

REGULATION
on academic mobility at National technical university of Ukraine “Igor
Sikorsky Kyiv Polytechnic Institute”

Approved at the session
of Igor Sikorsky Kyiv Polytechnic Council
The Protocol 6 from 31.01.2020

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1. General provisions

1.1. The Regulation on the procedure for the implementation of academic mobility right (hereinafter – the Regulation) govern the organization of academic mobility of higher educational applicants (Bachelor, Master and PhD students), as well doctoral students, scientific and pedagogical, scientific, administrative staff and other participants of the educational process (hereinafter – Staff), who exercise a right for academic mobility (hereinafter – academic mobility participants) at National technical university of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” (hereinafter – The University).

The Regulation is put together/made/produced according to:

- The Law of Ukraine “On Education”;
- The Law of Ukraine “On Higher Education”;
- Joint Declaration of the European Ministers of Education convened in Bologna on 19 June 1999 (The Bologna declaration);
- The Regulation for implementation procedure of academic mobility right, approved by the Resolution of the Cabinet of Ministers of Ukraine on August 12, 2015, №597;
- “The Order of meting and payment of stipendium”, approved by the Resolution of the Cabinet of Ministers of Ukraine on July 12, 2004, №882 last revised or amended on December 28, 2016, №1050;
- “The rules of meting of academic stipendium” to bachelor, master, PhD and doctoral students of Igor Sikorsky Kyiv Polytechnic Institute”;
- Statute of Igor Sikorsky Kyiv Polytechnic Institute;
- Interim Regulation on organization of the educational process at Igor Sikorsky Kyiv Polytechnic Institute”;
- Other statutory and regulatory enactments re (regarding) higher educational issues.

1.2. Academic mobility is one of the prime objectives of the University activities, aimed in deepening the process of internationalization and integration the University into ukrainian and international educational and scientific systems, increasing quality of educational process and efficacy of scientific researches, either providing competitiveness on educational services market.

1.3. The right for academic mobility exercises pursuant to the international agreement on cooperation in educational and scientific field, international programmes and projects, agreements on cooperation between national and international Higher educational institutions (scientific institutions, foundation/enterprise and organizations) or their basic structural departments (hereinafter – Partner organizations), as well agreements between the participant of educational process and the higher educational institution (scientific institutions, foundation/enterprise and organizations) of its own motion, supported by the University administration on the basis of individual invitations.

1.4. Forms of documents in the field of academic mobility are incorporated by the order of the rector of the University with accordance to the Instruction for clerical correspondence.

1.5. The participants of academic mobility at the University have equal academic rights and duties with higher educational applicants and staff members of the University.

1.6. Regarding to the place of implementation, academic mobility is divided to:

- National - the right to which is exercised by national participants of academic mobility from partner organizations within Ukraine
- International – the right to which is exercised by national participants of academic mobility from partner organizations beyond Ukraine, either foreign academic mobility participants in national partner organizations.

1.7. The main type of academic mobility:

- Degree mobility – studying at the partner organization, different from the permanent place of study of the participant of the educational process, aimed at obtaining a degree, confirmed with the document(s) on higher education or at obtaining a degree of higher education from two or more partner organizations;
- Credit mobility – studying at the partner organization, different from permanent place of study of the participant of the educational process, aimed at obtaining credits of the European Credit Transfer and Accumulation System (hereinafter – ECTS) and/or relevant competencies, results of studying (without ECTS credits), that will be recognized in the sending partner organizations of the permanent place of study of the participant of the educational process, if the total period of studying of participants of credit mobility programs in the partner organizations remains unchanged.

1.8. Forms of academic mobility:

- For higher educational applicants: studying within the academic mobility programme, language or scientific training;
- For staff: participation in joint projects, teaching, scientific research, scientific training, career enhancement.

1.9. Participation in academic mobility programmes is possible, if they correspond to the educational program to which the applicant is enrolled, or to the field of activities of the staff (except the language training).

