

Annex 1

to the order 30.09.2020 № 7/174

REGULATION

**on double degree programs in National Technical University of Ukraine “Igor
Sikorsky Kyiv Polytechnic Institute”**

Kyiv – 2020

1. GENERAL REGULATIONS

- 1.1. Regulation on the double degree programs in National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” (hereinafter - Regulation) regulates the organization of academic mobility for students under international and domestic double degree programs (hereinafter – students) and taking part in the organization of such programs of scientific and pedagogical researchers and other participants of the educational process (hereinafter - Employees) in National Technical University of Ukraine “Igor Sikorsky Kyiv Polytechnic Institute” (hereinafter - University).
- 1.2. Regulation is made under the Constitution of Ukraine, Laws of Ukraine “On education”, “On higher education”, “On scientific and technical activity”, other education legal acts as well as on the basis of the legal framework of University and the Principles of Joint declaration of the European Ministers of Education “The European Higher Education Area” signed in Bologna on 19.06.1999 (Bologna Declaration).
- 1.3. **The double degree program** (hereinafter - **Program**) is a program of academic mobility at a certain higher education level, according to which the educational process is implemented simultaneously in University and in foreign institution of higher education (hereinafter - foreign partner university) according to the agreed educational program, which allows to obtain two diplomas – one of University and one of foreign partner university, which have expressed mutual intention to organize and provide such a program and concluded a Framework Agreement on cooperation with a foreign partner university and an Interuniversity agreement on a double degree program.
- 1.4. Forms of documents for ensuring of double degree programs in University are approved by the order of Rector (or first Vice-Rector).
- 1.5. Participants of the Program in University have the same academic rights and responsibilities with other students of University.
- 1.6. The program is implemented within the framework of current educational programs, which are valid in University and in the foreign partner university.
- 1.7. Preparation under the Program can take place under any of the licensed forms of education under accredited educational programs of University and the foreign partner university.
- 1.8. Consulting and organizational support of the Program is provided by:
 - Department of Academic Mobility which is based in Department of Educational Work - in terms of information support and support in preparation of **the Agreement on cooperation under the double degree program between University and foreign partner university**, preparation of documents on sending students for training under the Program;
 - Department of Ensuring International Activities which is based in Department of International Cooperation, in terms of registration and approval the Agreement on cooperation under the double degree program between University and foreign partner university;
 - guarantors of educational programs, coordinators of the Program from Faculty/Institute of University and foreign partner university – in terms of establishing cooperation, coordination of the main issues of organization of the educational process under the Program.

- 1.9. **Program Coordinator** - Employee who is responsible for the implementation of the Program under the educational program of University and is appointed in terms of submission of the graduating Department and Academic Council of Faculty/Institute by the order of Dean of the Faculty/Director of the Institute.
- 1.10. Stages of the Program implementation:
- development of the Program under coordination of curricula and educational programs of University and foreign partner university, coordination of questions of financing of the Program and conclusion of the **Agreement on cooperation under the program of the double degree between University and foreign partner university** (further - Agreement);
 - competitive process for students to study under the Program;
 - sending students to study under the Program to foreign partner university or admission of foreign partner university students to in University;
 - registration of students in the host foreign partner university (University and / or foreign partner university) according to the procedure established in it;
 - study of students under the Program;
 - mutual recognition by University and foreign partner university of learning outcomes under the Program;
 - certification by a qualifying work/project defense or passing a comprehensive exam;
 - qualification assignment and issuance of documents on higher education - a diploma of University and a diploma of foreign partner university.
- 1.11. Students, who do not fulfill the individual curriculum, are expelled from University and terminate their studies under the Program in foreign partner university. University notifies foreign partner university about this within 10 days from the date of expulsion.

2. PROGRAM DEVELOPMENT PROGRAM AND CONCLUSION AGREEMENT BETWEEN UNIVERSITY AND FOREIGN PARTNER UNIVERSITY THROUGH UNIVERSITY UNDER COORDINATION OF CURRICULA AND EDUCATIONAL PROGRAMS OF UNIVERSITY AND FOREIGN PARTNER UNIVERSITY

- 2.1. Agreement shall be based on the current framework Agreement on cooperation between University and foreign partner university with the participation of representatives of University Faculties/Institutes that are responsible for the implementation of the program and are basic from University, Department of Academic Mobility, Department of Organizational Support of International Activities, as well as officials authorized by foreign partner university.
- 2.2. A working group is formed to prepare the Agreement, which may include the dean of the faculty / director of the educational and research institute (or their deputies), heads of departments, guarantors of educational programs, research and teaching staff of the University and partner institutions of higher education, analyze educational programs of the University and partner institutions of higher education and coordinate the program.
- 2.3. If necessary, representatives of structural divisions of the University, responsible for a particular area of activity, are invited to participate in the working group.

