukraine, with the involvement of the National Information Center for Academic Mobility, monitors the correctness of records in electronic accounting and has the right to check the information submitted by the competent authority - higher educational institution. If, during the verification of the data entered into electronic accounting during the registration of the Certificate by the competent authority, there is a need to make requests to foreign educational institutions, public authorities and/or the network of national information centers for academic mobility and recognition of ENIC-NARIC, appropriate requests are sent to them. The National Information Center for Academic Mobility provides the Ministry of Education and

Science of Ukraine once a quarter with information on the compliance of decisions made by competent authorities with the norms of international and national regulatory legal acts, as well as cases of entering incomplete and/or incorrect information in violation of the requirements of paragraph 3 of this section to electronic accounting.

7.6. The responsible structural unit of the Ministry of Education and Science ensures the entry into the Unified State Electronic Database on Education of information about the Documents recognized by the competent authorities.

7.7. If the Applicant disagrees with the results of the recognition procedure, the Applicant, within three months from the date of registration of the notice of refusal to recognize a foreign educational document or from the date of registration of the Certificate in electronic accounting, may apply to the competent authority that carried out the recognition procedure with a reasoned application for review of the case and may provide additional documents regarding the Program completed and the qualification obtained. In this case, the competent authority reviews all additional documents provided by the Applicant and conducts their research, as a result of which the preliminary decision on recognition or refusal of recognition may be reviewed. If the Applicant is dissatisfied with the result of the review of the case in the competent authority – a higher education institution, he/she can apply for a review of the case to the Ministry of Education and Science. Based on the results of consideration of the submitted documents, the Ministry of Education and Science makes a decision on recognition, on the basis of which the Applicant is issued a Certificate or a decision on refusal to recognize a foreign educational document, about which the Applicant is sent a corresponding notification indicating the grounds for making such a decision.

7.8. The decisions of the competent authority can be appealed in court.

7.9. In case of establishing the fact of unreliability of the information specified in the Documents submitted for the recognition procedure, it is impossible to make a decision on the recognition of the Document, and information about the inauthentic document, the person indicated in it as the owner, and/or the Applicant is transferred to the law enforcement agencies of Ukraine.

7.10. The term for providing the Applicant with the Certificate of Recognition of the Document may not exceed 45 calendar days from the date of receipt of all documents and information necessary for the recognition procedure.

7.11. The University provides information about the recognition procedure, consideration of documents and the results of the recognition procedure to the Applicant or the owner of the Document and makes the final decision on recognition.