1.10. Information supply/management, advisory and organizational support of academic mobility is provided for:

- Bachelor and master student – Academic mobility office;
- PhD and doctoral students – Postgraduate and doctoral study office;
- Scientific and pedagogical staff and other participants of educational process in case of taking part in scientific training, joint projects, conducting scientific researches and scientific career enhancement – Department of science and innovations;

- Scientific and pedagogical and administrative staff in case of career enhancement and taking part in joint projects at the partner organizations – International cooperation department.

1.11. Informational supply/management and support of academic mobility is implemented in order to internationalize the activities of the University, stimulate and support the international exchange of higher educational applicants and Staff, combining with educational process and provides information on:

- Annual mobility programmes and other grants and study, training, career enhancement programmes at the ukrainian or international partner organizations;

- Joint agreements, programmes and projects of the University with the partner organizations;

- Academic mobility programmes, which provide stipendium or supportive grant, and in which the University participates or intends to participate;

- Types, forms, steps, financial background/support, duration, key points of academic mobility and the process of credits transfer;

- Requirements for participants in academic mobility, procedures and submittal deadlines all required documents;

- Results of participation within the academic mobility programmes.

2. Organizational support of academic mobility of outcoming higher educational applicants

2.1. Doctoral students, and students of the second and third level of full-time higher education are allowed to participate in academic mobility programmes. Students of the first level of higher education are allowed to participate only after successful completion of the first year of studying.

2.2. Academic mobility participants from among higher education applicants are enrolled at the partner organization as those who are temporary admitted to the educational process.

2.3. Applicants for higher education shall retain their place of study for the period of participation in academic mobility programmes.

2.4. Academic mobility participants are not expelled from the list of higher educational applicants within the period of the implementation of the right for academic mobility and are registered in the Unified State Electronic Database on Education (hereinafter – USEDE), except the foreign citizens.

2.5. The individual curriculum for participants of academic mobility shall be drawn up for the period of their studying process within the academic mobility programmes for the applicants of higher education.

- 2.6. Depending on the academic mobility programme, the selection procedure of participants is carried out on a competitive basis or by the host organization, or by the University, taking into account the requirements of the partner organization.
- 2.7. To participate in the selection procedure at the university, applicants for higher education shall provide to the Academic mobility office the following documents:
- The certified copy of the transcript of records from the University with the translation into a foreign language;
 - Certificate of foreign language proficiency;
 - Studying/training plan at the partner organization;
 - Letter of support from the partner organization (for students of the third level of higher education);
 - Documents on scientific activities, motivational letter or other documents (as and when required).
- 2.8. Rights and obligations of participants of academic mobility are determined with the agreement within the academic mobility program.
- 2.9. Participation in academic mobility programmes is regulated with the bilateral agreements between the University and the partner organization. In case of participating in the initiative academic mobility programmes of the organizations that are not the partner of the University, the participation is allowed, but there must be provided the correspondence of educational program and for which the applicant is enrolled at the University and the academic mobility programme.

3. Organizational support of academic mobility of incoming higher educational applicants

- 3.1. Academic mobility of foreign citizens at the University is carried out in accordance with the requirements:
- Current legislation of Ukraine on the state migration policy;
 - Internal legal regulations of the University;
 - Inter-institutional agreements; protocols, memoranda and agreements between the University and partner organizations.
- 3.2. Foreign participants of academic mobility have the same academic rights and responsibilities as citizens of Ukraine.
- 3.3. Foreign participants of academic mobility from among higher education applicants may be enrolled to the University on the terms of free education under the agreements on academic mobility between the University and partner organizations.
- 3.4. For foreign students enrollment to the University, as the participants of academic mobility among higher educational applicants, they shall provide to academic mobility office the following documents:

- Passport copy of the participant, with authorized translation of the first page and the page copy with Ukrainian visa;
- The document on obtaining a previous level of education (certificate of complete secondary education for applicants for the first level of higher education, bachelor's degree for applicants for the second level of higher education, master diploma for graduate students);
- The curriculum, indicating the relevant disciplines and language of instruction;
- The consent to the processing of personal data, signed by the participant;
- The protocols of introductory instruction on acquaintance with the internal regulations of the University, living in dormitories, educational process, signed by the participant;
- The application of the participant on registration of the certificate for temporary residence with 2 added photos (3,5 × 4,5 cm);
- The certificate confirming the level of knowledge of the language in which the study will be carried out at the University;
- The nomination letter from the responsible person for international cooperation/academic mobility, from the partner organization.