- 2.4. The working group works under the co-chairmanship of the designated heads one from the University and partner institutions of higher education. The Chairperson and members of the working group from the University are appointed by order of the first vice-rector as advised by the head of the department and agreed upon by the dean of the faculty / director of the educational-research institute.
- 2.5. Preparation of the Agreement includes the development of the following documents:
- draft Agreement;
 - schedule of training of applicants in higher educational institutions - partners of the Agreement;
 - protocol of correspondence of educational components and program results of education.
- 2.6. The basic text of the Agreement contains (in particular, but not exclusively) the following information:
- educational programs on which the Program is realized;
 - data on Program coordinators on each of the educational programs;
 - duration, scope of the program and terms of training of applicants on the Program; the documents necessary for admission to the program;
 - conditions of financing the training of applicants on the Program;
 - conditions of financing the University and/or partner institutions of higher education, accommodation, insurance and medical care.
- 2.7. It is obligatory to provide in the Agreement that:
- in addition to compulsory academic disciplines (educational components) of the curriculum at partner institutions of higher education;
 - applicants have the right to independently choose additional academic disciplines (educational components) applicants must study at least 25% of ECTS credits provided in the study plan for a semester on the chosen educational program of the University;
- 2.8. The training schedule of applicants under the Program is developed taking into account the schedule of the educational process at the University and partner institutions of higher education and establishes academic disciplines (educational components) in the University and partner institution of higher education during the training period
- 2.9. Protocol of correspondence of academic disciplines (educational components) contains the results of comparison of the content and scope of educational programs of the University and partner institutions of higher education and is the basis for mutual recognition of program results.
- 2.10. The final Agreement is carried out by signing by authorized representatives of the University and partner institution of higher education.
- 2.11. After the conclusion of the Agreement, information about the program is posted on the official resources of the University and partner institution of higher education (websites of departments / faculties / educational and research institutes, website of the Department of Academic Mobility of the University). This information includes:
- list of educational programs;
 - conditions and terms of training under the Program;
 - requirements to candidates;
 - list of documents for participation in the Program, terms of their submission.

3. SELECTION OF APPLICANTS FOR TRAINING UNDER THE PROGRAMS OF PARTNER INSTITUTION OF HIGHER EDUCATION

3.1. A candidate for participation in the Program must meet the following requirements

- Be a higher education applicant of the appropriate educational level at the University. Participation in the Program is allowed only within the same level of education at the University and partner institution of higher education
- have a knowledge of a foreign language, provided for by the Agreement, at the level necessary for learning, but not less than B2;
- have a grade point average of not less than 75 on a 100-point scale, which is indicated in the applicant's application to participate in the program and is calculated as a average score by representatives of the Dean's Office of the Faculty of the University, based on a certified copy of the applicant's academic card

$$\bar{X} = \frac{Q_1X_1 + Q_2X_2 + \dots + Q_nX_n}{Q_1 + Q_2 + \dots + Q_n},$$

where X - average score; Q_i - total amount of credits assigned to study of the academic discipline (educational component) during a semester; X_i - the result of the semester control of the discipline (educational component) expressed in points; n - number of disciplines, and $i=1\dots n$.

3.2. To participate in the competitive selection process, applicants of the University shall submit to the academic mobility department the following documents:

- an application for participation in the Program with visas of the Program coordinator for a particular educational program and the academic mobility coordinator of the faculty/research institute;
- application form of the applicant for higher education, his/her academic and scientific achievements, certified copies of supporting documents for achievements listed in the application form, a certified copy of academic card of the applicant, which confirms his/her grade point average, certificate of language proficiency
- recommendations of the graduating department under whose educational program the applicant studied (except of the minutes of the department meeting signed by the head of the department and the guarantor of the educational program).

3.3. Selection of candidates for training under the Program is carried out by the competition commission, in accordance with the "Procedure of competitive selection for double degree programs. According to the results of the selection, the competition committee forms a protocol with a list of applicants recommended for participation in the Program and the nomination letter with information about applicants recommended by the University for study on the Program, which is signed by the Vice-Rector for Educational Work of the University.

4. REFERRALS OF APPLICANTS TO THE PROGRAM

4.1. Students are directed to partner institutions of higher education by order of the Rector (Vice Rector) of the University (see sample transcript in Annex 4).

4.2. In order to execute the order for the University to send the applicant for training under the Program, the applicant submits the following documents to the department of academic mobility:

- invitation of partner institutions of higher education for training under the Program and its certified translation;
- photocopies of applicant's insurance policies, which cover the entire period of training under the Program;
- a bilateral Agreement between the applicant and the University for training under the Program (Annex 5);
- a copy of the applicant's study card.

4.3. For the timely submission and correctness of documents for sending higher education applicants for training under the Program and timely presentation to the Department of Academic Mobility of the University corresponds to the applicant, as well as within their authority, the Program coordinators and the coordinator of academic mobility of the faculty/institute. Documents shall be submitted by the applicant to the academic mobility department no later than 14 days before the start date of training specified in the invitation.

4.4. Based on the submitted documents and the results of the competitive selection employees of the academic mobility department form an order for the University on the direction of applicants to the partner institutions of higher education for training on the Program.

4.5. With the assistance of the Program Coordinator and the coordinator of academic mobility applicant draws up an application for an individual curriculum of the participant of academic mobility in the double diploma program (hereinafter - INPAM) and forms this document.

