

Procedures for passing candidate exams and getting candidate credit in academic disciplines for foreign students

Enrolling in both full- and part-time postgraduate programs requires the following procedures ahead of the studies:

- ✓ passing candidate's exam in the academic discipline «Philosophy and Methodology of Science»;
- ✓ passing candidate's exam in the academic discipline «Foreign Language»;
- ✓ getting candidate's graded credit in the academic discipline «Fundamentals of Information Technology».

To meet the above requirements of passing candidate's exams and getting candidate's credits in academic disciplines foreign citizens are enrolled as postgraduate students for the period of up to two years.

Applications for postgraduate studies to pass candidate's exams and get candidate's credits are accepted *within one calendar year*.

Foreign Students Dean's Office coordinates residence, visa, payment and legal matters (building № 3, room 246, tel. +375 17 209 79 71, e-mail: dinu@bseu.by).

Candidate's exams and credits in academic sciences are organized by Postgraduate and Doctoral Office (building № 6, room 17, tel. +375 17 209 78 85, e-mail: aspirantura@bseu.by).

LIST

of documents to be submitted by foreigners and stateless persons for enrolling as postgraduate students to pass candidate's exams and get graded candidate's credits in academic disciplines:

To Foreign Students Dean's Office:

1. Standard format application addressed to the rector of BSEU.
2. Original and copy of Master's Diploma together with the certificate confirming the subjects studied and grades received or another document of higher education corresponding to Belarus' second stage of higher education.
3. Notarized translation and its copy of the diploma in a foreign language.
4. Equivalence certificate of the diploma or its analogue confirming its correspondence to Belarus' second stage of higher education (for diplomas and papers issued abroad).

To obtain the equivalence certificate for a foreign Diploma confirming its correspondence to the Diploma issued in the Republic of Belarus and endorse the studying periods and programs the following documents must be submitted to the Institute of Higher School of the Republic of Belarus (Minsk, Moskovskaya Str, 15, room 219):

- application;
- passport or ID;

– *notarized and legalized copy of the document of higher education issued abroad to be submitted for verification;*

– *notarized and legalized copy of the document attached to foreign Diploma or its analogue confirming the subjects studied and grades received;*

– *notarized and legalized translation of the copy of the original foreign Diploma or its analogue as well as the document with grades and subjects attached to the Diploma into one of the state languages of the Republic of Belarus.*

Maximum period for the procedure of confirming Diploma's equivalence is one month from the date of application. For additional information please call +375 17 228 13 13.

5. Medical certificate on foreigner's personal state of health (confirming negative HIV, TB, hepatitis and allowing for residence in Belarusian climate) issued by a public health institution of the country of origin and its notarized translation into Russian.

6. Medical-advisory commission's Testimony issued by Belarus' territorial public health institution (after passing obligatory medical examination for BSEU).

7. Passport with Belarus' study visa (for the citizens of the nations subject to visa regime with the Republic of Belarus) its copy and notarized translation into Russian (if the document is in a foreign language only).

8. Ten size 3 x 4 cm photos.

9. Policy of obligatory medical insurance for foreign citizens.

10. Properly registered recommendation letter of the duly authorized institution for the foreigners entering BSEU under international agreements of the Republic of Belarus, international programs agreements, inter-University agreements, or under purpose oriented request of a foreign institution.

11. Agreement on paid education for a foreign citizen.

To Postgraduate and Doctoral Studies Office:

1. Copy of ID.

2. Copy of the Diploma of higher education together with the certificate confirming subjects studied and grades received or copy of a document of higher education proving compliance of foreigner's or stateless person's education to the first stage of higher education of the Republic of Belarus.

3. Copy of Master's Diploma together with the certificate confirming subjects studied and grades received or copy of a document of higher education proving compliance of foreigner's or stateless person's education to the second stage of higher education of the Republic of Belarus.

4. Two size 4×6 cm photos.

Foreigners and stateless persons entering the postgraduate studies to pass candidate's exams and get candidate's graded credits in academic disciplines under international agreements of the Republic of Belarus, international programs agreements, BSEU's agreements with foreign institutions or international organizations, or under purpose oriented request of a foreign institution must provide additional copy of one of the above agreements or requests.

The above documents issued in a foreign language must be accompanied by their notarized translation into Russian or Belarusian.

Foreigners and stateless persons entering the postgraduate studies to pass candidate's exams and get candidate's graded credits in academic disciplines must submit ID and originals of diplomas and their analogues personally.

Entrants may start passing exams and getting graded credits meeting all the requirements regarding candidate's minimum of exams and credits in academic subjects

Postgraduate student may have 30 minutes minimum for preparing his or her answer at a candidate's exam or credit.

Results of candidate's exams and credits are graded on the 10 grade scale. Positive are grades from 4 to 10.

Application for passing candidate's exam or getting candidate's credit must be filled out in the Postgraduate or Doctoral Office.

Admission to passing the exams and getting credits is administered by the following departments:

➤ academic discipline «Philosophy and Methodology of Science» – Dept. for Philosophy (building № 4, rooms 706 and 707, head of dept. – Borodulya Alla Anatolyevna, tel. +375 17 209 79 79, +375 17 209 88 49, e-mail: kfil@bseu.by).

Minimum program of candidate's exam in the academic discipline «Philosophy and Methodology of Science» → <http://nir.bseu.by/podgotovka/1>

Examination questions of the academic discipline «Philosophy and Methodology of Science» → http://nir.bseu.by/podgotovka/vopr_kand/4.pdf

➤ academic discipline «Fundamentals of Information Technology» – IT Dept. (building № 2, room 307 and 310, head of dept. – Sadovskaya Marina Nikolaevna, tel. +375 17 209 88 22, +375 17 209 78 32, e-mail: kit@bseu.by).

Minimum program of the candidate's exam in the academic discipline «IT Basics» → <http://nir.bseu.by/podgotovka/2>

Test questions of the candidate's credit in the academic discipline «IT Basics» → http://nir.bseu.by/podgotovka/vopr_kand/IT%20eng.pdf

➤ academic discipline «Foreign Language (English)» – Dept. for Intercultural Economic Communications (building № 2, room 204 and 208, head of dept. – Mogilenskih Natalia Pavlovna, tel. +375 17 209 79 11, e-mail: kmek@bseu.by).

Foreigners are allowed to pass candidate's exams and get candidate's credits in academic sciences by the rector's order subject to the decision of the respective department:

academic discipline «Philosophy and Methodology of Science» - Dept. for Philosophy;

academic discipline «Fundamentals of Information Technology» – IT Dept;

academic discipline «Foreign Language (English)» – Dept. for Intercultural Economic Communications.

Entrants without the approval from the respective department can not start passing candidate's exams and getting candidate's credits.

With positive results of passing candidate's exams and getting candidate's credits in academic disciplines Postgraduate and Doctoral Studies Office awards entrants with the standard format certificate confirming the respective grades received.