3.5. On the basis of the documents listed in paragraph 24 and the inter institutional agreement, the Academic Mobility office together with the Center for International Education draw up an application for enrollment from the faculty/Institute to the First vice-rector with a visa-approval of the dean of the faculty/director or deputy dean/director for the International Affairs (for work with foreign students).

3.6. The responsibility for accompanying the participants of academic mobility during their training/studying rests with the coordinators for academic mobility of the faculty/Institute.

3.7. To reflect the learning outcomes of the academic mobility programme, the academic mobility coordinator of the faculty/Institute prepares a standard certificate confirming the implementation of the programme in accordance with the signed agreement, as well as the transcript of records indicating all educational components studied by the applicant, according to the university scale and the number of ECTS credits.

4. Organizational support of academic mobility of incoming staff

4.1. Organizational issues and issues of support of participants of academic mobility of partner organizations are solved by the Academic mobility office together with the International Cooperation Department of the University and the structural unit in which the academic mobility takes place.

4.2. For participants of the academic mobility programme at the University, the Academic mobility office forms an official invitation of the approved design signed by the

authorized person, indicating the full name of the participant, his home institution, planned mobility period and the host faculty/Institute with the official seal of the University. The authorized person may be the Rector, the Vice-Rector for Student Affairs, the Vice-Rector for International Relations, the Head of the Academic mobility office, the Dean of the Faculty/Director of the Institute, or his Deputy for International Affairs.

4.3. The following documents are required for registration of foreign participants of academic mobility from partner organizations at the University:

- The confirmation of nomination from partner organizations;
- The teaching or training plan with indication of scientific or professional interests, proposed activities within the programme of academic mobility and language of training/teaching;
- The administrative note from the person responsible for the participant of academic mobility (representative of the structural unit of the University, head of the Academic mobility office, Vice-rector for Student Affairs, etc.) addressed to the rector of the University with a visa-approval of the Vice-rector for International Relations, requesting approval for organization the visit of the foreign participant of academic mobility;
- The agenda of the visit of the foreign participant of academic mobility with a visa-approval of the Vice-Rector for International Relations and a resolution of the Rector of the University.

4.4. In case of successful completion of the academic mobility programme by the foreign participant, the Academic Mobility Department forms a standard certificate.

5. Organizational support of academic mobility of incoming staff

5.1. The Staff of the University can exercise the academic mobility right for professional activities implementation in accordance with signed training/teaching agreement within the programme of academic mobility.

5.2. The duration of participation in academic mobility programmes of Staff is determined, taking into account the possibility of implementing the results obtained within the selected program in the educational process under a specific educational program at the University or their use in scientific or administrative purposes specified in the terms of reference for the trip

5.3. Depending on the academic mobility programme, the selection of participants is carried out on a competitive basis or by the host organization or by the University, taking into account the requirements of the partner organization.

5.4. In case of competitive selection at the University, the Staff provides to the Academic mobility office:

- The rating of scientific and pedagogical and scientific staff member;

- The training or studying plan agreed with the administration of the faculty/Institute;
- The certificate of foreign language proficiency (if available);
- The application form.

6. Financial support for the realization of the right to academic mobility by higher educational applicants

- 6.1. The place of study and payment of the scholarship at the University remain with higher education students, studying for the period of academic mobility in the partner organization, appointed in accordance with the decision of the scholarship commission in case of regular non-refundable fixed financial support in monetary form during the entire period of study under the academic mobility programme is not provided or provided in the amount that in terms of national currency on the date of signing the academic mobility agreement is less than the amount of the scholarship awarded to the person by the scholarship commission.
- 6.2. The issue of payment of scholarships to applicants for higher education of the University, who exercised the right to academic mobility on the basis of the agreement on academic mobility and returned to the University, is decided by the scholarship commission.