4.6. Dean of the faculty / educational-research institute generates an order for the provision of INPAM applicant on the basis of: the application of the applicant; copy of the order of the University on the direction of applicants to partner institutions of higher education for training on the Program; copy of the contract for training and INN approved by the Program Coordinator and the head of the department.

4.7. Responsible for registration of applicants for training on the Program in partner institutions of higher education Program coordinator. Registration of applicants sent by the partner to study under the Program at the University takes place in accordance with the Regulations on academic mobility of Igor Sikorsky Polytechnic Institute

4.8. In case of sending applicants from the foreign partner to the University their enrollment is made by the general algorithm defined in the Regulations on academic mobility of Igor Sikorsky Polytechnic Institute, with entering data on such applicants in the EDEB in accordance with the order of their enrollment in the University (Annex 9). Admission of applicants is carried out in accordance with the terms of their training under the Agreement.

5. HIGHER EDUCATION APPLICANT STUDY AND RESULTS RECOGNITION

5.1. Recognition of the results of studies received at the Igor Sikorsky Polytechnic Institute is carried out by the Recognition Commission of the graduating department, with the involvement of the Program Coordinator, taking into account the Regulations on recognition of the results of studies at the Igor Sikorsky Polytechnic Institute on the basis of the Agreement and documents on learning outcomes (Transcript of Records, academic transcripts, etc.) provided by partner institution of higher education each semester. Educational disciplines (educational components) studied at the HEI partner outside the Program may be included in the University diploma supplement.

5.2. Recognition of the results of partner institution of higher education is carried out in accordance with the Agreement.

5.3. Upon completion of training on the Program, applicants carry out a qualification work (project) and / or pass a qualification examination at the University and the partner VEI under the guidance of scientific and pedagogical staff appointed by the University and the partner VEI.

5.4. The order of coordination and approval of topics of qualification works (projects), the appointment of their supervisors and engagement of consultants is determined by the Agreement.

5.5. Assessment of applicants who have completed the program is conducted at the University and higher education institutions - partners with the obligatory participation of representatives of both higher education institutions. The order of approval of the composition of the examination commission and the regulations of its work are determined by the Agreement.

5.6. Upon completion of the Program, applicants who have successfully completed the training and passed the attestation receive two diplomas of the University and the partner higher education institution.

September 20, 2020 №7/174

PROTOCOL

of correspondence of academic disciplines (educational components) and Dual Diploma Program learning outcomes for the Igor Sikorsky Polytechnic Institute and

(name of partner institution of higher education)

Establish the following correspondence between the academic disciplines (educational components) of _____ department of the _____ faculty of Igor Sikorsky Polytechnic Institute and the academic disciplines of the educational program of the _____ department of _____

№	Disciplines / educational components of the partner institution of higher education, learning outcomes of which are recognized and credits from which are subject to enrollment			Disciplines/educational components of the Igor Sikorsky Polytechnic Institute educational program that are put in line with recognized disciplines		
	Course Name	No. of credits	Program learning outcomes	Course Name	No. of credits	Program learning outcomes
1	2	2	4	5	6	7
1.						
2.						
3.						
4.						

(name of partner institution of higher education)

Igor Sikorsky Polytechnic Institute work group leader:

_____ (_____)

(signature)

(name and

surname)

Members of the Igor Sikorsky Polytechnic Institute work group

Igor Sikorsky Polytechnic Institute educational program guarantor _____ (_____)

(signature)

(name and surname)

head of department _____ (_____)

(signature)

(name and surname)

_____(_____)
(signature) (name and surname)

Partner institution of higher education work group leader:

_____(_____)
(signature) (name and surname)

Members of the _____(partner institution of higher education name) work group:

_____(_____)
(signature) (name and surname)

_____(_____)
(signature) (name and surname)

Procedure for competitive selection for Igor Sikorsky Polytechnic Institute Dual Diploma Programs

1. General provisions

1.1. Competitive selection is held within the framework of implementation of bilateral international academic mobility project between National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" (hereinafter - Igor Sikorski Polytechnic Institute) and foreign partner universities on double-diploma programs.

1.2 General parameters of selection: the number of scholarships, the target audience (applicants for higher education), the duration of the academic mobility program, its direction, funding, additional conditions of selection, deadlines for submitting documents, etc. are determined by inter-university agreements on double-diploma program (hereinafter the Program) with each individual institution of higher education - partner, and can also be specified in correspondence between persons responsible for the project.

1.3 The general principles of the organization of the competitive selection with: fairness, transparency and equal opportunities for all participants. information and documentation for each individual competition: the selection criteria, terms and conditions of the competition and the results of the selection are posted on the website of the Academic Mobility Department (hereinafter - AMD), in the subsection "Double Diploma Programs" (<http://www.mobilnist.kpi.ua>).

1.4 Selection of participants for each individual project is carried out by the competition commission (hereinafter - the Commission) consisting of: Chairman of the Commission, Deputy Chairman of the Commission, Double Diploma Program Coordinator, Coordinator of academic mobility of the Faculty / Institute, representatives of student self-government bodies Sikorsky in the number provided for by law. Chairman of the Commission is the Vice-Rector for Academic and Educational Work, his deputy - the head of the academic mobility department, the secretary of the Commission of mobility. All members of the Commission and the Secretary shall sign the minutes of the meeting and declare no conflict of interest.