7. Recognition of the results of participation in academic mobility programmes for higher education applicants of the University

- 7.1. The conditions for recognition of learning outcomes, trainings or research are set out in the annexes to the academic mobility agreements between the faculty/Institute of the University and the partner organizations.
- 7.2. If the academic mobility program does not provide the automatic recognition of study periods, obtained results and credits, this function is entrusted to the administration and the academic mobility coordinator of the unit where the academic mobility participant is studying on a permanent basis. The decision on the possibility of recognizing periods of study within the academic mobility programmes and their results is made during the formation of individual curricula for participants of academic mobility before the start of study under the programme.
- 7.3. If necessary, the decision on recognition of periods and recognition of learning outcomes for participants in academic mobility is made by the Director of the Institute/Dean of the faculty on the basis of the recommendation of the commission created by the order of the Director of the Institute /Dean of the faculty. The head of the commission is the head of the graduating department, according to the

specialty/educational program which the participant of academic mobility studies at. The commission must include the academic mobility coordinator of the relevant unit.

- 7.4. Recognition of learning outcomes of participants in academic mobility is based on the resolutions of the European Credit Transfer and Accumulation System and the comparison of educational programs of the University and partner organizations. If necessary, evaluations are performed in accordance with the evaluation systems of partner organizations.
- 7.5. Comparison of the workload during degree and credit mobility should be based on a comparison of learning outcomes provided by the academic mobility programmes in the partner organization and the learning outcomes planned with the higher education institution's curriculum.
- 7.6. Learning outcomes can be recognized at the University within the scope of educational components, the study of which is provided by the relevant educational program, which studies the participant of academic mobility on a permanent basis.
- 7.7. When drawing up individual curricula for participants of academic mobility, the educational components provided by the educational programs of the University, for which full recognition of the results obtained under the academic mobility program is carried out, must be indicated. For those educational components that are not provided by the academic mobility programme, the terms of control measures on the territory of the University are indicated.
- 7.8. The confirmation of the expected results of academic mobility programmes is the certificate, academic transcript or other document containing data on the names of the studied educational components, their volume in ECTS credits and the received assessments or results of scientific work.
- 7.9. The issue of non-fulfillment by academic mobility participant of the program requirements according to the curriculum taking into account the individual direction of study will be settled in accordance with the Temporary regulation on the organization of the educational process at Igor Sikorsky KPI.
- 7.10. The participant of academic mobility must fully complete the agreed number of ECTS credits required to meet the qualification requirements for the selected educational program.
- 7.11. Failure of the higher educational applicant to meet the requirements of the individual curriculum of the participant of academic mobility is the basis for his expulsion from the University.

8. Recognition of the results of participation in academic mobility programmes for University Staff

- 8.1. Recognition of the results of participation in the academic mobility programmes of the University Staff is carried out on the basis of his fulfillment of the terms of the mobility agreement and terms of reference.
- 8.2. The results of participation in the academic mobility programme of the University Staff are evidenced by the submission of a report on participation in the academic mobility programme in the partner organization and the documents on successful completion of the academic mobility programme defined by the partner organization at which the academic mobility took place. These documents are duly executed and submitted within ten days after returning to the University to the unit specified in paragraph 10 of this Regulation, depending on the category to which the Staff belongs.
- 8.3. The responsibilities of the Staff of the University to report on participation in academic mobility programmes and the implementation of results in the educational process within specific educational program or their use in the performance of certain scientific or administrative tasks should be specified in the terms of reference for trip.
- 8.4. If participation in the academic mobility programme involves activities in the field of the Staff work at the University (or language internship) for at least 108 hours, which is documented, participation in the academic mobility programme may be recognized as advanced training in accordance with the Regulations.