The Commission is approved by the order of the First Vice Rector of Igor Sikorski Polytechnic Institute. The authority of the Commission are determined by the duration of the selection from Igor Sikorsky Polytechnic Institute on the specific project which is implemented in Igor Sikorsky Polytechnic Institute Program by the employee of the Academic Mobility Department.

2. Purpose of Selection

2.1. To select candidates for the Program within the limits of the available places (with reserve) provided by the Dual Diploma Agreement between Igor Sikorsky Polytechnic Institute and the partner institution of higher education.

3. Requirements and selection criteria

3.1 Competitors may be adult citizens of Ukraine - applicants first and second level higher education, Igor Sikorsky Polytechnic Institute specified in the selection criteria for each individual project.

3.2 In making a decision on the selection of candidates, the Commission takes into account the possibility of their fulfillment of the requirements of the Program considering the presence of diseases that may be an obstacle to participation in the Program, specified in the List of diseases and pathological conditions, approved by the Order of the Ministry of Education and Science of Ukraine, Ministry of Health of Ukraine from August 29, 2016 N 1027/900, registered with the Ministry of Justice of Ukraine on December 27, 2016 at Ne 1707/29837.

3.3 Selection criteria for higher education applicants:

The applicant applying for participation in the Program must submit an application form (Annex 3), supporting documents on achievements and meet the following requirements:

1) at the moment of application submission of documents for participation in the competition be a candidate of higher education at those levels of higher education, which they are planning to take part in (exception, in agreement with partner higher education institution, is students of the last semester of studies at the first level of higher education, if they are planning to enter Master Program and take part in the Program at the second level of higher education). At the same time, the applicant must be in Igor Sikorsky Polytechnic Institute's contingent of higher education applicants for the entire period of study at partner institution of higher education;

2) have an average grade point for the entire period of study at Igor Sikorsky Polytechnic Institute, not less than 75 (seventy-five) points on the rating (the component of success of applicants - calculated by the Dean's Office of the Institute where the applicant studies, and noted in the academic card). A certified copy of the academic card will be sent with the application form and other documents. According to the rating (taking into account the results of all forms of semester control) the competitive score is calculated according to the following formula: applicant's rating + 10%;

3) have the educational certificate confirming formation of foreign language communicative competence of the applicant at a level not lower than that of the corresponding partner institution of higher education the and which is specified in inter-university agreements on implementation of the Program. Depending on the level of formation of foreign language communicative competence and the type of certificate the applicant receives such points:

Level of language competence	Number of competence points		Level of language competence	Number of competence points
B1	1		C1	3
B2	2		C2	4

The presence of internationally recognized language competency certificates **provides double the competitive points**. These include: for English - IELTS, TOEFL, FCE, CAE, Cambridge ESOL; for German - TestDaF, Goethe Institut, DSH; for French - DELF-DALF.

4) have achievements in research work during studies at Igor Sikorsky Polytechnic Institute, presented together with the application form in the following form: for articles and theses of reports - title page of publication, content (indicating surname and initials of candidate and topic) and publication itself; for patents - description and certificate; for Olympiads/competitions - certificate or diploma of participant. **Following achievements of the applicants are taken into account:**

1. Articles and patents in the specialty. Accepted if confirmed. If there are co-authors, the points are divided by their number

- article in the publication, which is included in international scientometric databases: Scopus & Web of Science - 5 points; all other international scientometric databases - 4 points;
- article in a periodical scientific publication of Ukraine, which is included in the list of scientific publications approved by the Ministry of Education of Ukraine - 3 points;
- other articles - 1 point;
- patent for invention - 5 points;
- patent for utility model - 3 points;
- objects of intellectual property rights - 3 points.

2. Conferences on specialty (accepted if there are published abstracts of reports). If there are co-authors, the points are divided by their number:

- participation in the All-Ukrainian or international conference in Ukraine - 2 points;
- participation in an international conference abroad - 3 points;
- participation in the Faculty / Institute university conference - 1 point;
- award for the best report at the All-Ukrainian or international conference - 1 point.

3. Olympiads and competitions of innovative projects, scientific works on specialty (are accepted in the presence of confirmation). In case of team participation, points are divided by the number of participants in the team

- prize-winning place at the international Olympiad - 5 points;
- prize-winning place in an international scientific competition/project (start-up, hackathon, etc.) - 5 points;
- prize-winning place in the second round of the All-Ukrainian Olympiad (according to the list of the Ministry of Education and Science of Ukraine), or the second round of the All-Ukrainian scientific competition / project (startup, hackathon, etc.) or the second round of the All-Ukrainian competition of student research papers - 3 points;
- prize-winning place in the first round of the Olympiad, scientific competition/project (startup, hackathon, etc.), the competition of student research papers - 2 points;
- prize-winning place in other university /departmental Olympiads/competitions - 1 point.

4. Recommendation of the department in which the applicant studies, formalized in the form of an extract from the minutes of the department meeting

Note. If two applicants have the same number of competitive points, the preference is given to the student with a higher average score. The second criterion is the foreign language communicative competence, confirmed by a certificate.

3. The procedure for the competition

3.1 The candidate forms a package of documents, for which he/she prepares an application form (Annex 3), attaches all necessary documents and submits them personally to AMD within the established deadlines. The application form must be approved by the candidate, the Program Coordinator (or the Academic Mobility Coordinator of the respective faculty of the Institute or the Dean/Director or their deputy in case of absence of the Program Coordinator at the workplace for valid reasons).

3.2 AMD staff members check the submitted documents for compliance with this Procedure and conduct their registration. Candidates receive a registration number without delay when they submit their documents to AMD. Documents that do not meet the established requirements, submitted after the set deadline for submission of documents or submitted in an incomplete form will not be accepted and will not be registered.

3.3 The registered documents are submitted to the Commission, which draws up a protocol package and evaluates them in accordance with the selection criteria.

3.4 Based on the results of the Commission's work, the main and reserve lists of candidates recommended by Igor Sikorsky Polytechnic Institute for participation in the Program are made. AMD sends the results of the selection to the Program coordinator of the partner higher education institutions, the Program coordinator from Igor Sikorsky Polytechnic Institute, academic mobility coordinators of the relevant departments/research institutes of Igor Sikorsky Polytechnic Institute and informs each candidate by e-mail, as well as posts the results on the AMD website (<http://www.mobilnist.kpi.ua/>) with partially coded data (the document registration number is indicated without personal data on the participant)

4. Appeal Procedure

The candidate has the right to appeal the decision of the Commission within three (3) working days from the announcement of the selection results. The appeal application is submitted to the Chairman of the Commission, appoints the Appeals Commission for the question on the merits. Within three (3) working days, the Appeals Commission shall consider the appeal and notify the results to the Candidate. The decision of the Appeals Commission taken on appeal is final and not subject to revision.

ACADEMIC VICE-RECTOR _____ NATALIA SEMNSKA

September 20, 2020 №7/174

DOUBLE DIPLOMA PROGRAM

_____ (NAME OF THE PROGRAM)

APPLICATION FORM

20__/20__ ACADEMIC YEAR

DATE _____

REGISTRATION № _____ - C

A. INFORMATION ABOUT THE CANDIDATE			
1	Full Name		
	Passport series and number (expiration date)		
	Email address, contact phone number		
2	Faculty/educational institute		
	Course and group (as of the day of application)		
	Specialty and educational program		
	Level of higher education (as of the day of application)		
3	Host institution		
B. ADDITIONAL INFORMATION			
4	Grade point average		Name and signature of the academic mobility program coordinator _____ Name and signature of the double diploma program coordinator _____
5	Have you previously participated in other international academic mobility projects?	No	Yes _____ _____ (number of times and name of the project)
6	Do you belong to a privileged category?*	No	Yes _____ _____ (category name)
7	Knowledge of foreign language*	Language:	
	Level	Type of certificate:	
1. By my signature, I consent to the processing of the above personal data and their transfer to third parties (partner institution of higher education) in order to participate in the mobility program. 2. Please note that the final decision on the selection of candidates is left to the partner institution of higher education. I hereby certify that all the above information is reliable: _____ (signature)		Date:	

*written confirmation is required

To be filled in by the employee

The following documents have been added to your application form:

- support sheet (**if available**);
- a copy of the study card;
- certificate confirming the level of a foreign language;
- documents certifying the candidate's achievements in student and / or research work.

Points received for the competition		Rate		Total
		Number	Point	
1.	Average grade point of achievement			
2.	Level of knowledge of a foreign language			
Achievements in research work:				
Articles by specialty:				
	Article in a publication included in international scientometric databases: Scopus & Web of Science (5);			
	Articles included in other international scientometric databases (4)			
	Article in the professional edition of Ukraine (3)			
	Other articles (1)			
Patents and objects of intellectual property rights in the specialty:				
3.	Patent for invention (5)			
	Patent for utility model (3)			
	Objects of intellectual property law (3)			
Conferences in the specialty:				
	participation in an international conference abroad (3)			
	participation in the All-Ukrainian conference (2)			
	participation in an international conference in Ukraine (2)			
	participation in faculty / institute / university and other conferences (1)			
	award for the best report at the All-Ukrainian or international conference (1)			

	Olympiads and competitions of innovative projects, scientific works on a specialty:
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	a prize-winning place at the international Olympiad / scientific competition project (5)			
	a prize-winning place in the second round: All-Ukrainian Olympiad / competition / project (3)			
	a prize-winning place in the first round: olympiad / competition / project (3)			
	prize-winning place in other olympiads / competitions (1)			
4.	Number of ECTS credits for recognition			
	TOTAL NUMBER OF POINTS			

September 30, 2020 №7/174

Ministry of Education and Science of Ukraine

National Technical University of Ukraine

«Igor Sikorsky Kyiv Polytechnic Institute»

Order № _____

Kyiv

«__» _____ 20__ yr.

On sending a higher education applicant to study under a double degree program abroad

According to the student body of the faculty _____

Full-time / part-time form of study

According to the invitation ____ (specify the name of the HEI-partner) and double diploma agreement with _____ (specify the full name of HEI-partner in Ukrainian and English/in the original language; output details agreement).

ORDER:

1. Petrenko Petro Petrovich, 2nd year student of UK-81 first (bachelor's) level of higher education, specialty 186 Publishing and printing, educational program "Technology electronic and printed publications ", study by state order (under the contract at the expense of individuals (legal entities)), within the framework of international academic mobility to send to the Warsaw University of Technology, Warsaw, Republic of Poland, from 01.09. 2020 to 12.12.2020 for *training under the double diploma program*.
2. Financing of training takes place at the expense of ____ (*specify the type of financing*).
3. I reserve the right to control the execution of the order.

Grounds: statement of the applicant of higher education Petrenko P.P. with a visa-approval of the head of the department, director / dean and the resolution of the vice-rector for educational work; invitation ____ *to indicate the name of the HEI-partner* with translation into Ukrainian; agreement / memorandum / agreement.

Vice-rector for educational work

_____ (signature) _____ (name and surname)

The draft order introduces:

Head of the academic mobility department _____ (signature) _____ (name and surname)

Date _____

Agreed:

Vice-Rector for International Relations _____ (signature) _____ (name and surname)

Chief Accountant _____
(in case of referral to study / internship, _____
which is planned at the expense of the University) (signature) (name and surname)

Assistant Rector for Regime _____
(signature) (name and surname)

Legal adviser _____
(signature) (name and surname)

VK employee _____
(signature) (name and surname)

Distribution list:

Electronic copies:

1. department of educational work
 - a) department of educational work-paper original and copy;
 - b) a) the department of academic mobility;
2. dean's office of the faculty / institute;
3. department of international cooperation
 - a) department of organizational support of international activity;
4. department of economy and finance;
5. Department of quality of the educational process:
 - a) the department of contingent accounting and statistics;
6. Department of organization of the educational process:
 - a) educational department;
7. military mobilization department;
8. campus;
9. library.

(structural subdivision)

Performer:

(own name and surname)

Phone numb.: _____

E-mail

September 30, 2020 №7/174

Agreement № _____

about studying under the double degree program

Kyiv

«__» _____ 20__ yr.

National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» in person

(Dean of the Faculty/Director of the Institute, full name)

_____, acting on the basis of the Rector's Order № ____ from _____, on the one hand (hereinafter - National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute»), and

(full name of higher education applicant, institute/faculty, course, group)

(hereinafter – applicant), on the other hand, in the future together – Parties, concluded an agreement on studying under the double degree program (hereinafter referred to the Agreement) as follows.

1. Subject of the Agreement

1.1 The subject of the Agreement is the studying of the applicant at the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» within the framework of academic mobility under the double degree program

(the name of program)

hereinafter – the Program, in _____

(name of HEI-partner, city, country)

_____, hereinafter – host institution,

from _____ to _____ under the Agreement on

(specify the terms of studying)

Cooperation

in the Double Diploma Program between the University and

(specify the name of HEI-partner)

_____, hereinafter – the Agreement.

(specify the details of this agreement)

2. General provisions

2.1 During the study according to the Program, the applicant will be accountable to the dean of the faculty / director of the institute, head of the department, for the time being, the guarantor of the educational programs, and the head of the department of academic mobility.

2.2 A document that says that the result of the successful completion of the job at the HEI-partner is based on the basis of the

(academic certificate, Transcript of Records or a similar document issued by the HEI-partner in such cases, indicate the required).

2.3 The documents that the applicant will receive after the successful completion of the Program are diploma of the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» and diploma _____.

(the name of HEI-partner)

2.4 The individual curriculum of the participant of the academic mobility program (hereinafter referred to as INPAM) with an attachment to the Agreement, confirmed each semester before the completion of the applicant's program, and is mandatory for an applicant.

2.5 The applicant provides financing independently/confirms receipt _____

(full-partial)

funding from _____

(indicate the name of the institution / organization / fund, etc.)

in the amount of _____

(indicate the amount in the currency in which it will be paid and its equivalent in the national currency of Ukraine and the date of signing the Agreement)

3. Obligations and rights of the applicant

3.1 The applicant undertakes:

- 3.1.1. Fulfill all the requirements of the legislation of Ukraine, the Charter of the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute», provisions on the organization of the educational process of the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» and timely fulfill INPAM;
- 3.1.2. Freely provide all the necessary documents for the organization of studying;
- 3.1.3. Arrive at the host institution, return and start studying at the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» after finishing the Program;
- 3.1.4. In case of any changes in the studying program at the host institution, immediately inform the coordinator for academic mobility from the institute to the faculty about the changes in the curriculum and make them to the INPAM;
- 3.1.5. While studying at the host institution, comply with the laws of the host country and the rules of the host institution;
- 3.1.6. Upon returning to the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» (*if there is a need for repeated visits to the host institution during the entire duration of the Program, these documents are submitted after each return*), within 5 (five) working days, provide:
 - 3.1.6.1. To the department and to the department of academic mobility, a copy of the document, that certifies the results of the applicant's passing semester control (certificate, academic transcript / transcript of records / defense of qualification work (project) and report);
 - 3.1.6.2. To the department of academic mobility copies of boarding passes / tickets or a copy of the passport from the identification page with marks about crossing the border;
- 3.1.7. If the departure date is changed and / or if the applicant returns later than the date specified in the referral order, the applicant must notify the dual degree program coordinator and the academic mobility department within 3 (three) working days to amend the referral order. Changes are made on the basis of the applicant's application and a copy of boarding passes / tickets or a copy of the passport with an identification page, and pages with marks about crossing the border. In the event of a delay for a period exceeding the dates specified in the INPAM, the corresponding changes are made to the INPAM.

- 3.2. The applicant has the right:
- 3.2.1. Receive from the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» necessary information about participation in academic mobility programs;
- 3.2.2. In case of successful implementation of the Program, recognize in the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» discipline according to INPAM, which is attached to the Agreement.

4. Duties and rights in the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute»

4.1 The National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» obliges:

4.1.1. Provide support for the training of the applicant for the Program, including the fulfillment of obligations by the coordinator of the double degree program at the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» coordinator for academic mobility from the institute / faculty, and other persons responsible for the recognition of academic disciplines (educational components) and the implementation of the Program.

4.1.2. Establish the term and form for the applicant to submit information on the results of his current training in order to monitor his fulfillment of contractual obligations.

4.1.3. To approve INPAM and after the completion of the Program to recognize the learning outcomes defined by the Agreement and specified in INPAM, and which were successfully mastered by the applicant during his training under the Program.

4.1.4. In case of non-compliance with INPAM in the host institution to provide the applicant after returning to the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» individual schedule is provided for the liquidation of academic debt, unless other terms are provided by the Agreement.

4.1.5. To provide scholarships in accordance with the resolution of the Cabinet of Ministers of July 12, 2004 N882 "Issues of scholarships".

4.2. The National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» has the right to:

4.2.1. Require the applicant to comply with all rules and requirements established by the host country and the host institution during the training program.

4.2.2. Require the applicant to provide a document certifying the results of the applicant's training, and semester and final reports on the Program, copies of boarding passes / tickets or a copy of passport with identification page and pages with marks on crossing the border in accordance with this Agreement.

4.2.3. Not to recognize the disciplines mastered by the applicant under the Program, if the terms of the Agreement are not fulfilled.

4.2.4. To terminate this Agreement in case of violation by the applicant of the terms of the Agreement, violation of the Charter of The National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» and in other cases provided by the legislation of Ukraine.

4.2.5. Expel the applicant for higher education from the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» in case of non-compliance with INPAM or other grounds in accordance with the law.

5. Term of the Agreement. Other provisions

5.1. For non-performance or improper performance by the Parties of their obligations under the Agreement, the Parties will be liable in accordance with the legislation of Ukraine.

5.2. The Parties shall be released from liability for non-performance or improper performance of obligations under the Agreement, if such non-performance occurred due to force majeure which arose during the Agreement, confirmed by law by the authorized body.

5.3. The National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute» and the applicant are not liable for non-performance of their obligations under the Agreement, if such non-performance occurred through the fault of the host institution, changes in regulations and / or training conditions under the Program, which change the terms of the Agreement.

5.4. Any contradictions and disagreements that have arisen during the implementation of the Agreement shall be resolved by mutual agreement through negotiations. In case of impossibility of their settlement by coordination, disputes which have arisen in the course of performance of the Agreement or connected with it, are resolved in court according to the legislation of Ukraine.

5.5. The Agreement shall enter into force on the date of its signing by the Parties and shall remain in force until the Parties have fully fulfilled their obligations.

5.6. The Parties shall amend the document by drawing up appropriate additions to the Agreement.

5.7. The Agreement is made in two copies, which have the same legal force, one copy for each of the Parties.

5.8. Annex to the Agreement - individual curriculum of the participant of the academic mobility program.

6. Legal details and signatures of the Parties

**The National Technical University of
Ukraine «Igor Sikorsky Kyiv Polytechnic
Institute»**

Applicant

Address: 37 Peremohy Avenue, Kyiv,
03056, Ukraine

Identification: 02070921

Tel. _____

e-mail: _____

(position)

(signature)

(name and surname)

Address:

Passport data:

Identification: _____

Tel. _____

e-mail: _____

(signature)

With the Regulations on the
organization of the educational
process of the National Technical
University of Ukraine «Igor
Sikorsky Kyiv Polytechnic
Institute», individual curriculum
and the Program I am acquainted

and undertake to carry out.

(signature)

Agreed

Head of Department

(signature) (name and surname)

Academic mobility coordinator

(signature) (name and surname)

Coordinator of the double diploma program

(signature) (name and surname)

September 30, 2020 №7/174

National Technical University of Ukraine
«Igor Sikorsky Kyiv Polytechnic Institute»

(structural unit name)

Approved

By order of the dean

faculty / director of the institute

from «__» _____ yr. №__

Individual curriculum of the participant of the academic mobility program № ____
under the double degree program _____ (indicate the name of the program)
for the period from _____ to _____ 20_/20_ academic year

Full name of the applicant _____

Name of faculty / institute _____

Specialty / educational program, _____

group code (code and name)

Full name and position of academic _____

mobility coordinator

№	Number of ECTS credits	Type of reporting	Date of semester control	Notes
Autumn semester				

Spring semester *				

Studying from _____ to _____ in accordance with the working curriculum of the specialty № _____ from _____, approved by the first vice-rector of the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute».

Head of Department	<i>signature</i>	Name, SURNAME
Coordinator of the double diploma program	<i>signature</i>	Name, SURNAME
Academic mobility coordinator	<i>signature</i>	Name, SURNAME
Applicant for higher education	<i>signature</i>	Name, SURNAME

* the applicant is allowed to continue his / her studies provided that he / she has no academic debt as of the first day of study in the new semester.

National Technical University of Ukraine
«Igor Sikorsky Kyiv Polytechnic Institute»

(structural unit name)

Approved

By order of the dean

faculty / director of the institute

from «__» _____ yr. №__

Individual curriculum of the participant of the academic mobility program
under the double degree program _____ (indicate the name of the program)

WITH CHANGES №__

for the period from _____ to _____ 20_/20_ academic year

Full name of the applicant _____

Name of faculty / institute _____

Specialty / educational program, _____

group code _____ (code and name)

Full name and position of academic _____

mobility coordinator

№	Number of ECTS credits	Type of reporting	Date of semester control	Notes
Autumn semester				

Spring semester *				

Studying from _____ to _____ in accordance with the working curriculum of the specialty № _____ from _____, approved by the first vice-rector of the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute».

Head of Department	<i>signature</i>	Name, SURNAME
Coordinator of the double diploma program	<i>signature</i>	Name, SURNAME
Academic mobility coordinator	<i>signature</i>	Name, SURNAME
Applicant for higher education	<i>signature</i>	Name, SURNAME

* the applicant is allowed to continue his / her studies provided that he / she has no academic debt at the first day of study in the new semester.

September 30, 2020 №7/174

Vice-rector for educational work

a student ___ course gr. *group code*

of the second (master 's) level of higher educational

specialty: code, name

Educational program:

Faculty / Institute _____

Form of study: _____

(full-time / part time, budget / contract)

Name, SURNAME

APPLICATION

Please send me to study under the double diploma program abroad to

_____ (name of HEI-partner) (name of HEI-partner in English), city, country, from dd / mm / yr to
dd / mm / yr. Funding for studying will be

provided by _____.

dd/mm/yr

(signature)

DO NOT MIND

(signature)

Name, SURNAME

Head of Department

dd/mm/yr

DO NOT MIND

(signature)

Name, SURNAME

Dean/director

dd/mm/yr

DO NOT MIND

(signature)

Name, SURNAME

Academic mobility coordinator

dd/mm/yr

DO NOT MIND

coordinator of the double diploma program

from the National Technical University of Ukraine «Igor Sikorsky Kyiv Polytechnic Institute».

dd/mm/yr

(signature)

Name, SURNAME

The applicant's phone

E-mail address of the applicant

Annex 9



UKRAINE

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
NATIONAL TECHNICAL UNIVERSITY OF UKRAINE
“IGOR SIKORSKY KYIV POLYTECHNIC INSTITUTE”**

REGULATIONS № _____

Kyiv

«____»____2019

On enrollment of an international student under the academic mobility programme (double diploma program)

Full-time study

REGULATIONS:

1. Given name and surname (transliterated according to the current rules, in the genitive case), citizen of _____(indicate the name of the country) to **enrol** as a student of the group _____ (group code) _____ (name of the faculty/institute) from dd/mm/yyyy to dd/mm/yyyy _____ level of higher education, speciality (code and name of speciality)_____, educational program (speciality)_____, (name of educational program), according to the Agreement on cooperation on double diploma program between National Technical University of Ukraine "Igor Sikorsky Kyiv Polytechnic Institute" and (specify name of HEI-partner in Ukrainian) №_____ from dd/mm/yyyy (specify registration number and date of Agreement) on academic mobility (**double diploma program**).

Funding is provided by _____

Grounds: Submission by the Vice-Dean/Director of the Institute (indicate Faculty/Institute and given name and surname of the Vice-Dean/Director of the Institute), signed by the Director of the CIE.

First Vice-Rector _____/signed/ ____ Yuri YAKYMENKO

The draft order introduces:

Director of the Center for international education _____

(signature) (First and last name)

Date

AGREED:

Vice-rector for educational work _____

(signature) (First and last name)

Vice-rector for international relations _____

(signature) (First and last name)

Assistant to the rector for regime issues

(signature) (First and last name)

Dean of the faculty/director of the Institute

(signature) (First and last name)

Legal adviser

(signature) (First and last name)

Mailing list:

Electronic copies:

1. CIE – paper original and copy;
2. Dean's Office of the faculty/Institute;
3. Department of international cooperation
 - (a) International Organization Division
4. Department of Economics and finance;
5. Department of quality of the educational process:
 - (a) contingent accounting and Statistics Division;
6. Department of Organization of the educational process:
 - (a) training division;
7. Department of educational work:
 - (a) academic mobility division;
8. Campus;
9. Library.

(structural division)

Performer:

(Proper first and last name)

Phone number: _____

Email address: